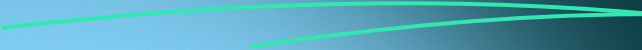


SDHSAA

How to Staff State Events – Now that Volunteers are Hard to Find



SDHSAA Team



Dr. Dan Swartos
Executive Director



Brooks Bowman
Assistant
Executive Director
- Fine Arts



Marsha Karst
Administrative
Assistant



Kristina Sage
Assistant
Executive Director
- Female Sports



**Mackenzie McKeithen
Jensen**
Administrative
Assistant



Randy Soma
Assistant
Executive Director
- Male Sports



Nicki Axtell
Administrative
Assistant



Aaron Magnuson
Technology
Director



Ryan Mikkelsen
Finance Director

Value of State Athletic Events

- 30+ Athletic Championships per year hosted by the SDHSAA
- Over 50,000 student-athletes
- Without staffing, event quality and experience suffers – for athletes and fans.
- We want to create memorable experiences for student-athletes and spectators. In order to do that we need 1000+ workers annually and most are volunteers

Changing Landscape

- National volunteerism is down 17% since 2020 post-COVID
- Burnout among long-time volunteers
- Generational shift - fewer people willing to "give time" for free
- Short notice or lack of communication
- Fewer people willing to "work for free"
- Weekday events are harder to staff
- Lack of training or clear expectations
- No Perks or Recognition for helping

Effective Strategies for Recruitment

- Start Early - Planning ahead
 - Start Outreach 3-4 months before the event
 - Use past volunteer lists, school staffs, retired coaches, officials and Athletic Directors
 - Local civic organizations; Lions, Rotary, VFW,
 - Parents of former athletes
 - Local College Students
 - Retired Teachers
 - Businesses offering employee volunteer days

Unique South Dakota Factors

- Rural geography = Long travel distance
- Weather unpredictability
- Lack of facilities/towns as events grow in size

Who we use in South Dakota

- Local Hosts (Tournament Directors) – Depending on the site (Athletic Directors)
- Hired Tournament Leads – Local experts who run other large events that will run our event. They receive the Management fee to run the event
- Volunteers
- Coaches/Retired
- Officials/Retired
- Colleges – SDSU, USD, etc.
- SD Army National Guard
- Local School personnel/Students/Teams/Clubs (Programs/Tickets/Hurdle Crew/Wrestling Set-up/Tappers)

Make it Attractive

- Incentives & Recognition
 - Shirts, hats, clothing, meals, money donated to school clubs
 - Public recognition via PA, social media, programs
 - Provide access to prime viewing areas, passes to events
 - Offer meaningful roles with descriptions
 - Let people request jobs that best suit their skills/interests

Clear Communication

- How you “Ask” Matters (Building Relationships)
 - Use multiple channels: emails, social media, website, personal phone call, meet face to face
 - Include details: what, when, how long
 - Send confirmation emails, reminders, thank-you notes

Event Operations Manuals

- Examples
 - Management Fee
 - Rental/Fee Schedule
 - State Football Operations Manual (USD)
 - State Golf Host Information/Instructions (Local Schools District)
 - State Track (Our Office)

2024-2025 MANAGEMENT FEE SCHEDULE FOR HOSTING STATE EVENTS

<u>EVENT</u>	<u>FEE TO HOST SCHOOL</u>
Basketball	\$10,000 per class
Cross Country	\$18,000
Competitive Cheer and Competitive Dance	\$4,750 all classes
Football	No school fee, all fees paid to USD
Golf	\$675 one class \$1,350 (Boys & Girls)
Gymnastics	\$7,750 for all classes
Soccer	\$2,000
Tennis	\$4,000 per tournament
Track	\$21,100 three class prelims and finals \$14,000 one class prelims and finals \$6,300 one class prelims only
Volleyball	\$12,250 combined tournament \$4,250 one class tournament
Wrestling	\$12,250 one class \$24,500 combined Duals- Actual Costs
Softball	\$12,250 for all classes
Debate and Individual Events	\$575
One-Act Plays	\$1,800
Oral Interpretation	\$575
Journalism (High School Press Assoc)	\$4,000—6-11-2014
Show Choir	\$1,000 -1-15
Chorus & Orchestra	\$1,875

The Board of Directors shall review the actual financial expenditures that were incurred by the host school in the management of state tournaments and meets. The Board of Directors shall decide whether additional payments will be made in those instances where the host school experiences a shortfall due to expenses beyond the control of the host school based on support provided by the host school. Additional reimbursement will be on a case-by-case basis as approved by the Board of Directors.

South Dakota High School Activities Association

RENTAL SCHEDULE FOR FACILITIES AT STATE EVENTS

Event	City	Facility	Rent/Expenses
Boys' Basketball	<u>Rapid City</u>	<u>Monument Center</u>	Rent—5% gross Facility fee @ 2.00 per ticket Box office—3.5% of gross ticket sales Ticket printing—\$.10 per ticket Credit Card Sales- 3%
	2023		
	2025, 2026		
	<u>AA</u>		
	2024		
	2026		
	<u>Sioux Falls</u>	<u>DSPC</u>	Rent—6% after tax gross All building labor Custodial - \$1,500/day PFMS- \$.75 Box Office- \$300 or 3% Credit Card- 3.5%
	<u>AA</u>		
	2024		
	<u>AA</u>		
Girls' Basketball	2023		
	2025		
	<u>Aberdeen</u>	<u>Barnett Center</u>	Rent—3% gross Custodial—\$2,000
	<u>Sioux Falls</u>	<u>DSPC</u>	Same as above
	<u>Sioux Falls</u>	<u>Pentagon</u>	Rent- \$18,000 Staff- up to \$6,600 Production Staff- up to \$10,500 Custodial- \$3,500
	<u>Watertown</u>	<u>Civic (A-22)</u>	Custodial—\$1,500
	<u>Huron</u>	<u>Arena (B-23, 25)</u>	Custodial—\$1,500
	<u>Aberdeen</u>	<u>Barnett Center</u>	Rent—\$3% gross Custodial—\$1,800
	<u>Rapid City</u>	<u>Monument Center</u>	Same as above
	AA: 2025, 2026		
	B: 2024		
	<u>Yankton</u>	<u>Summit Center</u>	Custodial—\$1,500
	<u>Brookings</u>	<u>Swiftel Center</u>	Rent—\$4,000 Police—\$2,000
	<u>Brookings</u>	<u>SDSU</u>	Rent—\$5,000 Game Expense \$5700 Personnel Services - \$4700
	B: 2024		
	<u>Spearfish</u>	<u>BHSU</u>	Rent—\$2,500
	A: 2025		
Football	<u>Vermillion</u>	<u>DakotaDome</u>	Rent—\$50,000 (2012-2026)

Event	City	Facility	Rent/Expenses
Cross Country	Any City	Golf Course	\$400.00
	Finish Line	Computer Chip	RC-\$3,500.00 for 2023 SF-\$3,200.00 for 2024 HU-\$3,200.00 for 2022
Golf		Master Rotation Golf Course	Greens fees/cart rental: \$4,500 Per Tournament
Gymnastics	<u>Rapid City</u>	<u>Member School</u>	Custodial—\$1,000
	<u>Aberdeen (23)</u>	<u>Member School</u>	Custodial—\$1,000
	<u>Watertown (25)</u>	<u>Member School</u>	Custodial—\$1,000
	<u>Mitchell (26)</u>	<u>Corn Palace</u>	Custodial—\$1,000
	<u>Pierre (24)</u>	<u>Member School</u>	Custodial—\$1,000
Soccer	Aberdeen	Swisher Field	Custodial—\$500
	Mitchell	Pepsi Soccer Complex	Custodial—\$500
	Sioux Falls	Howard Wood Field	Custodial—\$500
	Harrisburg	Member School	Custodial—\$500
	Huron	Tiger Stadium	Custodial—\$500
	Tea (22)	Member School	Custodial—\$500
	B. Valley (23)	Member School	Custodial—\$500
	Yankton (24)	Member School	Custodial—\$500
	Rapid City (25)	Sioux Park	Custodial —\$500
Tennis	Sioux Falls	Indoors	Huether Family MP--\$20.00 /hour/court GreatLife—\$20.00/hour/court The Country Club of SF—\$20.00/hour/court
	Brandon Valley		None
	Sioux Falls	McKenna	None
	Rapid City	Sioux Park/Parkview	None
	Rapid City	Arrowhead	\$20 per hour/per court actual use
	Rapid City	Tennis Center	\$20 per hour/per court actual use
Volleyball	<u>Rapid City</u>	<u>Monument Center</u>	Rent—5% gross receipts Custodial—\$1500 (\$500/day – 3 days) Box office—3.5% gross ticket sales Ticket printing—\$.10 per ticket Facility fee—\$2.00 per ticket Credit card fee—3%
		2023, 2025	
Volleyball continued	<u>Sioux Falls</u>	<u>DSPC</u>	Rent—6% after tax gross (net PFMS) All building labor Box office fee—\$300 or 3% Credit Card—3.5% Custodial—\$1500/day PFMS- \$0.75/ticket
		2022, 2024	

Wrestling

Sioux Falls DSPC
2024
2026

Rent -6%
All Building Labor
Custodial—\$1500 per day--\$4500
PFMS- \$0.75
Credit card service fee—3.5%
Box office fee - \$300 or 3%

Rapid City Monument Center
2023
2025

Arena rent—5% gross receipts
Clean up fee—\$500 per day
Facility fee @ \$2.00 per ticket
Box office fee—3.5%
Credit card fee—3%
Ticket printing - \$.10 per ticket

Track

Sioux Falls HWF
Rapid City SDSM&T
Finish Lynx All Sites

None
None
As Contracted



SDHSAA Football Championships
Event Operations 2024

USD ATHLETICS CONTACTS			
NAME	DEPARTMENT	CELL	EMAIL
Sean Beam	Facilities/Events		
Chad Davison	Events		
Jacob Mutziger	Events		
Sara Wieseler	Facilities		
Jarren Duffy	Marketing & Promotions		
Kendra Rich	Marketing & Promotions		
Brittany LeVassear	Marketing & Promotions		
Steve Carlson	Communications		
Caleb Christensen	Video Production		
Logan McNames	Ticket Office		
Colby Keegan	Sports Medicine		
Bryant Jackson	UPD		
Juston Sangster	UPD		

OTHER CONTACTS			
NAME	TITLE	CELL	EMAIL
	SDHSAA Football Champ Game Program Publisher		
Jim Goblirsch	Team Host Liaison		
Jessica Anderson	SD Army National Guard		
Dennis Chandler	Scoreboard Operator		
Ron Peterson	Game Clock Operator		
Jodi Zeller	Play Clock Operator		
Tyler Trageser	Replay Technician		
Pete Roberts	Statistics and Press Box		
Joe Van Goor	Public Address		
Tom Jones	Public Address		
James Ubillos	Sodexo		
Ranae Kimball	Concessions – Sodexo		
Kyle Mork	SDPB (TV Broadcast)		
Brian Wood	SDPB (Engineer)		
Emily LeScure	Park Bench Apparel		

SDHSAA CONTACTS			
NAME	TITLE	CELL	EMAIL
Dan Swartos	Executive Director		
Randy Soma	Championship Director		
Nicki Axtell	Administrative Assistant		

SDHSAA Football Championships
Event Operations 2024

GENERAL INFORMATION

The ~~Dakota Dome~~ will play host to the 2024 SDHSAA State Football Championships November 14th-16th. There will be a total of five sessions. Two sessions on Thursday, two on Friday, and one on Saturday. All 7 classes will host their championship game in the ~~Dakota Dome~~.

2023 SCHEDULE

SESSION	DAY AND DATE	TIME	CLASS
Session 1	Thursday, November 14 th	11:00 am	9B
Session 2	Thursday, November 14 th	7:00pm	9AA
Session 3	Friday, November 15 th	10:00 am	9A
	Friday, November 15 th	2:00 pm	11B
Session 4	Friday, November 15 th	7:00pm	11AA
Session 5	Saturday, November 11 th	12:00 pm	11A
	Saturday, November 11 th	5:00 pm	11AAA

EVENT OVERLAPS 2023

EVENT	DAY AND DATE	TIME	FACILITY
MBB vs. Dakota Wesleyan	Thursday, November 14 th	6:00 pm	SCSC

SDHSAA Football Championships
Event Operations 2024

FACILITY LOCATIONS

Ambulance

- Parked at the northwest Dome loading dock area.
 - Events department to schedule non-dedicated EMS to be on-site for duration of championship.

Athletic Training Room

- The auxiliary athletic training room on the east side of the Dome floor will serve as the primary athletic training room during the event.
- The main athletic training room on the west side of the Dome floor will be available as needed.

Broadcast Position (SDPB)

- Press Row (south end) – Midco position during USD football games.

