

# IMPORTANT DATES

## KANSAS RELAYS MEET INFORMATION

**\*\* NOTE: The 2015 Kansas Relays has developed a new format for the collegiate division. There will be a “college open” meet and a “quadrangular” meet with Kansas, Kansas State, Colorado State and Purdue. When entering the Kansas Relays please go to the Kansas Relays College Open registration in Direct Athletics if you are not competing in the quadrangular meet.**

Please read this information carefully, for there have been changes in entry and declaration procedures from past years. Here are the important dates to put on your calendar as the event draws near. There will be a \$50.00 fee for any individual entry entered after April 11, 2015.

Wednesday	April 1	Online Entry Process Opens 8:00 am Central Time <a href="http://www.directathletics.com">www.directathletics.com</a>
Saturday	April 11	Online Entry Process Closes 12:00 pm (NOON) Central Time
Sunday	April 12	Final accepted entry list posted 6:00 pm Central Time
Wednesday	April 15	Day 1 - Multi Events
Thursday	April 16	Day 2 - Multi Events College Open Field Events College Open Distance Festival
Friday	April 17	Day 3 - High School Events Begin Collegiate Open Events

Saturday	April 18	Day 4 – High School Finals	8:00 am – 12:35 pm
		Collegiate Finals	1:00 pm
		CSU, KU, KSU, PU Quadrangular	-1:00 pm

## CONTACTING THE KANSAS RELAYS

You may contact the Kansas Relays via Milan Donley or Josh Williamson at [mdonley@ku.edu](mailto:mdonley@ku.edu) or [jwilliamson@ku.edu](mailto:jwilliamson@ku.edu) any time before or during the event. Please include all pertinent details, contact name, and return phone number and a meet official will contact you as soon as possible. Our web page is [www.kansasrelays.com](http://www.kansasrelays.com). The Kansas Relays office fax number is 785-864-5525. HQ opens each morning at 8:30am.

## PUBLIC ADMISSION

Rock Chalk Park is located on George Williams Way. The track and field stadium will seat approximately 6100 spectators.

Ticket Pricing:

### East stands;

Section B – Reserved Seatback - \$15.00/day, \$22.00 two days

Section C – Reserved - \$12.00/day, \$18.00 two days

Sections A, D, E, F, G, H, J, K – General Admission Adult \$10.00/day, \$15.00 two days  
Youth \$5.00/day, \$8.00 two days

### West stands;

General Admission Adult \$10.00/day, \$15.00 two days

Youth \$5.00/day, \$8.00 two days

The ticket offices at Rock Chalk Park will be open 7 am – 8 pm on Friday and 7 am – 4:00 pm on Saturday. Children under the age of five, KU students, and military personnel are free. Contact the Kansas Athletics ticket office at <http://kuathletics.collegesports.com/tickets/kan-tickets.html> or 800-34-HAWKS (4-2957) to purchase tickets

## TEAM SEATING

The west stands will be open for coaches and athletes. Coaches must have a wrist band to enter the track facility. Athletes must have a bib to enter the track facility. Any person wanting to sit in the east stands must purchase a ticket.

# COACHES INFORMATION

## TEAM PACKETS

Packet pickup will be located at Rock Chalk Park in the lower level. Coaches may enter thru the doorway located on the Southeastern corner of the lower level. Signs will be posted. Packets will be available beginning Wednesday, April 15, from 8:30 am – 3 pm; Thursday, April 16, from 8 am – 10 pm; Friday, April 17, from 7 am – 9 pm; and Saturday, April 18, from 7 am – noon.

