

2014

**INDOOR TRACK & FIELD
CHAMPIONSHIPS**
FEBRUARY 8-9, 2014 | PG COUNTY SPORTS COMPLEX | LANDOVER, MD



**Northeast Conference
Championship Handbook
2013-14**



**Men's and Women's
Indoor Track & Field
February 8-9, 2014**

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Championship Personnel

Northeast Conference Staff

Name	Title	Email	Phone – 732-469-0440
Noreen Morris	Commissioner	nmorris@northeastconference.org	Ext 201
Ron Ratner	Assoc. Commissioner/Ext. Relations	rratner@northeastconference.org	Ext 206
Michelle Boone	Assoc. Commissioner/Sport Services – T&F Contact	mboone@northeastconference.org	Ext 205
Andy Alia	Asst. Commissioner/Marketing	aalia@northeastconfernece.org	Ext 204
Lisa Archbald	Asst. Commissioner/Compliance	larchbald@northeastconference.org	Ext 202
Benjamin Shove	Director of Sport Services	bshove@northeastconfernece.org	Ext 203
Ralph Ventre	Director of Communications & Social Media – T&F	rventre@northeastconfernece.org	Ext 207
Kyle Turner	Director of New Media and Communications	kturner@northeastconfernece.org	Ext 210
Teneshia Ruff	Director of Events and Operations	truff@northeastconference.org	Ext 209
Erin Bean	Media Relations Intern	ebean@northeastconference.org	Ext 208

Facility

Prince George's Sports & Learning Complex
8001 Sheriff Road
Landover, MD 20785
301-583-2400

Bryan Anthony, Manager, Department of Events Services, Office: 301-583-2640
Cynthia White, Assistant Manager, Office: 301-583-2434

NEC Track & Field Sport Committee

John Krimmel, Asst AD – Saint Francis U
Lily Otu, SWA – Mount St. Mary's
Sharlene Milwood-Lee, Head Coach – Fairleigh Dickinson

Timing

C.F.P.I. Timing & Data, Inc. www.cfpitiming.com
Cleon Fowler, President

Indoor Track & Field Championships – Quick Reference

Date: February 8-9, 2014
Location: Prince George Sport & Learning Complex, 8001 Sherriff Rd, Landover, MD
Start times: Saturday – Field 9:30 a.m., Track 12:00 p.m./Sunday- Field 9:30 a.m., Track 1:00 p.m.

2014 Indoor Track and Field Schedule of Events

Saturday Track

1:00 pm T Mile
1:40 pm S 60-meter hurdles
2:10 pm T 400 meters
2:50 pm T 500 meters
3:30 pm S 60-meter dash
4:00 pm T 800 meters
4:40 pm T 200 meters
5:20 pm F 3000 meters

Saturday Field

9:30 am T/F Women Wt. Throw
11:30 am F Women High Jump
12:00 pm F Men Pole Vault
1:00 pm T/F Men Shot Put
2:00 pm T/F Men Long Jump
2:00 pm T/F Women Long Jump

Sunday Track

12:20 pm F Mile
12:40 pm F 60-meter hurdles
1:00 pm F 400 meters
1:20 pm F 500 meters
1:40 pm F 60-meter dash
2:00 pm F 800 meters
2:20 pm F 200 meters
2:40 pm F 5000 meters
3:30 pm F Distance Medley Relay
4:00 pm F 4x400 Relay
4:20 pm Closing awards ceremony

Sunday Field

9:30 am T/F Men Wt. Throw
11:00 am F Men High Jump
12:00 pm F Women Pole Vault
1:00 pm T/F Women Shot Put
1:30 pm T/F Women Triple Jump
1:30 pm T/F Men Triple Jump

2014 Championship Important Deadlines

Monday, Jan. 20 – 12:00 pm Rosters due on DirectAthletics website and email to NEC Rep.
Tuesday, Jan. 21– 12:00 pm Credentials Request List to NEC http://northeastconference.org/sb_output.aspx?form=68
Tuesday, Jan. 21 – 12:00 pm Hotel Contact Form to NEC http://northeastconference.org/sb_output.aspx?form=66
Tuesday, Feb. 4 – 10:00 am Performance List updated on Direct Athletics
Wed., Feb. 5 – 9:00 pm Declared Entries due on DirectAthletics website and emailed to NEC Rep.
Thursday, Feb. 6 – 6:00 pm Meet Scratches MUST be emailed or text to Michelle
Thursday, Feb. 6 – 7:00 pm Seeding Meeting via conference call – SHU, SFBK, SFU
Friday, Feb.7 – 6:00 pm Coaches Technical Meeting at the track, Room 128

Championship Games Committee

Michelle Boone, NEC Championship Representative
John Krimmel, Asst AD, Saint Francis U
Lily Otu, SWA, Mount St. Mary's
Head official, Ed Gorman

Timing Service

Cleon Fowler, C.F.P.I. Timing, Email: cleon@cfpfitiming.com, www.cfpfitiming.com

Participating Schools

Bryant University

Bill Smith, Director of Athletics
Beth Wandyes, Senior Woman Administrator
Stephanie Reilly, Head Coach
Tristan Hobbes, SID
Patrick O'Sullivan, Athletic Trainer

Central Connecticut State University

Paul Schlickmann, Director of Athletics
Amy Strickland, Senior Woman Administrator
Eric Blake, Head Coach
Chelsea Pitvorec, SID
Kathy Pirog, Athletic Trainer

Fairleigh Dickinson University

David Langford, Director of Athletics
Deb Solfaro, Senior Woman Administrator
Sharlene Milwood-Lee, Head Coach
Chris Strauch, SID
Cathy Liggett, Athletic Trainer

