



# **2009 DIVISION II MEN'S & WOMEN'S OUTDOOR TRACK AND FIELD CHAMPIONSHIPS HANDBOOK**

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# Introduction

During the 2008-09 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site ([www.ncaa.org](http://www.ncaa.org)).

**How to Use This Publication.** The handbook is divided into three sections: (1) General Administration; (2) Determination of Participants; and (3) Instructions to Participants. Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Division II Manual, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Division II Manual.



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION  
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317/917-6222

[www.ncaa.org](http://www.ncaa.org)  
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# Men's and Women's Outdoor Track and Field Championships Information

## Important Dates

*Thursday, February 19*—First date a qualifying mark may be made.

*Sunday, May 10*—Last date a qualifying mark may be made. Proof-of-Performance submission deadline, before 11 p.m. (Eastern time)/ 8 p.m. (Pacific time). Absolutely no proof-of-performance forms will be accepted after the deadline.

*Wednesday, May 6-Monday, May 11*—Declarations will be accepted between Wednesday, May 6 (9 a.m. [Eastern time]/6 a.m. [Pacific time]) and Monday, May 11 (3 p.m. [Eastern time]/noon [Pacific time]) using the declaration instructions at [www.flashresults.com/flashwest/](http://www.flashresults.com/flashwest/). Note: In the event of technical difficulties, typed declarations and preferences may be faxed to Don Chadez at 714/970-1416 before 3 p.m. (Eastern time)/noon (Pacific time).

*Monday, May 11*—Minimum Contests and Participant Verification form due by 3 p.m. (Eastern time)/ noon (Pacific time).

*Monday, May 11*—Declarations close (3 p.m. [Eastern time]/noon [Pacific time]). Final declarations will be posted at [www.flashresults.com/flashwest/](http://www.flashresults.com/flashwest/) by 5 p.m. (Eastern time)/2 p.m. (Pacific time). Coaches are strongly encouraged to view the posted list to verify that the declarations are accurate. Challenge period ends at 8 p.m. (Eastern time)/5 p.m. (Pacific time).

*Tuesday, May 12*—Championships fields will be posted at [www.flashresults.com/flashwest/](http://www.flashresults.com/flashwest/) by noon (Eastern time)/9 a.m. (Pacific time).

*Friday, May 15*—Heat and flight information will be posted by this date at [www.flashresults.com/flashwest/](http://www.flashresults.com/flashwest/).

*Wednesday, May 20*—Mandatory packet-pickup and mandatory coaches' technical meeting at championships host site. Times will be announced.

*Date formula for determining championships date*—Last full weekend in May prior to Memorial Day (Thursday-Saturday). Next available date to host is 2010.

## General Administration

### Dates and Sites

[Reference: Bylaw 31.1.3 in the NCAA Division II Manual.]

*May 21-23, 2009*—Multipurpose Sports Complex, San Angelo, Texas; hosted by Angelo State University, Texas.

### Future Sites

*May 27-29, 2010*—TBD.

### Sports Committees

[Reference: Administration and Management in the Division II General Championship Information Handbook and Bylaws 31.1.1 and 31.1.2 in the NCAA Division II Manual.]

The Division I, Division II and Division III Men's and Women's Outdoor Track and Field Championships are under the control, direction and supervision of the NCAA Men's and Women's Track and Field Committee. Sylvia Barnier, Minnesota State University Moorhead, chairs the committee and Bob Podkaminer serves as secretary-rules editor. Divisional subcommittees supervise their respective championships.

### Division II Men's and Women's Track and Field Subcommittee

#### Representing women's track and field:

Danielle Barney, Lock Haven University of Pennsylvania  
Sylvia Barnier, Minnesota State University Moorhead, chair  
Adam Siepiola, Adelphi University  
Kirk Pedersen, University of Central Missouri

#### Representing men's track and field:

Lou Andreadis, Grand Valley State University  
Mike Mead, Clayton State University  
Dianne Watkins, Morehouse College  
Kim Duyst, California State University, Stanislaus

For additional information about the 2009 NCAA Men's and Women's Outdoor Track and Field Championships, contact:

Maisha Palmer  
Assistant Director of Championships  
NCAA  
P.O. Box 6222  
Indianapolis, Indiana  
46206-6222  
Phone: 317/917-6222  
Fax: 317/917-6235  
e-mail: [mpalmer@ncaa.org](mailto:mpalmer@ncaa.org)

Sylvia Barnier  
Associate Athletics Director  
Minnesota State University Moorhead  
1104 7th Avenue South  
Moorhead, Minnesota 56563  
Phone: 218/477-2401  
Fax: 218/477-5825  
e-mail: [barniers@mnstate.edu](mailto:barniers@mnstate.edu)

## Jury of Appeals

The divisional subcommittee also serves as the games committee and the Jury of Appeals for the Division II Men's and Women's Outdoor Track and Field Championships.