## TEAM ENTRY FEE

Teams will only pay for athletes who gain entry into the meet. Entry fees must be paid before or at the time of packet pickup. Entry fees are non-refundable and non-transferable. PLEASE NOTE: Relay alternates count towards your entry total. In short, any athlete who has a bib number in your team packet counts towards your entry fee. Fees are to be paid by cash or check; credit cards will not be accepted. Make checks payable to **Kansas Athletics**. *There is a team cap of \$300 per team. Men's/boys and women's/girls squads count as separate teams.*

\_\_\_\_\_ X \$20.00 = \_\_\_\_\_

Number of athletes accepted      Total Entry Fee (\$300 per team max)

**\*There will be a \$50.00 late entry fee for every entry added after the April 11 deadline. This does not guarantee entry into the meet only to the descending order list prior to determining the accepted entry list.**

***\*NOTE: Scratches made after the entry deadline still count towards your entry fee total. Over the last four years, we have seen several teams register their athletes and relay teams, then not attend the event. By registering your team, please understand that you are contracting a service with the Kansas Relays and will be responsible for your entry fee even if you do not attend the event. Any team that no-shows the event is taking lanes away from other athletes and will be subject to a one or two year probation or suspension from the Kansas Relays.***

## ADMISSION / ENTRY

## **COACH / ATHLETE ADMISSION**

Coaches will be admitted into a coach's lane located around the track at ground level, by showing their coach's pass. Athletes must show their competitor number for admittance. Each team will receive a maximum of three wristbands for coaches. Men's and women's teams count as separate teams. Each team may request one additional wristband for a team trainer at the time of packet pickup. Replacements for lost wristbands are \$10. Athletes must show their competitor number for admittance.

## **TEAM TENTS AND CAMPS**

Team camps will be located in the soccer field east of the track and field stadium. Tents will be set up against the perimeter wall in the soccer stadium. There will be personal to help direct teams to the team camp area. Team tents will not be allowed in the stadium.

## **ACCESSIBILITY**

Parking availability at Rock Chalk Park is limited; athlete drop-off will be located at the south end of RCP. Team and school buses will be directed to park at a satellite site. Elevator access to accessible seating can be found on the east stands of the track and field facility. Please see parking assistants or ushers for further assistance.

# **AWARDS**

## **AWARD PICK - UP**

The first place winner will be escorted to the awards podium located in front of the video board on the north end of the stadium directly after their race. Only the four members of the winning relay team will be allowed on the award stand. All other award winners can pick up their award at the awards table located in the lobby inside the entrance to the elevator on the east side of the stadium.

## **KANSAS RELAYS WATCHES**

Relays watches will be awarded to the following champions

Eligible:

1. Champion of an individual collegiate event
2. Champions of a collegiate relay event (4)

Not eligible:

1. High School event champion
2. Unseeded event champion

## **KANSAS RELAYS MEDALS**

Relay medals will be awarded to the following winners

Eligible:

1. Top 9 high school place winners
2. Top 3 high school relay event finishers (4/team)
3. 2<sup>nd</sup> and 3<sup>rd</sup> place finishers in collegiate events
4. 2<sup>nd</sup> and 3<sup>rd</sup> place collegiate relay event finishers (4/team)

Not eligible:

1. Collegiate and invitational event champions

## **OUTSTANDING RELAY AWARD**

The high school with the most outstanding relay teams (most points scored in relay events) in each division will be selected by the games committee using standard scoring. Each selected team will be presented with a trophy.

## **THE KANSAS CUP**

The Kansas high school boys and girls teams with the most relay points will be awarded the Kansas Cup. It is possible for a team to win both the Outstanding Relay Award and the Kansas Cup.

## **THE SUNFLOWER SHOWDOWN**

The winners of the boys and girls 4x100 meter relays and 4x400 meter relays in the Sunflower Showdown will receive the Sunflower Showdown trophy.

# **FACILITY INFORMATION**

# TRACK AND FIELD STADIUM

The newly constructed track and field stadium houses a nine lane 400 meter Beynon 2000 IAAF Certified Class 1 running and jumping surface. The running lanes are 48" wide, with a jogging lane adjacent to lane nine.

