

Shoe Tag and Bib Instructions

You will be billed **\$10** for **each** shoe tag not returned today

Pay only \$5 for missing shoe tags, if you pay for them before you leave the meet

1. Inspect your team packet to ensure you received all your bibs and shoe tags
 - *Immediately notify meet management if you are missing any bibs or shoe Tags*
 - *Very important – this must be done before leaving the packet pickup area*
 - *You will be responsible for any missing shoe tags after you leave the packet pickup area*
2. Distribute your Bibs and Shoe Tags to all *competing* athletes
 - *All athletes must wear their assigned bib & shoe tag, as assigned on your team roster*
 - *Athletes that are not registered should not use someone else's shoe tag*
 - *Failure to properly distribute the bibs & shoe tags will result in inaccurate results*
3. Athletes must properly secure their shoe tag as shown below
 - *Do NOT put the shoe tag in socks, in your pocket, etc*
 - *Be sure to Double Knot tie shoes*



**You are responsible for returning all of your shoe tags
in numerical order before you leave the meet**

4. Shoe tag Collection & Return
 - *Each school is responsible for the collection & return of all their shoe tags*
 - *Tags must be returned in Numerical Order on the zip ties, the same as you received them*
 - **KEEP THE ZIP TIES UNLOCKED – DO NOT CLOSE THE ZIP TIES**
 - *Use your team roster to ensure none of your shoe tags are missing*
 - *We suggest you use your team managers / assistant coaches to collect the shoe tags from your athletes after they cross the finishline – there will no longer be any collection corral used*
 - *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*
 - *Event Management will check your shoe tags with you for accuracy*



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