

# USA LINEMAN CHALLENGE

## COMPETITION DIRECTOR INSTRUCTIONS

These instructions are to help you host a successful Lineman Challenge Competition. You should pay attention to these instructions very closely as they will help insure that all Lineman Challenges are executed in a uniformed manner.

### ADMINISTRATIVE STEPS

#### PRIOR TO COMPETITION

#### Registration of a State Qualifying Competition

State Qualifying Competitions must be registered and recognized by USA Lineman Challenge before they are considered official. Instructions for registering State Qualifying Competition can be found on the web site.

#### Entry Forms

You can find the template to your entry form on the web site. Once you fill it out with your information, email or fax it back to the home office and it will be posted on the web site for coaches to download. Coaches will be able to download your invitation, entry form and liability release all at once.

#### Entry Fees

You may charge up to \$25 for each competitor. Checks will be made out to the organization hosting the Lineman Challenge. Booster club etc. You are encouraged to give out t-shirts to competitors whenever possible. It helps to make the competition fun for the athletes.

#### Liability Waiver

A waiver of liability is available on the web page and must be received from every competitor before they are admitted to any competition. Please let the coaches know about this well ahead of the competition. Waivers must be signed by the athlete's parent/guardian.

#### Previously Qualified Teams

Prior to your competition, you are responsible for knowing if any of the teams or individuals in your upcoming competition have qualified for state. There will be an updated list of these teams and individuals on the website.

## COMPETITION DAY

### Checking In Athletes and Teams

On the day of competition, you should have a check-in area available for coaches to register their athletes. Athletes are required to have their liability waiver filled out and signed by a parent/legal guardian before they can compete. Athletes competing without a signed liability waiver put the competition director and the hosting organization at risk. Your check-in should last at least an hour and end at least 15 minutes before the start of the competition. This will give you enough time to get your competition organized and ready.

### Assignment of Numbers

To avoid confusion and miscommunication with names, each athlete will be assigned a number when they check in. This way, as athletes rotate to different events, the referee for that event won't have to track athletes by their name. Write each athlete's number on the top of his hand in marker to help keep track throughout the competition. Use the following rules when assigning numbers to athletes.

1. The first 1 or 2 digits of the number will indicate the athlete's team. As each team checks in, assign that team a number. Example: Aledo's varsity team is the first to check in. Their team number will be 1. Aledo's JV team is the second to check in. Their team number will be 2. The school does not matter when assigning numbers.
2. The last 2 digits of the number will indicate the athlete's specific number. As each athlete is checked in, assign that athlete a number. There are 6 athletes and up to 2 alternates per team. Always give any alternates the 07 and 08 numbers. So the last 2 digits of an athlete's number should never be higher than 08.

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### Scorekeeper

You are encouraged to have a scorekeeper working during the entire competition. At the conclusion of each rotation of events, the scorekeeper should enter the results of the previous rotation. This will help get your results to you more quickly at the conclusion of the last rotation. Entering all the results at the end of the competition is a sure way to keep teams from coming back.

### Scoring System

There will be a scoring system provided to you after your competition has been registered. It will be a Microsoft database format and will come complete with instructions for your scorekeeper.

### Grouping of Teams

Your competition needs to be run with either 4 or 8 events taking place at the same time. At the conclusion of your check-in period, break all the teams up into 4 or 8 groups. Make the groups even in size or as close to even as possible. Ex: If you have 16 teams, form 8 groups of 2 teams. You should group varsity teams with other varsity teams to help keep the competition level higher.

### Rotation System

Your competition should be set up with a group of teams at every event. When all events are ready to start, begin the competition. As each group finishes their particular event, the referee from that event will send them to the next event in the rotation. That group will not begin the next event until you signal to begin the competition again. It's very important that each event begins at the same time. This helps to keep the competition organized. Using a loud whistle or air horn is good for this.

### Results Sheets

Each referee assigned to run a particular event needs to receive 8 score sheets at the beginning of the competition. Each rotation will have its own score sheet. The referee will write down each athlete's number and his particular time, distance or reps for that event. Referees running the team events will simply write down the overall time for each team. At the conclusion of each rotation, the referee should send the score sheet to the scorekeeper or a helper should be sent around to all the events to pick up the score sheets. Score sheets should be kept and organized by event so any question about the final results can be answered.

### Conclusion of the Competition

At the end of the final rotation, you should be able to have the final results ready within 10 minutes. The scoring program will allow you to print results and make copies for the coaches. The awards that you give will be up to you. But you are responsible for notifying all teams and individuals who qualified for state. If a team wins their classification and has already qualified for state, the team that finishes 2<sup>nd</sup> in that classification will advance. The top 3 individuals also qualify for state.

## AFTER YOUR COMPETITION

### Submitting Results

After your competition has been completed, you are responsible for submitting your results to the USA Lineman Challenge home office. You should send the results via e-mail. If you are unable to do that, you may fax them or send through ground mail. Results need to be received as quickly as possible so the website can be updated. The rankings and updated qualifiers list on the website rely on you submitting your results quickly. If you know you will be mailing your results, please get them sent out as soon as possible.

### **Reporting a Disqualification**

If an athlete or coach was disqualified from your competition, please let us know with a phone call or email as that athlete or coach is not allowed to take part in the state competition.

### **Pictures or Video**

If you have pictures or video from your competition, you are encouraged to submit them to the home office. Quality photos and video will be posted on the website and credited to the source.

