



2021 LSU High School Classic

January 9 · Carl Maddox Fieldhouse

PLEASE NOTE THE FOLLOWING COVID-19 RELATED CHANGES

****UPDATED 1/7/21****

Face Coverings

All individuals who access the team camp, warm up and competition areas shall be required to wear a face covering ("mask or neck gaiter" herein after) other than student-athletes who are engaged in competition. The proper use of a mask/neck gaiter as a mitigation strategy requires that the mask/neck gaiter must completely cover both the nose and mouth such that neither nostrils nor the tip of the nose is visible.

Running Events

Clerk: Check in for running events has been slightly moved to a position beside the garage door near the Northwest Portal. Limited space will be available for runouts, so athletes should be completely prepared before entering the clerking area.

Crates Area: Athletes should not to leave any loose items out in the crates. Place all belongings inside a personal shoe bag, drawstring bag or backpack located behind the 60m start line.

Staging Area: After exiting the crates area, athletes must continue to wear their face coverings and social distance while they walk towards and wait to be called up to the starting line.

Call to starting line: Athletes have the option to discard their mask at this time. Masks will not be saved in the area and must be discarded in the trash by the athlete if choosing not to hold or race with it. Athletes should bring at least 1 mask for each event they are entered in if they plan on discarding their mask at the starting line. As an alternative to discarding or holding a mask for each race, athletes are encouraged to **use a NECK GAITER instead since it can easily be pulled down during a race without being held.**

Post-race: Athletes must immediately proceed back to the crates area to collect their belongings and immediately exit out of the southwest portal. Warm ups and shoes are to be put back on outside.

Field Events

Athletes: Will only be allowed on the infield when it is their time to check in, warm up and/or compete.

In the horizontal jumps and throws: Athletes will be given four trials, and there will be no final. Only one flight at a time will be permitted onto the infield. Upon reaching the infield, 15 minutes of warmup time for run-throughs or practice throws will be allowed each flight.

Designated areas: Officials and athletes will have separate designated areas on the infield for each field event. Field event athletes will be asked to social distance and remain in athlete only designated areas with masks on while they wait for their turn to compete/warm up.

Post-attempt: Athletes must proceed directly to their athlete area, social distance and face mask up until their next attempt.

Coaches

Online Entries: All entries will be done separately for DI and DII through www.DirectAthletics.com
See entry procedure in the meet information.

LHSAA Card: Coaches & Team Staff will be required to show their LHSAA card along with a photo ID in order to receive a wristband that will provided entry into the Carl Maddox Fieldhouse.

Seating: The purple bleachers will only be available for coaches in order to adhere to the capacity regulations.

Team Camps: Coaches must plan on establishing team camps outdoors in the Bernie Moore Track Stadium stands or nearby grass field (see team camp).

Additional Precautions

Out of state schools and clubs: Will not be allowed entry to compete.

Fans/family/Spectators: Will not be allowed entry into the Carl Maddox Fieldhouse (indoor track).

Watch Online: Register to watch track AND field events online at <https://rebrand.ly/watchlsu>

Non Competing Athletes: Will be asked to remain outside the Carl Maddox Fieldhouse until it is their time to check in and compete.

Entries: The entries for each event will be reduced to approximately 50% of the maximum number of entries attained in that event during the 2019 season.

Updates: These changes are part of an ongoing process as we continue to improve the way we safely conduct our indoor track and field meets. Continue to monitor our website for any additional announcements up until the meet day at www.LSUsports.net/meetinfo

CHECK BACK FOR ADDITIONAL CHANGES



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Important Dates & Deadlines

All times listed are Central Time (CST)

****UPDATED 1/7/21****

Tuesday, January 5th	3:00pm	Deadline to enter the 2021 LSU High School Classic
Wednesday, January 6th	11:59pm	Deadline for late entries
Thursday, January 7th	7:00pm	List of accepted entries and final time schedule will be posted at www.LSUsports.net/meetinfo
Saturday, January 9th	9am-2:30pm	Packet pickup available at the Carl Maddox Fieldhouse Ticket Office

