

See also *specific track registration instructions* and *generic registration instructions / captain notes*.

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|-------------------------------------|
| Event director and contact #:       |
| Registration captain and contact #: |

Clerk collects event cards, sorts them into heats, and delivers them to starter / crew.

Any prospective participant who does not have a bib number should be referred to registration.

**Each participant should complete an event card for each event he or she intends to enter.** Individual events are printed in blue. Relay cards are printed in orange: one card per relay team. The event cards may be collected in one box, separately by event, or collected all by hand. As each event draws near, clerk may call for cards for a specific event.

Forming heats. The objective is to form meaningfully competitive heats, grouping by age or by estimated performance.

**In general, for events 800 meters and longer, heats are by estimated time**, except when there is a large enough field to have a significant select heat, whether it be select open women or select middle school boys. **For individual events 800m and longer**, it is a priority to manage lapping. Use the *time and performance index (The Index)*.

For a heat: select a group of cards for an event according to the limits of The Index. Where feasible, copy names and bib numbers onto *start register*. If lapping is expected, prepare sub-heats using multiple start register sheets so that there will almost certainly be no lapping within a sub-heat – this would usually be indicated only for the slowest heats of events 1500m and longer. Deliver the start register (or cards) on a clip board to the *starter, announcer*, or someone designated to get the heat selection to the crew.

Heat size on a six lane track should be limited to 30 athletes, and that only for the slowest heats. Middle performance heats should be limited to 20.

Heat size should be limited to about 8 athletes expected to finish within a minute. When the fastest heat is competitive, it should be limited so that all competitors can get an optimal start.

**For events up to 400 meters, estimated time is a significant factor; however, the small heat size will more often accommodate age group or gender heats.** Heats are usually one or two less than the number of lanes, i.e. 4 or 5 people. It depends on the number of lane timers available. It is OK to prepare a single start register for a group of heats, or omit that step and let the final heat division be done at the start. If there are more than about 20 participants, they should be called up in groups of up to about 20, so the event can roll, but not get too crowded at the start.

**Relays** are generally few in number. So far, we have not needed special instructions.