## **Runway lengths:**

Men's long jump – 191 ft. (58.22m)

Men's triple jump – 164 ft. (49.98m) & 156 ft. (47.50m)

Women's long jump – 182 ft. (55.48)

Women's triple jump – 161 ft. (49.08m) & 153 ft. (46.64m)

Javelin (all) – 111 ft. (33.84m)

Pole Vault – Southwest runway 138 ft. (42.06m)

Pole Vault – Southeast runway 150 ft. (45.72m)

Pole Vault – Northwest runway 128 ft. (39.02m)

Pole Vault – Northeast runway 150 ft. (45.72)

## **Relay exchange zones:**

400 meter (4 x 100) – Yellow

800 meter (4 x 200) – Black

1600 meter (4 x 400) - Blue

# WARM UP FACILITIES

Warm up areas will be determined and posted prior to the start of Wednesday's events. Usage of electronics (music, phones, etc.) will not be allowed in any warm up area.

# STADIUM POLICIES & INFORMATION

Smoking and smokeless tobacco are not allowed inside the seating or concourse areas or around the throws field. All alcoholic beverages are also prohibited. Cans, glass, and glass bottles are

not allowed at Rock Chalk Park. Banners may not be more than three feet tall nor may they obstruct the view of other fans. Any item deemed offensive will be confiscated. All bags and belongings are subject to search by stadium personnel.

Gates open two hours prior to the first competition each day.

## **I N F I E L D   P O L I C Y**

No warm-ups, coaches, or non-competing athletes will be allowed on the infield at any time. All warm ups must be completed outside the track stadium.

## **A T H L E T I C   T R A I N I N G   R O O M**

The athletic training tent will be in the warm up area. We will provide heat and ice, facilities for treatment, and first aid care. KU athletic trainers are not allowed to provide sports massage. If you have any questions please contact Zack Sanchez (785) 331-9524 or [zsanchez@ku.edu](mailto:zsanchez@ku.edu).

TRAINING ROOM HOURS (*or until 60 minutes after the day's final event*)

3/15	9:00 am – 9:00 pm
3/16	10:00 am – 9:00 pm
3/17	6:00 am – 9:00 pm
3/18	6:00 am – 6:00 pm

## **HEATS / ADVANCEMENT**

## **P R E F E R R E D   L A N E S ,   F L I G H T S   & H E A T S**

All positions are selected according to entry marks. All college and invitational events will follow NCAA rules, including rules regarding false starts. Preferred lanes for our nine lane track will be assigned as follows. 5, 6, 4, 7, 3, 8, 2, 9, 1

## **F L I G H T S**

All field events will be flighted in such a way so that the top seeded athletes will be placed in the later flight, and randomly within flights, to allow for the best performances. All athletes will make three attempts in the preliminary round; those who advance to the final will take three additional attempts. Top 9 advance to finals. Minimum marks are based on the results of the

past three years. Meet management reserves the right to modify this policy if the quality of the field or weather conditions dictate.

## **H I G H S C H O O L A D V A N C E M E N T F O R M U L A S**

### Individual Events and the 1600 Meter Relay

Three Heats	Heat winners plus the next six fastest times
Four Heats	Heat winners plus the next five fastest times
Five Heats	Heat winners plus the next four fastest times
Six Heats	Heat winners plus the next three fastest times
Seven Heats	Heat winners plus the next two fastest time
400 Meter Relay	Top nine times to final

## **C O L L E G E A D V A N C E M E N T F O R M U L A S**

### Individual Events, 1600 Meter Relay and the 400 Meter Relay

Three Heats	Heat winners plus the next six fastest times
Four Heats	Heat winners plus the next five fastest times
Five Heats	Heat winners plus the next four fastest times
Six Heats	Heat winners plus the next three fastest times



# EVENT CHECK IN

## R U N N I N G   E V E N T S

Athletes must report to the **Check - In** tent no later than 30 minutes prior to their competition. They will be given hip numbers at the tent, then marshaled to the staging area inside the stadium by event and heat. **Runners should enter the stadium with their spikes on and in uniform, ready to compete.** The enclosed meet schedule is an estimate; please ask athletes to pay close attention to the order of events and error on the side of being early.

## F I E L D   E V E N T S

Athletes may enter the stadium through the northwest gate. Throwers, vaulters, and jumpers will report to their event site and check in with officials 1 hour (90 minutes for vaulters) prior to the start of their competition until the event is concluded. They will be allowed to enter and exit the infield through this gate during their warm up and competition time only.

