

CONFERENCE CAROLINAS INDOOR AND OUTDOOR TRACK CHAMPIONSHIP HANDBOOK

The most current NCAA Track & Field Rule Book shall govern all meet conduct and procedures not addressed in this manual.

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1. GENERAL PROCEDURES

[A] Changes to the Manual

Changes to the conference procedural manual may only be made at the summer coaches meeting when a quorum of the member institutions are represented by a head coach and must adhere to the following procedures.

EXCEPTION: Prior to adjournment of the summer coaches meeting, and with a 2/3 vote, an emergency meeting may be scheduled to conduct conference business.

EXCEPTION: In extenuating circumstances, the policies and procedures outlined in this manual can be amended by a 75% vote by the head coaches.

[B] Amendments

[1] A proposed amendment/motion must be presented in writing to the conference representative at least seven (7) days prior to the date of the summer coaches meeting. **(These are “points” that need to be created with NOTES during the championships and submitted the week after, or “saved up” for the week before the summer meeting)**

EXCEPTION: Prior to adjournment of the summer coaches meeting and with a 2/3 vote of the attending coaches, an unscheduled motion may be accepted to the agenda and acted upon. An “unscheduled” motion will be permitted one (1) reading prior to a vote of acceptance.

[2] The conference representative shall add the proposed motion to the fall meeting agenda under “New Business” and shall provide each member institution’s head coach with a copy of said agenda via email no later than three (3) business days prior to the fall coaches meeting.

[3] A majority vote is required to approve an amendment to the conference championships procedural manual.

[C] Voting

For the purpose of conducting business, only member institution's head track coaches shall have voting privileges at the summer conference meeting. Each head coach shall have one (1) vote for each gender program they represent.

NOTE: If one individual serves as the head coach for both the men's and women's track programs, he/she shall have two (2) votes.

[D] Definitions

[1] Majority Vote: More than 50% of authorized voters in attendance.

[2] Two-Thirds (2/3) Vote: 66% of authorized voters in attendance.

[3] Quorum: At least 50% or 7 institutions represented.

2. MEET ADMINISTRATION – GENERAL

[A] Equipment

[1] Timing

[a] A Fully Automatic Timing (F.A.T) system must be used.

[b] A backup timing system shall be on site and ready to operate within thirty (30) minutes of a failure with the primary system.

[2] Implement Certification

[a] All throwing implements shall be confiscated, certified and impounded prior to use in competition.

[b] Implements shall be checked in during the designated check-in time established by the meet director only.

[c] Any implements which fail certification must be confiscated and held in isolation until any and all competition in which said implement may be used has concluded.

[d] It is the responsibility of the implement's owner to ensure that the said implement is clearly labeled and identified as to which institution it is affiliated with.

[e] All certified implements shall be held in isolation until thirty (30) minutes prior to the starting of the implements' corresponding event at which time they shall be brought to the competition area.

[f] Certified implements may not be taken from the competition area until the competition has concluded.

[g] The field event referee shall verify the scales/measuring devices for the throwing implements for accuracy.

[B] Schedule of Events

A final schedule of events shall be provided to all head coaches via email at least 48 hours prior to the start of the meet.

[C] Heat Sheets

[1] Heat sheets shall be provided to all head coaches via email at least 48 hours prior to the start of the meet.

[2] Each head coach will be provided two (2) copies of heat sheets at least one (1) hour prior to the start of the meet on the first day of competition.

[3] Updated heat sheets shall be promptly posted in a location which provides equal access to coaches and athletes.

[4] Each head coach will be provided two (2) copies of heat sheets at least one (1) hour prior to the start of the meet on the second day of competition

[D] Scoring

The Conference Carolinas Track & Field Championship meets shall score the top eight (8) places with the following point designations:

- 1st Place = 10
- 2nd Place = 8
- 3rd Place = 6
- 4th Place = 5
- 5th Place = 4
- 6th Place = 3
- 7th Place = 2
- 8th Place = 1

[E] Results

[1] All event results shall be promptly posted in a location which provides equal access to coaches and athletes.

[2] Current team scores shall be announced frequently throughout the meet.

[3] Current team scores including all running and field events must be announced prior to the start of the final event.

[4] At least one (1) paper copy of the final meet results should be made available to each head coach promptly after the conclusion of the meet.

[5] Final results must be provided to each head coach via email within 24-hours of the conclusion of the meet.