Entry Information & Instructions

Eligibility	<p>This meet is open to LHSAA schools. The following are NOT permitted:</p> <ul style="list-style-type: none"> • Unattached entries or in state club teams. • Out of state schools and out of state club teams
Entry Limitations	<p>Individual Events: 2 athletes per school. An athlete may not be entered in more than 4 events. Relay Events: 1 relay team per relay event Approximately half of the field in each event will be allotted to D1 and the other half to D2 (when enough entries are available) in order to give athletes in each division an opportunity to qualify for the state championships.</p>
Entry Procedure	<p>All entries will be done separately for DI and DII through www.DirectAthletics.com LSU High School Classic Division I is for class 5A, 4A entries LSU High School Classic Division II is for class 3A, 2A, 1A, I, II, III, IV entries You should set your account up in advance of the deadline to avoid any problems. No faxed, emailed or phoned entries will be accepted.</p>
Entry Fees	<p>The entry fee is \$15 per athlete. There is no team cap.</p> <p>Entry fees are calculated by the entries that are ACCEPTED into the meet. Due to field size limitations, all athletes entered are NOT guaranteed acceptance into the meet. Review the list of accepted entries posted at www.LSUsports.net/meetinfo on Thursday. Entry fees will NOT be adjusted if you fail to bring accepted entries to the meet. Relay team members and up to 2 alternates must be included on your entry list. If your team does not attend the meet, you will be required to pay the entry fee at the next meet you attend or an invoice for the entry fee amount will be sent to your school.</p> <p>Payment will be accepted at packet pickup. Only school checks, cash, and money orders will be accepted. Purchase orders and personal checks will not be accepted. Make checks payable to LSU Track & Field Officials Association. Please do not mail payment.</p> <p>Team packets will not be distributed without payment. If you forgot your payment, the nearest ATM is located at 250 W State St, Baton Rouge, LA 70802 which is about a 15 minute walk (1 way) from the Carl Maddox Ticket Office packet pickup window.</p>
Late Entries	<p>Late entries can be added at www.DirectAthletics.com beginning when entries close until 11:59pm on Wednesday. There is a late fee of \$30 per athlete that must be paid online with a credit card at the time of entry. This late fee is separate from the entry fee that must be paid at packet pickup. Late entries will not be accepted if the late fee is not paid online.</p>



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Coaches Checklist

Monday before meet day

- Confirm athletes are entered online at www.directathletics.com
- Collect entry fee payment. Cash, school checks or money order payable to LSU Track & Field Officials Association
- Pole Vaulters Weight Certification Form must be signed (as needed)
- Notify family, friends and fans that spectators will not be allowed into the meet
- Spectators can register to watch the track AND field events online at <https://rebrand.ly/watchlsu>
- Notify athletes that ¼ pyramid are the only type of spikes allowed and will be checked
- Visit www.LSUsports.net/meetinfo for updates and changes (look for date on meet info)

Before departing to the meet

- Face masks (Racing athletes should have at least one mask for every event they are entered in)
- Entry Fee Payment (Cash, Check or Money Order)
- LHSAA Coaches Card
- Photo ID matching LHSAA Coaches Card
- Completed Pole Vaulters Weight Certification Form (as needed)
- Batons and implements (as needed)

Arriving at the meet

- Drop off is on West Chimes Street and parking is available in Lot 104 (see map)
- Team set up without tents: Outdoor track stands (not on walkways)
- Team set up with tents: Outdoor grass field (not on walkways)
- Packet pick up: Outside southwest corner of the Carl Maddox Fieldhouse
- Each coach (team staff member) must show their LHSAA card + ID for a wristband at packet pick up
- Report scratches at packet pick up (as needed)

