

PLEASE USE THE FOLLOWING INFORMATION WHEN SEEDING BY HAND

MAKING HEAT & LANE ASSIGNMENTS FOR THE LOW HURDLES AND 100 METER DASH MAKING HEAT & LANE ASSIGNMENTS

- A. Take all the Entry Cards for the event and class and lay them out on a table.
- B. Arrange them in order according to the fastest time to the slowest time. All entries must be recorded **only in tenths of a second**. If recorded in hundredths, such as 12.73, round them downward to the slower tenth (12.8). Entries with an "NT" (no time available) should be placed on the bottom of the pile behind the other entries.
- C. When the entry cards are arranged and rechecked for accuracy, number each card at the top center, beginning with the number "1", "2", etc. to the slowest time. (Note: The suggestions for numbering cards helps to keep them in order.)
- D. Carefully collect all cards in order with #1 on top.
- E. Note the number of entries in the event.
- F. Use the following key for preferred lanes:
 1. Preferred lanes- 8 lane track: 4, 5, 3, 6, 2, 7, 1, 8
 2. Preferred lanes- 6 lane track: 3, 4, 2, 5, 1, 6
- G. Determine the number of Preliminary heats needed by using one of the following charts for either a 6-Lane Track or an 8-Lane Track:

Chart for 6-Lane Track

No. of Entries	No. of Preliminary Heats	No. Qualifying from Each Heat for Semifinals	No. of Semifinal Heats	No. Qualifying from Each Semi Heat for Finals	No. in Finals
1 to 6	--	--	--	--	6
7 to 12	2	--	--	3	6
13 to 18	3	--	--	2	6
19 to 24	4	3	2	3	6
25 to 30	5	2 + next two fastest times	2	3	6
31 to 36	6	2	2	3	6

Note: In the Semifinals, fill the heats with the fastest 3rd place finishers from the Preliminaries. This will help take care of any poor seeding in the preliminary round and will make full heats for the Semifinals. Note this information for those persons who will be doing the seeding for the Semifinals and finals.

Chart for 8-Lane Track

No. of Entries	No. of Preliminary Heats	No. Qualifying from Each Heat for Semifinals	No. of Semifinal Heats	No. Qualifying from Each Prelim Heat for Finals	No. in Finals
1 to 8	--	--	--	--	8
9 to 16	2	--	--	4	8
17 to 24	3	--	--	Top 2 each heat (plus 2 fastest times)	8
25 to 32	4	--	--	2	8

Note: In the Semifinals, fill the heats with the fastest 3rd place finishers from the Preliminaries. This will help take care of any poor seeding in the preliminary round and will make full heats for the Semifinals. Note this information for those persons who will be doing the seeding for the Semifinals and finals.

- H. Along the left edge of a large table, put down 6 or 8 pieces of tape and write a number on each from bottom to top representing the lanes on your track. Across the top of the same table, put down as many tape pieces as you will have heats and label them left to right: Heat 1, Heat 2, etc.

Example

6- Lane Track						
Lane	Heat 1	Heat 2	Heat 3	Heat 4	Heat 5	Heat 6
6						
5						
4						
3						
2						
1						

8- Lane Track						
Lane	Heat 1	Heat 2	Heat 3	Heat 4	Heat 5	Heat 6
8						
7						
6						
5						
4						
3						
2						
1						

H. *For a 6-Lane Track:*

(1) Begin laying out the Entry Cards, putting the #1 card (fastest time) in Lane 3, Heat 1. Proceeding from Left to Right, lay out cards **UP** Lane 3, Heat 2; Lane 3, Heat 3, etc. until Lane 3 is filled for the number of heats needed. Then, staying on the right side of the table, put the next card down in the last heat of Lane 4, Heat 8 (if that is last heat) and working **BACK** from Right to Left, fill Lane 4. Next, go to Lane 2, working from left to right **UP** Lane 2, then go to Lane 5, working from right to left **BACK** Lane 5, etc.