## V A U L T   W E I G H T   V E R I F I C A T I O N

**Vault verification forms can be found on the Kansas Relays web site.** Any coach from any state bringing a high school vaulter must present a weight verification form at time of packet pickup or their athlete will be ineligible to compete. This form is available online at the Kansas Relays website. These forms are the responsibility of the high school coach and must be on file at the meet headquarters before team packets will be handed out. Vaulting poles may only be brought to the infield via the northeast corner of the track.

<http://www.kshsaa.org/Public/Track/PDF/PoleVaultForm.pdf>

## I M P L E M E N T   W E I G H - I N

Athletes must weigh in all throwing implements no later than one hour before the scheduled start of the competition. You will be issued an implement form and ID number when you submit your equipment. Bring this form back to the weights and measurements room following the event to reclaim your equipment. Implements approved for competition will be collected and delivered to the event site one hour before the start of the event. Implements that do not pass inspection will be impounded until after that throwing event is complete. Implements for early morning events should be checked in the evening before competition. The room will be staffed until 7 pm each night.

## H I P   A N D   B I B   N U M B E R S

Bib numbers will be worn on the front of the singlet with exception of vaulters and throwers who may wear bib numbers on their back. All athletes on a relay team are to wear hip and bib

numbers. Hip numbers will be given to athletes at the Check-In Tent. Bib numbers may not be altered, folded, or cut in any way.

# RULES

## NCAA RULES

NCAA rules will apply to all college/invitational events. The NCAA false start rule will be used for all running events, including invitational sections. Please note to your athletes that lane and exchange zone violations are carefully monitored. No electronic devices of any sort, including cell phones, cameras, music players, or radios are allowed on the infield at any time. No high school athlete may compete in the same event as a college athlete.

## UNIFORM RULE

The uniform rule is in effect for all high school and college competitions. All relay runners must wear the same style and color of uniform. Open athletes are an exception. Please review uniform rules with your athletes. Please note that LIVESTRONG-style rubber bracelets are considered jewelry.

## RELAY CARDS

You will be issued relay cards in your team packet. Please fill in the name, year, and bib number of your runners and return these cards no later than one hour before this event to the Check-In tent. These cards allow our announcers to recognize your athletes during their races and for correct relay results to be published.

## RESULTS

Results will be posted on the south end of the east grandstands and near the check-in behind the west grandstands. Due to the size of the meet and number of attending teams, final results will not be available to coaches at the meet. Full results will be available on the web at [www.kansasrelays.com](http://www.kansasrelays.com). Heat sheets for final events on Saturday will be available for head coaches at meet headquarters.

## PROTESTS

Protests of results must be made within 30 minutes after final results are posted for finals, 15 minutes for prelims. Protests must be made in writing and presented to the Protest Official,

located in headquarters. Protest forms are available at Meet Headquarters. There is a \$50.00 fee for ALL protests (refunded if protest is upheld).

## ENTRY INFORMATION

### HIGH SCHOOL SANCTION

The Kansas Relays are sanctioned by the National Federation of State High School Associations. All high schools within 500 miles of the Kansas border are eligible to compete so long as this is permitted by the athletic association in their state. Check with your state high school activities association before entering in the Kansas Relays. Visit [www.nfhs.org](http://www.nfhs.org) for information on your state and Kansas Relays sanctioning.

### ATHLETE ELIGIBILITY

To be eligible to compete in the high school or college/university the athlete must be in good standing with their school, team, and the activities association in that state or NCAA, NAIA, or NJCAA. Only school coaches may enter high school or college/university athletes. Club teams may not compete in the high school events. Open athletes may compete in any college event if they meet the limits listed in this guide

### ENTRY REQUIREMENTS

Any athlete can be submitted for entry if all eligibility requirements are satisfied. All entry times must be designated as manual/hand-held (H) times to the tenth, or as fully automatic timing (FAT) to the hundredth gathered from a legal automatic timing system. All times will be assumed to fully automatic times (FAT) unless specifically designated as "H."

