



## High School Track & Field Indoor Championship

**Friday, March 24th, 2023- Class A**  
**Saturday, March 25th, 2023- Classes AA & AAA**  
**Illinois Wesleyan University, Shirk Center**

### **MISSION STATEMENT**

To produce a premiere indoor championship meet for athletes and coaches that will help promote collegiate recruiting and future participation of Illinois High School athletes.

### **MEET CONTACT**

Randy Anderson- Meet Director Phone: (309) 838-8039

[www.illinoistoptimes.com](http://www.illinoistoptimes.com) [info@illinoistoptimes.com](mailto:info@illinoistoptimes.com);  
[www.facebook.com/IllinoisTopTimes](https://www.facebook.com/IllinoisTopTimes); Twitter: @ IL\_Top\_Times

### **FACILITY** Illinois Wesleyan University Shirk Center 302 E Emerson, Bloomington IL 61701

The track at Illinois Wesleyan University has a Mondo surface and 6-lanes. **Only 1/4" or smaller pyramid spikes are allowed.** No radios, glass containers, or alcoholic beverages are allowed in the facility. Smoking is not permitted in the stadium. Athletes are not permitted to use electronic devices in the area of competition which may pose a safety risk (use of headphones or ear buds).

### **ADMISSION**

\$10 Adults; \$6 student; 6 and under Free - Seating will be on a first come first serve basis.

**SPECTATOR SEATING** - Spectators will not be allowed in the competition area. Anyone on the floor without a pass or athlete bib number will be removed. **Only competing athletes and coaches with the proper credentials will be allowed on the infield.**

### **ENTRY FEES (Fees are per team; Boys' and Girls' teams are separate)**

- If you have 1-3 athletes, entry fee is \$140.00
- If you have 4 - 12 athletes, entry fee is \$230.00
- If you have 13+ athletes, entry fee is \$280.00
- Day of meet payment for any team or athlete will be \$375.00. This increase is to discourage day of meet payments and to allow registration to be efficient and timely.

**COACH'S PASSES:** Coaches will be issued the following floor passes to enter the meet: Every coach must sign in with school name and coaching position to use a coach's pass. **These passes are only for registered coaches, NO PARENTS.**

- Coaches with 1-3 athletes entered will receive 2 coach's passes.
- Coaches with 4-12 athletes entered will receive 3 coach's passes
- Coaches with 13 or more athletes entered will receive 4 coach's passes
- **Additional coach's passes may be purchased for \$20.00. No receipts will be issued.**

### **LODGING INFORMATION**

**Host Hotel-** The host hotel for this year's indoor Championship Meet is Holiday Inn – Bloomington, and they are making rooms available for you as well. Their rooms are \$119 plus tax per 2-Queens room plus tax which includes a hot breakfast for two. You can reach the Holiday Inn at 309-662-4700 or 1-800-Holiday. The group code is TTT. The hotel address is 3202 East Empire, Bloomington, 61704. Rooms are subject to availability, these rooms are blocked until

12:00pm on Wednesday, March 22<sup>nd</sup>. If you call after that, mention Illinois Top Times, and if they can accommodate you at the special price, they will.

Eastland Suites has a room block set up for Illinois Top Times participants and guests. Their rates are \$129 per night plus tax which includes a hot breakfast buffet and fitness room. Please be sure to mention that you are attending the Illinois Top Times meet to get the preferred rate or the code 5209.

### **REFRESHMENTS & VENDORS**

A Full-Service Concession Stand will be provided. **First to the Finish** will be an onsite vendor.

### **MEET DAY INFORMATION**

- **Packet Pickup:** Packet pickup will be stationed at the entryway of the Shirk Center of Illinois Wesleyan University starting Friday at 1:30 PM. Packets may also be picked up Saturday morning starting at 7:30am. If your team competes on Saturday, you may pick up your packet on Friday.
- **All coaches must sign in to get the team packets. Coaches who will use the coach passes must sign in by school name and coaching position. These passes are not to be used by parents or chaperones.**
- **Shirk Center Practice Times:** Doors will open at 1:30 PM on Friday. Doors open at 7:30 AM on Saturday.
- **Team entry on Competition day:** Teams shall enter through the main gate. Athletes will need their number to enter, and Coaches will need their credentials to enter. **Absolutely do not use side entrances to exit/enter the gymnasium.**

**Team camps** will be set up in the **EAST** gymnasium, and athletes can warm up in the WEST gymnasium. Both gymnasiums are right off of the track. **ABSOLUTELY NO SPIKES SHOULD BE WORN IN EITHER GYMNASIUM AT ANY TIME. MAKE SURE YOU TELL ALL YOUR ATHLETES THIS; WE CAN NOT DO ANY DAMAGE TO THE FACILITY.**

**ATHLETIC TRAINER:** Illinois Wesleyans' athletic trainer will be on site. You must bring your own medical supplies such as athletic tape or ankle wraps.