Guidelines are:

UP (Left to Right) Lane 3; BACK (Right to Left) Lane 4

UP (Left to Right) Lane 2; BACK (Right to Left) Lane 5

UP (Left to Right) Lane 1; **BACK** (Right to Left) Lane 6

A sample table when finished with "1" representing fastest time and "36" representing slowest time would be:

Lane	6- Lane Track					
	Heat 1	Heat 2	Heat 3	Heat 4	Heat 5	Heat 6
6	36	35	34	33	32	31
5	24	23	22	21	20	19
4	12	11	10	9	8	7
3	1	2	3	4	5	6
2	13	14	15	16	17	18
1	25	26	27	28	29	30

NOTE: If you have 35 entries, Lane 6 in Heat 6 would not be filled. If you have 34 entries, Lane 6 in Heats 5 and 6 would not be filled, etc. (When there are fewer entries than the number required to fill all the heats, leave Lane 6 in the last heats vacant and fill up the first heats. For example, if there are only 34 entries above, 34 would be moved to Heat 1, 33 to Heat 2, etc., leaving lane 6 vacant in Heats 5 and 6.)

I. For 8-Lane Track:

(1) Begin laying out the Entry Cards, putting the #1 card (fastest time in Lane 4, Heat 1. Proceeding from Left to Right, lay out cards **UP** Lane 4, Heat 2; Lane 4, Heat 3; etc. until Lane 4 is filled for the number of heats needed. Then staying on the right side of the table, put the next card down in the last heat of Lane 5, Heat 7 (if that is the last heat) and working **BACK** from Right to Left, fill Lane 5. Next, go to Lane 3, working Left to Right **UP** Lane 3, then go to Lane 6, etc.

Guidelines are:

UP(Left to Right) Lane 4; **BACK** (Right to Left) Lane 5
UP (Left to Right) Lane 3; **BACK** (Right to Left) Lane 6
UP (Left to Right) Lane 2; **BACK** (Right to Left) Lane 7
UP (Left to Right) Lane 1; **BACK** (Right to Left) Lane 8

A sample table when finished with "1" representing fastest time and "32" representing slowest time would be:

Lane	8- Lane Track			
	Heat 1	Heat 2	Heat 3	Heat 4
8	32	31	30	29
7	24	23	22	21
6	16	15	14	13
5	8	7	6	5
4	1	2	3	4
3	9	10	11	12
2	17	18	19	20
1	25	26	27	28

NOTE: If you have 31 entries, Lane 8 in Heat 4 would not be filled. If you have 30 entries, Lane 8 in Heat 3 and 4 would not be filled, etc. (When there are fewer entries than the number required to fill all the heats, leave Lane 8 in the last heats vacant and fill up the first heats. For example, if there are only 30 entries above, 30 would be moved to Heat 1, 29 to Heat 2, etc., leaving Lane 8 vacant in Heats 3 and 4.)

- J. Where several runners have an identical time, such as four with 12.6, shuffle those four cards and then draw by lot to determine which cards are laid down first, second, third, fourth.
- K. Recheck layout for accuracy.
- L. Label each card in the appropriate space with its heat number and lane number, for example: Heat 1, Lane 1; Heat 1, Lane 2, etc.
- M. Recheck to make sure heat numbers and lane numbers are correct.
- N. Pick up cards in heats, paper clip all cards in a heat together with Lane 1 on top and the last lane on the bottom.
- O. After all heats are together, put a rubber band around all heats in the event and give to the typist for typing heat sheets.
- P. Hurdles and 100 Meter Finals.
 - (1) **Weigh place first** (all first places are seeded first, then all second places, etc.) from qualifying races;
 - (2) **Weigh time second** (put all first place finishers in order according to best time first, slowest time last; then do the same with second place finisher, etc.)
 - (3) Place in heats and lanes according to steps G through Q above.
- Q. Repeat steps A through Q for 100 Meter Dash.

