

TO:
2018 CUYAHOGA HEIGHTS DIVISION 3 DISTRICT COACHES

FROM:

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COACHES GUIDELINES TO CUYAHOGA HEIGHTS DIVISION 3 DISTRICT

1. Entries will be online again this year. Athletes not listed on Baum's Roster page will not be able to participate once the window has closed.
2. **IMPORTANT DATES:**
Entry window opens at 8:00 AM April 22nd and closes at 6:30 PM on Monday, May 14th.
Scratch window will close on Wednesday, May 16th at 12:00 PM and again on Friday, May 10th at 12:00 Noon.
E-Mail a verification form and pass list to Dan Potopsky before Friday, May 11th. (Eligibility certificates are not required to be sent to the district manager this year.)
3. Wed. Long Jump Open Pit - Practice 1:30 PM- 2:50 PM. Trials begin @ 3:00 PM
Wed. Shot Put & Discus - Practice 1:30 PM-2:50 PM Trials begin @ 3:00 PM in flights
Fri. Long Jump Open Pit - Practice 2:30 PM-3:50 PM. Trials begin @ 4:00 PM
Fri. Shot Put & Discus - Practice 2:30 PM- 3:50 PM Trials begin @ 4:00 PM in flights.
4. No chalk or tape will be permitted as markers for relays.
Tongue Depressors or Tennis Balls will be permitted.
5. Results of the meet will be posted on Baum's Page.
6. Relay slips will be in your packet the day of competition. The 4 runners must report as a team to the bull pen and be checked in. Partial teams will not be entered.
7. Pole Vault Verification Form will be in your packet.
8. Schedule of Events will be in your packet.
9. Hy-tec will automatically seed each event.
10. Event results will be posted behind the Press Box after the results have become official.
11. Scoring:
Individual & Relay Events 8 Score *10,8,6,5,4,3,2,1*
12. Awards A Championship and Runner Up Trophy for Boys & Girls
13. Starting Times for Cuyahoga Heights District Track & Field Tournament
Wednesday, May 16, Field Events 3:00 PM, Running Events 4:30 PM
Friday, May 18, Field Events 4:00 PM, Running Events 5:30 PM
14. Advancement Field Events Top 9 to Finals. Running 8 Fastest, Distance 8/Heat
15. Weigh in Shot Put & Discus Building outside of the Fence North of Finish line.
Wed. 1:20 PM-2:45 PM Fri. 2:20 PM-3:45 PM
16. The field event finals will begin after the field referee has verified the preliminary attempts.
If the trials are completed before the closing time listed for that event, the event judge will have the Field Referee verify the qualifiers and the finals will begin.

- 17 In your packet is a Notice Titled: CUYAHOGA HEIGHTS LOCAL SCHOOLS PROCEDURES
IN CASE OF SEVERE WEATHER. Please read and alert your athletes and bus driver of these
procedures.
- 18 COMPETITIVE AREA - The competitive area will be areas in and around the track and all areas
Outside the track, (fence), where the field events are being contested. All areas where
competition is being conducted for running and field events competitions will be designated
as competition area.
- 19 RESTRICTIVE AREA - All coaches, spectators, and non-participants are to leave the area inside
the track before the running events begin. Coaches are not permitted to be inside the fence
area once the running begins, unless you have an athlete in the high jump, long jump or pole vault.
Only one coach per event is allowed. Any violation of this notice (announcement), may lead to the DQ of
your competitor. Only authorized personnel are permitted inside the fence area.
- 20 Jerseys are to be tucked into the shorts (unless an approved singlet uniform is worn).
- 21 The Shot and Discus pads are concrete. Each shot and discus must be weighed in and marked
by the weigh in official. This will take place in the building outside the fence North of the Finish
Line. Weigh in on Wednesday - 1:20 PM-2:45 PM, Friday - 2:20 PM-3:45 PM
Any Implement presented after the closing time will not be permitted to be used in the
competition or practice. An individual who has had his/her implement designated as an official
implement has the right to prohibit anyone else from using it. (This rule has been in effect
Since 5-3-03).
- 22 LONG JUMP OPEN PIT – We would like the athletes entered in the 100 MH, 110MH, 100M to take their trial
attempts first. This would help speed up the event and prevent delays when that individual is entered in an early
running event.
- 23 THE DISTRICT DOES NOT FURNISH TOWELS. IN CASE OF INCLEMENT WEATHER, IT IS THE
RESPONSIBILITY OF EACH SCHOOL TO FURNISH THEIR OWN TOWELS,
- 24 Coaches will be able to pick up their packets inside the school doors directly behind the Press
Box. The Head Coach or designated assistant will hand in his/her signed OHSAA Track and Field
Verification Sporting Conduct/Legal Equipment and Uniform Form and the Team Pass List Form.
He/She will then be given their packet. Reminder, we need 1 form for the Boys and 1 form for the Girls.
- 25 There will be a table set up inside the building behind the Press Box where coaches can make
scratches, number changes, and pick up their packets.
- 26 Batons will be furnished.
- 27 Coaches check your athlete's number and make sure they are in a legal uniform.
- 28 Cuyahoga Heights will have a Games Committee
- 29 Appeal forms are available at the Press Box
- 30 The length of the spikes ¼" pyramid or smaller – shoes and blocks
- 31 **Timing Re-call:** Note, by rule, in the event of a malfunction by the timing crew system, that
timing crews have the authority to recall a race to prevent runners from the unnecessary task of
completing a race and having to re-run the race at a later time. This rule is only in effect with the
pre-approval of the Games Committee. Timing crews and/or tournament managers and/or
referees (in their pre-meet meeting with coaches) should alert coaches to what device will be
used to re-call said race.
- 32 Uniforms: Do you have an athlete who requires a waiver to the typical uniform regulations for
religious, medical, or other reasons? If so, you **MUST** obtain a waiver from Dale Gabor,
Director of Track and Field for the OHSAA, in order for that athlete to compete. This is a
coaches' responsibility and will be enforced according to the rule. There are no appeals or
exceptions to this regulation.