[6] When possible, live results should be made available for the duration of the meet.

[F] Games Committee

[1] A championship meet games committee shall oversee the conduct of the meet and resolve any dispute. The committee shall consist of the following individuals or their appointed representative:

[a] The Athletic Director or SWA appointed as conference representative for Track & Field,

[b] The Conference Carolinas Commissioner or his appointee,

[c] The host institution's head coach, and

[d] Two additional coaches to be appointed by the Conference Office.

[G] Coaches Meeting

[1] A meeting of all head coaches shall take place each day of competition 45 minutes prior to the start of the day's first event.

[H] Officials

[1] Meet Officials: The Conference Carolinas Office, in conjunction with the host institution shall appoint the starter, assistant starters, announcer, and clerk of the course. A Meet Referee is required. A Field Event Referee and Track Referee are recommended.

[a] The starters, running referee, and field event referee shall not be employed by or otherwise affiliated with any member institution for purposes other than officiating track & field meets.

[b] There shall be at least one qualified, certified official at each field event.

***[i]** All field event officials shall report to their respective competition site no later than one hour before the scheduled start of the event.*

[c] There shall be a minimum of 2 turn judges for all running events.

[d] All meet officials shall be paid by the conference office.

[2] Protests

[a] All protests must be submitted in writing on a provided official form to the timers' station within thirty (30) minutes of the incident in question.

[b] All protests will be reviewed by the MEET REFEREE

[c] Results of the MEET REFEREE's decision will be posted. Result may be appealed to the Games Committee, with no new information added to the original appeal.

[d] The games committee shall convey its decision in writing to the appropriate parties promptly after rendering its judgment.

[e] All games committee decisions are final.

[I] Uniforms and Competitor Numbers (recommended but optional)

[1] All competitors shall be assigned a competitor number which shall be worn on the front and back of the uniform top during competition.

[a] Competitors in the throwing events and the pole vault are not required to wear a competitor numbers on the front of their uniform tops.

[b] Competitors in the high jump are not required to wear a competitor number on the back of their uniform tops.

[2] When engaged in competition, each competitor must wear an official team uniform with components governed by these rules or be subject to disqualification. Wearing any part of the official team competition uniform illegally 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 indoor track and field student-athletes must meet the following criteria:

[a] A uniform consists of two school-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.

[b] The uniform must be of a material and design deemed to not be objectionable or offensive by the athletics department of the issuing institution.

[c] The uniform top must, by design and size, cover the full length of the torso, meeting or hanging below the waistband of the bottoms while the competitor is standing, and allow for the competitor's numbers to be placed above the waist, front and back.

[d] Uniform tops must be worn so to not obscure hip numbers.

[e] Additional visible clothing is an undergarment. It must be worn under the uniform and be of a solid color.

[f] The use of, or wearing of, artificial noisemakers by competitors is prohibited.

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.

[3] In addition to the above specifications, the following shall apply for relay teams:

[g] All relay team members must wear uniforms clearly indicating, through color, logo and combination of all outer garments worn as a uniform, that members are from the same team.

[h] Visible undergarments on the top (e.g., t-shirts) worn by team members must be of an identical solid color. Visible undergarments on the bottom (e.g., tights of any length) must be of an identical solid color.

Note: The effect of this rule is that no imagination shall be required to justify a clear sense of belonging to a team.

[J] Credentials

[1] The purpose of credentialing is to restrict access to certain areas, as designated by the host institution, to the appropriate personnel. This may include but is not limited to the competition area, the warm-up area, locker rooms, hospitality rooms, and athlete social rooms.

[1] Credentials shall be issued to necessary coaches and staff, including SID and Sports Medicine when applicable.

[2] The competitor number shall serve as the student-athletes' credentials.

[K] Playing Rules

[1] The Conference Carolinas Championships shall be conducted under the NCAA Track & Field/Cross Country Men and Women's Rules, unless modified in the Conference regulations.

[2] Other Rules

[a] Fraudulent Entry Rule

An athlete whose mark/time is determined to be fraudulent by the games committee will be disqualified from the event in which the illegal mark/time was entered. The event in question will not be re-seeded, UNLESS, doing

so would eliminate the need for a heat. Re-seeding of the event must be done without delay upon the games committee's ruling.

[b] Scratches

Once the entry declaration deadline has passed, the only scratches that will be permitted are those which completely remove an athlete from any and all events of the meet.

