



DVG Coaches Handbook

I. Officers: Representatives elected upon vacant seats.

▪ Association Board Members: (Meets twice a year, October & March)

President	Lenny Jordan	Penn Wood
Vice President	Jermaine Lowery	n/a
Executive Director	Jerome Lowery	Cheltenham
Secretary	Drew Eckel	Exeter
Historian/Statistician	Terri Lillicrapp	Garnet Valley
Web Master	Jerome Lowery	Cheltenham

▪ Meet Officials: (Meets twice a year, October & March)

DVG Series Director	Jerome Lowery	Cheltenham
Novice Meet Director	Terry Lillicrapp	Garnet Valley
DVG "MOC" Director	Jerome Lowery	Cheltenham
Jobs Coordinator	Jermaine Lowery	n/a

▪ Heads of Events

Desk-Awards	Ron Porter	n/a
Finish Line Coordinator	Kevin Munelly	CB West
Chief Starter	Ron Lopresti	n/a
FAT System	Peter Bullard	n/a
Head Clerk	Terri Lillicrapp	Garnet Valley
Head Hurdles/Relays	Fred McCray	Central
Head Turn Judge	Regina Johnson	Martin Luther King
Head Long Jump	Bill Smith	Pennridge
Head Triple Jump	Teri Bizzle	n/a
Head High Jump	Jeanne Bullard	n/a
Head Pole Vault	Ken Worthen	Council Rock South
Head Spike Check	Matt Dwyer	Upper Dublin
Head Shot Put	Scott Menin	Cheltenham

▪ AT-LARGE

FAT System	Michelle Ezzie	Upper Darby
Finish Line	Bill Neely	Abington
	Anna Snow	Hatboro Horsham

II. History of DVGTC

Delaware Valley Girls' Track Coaches' Association was founded in 1979, with the first meet being held at Haverford College on January 6, 1979. The Association has nurtured nationally prominent athletes such as Wendy Vereen, Juliet Cuthbert, Telisa Young, Kim Gallagher, Kate Fonshell, Gina Procaccio, Dawn Sowell, Angel Patterson, Nicole Leach and newest stars Karen Shump, Latavia Thomas and Ryann Kraus. From 1979 through the 2020 season the Association has held 361 meets during 41 seasons. The Association now has a total 115 teams from 5 counties in the Southeastern Pennsylvania area.

III. Mission Statement

Athletic participation helps our students grow, learn, and enjoy themselves while they use and develop their personal, physical, and intellectual skills. The DVGTC values the lessons that have long been taught by athletic participation: the pursuit of excellence through personal development and teamwork, ethical and responsible behavior on the field and off, adherence to the spirit of rules as well as to their letter, leadership and strength of character, and sportsmanship, respect for one's opponents, acceptance of victory with humility, and acknowledgement of defeat with grace. In teaching these lessons to its students, the DVGTC instills habits which will lead students to better and healthier lives. While winning is not an end in itself, we believe that the efforts by our high school athletes to be their best will lead them to succeed throughout their lives.

IV. Meet Series Schedule

Preseason Meet Officials Meeting:

Second Tuesday, in October @ 6:30pm

General School Body Meeting:

First Monday, in November @ 6:00pm (Virtual)

Emergency Meeting (if needed)

Monday before the first meet, @ 7:00pm

Post Season Meet Officials Meeting:

Second Tuesday, in March @ 6:30pm

Entry for all meets will be available on pa.milesplit.us. All meets are password protected to prevent non-member schools from registering. Entry for each regular Friday meet must be complete by 11:59am on the Friday of the week of competition (unless noted otherwise). No substitutions will be allowed.

V. General Information, Rules and Regulations

Note: All PIAA and National Federation rules also apply. Good sportsmanship is expected and appreciated. If you have a problem or issue, speak with an individual on the executive committee in a civil manner.

▪ 1) MEMBERSHIP CONDITIONS

For a team to participate, the following items completed prior to the first meet:

(a) The Head Coach, Indoor Track and Field must be a member of the Association. (becomes a member by submitting the SCHOOL MEMBERSHIP FORM)

(b) A COMPLETE school membership form (please list all the assistant coach(es) if s/he will be present at competitions **(even if it is for just one meet)**. All coaches must have state child clearances on file with their representing school.

(c) The School Membership form and money (check, no cash) must be in prior to the first meet.