2018 Cuyahoga Hts. District Track – Online Entry Instructions

Submit entries online at www.baumspage.com before **6:30 PM on Monday, May 14**

Entry window opens at 8:00 AM, April 22 and **closes precisely at the time listed above!**

Late entries will not be accepted without payment of a \$150 late fee and approval by the OHSAA!

Entry Requirements: *See complete regulations at: www.ohsaa.org/sports/tf/tfreglts.pdf

1. **A maximum of two eligible athletes may be named on the entry form for each event other than relay events.** *See OHSAA Regulations – Sect. 5.4
 - a) **A contestant shall not be entered in more than four individual events including relays!**
2. **Members of relay teams must be designated prior to competing the first time.**
 - a) All members of a relay team must be listed on the **Numeric Roster!**
3. Use the **Online Entry Form** at www.baumspage.com to submit entries before the deadline listed!
 - a) **Submit a complete roster!** The **Numeric Roster** must include everyone!
 - b) **Numbers are required for all athletes before the district entry form can be accessed!**
4. **Substitutions must be submitted online before 12:00 noon the 1st day the event is contested.**
 - a) You may substitute for a contestant who has been entered on the **Online Entry Form** or you may delete. **You may not add a name in an event that was left blank on the Online Entry Form!**
 - b) **A substitute may replace a listed athlete provided the substitute is on the Numeric Roster and provided the substitute is submitted no later than 12:00 noon the first day of the event is contested. After that time no substitutions will be accepted. Substitutions for events starting on Saturday must be made when the coach checks-in on Saturday!**

To register and submit entries online:

1. Go to www.baumspage.com | click the link to **Online Entry** or **Login** at the top of the page.
 - a) Or browse to **Track | OHSAA District Tournaments:** select the **district, site, and division.**
 - b) **If you have an account:**
 - i) Click on **Login** and enter your **UserID/E-mail address** and **Password!**
 - ii) If you don't know your **Password**, click the **Forget your password** link to get a new one...
 - c) **If you do not have an account:**
 - i) Click **Apply** and submit an **Application.**
 - ii) Use a valid e-mail address and any password that you can remember!
2. **Submit an "intended" roster early!** Return later to make corrections and final changes.
 - a) Use • **Coaches** • | **Select Teams** to claim your school and team. | Select | Click **Make me the Coach.**
 - b) Use • **Coaches** • | **Track | Modify Athletes** to enter **roster.** Include name, grade, and competitor number for **anyone who could conceivably compete!** *The list will be alphabetized automatically.
 - i) **Numbers are required for all athletes before the district entry form can be accessed!**
 - c) Use • **Coaches** • | **Track | Submit Rosters** to enter athletes, relays, and **most consistent** marks.
 - i) **To enter individual events:** Select the athlete from the list and enter the mark.
 - ii) **To enter a relay:** Select the 4 anticipated relay team members and enter the mark.
 - (1) List in expected order. Changes may be made before the team competes!
 - d) **Always** click **Submit Roster** when you finish to submit the roster!
 - i) Click the **Get Printable Roster** to print a copy for your records.
 - ii) What you see on the **Confirmation Form** is what will be submitted for the meet!
 - e) **Return anytime before deadline to make changes!**
3. Substitutions must submitted online before 12:00 noon the first day the event is contested!
 - a) Use • **Coaches** • | **Track | Submit Rosters** to access the **Scratch/Substitution** section of the online entry template.
 - i) A **Scratch/Substitution** box will be available below each event **after the entry window closes'**
 - b) **List your changes** in the correction box | click **Add Scratch Info** | repeat for additional changes.
 - c) **Substitutions submitted after 12:00 noon will not be processed!**

If there are any problems with the Online Form, use the Contact Us link to submit a Help Request! Please allow up to 8 hours for a response. *Most responses will be in less than 4 hours.