For throwing events, only marks set with high school implements for high school events and college implements for college/open events will be accepted. All entry marks must be verifiable in print or posted official meet results (except relay events). Marks set in the summer are valid for entry purposes so long as they are verifiable via official results. **All high school field events should be entered into Direct Athletics as an English mark.** Direct Athletics will then convert the marks to metric for us. This is to ensure fairness and to eliminate confusion when seeding the flights.

### USADA DRUG TESTING

Athletes who participate in this competition are subject to drug testing in accordance with the United States Anti-Doping Agency (USADA) Protocol for Olympic Movement Testing (USADA

Protocol). Testing may take place after any round--preliminary, qualifying, or final. USADA will be responsible for conducting comprehensive drug testing, as well as the adjudication of positive findings. Athletes selected for doping control are required to sign a testing notification form by the assigned doping control chaperone, who will remain with each athlete until she or he arrives at the doping control testing center. Athletes have one hour from the time of notification before they must report to the doping control testing center. Once athletes complete the drug testing process, they are free to leave. Athletes with positive drug test results will have their cases adjudicated according to the USADA Protocol and will be penalized, if appropriate, according to applicable IAAF or World Anti-Doping Agency rules. Such penalties may include, but not be limited to, a period of ineligibility from competition, as well as disqualification from past competitions and cancellation of awards and prizes previously awarded. Any substance taken by an athlete is at his/her own risk and may result in a positive sample. BEWARE: some nutritional supplements, prescription, cold medicines and over-the-counter medications contain prohibited substances. Information regarding specific drugs and substances may be obtained by calling the USADA Drug Reference Line at 800-233-0393, visiting the [www.usantidoping.org](http://www.usantidoping.org) or visiting [www.888athlete.org](http://www.888athlete.org).

## QUALIFICATION PROCESS

### QUALIFYING PERFORMANCE RULES

Marks used for the purpose of qualifying in all individual events must be final meet results and verifiable from printed results. Qualifying marks are subject to the following limitations:

- No preliminary results will be accepted unless included in official results.
- No cross country times, relays splits, or practice times are accepted in individual events.
- Marks must have been made from April 1, 2014 to April 11, 2015.
- ANY ATHLETE WHO IS DECLARED IN AN INDIVIDUAL EVENT MUST COMPETE IN THAT EVENT OR BE SCRATCHED FROM THE REMAINDER OF THE MEET, UNLESS CLEARED BY A DOCTOR'S RELEASE.

**Unseeded sections on Thursday night are exempt from this rule.**

#### **\*\*HIGH SCHOOL 2000m STEEPLECHASE**

The Kansas Relays will be contesting the 2000m steeplechase for both boys and girls. The top 16 entry times will be accepted into the race.

USATF junior qualification standards formula for the events will be as used:

Event	Boy	Girl
1500	1.620098	1.588491
1600	1.520297	1.492587
Mile	1.511345	1.482641
3000	0.7411811	0.723413
3200	0.694946	0.689773

Example:

Take entry time in mile in seconds X 1.511345 for boys or X 1.484641 for girls this will give you the conversion for the steeple.

Example:

Boy            4:14.74 mile  
                  254.74 seconds x 1.511345 = 385.000253 = 6:25

## **ENTRY MARK CHALLENGE RULE**

All entries will be reviewed by the Kansas Relays Games Committee. If a mark/time entered looks questionable the coach from that school will be contacted and asked to provide proof of the entered mark/time. If the coach does not provide substantial proof of the entered mark the athlete will be scratched from the event.

## **OPEN ATHLETES**

Open / unattached athletes must contact meet director for entry into Kansas Relays.  
mdonley@ku.edu.

# **MEASUREMENTS & OPENING HEIGHTS**

In order to insure an efficient and fair meet, minimum marks and opening heights are set by the previous three years' marks at the Kansas Relays. These marks help keep an event moving quickly and allow for the best performances by the majority of athletes. It is certainly possible to gain entry to the meet with an entry mark less than the minimum mark or opening height of the performance list. Refer to the following page for Collegiate and High School Entry Limits.