## Annual Forms

**Proof-of-Performance (POP) Submission.** A POP must be submitted to verify the performance of a student-athlete who meets a qualifying standard for a particular event. The POP must be submitted not later than five days after the performance. The POP must be submitted to [www.flashresults.com/flashwest](http://www.flashresults.com/flashwest). The last day to submit a POP is Sunday, May 10, 2009, before 11 p.m. (Eastern time)/8 p.m. (Pacific time). A fine of \$50 per form up to a maximum of \$300 per team (men's and women's counted as separate teams/programs) will be assessed for any POP forms incorrectly submitted after the initial one-hour grace period or after the initial five-day deadline. This includes the input of the participant's name. Absolutely no POP forms will be accepted after Sunday, May 10, 2009, at 11 p.m. (Eastern time)/8 p.m. (Pacific time). To obtain your institution's passcode, or for other questions regarding the POP submission process, please contact Don Chadez, Flash Results-West at [dchadez@aol.com](mailto:dchadez@aol.com), or, Maisha Palmer, NCAA championship manager, at 317/917-6222 or [mpalmer@ncaa.org](mailto:mpalmer@ncaa.org).

*[Reference: Entry and Declaration in this handbook.]*

**Minimum Contest and Participant Verification Form.** This form will be used to verify that your institution has met the minimum contest and participant requirements to qualify for the 2009 NCAA Division II Men's and Women's Outdoor Track and Field Championships. Member institutions or individuals who intend to compete in the championships are required to submit this form by 3 p.m. (Eastern time) Monday, May 11, 2009, to the subcommittee member that represents the institution's region. Member institutions or individuals who do not submit the form by the deadline will be assessed a fine of \$50 per individual up to a maximum of \$300 per team and will not be eligible to participate in the championships.

*[Reference: Qualification Procedures in this handbook.]*

**Expense Reimbursement Form.** Expense reimbursement forms with instructions are available on the NCAA Web site in the championships administration section (<http://www.ncaa.org/wps/ncaa?ContentID=36359>).

*[Reference: Per Diem and Transportation in the Division II General Championship Information Handbook and Bylaw 31.4.6 in the NCAA Division II Manual.]*

**Financial Report Form.** A financial report, which is combined with the proposed budget form, from the championships site must be submitted to the NCAA national office not later than 60 days after the competition. The financial report form is available on the NCAA Web site ([http://web1.ncaa.org/champs\\_bid/](http://web1.ncaa.org/champs_bid/)).

*[Reference: Bylaw 31.4 in the NCAA Division II Manual.]*

**Proposed Budget Form.** Institutions interested in hosting future NCAA men's and women's outdoor track and field championships should review the online bid submission process on the NCAA Web site. The NCAA Division II Men's and Women's

Track and Field Committee is now soliciting bids for future outdoor track and field championships.

*[Reference: Budgets and Site Selection in the Division II General Championship Information Handbook.]*

**Future Championships.** Bids for the men's and women's outdoor track and field championships in future years should be received no later than two years prior to the championships. Bids must include a proposed budget and other supporting materials. If interested, contact the Division II track and field championships manager (317/917-6222), at the national office.

**Online Bid and Financial Report Submission Process.** The proposed budget and financial report form may be accessed on the NCAA Web site at [http://web1.ncaa.org/champs\\_bid/](http://web1.ncaa.org/champs_bid/). Please note that the online form is password protected. Your institution's athletics director should have the necessary membership database username and password on file. Written instructions on how to complete the automated forms are located at the site referenced above and on each sport specific Web site in the Documents and Forms section. If you have any questions regarding this process, please contact the NCAA championship manager.

# Determination of Participants

## Qualification Procedures

**Qualifying Period.** Qualifying standards for the NCAA Division II Men's and Women's Outdoor Track and Field Championships must be met during the current season in outdoor competition from February 20 through May 6, 2009. Qualifying performances must be made during a regularly scheduled outdoor track and field meet.

**Minimum Contest and Participant Requirements.** Member institutions who qualify a team or individual must complete and submit the minimum contest and participant verification form by 3 p.m. (Eastern time) Monday, May 11, 2009, to the subcommittee member that represents the institution's region. Member institutions or individuals who do not submit the form by the deadline will be assessed a fine of \$50 per individual up to a maximum of \$300 per team and will not be eligible to participate in the championships. A minimum of four contests and 14 participants must be met in order to qualify for the national championships. Refer to NCAA Bylaw 20.10.3.5 and 18.4.2.1-(e) for criteria in meeting the minimum contest and participant requirements. Qualifying performances must be made during a regularly scheduled outdoor track and field meet.