Note: If a school has not paid and/or sent a POI to the league prior to the “Meet of Champions,” said school will not be able to register or participate in the championship competition.

(d) In order to join the association, said school must be geographically located within one of the following PIAA Districts: I (Bucks, Chester, Delaware, or Montgomery) or XII (Philadelphia). Note: in rare cases, some schools are not within the geographical confines, but have been “grandfathered” into the association. This clause applies to Padua Academy, located in Wilmington, Delaware, Trenton Central High School, located in Trenton, New Jersey, and Exeter Township High School, located in Berks County (PIAA District III). This bylaw was established so that the association would not exceed Lehigh University’s “maximum occupancy” number.

i. The Executive Board unanimously voted to accept applicant schools to join the association on a two year trial basis before full admission can be granted. Reasoning for this is due to venue capacity and time allowed for each competition. New schools agree to this addition to the bylaws before agreeing to join.

(e) This is a female athletic association. No male athletes will be permitted to join.

(f) All coaches, parents, and volunteers must have approved state clearances. Clearances should be registered with the school intended to supervise.

▪ 2) We have 128 Membership schools that we serve. As a result, it will take a concerted effort on the part of all coaches to **help** run the meets, control the participants and in general do anything that will make the meets enjoyable and smoothly operated. The Meet Director greatly appreciates cooperation from all coaches and/or approved school representatives. Every Team is required to submit one school representative to work at every meet attended.

- **3) COMPETITION SEEDING**

In competition, time/mark will be the first consideration to fill all events; except for in the case of the Distance Medley Relay and the 4x800m Relay. These two events operate on a rotating bi weekly basis and run fastest to slowest. All other events will be run slowest to fastest in the running/relay events, and shortest to furthest mark in all field events.

- 4) This is a reminder for all coaches to have their athletes dressed and ready to run at all meets. If any person is found to be dressing at the site of competition, they will not be permitted to compete in that venue/facility.

- **5) UNIFORM RULES**

All members of a team **must** wear a standard school uniform and in particular relay teams must have all 4 runners wearing the same uniforms (as per PIAA/NFHS rules).

- 6) Make sure that you read the schedule and order of events carefully, paying particular attention as to what events are held at what sites.

- 7) Each school is allowed to enter one athlete per event. Each athlete is only allowed to compete in two events. For entry purposes, the 200m/300m, 400m/600m, 800m/1000m, DMR/4x800 pairings are considered to be one event. Exceptions to the one athlete per event rule are noted on the meet schedule.

- **8) BEVERAGES AND FOOD**

NO FOOD OR DRINK shall be permitted in and around areas of competition (In accordance with facility rules and regulations).

- **9) RADIOS, TV's, RECORDING DEVICES OR IPODS ETC.**

(per PIAA/NFHS rules) AT ANYTIME IN THE TRACK VENUES WHERE WE COMPETE. If a member of a team is found with any of these items in a facility, or breaking any other rule in our rules and regulations, the following will occur;

- (a) 1st offense – Warning issued to the present school representative and the student-athlete by the meet director.
- (b) 2nd offense – Suspension of the person or persons from competition that day. (if they have already competed, suspension from the next meet that the team attends).
- (c) 3rd offense – suspension of the team from the next association meet (which would include the novice or Meet of Champs if that were next)

▪ **10) PARKING LOTS**

Greater effort must be made to keep the parking lots clean. Check your area around your bus or car before leaving. Coaches are responsible for the actions of their student-athletes while they are at buses or vehicles.

▪ **11) ALL COACHES WILL HELP RUN THE MEETS.**

The coaches WILL report to the Meet Director at the beginning of each meet for their assignments, ALL assignments are for the duration of the meet unless otherwise stated. Failure to do the assigned job or failure to report for a job will result in a team's loss of the privilege of participating in that meet from that point on. In extreme cases, failure to work/complete a job assignment could result in the privilege of participating in the next competition.

- (a) 1st offense – Head Coach and/or school representative shall receive a warning and will be asked to report to assigned task.
- (b) 2nd offense – Head Coach and/or school representative shall be notified of their team's disqualification from that moment of the meet onward. An official phone call and notice shall be mailed to the athletic director of the disqualified team. This shall be made from a representative of the association board.
- (c) 3rd offense – Head Coach and/or school representative shall be notified of their team's removal from the league for the remainder of the season which shall include the Meet of Champs and the Novice Meet. League payment will not be refunded as it is a league association fee. An official phone call and notice shall be mailed to the athletic director of the disqualified team. This shall be made from a representative of the association board.

