

TO: 2017 VALLEY DIVISION TRACK & FIELD COACHES AND ATHLETIC DIRECTORS

FROM: Dan Potopsky Sr
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SUBJECT: CVC Valley Division Track & Field Championships
Tuesday, May 9, 2017 and Thursday May 11, 2017
Cuyahoga Heights High School

1. Entries will be online again this year. We will use Baum's Page, so your rosters will be in his system for future meets. Athletes not listed on Baum's Roster page will not be able to participate after the entry window closes.
2. IMPORTANT DATES:
Window will open April 9, 2017 @ 8:00AM
Entry window will close on Monday, May 8, 2017 6:00PM
Scratch window will close on Tuesday May 9th at 12:00 PM and again on Thursday May 11th at 12:00PM
3. Long Jump will be open pit. Practice (3:30 PM to 4:20PM---TRIALS 4:30 PM to 5:45 PM).
4. NO TAPE OR CHALK OF ANY KIND WILL BE PERMITTED AS MARKERS
Tongue Depressors or ½ 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. Site Manager's Email: tjskoczen@gmail.com
10. Hy-tek will automatically seed each event just as it does for the District.
11. Event results will be posted behind the Press Box after the results have become official.
12. Scoring:
Individual & Relay Events 8 Score 10,8,6,5,4,3,2,1
13. Awards
 - a. 1st Place, 1st Team Certificate
 - b. 2nd Place 2nd Team Certificate
 - c. Each coach will have 2 additional Honorable Mention Certificates (2 Male, 2 Female)
 - d. There will be (2) MVP Awards. 1 Running MVP, 1 Field Event MVP.
14. Starting Times for Valley Division
Tuesday May 9, Field Events 4:30 PM , Running Events 5:30 PM
Thursday May 11, Field Events 4:30 PM, Running Events 5:30 PM.
15. Fully automated timing, (FAT), system will be used.
- 16; Advancement Field Events Top 9 to Finals. Running 8 Fastest
17. Weigh in Shot Put & Discus Building outside of the Fence North of Finish Line.
3:15 PM to 4:15 PM
18. The Field Finals will begin after the field referee has verified the preliminary attempts. If the preliminaries are completed before the finish time listed for that event, the event judge will have the Field Referee verify the qualifiers and then the finals will begin.

19. Track and Field Spring Meeting for coaches
Date: May 21, 2017
Place: Cuyahoga Heights High School
Time: 6:00 PM
20. Competing Schools: Berkshire, Cardinal, Cuyahoga Hts., Fairport Harbor, Hawken, Independence, Kirtland, Richmond Hts.
21. 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.
22. 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.
23. 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. Coaches with competitors in the field events within the fence may meet with the competitor on the track near the competition area. Coaches are excluded for that field event only. Any violation of this notice. (announcement), may lead to the DQ of your competitor. Only authorized personnel are permitted inside the fence area.
24. Jerseys are to be tucked into the shorts (unless an approved singlet uniform is worn).
25. 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 Tuesday and Thursday will be: 3:15 to 4:15 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).
26. THE CONFERENCE DOES NOT FURNISH TOWELS. IN CASE OF INCLEMENT WEATHER, IT IS THE RESPONSIBILITY OF EACH SCHOOL TO FURNISH THEIR OWN TOWELS.
27. 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. He/She will then be given the official packet. Reminder, We need 1 form for the Boys and 1 Form for the Girls.
28. 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.
29. Batons will be furnished.

CHAGRIN VALLEY CONFERENCE VALLEY DIVISION TRACK AND FIELD CHAMPIONSHIPS

Each school shall be permitted 2 entries in each individual event and 1 relay team.

The semi-final heats will be seeded according to actual times submitted.

Discus, Shot Put, and Long Jump will be 3 attempts in the Prelims and 3 attempts in the finals.