Final meet reminders

- Time schedule: Will be rolling, so be ready for advances or delays
- Warm ups: At the outdoor track only
- Running events: **Listen to the speaker outside for your event + heat to be called before entering the Northwest Portal.**
- Relays: Check in as a team with a relay card (provided in packet)
- Field events: Check in 30 minutes prior to the start of the event, regardless of flight
- Coaches are not permitted on the west perimeter of the indoor track or infield at any time
- Team meeting: Review updates and safety procedures with your team and staff

***This checklist is intended to supplement (not replace) the meet information.
Please review the entire meet packet***

Meet Information

Awards	<p>Will be awarded as outlined below:</p> <ul style="list-style-type: none"> • T-shirts will be awarded to the top 3 places in each event, including members of the top 3 relays. • Trophies will be awarded to the Most Outstanding Track Event athletes in each gender. • Trophies will be awarded to the Most Outstanding Field Event athletes in each gender. <p>Awards may be picked up at the awards station 10 minutes after the conclusion of the event. The awards station is located on the infield near the midpoint of the sprint straightaway. The Most Outstanding awards will be selected by the LSU Track & Field Officials Association and presented at the end of the meet.</p>
Bags	<p>DO NOT LEAVE VALUABLE ITEMS UNATTENDED AT ANY TIME</p> <p>Shoe bags, drawstring bags and backpacks are permitted inside Carl Maddox Fieldhouse through the athlete entrance at the Northwest Portal. Water is the only food/beverage item permitted. No food, colored drinks, or bags of excessive size (duffel bags, suitcases, coolers) are permitted inside Carl Maddox Fieldhouse. Only bring minimal items necessary to competition; necessary team supplies may be brought into Bernie Moore Stadium through Gate 2.</p>
Check-In	<p>Running & Relay Events: Athletes must check in before the start of the preceding event at the Clerk of Course, accessible through the Northwest Portal of Carl Maddox Fieldhouse. All athletes must have their spikes checked prior to check-in. Relay teams must turn in a relay card when they check in at the Clerk. 4x200 teams can begin checking in 40 minutes before the scheduled start of the race and must be checked in 20 minutes prior to the scheduled start of the race</p> <p>Field events: Athletes must check in 30 minutes prior to the start of their event with the Head Judge at the event site. All athletes must have their spikes checked prior to check-in.</p>
Coaching Access	<p>Coaches will be able to coach from the north, south and east outside perimeter of the track. Coaches will not be able to coach from the west perimeter, which will be reserved for clerking and exiting athletes. <u>ATHLETES ARE NOT PERMITTED TO CROSS THE TRACK AT ANY TIME TO RECEIVE COACHING.</u></p> <p>Coaches with a Pole Vault Coach wristband may sit in the section of purple bleachers near the Pole Vault pit. <u>No coaches, including Pole Vault coaches, are permitted on the infield at any time.</u></p>
Coaches Wristbands	<p>Louisiana team coaches and support staff must present their LHSAA card along with a photo ID at the Carl Maddox Fieldhouse Ticket Office to receive a wristband. The ticket office is located on the southwest entrance of the fieldhouse (same as packet pick up).</p>
Electronic Devices	<p>No electronic devices will be allowed on the infield or track area of Carl Maddox Fieldhouse or Bernie Moore Stadium. Electrical outlets around the facility are not available for personal use.</p>
Entry Marks	<p>All events are seeded and running event lanes are drawn according to times submitted. No changes will be made after the close of entries or at the meet.</p>
Facility	<p>Carl Maddox Fieldhouse on the campus of LSU is a 1,500-seat facility that was renovated in 2014. It is a flat 200-meter Mondo track surface with six 42" wide lanes on the oval and eight lanes on the straightaway. The facility contains two horizontal jumps runways with wooden board. The throwing circles are plywood.</p>
Food & Drink	<p>No outside food or drink will be permitted in Carl Maddox Fieldhouse. All team food and drink must be kept in the bleachers at Bernie Moore Stadium. Only water is permitted on the rubber surface at both the indoor and outdoor track.</p>

Heat Sheets & Live Results

Heat sheets will be in your packet at check in. Individual event results will be posted at results.deltatiming.com/lisu. Final results will be available from the press box after the meet and will be posted on results.deltatiming.com/lisu.