It is possible to do all the above with a computer spread-sheet program where you can sort by columns. This would eliminate the card handling listed above.

200 & 400 METER DASHES & ALL THREE RELAYS SEEDING & MAKING HEAT & LANE ASSIGNMENTS

(NOTE: This is the seeding procedure when qualification is on a time basis and the runners stay in lanes all the way.)

- A. Take all the Entry Cards for the event and class (Example: 8 Boys' 400 Meter Relay) and lay them out on a table.
- B. Arrange them in order according to the fastest time to the slowest time. All entries must be recorded only in tenths of a second. If recorded in hundredths, such as 29.56, round them downward to the slower tenth (29.6). Entries with an "NT" (no time available) should be placed on the bottom of the pile behind the other entries.
- C. When the cards have been arranged in order from the fastest time to slowest time and have been rechecked for accuracy, number each card at the top center, beginning with number "1". "2". etc. to the slowest time. (*Recheck to make sure numbering is consecutive and that each card has a number.*)
- D. Carefully collect all cards in order with #1 on top.
- E. Note the number of entries in the event.
- F. The number of heats will be determined on the basis of the number of entries and number of lanes on your track.
- G. When there are fewer entries than the number required to fill all the heats, leave lanes open in the first heats, making sure that each heat has at least three runners (teams).
- H. The slowest group of runners (teams) are placed in Heat 1, the next slowest group of runners (teams) in Heat 2, and so on with the fastest group of runners (teams) being placed in the last heat. For example, if you have 32 entries on a 6-lane track, with #1 being your fastest team and #32 being your slowest team, your table layout for assigning heats would be as follows:

6- Lane Track						
Lane	Heat 1	Heat 2	Heat 3	Heat 4	Heat 5	Heat 6
6			24	18	12	6
5	32	28	22	16	10	4
4	30	26	20	14	8	2
3	29	25	19	13	7	1
2	31	27	21	15	9	3
1			23	17	11	5

- I. Re-check to make sure assignments to heats are correct.
- J. Prepare your Entry Card layout for the draw by placing all the entries in a heat with lane 3 the fastest time for the heat, lane 4 the second fastest, then lane 2, lane 5, lane 1, and finally lane 6. (*See item H*).
- K. Label each card in the appropriate space with the heat number and lane number. For example: Heat 1, Lane 1; Heat 1, Lane 2, etc.

- L. Recheck to make sure heat numbers and lane numbers are correct.
- M. Pick up all cards in a heat and paper clip all cards in the heat together with Lane 1 on top and the last lane on the bottom.
- N. After all heats are paper-clipped together, put a rubber band around all heats in the event and give to the typist for typing heat sheets.

For an 8 lane track, the layout would be as follows:

Lane	8- Lane Track			
	Heat 1	Heat 2	Heat 3	Heat 4
8	32	24	16	8
7	30	22	14	6
6	28	20	12	4
5	26	18	10	2
4	25	17	9	1
3	27	19	11	3
2	29	21	13	5
1	31	23	15	7

800 METER RUN AND 1600 METER RUN SEEDING AND MAKING HEAT AND LANE ASSIGNMENTS

- A. Take all the Entry Cards for the event and class and lay them out on a table.
- B. Arrange them in order according to the fastest time to slowest time. All entries must be recorded **only** in tenths of a second. If recorded in hundredths, such as 2:45.73, round them to the slower tenth (2:45.8). Entries with an "NT" (no time available) should be placed on the bottom of the pile behind the other entries.
- C. When entry cards have been arranged in order from the fastest time to slowest time and have been rechecked for accuracy, count the number of entries in the event and determine the number of sections to be run by using one of the following tables for either a 6-lane track or an 8-lane track:

6-Lane Track

<i>No. of Entries</i>	<i>No. of Sections*</i>	<i>No. in Each Section</i>
1 to 17	1	1 to 17
18 to 24	2	9 to 12
25 to 36	3	8 to 12

*Depends on local facilities and width of lanes. The number in each section and the number of sections is flexible depending upon the local situation.