LIU Brooklyn

John Suarez, Director of Athletics
Margaret Alaimo, Senior Woman Administrator
Simon Hodnett, Head Coach
Emily Nassi, SID
Danny O'Connor, Athletic Trainer

Mount St. Mary's University

Lynne Robinson, Director of Athletics
Lily Otu, Senior Woman Administrator
Jim Stevenson, Head Coach
Mark Vandergrift, SID
Eric Hansen, Athletic Trainer

Robert Morris University

Craig Coleman, Director of Athletics
Addie Muti, Senior Woman Administrator
Michael Smith, Head Coach
Jim Duzyk, SID
Mike Vittorino, Athletic Trainer

Sacred Heart University

Bobby Valentine, Director of Athletics
Meghan Kavanagh, Senior Woman Administrator
Christian Morrison, Head Coach
Mike Haase, SID
Leo Katsetos, Athletic Trainer

St. Francis (NY) College

Irma Garcia, Director of Athletics
Meghan O'Brien, Senior Woman Administrator
Kyle Brown, Head Coach
Brian Morales, SID
Andrew Cornicello, Athletic Trainer

Saint Francis (PA) University

Bob Krimmel, Director of Athletics
Erika Renwick, Senior Woman Administrator
Doug Hoover, Head Coach
Peter Kazery, SID
Terry Bennett, Athletic Trainer

Wagner College

Walt Hameline, Director of Athletics
Peg Hefferan, Senior Woman Administrator
Joe Stasi, Head Coach
Gabe Gilson, SID
Joe Abruzzo, Athletic Trainer

Championship Policies

Administration of Championships

Administration of the championships is the responsibility of the Conference representatives. They shall delegate duties and responsibilities to staff members and officials, as necessary, to ensure the efficient administration and promotion of the meet. The following groups and individuals shall be used for support in the capacities indicated:

The Conference Representative(s): The on-site representatives of the Conference office, using all appropriate resources available, shall serve as the final authority on any changes, additions, deletions and/or interpretation of NEC policies as necessary, during and/or after all NEC championships.

The Meet Administrator: The meet administrator shall be appointed by the Conference office with responsibilities of obtaining meet officials, coordinating the meet's schedule, and generally insuring that the meet follows prescribed NCAA and NEC guidelines.

The Meet Director: The meet director shall be a representative from the Conference office. The duties and responsibilities of the meet director are outlined in the NCAA Rules book (Rule 3, Sec. 3, pages 51-52). The meet director will also be knowledgeable of the Conference's championships guidelines.

The Meet Referee: The meet referee(s) shall play a central role in the administration of the championships. The duties and responsibilities of the meet referee are outlined in the NCAA Rule book (Rule 3, Sec. 4, pages 52-53).

The Games Committee: The primary purpose of the Games Committee is to give specialized assistance and guidance to the meet administrator and conference representatives in the preparation and execution of the meet. The duties and responsibilities of the games committee are outlined in the NCAA Rule book (Rule 3, Sec. 2, pages 50-51). The games committee will be comprised from members from the NEC track & field sport committee.

Jury of Appeals: The jury of appeals shall consist of the NEC representative, the meet administrator, the meet director and three additional head coaches, with an alphabetical rotation being used based upon the names of the institutions. **For the 2014 meet, the rotation shall include Jim Stevenson (MSM), Michael Smith (RMU) & Joe Stasi (WC).** If an appeal is made by a coach who is a member of the jury of appeals, that coach will be replaced by the next head coach in the alphabetical rotation. The duties of the jury of appeals are listed in the NCAA Rule book (Rule 3, Sec. 2, page 50).

Seeding Committee: The seeding committee is responsible for determining the number of heats, flights, qualifying procedures and staggers for championship events, per provisions outlined in this handbook. In setting up heats, the policies of this handbook shall be followed. NCAA rules shall govern when addressing a situation not covered in this handbook. The seeding committee will consist of the NEC representative, the meet administrator, the meet director, and three additional coaches appointed by the conference office. **The coaches serving on the seeding committee for 2014 shall be Christian Morrison (SHU), Kyle Brown (SFBK), and Doug Hoover (SFU).** Each year the Conference office will rotate these appointments alphabetically, based upon the names of the institutions.

Head Track Coaches Committee: The head track coaches committee will meet via conference call after the completion of the championships to make recommendations governing the conduct of future Northeast Conference Indoor Track & Field competitions. Committee recommendations will be submitted to the Sport Management Committee for consideration. The coach's conference call is scheduled for Tuesday, March 19th at 11:00 am.

Awards/Participant Gifts

Student-athletes placing first in events will receive gold NEC medals, second place finishers will receive silver NEC medals, and third place finishers will receive bronze NEC medals. Winners of Gold and Silver medals will also receive all-conference honors (gold=first team and silver=second team). Medals will be awarded throughout the event. The NEC representative will hand out the schedule at the coaches meeting.

Each participating student-athlete and coach in the championship will receive a participant gift featuring the NEC logo. Participant gifts will be given to each head coach during practice on Friday.

The following awards will be presented in a brief ceremony immediately following the conclusion of the championship:

- Outstanding Track Performer in both women's and men's championships
- Outstanding Field Performer in both women's and men's championships
- Rookie of the Meet in both women's and men's championships
- MVP in both women's and men's championships
- First-place team trophy in the women's and men's championship
- Second-place team trophy in the women's and men's championship

Coaches will vote for Men's and Women's Coaching Staff of the Year via email ballot the week following the championship. The winning coaches will be announced in the All-Conference press release.

