

3920 Richards Road
North Little Rock, AR 72117
501-955-2500
Fax 501-955-2600

Arkansas Activities Association

To: **Conference Track Meet Directors or
Chairmen & Track Coaches** From: Kathy Tadlock (kathy@ahsaa.k12.ar.us)

Re: **Conference Track Meet Packet
and Info is on the Web** Date: 4/27/09

All of the materials needed are on the Track web page of the AAA website under CONFERENCE MEET INFORMATION. All the needed material is there to print out, including the 2009 T&F Handbook, if not already printed. The handbook is an extension of the rules book as it tells all the Arkansas adoptions about how your meet should be conducted.

Remember that no additional qualifiers can be submitted from the conference meet unless it has been submitted and approved as a certified meet as meeting all the required criteria.

Coaches must know that they must report to the AAA office, immediately following your conference meet (within 48 hours) any athletes to be entered in the state meet through a qualifying performance in a certified meet. The form to be used is online. DO NOT send the form before the conference meet. Each coach is responsible for sending his/her own athletes. The conference chair or meet host WILL NOT do this for the coaches. The coach is the only one who will know what needs to be sent.

The reasons for sending the form to enter an athlete who met the standards at a certified meet are:

- (1) the athlete did not compete or did not qualify in the conference/district meet, or,
- (2) he/she had a better performance in a certified meet. The athlete's coach must send the form, "Request to Use Certified Meet Performance to Enter the State Track Meet".

Report your results as instructed on the "Reporting Qualifiers (advancers) ..." sheet. This sheet must be given to the Hy-Tek computer scoring operator as soon as possible. Complete results (Word file) and the advancers file (.tcl) must be sent to the state meet scorer no later than the day following the meet. HOWEVER, any Saturday meets (May 9) must be sent as soon as possible in order for state meet sites to be ready in time. At the same time the complete Word file results and advancers file must be sent to kathy@ahsaa.k12.ar.us.

Remember that timing in advancing results and qualifiers is critical!

**PLEASE READ ALL PAGES CAREFULLY.
GIVE ALL APPROPRIATE INFORMATION TO THE HY-TEK SCORING OPERATOR.
Thanks!**