EVENT	GIRLS	BOYS	WOMEN	MEN
High Jump	4' 9" / 1.45	5' 10" / 1.78	5' 1" / 1.55	6' 2.75" / 1.90
Pole Vault	9' 0" / 2.74	12' 5.5" / 3.80	10' 11.75" / 3.35	14' 7.25" / 4.45
Long Jump	15' 0" / 4.57	19' 0.25" / 5.80	18' 0.5" / 5.50	20' 9" / 6.32
Triple Jump	32' 0" / 9.75	37' 1" / 11.30	34' 5.5" / 10.50	44' / 13.41
Shot Put	32' 0" / 9.75	48' 5" / 14.76	39' 10" / 12.16	48' / 14.63
Discus	105' 0" / 32.00	137' 9" / 42.00	120' 5" / 36.70	144' 4" / 44.00
Javelin	101' 8" / 31.00	147' 8" / 45.00	121' 5" / 37.00	172' 2" / 52.48
Hammer	N/A	N/A	119' 9" / 36.50	144' / 43.90

**PLEASE NOTE: Meet management reserves the right to modify these marks due to inclement weather or other conditions.**

## **MEDIA RELEASE**

By accepting an invitation to compete at the Kansas Relays, athletes authorize Kansas Athletics, Inc. to allow the reproduction, dissemination, and/or publication of their name, voice, picture, image, likeness, performance, video and/or motion pictures of themselves and/or their property for media coverage in any media now or hereafter existing, public relations, or any other purpose which may involve the use of photographs, films, and/or video tape recording. This is to be done in conjunction with their participating in the Kansas Relays and they understand and agree that they may neither pay a fee to receive individual promotional consideration from their participation in this event, nor will they receive any payment for the possible commercial use of their name, voice, picture, image, likeness, performance, video and/or motion

# ENTRY LIMITS

The following entry limits are based on the number of athletes the facility and event schedule allow, interest in events in recent years, and the effort to create quality opportunities for as many athletes as possible.

EVENT	GIRLS	BOYS	COLLEGE WOMEN	COLLEGE MEN
100m Dash	45	45	45	45
200m Dash	---	---	36	36
400m Dash	36	36	36	36
800m Run	36	36	9	9
800 Run Unseeded	36	36	36	36
1500m / 1600m Run	40	40	---	---
1500m Run Unseeded	---	---	40	40
Invitational Mile	---	---	---	Invite Only
3200m Run	24	24	---	---
5000m Run	---	---	30	30
10,000m Run	---	---	20	20

100m / 110m Hurdles	45	45	45	45
300m / 400m Hurdles	45	45	45	45
Steeplechase	16	16	---	---
Steeplechase Unseeded	---	---	24	24
Discus	24	24	24	24
Javelin	24	24	24	24
Shot	36	36	28	28
Hammer	---	---	24	24
High Jump	30	30	20	20
Long Jump	36	36	24	24
Triple Jump	36	36	24	24
Pole Vault	25	25	20	20
400m Relay (4 x 100m)	all	all	all	all
800m Relay (4 x 200m)	32	32	---	---
1600m Sprint Medley Relay	24	24	---	---
4000m Distance Medley Relay	24	24	16	16
1600m Relay (4 x 400m)	all	all	all	all
3200m Relay (4 x 800m)	40	40	16	16
6400m Relay (4 x 1600m)	20	20	---	---

## RELAY ENTRY PROCEDURES



Whenever possible, enter relay marks that have been actually achieved within the present or preceding season. Only one relay team per event per school will be allowed. Relay times may also be determined by adding the four best open/split times from a documented meet for athletes from the present or preceding season. If relay entries are challenged by another coach, the challenged coach will need to provide documentation to support the anticipated entry mark. Include all four runners' names and years on the online entry form. Honesty by coaches will allow for the best meet possible. **NOTE: ALL members of relay teams must be entered on the team roster.** After submitting a seed mark for each relay event, you will be asked to enter relay competitors from your roster in their running order. **You MUST enter each member of the relay team plus any alternates for that relay so that each is officially entered in the meet.**

Note that the Sprint Medley Relay is a 200-200-400-800 meter legs. The Distance Medley Relay is run in 1200 – 400 – 800 – 1600 meter legs.