Concessions

- Will be available on the east and west concourses for the entirety of the playoffs. There will be two stands open on both concourses when doors open for each session.

Credential Pick-Up

- Media and Staff credential pick-up will be at the ticket kiosk at the Dome southeast bridge.
 - Ticket office will staff this.
 - Events department will produce credentials with campus Creative Services.
- Team credential (provided by SDHSAA) pick-up will be in the SDHSAA suite.
 - SDHSAA handling production and distribution of Team credentials.

Entrances

- Spectators will enter through the north and south entrances on both sides of the Dome.
- Dome entrances will open one hour prior to kickoff for each session.

Game Day Seating

- All seating will be General Admission. One school will be designated for the west side, and one school will be designated for the east side.
- Each team will have a block of general admission tickets to purchase for parents, students, staff, and other supporters.
- The student section on the east side will be in Section C, and Section P on the west side.

Game Day Spectator Parking

- Parking is free of charge and available on a first-come-first-served basis in the Dome lots.
- Parking is also available in Lots 36 and 39 south of the SCSC, or on surface streets.
- Grass parking in the West Lot will be available (weather permitting).
- Suite and loge box parking will be reserved in the Dome West VIP lot.
 - Ticket Office will provide a list to Event Management to give to the parking attendant.
 - Event Management will provide a list to the parking attendant with names who of the suite/loge box holder or renter. Suite holders get two reserved spots, and loge box holders get one reserved spot in this lot.
- Dome Lots C & D will be blocked off for volleyball parking on Thursday (see map on page 15).

SDHSAA Football Championships
Event Operations 2024

Game Day Team Bus/Officials Parking

- All team buses are to drop-off and pick-up teams at the service entrance located at the northwest corner of the Dome. Buses will then park in Lot 36 during the event (parking lot across the street from McDonald's).
- To accommodate multiple team buses dropping off and picking up simultaneously, UPD will block off parking along Dakota Street between the SCSC loading dock and the Dome loading dock for the entirety of the event.
- Football officials will park in the Dome West VIP parking lot and enter through the service entrance located at the northwest corner of the Dome. Officials will check-in with championship headquarters, and USD staff will escort them to their locker room.

Locker Rooms

Class	Home Team	Locker Room	Sideline	Visiting Team	Locker Room	Sideline
9B	Faulton Area	A	West	Sully Buttes	E	East
9AA	Parkston	B	West	Hamlin	D	East
9A	Howard	B	West	Wolsey-Wessington	D	East
11B	Sioux Valley	A	West	Winner	E	East
11AA	Watertown	B	West	Pierre T.F. Riggs	D	East
11A	SF Christian	A	West	Lennox	E	East
11AAA	Brandon Valley	B	West	SF Lincoln	D	East

- If there is a female football player, the women's general locker room will be made available to them.
- Cheer teams will have access to change in the women's general locker room, but will not be able to leave their items in the locker room during the game.
- Officials will use the old freshmen football locker room. The men's staff locker room will be available for shower.

Merchandise/Vendors

- Park Bench Apparel is the merchandise provider for SDHSAA.
- Merchandise sales will be in two locations – on the Dome east concourse in one of the alcoves, and on the Dome west concourse in the SW corner.
 - Five skinny 8' tables on east concourse w/ one chair.
 - Five regular 8' tables on west concourse w/ one chair.
 - Needs 5 tables somewhere for vendors.

Press Row

- Public address announcer will be located in press box #508.
- Scoreboard operator, game clock operator, play clock operator, and stats are all located along Press Row.
- The replay technician will be located in press box #512.

Radio

- USD will have radio locations available along Press Row, but there will not be POTS lines activated.

Sidelines

- Home team will be on the west sideline.

SDHSAA Football Championships
Event Operations 2024

- Visiting team will be on the east sideline.

SDPB Camera Locations

- High 50-yard line (1)
- High 20 x2 (will be on Midco scaffolding – 1 per corner – NE/SE corners)
- NE Coyote Landing (1)
- SW Landing (1)
- SE field level handheld (1)

Ticket Office

- Ticket sales will be located at each Dome entrance including the ticket kiosk on the southeast bridge.

TV Broadcast Parking

- SDPB will park in the SCSC loading dock.
- They will park and power on Thursday, November 2nd in the morning for the ANFC games, and will remain in the SCSC loading dock through the final state football day.
 - Midco will be here for the Saturday, November 11th USD football game (van), they will park behind SDPB.

Team Video Locations

- Teams will be able to video from the high 50-yard line.
- No teams can video on the catwalk.

DAKOTADOME TEAM/SCHOOL LOGISTICS

Team Designation, Locker Room, and Uniform Color

- In each match-up, the team that qualified with the higher point average for the playoffs will be designated as the HOME team, and shall wear their DARK uniforms. The designated VISITING team shall wear their WHITE uniforms.
- A representative from the SDHSAA or USD will be at the field level to direct teams to the appropriate areas on the day of your game.

Arrival at the DakotaDome

- Passes will be made available for your team and coaching staff in the Championship Headquarters beginning at 8:00am on Thursday, November 14th. Please stop by Championship Headquarters (SDHSAA suite) prior to your team arrival to complete the following tasks:
 - Pick-up of passes for team personnel
 - Passes for players and coaches are good for any session of the SDHSAA Football Championships but are "general admission" in nature.
 - Pick-up of sideline passes for team personnel
 - Teams will receive one (1) pass per player in uniform.
 - Teams are limited to a maximum of eight (8) cheerleader passes. If a school/team requests additional passes, they will be required to purchase tickets at the Dome.
 - Teams will receive one (1) pass per coach, trainer, manager, statistician and/or bus driver, per your request.
 - Sideline passes will be issued as requested for official team personnel. ONLY AUTHORIZED PERSONNEL will be given sideline passes; only those with sideline passes will be allowed on the field level during contests.

Team Arrival

- Teams will be allowed to enter, with their passes, for competition through the roll-up door located at the northwest corner of the Dome (see attached map).
- Teams can enter the Dome two hours prior to the start of their game.

SDHSAA Football Championships
Event Operations 2024

- Locker rooms may not be available two hours prior to the start of each game. In this case, a holding area in the stands will be made available to those teams until locker rooms are ready.
- Buses are to be parked in Lot 36 south of the Sanford Coyote Sports Center.
- Teams will be contacted by a team host with more information and assistance on team arrival.
- Team members must remain off the football field until the start of their allotted warm-up period (60 or 30 minutes prior to kickoff depending on the game).
- Please see the attached map outlining entrances and designated parking areas.

Student Section

- Student sections have been designated for sections C (east stands) and P (west stands). It is the responsibility of member schools to provide ample supervision for any student sections.
- **NOTE:** With the turf playing surface – schools are requested to refrain from throwing paper confetti or allowing feather boas, leis, or other comparable items in the student section during games in the Dome.

Game Balls

- The SDHSAA, through its contract with BSN Sports, will furnish sufficient Wilson GST game balls for play in all games. However, should a team wish to use its own game balls, they may do so provided:
 - A minimum of three game balls must be available.
 - Game balls are deemed legal by the officiating crew for your contest.

Dome Turf Policies

- Players may wear basketball shoes, tennis shoes, or rubber or plastic molded cleats only.
- Steel-tipped cleats should not be worn under any circumstance.
- Teams are also asked to ensure that their competition shoes are free from dirt, mud, or other outside substance as best as possible prior to use on the Dome turf.
- Due to the turf surface, the following are strictly prohibited in the Dome:
 - All on-field personnel (players, coaches, ball-boys, stats, managers, etc.) are prohibited from the use of sunflower seeds and chewing gum. As always, chewing tobacco is not allowed to be used during a high school event.
 - Teams are prohibited from dumping water coolers on coaching staff members, players, or other personnel at the conclusion of the game.
 - Teams are not allowed to bring in their own coolers/Gatorade/Powerade. All sideline water and cups will be provided by USD. Teams should bring their own water bottles, however.

SDHSAA Football Championships
Event Operations 2024

Warm Up, Pre-Game, and In-Game Procedures & Timing

SDPB INTERVIEWS:

As all games are being broadcast by South Dakota Public Broadcasting, coaches may be approached to conduct an on-camera interview either before, after or during halftime of your contest. Please comply with this request from SDPB, if given.

WARM-UPS, PLAYER INTRODUCTIONS & NATIONAL ANTHEM:

Team members will not be allowed onto the playing surface of the ~~DakotaDome~~ for full football activities until at most SIXTY MINUTES prior to kick-off. Stretching or light calisthenics is allowable, but no formal warm-ups may take place until SIXTY MINUTES prior to game time.

For the 11B & 11A contests, a minimum of TWENTY minutes of on-field warm-up time will be given as they are following another contest on the game field.

In coordination with South Dakota Public Broadcasting, the clock for warm-ups will expire six minutes prior to the posted game time (10:54am for an 11:00am game time, for example).

An approximate itinerary of each game's events is as follows:

- 66 minutes prior to posted game time – warm-ups begin with 60:00 on the game clock
- At 30:00 on the game clock – officials meet with coaches (or earliest opportunity if less than 30 is posted for pregame warmup)
- At 2:00 on the game clock – teams retreat to their respective sidelines
- At 0:00 on the game clock – NO Team/player/starter/cheer introductions
 - The National Anthem will be played/sung/performed (first game of each day ONLY)
 - Officials will accompany team captains to the coin-toss, who will all be introduced for each side
 - The coin-toss will be conducted at midfield simultaneously with a presentation of the ceremonial coin toss and game ball from the SD Army National Guard by SDANG
 - Kickoff!

TV TIMEOUTS:

With the games being broadcast live, one additional timeout will be called per quarter by the Referee. This timeout should be treated much as a team timeout administratively. The TV timeout will be taken following the first change of possession in each quarter that takes place with under seven minutes to go in that quarter. A charged, team timeout will not take the place of this TV timeout in any circumstance.

HALFTIME:

Halftime will be set for 15-plus-3 minutes for ALL CONTESTS. If halftime awards or entertainment run long, no penalty will be assessed to either team as long as they are present on the field prior to the "additional" three minutes beginning.

FILMING:

Filming areas will be provided for teams in the USD ~~Pressbox~~. No telescopic endzone cameras will be allowed.

SDHSAA Football Championships
Event Operations 2024

AWARDS CEREMONY & POST-GAME PROTOCOL:

Immediately following the contest, awards will be presented to the Runner-Up and Championship teams. Individual MVP awards will also be presented following the team awards. A representative from either SDPB or SDHSAA will direct each team through this process, with the following order to be followed:

- Presentation of Awards
 - Representatives of each team are to come forward to receive awards as called.
 - A maximum number of medals will be provided for teams (41 for 9-man, 51 for 11-man). Schools wishing to obtain additional medals may do so for a fee through the SDHSAA office following the State Championships.
 - Individual awards will be issued to those chosen by the respective organizations.
- Team Picture
 - Teams are to immediately proceed to a designated area in front of their fan sections for a team picture, win or lose.
- Post-Game Interview
 - Selected Team members, including the Head Coach, will be asked to proceed to a designated area for a post-game interview with SDPB.
 - No other interviews are to be given until the conclusion of the SDPB Post-Game interview(s).
- Post-Game

Fans will not be allowed on to the playing surface at the stadium and are encouraged to leave the facility following the conclusion of their contest's award presentation.

SDHSAA Football Championships
Event Operations 2024

USD RESPONSIBILITIES

Athletic Training Room

- Athletic training room is open and available for all athletes during the event.
- USD will secure ambulance, X-Ray tech, and one athletic trainer for the duration of the championship.
- Sanford Medicine will supply physicians to be on-site for each game plus an athletic trainer.
- The USD Athletic Training Room will supply ice and water for the sideline and assist with the Sanford medical staff.

Event Management

- Coordinate and communicate the overall operation of the State Championships in conjunction with SDHSAA. This includes but not limited to the following:
 - Update and distribute event operations document.
 - Team, staff, and fan parking.
 - Coordinate ushers, ticket takers, parking attendants, and team host/s.
 - Coordinate scoreboard operator (Dennis Chandler), game clock operator (Ron Peterson), play clock operator (Chad Peterson), and replay tech (Tyler Trageser).
 - Coordinate chain gang (Curt Haakinson).
 - Coordinate with SDPB on park and power times, camera locations, broadcast locations, etc.
 - Coordinate hospitality for staff in SCSC loading dock for the duration of the event.
- Work with USD Creative Services to produce the following signage for the event:
 - School specific entrance/prohibited items signage
 - General parking signage/bus drop-off and bus parking signage
 - Staff and Media credentials
 - Parking map/s
 - Facility map
- Coordinate with Athletic Facilities on any table, chair, or facilities needs during the event.
 - All table and chair requests should be in no later than Monday, November 6th.
- Coordinate with the USD Ticket Office on school seating (east vs. west stands).
- Coordinate with Sports Information on the Joe Robbie Award.
 - Order seven 8.5x11 picture frames through Business Office.
- Once the award recipient is selected by the media at the event, Sport Information will communicate with Event Management who the recipient is, and the certificate will be made for the presentation. There will be seven different recipients of the award (one for each class).
- Secure three boxes of programs (2 for SDHSAA and 1 for staff).
 - Vermillion High School Choir to sell programs.
 - Programs will be delivered Thursday – store in Dome southeast ticket office.
- Email coaches of all Olympic sports for locker room purposes.
- Submit street closure form with City of Vermillion to remove parking along east side of Dakota Street between the SCSC and Dome loading docks for duration of event for team bus drop-off and pick-up.
- Submit work order for UPD to barricade off the east side of Dakota Street for team bus drop-off and pick-up.