Marks will not be acceptable if they are set in meets or events:

1. Where fewer than two four or two-year institutions with a minimum of 14 student-athletes per gender per institution compete or fewer than five four or two-year institutions participate (Note: Waiver requests for meets failing to meet this criterion based on extreme weather conditions that prevent travel, or other extraordinary circumstances, must be signed by the host institution's director of athletics and the meet director, and submitted to Maisha Palmer at the NCAA national office within five days after the competition);
2. That are conducted indoors (except when inclement weather creates a safety concern in the high jump or pole vault and those events are contested indoors by a decision of the games committee);
3. Where fewer than 10 collegiate or open events per gender are contested;
4. Where men and women compete together in a running event (except the 10,000-meter run);
5. Where contestants or spectators are asked to officiate;
6. Held on other than certified and regularly used facilities;
7. Where official results are not kept and available for inspection (i.e., retain photos, hand times, field-event results and wind reading charts through July 1, 2009);
8. Involving only combined-events competition where fewer than six contestants start or all participants are from the same team;
9. Where a combined-events contestant who obtains a qualifying mark abandons the combined-events competition, unless the competitor is medically excused from further competition by a medical doctor/certified trainer assigned by meet management (see Rule 9-2-8);
10. Where implements are not measured and weighed before the start of competition;
11. Where intermediate times are taken from a longer race (e.g., 1,500 meters during the mile run);

12. Where wind readings exceed 4.0 meters per second in the 100- and 200-meter dashes, 100- and 110-meter hurdles, and the long and triple jumps; and where wind readings are not recorded in the official results;
13. Held on outdoor tracks that are longer than 400 meters;
14. Where a lapped runner aids the lead runner in a race (see rule 5, section 5 of the 2008 NCAA Track and Field/Cross Country Rules);
15. Scheduled contests that are cancelled may not be counted;
16. Each distinct institution-versus-institution meeting (double-duals) scored must be listed on a separate line on the form. No more than two of these double-duals can be used to meet the minimum contest requirements;
17. A meet with no team scoring shall count as one contest;
18. If the number of athletes participating at one or more sites, on behalf of the institution, on the same day equals or exceeds the minimum required number of participants (10 for indoor, 14 for outdoor), the institution may use the competition as a contest in meeting the minimum contest requirements; and
19. Where the meet director/host institution is responsible for correctly reporting results in metric.
20. Any meets added the last week of qualify must be submitted to the chair or liaison for approval.

All qualifying marks must be made during outdoor competition using an outdoor facility, unless the high jump or pole vault are moved indoors for safety reasons by a decision of a competition's games committee. Qualifying standards must be competed in meters, with the exception of the 440- and 1,600-meter relays, and the mile run.

**Relay Events Qualifying.** On the date the relay mark is achieved, the student-athletes who are members of the qualifying relay team must be eligible for NCAA championships competition.

**Rules.** All collegiate meets shall be run in accordance with the NCAA false-start rule; however, student-athletes may qualify for the outdoor championships in meets conducted under International Association of Athletics Federations (IAAF) rules.

**Measurements.** Qualifying events must be contested in meters, with the exception of the 440- and Mile relays, and the Mile run. Field-event marks must be measured, recorded and submitted metrically. Marks must be submitted as they are officially recorded metrically.

**Erroneous Times.** Student-athletes whose performances are submitted erroneously, or with incorrectly listed fully automatic times (FAT) or manual times (MT), or with inappropriate wind readings will not be allowed to compete. Further, no reimbursement for travel or per diem will be provided by the NCAA; and the institution's director of athletics will be made aware of the infractions by a letter from the chair of the Division II subcommittee.

**Qualifying Standards.** The qualifying standards listed in the appendix have been established for the 2009 NCAA Division II Men's and Women's Outdoor Track and Field Championships. No conversions of times will be allowed (a mark officially recorded metrically must be submitted metrically). Altitude adjustments have been established for qualifying standards at elevations above 3,000 feet for all races of 800 meters or longer. Altitude adjustments are available on the NCAA Web site.

## Events/Number of Participants

[Note: For order of events, see the appendix.]

The Division II Championships Committee has approved a qualifying procedure that allows a maximum of 310 men and 310 women to participate. All eligible student-athletes who meet an automatic standard will be entered in the championships. Eligible student-athletes meeting a provisional standard will be placed on a descending-order list to fill the field for each event. Only student-athletes declared during the designated declaration periods will be considered when filling fields. The Division II Men's and Women's Track and Field Committee will select student-athletes from the descending-order declared performance lists until the maximum number of allowable participants has been met.