Meet Admission

Athletes: Enter at Northwest portal by presenting your wristband.
Coaches: Enter at Southwest portal by presenting your wristband.
Spectators: WILL **NOT** BE ALLOWED ENTRY

**** Register to watch online at <https://rebrand.ly/watchlsu> ****

Minimum Marks & Starting Heights

Minimum marks for measurement and starting heights are listed below. The first legal mark for each athlete will be measured; all other marks must meet the minimum for measurement.

	Boys	Girls
High Jump	5-6	4-6
Pole Vault	10-0	7-0
Long Jump	18-0	14-0
Triple Jump	37-0	28-0
Shot Put	40-0	25-0

Packets

Team packets will include any final reminders, updates, heat sheets, a time schedule and wristbands for athletes. **Wristbands serve as entry into the facility. Athletes, coaches, and support staff will be charged \$15 to replace a lost wristband.**

Parking

Parking is available at the Bernie Moore Lot (lot 104) off Nicholson Drive. Buses may drop off and pick up along Chimes Street North of the Fieldhouse in the designated area; see attached bus routing map. Buses may not stage along Chimes Street, please call your bus driver when your team is ready to be picked up. Bus parking will be in the designated lot off Skip Bertman Drive. Any illegally parked vehicles may be subject to ticketing and towing.

Pole Vault Certification

Pole certification will take place in the Northwest Portal of Carl Maddox Fieldhouse. It will begin 90 minutes prior to the start of the respective competition and terminate 10 minutes prior to the start of the event. Certification will only take place for the current event.

Pole vault athletes will need to bring the LHSAA approved Pole Vaulter's Weight Verification Form signed by the coach, athletic director, and the principal. See the attached form for further details.

After certification, the athlete will be permitted to bring poles to the competition site. Coaches are not allowed on the infield at any time. Poles may be stored in the Northwest Portal on the pole vault rack.

Preferred Lanes

For the 200m/400m, preferred lanes are 4-5-6-3-2-1. For the 60m/60m Hurdles, preferred lanes are 5-6-4-3-7-2-8-1.

Qualifying

Running Events: In the 60 Meter and 60 Meter Hurdles, there will be 2 rounds (preliminaries and final) of competition. The top 8 times from the preliminaries will advance to the final round. All other events will be contested on a basis of sections by time.

Field Events: In the Long Jump, Triple Jump, and Shot Put, each athlete will be given 4 attempts in the trials and there will be no finals.

Restrooms

Portable restrooms will be available outside the Northwest and Southwest portals of Carl Maddox Fieldhouse. There are no shower or changing facilities available. Coaches can access the permanent restrooms in the Southeast corner of the facility.

Running Events

Blocks may be used only in the 60 Meter and 60 Meter Hurdles. No starting blocks will be used for the 4x200 Relay, all 400 Meter races and all 4x400 Relay races.

In all races 800 Meters and further, an athlete will be removed from the track if they walk. In the 1600 Meter and 3200 Meter races, if an athlete is lapped, they will be moved to lane 3 and higher until the last lap. On the last lap, the athlete can move back to lane 1 and 2. The top 10 runners will remain in lanes 1 and 2 for the duration of the race.