SDHSAA Football Championships
Event Operations 2024

Facility Operations

- Coordinate the cleaning of the facility pre-event, during the event, and post-event. Items include the following:
 - Pre-Event:
 - Clean permanent seating, suites/loge boxes, press boxes and press row, concourses, restrooms, locker rooms, ticket offices, and Dome Club.
 - Set tables and chairs out prior to the event (see list below).
 - Clean turf prior to each state championship day.
 - Clean locker rooms and athletic training room.
 - During Event:
 - Provide custodial coverage of concourses and seating area to pull trash and check restrooms.
 - Post-Event:
 - Clean locker rooms between games in preparation for the next team.
 - Clean permanent seating, press box, concourses, restrooms, ticket offices, locker rooms, and field after the final game of the day.
 - Schedule clean-up crew for after each game to hand pick the stands (each game should last around 2 hours).
 - Mop seating area after each day.
- Northeast and Southeast Entrances
 - Place 3 red plastic barricades at each entrance for USD tickets to set up (in place from USD football).
- Northwest and Southwest Entrances
 - Place 9 stanchions at each entrance for Event Management to set up (in place from USD football).
- Concourse
 - Provide 3 tables for SD National Guard on Coyote Landing (should be there from USD games).
 - Provide 1 table and 1 garbage can at the southeast landing area for program sales.
- Field/Locker Rooms
 - Place two 8' tables along east sideline for postgame award ceremony.
 - Receive and inventory all trophies and plaques for the event. Assist SDHSAA with awards after each game.
 - Make sure field goal net is in working order.
 - Make sure field goals are straight.
 - Assist teams and staff with trunks, bags, and other equipment from drop-off area to locker room, if needed.
 - Provide high school chains and vests for chain gang.
 - Set out high school game pylons on field.
- Hospitality Room
 - SCSC Loading Dock
- Audio
 - Provide referee microphone.
 - SDPB needs PA and ref mic feed.
- Press Area
 - Make sure coaches booths are unlocked and available to teams.
 - Make sure scoreboard controller is out and tested for the game.
- Coordinate with chain gang for coverage at all games.
- Coordinate on-call plumber and electricians with USD Facilities Management.
- Coordinate dumpsters and pickup times.

SDHSAA Football Championships
Event Operations 2024

Marketing/Video Production

- Staff game for video production. The show will consist of two cameras for the event with on-field coverage of all the awards presentations.
- Coordinate with SDHSAA on PA announcers for the event. Be in contact Tom Jones and Jo Van Goor.
- Obtain pronunciations for teams from SDHSAA for the PA announcer.
- Coordinate with SDHSAA on any special on-field recognition during the games.
- Provide music pre-game – should have it running approximately 90 minutes prior to the game.
- Coordinate with any bands on playing time, National Anthem, etc.
- Patch in SDPB feed for Dome videoboard for all games.
- Coordinate scoreboard layout and operations.

Sports Information/Press Box Operations

- USD Sports Information will coordinate with Pete Roberts on all media and press box operations.
- USD will provide printers, a spotter, and assistance throughout the championships.
- USD Sports Information will coordinate with radio broadcast requests and locations on press row.
- Pete Roberts will be the main contact on gameday for stats and press box operations. Pete will provide the following at the event:
 - Stats computers and monitors – will run all cabling and monitors along Press Row.
 - Provide stats for teams, press, radio, and SDPB.
- USD Sports Information will work with press on-site to select the Joe Robbie Award winner near the conclusion of each game. USD Sports Information will communicate the winner to Event Management for the award certificate creation.

SDHSAA Football Championships
Event Operations 2024

Ticket Operations

- Coordinate with SDHSAA on ticket prices, on-sale date, team allocations, etc.
 - Ticket prices are adult general admission seating for \$15/ticket, and student/youth (K-12) general admission for \$10/ticket.
 - Kids younger than kindergarten age do not need a ticket. They will need to sit in their parent's lap as they will not have a seat.
 - Tickets will go on sale Saturday, November 4th at 8:00am.
 - If site goes down, please contact the Ticket Office.
 - Suites - \$750/suite
 - Loge boxes - \$500/log box
 - The cutoff day/time for lease holders is Tuesday, November 7th at 5:00pm.
 - If a suite/log box lease holder uses their suite/log box for any of the sessions, they must still pay the SDHSAA ticket fee.
 - There is no cut off day/time for suite/log box sales to the general public. We will sell up until game time.
- Coordinate online ticket sales. There will be no Will Call for pre-sale tickets. All pre-sale tickets will be mobile.
- Coordinate with Event Management on ticket blocks and how they relate to the home and visiting teams.
- All seating issues need to be directed to a ticket office (any entrance).
- Coordinate staff for selling tickets.
- Coordinate opening of the doors with all staff. Dome entrances will open 1 hour prior to kickoff for each session.

UPD/Security

- Provide two officers for all Thursday games and the morning session on Friday.
- Provide three officers for the Friday evening and Saturday games.
- UPD will block off Dakota Street from the SCSC loading dock to the Dome loading dock during the Thursday, Friday, and Saturday of the event. This will allow for teams to drop off at the northwest Dome loading dock and not block traffic.

Volunteer Operations

- Team Hosts
 - Team host/s are coordinated by USD Athletics.
 - Team host/s will receive a staff credential for the event.
 - Team host/s will help with various items including meal options, locker room locations, team bench areas, etc.
 - Event Management will provide a program for the team hosts.
 - Event Management will provide a facility map for the event to the team hosts.

SDHSAA Football Championships
Event Operations 2024

SDHSAA RESPONSIBILITIES

SDHSAA Operations

- Coordinate with USD on ticket operations, team operations, award ceremonies, and overall management of the Championship week.
- Coordinate with Print Source Direct on any sponsorship requirements for the game program.
- Coordinate and setup Tournament Headquarters, Wednesday of the Championship games.
- Coordinate credentials for teams (field access) including coaches, administrators, and players at the Tournament Headquarters.
- Distribute operational information to participating schools and administrators prior to the event. Work with USD to confirm Dome information.
- Coordinate and assign officials for all seven games.
 - Distribute all information to officials prior to arrival.
- Coordinate media credentials.
 - Credential pick-up will be at the ticket kiosk on the southeast Dome bridge.
 - Media will use their season SDHSAA credential or pick-up a championship specific credential at the southeast ticket kiosk.
- Coordinate team introductions and work with USD Marketing staff on timing and overall presentation of the introductions.
- Coordinate awards ceremony after each game.
 - USD staff will provide table and awards for the ceremony.
 - The Joe Robbie Award will be provided by USD staff immediately following the game.

OTHER AREAS OF OPERATION

South Dakota Public Broadcast

- South Dakota Public Broadcast will televise all seven games of the championship.
- SDPB will arrive on Wednesday to set up - no scaffolding on-field.
- The announcer position for SDPB will be at the south end of press row (Midco's position) for the event.
- SDPB will have six cameras for the event. The camera locations are as follows:
 - One high 50-yard line.
 - Two high 20-yard line cameras on the east side (one north and one south).
 - One handheld camera on the field level (also serves as TOC).
 - One camera on NE and SW Landings (one per landing).
- The utility for one of the handheld cameras will act as the Red Hat for the games. They will communicate directly with the officials on timeouts.
- SDPB will use their own cabling for their midfield camera and their handheld camera. They will also use cabling for the announcer position.

Program Production and Distribution

- Print Source Direct will produce all game programs. SDHSAA will contact Print Source Direct and coordinate sponsor ads in the program and any other necessary information.
- Programs will be sold by VHS Choir at all four Dome entrances.
- Three boxes of programs will be made available to USD for distribution to SDHSAA and staff.
- Programs will be \$5.00 for the event.

SDHSAA Football Championships
Event Operations 2024

Concessions/Merchandise/Vendors

- USD is responsible for all vendors at the State Football Championships. Vendors must contact SDHSAA prior to the event to secure space.
- Sodexo
 - Responsible for concession sales in the Dome.
 - There will be two concession stands open on the east and west concourses of the Dome.
 - Sodexo will cater meals to the SCSC loading dock (ordered by USD Event Management).

South Dakota National Guard

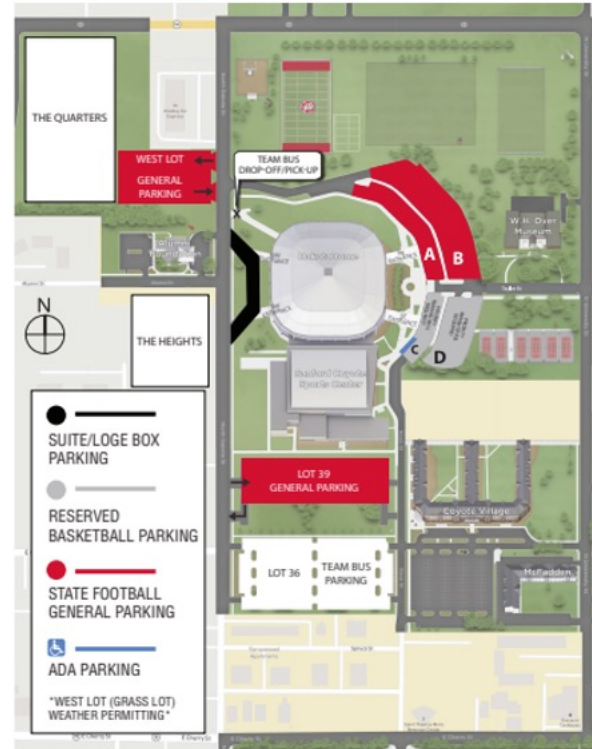
- SD National Guard is responsible for coordinating setup needs with USD Event Management prior to the event.
- SD National Guard will repel down from the catwalk, then walk onto the field and hand the game ball to officials prior to each game.
- T-shirt cannon

Parking

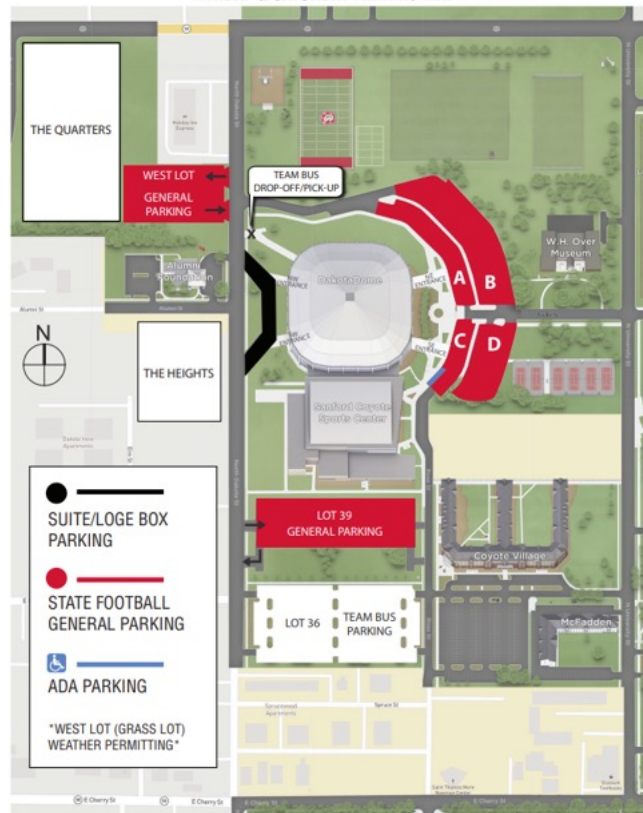
- All team buses will park in Lot 36 located south of the Sanford Coyotes Sports Center.
 - All athletes and coaches will enter the Dome through the northwest roll-up door entrance.
- Directional signage will be placed at the University Street and Dakota Street entrances to the Dome lots to direct traffic to the Dome lots.
- We will be using Dome Lots 20A, 20B, 20C, 20D, 20W, West Lot (weather permitting), Lot 36, and Lot 39.
- Thursday parking – half of the Dome Lots will be reserved for Football and other half will be for Basketball.
- Friday and Saturday – All parking will be available.