## **SUNFLOWER SHOWDOWN RELAYS**

In order to foster more competition and excitement in the high school division, an additional “Sunflower Showdown” section has been added to the schedule for:

Girl's 400m Relay Final  
Boy's 400m Relay Final

Girl's 1600m Relay Final  
Boy's 1600m Relay Final

These special sections in those four events will be open only to the top nine Kansas high school teams with the fastest times from the preliminaries that did not qualify for the final. These special sections will be held immediately before the regularly scheduled Saturday final; athletes will be awarded medals and a trophy, just as the other relay finals. However, these events will not count towards Kansas Cup points. A coach of any Kansas high school relay teams who did not qualify for the final in those events should stop by meet headquarters on Friday night after the events conclude and declare their team's intention to compete in the Sunflower Showdown for a specific event. From that list, we will post the top nine teams who have declared their intention to contest the showdown and their lane assignments for each race when Rock Chalk Park track opens Saturday morning, April 18th.

## **LOST AND FOUND**

Any items lost during the Kansas Relays should be reported to the lost and found located on the southeast side on the lower level of the stadium. Items can be reclaimed by blind identification or other proof of ownership.

# **ACCEPTED ENTRY INFORMATION**

Final accepted entry lists will be posted at [www.kansasrelays.com](http://www.kansasrelays.com) by 6:00 pm Central time on Sunday April 12th. Please contact [support@directathletics.com](mailto:support@directathletics.com) if you have questions or need

assistance regarding your Direct Athletics account or the online entry process. Refer all general meet questions to [mdonley@ku.edu](mailto:mdonley@ku.edu) or [jwilliamson@ku.edu](mailto:jwilliamson@ku.edu).

## ALTERNATE ATHLETE NOTIFICATION

If an athlete should scratch an event after the final entry list is published, every effort will be made to contact the coach of the next eligible athlete in that event to notify them of their entry into the meet in that event until Wednesday April 15<sup>th</sup> @ 12:00 pm (noon). Please do not contact the Kansas Relays Office concerning the status of entry lists and alternates. *Please be sure to provide correct e-mail plus home and cell numbers when registering online for this purpose.*

# TEAM ENTRY INSTRUCTIONS

## STEP 1— ON YOUR MARKS – ACCESSING YOUR DIRECT ATHLETICS ACCOUNT

Please visit [www.directathletics.com](http://www.directathletics.com) early during the entry period (Wednesday April 1 – Saturday April 11) to create or update your team roster. Each coach must have a Direct Athletics username and password for his/her school. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below. You will use the same account to enter all meets run through Direct Athletics.

<b>If you already have an account and know your username and password....</b>	<b>If you do NOT have an account or forgot your username and password....</b>
<p>1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></p> <p>2) In the login box , enter your Username and password then click "Login".</p> <p>(Remember that your password is case-sensitive)</p>	<p>1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></p> <p>2) Click on the link "New User? Click "HERE" or "Forgot Username or Password."</p> <p>3) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.</p>

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**\*\*NOTE ABOUT ACCOUNTS:** Most team accounts control a school's Men's AND Women's team. You control only one gender at time, so you will complete the below steps for your Men, and then switch to your Women's team and repeat the process (or vice versa). The team you are controlling is listed on the blue navigation bar across the top of your account, for example:

**Sport:** Track & Field

**Team:** Plano East HS (M)

This indicates that you are controlling the Plano East HS MEN'S team (M=MEN). To switch to your Women's team, you would select "Plano East HS (W)".

## **STEP 2 – GET SET – SETTING UP YOUR ON-LINE ROSTER**

Before entering an athlete into a meet, you must add all attending athletes to your roster. If an athlete is already on your roster (from prior seasons or meets) you do not need to add them again.

- 1) Upon logging in, click the TEAM tab. (New users will automatically be in the TEAM module)
- 2) If you have used Direct Athletics before, you will see your existing athletes on your roster. New Users should click the green "Add Athletes" link.
- 3) Click the green "Add Athletes" link under the Team Roster header. Select an approximate number of athletes you would like to add (you can add more at any time).
- 4) Enter your athletes First Name, Last Name and School Year and click "Submit".