▪ **12) ARRIVAL TO MEETS**

The doors to the facility open ½ hour before the start of the meet. It is best to plan to arrive somewhat before that. Never drop your athletes off at the door to the facility. Park the bus and walk to the facility door no earlier than 30 minutes before meet start time. Remember most of our meets coincide with Friday evening rush hour. Take that into consideration when planning a departure time.

▪ **13) Missed Call:**

If a competitor has missed the final call for an event, that competitor will be scratched from the event. The same shall be for a competitor who has missed their required heat.

▪ **_____ 14) Late To Meet:**

If a team is late for a meet and an event is already clerked every effort will be made to permit the competitor to compete in the event if it has not completed and there is room to “unscratch” said competitor. No new participants will be permitted in that particular event or “swaps”. The team will be allowed in all other events they have entered. Field events will be at the discretion of the Meet Director and meet officials. Again, every effort will be made to accommodate the competitor that is possible without a meet delay. It is best for the coach to call/text/email an association board member ahead of time to increase the amount of accommodation that can possibly be made.

▪ **15) MEET TIME SCHEDULE**

There is no time schedule per say, however, the order of events does not vary. DVGTCAs meets always begin with the long relay (either the 4x800m or DMR) within minutes of the meet start time. The individual running events proceed from short to long; starting with the hurdles or dash and ending with either the mile or the 3000m. The two short relays end the meet, with the 4x400m followed by the 4x200m. After the first meet you and your athletes should know approximately when they will be competing so they can listen for the clerk’s call.

▪ **16) CLOCK TOWER SCHOOLS (Formerly Glen Mills)**

No spikes of any kind will be permitted in any of our meets held at Glen Mills School (this includes any shoe designed to accept spikes).

▪ **17) COMPETITION SHOES & SPIKES**

(1/4 or less pyramids) are permitted at all other venues. During these meets, **ALL** shoes are subject to spike inspection at the “Spikes Check” table located in the center of the athlete holding area. Spot checks will be performed as a precaution.

▪ **18) STARTING BLOCKS**

No starting blocks in any of our regular season meets will be permitted (starting blocks includes the use of feet for support). Starting blocks will be permitted at the “Tim Hickey Meet of Champs” and DVGTCAs Invitational competitions provided by the host school.

▪ **19) CHALK ONLY**

No tape is to be placed on any track for any event without prior permission from the meet facility or meet director. ONLY CHALK IS TO BE USED ON THE FLOOR AT LEHIGH AND ALVERNIA MEETS TO MARK STEPS IN A FIELD EVENT. Chalk will be provided by the association and made available at the clerk of each event.

▪ **20) Clerking In**

Running Events:

- Athletes should report to the clerk of course when their event is called.
- There they should wait for the clerk to give a heat and lane assignment.
- If an athlete is warming up when their event is called, a designee can get their lane and/or position assignment for them.
- The athlete is responsible for getting their assignment and being present by the time their heat is lined up and brought onto the track. If an athlete misses their assigned heat they will not be placed into a later section of the same or similar event.

Field Events

- High Jump, Pole Vault, Shot Put and Long Jump participants should report to the clerk of the event (he/she will be at the event site) at the start of the meet.
- The Triple Jump starts after the Long Jump is finished.
- Pole Vault participants MUST have a valid signed verification form.
- If they are warming up when their event is called, their designee can get their position and flight assignment for them.

▪ **21) TIMING/RESULTS:**

Results are recorded and ~~will be posted on the wall near the restroom for viewing~~ posted live online during each competition. Keep the finish-line area clear. Athletes should not be in this area trying to get splits and times. Results from each meet are posted in a timely manner on the DVGTCa web site (dvgtca.com).

▪ **22) MEET OF CHAMPS:**

To qualify for the Meet of Champs an athlete, relay team or field event must achieve the guideline on the DVGTCa website during the course of the DVGTCa indoor regular season or speciality meets ONLY. An athlete may only compete in 3 events and if entered in an individual event they must compete. This is a NO SCRATCH MEET. Athletes need to be entered with DVGTCa marks using PennTrackXC MileSplit by Monday, 7:59 pm prior, to participate in the Meet of Champs.