Awards Point System

The selection of the championships' Outstanding Performers, Rookie of the Meet and MVP will be determined via the below outlined point system:

1. Total individual points scored in the meet.
2. Percentage (%) of points scored for relays.
 - a. 4x400 relay & DMR – 25% for all runners who participated in relay
3. Bonus points for the following

<u>Accomplishment</u>	<u>Individual</u>	<u>Relays (25%)</u>
ECAC/IC4A Qualifier	1 point	.25 points
Event Winner	2 points	.50 points
*NEC Record Holder	2 points	.50 points
*Surpasses previous NEC record, but is not new record holder	1 point	.25 points

**Example – 1st & 2nd place people both broke old mark, 1st place person gets two bonus points, 2nd place person gets one bonus point.*

- Only field points will be looked at for field awards & only track points will be looked at for track awards.



- Total track & field points will be looked at for MVP and Rookie of the Meet awards.
- If a record or qualifying standard is set at any point in the meet (trials or finals), athlete will be awarded bonus points.

Certification of Eligibility

It is the responsibility of each institution to certify that all student-athletes entered to participate in the championships satisfy all applicable NCAA, Northeast Conference, and institutional requirements and are eligible to represent their respective institution in NCAA and NEC competition.

Championship Meetings

The seeding meeting for the championship will be held via conference call on Thursday, February 6th at 7:00 p.m. The call information will be sent to seeding committee members prior to the call. The following are members of the seeding committee: Christian Morrison (SHU), Kyle Brown (SFBK), and Doug Hoover (SFU).

All meet scratches MUST be emailed (mboone@northeastconference.org) or text (908-625-8995) to Michelle Boone by Thursday, February 6th at 6:00 p.m.

A mandatory coaches meeting to review logistics and procedures for the championship will be held on Friday, February 7th at 6:00 pm at Prince George Sport & Learning Complex, Room 128. This meeting is a technical meeting and will be limited to issues pertinent to the championship. The meeting will be used to review championship administration. Coaches are required to insure all of their meet results are listed on TFFRS; which will be referenced in case of challenges.

Coaches' Packets

Coaches' packets will be distributed at the coaches meeting taking place at Prince George Sport & Learning Complex, Room 128 on Friday, February 7th at 6:00 p.m. Packets will contain heat sheets, performance lists, competitor numbers, pins, protest forms, relay entry forms, and meet rosters. Heat sheets will be available at www.cfpitiming.com after the seeding teleconference on Thursday evening.

Code of Conduct

Each participating institution in this championship has the primary responsibility to cultivate and maintain wholesome conditions and behavior for coaches, athletes and spectators by ensuring maximum sportsmanlike conduct throughout the championship(s). The conference's code of conduct requires coaches and athletes to conduct themselves in a dignified and courteous manner. Negative comments, insults and physical threats to other individuals (e.g., participants, officials) will not be tolerated and will lead to immediate ejection from the championship and could lead to additional sanctions from the Conference office (e.g., letter of reprimand, suspension from subsequent NEC competition). The NCAA track & field rule book misconduct policy (Rule 4, Sec. 1, page 63) states "Misconduct is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring at the locale of the competition or warm-up that discredits the event or intercollegiate athletics. Acts of misconduct are subject to reprimand or ejection by the referee or meet management."

Competitor Numbers

Each competitor will be given one competitor number for the championship that must be worn on the front during all competitions (except pole vault and high jump athletes, who will have their choice to wear

the competitor number on either the front or back). Please remind your student-athletes to hold onto their competitor numbers for the duration of the championship.

Credentials

All requests for credentials for administrators and the media attending the championship should be directed to Michelle Boone (mboone@northeastconference.org) at the NEC office. Administrative passes for athletic personnel will be limited to six (6) and must be listed on the attached credentials request form. Please have all credential requests to the NEC by Tuesday, January 21 at 12:00 pm. You can complete the form online using this link: http://northeastconference.org/sb_output.aspx?form=68

Entries/Rosters

Please see attached *Direct Athletics* instructions at the end of this handbook for specific roster and entry procedures. **All rosters and entries for the 2014 NEC Men's & Women's Indoor Track and Field Championships must be submitted via the www.directathletics.com website. Please Note: An emailed copy of your roster and entries must be sent to Michelle Boone (mboone@northeastconference.org) at the conference office.** Each coach should already have username and password information, but if you need a new account or need to locate your account information, please contact customer service at Direct Athletics, via its website. A link to the *Direct Athletics* website (www.directathletics.com) will be listed on the Men's and Women's Indoor Track & Field pages on the NEC website.

Rosters must be submitted by Monday, January 20 at 12:00 noon.

Roster instructions are attached. All individuals who may compete must be listed on your roster, even people who may only run a relay, so they can be assigned a competitor number. Since you should already have last year's rosters on the website, you will need to just update the information already on the website, add any new team members and delete those no longer on the team. Please remember to adjust class years for your student-athletes.

Official declared entries are due Wednesday, February 5, by 9:00 p.m.

Teams are limited to four entrants per event, unless all entrants meet the qualifying standard. Attached please find a table of the $(3X+Y)/4$ qualifying standard. If this occurs, teams may then enter a maximum of six entrants. In the event of a violation to the maximum number of entrants, the meet referee will select the slowest individual and/or randomly select an athlete if no times are listed.

As a reminder your Performance List must be updated in Direct Athletics by 10:00 am on Tuesday, February 4th. Athletes who have not been included on the performance list will be given an NT for seeding purposes.

The Conference will accept NCAA (Direct Athletic) conversions for the championship meet.

All meet scratches MUST be emailed (mboone@northeastconference.org) or text (908-625-8995) to Michelle Boone by Thursday, February 6th at 6:00 p.m. As per NCAA rule when you scratch an athlete it removes them from every event in which they are entered.

Running & Field Events

- List actual performances, times as they were run. If you are submitting a hand time, please make sure to list an (h) following the time.

