

State Qualifying Track and Field Meets 2026

1. Use **HyTek** to score your meet. Ideally it is licensed to the host school.
2. If the meet director has stated “no name changes” or “no substitutions” there are no name changes or substitutions. Any athlete competing in place of another athlete will not get results.
3. Once you are given access to the meet on **MaxPreps**, the timing company will add the teams to the meet. When you upload results match and add athletes to the best of your ability. In the past, re-uploading results has proven to take more time than just adding teams at the start. If you need assistance, let Mary know!
4. Verify all schools in attendance are listed on MaxPreps at the start of the meet.
5. Please make sure that the host Athletic Director has added ALL schools to the AZPreps365 dashboard and has sanctioned the meet.
6. **Keep physical copies of ALL results** – finish line sheets with a first-place hand time and order of finish to the best of the finish judges’ ability, field event score sheets with all attempts and wind readings recorded using NFHS rules. (- or P=pass, O=cleared, X=failed attempt, feet and inches recorded as 13-6 not 13’6” – ‘ or ” are easily mistaken for 1 or 11, etc.) Know who has these sheets and also who has access to the Lynx computer in case results need to be verified.
 - a. Do not send electronic copies to Sue or Mary for “safe keeping” this is not our responsibility. It is the responsibility of the meet director.
7. Results are to be recorded in **feet and inches** – not metric. Results will not count if submitted in metric. HyTek operator will need to convert and round down appropriately.
8. If there is a DQ, include the reason in the event comment in HyTek.
9. **Follow deadlines** – meet results will not be accepted if the back up and/or post meet report is not received by Sue Hysong within 72 hours or by Tuesday after a Saturday meet.
10. Make sure that ALL information is completed, and tasks are done as well prior to submitting the **post meet report** to Sue Hysong.
11. The qualifying meet list will be published/sent on **Thursday, February 26th**. If application paperwork is sent after that date your meet will not count as a State Qualifying Meet. **This applies to out of state meets too.**
12. **Regarding out of state meets. It is the attending schools responsibility to make sure this paperwork is completed. The AIA Office does not complete this paperwork.**
13. **Upload results to MaxPreps, athletic.net, and MileSplit.** If results are not uploaded to the latter two sites, they will scrape the results from another site and they may post inaccurate results.
14. **Submitting corrections** to results – updated HyTek back up to both Mary Wimmer and Sue Hysong. If your timing company has an issue on MaxPreps, I can upload the results.
15. **Wind readings** – all should be listed. If none exist on the results page, HyTek person should leave it blank. DO NOT make up a wind reading. If wind readings are recorded manually for 100m, 200m, high hurdles, please keep the paper on which wind readings have been recorded.
16. Be prepared to send a screenshot of an event, race, etc if needed.
17. Reminder to person reading LYNX picture – the hash line is placed on the torso. If the torso is not visible, the SC joint if forward facing, the AC if the athlete’s torso is rotated, next is extending the spine from the ear based upon the angle of the head and estimating the location of the torso from there. This became a concern when the picture was shown on televised races and the above guidelines were not remotely close to being accurate. The Lynx operator may also do a zero gun test to verify where the line is to be placed.
18. **You must follow ALL NFHS Rules.** One may not pick and choose which rules will be followed.
 - a. Rule 4-2-3 Contestants are required to check in prior to:
 - i. The clerk of the course closing entries in the running events
 - ii. The judge starting competition if field events
 - iii. Any athlete failing to do so will not be eligible to compete in the event.

19. Officials

- a. Minimum of three separate AIA Certified officials.
 - i. Starter
 - ii. Referee
 - iii. Field Referee
 - iv. Either Lynx or HyTek person (one must be AIA Certified and may double as Field Referee – see 19-b)
- b. Two people operating the Finish Line (one on Lynx, one on HyTek). The HyTek person could easily also be the Field Judge. He/She could leave the timing tent to do Field Judge duties without jeopardizing the integrity of the meet. Any other duplicate duty should be avoided.

20. To all timing companies and meet directors – You must work together to ensure that all AIA/NFHS rules are followed. It is not acceptable to default to the NFHS rule that states “the meet director can determine whether or not paper copies are used at the finish line”. **Using official paper copies is a mandatory requirement of AIA State Qualifying meets, it must be followed. If it is not and paper copies are not provided and used in all events, the meet will not count as a state qualifying meet.**