▪ **23) SCHOOL PERSONNEL**

The coach or duly authorized school personnel WILL accompany and be responsible for all participants of his/her team. A parent, a friend, or a non-school personnel will not suffice (unless authorized by the school).

- **24) SHOT PUT**

Shot Put competitors must use the Association's indoor shot which is supplied for the competition. "High Bounce" indoor shots are illegal – their use in competition or warm up will result in disqualification. **In the case that the DVGTCa cannot provide implements, each competitor is required to have implement weighed prior to the start of the competition.**

- **25) NO-FALSE-START" RULE**

The "no-false-start" rule will apply in all association meets. This means that a competitor who false starts will automatically be disqualified from competition in that event – that counts as the athlete's one event.

- **26) PROTESTS**

All protests, in order to be considered, must be submitted in writing to the meet director within 30 minutes of the conclusion of the event. 3x5 index cards will be supplied to the head coach and/or approved school representative at the awards desk. The following must be written: Name of School, Name of Coach, Event, reason for protest. The Jury of Appeals will be the Executive Committee of the Association. In all running events, the referee shall be the Head Starter; in all field events, the referee shall be the Meet Director. In the Meet Director's absence, the president of the association shall be the referee. This shall be the case if there is a conflict of interest from anyone on the association board.

- **27) AWARDS**

Medals will be awarded to 1st, 2nd, 3rd, 4th, 5th and 6th places in all regular meets. In case of ties, all athletes shall receive a medal of the specified place. All places and ties are recorded.

- **28) DVG RECORDS**

The Association will maintain meet records and individual meet results will be posted on our web page (www.dvgtca.com) and pa.milesplit.us.

- **29) DVGTCa Winter Weather Policy**

Should the weather forecast call for considerable snow totals or icy conditions for a large portion of the regional area, refer to the information in [DVGTCa Winter Weather Policy](#) about the Association's inclement weather procedures and notification system.

▪ **30) BANNED SUBSTANCES**

The association will not tolerate the use of Alcohol, Drugs or Banned Substances. Offenders will be removed from the premises by local law enforcement and the Association will take further action. This includes, but not limited to, notifying school administrators and coaches.

▪ **31) DISORDERLY AND UNSPORTSMANLIKE CONDUCT**

The association will not tolerate Acts of Disorderly and Unsportsmanlike Conduct.

- **Art.1.** Unsporting conduct is behavior that is unethical or dishonorable. It includes, but not limited to: disrespectfully addressing an official, any flagrant behavior, intentional conduct, taunting, criticizing or using profanity directed towards someone. This shall apply to all coaches, contestants and other team/school personnel.
- **Art. 2.** Unacceptable conduct by a competitor includes, but not limited to: willful failure to follow the directions of a meet official, using profanity that is not directed at someone or any action which could bring discredit to the individual of his/her school.
- **Art. 3.** If a nonparticipating team member interferes with a competitor during competition, the nonparticipating team member may be disqualified from the next meet. The nonparticipant's teammate(s) also may be disqualified from that event.
- **Art. 4.** A competitor shall not compete using an illegal implement.
- **Art. 5.** It is an unfair act when a competitor receives assistance from the following list: interference, pacing, communicating with competitor through the use of any device, receiving assistance from another competitor to complete the event (both competitors shall be disqualified), or coaching from a restricted area.
 - **Penalty:** Disqualification from the event. (*NFHS*)

▪ **32) RELAY PROCEDURES**

A Relay consists of four athletes. If a team runs less than four athletes in a Relay event the team (school) will be disqualified from the meet.

▪ **33) ILLEGAL COMPETITOR**

The use of an illegal competitor in any DVGTC A Meets will be dealt with severely. Punitive action will be taken that may have a bearing on the schools participation in the following season.

▪ **34). CODE OF CONDUCT**

Any coach, competitor, school or person associated with a member school found to be in violation of the Code of Conduct will be brought before the Ethics Committee for possible disciplinary action. The Ethics Committee consists of the meet director and board officers.