The following events have been approved with a desired minimum of 16 participants in each individual event, 12 in the combined events and 10 teams in each relay. Nine competitors will advance to the finals in the throwing events, horizontal jumps and, whenever possible, in all running events of 400 meters and shorter. Flight order will be drawn randomly.

The number of competitors advancing to the finals in the 100-, 200- and 400-meter dashes, the 100-, 110- and 400-meter hurdles, and the 400- and 1,600-meter relays, will be limited to the number of lanes on the championships host track.

### Men's Events

100-Meter Dash  
200-Meter Dash  
400-Meter Dash  
800-Meter Run  
1,500-Meter Run  
3,000-Meter Steeplechase  
5,000-Meter Run  
10,000-Meter Run  
110-Meter Hurdles  
400-Meter Hurdles  
400-Meter Relay  
1,600-Meter Relay  
High Jump  
Pole Vault  
Long Jump  
Triple Jump  
Shot Put  
Discus  
Javelin  
Hammer  
Decathlon

### Women's Events

100-Meter Dash  
200-Meter Dash  
400-Meter Dash  
800-Meter Run  
1,500-Meter Run  
3,000-Meter Steeplechase  
5,000-Meter Run  
10,000-Meter Run  
100-Meter Hurdles  
400-Meter Hurdles  
400-Meter Relay  
1,600-Meter Relay  
High Jump  
Pole Vault  
Long Jump  
Triple Jump  
Shot Put  
Discus  
Javelin  
Hammer  
Heptathlon

**Selection Process.** The national committee will select student-athletes from the descending-order declared student-athlete list to fill the fields to their desired minimums. It is possible that an event may not reach the desired minimum if ties in performance cause the field to exceed the desired minimum. The national committee

may add the next student-athlete on the descending-order list to the field of an event if that student-athlete has already been accepted into the meet in another event. The national committee will accept the remaining student-athletes to reach the allowed maximum number of participants, giving consideration to such factors as strength of field, number of participants competing in more than one event and comparison to fields in previous years.

## Entry and Declarations

[Reference: Annual Forms in this handbook.]

A student-athlete whose institution does not comply with the following provisions will not be allowed to compete in the championships.

**Proof-of-Performance (POP) Submission.** All performances accepted for consideration of the championships must be verified by a properly completed POP. The POP must be submitted within five days of the performance.

All forms must be submitted between February 20 and May 10 at 11 p.m. (Eastern time)/8 p.m. (Pacific time), via the Internet to [www.flashresults.com/flashwest](http://www.flashresults.com/flashwest). No proof-of-performance forms will be accepted after this time.

A fine of \$50 per form up to a maximum of \$300 per team (men's and women's counted as separate teams/programs) will be assessed for an incomplete or improperly completed form. This includes the input of the participants' names.

**Late/Incorrect Proof-of-Performance (POP) Submission.** POPs will be fined \$50 per form up to a maximum of \$300 per team if received under any of the following circumstances:

1. Late entries.
2. Does not meet standard.
  - a. Incorrect mark submitted.
  - b. Did not use the altitude conversion.

Please e-mail Don Chadez if you have discovered an error in your entry (i.e. misspellings, indicating the wrong gender or incorrect year).

POPs will not be accepted after the Sunday, May 10 (11 p.m. [Eastern time]/8 p.m. [Pacific time]) deadline. There will be no exceptions.

**Performance Lists.** Performance lists can be obtained 24 hours a day, seven days a week by accessing [www.ncaasports.com](http://www.ncaasports.com) or [www.flashresults.com/flashwest/](http://www.flashresults.com/flashwest/). If you have any questions, contact Don Chadez at [dchadez@aol.com](mailto:dchadez@aol.com). Marks submitted on incomplete or improperly completed POP submissions will not be included on the performance lists.

**Final Declaration.** Member institutions must adhere to the following guidelines when declaring student-athletes:

1. All student-athletes must be declared or scratched at this time. If a student-athlete has qualified provisionally in one or more events, but does not plan to compete in all such events, the coach must clearly state a preference on the declaration.
2. Declaration of automatic and provisional performances is a declaration to participate in the championships. Failure to participate, if selected, may result in a minimum fine of \$300 and a letter sent to the institution's director of athletics.