3. CONFERENCE CHAMPIONSHIPS

[A] General Meet Information:

The following shall be provided by the host institution to each head coach via email twenty-one (14) days prior to the start date of the championship meet:

1. Facility specific rules.
2. Order of Events.
3. Online Entry Information (website address, deadlines, etc.).
4. Tentative Schedule of Events.

**A list of preferred lodging shall be provided to head coaches at the summer coaches meeting.*

[B] Criteria for Hosting Indoor Championship

PREFERRED REQUIREMENTS TO HOST CHAMPIONSHIPS

[1] Track Venue

[a] The track shall be at least 200 meters in length and no more than 300 meters in length.

[b] The track shall have no less than six (6) lanes on the curve and no less than eight (8) lanes on the straight.

[c] The running surface must be compatible with the use of spiked running shoes.

[d] The track shall have markings such that the venue can accommodate all conference approved running races in accordance with all applicable rules.

[e] The venue shall be equipped with hurdles of like make and model.

[f] The venue shall be equipped with starting blocks of like make and model.

[2] Field Event Venues

[a] The site facility must be able to accommodate all approved Horizontal/Vertical Jumping Events including the follow specific requirements:

[i] Triple Jump & Long Jump

[1] There shall be a minimum of two (2) takeoff boards in the triple jump. Additional boards may be added only if the games committee determines the size of the landing area is such that it requires additional takeoff options to ensure the safety of the athletes. In addition, the runway and landing area must comply with current rules governing such facilities.

[2] The sand in the landing areas shall be kept damp to enhance the ability of the officials to mark attempts.

[ii] **Pole Vault** - The runway, box, cross bar, standards and landing areas must comply with current rules governing such equipment.

[iii] **High Jump** - The cross bar, standards and landing areas must comply with current rules governing such equipment.

[iv] The competition areas must be compatible with the use of spiked shoes.

[b] The site facility must be able to accommodate all approved Throwing events and include the following specific requirements:

[i] The throwing circle, stopboard (when applicable), enclosures, and landing area must comply with current rules governing such equipment and facilities.

[3] **Timing/Measuring**

[a] A Fully Automatic Timing (F.A.T.) system shall be used and operated by a third party which has been contracted by the conference office.

[b] All field event measurements shall be made and reported in metric.

[4] **Spectators**

[a] It is recommended that adequate seating be provided to allow spectators to view the event.

[b] It is recommended that adequate restroom facilities be available to spectators that are separate from those used by competitors.

[C] **Criteria for Hosting Outdoor Championship**

[1] **Track Venue**

[a] The track shall measure no more or no less than 400 meters.

[b] The track shall have no less eight (8) lanes.

[c] The running surface shall be compatible with the use of spiked running shoes.

[d] The track shall have markings such the venue can accommodate all conference approved running races in accordance with all applicable rules.

[e] The venue shall be equipped with hurdles of like make and model.

[f] The venue shall be equipped with starting blocks of like make and model.

[2] **Field Event Venues**

[a] The site facility must be able to accommodate all approved Horizontal/Vertical Jumping Events including the follow specific requirements:

[i] **Triple Jump & Long Jump**

[1] There shall be a minimum of two (2) takeoff boards in the triple jump. Additional boards may be added only if the games committee determines the size of the landing area is such that it requires additional takeoff options to ensure the

safety of the athletes. In addition, the runway and landing area must comply with current rules governing such facilities.

[2] The sand in the landing areas shall be kept damp to enhance the ability of the officials to mark attempts.

[3] A Coaches Box shall be provided to allow coaches an adequate view of the event at or near the takeoff board.

Only one (1) credentialed coach from each member institution shall be permitted in the Coaches Box at a time.

[ii] Pole Vault

[1] The runway, box, cross bar, standards and landing areas must comply with current rules governing such equipment.

[2] A Coaches Box shall be provided to allow coaches an adequate view of the event at or near the box. Only one (1) credentialed coach from each member institution shall be permitted in the Coaches Box at a time.

[iii] High Jump - The cross bar, standards and landing areas must comply with current rules governing such equipment.

[iv] The competition areas must be compatible with the use of spiked shoes.

[b] The site facility must be able to accommodate all approved Throwing events and include the following specific requirements:

[i] The throwing circle, runway, stopboard (when applicable), enclosures, and landing area must comply with current rules governing such equipment and facilities.