**ATHLETE CHECK-IN/WARM UP-** Located in the West Gym (**Athletes must check in 30 minutes prior to their event.**)

- Running events must check in at the **Clerk's Table**. Field events should check in at their designated area.
- Athletes should pick up their hip numbers and report for their event in the check in area.
- Athletes in running events will be escorted to the track just prior to competing.
- LJ/TJ/HJ/SP athletes should check in 30 minutes prior to the start of their event.  
This same 30 minutes will be used for warm-ups.
- PV athletes can check in 40 minutes prior to the start of their event. This same 40 minutes will be used for warm-ups.
- All athletes must leave the track upon completion of their event.

### **CHECK-IN REQUIREMENTS**

A packet will be provided for each coach consisting of team roster and events entered. A team representative will be responsible for picking up the packets. Packets can be picked up at the entrance.

### **WEIGH-IN REQUIREMENTS**

Implement and athlete weigh in and pole vault inspection will be in the area of the event prior to the start of competition. Shot- Table next to venue, PV in PV area. Once Shots are weighed, they will not leave the venue.

Event	1A Boys	1A Girls	2A Boys	2A Girls	3A Boys	3A Girls
<b>Pole Vault</b>	4:20 pm	2:25 pm	10:20 am	8:25 am	2:50 pm	12:50 pm
<b>Shot Put</b>	4:30 pm	2:35 pm	10:30 am	8:35 am	3:00 pm	1:00 pm

### **AWARDS**

In individual events and relay events, medals will be presented for participants who finish 1<sup>st</sup>-8<sup>th</sup> place. **Athletes and their coaches are responsible for picking up their medals.** Illinois Top Times will not send them. The awards table will be set up in the gymnasium. There will also be a podium set up for pictures. There will be no Awards Ceremony.

### **EQUIPMENT**

Starting blocks will be provided, and a meet shot will be provided, if needed. You are welcome to bring your own starting blocks if they are easily available at the start of the race. They must have spikes that are approved by IWU.

## **ENTRY INFORMATION**

### **A. Qualification**

There will not be a provisional or an automatic qualifier. We are taking the top performers in each field based off our field size. For example: In the 60M Dash and 60M Hurdles, we are taking the top 24 athletes on the leader board whose coaches have verified and paid for meet entry. These will be posted each week on our leader board on the Illinois Top Times website. The field size is pre-determined and is listed in the event table below.

<b>EVENT</b>	<b>TOTAL COMPETITORS</b>	<b>HEATS</b>
60m Dash	24	4 Heats of 6
60m Hurdles	24	4 Heats of 6
200m Dash	22	3 Heats of 6, 1 heat of 4
400m Dash	24	4 Heats of 6
800m Run	18	2 Heats of 9
1600m Run	15	1 Heat
3200m Run	15	1 Heat
4 x 200	16	4 Heats of 4
4 x 400	12	2 Heats of 6
4 x 800	12	1 Heat
Shot Put	12	1 Flight; 6 Throws, No Finals
Long Jump	12	1 Flight; 6 Jumps, No Finals
Triple Jump	12	1 Flight; 6 Jumps, No Finals
Pole Vault	12	1 Flight
High Jump	12	1 Flight

Our goal for this meet is to mirror as closely as possible the Division 3 National Championship meet.

- Only FAT Times achieved from **January 1<sup>st</sup>, 2023 – Monday, March 20<sup>th</sup>, 2023 at 10pm** will be accepted for qualifying mark. We will accept Hand Times for the 800, 1600, 3200, 4x400 and 4x800. You still must send meet information so we can verify the meet, athlete and time. All hand-times will have .24 seconds added to them. We will NOT take hand-times for anything less than the 800M because of inconsistent accuracy.
- Performances from AAU/USATF certified meets during that timeframe will be accepted.
- Teams can send as many individuals as qualify for individual events. An individual can compete in as many events as they qualify for. However, each school can only qualify 1 team per relay event: so 1 team for the 4 x 200, 1 team for the 4 x 400, and 1 team for the 4 x 800. That is, each school can only be represented by 1 team per relay event.

### **B. Registration Process**

Registration is going to be through Direct Athletics. There are two ways to get your team's results on the Top Times Leader boards.