# Instructions to Participants

3. Final declarations for both men and women must be submitted between Wednesday, May 6 (11 a.m. [Eastern time]/8 a.m. [Pacific time]) and Monday, May 11 (3 p.m. [Eastern time]/noon [Pacific time]), using the declaration instructions at [www.flashresults.com/flashwest/](http://www.flashresults.com/flashwest/). No declarations will be accepted after Monday, May 11 (3 p.m. [Eastern time]/noon [Pacific time]).
4. Relay Declarations.
  - a. Only one qualified relay team per institution, with the names of the individuals who ran the qualifying time and who meet NCAA championships eligibility criteria, can be declared during the designated declaration period.
  - b. Qualified student-athletes who have been declared and are accepted into the championships in another event shall be allowed to run in any relay heat or final.
  - c. The name of the unsubsidized relay alternate shall be declared at packet pick-up. Only one alternate may be declared. This alternate shall be allowed to run in any relay heat or final. The banquet ticket, transportation, credential and per diem expenses for this alternate will not be reimbursed by the NCAA.
  - d. **The NCAA shall reimburse transportation and per diem expenses for a maximum of four members per relay team. Note: The NCAA will not reimburse transportation expenses and per diem for any alternate, whether or not he or she competes.**

**Late Declarations.** Late declarations will not be accepted.

**Challenge Period.** The challenge period will begin with the first performance list and continue through 8 p.m. (Eastern time)/5 p.m. (Pacific time) Monday, May 11. All challenges must be submitted in writing to the Division II subcommittee chair.

## Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in the Division II General Championship Information Handbook and Bylaws 3.2.4, 12, 13, 14, 15, 16, 18.4.2.1-(e) and 20.10 in the NCAA Division II Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. For institutions that have teams or individuals under consideration for selections to the championships, the athletics directors and chancellor or president must complete the eligibility verification form located on the NCAA Web site at [http://web1.ncaa.org/surveys/d2\\_elig\\_verify.html](http://web1.ncaa.org/surveys/d2_elig_verify.html). If the status of a student-athlete changes after the deadline, please contact Maisha Palmer. Institutions that fail to provide this information may be withheld from championships selection.

## Adjusted Place Standings

*[Reference: Bylaw 31.2.2.4-(a) in the NCAA Division II Manual.]*

If a student-athlete is found to be ineligible, that individual's performance shall be stricken from the championships record, the points the student-athlete has contributed to the team's total shall be deleted, the team standings shall be adjusted accordingly and any awards involved shall be returned to the Association. Further, the placement of other competitors shall be altered and awards presented accordingly.

## Appeals and Protests

An appeal of a referee's decision must be made on an additional protest form and must be accompanied by an appeal fee of \$50. This fee is refundable only if the appeal is upheld. Refer to the protest section of this handbook for further information.

## Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at <http://www.ncaa.org/wps/ncaa?ContentID=113>.

## Awards

*[Reference: Awards in the Division II General Championship Information Handbook and Bylaw 31.1.10 in the NCAA Division II Manual.]*

Official NCAA awards will be presented to the top eight finishers in each event, and the first-, second-, third- and fourth-place teams, at the championships. Participant medallions will be presented to all student-athletes competing or in uniform at the championships that do not receive an NCAA award. The participant medallions will be sent to the institution's director of athletics after the competition.

## Credentials

Credentials will be distributed as follows:

No. of Student-Athletes	No. of Credentials
1-4	1
5 or more	2

Each institution will be issued one additional credential if an athletic trainer or team physician is accompanying the team. The medical credential will be issued by the host institution's sports medicine staff. Additional credentials for institutional personnel and relay alternates may be purchased at the general admission price.

## Drug Testing

*[Reference: Drug Testing in the Division II General Championship Information Handbook and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division II Manual.]*

Student-athletes who compete in the championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3 and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

## Equipment

UCS is the official equipment supplier. No other equipment will be allowed.

## Lodging

The host institution shall suggest lodging available for the competing teams and advise participants of the arrangements in premeet informational materials. Room blocks are for members of the official travel party of each participating institution only.

## Mandatory Meeting

*[Reference: Misconduct in the Division II General Championship Information Handbook and Bylaws 31.02.3 and 31.1.8 in the NCAA Division II Manual.]*

A mandatory meeting of the coaches and administrative representatives of the competing teams, officials and the Division II Men's and Women's Track and Field Committee, shall be held the day before the start of competition, to review rules and any other matters that may be necessary. The host institution will advise the coaches as to the time and place of this meeting. The meeting also will include information on the provisions of Bylaw 31.1.8.3, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championships for reasons of misconduct. It is mandatory that all head coaches participate in this meeting. Late arrival to the meeting or failure to attend this meeting will result in a \$100 fine for the institution.

**Late Packet Pick-Up.** Late packet pick-ups will result in a \$100 fine.

## Media Arrangements

**Media Credentials.** Requests for working media credentials should be directed to the host media coordinator .

The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championships or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championships site.