Long Jump, (Open Pit), Practice 3:30 PM to 4:20 PM. Trials 4:30 PM to 5:45 PM

TUESDAY MAY 9, 2017

4:30 PM FIELD EVENTS
Boys: Discus, Long Jump,
 Pole Vault
Girls: Shot Put, High Jump

5:30 PM RUNNING EVENTS

FINALS

1 G 4X800 RELAY

2 B 4X800 RELAY

SEMI FINALS

3 G 100 MH 8 FASTEST

4 B 110 MH 8 FASTEST

5 G 100 M DASH 8 FASTEST

6 B 100 M DASH 8 FASTEST

7 G 400 M DASH 8 FASTEST

8 B 400 M DASH 8 FASTEST

9 G 300 MH 8 FASTEST

10 B 300 MH 8 FASTEST

11 G 200 M DASH 8 FASTEST

12 B 200 M DASH 8 FASTEST

THURSDAY MAY 11, 2017

4:30 PM FIELD EVENTS
BOYS: SHOT PUT, HIGH JMP
GIRLS: DISCUS, LONG JUMP,
 POLE VAULT

5:30 PM RUNNING EVENTS

FINALS

1 G 100 M HURDLES

2 B 110 M HURDLES

3 G 100 M DASH

4 B 100 M DASH

5 G 4X200 M RELAY

6 B 4 X 200 M RELAY

7 G 1600 M RUN

8 B 1600 M RUN

9 G 4X100 M RELAY

10 B 4X100 M RFLAY

11 G 400 M DASH

12 B 400 M DASH

13 G 300 M HURDLES

14 B 300 M HURDLES

15 G 800 M RUN

16 B 800 M RUN

17 G 200 M DASH

18 B 200 M DASH

19 G 3200 M RUN

20 B 3200 M RUN

21 G 4X400 M RELAY

22 B 4X400 M RELAY

**CHAGRIN VALLEY CONFERENCE
VALLEY DIVISION
CONFERENCE WORKERS ASSIGNMENTS
2017**

The CVC Schools listed below will be responsible for running and supervising the following events. The number of workers required is also listed next to the school. The Schools are required to furnish workers for both days.

EVENT	TUESDAY	THURSDAY
Hurdles & Exchanges	Cuyahoga Heights	Cuyahoga Heights
High Jump	G Hawken (3)	B Hawken (3)
Discus	B Independence (3) & Berkshire (3)	G Independence (3) & Berkshire (3)
Long Jump	B Richmond Hts (3) & Fairport H (3)	G Richmond Hts (3). & Fairport H (3)
Shot Put	G Kirtland (3) & Cardinal (3)	B Kirtland (3) & Cardinal (3)
Pole Vault	B Cuyahoga Hts. (3)	G Cuyahoga Hts. (3)

Each of the above schools will provide the necessary personnel. In parenthesis is the number of volunteers needed to run that event. (TAPE MEASURERS, CLIPBOARDS, PENCILS, AND MARKERS ARE THE RESPONSIBILITY OF THE SCHOOLS IN CHARGE OF THAT EVENT). Field event sheets will be provided for the officials. Weigh ins for the Shot Put & Discus will be in the building outside of the fence, North of the finish line. Weigh ins are from 3:15 PM to 4:15 PM. Field event officials should report to the check in station inside the High School Building behind the Press Box no later than 4:10 PM. The site manager will need the name of the timer your school is providing. The workers should be QUALIFIED ADULTS.

Meet officials and participating athletes will be permitted in the field event areas and on the track. Spectators are required to be in the bleachers or stands provided. Athletes are not to wear spiked shoes in the bleachers. Coaches, please remind your athletes of this request. Once the field event has been completed all coaches, athletes, and spectators are not permitted inside the fence.

(COACHES ARE NOT PERMITTED INSIDE THE FENCE ONCE THE RUNNING HAS STARTED. THIS COULD LEAD TO THE DQ OF YOUR ATHLETE/ATHLETES.)