- For meets that use DirectAthletics for online entries, results flow automatically to the leaderboards when the meet host uploads results to DirectAthletics.com. Coaches do not need to do anything to add these results to leader boards and should not submit results themselves for Direct Athletics meets.
- For meets that do not use DirectAthletics.com for entries, coaches must manually submit performances via DirectAthletics.com. To submit performances manually: Login to your coach account at DirectAthletics.com. Click the "IL Top Times" tab. Click "Submit New Performances" and follow instructions. *Note: For this year manually submitted performances will instantly appear on IL Top Times. ITT staff will go through and verify, as well as delete, if necessary.*
- How to **Access Your Team's DirectAthletics.com Account:**  
If you already have a DirectAthletics account for your team, you should login at [www.directathletics.com](http://www.directathletics.com) and use your existing account. You will use the same account and roster you use to submit meet entries via DA. If you know you have an account but have forgotten your username/password, you can click the "Login Trouble" link next to the login box.

- If you are new to DirectAthletics, go to [www.directathletics.com](http://www.directathletics.com) and click "Sign Up". Even if your school has used DirectAthletics in the past, use the Sign-Up page to create a new account if the previous account holder has left.

## C. Setting Up Your Roster and Submitting Results:

### STEP 1—Set Up Rosters Online

*Before you can add performances to the Performance List, you must make sure that your online roster is complete and up-to-date. If you have used DA before, your roster may already be partially or fully set up online. However, it is necessary to confirm this before proceeding.*

1. Login to your account at [www.directathletics.com](http://www.directathletics.com).
2. Click the TEAM tab. You will see a list of athletes that are already on your roster. Please review the roster for missing athletes, misspelled names, or missing school years. NOTE: Your roster is for a single gender—boys OR girls, not both. To switch to the other gender, you can select the other team (gender) from the Team dropdown on the blue navigation bar to the right of "Track & Field".
3. 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 dark blue "Edit Selected" link respectively.
4. To add athletes, click the green "Add Athletes" link.
5. Repeat separately for the other gender as needed. Before proceeding, all competing athletes should be listed on your roster with the correct school year.

### STEP 2—Adding New Performances

*It is the responsibility of each school to manually add top times/marks that are not already added by a meet director via a meet results upload.*

1. Click the "Illinois Top Times" tab. Click the "Add New Performances" link on the left. Select the event type (track, field, and relay) and click Submit.
2. Fill out the form with the athlete, event, time/mark, date of performance, and meet name. When you are satisfied with the form, click "Submit".
3. Your performances will be submitted for review to an Illinois Top Times administrator. Until they are reviewed, the performances will appear as "Pending" within your account and will NOT appear on the Top Times list. When an administrator approves your submissions, you will receive an email and see the performances on the public performance list.
4. You can repeat steps 1-2 to add additional performances at any time.
5. Do not add performances for meets that used Direct Athletics for online entries. The meet host should upload results directly from meet management software (MeetPro, Hy-Tek, etc.) to Direct Athletics.

## D. Meet Declaration Process – **THIS IS THE SAME PROCESS AS PREVIOUS YEARS**

**Declaration will be the week of March 13<sup>th</sup> to March 20<sup>th</sup> at 10:00pm. With this process there are less changes and fewer possibilities for errors. Please DON'T WAIT until the last minute; declare your athletes early. DO NOT call us and ask us to add your athlete. It is your responsibility to have them added and declared. IF you have a meet on March 18<sup>th</sup> - 20<sup>th</sup>, it is imperative that you use Direct Athletics for online entries. The results will flow automatically to the leaderboards when the meet host uploads results to DirectAthletics.com. If you do not use Direct Athletics, it is 100% the coach's responsibility to get the information into Direct Athletics by 10pm on Monday, March 20<sup>th</sup>. Please remember that we are working on a very critical time schedule, so we won't be able to assist with manually entered results.**

At any time during that week you will be able to declare your entries for the IL Top Times meet via your Direct Athletics account. **NOTE:** If you declare, and then afterwards add new performances (or new performances are uploaded) you **MUST** go back to the declaration page and declare new performances. Your athlete will not be automatically declared.

You **MUST** declare your athletes and relays that you wish to compete at the IL Top Times meet. Athletes/relays that are not declared will be SCRATCHED and not considered for the meet.