SDHSAA Football Championships
Event Operations 2024

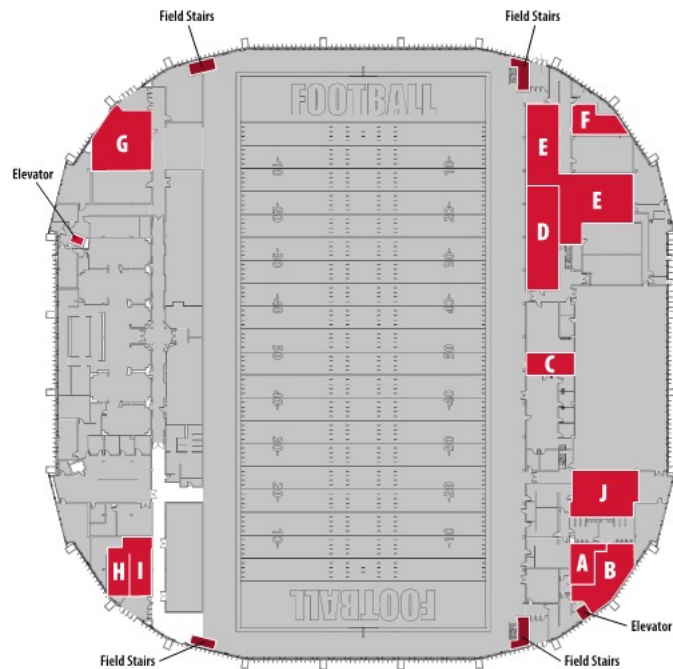
THURSDAY PARKING MAP



FRIDAY & SATURDAY PARKING MAP



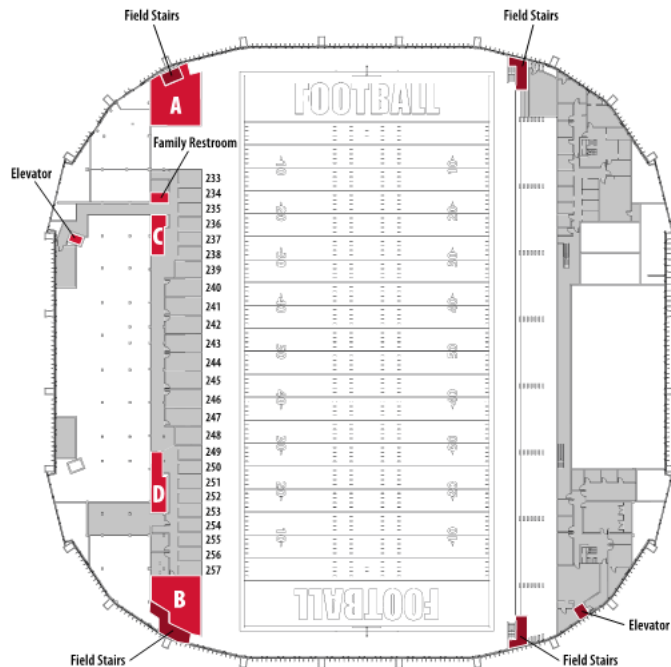
100 LEVEL



Map Key

- | | |
|---------------------------|--------------------------|
| A. Locker Room | F. Officials Locker Room |
| B. Locker Room | G. Loading Dock |
| C. Athletic Training Room | H. Men's Restroom |
| D. Locker Room | I. Women's Restroom |
| E. Locker Room | J. Cheer Locker Room |

200 LEVEL

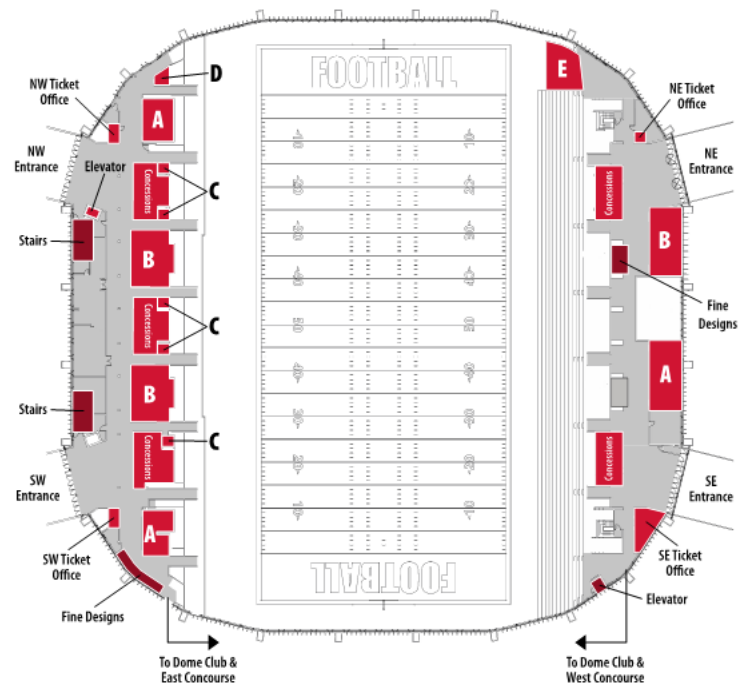
SDHSAA Football Championships
Event Operations 2024

Map Key

A. NW Landing
B. SW Landing

C. Men's Restroom
D. Women's Restroom

300 LEVEL

SDHSAA Football Championships
Event Operations 2024

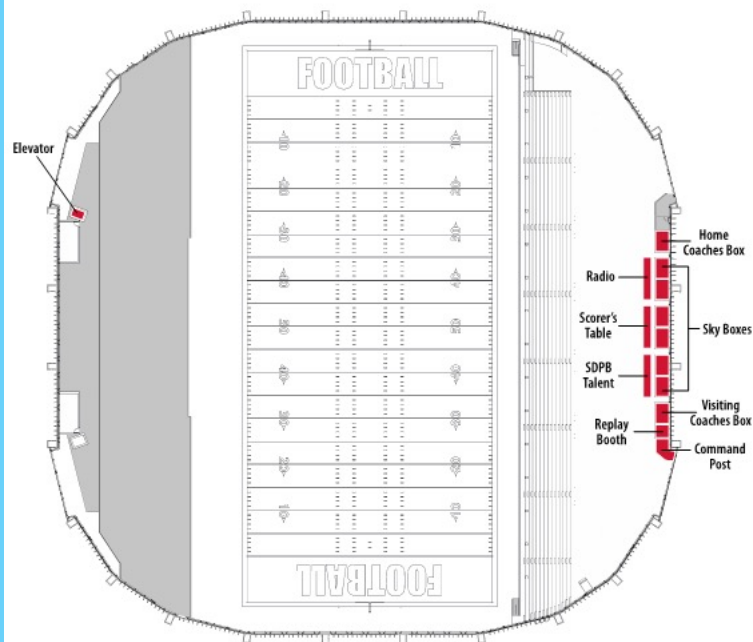
Map Key

A. Men's Restroom (3)
B. Women's Restroom (3)
C. Family Restroom (5)

D. Mother's Room
E. Coyote Landing

500 LEVEL

SDHSAA Football Championships
Event Operations 2024



SDHSAA Football Championships
Event Operations 2024

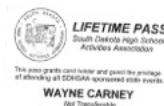


SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION CURRENT MEDIA BADGES

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION LIFETIME PASSES

Life time passes are issued to SDHSAA executive staff, retired executive staff, and past board members.

Below is a sample of the pass



LIFETIME PASS **SDHSAA**

Terry Rotert

South Dakota High School Activities Association

This pass grants the card holder and guest the privilege of attending all SDHSAA sponsored events.

2025 Spring State Golf Tournament Host Information/Instructions

Girls' AA – Prairie Green Golf Course, Sioux Falls (Harrisburg)

Girls' A – Madison Golf and Country Club, Madison

Girls' B – Prairie Winds Golf Course, Watertown (GPL)

Boys' B – Cattail Crossing Golf Course, Watertown (Deubrook)

Page One, Two & Three – Information that is Specific to the Host School & Course

Page Five – Information that needs to be submitted to the SDHSAA

Host School Information – Clarifications and Specifics to be considered additions to the other document you have received:

Packet

Host schools are responsible for creating an information packet for each school that has a participant in the state meet. These packets should include the following information:

- Tee-Time & Pairing Information. Times and pairings will be set by the SDHSAA and emailed to the host school tournament director. Please ensure that a copy of the entire field's tee-times and pairings is included in the team packet.
 - All pairing information will be done utilizing the live-scoring system as determined by the SDHSAA. This year's tournaments will be operated utilizing GolfGenius for live scoring and pairing information. More information on live scoring personnel is contained in a separate, attached document.
- Marker Assignments & Marker Responsibilities Sheet (provided by SDHSAA). Each qualifying school is responsible for providing at least one school official to serve as a 'marker' for the event. This 'marker' is to monitor conduct on the course, as well as assist with keeping scores. It is preferable that the site host find volunteers to fill all marker duties, with coaches instead being allowed to coach and observe the championship event with their teams. Note that each playing group must have a marker assigned to it; should the participating schools not cover the total number of playing groups, the host school is responsible for finding the additional personnel. **Please be in contact with Randy Soma at the SDHSAA to collaborate on Marker Assignments.**
- Course Rules. Please include a copy of pertinent information regarding local ground rules, especially situations that may be unique to your home course, including marked areas.
- Other items that will be given to you by the SDHSAA: Gallery Instructions, Uniform Rules/Regulations, and other documents as sent to you from our office
- Other items from you as a host: Pin Placement Sheets and any other information you deem necessary as a host site to include in the team packets

Please have packets at the host course during the day on Sunday prior to the first round of tournament play for distribution to teams present for potential practice rounds.

Course Officials

The SDGA will provide each course with PGA-Certified individual to assist with rules decisions per USGA guidelines. Information on those officials will be shared with host schools once it is received by the

SDHSAA office. In addition, a member of the SDHSAA executive staff will be present to assist with the operation of each tournament. Also, an appeals committee exists for any appeals on rulings. This committee will consist of the Host School Tournament Manager, the SDHSAA executive staff member at that tournament, and SDGA Rules Professionals present at the tournament. School Coaches should not be part of this committee.

Volunteers

Each tournament will need a number of volunteers. Begin working on arranging for each of the following as soon as possible:

- **Markers** – As stated above, each pairing will need a marker. Coaches from participating teams can be used in this role, but the preference is to use community volunteers as much as possible. Total Needed: Approximately 30
- **Ball Spotters** – Work in conjunction with your course pro to determine “trouble spots” on the course where ball spotters will help with the pace of play.
- **Starters** – A dedicated individual to serve as the “starter” and provide instruction to groups as they tee off each day. Total Needed: 2 Individuals each Monday and Tuesday.
- **Scoring** – Depending on the mode of event used, score sheets and online entry will need to be verified and completed in accord with SDHSAA policy. Total Needed: 2 Individuals.

Score Sheets

Each Host School/Course is responsible for posting publicly-viewable scoring information for the duration of the tournament. This can be done one of two ways:

1. Posting and Maintaining Hard-copy, wall-chart score sheets with individual and team scores on a nine-hole basis, or,
2. Utilizing the Golf Genius Scrolling Leaderboard option which simply requires a television set able to display a webpage or Golf Genius information through a web link.

Whichever route you take, with the utilization of Live Scoring, DO NOT post hole-by-hole score sheets for each competitor. If you choose the hard-copy option, create Score Sheets that post each player's nine- and eighteen hole-scores for each day, as well as a cumulative column for calculations as shown below:



School Name Here							
Golfer	Day One			Day Two			Two-Day Total
	Front	Back	Total	Front	Back	Total	
Team Total:							



Score Verification & Cards

The SDHSAA will provide pre-printed cards for Monday's Round. Tournament hosts will need to provide a printer/ink to print a PDF file of approximately 100 cards for Tuesday's Round Two. The SDHSAA will provide cards for both days.

Upon completion of rounds on Monday and Tuesday, please be sure to follow this exact procedure:

- When a group finishes their round, the foursome and their marker should immediately report to a designated scoring area
- Once in the scoring area, with only those four golfers, their marker, and a tournament volunteer present, scores shall be reviewed and attested to by the playing group
- Markers should not intervene in the scoring process other than to accompany the individuals to the spot and suggest a "review" if they feel necessary of a score; ultimately the players' signed card(s) will be official
- Once signed by the player and the scoring partner, the card shall be "turned in" to the tournament volunteer. Once turned in, the card is "official" and cannot be changed
- Scores will be pre-populated in the GolfGenius software. A tournament volunteer or SDHSAA rep will work to ensure that they are 'verified' and 'official.'

Host Club Information

The following items are specific to the Host Club for information.

We do encourage the tournament host to introduce themselves and begin making arrangements with the club professional as soon as possible, including completion of the questions on the next page.