**Microphones.** The placement of microphones on a team coach or in team huddles is prohibited.

**Postcompetition Interviews.** Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a team or individual concludes competition), an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of any regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championships and must report to the interview area immediately after the 10-minute cooling-off period. The coach cannot delay a postcompetition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championships.

## News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at <http://www.ncaa.org/wps/ncaa?ContentID=113>.

## Officials

**Selection of Key Officials.** The key officials listed below shall be appointed by the Division II track and field subcommittee. The host may make recommendations to the subcommittee, but should not come to agreements with any officials without the approval of the subcommittee. The key officials shall include three referees, two announcers, one head marshal and one head starter. The host should submit recommendations for two recall starters to the track and field subcommittee.

**Fees.** Each of the key officials will receive \$100 per day of competition. All officials fees are to be paid by the host institution and later reimbursed by the NCAA.

**Travel.** Each of the key officials listed above will receive travel expenses paid according to the actual mode of transportation, not to exceed jet coach air or 51 cents per mile, but not including terminal or other local transportation. Flight arrangements should be made through the NCAA travel service, Short's Travel Management, 866/655-9215.

**Lodging.** The hotel expenses (excluding incidentals) for the key officials required to stay overnight at the championships site shall be paid by the host institution and later reimbursed by the NCAA.

**Per Diem.** Each of the key officials will receive a \$45 per diem for meals and incidentals for each day of the championships, beginning with the day of arrival and ending with

the day of departure. Officials not required to remain overnight at the site shall also receive a \$45 per diem. Per diem for the key officials is to be paid by the host institution and later reimbursed by the NCAA.

**Remaining Officials.** The host institution should present to the subcommittee a plan for securing 70 officials, a utility official and a course clerk for the championships. The 70 officials and the course clerk will receive a fee of \$40 per day and the utility official will receive a \$75 honorarium. Lodging for three nights at double occupancy will be provided. The above expenses are to be paid by the host institution and later reimbursed by the NCAA.

## Practice

Information regarding practice times will be contained in the premeet materials provided by the host institution.

## Programs

*[Reference: Advertising in the Division II General Championship Information Handbook.]*

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championships host should not include expenses or revenues for programs in the championships budget and/or financial report. All program contents are subject to NCAA approval.

### Advertising

Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

### Editorial

If you are interested in the specific content of the program you will receive, please contact Marianne Stoess (859/226-4549; marianne.stoess@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG College will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports

information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.

3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Ms. Stoess at IMG College.

## Program Supplements and Update Sheets

Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Marianne Stoess (IMG College, 904 North Broadway, Lexington, Kentucky 40505, ATTN: Marianne Stoess).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets. IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Ms. Stoess.

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

### Program Sales

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Distribution of programs: Programs will be shipped to the host institution at least one

day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.

3. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
4. Collections
  - a. Contracts
    - i. Upon site selections, all contracts are e-mailed to each site representative.
    - ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575).
    - iii. An IMG College representative will track the return of all signed vending contracts to IMG College.
  - b. Settlement Reports
    - i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575).
    - ii. The vendor will have two weeks to submit payment to IMG College.
    - iii. An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments.
    - iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its "No Pay" list sent to the NCAA.
    - v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise.
    - vi. Please include the event number on the check that is sent.

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

## Protest Procedure

*[Reference: Protests and Appeals in the 2009 Men's and Women's Cross Country and Track and Field Rules Book (Rules 4-3-6 and 4-3-7).]*

All protests shall be written on the three-copy NCAA Cross Country/Track and Field Protest Form. One copy shall be posted, and the other copies shall be given to the referee. The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach, and the other copy shall be placed in the subcommittee's files.

A \$50 deposit is required for all protests, which will be returned if the protest is successful in reversing the referee's decision. Protests relating to matters that develop during the conduct of the meet should be made at once and not later than 30 minutes after the posting of the results of the last events of the day. Any such protest may be immediate and oral by a competitor or competitor's coach in order to protect and preserve evidence, but must be submitted in writing by a coach to the protest table within the allotted time.

Protests shall be reviewed by the referee, who shall render a decision after determining and considering evidence. Evidence specifically excluded from determining the outcome of a protest or appeal includes all visual material, except that produced by

official photo-timing and official video designated by the games committee before the meet.

**Appeals.** The decision by a referee may be appealed through the games committee or an appointed jury of appeal, in writing, not later than 30 minutes after the decision of the referee has been announced. Any available evidence at the discretion of this panel, may be considered. If such evidence is not conclusive, the decision of the referee shall be upheld. No further appeal is available. A \$50 deposit is required for all appeals, which will be returned if the appeal is granted. The result of an appeal shall be posted and the affected coaches notified.