Scoring	Non-scored
Scratches	In an effort to avoid empty lanes, coaches will have the opportunity to scratch athletes during packet pickup in the following events: 60 and 400. Scratch forms are due by 11:30am to packet pickup or to the press box. Heat and lane assignments will be available at results.deltatiming.com/lsu after 12:00pm Saturday. Scratched athletes will not be replaced by another athlete on your team. <u>Scratching athletes will not change your entry fee.</u>
Shot Put Weigh-In	Shot Put inspections will be held in the Implement Weigh In Room inside the Northwest Portal of Carl Maddox Fieldhouse. Inspections will begin 90 minutes prior to the scheduled start of competition and will terminate 30 minutes prior to the scheduled start of competition in each throwing event. Implements will be transported to the event site 30 minutes prior to the scheduled start of competition. Athletes will only be permitted to use soft type shots. LSU will not provide any shots.
Sports Medicine	Trainers will be available in the Northeast Portal of Carl Maddox Fieldhouse for emergencies only. No other athletic training services will be provided.
Tape	Tape for any marking on the track must be white athletic tape. NO other tape will be allowed. Chalk is prohibited for any marking. Athletes caught using chalk will be disqualified.
Team Camps	Team camps without tents may be set up in the bleachers at the Bernie Moore Stadium (outdoor track). Access to Bernie Moore Stadium will be available through Gate 2 near packet pickup. Teams may set up team tents in the open grass field between the Carl Maddox Fieldhouse and E Hwy 30. <u>Team camps will not be permitted along the west walkway or near any exits surrounding the Carl Maddox Fieldhouse.</u> DO NOT LEAVE VALUABLE ITEMS UNATTENDED AT ANY TIME.
Team Seating	Team seating will not be available inside the Carl Maddox Fieldhouse. See the above sections as they relate to; team camps, coaches access, coaches wristbands and check in procedures.
Time Schedule	Running event times published on the final time schedule are approximate; a rolling time schedule will be run. Coaches should prepare their athletes for this rolling schedule and for possible advances or delays.
Uniform Rules	The uniform rules of the NFSHSA will be enforced.
Warm Ups	The Bernie Moore (outdoor) Track Stadium will be used as the main warm up area for all athletes. Limited space will be available for runouts indoors, so athletes should be completely prepared before entering the clerking area. Field Events: Athletes will have access to field event venues for warm ups approximately 30 minutes prior to the scheduled start of competition (60 minutes for Pole Vault). Warm ups for field events will be terminated 10 minutes prior to the scheduled start of the event.
Further Information	For further information, contact the LSU Track & Field Office at (225) 578-8627 or trackandfield@lsu.edu .

Louisiana State University, the Athletics Department, and Event Management are not responsible for any lost or stolen items. Please leave all valuables and personal items at home. LSU Athletics does not provide security for monitoring personal belongings.



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Time Schedule (Revised 1/7/20)

*This is an approximate schedule; a **rolling** schedule will be used in running events*

Session 1

Field Events

Time	Event	Division	Round	Advance
11:30 am	Long Jump	Boys	Final (4 Attempts)	
11:30 am	Long Jump	Girls	Final (4 Attempts)	
11:30 am	High Jump	Boys	Final	
11:30 am	Pole Vault	Girls	Final	
11:30 am	Shot Put	Boys	Final (4 Attempts)	

Running Events

Time	Event	Division	Round	Advance
10:55 am	National Anthem			
11:00 am	4x200 Meter Relay	Girls	Final (Sections by time)	
11:15 am	4x200 Meter Relay	Boys	Final (Sections by time)	
11:20 am	1600 Meters	Girls	Final (Sections by time)	
11:45 pm	1600 Meters	Boys	Final (Sections by time)	
12:10 pm	60 Meter Hurdles	Girls	Preliminaries	8
12:25 pm	60 Meter Hurdles	Boys	Preliminaries	8
12:40 pm	60 Meters	Girls	Preliminaries	8
1:00 pm	60 Meters	Boys	Preliminaries	8
1:30 pm	60 Meter Hurdles	Girls	Final	
1:33 pm	60 Meter Hurdles	Boys	Final	
1:37 pm	60 Meters	Girls	Final	
1:40 pm	60 Meters	Boys	Final	