• In an emergency, call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195!

CUYAHOGA HEIGHTS CUYAHOGA HEIGHTS SEMIS/FINALS
DIVISION 3 DISTRICT
WEDNESDAY MAY 16, 2018

3:00 PM FIELD EVENTS

GIRLS: HIGH JUMP, SHOT PUT BOYS: POLE VAULT, LONG JUMP (OPEN PIT) DISCUS

4:30 PM		RUNNING EVENTS	
1	G	4 X 800 METER RELAY	TOP 4 TO REGIONAL
2	B	4 X 800 METER RELAY	TOP 4 TO REGIONAL
3	G	100 METER HURDLES	8 FASTEST
4	B	110 METER HURDLES	8 FASTEST
5	G	100 METER DASH	8 FASTEST
6	B	100 METER DASH	8 FASTEST
7	G	4 X 200 METER RELAY	8 FASTEST
8	B	4 X 200 METER RELAY	8 FASTEST
9	G	1600 METER RUN (IF NECESSARY)	8/HEAT
10	B	1600 METER RUN (IF NECESSARY)	8/HEAT
11	G	4 X 100 METER RELAY	8 FASTEST
12	B	4 X 100 METER RELAY	8 FASTEST
13	G	400 METER DASH	8 FASTEST
14	B	400 METER DASH	8 FASTEST
15	G	300 METER HURDLES	8 FASTEST
16	B	300 METER HURDLES	8 FASTEST
17	G	800 METER RUN	8/HEAT
18	B	800 METER RUN	8/HEAT
19	G	200 METER DASH	8 FASTEST
20	B	200 METER DASJH	8 FASTEST
21	G	3200 METER RUN (IF NECESSARY)	8/HEAT
22	B	3200 METER RUN (IF NECESSARY)	8/HEAT
23	G	4 X 400 METER RELAY	8 FASTEST
24	B	4 X 400 METER RELAY	8 FASTEST

RELAY	START	EXCHANGES
4 X 800	YELLOW	#1,#2,#3, BLUE, BREAK LINE YELLOW (NO FLY ZONE)
4 X 200	GREEN	#1,#2, GREEN, #3 YELLOW
4 X 100	YELLOW	#1,#2,#3 YELLOW
4 X 400	BLUE	#1,#2,#3 BLUE, 3 TURN STAGGER, BREAK LINE WHITE (NO FLY ZONE)

RUNNERS MAY USE ½ TENNIS BALLS OR TONGUE DEPRESSORS

NO TAPE OR CHALK IS PERMITTED ON THE TRACK

SCHOOLS ARE TO SUPPLY THEIR OWN MARKERS

RESULTS WILL BE POSTED ON: www.baumspage.com

CUYAHOGA HEIGHTS

CUYAHOGA HEIGHTS DISTRICT

DIVISION 3

BOYS & GIRLS

FRIDAY, MAY 18, 2018

4:00 PM - FIELD EVENTS

GIRLS—LONG JUMP (OPEN PIT), DISCUS, POLE VAULT

BOYS—SHOT PUT, HIGH JUMP

5:30 PM - RUNNING EVENTS

TOP 4 IN EACH EVENT QUALIFY TO THE REGIONAL

- 1 GIRLS 100 METER HURDLES
- 2 BOYS 110 METER HURDLES
- 3 GIRLS 100 METER DASH
- 4 BOYS 100 METER DASH
- 5 GIRLS 4 X 200 METER RELAY
- 6 BOYS 4 X 200 METER RELAY
- 7 GIRLS 1600 METER RUN
- 8 BOYS 1600 METER RUN
- 9 GIRLS 4 X 100 METER RELAY
- 10 BOYS 4 X 100 METER RELAY
- 11 GIRLS 400 METER DASH
- 12 BOYS 400 METER DASH
- 13 GIRLS 300 METER HURDLES
- 14 BOYS 300 METER HURDLES
- 15 GIRLS 800 METER RUN
- 16 BOYS 800 METER RUN
- 17 GIRLS 200 METER RUN
- 18 BOYS 200 METER RUN
- 19 GIRLS 3200 METER RUN
- 20 BOYS 3200 METER RUN
- 21 GIRLS 4 X 400 METER RELAY
- 22 BOYS 4 X 400 METER RELAY

RELAYS START EXCHANGES
4 X 200 GREEN #1,#2 GREEN, #3 YELLOW
4 X 100 YELLOW #1,#2,#3 YELLOW
4 X 400 BLUE #1,#2,#3 BLUE, 3 TURN STAGGER, BREAK LINE WHITE (NO FLY ZONE)
RESULTS WILL BE POSTED ON: www.baumspage.com