<p><b>NOTE ABOUT UNATTACHED ATHLETES (Colleges only):</b> Colleges will see an "Unattached" box on this page; if you are a college coach entering an unattached athlete, click the "Unattached" box.</p>
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- 5) You may add, edit or delete athletes on your Team Roster at any time by clicking the TEAM tab. To add athletes, click the green "Add Athletes" link at any time. To delete or edit athletes, check the box to the left of each athlete(s) and then click the red "Delete Selected" link or the blue "Edit Selected" link respectively.

### **STEP 3 – GO – SUBMITTING ONLINE MEET ENTRIES**

Once athletes are added to your roster, you must then submit your entries for each athlete/event.

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the green Register button next to the Kansas Relays.
- 2) If prompted, choose an entry method. We HIGHLY Recommend using the NEW, “Enter by Athlete” method.
- 3) Follow onscreen instructions for submitting your entries. *Remember that you must enter the date and location of each individual seed mark.* Relay events may only enter a seed time. You will see a running tally of your entries on the right side of your screen. Remember to enter all members of each relay team.
- 4) When you are finished with your entries, click the “Finish” link.
- 5) You will see a list of your current, submitted entries. Click the links both to receive an EMAIL confirmation and a PRINTABLE confirmation.
- 6) To edit your existing entries at any time, click the blue Edit Entries button next to Kansas Relays on your Upcoming Meets or Complete Schedule. You may access your team entries again on [www.directathletics.com](http://www.directathletics.com) between Wednesday, April 1 at 8 am and Saturday April 11<sup>th</sup> at 10 pm CST to update entry marks or de-register (scratch) your athletes’ events and relays. **IF YOU HAVE NO UPDATES OR SCRATCHES, YOU DO NOT NEED TO LOG ON DURING THIS PERIOD. ALL REMAINING ENTRIES ARE CONSIDERED DECLARED AT 10 PM CST ON SUNDAY, APRIL 12<sup>th</sup>.**
- 7) Coaches are reminded that qualifying times will determine seeding, so updated and honest seed marks are important. Remember to update or scratch relays as well. The head coach is solely responsible for the correct and accurate entry of their athletes and relays.
- 8) After updating or scratching events, click “SUBMIT” and be sure to print a copy of your final entries to bring with you to packet pickup! Check [www.kansasrelays.com](http://www.kansasrelays.com) for the list of accepted entries at 6 pm on Sunday, April 12<sup>th</sup>.

**If you have any questions about the on-line entry process or your account, please e-mail [support@directathletics.com](mailto:support@directathletics.com). The deadline day is crunched with last-minute coaches, so the earlier that you begin the process, the easier it is!**

## **RELAY ZONE & START INFORMATION**

4 x 100 Relay	Entirely in lanes; yellow exchange zones
4 x 200 Relay	Entirely in lanes; black
4 x 400 Relay	Blue exchange zones
Two-Mile Relay	Waterfall start; blue exchange zones
4 x Mile Relay	Waterfall start; blue exchange zones
Sprint Med Relay	In lanes until the 400/800 exchange [200m – 200m – 400m – 800m]
Dist. Med Relay	Blue exchange zone, 2 alley start [1200m – 40m – 800m 1600m]

**STARTING BLOCKS:** Only blocks provided by the Kansas Relays may be used on the track in Rock Chalk Park. We will use standard pedal blocks.

## PARKING

The Kansas Relays office does not have control over parking policies. General public parking will be available at Rock Chalk Park

Cars will be allowed to leave and return without limit during that day once they have paid.

Buses will be allowed to drop off teams on the south side of the Rock Chalk Park. There will be a designated drop off/ pick up location. Buses will have parking access to the frontage road west of Rock Chalk Park. This road will access back to 6<sup>th</sup> street/hwy 40. Please see the facility map for more information. [www.kansasrelays.com](http://www.kansasrelays.com)

