



2024 JUNIOR HIGH PROVINCIALS

COMPETITION RULES AND JOB DESCRIPTIONS

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MARSHALLING

- Keep the track events running on time!
- Marshalls work with starters and starters assistants.
- Marshalls meet the athletes at the marshalling area, line them up in their heats, collect stickers for sprinting events, and hand heat sheets over to the finish line.
- Marshalls keep the meet moving (as soon as one heat is done, the next is on the track immediately).
- Request to the announcer to make announcements for specific athletes and age groups to report for marshalling. (Meet Directors assist with this.)

JOB ALLOCATIONS

- 2-3 people organize athletes into lanes and lines,
- 1-2 people work their way through each line collecting athlete stickers and creating heat sheets.
- 1 “runner” to communicate to the announcer when new events are starting, and to bring heat sheets to the finish line

ADDITIONAL NOTES

- Marshalling occurs at many areas around the track:
 - Northwest section of the track for the 80mh, 100mh & 100m
 - Finish line for the 1200m, 800m & medley
 - Southeast section for the 300m
- Athletes will be arranged in lanes 1-8 for Sprinting events.
- **Sticker collection:**
 - Sprinting Events (MARSHALLS **COLLECT** STICKERS BEFORE RACE)
 - Stickers are to be collected prior to the athletes and placed on the heat sheet
 - These sheets will be brought to the finish line PRIOR to the race so that the finish line can write the times on the sheet
 - Distance Events: (MARSHALLS ARE NOT RESPONSIBLE FOR STICKER COLLECTION)
- Athletes sit down lined up in their heats and wait for their turn to race



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STARTING

JOB ALLOCATIONS

- 1 person – starter, starts the race!
- 1-2 people – starter's assistants, review race commands and general starting instructions with the athletes.

ADDITIONAL NOTES

- Once a heat of athletes is marshalled and ready, they will be "handed over" to the starter. The starter then oversees the competitors.
- Starters must have a clear view of all lanes prior to starting a race.
- The commands for the 800m, 1000m, 100m, 300m, & relays is "on your mark, set", *gun*, and for the 800m, and 1200m the command is "on your mark", *gun* (i.e. For races over 300m there is no "set" command).
 - **This must be told to each heat of athletes before they race**
- The 800m & 1200m will use a waterfall start. Prior to the race, athletes must be instructed that they must move to lane 1 safely following the starting gun, and passing **MUST** be done on the outside of the race.
- Recall races unfairly started by firing a second shot of the starting gun.
- Make sure to recall a race (over 400m) when an athlete stumbles in the first 3-10m.
- **False Starts:**
 - For Manitoba school meets; if a competitor false starts, the whole field is charged. Any competitor (s) making further false starts in the race will be disqualified.
- If a competitor disturbs another competitor they may be charged a false start.
- Competitors cannot touch the start line with his/her hands or feet.

FINISH LINE-Detailed Description of each Role on Page 4

JOB ALLOCATIONS

- Head Judge – manages the finish line, assigns jobs to others, manages the main lap counter & rings the bell during distance events
- Timers – operate the printer watches
- Judges – count laps and/or record finish orders
- Finish Chute – line the athletes up in the finish order, collect their stickers and places them on the heat sheet in the correct finish order.
- Runner- Runs the results from the race up to the results booth

ADDITIONAL NOTES

- Athletes will be in lanes 1-8
- Assign a specific lane to each volunteer to catch the finish place of the athlete.
- The printer watch prints the times of the athlete finishes, and is then stapled to the heat sheet and taken to results booth
- Athletes should be asked to come back and stand in their lanes to assist in the placing assignment
- Priority is placed on confirming the top 3 finishing athletes (lanes).
- Watch the full race carefully! If some athlete changes lanes throughout the race indicate this on the sheet as well. (ex: they start in lane 3 but finish in lane 4)



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FINISH LINE-DETAILED ROLES

HEAD FINISH LINE JUDGE

Responsible for entire finish line area including timing crew. Must ensure the following items are taken care of:

- Timing crew volunteers are ready for each race and that printer watch is reset
- Finish line sheets are accounted for and athletes are aware of how many laps remain in a race. (Bell Lap)
- In the relays, the head finish line judge will need to track the finishing order.
- Order of finish must be indicated on the finish line sheet.
- Timing tape needs to be stapled to the finish line sheet.
- Keep your eye on lead runner – change the lap counter when the lead athlete hits the last straight away coming toward the finish line, bell is rung with one lap to go.