Concessions other than Souvenir T-Shirt sales are the responsibility of the host/host club, who will keep the proceeds. T-Shirt sales will be communicated to you through Park Bench, Rapid City who will be on-site to sell shirts and other apparel. Please designate a specific area for them to be able to setup as needed. **No Alcohol is to be sold on the premises at any point on Monday or Tuesday until the completion of the last hole of play, or if applicable, the awards ceremony has concluded. This is stated in the contract between the SDHSAA and Club and must be enforced without exception.**

Course Setup

The SDHSAA will coordinate with the host course professional on course set-up. **The SDHSAA reserves the right to make final decisions on tee areas and pin placements.** We strongly suggest the course be set up in a manner that will be best suited for expedient pace of play. The "vast" majority of golfers at this event would be considered 20+ handicap golfers and the course should reflect this! We are of the opinion that having the opportunity to "go low" while also accommodating the marginal golfer will provide for the best championship experience for all involved. Be mindful of forced carries, logjams created by landing areas/"going for the green" situations and other hazards that may present a problem to varying levels of competitors. If you have any questions on the course setup, please contact Randy Soma with the SDHSAA.

Motorized Carts

The use of motorized carts by participants and spectators is to be strictly limited. **Only individual spectators who have made a request in advance of the tournament to the SDHSAA office due to a disability will be allowed to rent a cart during tournament play, provided carts are available.**

Additionally, that person who has made the request must have a current "Handicap Parking" license plate or hang-tag to be able to rent the cart from the facility.

Please reserve one cart for the SDHSAA executive staff member that is assisting at your site. Do not take reservations on carts. Only the SDHSAA is authorized to make those arrangements directly with the administrators from participating schools. Member carts may be used by their owners, but again, only for a specifically allowed situation by the SDHSAA.

Management Fees

The SDHSAA will provide a fee to both the host course and school for each tournament. Host schools will receive \$675 per tournament, while courses will receive \$4,500.

Corporate Sponsor Flags

Please make preparations to have a designated area for the five corporate sponsor flags during each day of competition.

Suggested Timeline of Events for State Golf Tournament

Day One – Practice Day	
9:00 AM	Packets available at clubhouse for teams to pick up
9:00 AM through Dusk	Facility available for practice rounds or access to practice facilities for golfers
Day Two – First Competition Day	
7:00 AM	Golf Facility open to competitors and coaches
7:30 AM	Meeting to provide instruction to markers assigned 8 AM through 9 AM pairings
7:45 AM	National Anthem
7:50 AM	First Groups report to #1 and #10 Tee Areas
8:00 AM	First Tee Times
8:30 AM	Meeting to provide instruction to markers assigned all remaining pairings who were not at original 7:30 meeting
12:00 Noon	Volunteer scoring personnel should be in place at the clubhouse to begin work of verifying completed rounds within the Golf Genius software
Following Play (approx. 5 PM)	Advisory Meeting
Day Three – Final Competition Day	
7:00 AM	Golf Facility open to competitors and coaches
7:30 AM	Meeting with Day Two Markers who did not mark on Day One
7:45 AM	National Anthem
7:50 AM	First Groups report to #1 and #10 Tee Areas
8:00 AM	First Tee Times
12:00 Noon	Volunteer scoring personnel should be in place at the clubhouse to begin work of verifying completed rounds within the Golf Genius software
Within 10 minutes of final group completing round	Awards ceremony should begin in designated area near the clubhouse and SDHSAA Corporate Flags

Information to be submitted to the SDHSAA Office

Tournament Manager

Please submit to the SDHSAA the name and contact phone number of the individual from your school who will be serving as the "Tournament Manager." This individual will be the primary contact with Randy Soma from the SDHSAA for all preparatory work and serve as a contact for schools participating in the event.

Practice Round & Practice Facility Availability

Please check with your local course for the following practice round information, and submit to the SDHSAA answers to:

- Availability of Course for practice rounds on the Sunday immediately prior to the event
- The AA would like specific practice times set. Can we get this accomplished?
- Cost to Member Schools per player, per round
- Availability of Practice Facilities throughout the event
- Cost to Member Schools for Range Balls, etc., for practice on Sunday

NEW TO MANY: The SDGA had previously provided range balls free-of-charge on Monday and Tuesday to participants; however, that is no longer the case. Please check with your course if they will be charging for the use of range balls during competition days, and if so, what that cost will be per-player or per-school.

Starting Tee-Time

Please inform the SDHSAA office regarding the preference of your local course for Tee-Times for Monday and Tuesday's Championship play. Specifically:

- Ability to tee off both #1 and #10 tee box
- Local Starting Time – no later than 9:00 AM
 - Note – there will no longer be a formal 'coaches' meeting prior to the start of play. All local rule and course information should be distributed as part of the team packets.

Coaches' Meeting

There will be a Coaches' Meeting after play on Monday to discuss Tuesday's final round of play as well as discuss matters of the association relevant to the upcoming Golf Advisory Meeting(s). Please arrange for a site/time for this meeting to be held, and inform the SDHSAA of those plans.

Awards Distribution

State Tournament Awards will be presented to teams and individuals immediately following play on Tuesday. Please arrange for a suitable PA system and area to hand out awards as best as possible, and communicate to the SDHSAA of that area.

Handbook Information

Please review the SDHSAA Golf Handbook section on State Tournaments, and contact the SDHSAA office with any questions that you might have about those regulations.

Track

1. We send out emails for Volunteers in late March and returned the first week of April.
 1. The initial email is sent to all school AD's and Superintendents that have track programs. In the email we ask each school to provide at least one worker for each day of the state track meet. The schools must provide one worker for all three days.
 2. We also personally send a email to all workers who worked last years state track meet to see if they are interested in working again this year.
 3. Included in the email is a link for a google form to sign up and a job description of the different areas we need help. The google form asked for the following items
 - a. Name (First, Last)
 - b. School
 - c. Email
 - d. Cell Phone
 - e. 1st choice to work
 - f. 2nd choice to work
 - g. What days can you work

Track

- Areas to be filled
 - All Field Events (measuring, marking, shagging, raking)
 - Rover
 - Parking Lot
 - Warm-up Area
 - Elevator
 - Water
 - Blocks/Hurdles
 - Finish line
 - Curves
 - etc.

Track

1. I continue to work with my assistant to lock in all the workers for the event.
2. We send out emails to those schools that have not responded and to all the schools letting them know we still have openings if they have more than one that would like to work
3. When we are two weeks out from the state event we send out the master worker list to all those involved. We then send out a final worker list one week out.

Both emails we include the following:

- * Full list of the Worker Assignments (Link)
- * Asking them to report 30 minutes prior to the scheduled start time.
- * Thanking them again for their time and commitment to the students of South Dakota

4. The Link includes:

- * Meet Schedule
- * Field Event Worker Assignments (For each day)
- * Meet Officials
- * Umpire Assignments
- * Meet Worker Assignments
- * Job Descriptions
- * Parking Map and Pass
- * Entrance Map
- * Volunteer Worker Hat pickup/check-in Procedure
- * Meal Information
- * Emergency Information



WORKER EVENT GUIDE

We are so excited to be hosting the 2025 South Dakota High School Activities Association State Track Meet on Thursday, May 29, Friday, May 30 and Saturday, May 31. This event would not be possible without each and every one of you, so thank you for your willingness to make this a first-class event for our student-athletes in the STATE.

[State Track Meet Schedule](#)

VOLUNTEER WORKER ASSIGNMENTS

[Worker Assignments State Track 2025](#) – This link is a comprehensive list of all workers. Please arrive 30 minutes before your listed start time. Below you will find links to the assignment specific documents. Easiest way to search, will be to open document and hit CTL+F and type in your last name.

[Field Event Worker Assignments – Thursday, May 29, 2025](#)

[Field Event Worker Assignments – Friday, May 30, 2025](#)

[Field Event Worker Assignments – Saturday, May 31, 2025](#)

[Meet Officials Assignments](#)

[Umpire Assignments](#)

[Meet Workers Assignments](#)

[Job Descriptions](#)

PARKING

All workers should park behind in Lot E. [Volunteer Parking Map](#)

PARKING PASS

Please print and have in your car for entrance into Lot E. [Parking Pass](#)

VOLUNTEER WORKER ENTRANCE

Workers are expected to enter Door E on the northeast side of Howard Wood Field regardless of where you park. [Volunteer Worker Door E](#) Please do not try to enter the Spectator Entrance and/or the Team Entrance.

PROCESS OF CHECK-IN

All workers will need to enter [Door E](#) on the Northeast side of Howard Wood Field, Thursday, May 29, Friday, May 30, and Saturday, May 31 to complete check-in prior to being allowed stadium access that day. At the conclusion of your check-in, you will receive your worker identification tag. Your tag will be your entrance throughout the entire meet, so please be sure to wear them. Also, PLEASE be sure to check in every day. This makes it much easier to track down people if needed.

VOLUNTEER WORKER HAT

The SDHSAA, as a token of our appreciation for your time and efforts, will provide each volunteer an official Hat. They respectfully ask that you wear the hat during your assigned shift/s. Thank you.

MEAL INFORMATION

All workers should go to the Volunteer Entrance E to pick-up their meal. If you are unable to pick one up, they will deliver your meal to you. [Volunteer Worker Door E](#)

Thursday, May 29, 2025

12:00 PM – 2:00 PM (Lunch)

Friday, May 30, 2025

7:30 AM – 9:00 AM (Breakfast)

11:00 PM – 1:00 PM (Lunch)

Saturday, May 31, 2025

7:30 – 9:00 AM (Breakfast)

11:00 AM – 1:00 PM (Lunch)

ACTIVE SHOOTER/VIOLENT INTRUDER

Safety and security are of utmost importance in conducting the Howard Wood Dakota Relays track meet. As board members and volunteers, it is our responsibility to be informed and prepared in the unlikely event that a violent intruder or intruders arrive upon our premises.

In being prepared for the unexpected, please take a few minutes to read the document "Attacks in Crowded and Public Spaces" provided to me by the SDHSAA. Also, I encourage you to view this six-minute video (referenced in the document) – RUN. HIDE. FIGHT.® Surviving an Active Shooter Event. It has had viewed over 9 million times and is worth watching.

[Attacks in Crowded and Public Spaces \(Click Here\)](#)

[Run Hide Fight Video Link](#)

[Safety in Track & Field Link](#)

[Howard Wood Field Emergency Action Plan](#)

Thank you for the Value Added to our youth in the State, you are greatly appreciated!

2025 STATE TRACK & FIELD MEET SCHEDULE

May 29-31, 2025 – Howard Wood Field, Sioux Falls
Track Events Order = Girls B-A-AA, followed by Boys B-A-AA

THURSDAY	TRACK		FIELD	
	11:00 AM	Girls 100 Meter Hurdles - Prelims	10:00 AM	B Girls Pole Vault
	11:20 AM	Boys 110 Meter Hurdles - Prelims		B Boys Long Jump
	11:40 AM	Girls 3200 Meter Relay - Finals	10:30 AM	A Boys High Jump
	12:50 PM	Boys 3200 Meter Relay - Finals		A Boys Shot Put
	1:50 PM	Girls 100 Meter Dash - Prelims		AA Boys Javelin
	2:15 PM	Boys 100 Meter Dash - Prelims		B Girls Long Jump
	2:40 PM	Girls 400 Meter Relay - Prelims	1:00 PM	A Girls Javelin
	3:10 PM	Boys 400 Meter Relay - Prelims		AA Girls Pole Vault
	3:40 PM	Girls Sprint Medley - Finals		AA Girls Shot Put
FRIDAY	4:40 PM	Boys Sprint Medley - Finals		B Boys Discus
				AA Boys Triple Jump
			3:30 PM	B Girls Discus
				A Girls High Jump
				AA Girls Triple Jump
			4:00 PM	A Boys Pole Vault

FRIDAY	TRACK		FIELD	
	9:30 AM	Girls 3200 Meter Run - Finals	9:00 AM	B Girls High Jump
	10:20 AM	Boys 3200 Meter Run - Finals		A Girls Discus
	11:00 AM	Girls 800 Meter Relay - Prelims		A Girls Pole Vault
	11:40 AM	Boys 800 Meter Relay - Prelims		B Boys Shot Put
	12:20 PM	Girls 400 Meter Dash - Prelims		A Boys Triple Jump
	12:50 PM	Boys 400 Meter Dash - Prelims		B Girls Javelin
	1:20 PM	Girls 300 Meter Hurdles - Prelims	11:30 AM	A Girls Triple Jump
	1:45 PM	Boys 300 Meter Hurdles - Prelims		AA Girls Long Jump
	2:10 PM	Girls 800 Meter Run - Finals		B Boys High Jump
SATURDAY	2:35 PM	Boys 800 Meter Run - Finals		AA Boys Discus
	3:00 PM	Girls 200 Meter Dash - Prelims	12:00 PM	AA Boys Pole Vault
	3:20 PM	Boys 200 Meter Dash - Prelims		A Girls Shot Put
	3:35 PM	Girls 1600 Meter Relay - Prelims	2:00 PM	AA Girls Discus
	4:30 PM	Boys 1600 Meter Relay - Prelims		B Boys Javelin
				AA Boys Long Jump
			3:00 PM	B Boys Pole Vault