[3] Timing/Measuring

[a] A Fully Automatic Timing (F.A.T.) system shall be used and operated by a third party which has been contracted by the conference office.

[b] All field event measurements will be made and reported in metric.

[4] Spectators

[a] It is recommended that adequate seating be provided to allow spectators to view the event.

[b] It is recommended that adequate restroom facilities be available to spectators that are separate from those used by competitors.

[D] Date and Site

[1] Indoor. (Recommended when approved facilities are available)

[a] The Conference Carolinas Indoor Track & Field Championships shall be held two (2) weekends prior to the NCAA-II Indoor Track & Field Championships. The meet shall be a single day championships Saturday or Sunday, based on facility availability, starting no earlier than 10 AM local time.

[b] The site shall be rotated among those member institutions with indoor facilities that meet the aforementioned criteria and of quality to host the event.

[c] List of approved site locations:

- JDL Fasttrack, Winston-Salem, NC

[2] Outdoor.

[a] The Conference Carolinas Outdoor Track & Field Championships shall be held the Final Weekend of April. The meet shall begin at 2 PM on Friday and at 11 AM on Saturday, local time.

[b] The annual Outdoor Track & Field Championships shall be held at a facility that meets the criteria listed above.

[E] Entry Procedures (Indoor & Outdoor)

[1] Entries.

[a] All Entries must be made through an online entry service which has been contracted by the conference office.

[b] Online entry sites must be open for entries fourteen (14) days prior to the start of the meet.

INDOOR CHAMPIONSHIPS

[i] Online entries must be completed and declared by 11:59pm eastern time the Tuesday prior to the meet.

[ii] All field event entries must be entered in metric measurement.

[iii] If an eligible athlete does not have a previous verifiable mark/time in an event, they may be entered in that event, but must be entered with a seed mark/time of “no time” (NT) or “no mark” (NM).

[iv] Proof of performance is required to verify any mark/time that may be challenged by another head coach.

**Proof of Performance may be satisfied through TFRRS.*

[v] Declared Entry List must be POSTED by Noon on Wednesday Prior to the meet.

[vi] All entry mark/time challenges must be made in writing to the conference office at least twenty four (24) hours prior to the start of the meet.

[vi] An athlete whose mark/time is determined to be fraudulent by the conference office will be disqualified from the event in which the illegal mark/time was entered. The event in question will not be re-seeded, UNLESS, doing so would eliminate the need for a heat.

Re-seeding of the event must be done without delay upon the games committee’s ruling.

[viii] All entries shall be blind (not able to be viewed by anyone) until after the declaration period has closed.

[ix] The First Posting of FINAL HEAT SHEETS must be set by Noon Thursday before the meet.

[x] Corrections to the Heat Sheets will be accepted until the completion of the Coaches Meeting 45 minutes prior to the start of the meet.

OUTDOOR CHAMPIONSHIPS

[i] Online entries must be completed and declared by 11:59 pm eastern time the Monday prior to the meet.

[ii] All field event entries must be entered in metric measurement.

[iii] If an eligible athlete does not have a previous verifiable mark/time in an event, they may be entered in that event, but must be entered with a seed mark/time of “no time” (NT) or “no mark” (NM).

[iv] Proof of performance is required to verify any mark/time that may be challenged by another head coach.

**Proof of Performance may be satisfied through TFRRS.*

[v] Declared Entry List must be POSTED by Noon on Tuesday Prior to the meet.

[vi] All entry mark/time challenges must be made in writing to the conference office at least twenty four (24) hours prior to the start of the meet.

[vi] An athlete whose mark/time is determined to be fraudulent by the conference office will be disqualified from the event in which the illegal mark/time was entered. The event in question will not be re-seeded, UNLESS, doing so would eliminate the need for a heat. Re-seeding of the event must be done without delay upon the games committee’s ruling.

[viii] All entries shall be blind (not able to be viewed by anyone) until after the declaration period has closed.

[ix] The First Posting of FINAL HEAT SHEETS must be set by Noon Wednesday before the meet.

[x] Corrections to the Heat Sheets will be accepted until the completion of the Coaches Meeting 45 minutes prior to the start of the meet.

[2] Entry Limits

[a] Each school shall be permitted four (4) entries in each individual event and one (1) team per relay.

[b] Each school shall be permitted 2 (TWO) additional entries (Wild Card) into the meet in addition to their maximum of 4 per event.