LAP COUNTING (and Lapping)

- Lapping occurs when lead runners pass other athletes in the race (1 lap behind).
- Each finish line volunteer will be assigned an athlete or two.
- You are then responsible for counting the laps of your assigned athlete or athletes.
- Track the laps on paper, keep eye on your athlete or athletes all the time in case they leave the track
- The main lap counter (i.e. the number sign at the finish line) is for leading athletes only – the ones who have not been lapped
- When an athlete has been lapped, the volunteer counting their laps is responsible for telling that athlete how many laps they have left.

TIMING

- Hand Timing is done using the printer watches, generally students can be assigned this task.
- Cue all volunteers to start the watch at the **smoke of the gun**, not the sound of the gun!
- When using a timing plunger, hold the handle firmly and press the black button at the beginning of the race. Press the same button as the athlete finishes the race. Make sure that the button is not pressed twice, as this strongly interferes with results.
- Rip off the printed time paper from the printer watch and staple it to the heat sheet.
- **Red ink** appearing on the printer watch print out indicates that the paper is running out. Have the announcer call for an AM staff member to the finish line immediately to get additional paper before it runs out.



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HURDLE CREW

Hurdle Crews

- Main responsibility is making sure that the hurdle spacings are correct; carrying, playing, and raising hurdles
- Hurdles heights and spacings as per grade and sex:
 - Grade 7 girls: 80mh (12m;7.5m space 30")
 - Grade 8 girls: 80mh (12m; 7.5m space 30")
 - Grade 9 girls: 80mh (12m;7.5m space 30")
 - Grade 7 boys: 80mh (12m;8.0m space 30")
 - Grade 8 boys: 100mh (13m;8.0m space 30")
 - Grade 9 boys: 100mh (13m;8.5m space 33")

RELAYS

Medley

- Medley format is run: 800m-200m-200m-400m
- Once each heat has been marshalled, each team is brought onto the track to stand as a group in their lanes, in their racing order.
- The 3rd runner who will be running the 200m will be located on the North-Eastern corner of the track.
- The race will begin in waterfall format at the start line; runners will treat this leg like a normal race following the same passing rules.
- As the 800m runners come up to the first handoff, volunteers will arrange the next 200m runners in the order of how the teams are doing: ie/ if Team A is in the lead, followed by Team B, Team C, and then Team D; then second runners will be arranged in the format of A being closest to inner track, with B beside A, C, and D.
- Handoffs between the two 200m runners follow normal relay exchange format, within the two solid white lines.

If the handoff of a baton is done before or outside the exchange zones, the team will be disqualified. Please watch hand-off zones carefully. Disqualifications MUST be brought to the finish line following the race so that they can write it down.



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LONG JUMP & TRIPLE JUMP

JOB ALLOCATIONS

- 1 person – Lead official will have the clipboard and event sheets. Responsible for marshalling the athletes and taking their stickers prior to the jump. Marshall 10 athletes per age category at a time. During competition call athletes three at a time – “A is up, B is on deck, C is third.”
- 1-2 people – help lead official organize groups of 10 athletes, start organizing the next group of 10 once the first group is almost finished. Communicate with announcer when it’s time for the next group (or when finishing up last group of a certain age group).
- 2 people – tape measure (1 person holds down the measuring tape at the first noted impact area where an athlete landed, second person calls out the measurement).
- 2-3 people – raking the pit

ADDITIONAL NOTES LONG JUMP

- The sand pit needs to be turned over (with shovels) prior to the start of the competition and leveled out with rakes before warming up.
 - Sand needs to be as level as possible throughout the entire competition – however it is imperative that all raking be completed as quickly as possible! Flatten out the pit and then let the competition continue!
- Athletes will compete in groups of 10 – fill up one start sheet with athlete stickers and let them complete their 3 attempts. Once they are finished, fill the next sheet with 10 new athletes, etc.
- Read aloud the athlete’s name and number.
- Each athlete gets three attempts, measure all jumps
 - Do not measure faults; record **F** on the sheet
- Make sure that rakes are out of pit prior to an athlete beginning their jump.
- The long jump take-off board is 1m.
- Athletes can touch the white take off board but may not take off past it.
- Athletes must walk forward and then to the side when exiting the pit.
 - If an athlete walks back through the pit after exiting, the attempt is deemed a fault.