## Results on NCAA.com

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's Web site, www.NCAA.com:

For preliminary competition, please specify the division, sport, region, date of competition, round, official results, photos and provide a brief summary.

Host institutions and sponsoring agencies should use the following method to report:

Send all information via electronic mail in the following manner:

1. E-mail the information to: updates@ncaa.com;
2. Specify the division, sport and region in the SUBJECT area;
3. Paste the text (official results, including date of competition, round, etc.) directly into an e-mail or;
4. Send an e-mail as an attachment in a MS Word document or Windows Notepad text document; and
5. Convert photos to JPEG format and attach to an e-mail.

If you are delayed in reporting results by one of these methods, have problems sending the e-mail or if the e-mail is returned, please contact Eric Mirlis (emirlis@cbs.com).

## Rules

*[Reference: Bylaw 31.1.6 in the NCAA Division II Manual.]*

Per NCAA Bylaw 31.1.6, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules or those rules adopted by an outside organization.

The 2009 NCAA Men's and Women's Track and Field/Cross Country Rules Book shall be followed. Reference is made in the rules to certain publications of the International Association of Athletics Federations (IAAF), which provide more comprehensive detail in certain instances. Information on obtaining IAAF publications may be obtained by writing USA Track and Field, 132 East Washington Street, Suite

800, Indianapolis, Indiana 46204, or by accessing its Web site at [www.usatf.org](http://www.usatf.org). The IAAF Web site is [www.iaaf.org](http://www.iaaf.org).

The Men's and Women's Track and Field Committee has determined that a student-athlete applying paint or any other permanent marking other than a material approved by the games committee to any portion of a permanent facility automatically will be disqualified from competition. All markings must be in accordance with NCAA Men's and Women's Track and Field/Cross Country Rules Book.

The host institution will provide starting blocks. No other starting blocks may be used.

## Scoring

The men's and women's championships will use the eight-place scoring system (10-8-6-5-4-3-2-1) in individual and relay events (i.e., first place earns 10 team points, second place earns eight team points, etc.).

## Squad Size

[Reference: *Per Diem and Transportation in the Division II General Championship Information Handbook.*]

Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at <http://www.ncaa.org/wps/ncaa?ContentID=36359>.

Participants selected to participate in the outdoor track and field championships must actually participate to receive travel and per diem. Those declared student-athletes who attend the meet with a pre-existing injury that prohibits the student-athlete from giving an honest effort may be denied travel and per diem, and those who are injured at the championships and cannot continue to participate, must report to the host sports medicine staff for clearance. The unsubsidized relay alternate will not be reimbursed for travel and per diem.

## Television

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at <http://www.ncaa.org/wps/ncaa?ContentID=113>.

## Tickets

[Reference: *Tickets in the Division II General Championship Information Handbook.*]

No complimentary tickets shall be permitted, and all tickets shall be accounted for at face value and shall become a part of gross receipts. Working passes may be provided to bona fide working personnel, including media representatives, and participation passes may be provided to student-athletes competing in the championships, as well as coaches, athletic trainers, managers and other members of a participating institution's official party as defined by the Association. The games committee determines ticket prices for the championships.

## Uniforms

[Reference: *Bylaw 12.5.4 in the NCAA Division II Manual.*]

In all events and award ceremonies, each competitor must wear an official team uniform with components governed by rule 4-3-1 or be subject to disqualification. Wearing any part of the official team competition uniform illegally (e.g., top off or intentionally shortened, shoulder straps lowered) while in the area of competition shall lead to a warning by the nearest official that repeated violation may result in disciplinary action. A report of uncorrected violations shall be made to the referee and offending competitor's coach. Uniforms for all participants must meet the following criteria:

- A uniform consists of two-issued components, shorts or briefs, and a top. A one-piece body suit is acceptable as a combination of the two components. Any outer garment (e.g., sweat pants, tights) that is school-issued becomes the official uniform, when worn.
- The uniform must be of a material and design deemed to not be objectionable or offensive by the athletics department of the issuing institution.
- The uniform top must, by design and size, cover the full length of the torso, meeting or hanging below the waistband of the briefs, while the competitor is standing, and allow for competitors' numbers to be placed above the waist, front and back.
- Uniform tops must be worn so as not to obscure hip numbers.
- Additional visible clothing is an undergarment. It must be worn under the uniform and be of a solid color.
- The use of, or wearing of, artificial noisemakers by competitors is prohibited.

**Relay Uniforms.** As governed by Rule 4-3-2, all relay teams must wear uniforms clearly indicating, through color, logo and combination of all own outer garments, that members are from the same team. Any visible undergarment worn on top or the bottom by team members must be of an identical solid color. Note: Individual or team uniform, logo, number and shoe rules shall be enforced through inspection by the clerk or the head field event official at initial event check-in. Violators shall be warned, given the chance to correct the violation, and reported to the referee. A report of uncorrected violations shall be made to the referee and offending competitor's coach.