SATURDAY	TRACK		FIELD	
	10:00 AM	Girls 100 Meter Hurdles	9:00 AM	B Girls Triple Jump
	10:15 AM	Boys 110 Meter Hurdles		AA Girls Javelin
	10:25 AM	Girls 100 Meter Dash		A Boys Discus
	10:40 AM	Boys 100 Meter Dash		A Boys Long Jump
	10:55 AM	Girls 800 Meter Relay		AA Boys High Jump
	11:10 AM	Boys 800 Meter Relay		AA Boys Shot Put
	11:25 AM	Girls 1600 Meter Run		B Girls Shot Put
	11:45 AM	Boys 1600 Meter Run	11:30 AM	A Girls Long Jump
	12:10 PM	Girls 400 Meter Relay		AA Girls High Jump
SUNDAY	12:20 PM	Boys 400 Meter Relay		B Boys Triple Jump
	12:35 PM	Girls 400 Meter Dash		A Boys Javelin
	12:50 PM	Boys 400 Meter Dash		
	1:05 PM	Girls 300 Meter Hurdles		
	1:20 PM	Boys 300 Meter Hurdles		
	1:35 PM	*Special Awards*		
	1:50 PM	Girls 200 Meter Dash		
	2:05 PM	Boys 200 Meter Dash		
	2:20 PM	*Announcements/Awards Instructions*		
	2:25 PM	Girls 1600 Meter Relay		
SUNDAY	2:40 PM	Boys 1600 Meter Relay		

A	B	C	D	E	F	G	H	I
First Name	Last Name	Tags	School	Thursday AM	Thursday PM	Friday AM	Friday PM	Saturday
Mike	Wetrick	3	2025	Awards	Awards	Awards	Awards	Awards
Cory	Aadland	1	Mitchell	Lead-Javelin	Lead-Javelin	Lead-Javelin	Lead-Javelin	
Jim	Aberle	3	Lead	Curve 1 Ump	Curve 1 Ump	Curve 1 Ump	Curve 1 Ump	Curve 1 Ump
Jonie	Abler	0	Hoven	Long Jump	Long Jump	Long Jump	Long Jump	
Travis	Ahrens	0	CWL	Shot Put	Shot Put	Shot Put	Shot Put	
Jim	Altenburg	1	Harrisburg	Lead-Discus	Lead-Discus	Lead-Discus	Lead-Discus	Lead-Discus
Don	Arend	2	2025	Finish Line	Finish Line	Finish Line	Finish Line	Finish Line
Nicki	Axtell	3	SDHSAA	X	X	X	X	X
Cassidy	Ayotte	2	Phillip High School	Curve 3	Curve 3	Curve 3	Curve 3	Curve 3
Dave	Bakke	1	2025	Lead - LJ	Lead - LJ	Lead - LJ	Lead - LJ	Lead - LJ
Jordan	Bauer	2	Rapid City Central	Curve 2	Curve 2	Curve 2	Curve 2	Curve 2
Tina	Baum	3	2025	Finish Line	Finish Line	Finish Line	Finish Line	Finish Line
Tina	Baum	3	Huron	Finish Line	Finish Line	Finish Line	Finish Line	Finish Line
Bo	Beck	3	Aberdeen	Curve 3 Ump	Curve 3 Ump	Curve 3 Ump	Curve 3 Ump	Curve 3 Ump
Allen	Benoist	1	Cheyenne-Eagle Butte	Hats/Radios	Hats/Radios	Hats/Radios	Hats/Radios	Hats/Radios
Daniel	Bettin	0	De Smet	High Jump	High Jump	High Jump	High Jump	High Jump
Howard	Bich	1	2025	Lunch	Lunch	Lunch	Lunch	Lunch
Jason	Bietz	1	Scotland	Triple Jump	Triple Jump	Rover at 10	Rover until 1	
Silas Jr.	Blaine	2	Wakpala	Curve 3	Curve 3	Curve 3	Curve 3	Curve 3
Nathan	Bloom	0	Webster Area	Javelin	Javelin			
Glenda	Bohlmann	0	Menno School District	Rover	Rover	Long Jump	Long Jump	Discus at 9:00 Long Jump at 11:30
Craig	Boyens	1	Watertown	PV-Tablet	PV-Tablet	PV-Tablet	PV-Tablet	LJ-Tablet
Brandi	Brassfield	1	New Underwood					Water
Kaylee	Breitzman	0	Canistota High School		Discus	Triple Jump	Triple Jump	
Darwin	Brown	2	2025	Finish Lynx Timing	Finish Lynx Timing	Finish Lynx Timing	Finish Lynx Timing	Finish Lynx Timing
Howard	Brown	0	2025			Discus	Discus	
Gene	Brownell	2	2025	Curve 1	Curve 1	Curve 1	Curve 1	Curve 1
Carter	Bull	1	Burke	SP-Tablet	SP-Tablet	SP-Tablet	SP-Tablet	SP-Tablet

FIELD EVENT WORKERS - Thursday, May 29, 2025

Start Time	Event	Report Time	Lead	Crew Report Time										
9:00 AM	B Girls Pole Vault	9:00 AM	Jerome Garry and Riley Hosman	9:15 AM		Tablet	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew
						Craig Boyens	Pat Ruml	Emily Henry	Jeff Heisinger	Sherrie Kafka	Ty Hoglund	Adam Fischer	Matthew Carda	Bill Weber/flag judge
9:30 AM	B Boys Long Jump	9:30 AM	Dave Bakke	9:45 AM		Tablet	Laser	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	
						Micha Thompson	Shelly Schweigert	Justin Clercx	Jo Piekkola	Galen Schoenfeld	Tyler Severson	Sarah Strang	Jonie Abler	
9:30 AM	A Boys Shot Put	9:30 AM	Tom Rice	9:45 AM		Tablet	Laser	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew
						Carter Bull	Jennifer Schell	Mark Meile	Kipp Eggebraaten	Travis Ahrens	Casey Michel	Brett Gardner	Jim Rieger	
9:30 AM	A Boys High Jump	9:30 AM	Randy Marso and Dave Dolan	9:45 AM		Tablet	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	
						Mike Ruth	Daniel Bettin	Joey Kortemeyer	Bob Logan					
9:30 AM	AA Boys Javelin	9:30 AM	Cory Aadland	9:45 AM		Tablet	Laser	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	
						Brandon O'Connell	Dalton Wademan	Jeremy Chicoine	Nathan Bloom	Joel Osborn	Eric Dahl	Joey Struwe	James Nelson	
10:00 PM	AA Girls Pole Vault	12:00 PM	Jerome Garry and Riley Hosman	12:15 PM		Tablet	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	
						Craig Boyens	Pat Ruml	Emily Henry	Jeff Heisinger	Sherrie Kafka	Ty Hoglund	Matthew Carda	Bill Weber-Flag Judge	
10:00 PM	B Girls Long Jump	12:00 PM	Dave Bakke	12:15 PM		Tablet	Laser	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	
						Micha Thompson	Shelly Schweigert	Justin Clercx	Jo Piekkola	Galen Schoenfeld	Tyler Severson	Sarah Strang	Jonie Abler	
10:00 PM	A Girls Javelin	12:00 PM	Cory Aadland	12:15 PM		Tablet	Laser	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	
						Brandon O'Connell	Dalton Wademan	Jeremy Chicoine	Nathan Bloom	Joel Osborn	Eric Dahl	Joey Struwe	James Nelson	
10:00 PM	B Boys Discus	12:00 PM	Jim Altenberg	12:15 PM		Tablet	Laser	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	
						Andrea Johnson	Brett Flemmer	Rob Mendoza	Rob Myers	Jason Hanson	Owen Reinalda	Kaylee Breitzman	Jenny Lease	
10:00 PM	AA Boys Triple Jump	12:00 PM	Beata Ferris	12:15 PM		Tablet	Laser	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	
						Scott DeBoer	Brian White	Rich Crow Eagle	Landon Leuning	Colin VanderWal	Josh Gillen	Jordan Solberg	Jason Bietz	
10:00 PM	AA Girls Shot Put	12:00 PM	Tom Rice	12:15 PM		Tablet	Laser	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	
						Carter Bull	Jennifer Schell	Mark Meile	Kipp Eggebraaten	Travis Ahrens	Casey Michel	Brett Gardner	Jim Rieger	
10:30 PM	B Girls Discus	2:30 PM	Jim Altenburg	12:15 PM		Tablet	Laser	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	
						Andrea Johnson	Brett Flemmer	Rob Mendoza	Rob Myers	Jason Hanson	Owen Reinalda	Kaylee Breitzman	Jenny Lease	
10:30 PM	A Girls High Jump	2:30 PM	Randy Marso and Dave Dolan	2:45 PM		Tablet	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	Field Crew	
						Mike Ruth	Daniel Bettin	Joey Kortemeyer	Bob Logan					
10:30 PM	AA Girls Triple Jump	2:30 PM	Beata Ferris	2:45 PM		Tablet	Laser	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	
						Scott DeBoer	Brian White	Rich Crow Eagle	Landon Leuning	Colin VanderWal	Josh Gillen	Jordan Solberg	Jason Bietz	
10:00 PM	A Boys Pole Vault	3:00 PM	Jerome Garry and Riley Hosman	3:15 PM		Tablet	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	Pit Crew	
						Craig Boyens	Pat Ruml	Emily Henry	Jeff Heisinger	Sherrie Kafka	Ty Hoglund	Matthew Carda	Bill Weber-Flag Judge	

Meet Officials – Track & Field

Responsibility	Name
Meet Referee	Tim Casper, Lake Preston
Assistant Referee/Head Umpire	Mark Wendelgass, Huron
Starter – Class AA Girls	Eric Foss, Brandon
Starter – Class AA Boys	Larry Stevens, Rapid City
Starter – Class A Girls	Dana Nelson, Sioux Falls
Starter – Class A Boys	Marc Murren, Sioux Falls
Starter – Class B Girls	Bob Malloy, Parkston
Starter – Class B Boys	Steve Charron, Huron
Field Referee – Horizontal Events (Long Jump, Triple Jump)	Bob DeBoer, Huron
Field Referee – Vertical Events (High Jump, Pole Vault)	Chad Gordon, Yankton
Field Referee – Throwing Events (Discus, Javelin, Shot Put)	JD Evans, Salem
Umpire – Curve 1	Jim Aberle, Lead
Umpire – Curve 2	Ervin Gebhart, Elkton
Umpire – Curve 3	Bo Beck, Aberdeen
Umpire – Curve 4	Tina Baum, Huron