- **Hand times** will **not** be accepted for the **60 meters, 60 meter hurdles and 200 meters**. Athletes in these events must be entered with times from a fully automated timing device.
- If you have an athlete who has run the 60 meters/60 meter hurdles and the 55 meters/55 meter hurdles, you may enter the athlete with their best 55m or 60m FAT time. If using a 55m FAT time, you **must** convert 55m times to a 60m time, using the following NCAA conversion factors:
 - Men – 55 meters to 60 meters: + .49
 - Men – 55 m hurdles to 60 m hurdles: +.53
 - Women – 55 meters to 60 meters: +.52
 - Women – 55 m hurdles to 60 m hurdles: +.57

NCAA Rules require 60m events must be conducted in any facility which can be configured for the 60m Dash/ Hurdles. See 2011/12 NCAA T&F Rule Book. 55m Dash/ Hurdle times will only be accepted from facilities unable to be configured for the 60m events.

- Field event athletes are required to be entered with seed marks. **Field event marks must be metric**. Marks will appear on the heat sheets.
- If you are entering an athlete with a NT, just leave the time/performance blank and it will register the athlete without a time or seed mark.
- In the entry notes section when registering athletes, please be sure to list the meet and date when the performance was recorded.
- Remember that if you enter your athlete with a performance good enough to be on the Top 15 list, but have not had that student-athlete included on the list during the year, the performance will be listed as NT for seeding purposes.

Any other changes after 9:00 pm on Wednesday, February 5 will be meet scratches. The NEC may use discretion to make adjustments, if necessary (e.g., typo on a submitted entry time).

VERY IMPORTANT: Please be sure to submit your rosters and declared entries by their deadline. Once the deadline is reached, the website will be locked and your access will be denied.

Facility

Coaches, athletes and/or institutional representatives who have not been called for a particular event or reason will not be allowed on the infield, Clerking Area or in the officials' area.

- The Track consists of eight lanes (8) for the 60 meter events on the straight
- There will be a designated coach's area across from the pole vault area, on the back straight side of the track.
- **¼" pyramid** spikes will be the **ONLY** spike allowed in the facility. Spike check will be required.
- Distance indicator boards will be located at all field events.
- The take-off boards for the Triple Jump are located at 28', 34', and 40'.

Coaches, athletes and officials will **NOT** be permitted to wear headphones, use cell phones, or use any electronic device on the infield, at or near the starting and finish lines. The NCAA track & field rule book (Rule 4, Sec. 3, Article 11, page 68) states "The use of video or audio devices, radio transmitters or receivers, mobile phones, computers, or any similar devices in the competition area by coaches, athletes, competitors, and officials, is prohibited, except as authorized by the games committee for meet administration. The competition areas, is defined by the games committee or meet administration. It is

normally the designated area of the stadium separate from the area used by spectators or an off-site area specifically designated for use by competitors in an event.

Heats, Qualifying Procedures, Stagers and Flights

60-Meter Dash and 60-Meter Hurdles

1. If 33 or more participants enter the 60-meter dash and/or 60-meter hurdles, there will be trials, semis and finals.
2. **Eight** runners will advance to the final.
3. Procedures for lane assignments will follow NCAA Rule (Rule 5, Sec. 11, Art. 4, pages 80-81)
4. Preferred lanes are 5-4-6-3-7-2-8-1.

Number of Entries	Method of Qualifying
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1-8	1-section final.
9-16	Two heats; qualify heat winners and next Six fastest times.
17-24	Three heats; qualify heat winners and next five fastest times.
25-32	Four heats; qualify heat winners and next four fastest times.
33-40	Five heats; qualify Top 2 places and next Six fastest times advance to a 16 person semifinal.
41-48	Six heats; top two from each heat and next four fastest times advance to an 16-person semifinal.

200-Meter Dash

1. Lane 1 will not be used.
2. Nine runners will advance to a 2-section final. The fastest 4 will run in second section.
3. Preferred lanes are 5-6-4-3-2-1.

Number of Entries	Method of Qualifying
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1-10	2-section finals. Fastest 4 run in second section.
11-15	Three heats; qualify on Time only.
16-20	Four heats; qualify on Time only.
21-25	Five heats; qualify on Time only.
26-Up	Six heats or more; qualify on Time only. See NCAA Rule (10.5.1) for heat assignments.

400-Meter Dash and 500-Meter Run

1. Lane 1 will not be used.
2. Nine runners will advance to a two section final. The fastest 4 run in the second section.
3. Run in lanes, with a two turn stagger.
4. Preferred lanes are 5-6-4-3-2-1.

Number of Entries	Method of Qualifying*
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1-10	2-section finals. Fastest 4/5 run in second section.
11-15	Three heats; qualify heat winners and next six fastest times
16-20	Four heats; qualify heat winners and next five fastest times
21-25	Five heats; qualify heat winners and next four fastest times
26-Up	Six heats or more; qualify on Time only.

**See NCAA Rule for heat assignments (Rule 10, Section 5, Article 1)*

800-Meter Run

1. A two turn stagger will be used.
2. In heats with more than six competitors, two-thirds will run on the inside alley, one-third on the outside alley.
3. Eight runners will qualify for the finals. Five inside, three outside.
4. Starting positions will be assigned by lot for both preliminaries and finals.

Number of Entries Method of Qualifying

1-10	Finals Only.
11-20	Two heats; qualify top three from each heat and the next two fastest times.
21-30	Three heats; qualify top two from each heat and next two fastest times.
31-40	Four heats; qualify heat winners and next four fastest times.
41-50	Five heats; qualify heat winners and next three fastest times.

Mile Run

1. The waterfall start with two alleys will be used.
2. Starting position will be assigned by lot for both preliminaries and finals.
3. Ten runners will qualify for the finals. Six inside, four outside.