[c] Any school with more than four (4) athletes ranked in the top ten on the final performance list in an event can enter a 5th athlete in the event, not charged as a WILD CARD. If they would like to enter a 6th, they must use a Wild Card.

[4] Time/Distance Conversions

[a] Indoor

[i] All entry times achieved that were not F.A.T. must be converted prior to entering.

[ii] All entry times must be converted to correspond with the track size and banking of the forthcoming NCAA-II Indoor Track & Field National Championships.

[ii] All conversions will be based on the current NCAA approved indexing formulas for each event.

[iii] All unconverted times become subject to the fraudulent entry rule (See above).

[iv] All field event entry marks must be converted to metric measurements using the NCAA Track & Field Rule Book's Multi-Event Distance Conversion Tables.

[v] Conversions shall be made by the keeper of the performance list.

[b] Outdoor

[i] All entry times achieved that were not F.A.T. must be converted prior to entering.

[ii] All field event entry marks must be converted to metric measurements using the NCAA Track & Field Rule Book's Multi-Event Distance Conversion Tables.

[iii] Conversions shall be made by the keeper of the performance list.

[F] Performance List

The conference performance list shall act as the official time and mark list for the Conference Carolinas Track & Field Championships.

[a] An updated conference performance list will be produced each week of the season by an online service that has been contracted by the conference office.

[b] Corrections to the Performance list must be made within seven (7) days of the performance.

[c] Any mark not listed on the performance list will be considered to have not occurred.

[d] A Final Performance List will be posted no later than noon (eastern time) on the Monday prior to the meet.

[i] Corrections to the Final Performance List must be made by 12:00pm (eastern time) on the Tuesday prior to the meet.

[ii] All head coaches shall be notified by the conference office of any corrections to the Final Performance List that occur after the Final Performance List is posted on the Monday prior to the meet.

4. MEET ADMINISTRATION – INDOOR TRACK & FIELD

[A] Administration of Running Events

[1] Formation of Heats and Lane Assignments – Running Events in lanes

[a] The competitors shall be assigned to first-round heats in the order in which their names appear on the declared performance list using the

serpentine method. Two or more athletes from the same team may fall in the same heat.

[b] Heat order shall be selected randomly in all non-final rounds.

[e] In all subsequent non-final rounds, heats and lanes shall be assigned using the mark attained in the previous round using the serpentine method.

[c] In those events in which more than 2 rounds are contested, it is preferred that at least 2 qualifiers from each heat advance to the next round.

[d] In all running events which have at least nine (9) entries and require a preliminary round, only eight (8) athletes shall advance to the finals.

[e] In all final or subsequent rounds, lanes shall be assigned using the mark attained in the previous round and the criteria described later in this section.

[2] Formation of Heats – Running Events not in lanes

[a] In general, the competitors shall be assigned to heats in the order in which their names appear on the declared performance list.

[b] The number of competitors in each heat varies by event. Please see the specific event descriptions below.

[c] Starting positions shall be RANDOM DRAW for each section.

[B] Qualifying for Finals – Running Events with Qualifying Rounds

[1] 55 Meters/60 Meters

[a] Whenever possible, the 60 Meters shall be run instead of the 55 Meters.

[b] A preliminary round shall be run if there are more than eight (8) entries.

[c] Heat winners shall qualify for the final.

[d] Any remaining positions in the final shall be determined by time.

[2] 55 Hurdles/60 Hurdles

[a] Whenever possible, the 60 Hurdles shall be run instead of the 55 Hurdles.

[b] A preliminary round shall be run if there are more than eight (8) entries.

[c] Heat winners shall qualify for the final.

[d] Any remaining positions in the final shall be determined by time.

[3] 200 Meters

TIMED FINALS WILL BE USED FOR THIS EVENT

[a] Lanes 1 and 2 shall not be used in the 200 Meters.

[b] For seeding purposes, lane preference in the 200 Meters shall be as follows; assuming a 6-lane track:

**Heats shall be determined using the serpentine method*

1. Lane 5
2. Lane 6

3. Lane 4
4. Lane 3

[4] 400 Meters

TIMED FINALS WILL BE USED FOR THIS EVENT

[a] Lanes 1 and 2 shall not be used during the running of the 400 Meters races

[b] For seeding purposes, lane preference in the 400 Meters shall be as follows; assuming a 6-lane track:

**Heats shall be determined using the serpentine method*

1. Lane 5
2. Lane 6
3. Lane 4
4. Lane 3

[C] Finals – Events without Qualifying Rounds

The declared competitors in events without qualifying rounds shall be assigned to heats in the order in which their names appear on the declared performance list. Heats will be run from slowest to fastest.