CURVE UMPIRES					
Position	Thursday, May 29, 2025	Thursday, May 29, 2025	Friday, May 30, 2025	Friday, May 30, 2025	Saturday, May 31, 2025
	9:30 AM to 2:00 PM Curve	2:00 PM to 6:00 PM Curve	8:30 AM to 12:30 PM Curve	12:30 PM to 5:30 PM Curve	9:00 AM to 3:00 PM Curve
Finish Line	Tina Baum	Tina Baum	Tina Baum	Tina Baum	Tina Baum
Finish Line	Dave Stevens	Dave Stevens	Dave Stevens	Dave Stevens	Dave Stevens
Finish Line	Steve Hauff	Steve Hauff	Steve Hauff	Steve Hauff	Steve Hauff
Finish Line	Don Arend	Don Arend	Don Arend	Don Arend	Don Arend
Finish Line	Gary Weismantel	Gary Weismantel	Gary Weismantel	Gary Weismantel	Gary Weismantel
Finish Line	Nick Weismantel	Nick Weismantel	Nick Weismantel	Nick Weismantel	Nick Weismantel
Finish Line	Tia Duggest	Tia Duggest	Tia Duggest	Tia Duggest	Tia Duggest
Finish Line	Craig Clayberg	Craig Clayberg	Craig Clayberg	Craig Clayberg	Jason Kolbuszek
Finish Line	Brant Deutsch	Brant Deutsch	Brant Deutsch	Brant Deutsch	Brant Deutsch
Finish Line	Terry Robert	Terry Robert	Terry Robert	Terry Robert	Terry Robert
Finish Line	Chad Stadium	Chad Stadium	Chad Stadium	Chad Stadium	Larry Caldwell
Finish Line	Steve Moore	Steve Moore	Steve Moore	Steve Moore	David Goodell
Finish Line	Frank Cutler	Frank Cutler	Frank Cutler	Frank Cutler	
Finish Line	Bill Leberman	Bill Leberman	Bill Leberman	Bill Leberman	
Zone 1	Jim Aberle	Jim Aberle	Jim Aberle	Jim Aberle	Jim Aberle
Zone 1	Dennis Buus	Dennis Buus	Dennis Buus	Dennis Buus	Dennis Buus
Zone 1	Jeff Determan	Jeff Determan	Jeff Determan	Jeff Determan	Jeff Determan
Zone 1	Callie Rhead	Callie Rhead	Callie Rhead	Callie Rhead	Callie Rhead
Zone 1	Adam Cummins	Adam Cummins	Adam Cummins	Adam Cummins	Adam Cummins
Zone 1	Nate Sievert	Nate Sievert	Nate Sievert	Nate Sievert	Nate Sievert
Zone 1	Chet Jones	Chet Jones	Chet Jones	Chet Jones	Chet Jones
Zone 1	Edward Clark	Edward Clark	Jory Schmidt	Jory Schmidt	Jory Schmidt
Zone 1	Gene Brownell	Gene Brownell	Gene Brownell	Gene Brownell	Gene Brownell
Zone 1	Amy Tvedt	Amy Tvedt	Amy Tvedt	Amy Tvedt	Amy Tvedt
Zone 1	Wendy Rausch	Wendy Rausch	Wendy Rausch	Wendy Rausch	Don Knust
Zone 2	Ervin Gephart	Ervin Gephart	Ervin Gephart	Ervin Gephart	Ervin Gephart
Zone 2	Mike Deming	Mike Deming	Mike Deming	Mike Deming	Mike Deming
Zone 2	Jordan Bauer	Jordan Bauer	Jordan Bauer	Jordan Bauer	Jordan Bauer
Zone 2	Adam Nowowiejski	Adam Nowowiejski	Adam Nowowiejski	Adam Nowowiejski	Adam Nowowiejski
Zone 2	Steve Kuster	Steve Kuster	Steve Kuster	Steve Kuster	Steve Kuster
Zone 2	Julie Eppard	Julie Eppard	Julie Eppard	Julie Eppard	Julie Eppard
Zone 2	Ryan Mors	Ryan Mors	Ryan Mors	Ryan Mors	Ryan Mors
Zone 2	Craig Nowotny	Craig Nowotny	Craig Nowotny	Craig Nowotny	Craig Nowotny
Zone 2	Mike Schultz	Mike Schultz	Mike Schultz	Mike Schultz	Mike Schultz
Zone 2	Barb Thaler	Barb Thaler	Barb Thaler	Barb Thaler	Barb Thaler
Zone 2	Sue Reinhart	Sue Reinhart	Sue Reinhart	Sue Reinhart	Sue Reinhart
Zone 2	Jade Temple	Jade Temple	Jade Temple	Jade Temple	Jade Temple
Zone 3	Bo Beck	Bo Beck	Bo Beck	Bo Beck	Bo Beck
Zone 3	Jaclyn Laprath	Jaclyn Laprath	Jaclyn Laprath	Jaclyn Laprath	Jaclyn Laprath
Zone 3	Zack Clement	Zack Clement	Zack Clement	Zack Clement	Zack Clement
Zone 3	Jeff Dvorak	Jeff Dvorak	Jeff Dvorak	Jeff Dvorak	Jeff Dvorak
Zone 3	Karol Patterson	Karol Patterson	Karol Patterson	Karol Patterson	Karol Patterson
Zone 3	Brian Moser	Brian Moser	Brian Moser	Brian Moser	Brian Moser
Zone 3	Gary Kortan	Gary Kortan	Gary Kortan	Gary Kortan	Gary Kortan
Zone 3	Cassidy Ayotte	Cassidy Ayotte	Cassidy Ayotte	Cassidy Ayotte	Cassidy Ayotte
Zone 3	Silas Blaine Jr	Silas Blaine Jr	Silas Blaine Jr	Silas Blaine Jr	Silas Blaine Jr
Zone 3	Brad DeBoer	Brad DeBoer	Brad DeBoer	Brad DeBoer	Brad DeBoer
Zone 3	Rick Weber	Rick Weber	Rick Weber	Rick Weber	Rick Weber
Highlighted indicates Curve Captain (Please check in with the curve captain for your zone upon our arrival).					
Umpires from zone 1 should move to finish line on Medley, 4 x 200 and 4 x 100 relays.					
Umpires from zone 3 should move to zone 2 on Medley and 4 x 200 relays.					
VI umpires should be in position for hurdle races to make sure each flight is covered.					
VI umpires should be observing their respective areas of the track during all races being run to watch for interference and other violations that may occur.					

Field Event Responsibilities

High Jump Pit Crew

Details

The High Jump Pit Crew is responsible for ensuring a smooth and efficient high jump competition by managing the equipment and assisting officials. Key duties include setting and adjusting the crossbar to the correct heights, ensuring the landing area (pit) remains properly positioned and fluffed for athlete safety, and retrieving fallen bars quickly to minimize delays. Crew members will also help confirm proper placement of standards, assist in measuring heights when needed, and update the high jump standard performance board to the correct height.]

Additional responsibilities include ensuring that only coaches with the correct credentials are present in the designated coaches' box, preventing unauthorized individuals from entering restricted areas. The Pit Crew also ensures that the landing pit remains properly maintained and that all equipment, including the crossbar and standards, meets NFHS specifications. This role requires attentiveness, quick response times, and the ability to work efficiently under the guidance of event officials to maintain a fair and safe competition environment.

Javelin Field Crew

Details

The Javelin Field Crew is responsible for assisting with the efficient and safe operation of the javelin competition by managing equipment, measuring throws, and ensuring a well-maintained competition area. Key duties include retrieving and returning javelins to the designated holding area, properly marking and measuring each throw using the correct sector guidelines, and ensuring athletes remain behind the foul line until their attempt is completed.

Additionally, the crew is responsible for maintaining the runway, ensuring the

throwing sector is clear before each attempt, and assisting officials in confirming legal throws. Safety is a top priority in this role, requiring attentiveness, quick response times, and clear communication with event officials and athletes.

Shot Put Field Crew

Details

The Shot Put Field Crew plays a vital role in ensuring the smooth operation of the shot put competition by managing equipment, maintaining the throwing area, and assisting event officials. Key duties include retrieving shot puts after each attempt and returning them to the designated holding area, raking and maintaining the landing sector, and sweeping the shot put pad to ensure a clean and safe surface for each competitor.

Additionally, the crew is responsible for marking and measuring throws according to NFHS sector guidelines, ensuring the throwing area remains clear before each attempt, and assisting in verifying legal throws. This role requires attentiveness, quick response times, and clear communication with officials and athletes to keep the competition running efficiently and fairly.

Long Jump Field Crew and Pit Rake

Details

The Long Jump Field Crew is responsible for assisting in the smooth and efficient operation of the long jump competition by managing equipment, maintaining the takeoff board and sand pit, and supporting event officials. Key duties include retrieving and placing markers and sweeping the takeoff board to keep it clean and visible for athletes.

The Pit Finish Rake Crew is responsible for ensuring the sand pit is properly leveled and maintained after each jump, creating a fair and consistent landing surface for all competitors. We utilize the pit rake to smooth the sand thoroughly, removing all marks and ensuring an even surface before the next attempt.

Additionally, the crew assists in marking and measuring jumps according to NFHS guidelines, ensures the runway remains clear before each attempt, and helps verify legal takeoffs. This role requires attentiveness, quick response times, and clear communication with officials and athletes to ensure a fair and efficiently run competition.

Pole Vault Pit Crew and Crossbar Crew

Details

The Pole Vault Pit Crew is responsible for ensuring the smooth and efficient operation of the pole vault competition by managing equipment, maintaining the landing area, and assisting event officials. Key duties include adjusting and securing the crossbar to the correct heights, ensuring the landing pit remains properly positioned and fluffed for athlete safety, and retrieving and resetting fallen bars to minimize delays.

The Pole Vault Crossbar Operators are responsible for managing the crossbar throughout the competition, ensuring it is correctly placed, adjusted, and reset efficiently for each attempt. Key duties include setting the crossbar at the proper height, ensuring correct placement on the standards, and quickly resetting the bar after a failed attempt to keep the event running smoothly.

Additionally, the crew is responsible for updating the height performance board to reflect the correct competition height, ensuring that only credentialed coaches are present in the designated coaches' box, and assisting with measuring heights as needed. This role requires attentiveness, quick response times, and the ability to work efficiently under the guidance of event officials to maintain a fair and safe competition environment.

Discus Field Crew

Details

The Discus Field Crew is responsible for assisting in the efficient and safe operation of the discus competition by managing equipment, measuring throws, and maintaining the throwing area. Key duties include retrieving and returning discuses to the designated holding area, marking and measuring each throw according to NFHS and SDHSAA sector guidelines, and ensuring that athletes remain behind the throwing circle until their attempt is completed.

Additionally, the crew is responsible for maintaining a clear and safe throwing sector, ensuring the area is clear before each attempt, and assisting officials in verifying legal throws. Safety is a top priority in this role, requiring attentiveness, quick response times, and clear communication with event officials and athletes.

Triple Jump Field Crew and Pit Rake Crew

Details

The Triple Jump Field Crew is responsible for assisting in the efficient and safe operation of the triple jump competition by managing equipment, measuring jumps, and maintaining the takeoff board and sand pit. Key duties include retrieving and placing markers, sweeping the takeoff board to keep it clean and visible for athletes, and ensuring the sand pit is properly prepared before each attempt.

The Pit Finish Rake Crew is responsible for ensuring the sand pit is properly leveled and maintained after each jump, creating a fair and consistent landing surface for all competitors. We utilize the pit rake to smooth the sand thoroughly, removing all marks and ensuring an even surface before the next attempt.

Additionally, the crew assists in marking and measuring jumps according to NFHS and SDHSAA guidelines, ensuring the runway remains clear before each

attempt, and helping verify legal takeoffs. Crew members work closely with event officials to maintain a smooth and fair competition, requiring attentiveness, quick response times, and strong communication.

Assistant Curve Umpire – Zone 1

Details

In accordance with NFHS guidelines, the Assistant Curve Umpire stationed at Zone 1 (Curve 1) plays a vital role in ensuring fair competition during track events. Key responsibilities include:

Lane Compliance: Monitor athletes during the first curve to ensure they remain within their assigned lanes, particularly in races that start in lanes but do not finish in them.

Break Line Oversight: Observe the break line area to ensure athletes do not step inside the track cut line when moving from lanes to the inside path, especially in middle-distance races.

300m Hurdle Start Monitoring: Assist in overseeing the start of the 300m hurdles, ensuring athletes commence in their correct positions and adhere to proper race procedures.

Umpires from zone 1 should move to [finish line](#) on medley, 4 x 200, and 4 x 400 relays.

Infraction Reporting: Vigilantly watch for any rule violations, such as impeding or jostling, and promptly report them to the Head Umpire using the agreed-upon signaling method, typically raising a yellow flag.

When the 100m hurdles (girls) and 110m hurdles (boys) events are being run, Assistant Curve Umpires in all zones should move to the straightaway to assist in monitoring for potential infractions in these races. During this time, they should be prepared to assist with other [meet](#) duties as needed before returning to their designated curve positions for later races.

This position demands attentiveness, a thorough understanding of track and field rules, and effective communication with meet officials to uphold the integrity of the competition.

Assistant Curve Umpire – Zone 2

Details

The Assistant Curve Umpire stationed in Zone 2 (Curve 2), where the traditional 200m start or reverse 200m finish occurs, plays a crucial role in ensuring fair and legal competition. Key responsibilities include:

Lane Compliance: Monitor athletes as they navigate the second curve to ensure they remain in their assigned lanes, particularly in sprints and races run entirely in lanes.

200m Start Oversight: Assist in ensuring that athletes are properly positioned and follow correct start procedures for the 200m race.

Relay Exchange Zone Monitoring: Observe baton exchanges in the second relay exchange zone, ensuring all handoffs occur within the legal 20-meter exchange zone.

Reverse 200m Finish Support: If a reverse 200m finish is used, help monitor athletes as they complete the curve and approach the finish line, ensuring they stay within competition rules.

Infraction Reporting: Identify and report any rule violations, such as lane infringements or impeding, to the Head Umpire or Referee using the designated signaling method.

When the 100m hurdles (girls) and 110m hurdles (boys) events are being run, Assistant Curve Umpires in all zones should move to the straightaway to assist in monitoring for potential infractions in these races. During this time, they should be prepared to assist with other [meet](#) duties as needed before returning to their designated curve positions for later races.

This role requires strong attention to detail, knowledge of NFHS track and field

regulations, and effective communication with meet officials to uphold fair competition.