Spikes: ¼" Pyramids

ADMISSION \$ 6.00 ADULTS & \$ 4.00 STUDENTS
CVC PASSES WILL NOT BE ACCEPTED AT THE GATES
ADMINISTRATORS MAY SIGN IN AT EITHER GATE
THERE WILL BE NO PRESALE OF TICKETS

2017 CVC Valley Division Championship

Cuyahoga Hts H.S. – May 9 & 11, 2017 - 4:30 PM

Entry Window Opens: 8:00 AM, Sunday, April 9

Entry Window Closes: 6:00 PM, Monday, May 8

Scratches/Substitutions Due: 12:00 PM, Tuesday, May 9

1. **Rosters must be submitted through Baum's Page Online Entry System before the entry deadline.**
 - a. Late entries will not be accepted! Or if accepted, may be subject to a Late Entry Penalty.
2. **Please note the following details on baumspage.com!**
 - a. **All User Accounts from last year were retained, but the associations with the schools and teams were deleted.**
 - b. After login, the coach will be able to add multiple teams/sports/genders to the same account!
 - c. High school athletes were advanced one grade and retained. Please delete those that are no longer participating!
3. Go to www.baumspage.com and use **Online Entries** or **Login** to access your account
 - a. Click the **Help** link and print **Online Entry Instructions for Track** if you need detailed instructions.
 - b. **If you did not have an account last year, use Apply** to create your account.
 - c. **If you had an account last year, you can login using that e-mail address and password.**
4. Use • **Coaches** • | **Select Teams** to select your **School**.
 - a. Click **Get available teams** and then click **Make me the Coach**.
 - b. Note: after selecting your teams, you may need to refresh your screen or Logout and Login again!
5. Use • **Coaches** • | **Track** | **Modify Athletes** to enter your athletes on your alphabetic roster.
 - a. You may enter athletes one at a time by filling in name and grade, then **Add Athlete**.
 - b. Or you can **import your complete roster by pasting them** from an Excel file. Use one row per athlete: Number, First Name, Last Name, and Grade. Highlight and paste into textbox, then click **Import Athletes**.
6. Use • **Coaches** • | **Track** | **Submit Rosters** to enter athletes, relays, and marks.
 - a. **Include everybody that could possibly compete!** Submit a complete roster before the entry deadline!
 - b. **To enter individual events:** Select the athlete from the list and enter a mark.
 - c. **To enter a relay:** Select the 4 anticipated relay team members and enter a time...
(1) List in expected order. Changes may be made before the team competes.
 - d. Click **Submit Roster** to save entries. Use **Get Printable Roster** to print a copy for you records. *Only the athletes listed are entered in the event!
7. **The Online Scratch/Substitution option is included as part of the entry template. If used, it will only be accessible after the entry window closes and prior to scratch deadline!**
 - a. Use • **Coaches** • | **Track** | **Submit Rosters** to access the entry template.
 - b. A **Scratch/Substitution** box will be available below each event
 - c. List your changes in the correction box | click **Add Scratch Info** | repeat for additional changes.
 - d. **The Scratch/Substitution window will close precisely at the time posted above!**
8. **If there are any problems with the Online Form, click the Contact Us link and submit a Help Request.**
 - a. Please allow up to 8 hours for a response! *Most responses will be in less than 4 hours.
 - b. In an emergency, call **Gary Baumgartner: 513-594-6154** or **Terry Young: 740-517-0195**.

**Cuyahoga Heights Redskins Track & Field
Track Markings**

<u>Event</u>	<u>Start Line</u>	<u>Break Line</u>	<u>Exchange Zones</u> (fly zones same color)
<i>4 x 800</i> (2 turn stagger)	<i>Yellow</i>	<i>Yellow</i>	<i>Blue to Blue</i> (1,2,3)
<i>4 x 200</i> (4 turn stagger)	<i>Green</i>	<i>none</i>	1. <i>Green to Green</i> 2. <i>Green to Green</i> 3. <i>Yellow to Yellow</i>
<i>4 x 100</i> (2 turn stagger)	<i>Yellow</i>	<i>none</i>	<i>Yellow to Yellow</i> (1,2,3)
<i>4 x 400</i> (3 turn stagger)	<i>Blue</i>	<i>White</i>	<i>Blue to Blue</i> (1,2,3)
<i>3200m</i> (1 turn stagger)	<i>White</i>	<i>White</i>	<i>none</i>
<i>1600m</i> (1 turn stagger)	<i>White</i>	<i>White</i>	<i>none</i>
<i>800m</i> (2 turn stagger)	<i>Yellow</i>	<i>Yellow</i>	<i>none</i>
<i>400m</i> (2 turn stagger)	<i>Yellow</i>	<i>none</i>	<i>none</i>
<i>200m</i>	<i>White</i>	<i>none</i>	<i>none</i>
<i>100m</i>	<i>White</i>	<i>none</i>	<i>none</i>
<i>100m Hurdles</i> (green marks to set girls hurdles)	<i>White</i>	<i>none</i>	<i>none</i>
<i>110m Hurdles</i> (blue marks to set boys hurdles)	<i>White</i>	<i>none</i>	<i>none</i>
<i>300m Hurdles</i> (white marks to set hurdles)	<i>White</i>	<i>none</i>	<i>none</i>