HOW TO MEASURE LONG JUMP

1. Place a marker at the closest point of impact (first break in the sand).
2. Zero end of tape is always at the point of impact.
3. Hold the tape so that it’s zero point aligns with the point of impact. Do not brace the tape against the marker when doing this.
4. The tape is pulled back snugly, but not so hard that it is stretched.
5. The distance is marked from the edge of the board closest to the sand.
6. Read the distance to the next lower cm. **Do not** round up (5m-14cm-9mm would be recorded as 5.14m).



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ADDITIONAL NOTES TRIPLE JUMP

- Triple Jump is for Grade 8 & 9 athletes only.
- The sand pit needs to be turned over (with shovels) prior to the start of the competition and leveled out with rakes before warming up.
 - Sand needs to be as level as possible throughout the entire competition – however it is imperative that all raking be completed as quickly as possible! Flatten out the pit and then let the competition continue!
- Athletes will compete in groups of 10 – fill up one start sheet with athlete stickers and let them complete their 3 attempts. Once they are finished, fill the next sheet with 10 new athletes, etc.
- Read aloud the athlete's name and number.
- Each athlete gets three attempts, measure all jumps
 - Do not measure faults; record **F** on the sheet
- Make sure that rakes are out of pit prior to an athlete beginning their jump.
- The Triple Jump should consist of a Hop, a step, and a jump, in that order.
 - The hop should be done so that an athlete lands on the same foot as that foot which was taken off; in the step, they shall land on the other foot, from which subsequently, the jump is performed.
- It shall not be considered a failure if the athlete, while jumping, touches the ground with the leg that is not in the air.
- The distance between the take-off line for men, and the far end of the landing area should be 21m. The take off line should be 13m for men and 11m for women.

HOW TO MEASURE TRIPLE JUMP

1. Place a marker at the closest point of impact (first break in the sand).
2. Zero end of tape is always at the point of impact.
3. Hold the tape so that it's zero point aligns with the point of impact. Do not brace the tape against the marker when doing this.
4. The tape is pulled back snugly, but not so hard that it is stretched.
5. The distance is marked from the edge of the board closest to the sand.
6. Read the distance to the next lower cm. **Do not** round up (5m-14cm-9mm would be recorded as 5.14m).



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HIGH JUMP

JOB ALLOCATIONS

- 1 person – Lead official, will have clipboard and event sheets. Responsible for checking in athletes and taking their stickers. Verify measurement of the bar at each height.
- 2 people – Manage bar. Measure starting height and make sure standards are “calibrated” prior to and during the competition.
- 1-2 people – Marshal all athletes for opening height attempts.

COMPETITION PROCEDURES

- Line up athletes for starting height attempts.
- Each athlete has 3 attempts to clear the bar.
- Once an athlete clears the bar successfully, take their sticker and place it on the event sheet.
- If an athlete misses all 3 attempts, they are finished and are free to leave the competition area.
- Once all athletes present have completed their first attempts at the starting height, the bar can be raised by 5cm and the competition will proceed in the order of athletes as they appear on the competition sheets.