Assistant Curve Umpire – Zone 3

Details

In track and field events, the Assistant Curve Umpire stationed at Zone 3 (Curve 3) plays a crucial role in ensuring fair competition and adherence to rules. According to NFHS guidelines, key responsibilities include:

Lane Compliance: Monitor athletes to ensure they remain within their assigned lanes during the curve. Stepping on or over the inside lane line on a curve is considered a violation.

Observing Infractions: Be vigilant for any actions that impede or obstruct other competitors, such as jostling or illegal passing. Direct contact is not necessary for a violation; any action causing another runner to break stride or lose momentum can lead to disqualification.

Reporting Violations: If an infraction is observed, promptly raise a yellow flag to signal a potential rule violation. Document the incident on an umpire violation report form, noting details such as the athlete's uniform number, lane, and nature of the infraction. Report this information to the Head Umpire or Referee, as umpires do not have the authority to disqualify athletes themselves.

When the 100m hurdles (girls) and 110m hurdles (boys) events are being run, Assistant Curve Umpires in all zones should move to the straightaway to assist in monitoring for potential infractions in these races. During this time, they should be prepared to assist with other meet duties as needed before returning to their designated curve positions for later races.

Umpires from zone 3 should move to zone 2 on medley and 4 x 200 relays.

This position requires attentiveness, a thorough understanding of NFHS track and field rules, and effective communication with meet officials to uphold the integrity of the competition.

Assistant Curve Umpire – Finish Line

Details

The Assistant Curve Umpire – Finish Line plays a key role in ensuring fair competition and smooth race operations. Primary responsibilities include:

Race Oversight: Monitor athletes as they navigate the final turn and approach the finish, ensuring they stay in their assigned lanes and do not impede others. Report any infractions to the Head Curve Umpire.

Athlete Assistance: Help guide athletes after they cross the finish line, ensuring a smooth and organized transition away from the track.

Relay Support: Assist with monitoring relay handoffs and exchange zones as needed, ensuring all exchanges are legal and within the designated zones.

This position requires attentiveness, quick decision-making, and the ability to support race officials in maintaining the integrity of the competition.

Infield Marshal

Details

The Infield Marshal is responsible for maintaining order and ensuring only authorized personnel are present on the infield during the event. This role includes monitoring access points, checking credentials, and directing athletes, coaches, and officials to the appropriate areas. Marshals help maintain a safe and organized competition environment by preventing unnecessary congestion and ensuring compliance with event guidelines. Additionally, they assist in relaying information between officials, athletes, and event staff as needed. This position requires attentiveness, strong communication skills, and the ability to enforce policies professionally.

Hurdle Crew

Details

The Hurdle Crew is responsible for the efficient setup, adjustment, and removal of hurdles throughout the competition to ensure a smooth and timely event. Key duties include setting hurdles at the correct heights and spacing according to NFHS and SDHSAA regulations, adjusting hurdle positions between races, and ensuring that all lanes are properly aligned before each heat.

Additionally, the crew is responsible for quickly clearing fallen hurdles to minimize delays, maintaining a safe and organized competition area, and assisting event officials as needed. This role requires efficiency, attention to detail, and strong teamwork to keep the event running on schedule and ensure a fair and professional competition environment.

Blocks

Details

The Blocks Volunteer is responsible for the setup, adjustment, and removal of starting blocks for sprint, hurdle, and other races as needed, ensuring a smooth and efficient competition. Key duties include placing starting blocks in the correct lanes, assisting athletes in adjusting their blocks to their preference, and removing blocks quickly after each race to maintain the event schedule.

Additionally, the volunteer ensures that blocks are properly secured to prevent slipping, maintains a clear and safe starting area, and works closely with officials to ensure all athletes are ready for competition. This role may require lifting and bending when positioning and adjusting blocks. It requires efficiency, attentiveness, and quick response times to assist athletes and officials in keeping the meet running smoothly.

Contestant and Volunteer Water

Details

The Contestant & Volunteer Water Distribution Volunteer is responsible for ensuring that athletes, officials, and event volunteers stay hydrated throughout the competition. Key duties include setting up and maintaining water stations at designated areas, distributing water bottles or cups to contestants and volunteers, and restocking supplies as needed.

Additionally, volunteers will help keep the water stations clean and organized, dispose of empty bottles and cups properly, and ensure that hydration areas are easily accessible. This role requires attentiveness, efficiency, and the ability to manage a steady flow of people while keeping stations stocked and ready throughout the event. Volunteers should be prepared for standing, lifting water supplies, and working in various weather conditions.

Elevator Supervisor

Details

The Elevator Supervisor Volunteer is responsible for managing access to the single designated elevator, ensuring safe and efficient transportation for authorized personnel, VIP guests, meet officials, and event staff. Coaches and athletes are not permitted to use the elevator, and the volunteer is responsible for enforcing this policy professionally and courteously.

Key duties include verifying credentials for access, prioritizing movement based on event needs, and assisting individuals with disabilities by ensuring they reach the plaza level for handicap seating safely. Additionally, the volunteer must ensure there are no team camps on the plaza level, helping to maintain a clear and organized space for spectators.

In the event of a medical emergency, the Elevator Supervisor is responsible for distributing the AED (Automated External Defibrillator) as needed. This role requires strong communication skills, attentiveness, and the ability to enforce access policies while assisting individuals as needed. Volunteers should be

prepared for extended periods of standing and managing elevator operations efficiently.

Radio Checkout

Details

The Radio Checkout Volunteer is responsible for distributing, tracking, and collecting radios, event badges, and keys used by meet officials, volunteers, and event staff to ensure seamless operations throughout the competition.

Key duties include checking out radios, event badges, and keys to authorized personnel, recording who receives each item, and providing basic instructions on radio use, channel assignments, and event access policies. The volunteer will also monitor radio battery levels, swap out or charge radios as needed, and ensure all checked-out items are properly returned and accounted for at the end of the event.

This role requires strong organizational skills, attention to detail, and clear communication to help maintain security, access control, and efficient event coordination.

Meal Distribution

Details

The Lunch Room/Deliver Worker Meals Volunteer is responsible for ensuring that event staff, officials, and volunteers receive their designated meals efficiently and on time. Key duties include organizing and distributing meals in the designated lunch area, delivering meals to workers stationed at event sites, and ensuring that all individuals receive a meal.

Additionally, this role includes keeping the lunch area clean and organized, tracking meal distribution to ensure all staff are served, and assisting with any special meal requests. Volunteers should be prepared for walking and carrying meals to various locations, have strong organizational and

communication skills, and be able to work efficiently in a fast-paced environment.

Pole Vault Weigh-In

Details

The Pole Vault Weigh-In Volunteer is responsible for verifying that athletes meet NFHS and SDHSAA weight requirements for their assigned poles to ensure safety and fair competition. Key duties include checking athlete weights, matching them with the appropriate pole rating, and ensuring all poles are properly marked and legal for use in competition.

Additionally, the volunteer will record and confirm weigh-in results, assist in tagging or marking approved poles, and communicate with athletes and coaches regarding any disqualifications or necessary adjustments. This role requires attention to detail, accuracy in record-keeping, and strong communication skills to help maintain a safe and fair pole vault competition.

Event Support Floater (Rover)

Details

The Event Support Floater is responsible for rotating between event areas to provide bathroom breaks for event volunteers, fill in for volunteers who do not show up, and assist with events that require additional support. This role ensures that all competition areas remain adequately staffed while keeping event operations running smoothly.

Key duties include checking in with event officials and volunteers, temporarily covering roles such as field event assistance, clerking, or admissions, and helping with general event support when not providing direct coverage. This position requires flexibility, strong communication skills, and the ability to quickly learn and assist in different roles as needed. Volunteers should be prepared for walking between event areas, standing for extended periods, and stepping into various roles to ensure the success of the event.

Warm-Up Area Supervisor

Details

The Warm-Up Area Supervisor is responsible for monitoring and managing the designated athlete warm-up area, ensuring a safe and organized environment. This role includes enforcing access restrictions, allowing only athletes and approved personnel, and ensuring that warm-ups are conducted safely and efficiently.

Additionally, the supervisor coordinates with event officials to notify athletes when it is time to report for their events, helps maintain order in the area, and ensures that no unauthorized team camps or gatherings occur. This position requires strong communication skills, attentiveness, and the ability to enforce policies professionally to keep the competition running smoothly.

Security (Media/Event Staff Parking)

Details

The Security – Media/Event Staff Parking volunteer is responsible for monitoring and managing access to designated parking areas reserved for credentialed media members and event staff. This role ensures that only those with proper credentials or parking passes are allowed entry, helping to maintain a secure and orderly environment.

Key duties include checking credentials or permits, guiding vehicles to appropriate spots, and keeping the area clear for emergency or operational needs. This position requires strong communication skills, attentiveness, and a professional demeanor, as volunteers may be the first point of contact for arriving staff and media.

Security (Event Personnel/Team Entrance)

Details

The Security – Event Personnel/Team Entrance volunteer is responsible for monitoring and managing access at the designated entrance for teams, coaches, officials, and event staff. This role is critical to maintaining a secure and orderly environment, ensuring that only those with proper credentials or identification are allowed entry.

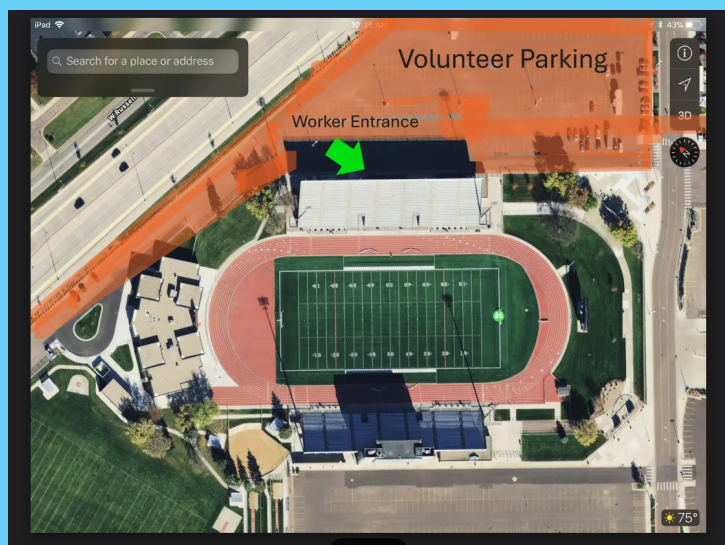
Key responsibilities include checking team and staff credentials, directing individuals to the appropriate check-in or staging areas, and ensuring the entrance remains organized and free of congestion. This position requires strong communication skills, attention to detail, and a professional, welcoming demeanor, as volunteers are often the first point of contact for many arriving participants.

VIP Parking (Lot E)

Details

The VIP Parking is responsible for monitoring access and ensuring security in the VIP parking area and back entrance of the fieldhouse. This role ensures that only authorized personnel—such as VIP guests, meet officials, and approved staff—are allowed entry to restricted areas.

Key duties include verifying credentials or parking passes, directing vehicles to designated VIP spaces, and maintaining a secure and organized environment at the back of the fieldhouse, which often serves as an operational zone. Volunteers in this role are expected to be professional, attentive, and courteous, serving as a first point of contact for some of the meet's most important guests while helping maintain overall safety and flow.



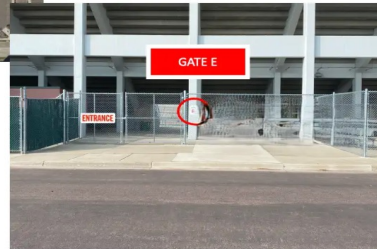
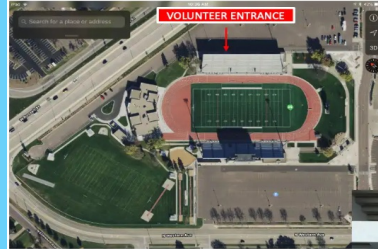
VOLUNTEER WORKER PARKING



This pass allows holder access to reserved parking the Lot North of the Fieldhouse. Overflow parking in Lot E. All Volunteers Must Enter Gate E - East Side of Parking Lot.

**PARKING PERMIT MUST BE DISPLAYED
IN YOUR FRONT WINDSHIELD.**

VOLUNTEER ENTRANCE



Worker Rentention

Retention & Creating Culture

- * Build Pride in being part of a championship event
- * Offer small leadership roles (Leads in specific areas)
- * Recognize years of service
- * Build Relationships

Follow-up

- * Post-event thank-you message
- * Post-event review/ideas from volunteers and other on ways to improve
- * Highlight great volunteers (personally, social media)
- * Stay in contact throughout the year – not just during crunch time.

Build Volunteer Ladder

- * Start with small asks, then grow their reasonability year to year

Questions



The future of our state events depends on what we do now.
Volunteers aren't just helpers — they're the heart of our
championships. Together with a clear plan, open
communication, and a renewed focus on relationships. Our
student-athletes deserve our very best — and it starts with us.

Thank You
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