

TO: 2018 VALLEY DIVISION TRACK & FIELD COACHES AND ATHLETIC DIRECTORS

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SUBJECT: CVC Valley Division Track & Field Championships  
Tuesday, May 8, 2018 and Thursday May 10, 2018  
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, 2018 @ 8:00AM  
Entry window will close on Monday, May 7, 2018 6:00PM  
Scratch window will close on Tuesday May 8<sup>th</sup> at 12:00 PM and again on Thursday May 10<sup>th</sup> 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](mailto: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. 1<sup>st</sup> Place, 1<sup>st</sup> Team Certificate
  - b. 2<sup>nd</sup> Place 2<sup>nd</sup> 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 8, Field Events 4:30 PM, Running Events 5:30 PM  
Thursday, May 10, 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 10, 2018  
Place: Cuyahoga Heights High School  
Time: Following conclusion of meet\*

\*Coaches will vote on Field Event MVP and Running Event MVP. Honorable Mention (2 female & 2 male) names will be submitted within three days of the finals.

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 8, 2018

THURSDAY MAY 10, 2018

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

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

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

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      6 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  
2018

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

# 2018 CHAGRIN VALLEY CONFERENCE CHAMPIONSHIP VALLEY DIVISION

Cuyahoga Heights HS-May 8, 2018 – 4:30 PM

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

Entry Window Closes: 6:00 PM, Monday, May 7

Scratches/Substitutions Due: 12:00 PM, Tuesday May 8—Thur. May 10

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](http://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](http://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.

**COACHES VERIFICATION FORM**



**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**

4080 Raselea Place, Columbus, Ohio 43214

Ph: 614-267-2502

Fax: 614-267-1677

Web site: [www.ohsaa.org](http://www.ohsaa.org)

**OHSAA TRACK AND FIELD COACH'S VERIFICATION OF SPORTING CONDUCT/LEGAL  
EQUIPMENT AND UNIFORMS**

**FOR USE IN OHSAA TOURNAMENTS**

CITY AND SCHOOL NAME \_\_\_\_\_

DIVISION \_\_\_\_\_ BOYS \_\_\_\_\_ GIRLS \_\_\_\_\_

HEAD COACH'S NAME \_\_\_\_\_

OHSAA 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 OHSAA 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 OHSAA 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.**

## Cuyahoga Heights Redskins Track & Field Track Markings

<u>Event</u>	<u>Start Line</u>	<u>Break Line</u>	<u>Exchange Zones</u> (fly zones some color)
4x800 (2 turn stagger)	Yellow	Yellow	Blue to Blue (1,2,3) (No Fly Zone)
4x200 (4 turn stagger)	Green	none	1. Green to Green 2. Green to Green 3. Yellow to Yellow
4x100 (2 turn stagger)	Yellow	none	Yellow to Yellow (1,2,3)
4x400 (3 turn stagger)	Blue	White	Blue to Blue (1,2,3) (No Fly Zone)
3200m (1 turn stagger)	White	White	none
1600m (1 turn stagger)	White	White	none
800m (2 turn stagger)	Yellow	Yellow	none
400m (2 turn stagger)	Yellow	none	none
200m	White	none	none
100m	White	none	none
100m Hurdles (green marks to set girls hurdles)	White	none	none
110m Hurdles (blue marks to set boys hurdles)	White	none	none
300m Hurdles (white marks to set hurdles)	White	none	none

## **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.