Session 2

Field Events

Time	Event	Division	Round	Advance
2:45 pm	Shot Put	Girls	Final (4 Attempts)	
2:45 pm	High Jump	Girls	Final	
2:45 pm	Triple Jump	Boys	Final (4 Attempts)	
2:45 pm	Triple Jump	Girls	Final (4 Attempts)	
2:45 pm	Pole Vault	Boys	Final	

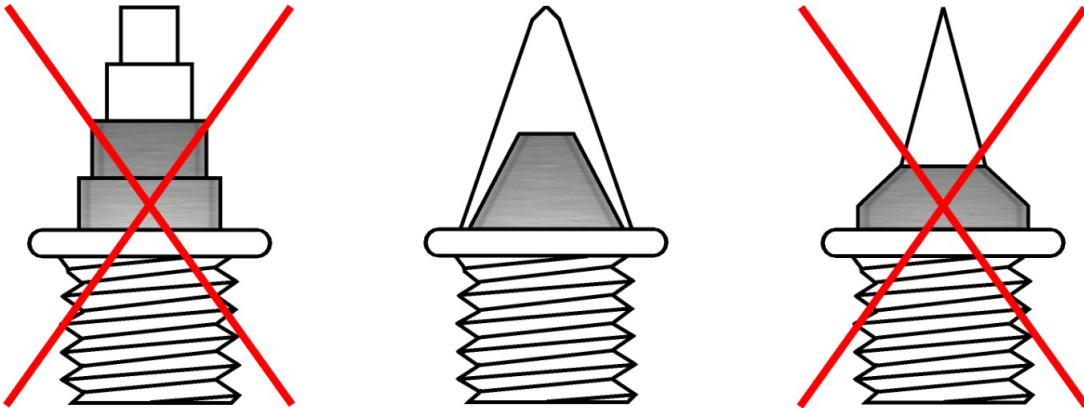
Running Events

Time	Event	Division	Round	Advance
2:00 pm	800 Meters	Girls	Final (Sections by time)	
2:15 pm	800 Meters	Boys	Final (Sections by time)	
2:30 pm	400 Meters	Girls	Final (Sections by time)	
2:50 pm	400 Meters	Boys	Final (Sections by time)	
3:10 pm	4x800 Meter Relay	Girls	Final (Sections by time)	
3:25 pm	4x800 Meter Relay	Boys	Final (Sections by time)	
3:55 pm	3200 Meters	Girls	Final (Sections by time)	
4:30 pm	3200 Meters	Boys	Final (Sections by time)	
5:00 pm	4x400 Meter Relay	Girls	Final (Sections by time)	
5:15 pm	4x400 Meter Relay	Boys	Final (Sections by time)	

FACILITY REGULATIONS

SPIKES

- All spikes must be checked outside at Gate 13 of Bernie Moore Track. Spikes must be checked prior to accessing Bernie Moore Track or entering Carl Maddox Fieldhouse. Athletes will not be allowed to compete without having their spikes tagged. Any athletes competing with non-tagged spikes will be disqualified.
- Acceptable spikes:
 - ¼” pyramids



TAPE

- Tape for any marking on the track surface must be white athletic tape. NO other tape will be allowed. Chalk is prohibited for any marking. Athletes caught using chalk will be disqualified