Number of Entries Method of Qualifying

1-10	Finals Only.
11-20	Two heats; qualify top three from each heat and the next four fastest times.
21-30	Three heats; qualify top two from each heat and next four fastest times.
31-40	Four heats; qualify top two from each heat and next two fastest times.

3000-Meter Run

1. If there are more than twenty (20) entrants, a two section final may be run (back-to-back), with the fastest seeded section running last.
2. In a two section final, the top 14 entrants, based upon seeded entry times, shall compete in the fastest seeded section. The top 12 seeded runners will be on the front row, with the remaining runners in the second row. Starting positions will be drawn by lot for each row. Check-in for 3000M will be one hour prior to the scheduled start of the first section.
3. Starting rows and position for a one (1) section final or for a two (2) section final will be determined in the same manner.
4. The waterfall start with alleys will be used.

Number of Sections Method of Qualifying

*One	Finals Only.
*Two	Two section finals. Slower section runs first.

**Meet management will determine the number/quantity of sections based upon entries.*

5000-Meter Run

1. The top 18 seeded runners will be on the front row.
2. Starting positions will be drawn by lot for each row.
3. The waterfall start with alleys will be used.

Number of Sections Method of Qualifying

- *One Finals Only.
- *Two Two section final. Top seeded section will run last. Minimum of 12 runners in seeded section. Meet management will make the final decision on one or two sections, based upon entries and natural break point. The scheduled time for the final will be announced.

**Meet management will determine number/quantity of sections based upon entries.*

Distance Medley Relay

1. One section final.
2. A waterfall start will be used. Positions shall be by lot. If more than 8 teams check-in an alley start will be used. Two-thirds inside alley, one-third outside alley.
3. Running order will be 1200 - 400 - 800 - 1600.
4. Completed, Relay cards are due 15 minutes prior to race.

4 x 400 Relay

1. The relay will be run as a two section final. Depending on the number of teams entered, the split in sections will be based upon the natural break point. The fastest teams, based on Actual seed times, running in the second section.
2. Run in lanes with a two-turn stagger.
3. Preferred lanes are 5-6-4-3-2-1.
4. Completed, Relay cards are due 15 minutes prior to the race.

General Information on Running Events

1. The meet administrator will identify the preferred lanes for the facility. Preferred lanes are listed in the handbook, but are subject to change.
2. Failure To Participate: Please review Rule 4 (The Meet), Section 2 (The Competitors), Article 2 (Failure to Participate) in the NCAA Track & Field Rule Book for more information on Failure To Participate.
3. If there is a tie after reading the FinishLynx to 1/1000 second in races where extra lanes are not available, a two section final will be run with the last tied qualifying athletes in the first section and the rest in the second section.

Shot Put, 35lb. Weight, 20lb. Weight, Long Jump, and Triple Jump

1. Nine (9) competitors (plus ties in last qualifying position) will qualify for the final.
2. Throwing/jumping order will be super seeded.
3. Flights will consist of as equal a number of participants as possible with the maximum number in any one flight not to exceed 12 competitors.
4. Three take-off boards (28', 34', and 40') are available for the triple jump.
5. Prior to event, each competitor must designate to the chief official for the event which board will be used. Competitors must use the same board for all jumps in that round of the competition.

- Prior to the beginning of the meet the head field judge will confirm that the landing area for the long jump and the triple jump is filled with sand to the point where the sand is identical in elevation with the take-off board.
- Indoor implements only will be used. Hard shell weight implements and mesh bag weight implements will not be allowed.

Pole Vault, High Jump

- The order will be drawn by lot.
- A continuous flight of five **MAY** be used, until there are approximately nine competitors remaining.
- The “one minute” rule (NCAA Rule 6, Section 1, Article 2, page 87) will be used.
- The seeding committee can adjust the opening heights by +/- 3cm for the high jump and +/- 10cm for the pole vault.

Opening Heights and Progressions:

Event	Opening Height	IC4A/ECAC Qualifier
Men’s High Jump	1.81m	2.04m
Women’s High Jump	1.50m	1.70m
Men’s Pole Vault	3.60m	4.80m
Women’s Pole Vault	2.30m	3.60m

Hospitality

A hospitality room for officials, volunteers, trainers and coaches will be located on the lower level of the complex in room 128. Credentials will be required to gain admission to the hospitality room.

Hotel

The Greenbelt Marriott will be the headquarters hotel for NEC personnel.

**Greenbelt Marriott
6400 Ivy Lane
Greenbelt, MD 20770-1410
(301) 441-3700**

Group rates have been secured at this hotel at \$99.00 per night. Each school will be responsible for making its own hotel arrangements. A list of Choice Hotels the “Official Hotel of the NEC” in proximity to the venue can be found in the NEC Policy Manual. All institutions will receive discounted room rates at these hotels.

PLEASE NOTE: Included in the handbook is a hotel contact form, which will need to be submitted to the NEC by Tuesday, January 21st at 12:00 p.m. You may complete the form online using this link:
http://northeastconference.org/sb_output.aspx?form=66

Important Dates & Times

Monday, January 20 – 12:00 pm	Rosters due on DirectAthletics website and emailed to NEC
Tuesday, Jan. 21– 12:00 pm	Credentials Request List to NEC http://northeastconference.org/sb_output.aspx?form=68
Tuesday, Jan. 21 – 12:00 pm	Hotel Contact Form to NEC http://northeastconference.org/sb_output.aspx?form=66

Tuesday, February 4 – 10:00 am	Performance List updated on Direct Athletics
Wednesday, February 5 – 9:00 pm	Declared Entries due on DirectAthletics website emailed to NEC
Thursday, February 6 – 6:00 pm	Meet Scratches MUST be emailed or text to Michelle
Thursday, February 6 – 7:00 pm	Seeding Meeting via conference call – SHU, SFBK, SFU
Friday, February 7 – 6:00 pm	Coaches Technical Meeting at the track, Room 128
Tuesday, February 18 – 5:00 pm	Agenda Request Forms for coaches call to NEC
Tuesday, February 25 – 11:00 am	Indoor Coaches Conference Call

Locker Rooms

Locker rooms will be available on Sunday afternoon on the lower level of the complex. Facility personnel will escort student-athletes to the locker rooms in limited number of groups from 2:30 pm – 4:00 pm. Access will be unlimited from 4:00 pm – 6:00 pm. These locker rooms are open to the general public and the lockers are not secure. Student-athletes should bring their own towels and shower supplies.