**Logos.** An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 ¼ square inches with no dimension more than 2 ¼ inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 ¼ square inches) of an apparel manufacturer or distributor. This restriction shall not include logos that identify the student-athlete's institution or conference. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any premeet or postmeet activities. This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

### **Videotapes, Films and Still Photographs**

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at <http://www.ncaa.org/wps/ncaa?ContentID=113>.

#### Web site

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at <http://www.ncaa.org/wps/ncaa?ContentID=113>.

### **Wireless Communication Devices**

The viewing of videotape or photos, or the use of any wireless communication device, by a competitor during event competition is prohibited.

The use by competitors of video or audio devices, radio transmitters or receivers, mobile phones, computers, or any similar devices in the competition area is prohibited.

# Appendix A

## Men's and Women's Outdoor Qualifying Standards

### MEN (Sea Level)

Event	AUTOMATIC		PROVISIONAL		ALTITUDE ADJUSTMENT 3K-5,999/6K+
	FAT	MT	FAT	MT	
100 Meters	10.45	—	10.65	—	+03/+06
200 Meters	21.08	—	21.48	—	+07/+12
400 Meters	46.80	—	48.00	—	+11/+21
800 Meters#	1:50.00	—	1:53.00	—	
1,500 Meters#	3:47.00	3:46.7	3:53.50	3:53.2	
Mile#	4:05.16	4:04.8	4:12.18	4:11.8	
3,000-Meter Steeplechase#	9:09.00	9:08.7	9:26.00	9:25.7	
5,000 Meters#	14:10.00	14:09.7	14:45.00	14:44.7	
10,000 Meters#	29:45.00	29:44.7	31:00.00	30:59.7	
110-Meter Hurdles	14.15	—	14.65	—	+04/+08
400-Meter Hurdles	51.65	—	53.45	—	+11/+21
400-Meter Relay	40.25	—	41.35	—	+12/+24
440-Yard Relay	40.45	—	41.55	—	+12/+24
1,600-Meter Relay	3:11.00	3:10.7	3:15.00	3:14.7	+44/+84
Mile Relay	3:12.20	3:11.9	3:16.20	3:15.9	+44/+84
	METRIC		METRIC		
High Jump	2.12	—	2.05	—	
Pole Vault	5.05	—	4.80	—	
Long Jump	7.50	—	7.15	—	
Triple Jump	15.30	—	14.45	—	
Shot Put	16.90	—	15.90	—	
Discus	53.00	—	48.80	—	
Javelin	63.50	—	59.00	—	
Hammer	59.00	—	54.00	—	
Decathlon	6,900 points	—	6,400 points	—	

# Altitude adjustment available.

### WOMEN (Sea Level)

Event	AUTOMATIC		PROVISIONAL		ALTITUDE ADJUSTMENT 3K-5,999/6K+
	FAT	MT	FAT	MT	
100 Meters	11.65	—	12.12	—	+03/+07
200 Meters	24.08	—	24.80	—	+07/+14
400 Meters	55.00	—	56.80	—	+11/+21
800 Meters#	2:10.40	—	2:15.00	—	
1,500 Meters#	4:31.00	4:30.7	4:38.00	4:37.7	
Mile#	4:52.70	4:52.4	5:00.25	4:59.9	
3,000-Meter Steeplechase#	10:55.00	10:54.7	11:20.00	11:19.7	
5,000 Meters#	17:05.00	17:04.7	17:35.00	17:34.7	
10,000 Meters#	35:50.00	35:49.7	37:20.00	37:19.7	
100-Meter Hurdles	14.00	—	14.60	—	+04/+08
400-Meter Hurdles	1:00.75	—	1:03.00	—	+11/+21
400-Meter Relay	46.00	—	47.40	—	+12/+28
440-Yard Relay	46.20	—	47.60	—	+12/+28
1,600-Meter Relay	3:45.00	3:44.7	3:51.00	3:50.7	+44/+84
Mile Relay	3:46.20	3:45.9	3:52.20	3:51.9	+44/+84
	METRIC		METRIC		
High Jump	1.75	—	1.68	—	
Pole Vault	3.95	—	3.65	—	
Long Jump	5.90	—	5.62	—	
Triple Jump	12.15	—	11.55	—	
Shot Put	14.70	—	13.25	—	
Discus	47.70	—	43.00	—	
Javelin	45.00	—	41.00	—	
Hammer	54.60	—	49.50	—	
Heptathlon	4,800 points	—	4,400 points	—	

# Altitude adjustment available.