ATTENTION COACHES

APPEAL FORMS MAY BE OBTAINED AT PRESS BOX.

COACHES & PARTICIPANTS ARE NOT PERMITTED INSIDE THE FENCE ONCE THE RUNNING EVENTS HAVE BEGUN. ONCE THE FIELD EVENT HAS BEEN COMPLETED, THOSE COACHES & PARTICIPANTS MUST LEAVE THE AREA INSIDE THE FENCE.

DESIGNATED RESTRICTED AREA INSIDE THE FENCE. (DQ)

WE DO NOT FAX RESULTS. WE WILL EMAIL RESULTS TO THE MEDIA IF YOU PROVIDE THEIR EMAIL ADDRESS.

Cuyahoga Heights Athletic Department

Procedures in case of Severe Weather/Facility Issues

When severe weather/facility issues threaten an outdoor sporting event at Cuyahoga Heights Local Schools, the following procedures will be in place:

1. Site manager (Administrator, Faculty Manager, or Staff) will make an announcement to those in attendance dependent upon the specific situation, such as, **“All playing fields and bleacher areas must immediately be evacuated due to severe weather.”** After announcement, the following procedures shall be followed:
 - a. Site manager will direct visiting teams and their coaches to a safe location.
 - i. Cafeteria area if the school building is open.
 - ii. Busses if the building is not available.
 - b. Site manager will direct spectators to a safe location.
 - i. West high school hallway if the school building is open.
 - ii. Vehicles if building is not available.
 - c. Home team and at least one coach will be sent to their respective locker rooms within the building.
 - d. Game officials will report to designated locker room. If a locker room has not been assigned to them, they will be directed to the appropriate restroom facility on the West side of the building.
 - e. If present, Band Members, Flag Corps, & Cheerleaders will report to the band room with at least one advisor.
 - f. CHS personnel will report to the hallway inside high school behind concession stand. If the building is not open they may take cover in the concession stand.
 - g. Security personnel, administrators, athletic director, and/or faculty manager will monitor the buildings/fields/stadium.

There will be a public address announcement when a decision has been made to either continue or postpone.

Events will not be held indoors

The designated site manager may modify this plan as needed to meet the needs of the specific situation being addressed to insure the safety of all student-athletes, coaches, officials and spectators.

COACHES VERIFICATION FORM



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4020 Raselea Place, Columbus, Ohio 43214
Ph: 614-267-2562
Fax: 614-267-1677
Web site: www.ohsaa.org

**OHSA TRACK AND FIELD COACHES VERIFICATION OF SPORTING CONDUCT/LEGAL
EQUIPMENT AND UNIFORMS
FOR USE IN OHSA TOURNAMENTS**

CITY AND SCHOOL NAME _____

DIVISION _____ BOYS _____ GIRLS _____

HEAD COACH'S NAME _____

OHSA standards require contest officials to enforce all NFHS rules relating to sporting conduct, ethical behavior and legal uniforms and equipment. Acts that intend to demean opposing competitors, team members, spectators and officials are not in keeping with the ideals of interscholastic athletics and will not be tolerated. Let this competition reflect mutual respect!