Maps/Directions and Drop-off/Parking Instructions

Attached please find directions to the complex. VIP, administrative, officials and media parking will be in Lot C. Spectator parking will be at the FedEx Stadium in Green Lots D3 & D4.

Buses and team vans dropping off athletes should go to the back/lower level of the complex where athletes will gain entrance to the complex. Buses and team vans will then be directed to park in Lot B.

Media

All requests for media credentials should be directed to Michelle Boone at the Conference office by Tuesday, January 21st.

Meet Results

Results will be announced and posted on one of the lower level walls and in the spectator seating area as soon as possible after completion of each event. The Public Address announcer will make regular announcements of all team standings.

Sports information directors may have results faxed or e-mailed by requesting this service in advance with Ralph Ventre (rventre@northeastconference.org) at the NEC office. The Northeast Conference will have complete championship results on its website on the first business day after completion of the championships. Live results will also be available during the meet, via a link on the NEC website. The Northeast Conference's website address is www.northeastconference.org.

Medical

The Sports Medicine staff from Robert Morris University will be coordinating and providing medical coverage for this event. Athletic trainers will be available beginning at 8:00 am each morning and will remain until the conclusion of the last event each day. Visiting institutions are expected to make a good faith effort to bring an athletic trainer to the championship.

A first-aid area will be set up in the arena for injury evaluations and taping. Modalities will not be available at this site. Water, cups, and ice for injuries only will be provided. Splinting materials, crutches and OSHA supplies will be available. Visiting teams should bring their own tape, towels, etc. EMS personnel and an ambulance will be on-site throughout the championship. For additional information on athletic training services, please contact Mike Vittorino from Robert Morris at 412-397-4983.

In the event of a medical emergency student athletes will be transported to one of the following hospitals:
Prince George's Hospital Center (Closest trauma center)
3005 Hospital Drive
Cheverly, MD
301-618-3010

Doctors Community Hospital
8118 Good Luck Rd
Lanham, MD 20706
301-552-8118

Meet Implements/Spikes

Only 1/4" pyramid spikes, indoor shots, and indoor weights may be used. No hard shell or mesh bag implements may be used. **No "soft synthetic" covered shot puts may be used per NCAA rule.**

Merchandise & Programs

The Northeast Conference will have merchandise and tournament programs on sale at the championships.

Noisemakers

Artificial noisemakers will not be allowed in the arena. This policy also applies to student-athletes. The meet director reserves the right to confiscate artificial noisemakers that interfere with competition.

Officials/Meet Personnel

Meet Referee: See NCAA RULES (Rule 3, Sec. 4, pages 52-53) for the role and duties of the meet referee.

Field Judges:

Up to a maximum of three certified field judges for each field event, one will be designated head field judge. Field judges will be assigned to cover multiple events (e.g., assigned to cover Men's High Jump and Women's High Jump), provided the events are not scheduled at the same time. See NCAA RULES (Rule 3, Sec. 11, pages 59) for role and duties of the field judges.

Starter:

There will be two starters. See NCAA RULES (Rule 3, Sec. 7, pages 55-56) for role and duties of the starter.

Clerk(s) of the course:

There will be up to a maximum of two clerks, one for the men's races and one for the women's races. Two knowledgeable individuals will be assigned to serve as assistant clerks. See NCAA RULES (Rule 3, Sec. 6, page 55) for role and duties of the clerks of the course.

Umpires:

There will be up to a maximum of 8 umpires; one will be designated as the head umpire. See NCAA RULES (Rule 3, Sec. 5, pages 54-55) for role and duties of the umpires.

Lap Counter:

Sufficient lap counters per the meet referee's recommendation will be assigned as lap counters; one will be designated as the head lap counter. NCAA RULES (Rule 3, Sec. 18, page 62)

Manual Timers/Finish Line Judges:

There will be up to a maximum of 6 for Indoor Track, one will be designated the head manual timer/finish line judge. See NCAA RULES (Rule 3, Sec. 9 & 10, page 57-58) for role and duties of the manual judges and manual timers.

Fully Automatic Timing Officials:

See NCAA RULES (Rule 3, Sec. 8, pages 56-57) for role and duties of the fully automatic timing officials.

Scorer/Results:

See NCAA RULES (Rule 3, Sec. 13, page 60) for role and duties of the scorer.

Implements Inspector:

The implements inspector will not be assigned to officiate other events. See NCAA RULES (Rule 3, Sec.12, page 59) for role and duties of the implement inspector.

Marshals:

Sufficient marshals will be arranged for by the conference office. See NCAA RULES (Rule 3, Sec.15, page 61) for role and duties of the marshals.

Volunteers:

The conference office will arrange for the following volunteers:

- 2 volunteers to assist officials at Pole Vault
- 2 volunteers to assist officials at Weight Throw
- 3 volunteers to assist officials at Long Jump and Triple Jump
- 1 volunteer to assist officials at High Jump
- 1 volunteer to assist with posting results
- 1 volunteer to assist with distributing awards and man protest table
- 1 volunteer at each field event to work indicator boards

P.A. Announcer:

The Conference will arrange for a qualified public address announcer. See NCAA RULES (Rule 3, Sec.14, pages 60-61) for role and duties of the announcer.