FOOD & DRINK

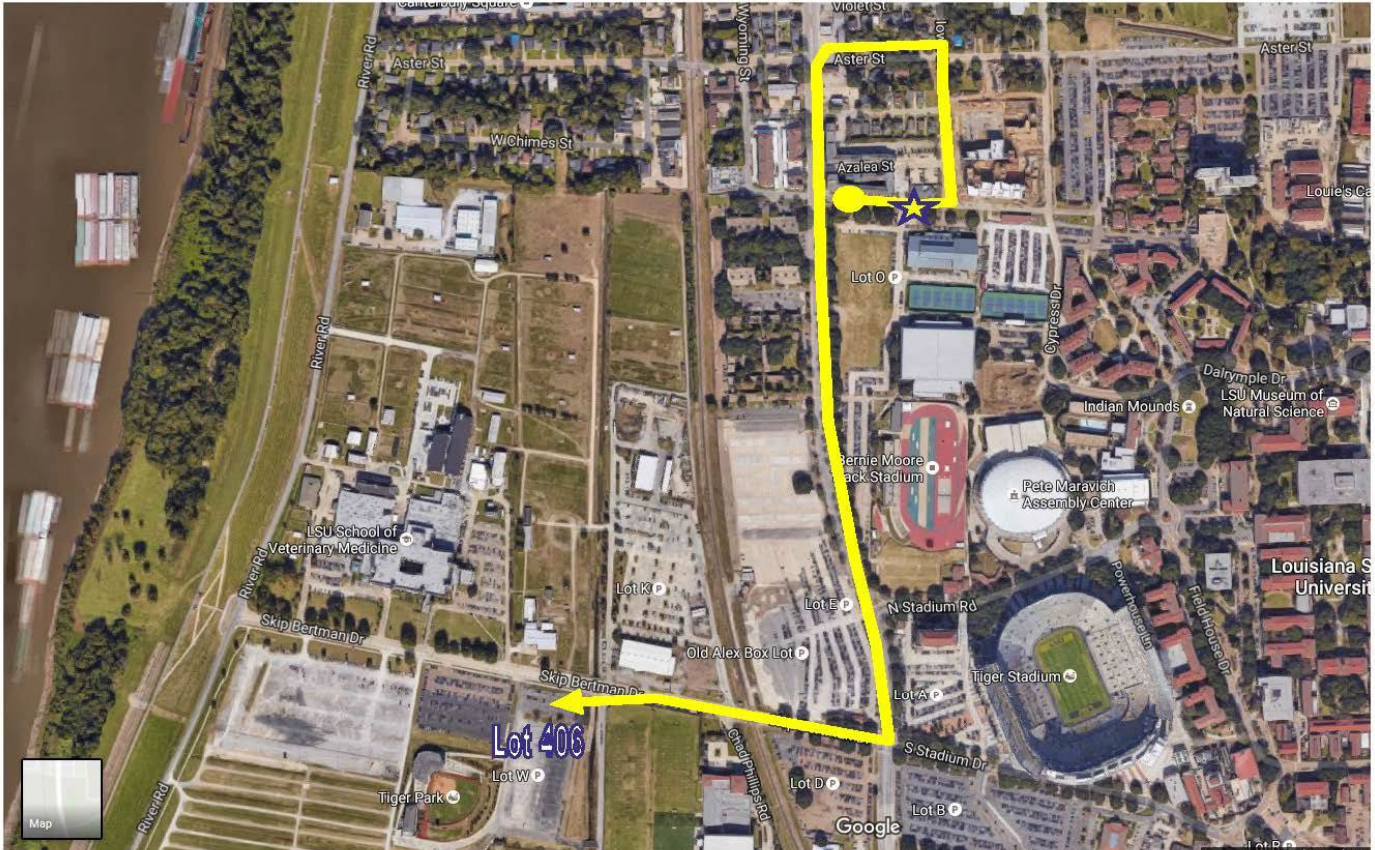
- Water is the only permitted drink allowed on the rubber surface at Bernie Moore Stadium and inside Carl Maddox Fieldhouse
- Team food is only permitted in the bleachers at Bernie Moore Stadium

BAGS

- Only shoe bags & drawstring bags are permitted inside Carl Maddox Fieldhouse. No bags of excessive size (backpacks, duffel bags, suitcases, coolers) are permitted inside the Fieldhouse.