NFHS track and field and cross-country rules require the referee to meet with the head coach and captains to explain the expectations of good sporting conduct throughout this competition. In addition, the head coach is responsible for verifying to the referee/starter that all competitors are properly equipped (legal uniforms, legal equipment) in compliance with NFHS rules.

In all OHSA tournament competition and in any multi-team or invitational competition that would make it difficult for the referee to meet personally with all coaches and captains, all coaches shall agree to the following:

COACH'S VERIFICATION

I certify to the tournament referee that all contestants under my supervision are legally equipped, attired in legal uniforms and free of all jewelry in accordance with NFHS rules. I further certify that all student-athletes and other team personnel have been advised of their responsibilities relative to good sporting conduct during this competition. In addition, I understand and accept responsibility for adhering to the OHSA participation limitation of four events per individual athlete per tournament contest.

Coach's Signature _____
Date: _____

**PLEASE RETURN THIS FORM TO THE AREA AS DIRECTED BY TOURNAMENT
PERSONNEL.**



EMERGENCY ACTION PLAN

Name of Site:	CUYAHOGA HEIGHTS HIGH SCHOOL		
Exact Address:	4820 EAST 71 ST ST.		
City:	CUYAHOGA HEIGHTS	Phone Number:	(Area Code) 216 429 5700

Location of closest working telephone	ATHLETIC TRAINER / COACHES PHONES ON FIELD	IF locked, keys to Telephone are located:	
Is 911 Service Available?	<input checked="" type="radio"/> YES NO	Alternate Emergency Response Number if NO:	DISPATCH: 216 883 6800
Entry location for Emergency Vehicle:	ENTER SCHOOL FROM EAST 71 ST , ENTRANCE TO TRACK IS NORTH SIDE OF FOOTBALL FIELD		
Normal Response Time for Emergency Vehicle is:	5-10 MIN.		
Location of AED:	ATHLETIC TRAINER / HALLWAY NEXT TO ATHLETIC TRAINING ROOM		
Designated Health Care Provider for this tournament game is:	TESSA CAMPOLIETI, ATC	Contact Number:	4404766387
Closest Health Care Facility:	MARYMOUNT	Travel Time:	10 MIN
Closest Trauma Facility:	METRO HEALTH	Travel Time:	15 MIN

Name of Designated Person	Role
TESSA CAMPOLIETI, ATC	Attends to injured athlete(s) or spectator(s) and controls immediate scene.
HEAD COACH: JOHN SHAFER	Telephones 911 or other pre-determined emergency number, maintains procedures for calling 911.
ASSISTANT COACHES	Supervises team and/or other athletes
ATHLETIC DIRECTOR / FACILITY MANAGER	Meets medical personnel at gate and guides them to injured person(s), maintains all necessary keys to critical entry points
TESSA CAMPOLIETI, ATC	Calls Parents/Guardians/School Personnel if necessary
PARENT / GUARDIAN	Accompanies injured person(s) to hospital
ATHLETIC DIRECTOR / FACILITY MANAGER	Telephones security

Site Map

Welcome to Cuyahoga Heights Schools William Attwell Track Complex at Ralph P. Adams Stadium. Attached you will find the locations for all events and locations of importance for today's meet. Please take care not to take food, drink, or tobacco products down to the track/field areas. Thank you in advance for your attention to keeping our facility clean!

Cuyahoga Heights High School Bull Pen & Field Events



Parking

Multiple locations for parking are available to visitors at Cuyahoga Heights Schools. On site we have a student lot to the North, Staff Lot behind the high school to the West, Middle School Lot between the middle and elementary buildings to the South, and an Elementary Lot behind the elementary school. Spectators may also park along East 71st Street in designated areas. Overflow parking has also been made available in the Village Hall Lot across the street. See attached parking map for specific locations.

STUDENT LOT



4820 Leona 71st Street

E 71st St

E 71st St

E 71st St

Cuyahoga Heights High School



Cuyahoga Heights Middle School



MIDDLE SCHOOL

VILLAGE HALL

Cuyahoga Heights Village Hall



Dressler Ct

ELEMENTARY
Cuyahoga Heights Elementary School

LOT