Practice/Pre-Competition Protocol/Warm-up Time/Weigh-In for throws

The indoor track will be available on Friday, February 7 from 1:00 to 8:00 p.m.

Athletes participating in field events will have one hour to warm up prior to respective events. The official for that event must be present before warm-ups begin. Warm-up protocol as outlined in NCAA Rule Book is as follows:

- Maximum of 45 minutes - General warm-up for all athletes entered in the event. Official clear area except for athletes in the first flight.

- Maximum of 15 minutes - Warm-up for athletes before the first flight
- Maximum of 15 minutes - Warm-up for athletes before the second flight

Weigh-in for the weight throw and shot put will take place at the circle. Weigh-in times will be 90 minutes prior to the respective event and will end 30 minutes before the event starts. Illegal implements will be impounded until that event has concluded.

Protest Procedures

Track and/or field protests must be lodged within 30 minutes of official results being posted and announced. A copy of the protest will be posted with results. All protests must be lodged at the championship's protest table on a Northeast Conference protest form at the meet management headquarters. All protests will be reviewed and ruled on by the meet referee.

Appeals of meet referee's ruling will be heard by the Jury of Appeals. A \$25 fee will be collected by the Conference representatives for all appeals. This fee will be refunded, if the meet referee's ruling is overturned.

Official pictures under protest may be viewed only by the meet referee. The coach involved, may only view the picture with the consent of the referee.

Rules

The Northeast Conference Indoor Championships will be governed by the rules of the NCAA Track & Field/Cross Country Rule Book, except as amended by this handbook.

Rosters/Squad Size

There are no longer minimum squad size requirements. Rosters are due via the www.directathletics.com website by Monday, January 20th at noon. All potential participants in the championship should be listed on the team roster. These rosters will be used to prepare the meet program and also to assign competitor numbers.

Schedule of Events

The Conference office, with input from the NEC track & field committee, will develop the schedule of events for the championship each year. NCAA guidelines and the previous NEC Order of Events will be used as a guide whenever possible. A schedule for the 2014 Indoor Track & Field Championships is attached.

Scoring

The top eight finishers in each event will score team points. The point system is as follows:

- First Place = 10 points; Second Place = 8 points; Third Place = 6 points; Fourth Place = 5 points;
- Fifth Place = 4 points; Sixth Place = 3 points; Seventh Place = 2 points; Eighth Place = 1 point.

Study Room

A designated study area/room will not be available. Wireless Internet access is **not** available for student-athletes.

Tickets

Participants in uniform will gain admission by entering the arena at the participant entrance on the lower level of the complex. Coaches, administrators (a maximum of six per institution) and the media will receive credentials.

All NEC students with proper institutional I.D. will be admitted free. All other individuals will be charged admission. Ticket prices are \$10 per day for adults, \$5 per day for individuals 65 and older or under 18, and \$15 for two-day pass. Children 10 years of age and under will be admitted free.

Tobacco, Alcohol Policy

The use of any tobacco product on or adjacent to an NEC championship facility by a coach, official or participant is prohibited. Any use of a tobacco product by any coach or student-athlete discovered by an official or NEC representative at any NEC championship practice or competition shall result in immediate disqualification from the remainder of the championship for the individual committing the violation.

The sale of alcoholic beverages at NEC championships is prohibited unless approved in advance by the Council of Presidents. It is not permissible for alcoholic beverages to be brought to the competition site by spectators, participants, coaches, patrons or facility employees.

Uniforms

The NEC will strictly enforce the NCAA Uniform Rules that are listed in the Men's & Women's Track & Field Rule Book. Please refer to Rule 4 – The Meet, Section 3 – The Competition, Article 1 – Uniform, Article 2 – Relay Uniforms, Article 3 – Logos, Article 4 – Numbers, and Article 5 – Shoes, for more specific information. Field athletes will only be allowed to wear team issued T-shirts while competing in throwing events.

2014 Indoor Qualifying Standards for 5th and 6th Entrants

Track Events	Men	Women
60 meter hurdles	8.75	9.28
60 meter dash	7.17	7.93
200 meter	22.85	26.08
400 meter	51.27	1:00.79
500 meter	1:07.32	1:20.33
800 meter	2:00.63	2:23.95
Mile	4:25.63	5:18.74
3,000 meter	8:50.52	10:33.81
5,000 meter	15:25.43	18:37.43

Field Events	Men	Women
Long Jump	6.57 m	5.22 m
Triple Jump	13.39 m	10.87 m
High Jump	1.88 m	1.54 m
Shot Put	14.66 m	12.31 m
Weight Throw	15.44 m	14.15 m
Pole Vault	4.04 m	2.77 m

Please Note: 5th & 6th place qualifying standards were calculated using the $(3X + Y)/4$ formula, otherwise known as the Deegan Factor. X=2013 qualifying standard (minus MU and QU). Y=2013 8th place scoring mark/time.

Example: women's 60 meter hurdles

$$(3 \times 9.39 + 9.11) / 4 = (28.17 + 9.11) / 4 = 37.28 / 4 = 9.32$$

How to Submit Online Entries on Direct Athletics

STEP 1—ACCESSING YOUR DIRECTATHLETICS ACCOUNT

Each coach must have a DirectAthletics username and password for his/her school. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below. You will use the same account to enter all meets run through DirectAthletics.

If you already have a DirectAthletics account for your Track & Field team, and know your username and password....

- 1.) Go to www.directathletics.com
- 2.) In the login box, enter your username and password and click Login.
to
(Remember that your password is case sensitive)

If you do NOT know your username and

- 1.) Go to www.directathletics.com
- 2.) Click on the link "New User? Click HERE".
- 3.) Follow onscreen instructions. You will be able

create an account online or retrieve forgotten information for an existing account.

