

# Shoe Tag Instructions for Coaches

**Coaches: You are responsible for returning all of your assigned shoe tags in numerical order before you leave the meet. There will not be any sort of athlete corral to collect the shoe tags.**

1. Inspect your team packet to ensure you received all your bibs and shoe tags
  - a. Immediately notify meet management if you are missing any shoe tags
  - b. Very important – this must be done before leaving the packet pickup area
  - c. You will be responsible for any missing shoe tags after you leave the packet pickup area
2. Distribute your shoe tags to all competing athletes
  - a. All athletes must wear their assigned shoe tag, as assigned on your team roster
  - b. Athletes that are not registered should not use someone else's shoe tag
  - c. Failure to properly distribute the bibs & shoe tags will result in inaccurate results
3. Athletes must properly secure their shoe tag as shown in the provided instructions
  - a. Do NOT put the shoe tag in socks, in your pocket, etc.
4. Shoe Tag Collection & Return
  - a. Each school is responsible for the collection & return of all their shoe tags
  - b. Tags must be returned in Numerical Order and kept together with one of the twist ties provided
  - c. Use your team roster to ensure none of your shoe tags are missing
  - d. We suggest you use your team managers / assistant coaches to collect the shoe tags from your athletes after they cross the finish line – there will not be a collection corral used
  - e. **Have a COACH return all of your shoe tags to EVENT MANAGEMENT at the same location you picked up your team packet – please refrain from sending an athlete to return shoe tags**
  - f. Event Management will check your shoe tags with you for accuracy