[1] 800 Meters

[a] The 800 Meters shall have not more than eight (8) competitors in each race, be it a preliminary or a final.

[b] The competitors will be assigned to their heats in the order in which their names appear on the declared performance list.

[c] Starting positions shall be RANDOM DRAW for each section.

[2] Mile

[a] A “fast” heat shall be composed of the top nine (9) competitors as determined by the order in which their names appear on the declared performance list.

[b] The second heat shall be formed by placing the next nine (9) competitors as determined by the order in which their names are listed on the declared performance list.

[i] For example, the 10th through 18th times will be in the second heat, and the 19th through 27th times will be in the third heat.

[c] If there are twenty-two (22) or fewer entries, the top nine (9) times will be placed in the “fast” heat and the remaining number in the second heat.

[d] Starting positions shall be RANDOM DRAW for each section.

[3] 3000 Meters

[a] A “fast” section shall be composed of the top twelve (12) competitors as determined by the order in which their names are listed on the declared performance list.

[b] The second heat, or “slow” section, shall have no more than twenty-one (21) participants.

[c] A third heat will only be formed if there are more than thirty-three (33) participants in the 3000 Meters.

[d] If there are fourteen (14) or fewer entries then the 3000 Meters will be run as one heat.

[e] The declaration of the 3000 Meters must be made 60 minutes prior to the scheduled start time of the event.

[f] No more than three (3) heats will be run in the "slow" section.

[g] Starting positions shall be RANDOM DRAW for each section.

[4] 5000 Meters

[a] Women's 5000 Meters

[i] Top 12 times in fast heat.

[ii] 14 or less entries will be run as one heat. Establish cut off for two heats to avoid lapped runners as much as possible.

[b] Men's 5000 Meters

[i] Top 12 times in fast heat.

[ii] 14 or less entries will be run as one heat. Establish cut off for heats to avoid lapped runners as much as possible.

[c] Starting positions shall be RANDOM DRAW for each section.

[5] 4x400 Relay

[a] The 4x400 Relay shall be run in heats.

[b] The heats should be split as evenly as possible, with no less than four teams being in the fast heat.

[6] Distance Medley Relay

[a] The Distance Medley Relay shall be conducted as a one (1) heat final, with all teams entered taking part.

[b] Starting positions shall be RANDOM DRAW.

[D] Administration of Field Events

In all field events which have at least ten (10) entries and require a preliminary round, nine (9) athletes shall advance to the finals.

[1] High Jump and Pole Vault

[a] In the high jump and pole vault, each competitor is allowed an attempt in the order in which the competitor's name has been drawn by lot.

[b] When there are large fields in the high jump or pole vault, as determined by the games committee, it is advisable to establish continuing flights of 5 competitors (five-alive method). Once an athlete has cleared or missed 3 attempts at a height, another athlete shall be added to that position in the continuing flight, moving down the listed order of competition until all competitors have completed attempts at each height. Therefore, jumps attempted by competitors would not be separated by more than 4 attempts from other athletes at any height.

[c] When the number of competitors remaining at a given height is fewer than 9, the 5-alive system is abandoned and replaced by a continuous flight until the next height change.

[d] Starting Heights

The starting height for high jump and pole vault shall be determined by the following formula. Using the declared entry marks, discard the highest and the lowest marks and average the remaining marks. Then, drop down three (3) natural increments and set the starting height at the nearest height that aligns with the current provisional national qualifying standard. "No Marks" (NM) shall not be used when establishing starting heights.

[c] Starting positions shall be RANDOM DRAW.

[2] Throwing Events, Long Jump and Triple Jump

[a] Seed the field from the worst to best with the best in the final flight.

[b] There shall be no more than 12 and no fewer than 6 participants in each flight, with the goal of maximizing the number of participants in the better flight.

*Only one flight will be contested if there are 13 or less competitors.

[c] Starting positions shall be RANDOM DRAW.

5 MEET ADMINISTRATION – OUTDOOR TRACK & FIELD

[A] Administration of Running Events

[1] Formation of Heats and Lane Assignments – Running Events in lanes

[a] The competitors shall be assigned to first-round heats in the order in which their names appear on the declared performance list using the serpentine method. Two or more athletes from the same team may fall in the same heat.