ADDITIONAL NOTES

- During the competition, call athletes three at a time – A is up, B is on deck, C is 3rd.
- There is a time limit of 1 minute to complete each attempt and athletes will receive 3 attempts at each height.
- An athlete may run through their attempt; however, they cannot break the plane of the bar or touch any part of the mat. They can run through their attempt two times; if this occurs a third time this will count as a failed attempt.
 - If an athlete runs through their attempt and DOES break the plane of the bar or touch the mat, it is a failed attempt.
- If an athlete attempts a jump and the bar falls after they have left the mat, it still counts as a failed attempt.
- Volunteers must make sure that the mats are positioned correctly throughout the competition and that the mats are not touching the standards.
- Athletes may leave the competition to participate in other track events, however upon returning they **must** rejoin the competition at the height in progress.
- Measure in meters.
- Zero end of the metal tape goes on the floor; read the tape at bar height.
- Measure at the center and both ends of the bar each time to ensure event height.
- Go up by 5cm until final two athletes are left at which time go up by 2 cm or 3cm depending on the preference of the athletes.
- When there is only one athlete left in the competition, then may then choose to go up by any increment they wish.
- Results sheet notations
 - O = Cleared X = Failed P = Passed



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High Jump-Starting Heights:

Grade 7 Girls: 1.15m

Grade 8 Girls: 1.20m

Grade 9 Girls: 1.25m

Grade 7 Boys: 1.20m

Grade 8 Boys: 1.25m

Grade 9 Boys: 1.30m

SHOT PUT

JOB ALLOCATIONS

- 1-2 person – Lead officials; holds the clipboard and is responsible for marshalling in athletes and collecting their stickers. Will call athletes three at a time during the competition – “A is up, B is on deck, C is in the field”.
- 2 people – tape measure
- 1-2 people – manage implement retrieval of shot puts/ discus from the field and pass off implement for athlete “in the field” to return with. Watch for faults within throws.

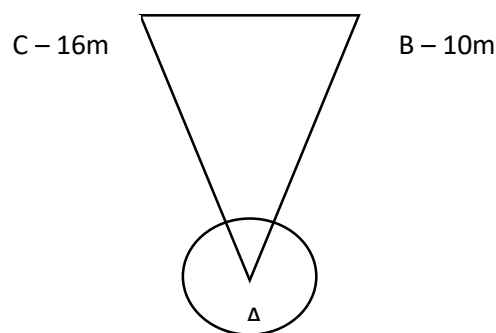
COMPETITION PROCEDURES

- Each athlete gets 3 throws.
- Athletes will compete in groups of 10 – fill up one start sheet with athlete stickers and let them complete their 3 attempts. Once they are finished, fill the next sheet with 10 new athletes, etc.
- Implements must be carried back not thrown.
- Make sure that all athletes are kept behind the throwing cage or marked off area.
- The point of impact must fall completely within a sector, landing on the sector line is a fault.
- The athlete may enter from the front or behind the circle but must exit from behind.
 - Leaving from the front of the circle will result in a fault (F).
- Throw must be initiated and completed within the circle/runway.
- Toes may be jammed against rim or toe board but athlete cannot step on the toe board.
- Athlete cannot leave the circle/runway until implement has landed.

SETTING UP THE SECTOR

You are creating a triangle; person A holds the 0 mark and 26m mark at the center of the circle, person B holds the tape at the 10m mark; person C holds at the 16m mark.

- The sector can be marked with tape or chalk.
- Sector lines should extend out further on the sides for those athletes who throw farther.



HOW TO MEASURE

- Locate the mark where the shot landed and place the zero end of the measuring tape at the impact point nearest the throwing circle.
- Stretch the tape back over the top of the stop board and through the center of the throwing circle.
- Take a reading at the inside edge of the stop board.
- Measurements will be taken in metric units and taken to the nearest 0.01 m.



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ALTERNATIVE MEASURING METHODS

In the case of an event having an exceptional number of athletes, an alternative method can be used:

- Have an athlete take all three throws, and mark each throw with a beanbag following each throw. After the third throw, measure all three distances and the athlete is free to leave the competition area.

ADDITIONAL NOTES – SHOT PUT

- The shot must be put from the shoulder with one hand only.
- When an athlete stands in the circle to start their throw, the shot should touch or be near the neck or the chin and the hand can't drop below this position during the action of putting.
 - The shot should never pass behind the line of the shoulders (this would be a true throwing action and not a put and is not permitted)

Shot Put Technical Specifications

- All girls will throw a 3kg shot put
- All boys will throw a 4kg shot put