Parking Map & Bus Traffic Flow



Coming from West on Interstate 10:

Take I-10 to the Nicholson Drive/Highland Road exit (Exit 155A). Keep right and turn right onto Terrace Street. Turn left onto Nicholson Drive and proceed 1.5 miles and turn left on West Chimes Street. If you reach North Stadium Drive (and Tiger Stadium) you have gone too far. Bus drop off is on West Chimes Street at the entrance to Lot 105.

Coming from East on Interstate 10:

1) Take I-10 to Highland Road (La. 42, exit 166). Turn left onto Highland Road and proceed 10.5 miles until reaching South Quad Drive on the left. Drive 0.9 miles until reaching Nicholson Drive (La. 30). Turn right onto Nicholson Drive and proceed 0.3 miles just past North Stadium Drive (and Tiger Stadium). Go past Bernie Moore Stadium and Carl Maddox Fieldhouse and turn right on West Chimes Street. Bus drop off is on West Chimes Street at the entrance to Lot 105.

2) Take I-10 to Acadian Thruway (La. 427, exit 157B). Turn left onto Acadian Thwy. and proceed 2.0 miles until reaching Highland Rd. (note that Acadian becomes Stanford Ave. and then LSU Ave.). Turn right onto Highland Road and proceed 0.4 miles until reaching South Quad Drive on the left. Drive 0.9 miles until reaching Nicholson Drive (La. 30). Turn right onto Nicholson Drive and proceed 0.3 miles just past North Stadium Drive (and Tiger Stadium). Go past Bernie Moore Stadium and Carl Maddox Fieldhouse and turn right on West Chimes Street. Bus drop off is on West Chimes Street at the entrance to Lot 105.

Pole Vaulters Weight Verification Form

TO ALL MEMBER SCHOOLS - Member schools will be required to process the **Pole Vaulters Weight Verification Form** listing each student participating in the pole vault event. This form is to be on file in the Athletic Director's Office prior to a pole vaulter's first interscholastic competition.

School _____

	<u>Name of Vaulter</u>	<u>Weight*</u>	<u>Pole Rating</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

***Includes full competition uniform and footwear**

Date _____ Signature of Principal _____

Date _____ Signature of Athletic Director _____

Date _____ Signature of Coach _____

NOTE TO SCHOOL OFFICIALS

Please review the following National Federation rules regarding the pole vault event:

Rule 6-5-19: Taping of any part of the hands or fingers shall not be permitted unless there is an open wound that must be protected by tape. Taping of the wrist is permissible. Gloves are not permitted; however, the use of forearm cover to prevent injuries is permitted. Competitors may use chalk or an adhesive or similar substance such as rosin on their hands or directly on the pole during competition.

Rule 6-5-3: The competitor's weight shall be at or below the manufacturer's pole rating. The manufacturer's must include on each pole; the pole rating that shall be a minimum of 3/4-inch in a contrasting color, located within or above the top hand hold position; a one-inch circular band indicating the maximum top hand hold position with the position being determined by the manufacturer. Prior to competition, the coach must verify that all of the school's pole vaulters and poles meet these requirements.

Rule 6-5-4: A competitor shall not use a variable weight pole, a pole which is improperly marked or a pole rated below his or her weight during warm-up or competition. NOTE: Altering the pole in any fashion renders it illegal. **PENALTY: Disqualification from the event.**

Rule 6-5-5: Prior to warm-up, the field referee or head field judge shall inspect each pole to be used in the competition to verify that the poles are legal equipment as per Rule 6-5-3. This includes checking the placement of a top hand-hold band, numerical pole ratings a minimum of 3/4 inches in a contrasting color located within or above the top hand-hold band, and the proper binding of adhesive tape of uniform thickness when used. The binding shall not be on or above the top hand-hold band.

Rule 6-5-27h: It is a foul if the competitor grips the pole above the top handhold band.

PLEASE MAKE COPIES - THIS FORM SHOULD BE KEPT ON FILE AND COMPLETED EACH SCHOOL YEAR