[b] Heat order shall be selected randomly in all non-final rounds.

[e] In all subsequent non-final rounds, heats shall be assigned using the mark attained in the previous round using the serpentine method.

[c] In those events in which more than 2 rounds are contested, it is preferred that at least 2 qualifiers from each heat advance to the next round.

[d] In all running events which have at least nine (9) entries and require a preliminary round, only eight (8) athletes shall advance to the finals.

[e] In all final or subsequent rounds, lanes shall be assigned using the mark attained in the previous round and the criteria described later in this section.

[f] For seeding purposes, preferred lanes in all rounds for events that start and end in lanes – assuming an 8-lane track – are as follows:

1. Lane 4
2. Lane 5
3. Lane 3

4. Lane 6
5. Lane 2
6. Lane 7
7. Lane 1
8. Lane 8

[3] Formation of Heats – Running Events not in lanes

[a] In general, the declared competitors shall be assigned to heats in the order in which their names appear listed on the declared performance list.

[b] The number of competitors in each heat varies by event. Please see the specific event descriptions below.

[c] Starting positions shall be RANDOM DRAW for each section.

[B] Finals – Events with Qualifying Rounds

[1] 100 Meters, 200 Meters, 100/110 Hurdles

[a] The number of runners shall not exceed the number of lanes available for the race, be it preliminary or final.

[b] A preliminary round shall be run if there are more than eight (8) entries.

[c] Heat winners shall qualify for the final.

[d] Any remaining positions in the final shall be determined by time.

[e] If the host facility has nine (9) lanes or more then the number of competitors that qualify for the finals shall correspond with the number of lanes available.

[C] Finals – Events without Qualifying Rounds

[1] 400 Meters, 400 Hurdles

[a] The number of runners shall not exceed the number of lanes available for the race, be it preliminary or final.

[b] Preferred Lane Assignments are used for seeding from Declared List.

[2] 800 Meters

[a] 8 runners will be placed in the fast heat, using 1 lane per runner for a one turn stagger.

[b] Each section will have 8 runners until the 2 slowest sections when 15 or less are remaining, split those two sections to one less in the slowest section. (Example: 22 entered in the event: Fastest 8, section 3, 9th-15th (7 runners) in section 2, and 10th-22nd (7 runners) in section 1)

[c] Starting positions shall be RANDOM DRAW for each section.

[3] 1500 Meters, Mile

[a] A maximum of 15 runners will be placed in the fast heat, If 16 or more runners are declared then 12 in the fast section. If 15 or less DECLARE for the Race at the meet, there will be a one section final.

[b] The natural break will be used to determine the other heats.

[c] Starting positions shall be RANDOM DRAW for each section.

[5] 5000 Meters

[a] Women: Minimum of 12 participants or runners under 19:30 in the fast heat. If more than 20, then 12 participant minimum in the fast heat, then natural break.

[b] Men: Minimum of 12 participants or runners under 16:00 in the fast heat. If more than 20, then 12 participant minimum in the fast heat, then natural break.

[c] Starting positions shall be RANDOM DRAW for each section.

[6] 10,000 Meters

[a] All declared competitors shall compete in one (1), timed final section.

[b] If men's and women's fields are small, (under 16 runners total) the Games Committee can approve running the men's and women's races together.

[c] Starting positions shall be RANDOM DRAW for each section.

[7] Relays

[a] 4x100 Relay.

[i] The 4x100 Relay shall be run as a timed final.

[ii] If there are more than eight (8) entries then the 4x100 Relay shall be run in two heat timed final.

[iii] The two heats shall be split as evenly as possible, with no less than five teams in the fast heat.

[iv] The greater number of teams shall be in the fast heat.

[ii] The host institution is responsible for assigning exchange zone judges.

[iii] Zone 1 shall have two judges. Each of the other two zones shall have one judge.

[b] 4x400 Relay

[i] The 4x400 Relay shall be run as a timed final.

[ii] If there are more than eight (8) entries then the 4x400 meter relay shall be run in two heat timed final.

[iii] The two heats should be split as evenly as possible, with no less than five teams in the fast heat.

[iv] The greater number of teams shall be in the fast heat.

[c] Preferred Lane Assignments are used for seeding from Declared List.

[B] Administration of Field Events

In all field events which have at least ten (10) entries and require a preliminary round, nine (9) athletes shall advance to the finals.