- **35) RUNNING EVENTS**

The individual running events will be the 60m – 60mHH – 200m – ~~300m~~ – 400m – ~~600m~~ – 800m – ~~1000m~~ – Mile/3000m. Field events will be Long Jump, Triple, Jump, High Jump, Pole Vault, and Shot Put (except at Haverford University, Glen Mills, and Swarthmore College). Relay distances will be determined by the track at the facility used. The events run in the Meet of Champs will reflect those competed at the PTFCA “State Meet”.

- **36) DVGTC BOARD VACANCIES**

Each member school must be given the opportunity to apply for any new board position that becomes vacant. The current association board must vote and have a majority to approve filling whichever position is said to be vacant.

- **37) HEALTH AND SAFETY RULES**

All member schools **must** comply with all mandated health and safety rules from the Association and/or the hosting venue. No exceptions will be granted. Member schools agree to notify the Association if an athlete becomes of covid within 48 hours of each hosted competition. Athletes of member schools agree to be truthful in all data given to the DVGTC.

- **38) SPECTATORS, PARENTS, NON-COMPETING ATHLETES.**

All spectators and parents are not permitted in Live competition areas. It is the responsibility of each coach to inform non-competing athletes and parents of this rule to ensure safety at all competitions. Refusal to head to this rule may result in removal from the competition.

VI. Meet of Champions Standards

STANDARDS for DVGTC Meet of Champions

University- DATE, start time 6:30pm

The times and distances listed are **GUIDELINES** for the DVGTC Meet of Champions. If an athlete achieves a guideline mark or a coach chooses to use an athlete in a relay at the Tim Hickey Meet of Champions, then they may **NOT** compete at the Consolation Meet.

Provisional Guidelines: The Hurdles, 800m, Mile, 3000m, 4x400m, 4x800m and DMR have provisional guidelines meaning that if an athlete/ relay team achieves a Provisional guideline (G) and are in the top indicated number among DVG entries, that athlete/relay team may compete at the MOC. A leader list will be compiled from association meets (2) a season and be available on the website; it is still the coaches' duty to check the list and enter the meet!

This is a **NO SCRATCH MEET** therefore if you enter an event then the athlete must compete or be scratched from other entered events.

ALL athletes must be entered online at PennTrackXC

Monday, February XX, XXXX @ 8:59 PM - DEADLINE to enter

Event	DVGTCA Qualifying Guideline	Proposed New Standards
60 meters	8.30	
60m hurdles	10.10 —(P 10.30)	New Provisional Guideline
200 meters	27.50	
400 meters	63.00	
800 meters	2:29.24 —(P 2:35.24)	New Provisional Guideline
Mile (12)	5:40.24 (P- 5:59.24)	Provisional Guideline
3000 meters (1 heat)	11:20.24 (P- 11:30.24)	Provisional Guideline
Shot Put	32'0 (28'0)	New Provisional Guideline
Pole Vault	(Starting- 8'0") 8' 06"	
High Jump	(Starting- 4'7") 4' 11" (4'09")	New Provisional Guideline
Long Jump	16' 02" (16'0)	New Provisional Guideline
Triple Jump	33' 6" (28'0)	New Provisional Guideline
4 X 200	1:53.24	
4 X 400 (25)	4:17.24 (P-4:25.24)	Provisional Guideline
4 X 800 (2 Heats)	10:12.24 (P-10:24.24)	Provisional Guideline
DMR (2 Heats)	13:20.24 (P-13:50.24)	Provisional Guideline

—NOTE: No athlete under the provisional standard will be admitted.

Courtesy of DVGTCA Inc.

VI. Writers (2017)

Jerome Lowery,	Executive Director	Cheltenham
Jermaine Lowery,	Vice-President	n/a
Terry Lillicrapp,	Historian/Statistician	Garnet Valley

VII. Editors (2018)

Lenny Jordan,	President	Penn Wood
Kevin Munelly,	Finish Line Coordinator	CB West
Ron Lopresti,	Chief Starter	n/a
Peter Bullard,	FAT System	n/a
Fred McCray,	Head Hurdles/Relays	Central
Regina Johnson,	Head Turn Judge	Martin Luther King
Jeanne Bullard,	Head High Jump	n/a
Matt Dwyer,	Head Spike Check	Upper Dublin
Drew Eckel,	FAT System (At-Large)	Exeter

- Amended (2021)
Jerome Lowery Executive Director
- Amended (2022)
Jerome Lowery Executive Director
- Amended (2024)
Jerome Lowery Executive Director