- You may declare only verifiable times/marks on the Illinois Top Times performance list.
- ***Declaring entries is not a guarantee of acceptance into the meet.*** We will select the top 12 declared entries in each event, unless noted. We will select the top 16 declared entries for the 4 x 200M relay, the top 22 for the 200M, and the top 24 for the 400M. We will select the top 15 declared entries in 1600M and 3200M runs, and the top 24 declared entries in the 60m Dash and 60m Hurdles. This list will be posted by March 21<sup>st</sup> at 8pm.
- If you do not see your athlete's top performance when declaring, you must first add it to the IL Top Times performance list and then return to the meet declaration/entry page. (See other instructions on how to add performances to the list)
- You may update your declarations as often as you wish during the week of March 13<sup>th</sup> until the entry deadline of March 20<sup>th</sup> at 10:00pm. After this deadline your declarations are FINAL.
- During that week there will be a new Declared Leadership Board. It will be above the current Leadership board on the Illinois Top Times website. ([www.illinoistoptimes.com](http://www.illinoistoptimes.com)) Coaches, Athletes and Parents can visually see who has been declared.
- To declare your athletes/relays:
  - 1) Log in to your coach account at [www.directathletics.com](http://www.directathletics.com).
  - 2) Under Upcoming Meets, you will see the Illinois Top Times meet listed with a green "Register" link next to it. Click "Register".
  - 3) The system will present the top time/mark for each event, based on the IL Top Times performance list. You must declare or scratch all performances and click Submit.
  - 4) Repeat for other gender as needed

### **IMPORTANT REMINDERS about DECLARATION—PLEASE READ**

- After submitting declarations, you must print and email yourself entry confirmation--this is your official receipt.
- All DECLARED performances will be listed publicly at <http://www.illinoistoptimes.com>. If your performances are not listed publicly as declared, they will NOT be considered for acceptance into the meet.
- If new performances are added to the IL Top Times list AFTER you've already declared, you must return to the declaration page to declare/scratch the new performance.
- All performances that are not declared will be considered SCRATCHED as of the declaration deadline.

### **E. Illinois Top Times Championship Meet Entry Verification**

The athletes who qualify for each event will be posted on our website on Tuesday, March 21<sup>st</sup> at 8pm. Those postings are final. Illinois Top Times Uses Direct Athletics, and only results submitted to DirectAthletics.com appear on Illinois Top Times Leader boards.

### **F. Payment Process**

All teams will be required to pay for athletes to participate in the meet. Once again, we are offering payment through PayPal. PayPal is PCI DSS compliant for credit card processing. We are trying to discourage payment on the day of the meet to keep registration efficient and timely. Payment on the day of the meet will result in an increase in the fee to \$375. From the time you are able to declare athletes on March 13<sup>th</sup> until 5pm on March 23<sup>rd</sup>, you will be able to pay online. If you are confident that your athlete will qualify, we encourage you to pay early. If you are unsure about qualification, you can pay upon posting of the verifications on March 21<sup>st</sup>. Because our window is so small, we have made it possible to pay using a school credit card or a personal credit card and get a receipt for reimbursement. **Please pay using PayPal, if at all possible.**

If you are unable to pay online, you can send a check. Checks need to be made out to Illinois Top Times. Checks must **be postmarked by March 22<sup>nd</sup>**. Make a copy of your check and bring it to the meet. If you do this, no late fee will be assessed. Checks can be sent to Illinois Top Times, c/o Randy Anderson, P.O. Box 638, Clinton, IL 61727. **If we don't receive payment by March 23<sup>rd</sup> at noon, you must pay on site, and the late fee will apply.** Illinois Top Times reserves the right to refuse alternative payment methods if insufficient cause is shown to require such a payment. No refunds will be given from Illinois Top Times.

You can pay online by using the PayPal link on our website. The direct link is <http://www.illinoistoptimes.com/paypal-payment>. You will be given a field to choose your school, and you must choose a school so that we know which school has paid when you submit payment. Options will be available so a school can choose to make one payment for both boys and girls teams together or separately. Coaches must not assume that the coach or AD paid for both teams. We will keep a running track record of teams who have paid posted on the payment

website, so coaches know if their team's participation has been paid for or not. If there are any questions or problems using PayPal, please contact Illinois Top Times at [info@illinoistoptimes.com](mailto:info@illinoistoptimes.com).

As always, we recommend you keep a copy of your receipt and bring it to the meet with you as proof of payment verification. We are trying to streamline this process and appreciate your efforts to be proactive by making sure your athletes are confirmed and the payment is made by the deadline. After the 23<sup>rd</sup>, we will be working onsite and will not be able to take phone calls or receive email. **Please prepare, ask questions now.**