***NOTE ABOUT ACCOUNTS: Most coach accounts control a school's Men's AND Women's team. You control only one gender at time, so you will complete the below steps for your Men, and then switch to your Women's team and repeat the process (or vice versa). The team you are controlling is listed on the blue navigation bar across the top of your account, for example:*

Sport: Track & Field Team: Plano East HS (M)

This indicates that you are controlling the Plano East HS MEN'S team (M=MEN). To switch to your Women's team, you would select "Plano East HS (W)".

STEP 2--SETTING UP YOUR ONLINE ROSTER

Before entering an athlete into a meet, you must add all attending athletes to your roster. If an athlete is **already on your roster (from previous seasons) you do not need to add him/her again.**

- 1.) Upon logging in, click the TEAM tab. (New users will automatically be in the TEAM module)
- 2.) If you have used DirectAthletics before, you can click "Import XC Roster" which is listed on the left. You will be able to add athletes from your XC roster to your Track roster. If you do not see this link or you are new to DirectAthletics, skip this step.
- 3.) Click the green "Add Athletes" link under the Team Roster header. Select an approximate number of athletes you would like to add (you can add more at any time).
- 4.) Enter your athletes First Name, Last Name and School Year and click "Submit"
- 5.) You may add, edit or delete athletes on your Team Roster at anytime by click the TEAM tab.

STEP 3--SUBMITTING ONLINE MEET ENTRIES

Once your athletes are added to your roster, you must submit your entries.

In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the green Register button next to the meet you wish to enter and follow onscreen instructions.

Schedule of Events

Saturday, February 8

TRACK EVENTS

Time	Event	Round	Gender
11:40 am	60-meter hurdles	*Prelim	Men
12:00 pm	60-meter hurdles	*Prelim	Women
12:20 am	60-meter dash	*Prelim	Men
12:40 pm	60-meter dash	*Prelim	Women
1:00 pm	Mile	Trial	Men
1:20 pm	Mile	Trial	Women
1:40 pm	60-meter hurdles	Semi	Men
1:55 pm	60-meter hurdles	Semi	Women
2:10 pm	400 meters	Trial	Men
2:30 pm	400 meters	Trial	Women
2:50 pm	500 meters	Trial	Men
3:10 pm	500 meters	Trial	Women
3:30 pm	60-meter dash	Semi	Men
3:45 pm	60-meter dash	Semi	Women
4:00 pm	800 meters	Trial	Men
4:20 pm	800 meters	Trial	Women
4:40 pm	200 meters	Trial	Men
5:00 pm	200 meters	Trial	Women
5:20 pm	3000 meters	Final	Men
5:40 pm	3000 meters	Final	Women

FIELD EVENTS

Time	Event	Round	Gender
9:30 am	Weight Throw	Trial/Final	Men
11:30 am	High Jump	Final	Men
12:00 pm	Pole Vault	Final	Women
1:00 pm	Shot Put	Trial/Final	Women
2:00 pm	Long Jump	Trial/Final	Men
2:00 pm	Long Jump	Trial/Final	Women

* If necessary

Schedule of Events

Sunday, February 9

TRACK EVENTS

Time	Event	Round	Gender
12:20 pm	Mile	Final	Men
12:30 pm	Mile	Final	Women
12:40 pm	60-meter hurdles	Final	Men
12:50 pm	60-meter hurdles	Final	Women
1:00 pm	400 meters	Final	Men
1:10 pm	400 meters	Final	Women
1:20 pm	500 meters	Final	Men
1:30 pm	500 meters	Final	Women
1:40 pm	60-meter dash	Final	Men
1:50 pm	60-meter dash	Final	Women
2:00 pm	800 meters	Final	Men
2:10 pm	800 meters	Final	Women
2:20 pm	200 meters	Final	Men
2:30 pm	200 meters	Final	Women
2:40 pm	5000 meters	Final	Men
3:05 pm	5000 meters	Final	Women
3:30 pm	Distance medley relay	Final	Men
3:45 pm	Distance medley relay	Final	Women
4:00 pm	4 x 400 relay	Final	Men
4:10 pm	4 x 400 relay	Final	Women
4:20 pm	Closing awards ceremony		

FIELD EVENTS

Time	Event	Round	Gender
9:30 am	Weight Throw	Trial/Final	Women
11:00 am	High Jump	Final	Women
12:00 pm	Pole Vault	Final	Men
1:00 pm	Shot Put	Trial/Final	Men
1:30 pm	Triple Jump	Trial/Final	Men
1:30 pm	Triple Jump	Trial/Final	Women

Directions

Directions to Prince George’s Sports and Learning Complex

From 495/I-95 take exit 17B (Landover Rd./202 North toward Bladensburg).

Make a left onto Brightseat Road.

Make a right onto Sheriff Road.

Make a left at the first light (Harvey Road).

Drive up the hill onto the grounds of the Complex.

Note: Athletes must be dropped off at the entrance in the back/lower level of the complex.

Directions to FedEx Stadium – Lots D3 & D4

From 495/I-95 take exit 17B (Landover Rd.)

Make a left onto Brightseat Road.

Proceed straight through the stop light onto Redskins Road. (Follow green overhead signs for assistance)

Once through the stop light, make an immediate right in the lots.

Park in the rear of the lots.

The main entrance to the PG County Complex is only 300 yards from the parking lots.

Directions to Greenbelt Marriott – 6400 Ivy Lane, Greenbelt, MD 301-441-3700

From the Capital Beltway (495/I-95) take exit 23 (Kenilworth Ave/ SR-201 toward Greenbelt/Blandensburg). In 0.3 miles, turn right onto SR-201 North/Kenilworth Ave. In 0.3 miles turn left onto Ivy Lane.