8-Lane Track

<i>No. of Entries</i>	<i>No. of Sections*</i>	<i>No. in Each Section</i>
1 to 23	1	1 to 23
24 to 32	2	12 to 16
33 to 48	3	11 to 16

*Depends on local facilities and width of lanes. The number in each section and the number of sections is flexible depending upon the local situation.

- D. When you have determined how many sections are needed and how many runners will be in each section, divide the runners into sections by putting the slowest group of runners in Section 1 and the fastest group of runners in the last section. For example: If you have 24 entries and a 6-lane track, you will have two sections of 12 runners in each section. The slowest group of 12 will go in Section 1 and the fastest group of 12 runners will go in Section 2.
- E. Within each section, keep the cards in order according to the fastest time in the section first to the slowest time last. Number the cards in a section by putting "1" on the top center of the fastest time, "2" on the next fastest time, etc., until all cards have been assigned a number in order from fastest to slowest in a section.

F. The fastest runners to the slowest runners in a section are assigned to Alleys and Positions within each section. Following is a chart showing what is meant by Alleys and Positions:

Lane 1			Lane 2			Lane 3			Lane 4			Lane 5			Lane 6		
Pos. 1			Pos. 2			Pos. 3			Pos. 1			Pos. 2			Pos. 3		
Alley 1						Alley 2						Alley 3					

The fastest runners to the slowest runners in a section are assigned to Alleys and Positions within each section according to the following example:

6- Lane Track																	
Lane 1			Lane 2			Lane 3			Lane 4			Lane 5			Lane 6		
9			6			8			5			7			4		
18			15			17			14			25			22		
27			24			26			23			34			31		
36			33			35			32						1		
			3			2			11			10			19		
			12			20			20			28					
			21			29			29								
Alley 1						Alley 2						Alley 3					

Type section sheet as follows: (6 lane track)

- | Alley/Pos. | Sect. 1 |
|------------|---------------------|
| 1-1 | Claudia Kaufman (9) |
| 1-2 | Brenda Kingery (6) |
| 1-3 | Sally Asmus (3) |
| 2-1 | Julie Cochran (8) |
| 2-2 | Leslie King (5) |
| 2-3 | Sheri Strohl (2) |
| 3-1 | Maggie Farley (7) |
| 3-2 | Alison Smith (4) |
| 3-3 | Maja Hansen (1) |

8- Lane Track																							
Lane 1			Lane 2			Lane 3			Lane 4			Lane 5			Lane 6			Lane 7			Lane 8		
12			8			11			7			10			6			9			5		
24			20			23			19			22			18			21			17		
36			32			35			31			34			30			33			29		
			4			3			2			2			14			1			13		
			16			15			15			14			26			25			25		
Alley 1						Alley 2						Alley 3						Alley 4					

- G. Label each card in the appropriate space with its section number, Alley and Position. For example: Section 1, Alley/Position 1-1; Section 1, Alley/Position 1-2; etc.
- H. Check cards to be sure they are correctly labeled.
- I. Pick up cards in sections, then by Alley 1-1 through 1-3 first, etc.
- J. Paper clip (or rubber band) all cards in a heat together.
- K. After all sections are together, put rubber band around all sections in the event and class and give to typist for section sheets.
- L. Repeat steps A-K for the 1600 Meter Run.
- M. Be sure to fill all lanes in the fastest section.

FIELD EVENTS

SEEDING AND MAKING FLIGHT AND COMPETITION ORDER ASSIGNMENTS

- A. Take all the Entry Cards for an event and class and lay them out on a table.
- B. Arrange the entries in the event in order according of the best mark first and the worst mark last. Entries with an "NM" (no mark available) should be placed at the bottom of the pile behind the other entries.
- C. When the entry cards have been arranged in order from best mark first to worst mark last and have been rechecked for accuracy, count the number of entries in the event.
- D. Check to make sure the entry cards in the event are in correct order from the best mark first to the worst mark last. Then put down the cards one on top of the other in reverse order so that the worst mark is first and the best mark is last. Number the entries consecutively from worst mark first to best mark last.
- E. Depending on total number of entries, use your best judgment to divide them into either two or three flights for the long jump, shot put, and discus throw. Competitor order in each flight is from worst mark first to best mark last, with the best-marked cards in the final flight. It is recommended that you divide your total number of competitors in half for, at least, two flights for these events. *NOTE:* Preliminaries are held in these three field events.
- F. Since only Finals are held in the High Jump and Pole Vault at the Sectional meets, the competitor order is from worst mark first to best mark last.
- G. At this point, you should have the flights for all field events laid out on the large table. Now you should be able to see if the same competitor has been assigned to Flight #1 in more than one event. If this is the case, eliminate potential conflicts by switching entry cards of the competitor who may have a conflict with a competitor at the top or bottom of another flight.
- H. Number and recheck all cards in each flight for each event for each class.
- I. Pick up cards in flights in order with competitor #1 on top and the last competitor on the bottom.
- J. Paper clip (or rubber band) all cards in a flight together.
- K. After you have picked up all flights of an event, put rubber bands around all flights in the event and give to the typists for typing heat sheets in flights. Run Field events for boys while girls are doing running events, then reverse and run field events for girls while boys are doing running events.
- L. Put the following information on the clipboard for each field event judge:

Pole Vault --Class 8B finals; Class 7B , 8G, 7G to follow

Three trials at each height. Raise 6" at a time until three contestants are left or when 3" below qualifying height for advancement. Then raise 3" at a time.

7A Sectional Boys begin at 6'6"	7AA Sectional Boys begin at 6'9"
8A Sectional Boys begin at 7'0"	8AA Sectional Boys begin at 8'3"
7A Sectional Girls begin at 5'6"	7AA Sectional Girls begin at 6'0"
8A Sectional Girls begin at 5'9"	8AA Sectional Girls begin at 6'6"

High Jump--Class 7B finals; Classes 8B, 7G, 8G to follow

Three trials at each height. Raise 2" at a time until 1" below qualifying height for advancement. Then raise 1" at a time.

7A Sectional Girls begin at 4'0"	7AA Sectional Girls begin at 4'1"
8A Sectional Girls begin at 4'1"	8AA Sectional Girls begin at 4'3"
7A Sectional Boys begin at 4'5"	7AA Sectional Boys begin at 4'7"
8A Sectional Boys begin at 4'10"	8AA Sectional Boys begin at 5'0"

Long Jump--Class 8B prelims and finals; Classes 7B, 8G, 7G to follow

Each contestant receives three jumps in prelims. The eight contestants having the best jumps shall be given three more jumps in finals. All jumps shall be measured in linear measurement **to the nearest lesser ¼"** and shall be considered in determining places.

Shot Put--Class 8B prelims and finals; Classes 7B, 8G, 7G to follow

Each contestant receives three puts in prelims. The eight contestants having the best puts will be given three more puts in finals. All puts shall be measured in linear measurements **to the nearest lesser ¼"** and considered in determining places. Weight and dimensions of all shots must be checked before the meet.

Discus Throw--Class 7B prelims and finals; Classes 8B, 7G, 8G to follow

All throws must be made from a discus cage. Each contestant receives three throws in prelims. The eight contestants having the best throws will be given three more throws in finals. All throws shall be measured in linear measurement **to the nearest lesser inch** and considered in determining places.

SPECIAL NOTE REGARDING NUMBER OF FINALISTS IN FIELD EVENTS: THERE ARE TO BE EIGHT FINALISTS IN ALL FIELD EVENTS, REGARDLESS OF THE NUMBER OF LANES AVAILABLE ON YOUR TRACK. HOWEVER, ONLY SIX PLACES RECEIVE AWARDS AND ARE SCORED.