[1] High Jump and Pole Vault

[a] In the high jump and pole vault, each competitor is allowed an attempt in the order in which the competitor's name has been drawn by lot.

[b] When there are large fields in the high jump or pole vault, as determined by the games committee, it is advisable to establish continuing flights of 5 competitors (five-alive method). Once an athlete has cleared or missed 3 attempts at a height, another athlete shall be added to that position in the continuing flight, moving down the listed order of competition until all competitors have completed attempts at each height. Therefore, jumps attempted by competitors would not be separated by more than 4 attempts from other athletes at any height.

[c] When the number of competitors remaining at a given height is fewer than 9, the 5-alive system is abandoned and replaced by a continuous flight until the next height change.

[d] Starting Heights

The starting height for high jump and pole vault shall be determined by the following formula. Using the declared entry marks, discard the highest and lowest marks and average the remaining marks. Then, drop down three (3) natural increments and set the starting height at the nearest height that aligns with the current provisional national qualifying standard. "No Marks" (NM) shall not be used when establishing starting heights.

**** NOTED EXCEPTION:** If 6 or less jumpers are declared, then the formula is 3 natural increments down from the lowest declared height.

[e] Pole Vault Natural Increment is: .15m

[f] High Jump Natural Increment is: .05m

[g] Starting positions shall be RANDOM DRAW.

[4] Throwing Events, Long Jump and Triple Jump

[a] Seed the field from the worst to best with the best in the final flight.

[b] There shall be no more than 12 and no fewer than 6 participants in each flight, with the goal of maximizing the number of participants in the better flight.

*Only one flight will be contested if there are 13 or fewer competitors.

[c] Starting positions in each section shall be RANDOM DRAW.

5. SCHEDULE OF EVENTS

The meet director/games committee may alter the order of events if the constraints of the facility require such a change to ensure the safety of athletes, coaches and spectators.

The following is a list of events in the order in which they are to be contested:

[1] Indoor.

Noon: Weight Throw Women followed by Men @ 1:15 PM at the earliest (or announce 30 minutes after completion of Women)

2:30: Shot Put Women followed by Men @ 3:45 PM at the earliest (or announce 30 minutes after completion of Women)

** Throws should be able to be completed in the THROWS CAGE, without using the High Jump Area, like it is set up this season

Noon: Women's Pole Vault followed by Men @ 1 PM (split PV and HJ by an hour to give anyone that does both a good shot at both)

1:00: Women's High Jump followed by Men @ 2:15 PM (or announce 30 minutes after completion of Women)

2:00: Women's Long Jump on one runway 3:00 Men's Long Jump on the other runway

Follow the long jump with a 30 minute break announcing start time as 3:15 for Women and 4:15 for Men... if need LONGER time because Long Jump goes more than 45 minutes, then ANNOUNCE Triple Jump to start 30 minutes after the Long Jump for both genders (This should get Long and Triple completed before the 4 x 400)

1:00 5000 W (Most likely NOT 2 sections, but if we do have TWO, I suggest the 1st section starting @ 12:45)

1:30 5000 M (If 2 sections of MEN, and only 1 of women, We can move the Women's start to 12:45 as well) IF TWO SECTIONS OF Both Genders, we can move Women to 12:30 to assure we get the DMR going @ 2 PM)

2:00 DMR W

2:15 DMR M

2:30 Prelims W Hurdles

2:40 Prelims M Hurdles

2:50 Prelims W Dash

3:00 Prelims M Dash

3:10 Mile W

3:25 Mile M

3:40 W Hurdle Finals

3:45 M Hurdle Finals

3:50 W 400

4:05 M 400

4:20 W Dash Finals

4:25 M Dash Finals

4:30 800 W

4:45 800 M

5:00 200 W

5:15 200 M

5:30 3000 W

6:00 3000 M

6:25 4 x 400 W

6:40 4 x 400 M

7:00 Team Awards Presentations

[2] Outdoor.

FRIDAY

RUNNING EVENTS:

3:30	W	100m Dash PRELIM
3:45	M	100m Dash PRELIM
4:00	W	3000m Steeple FINAL
4:30	M	3000m Steeple FINAL
5:00	W	100m Hurdle PRELIM
5:15	M	110m Hurdle PRELIM
5:30	W	200m Dash PRELIM
5:45	M	200m Dash PRELIM
6:00	W	10000m Run FINAL
7:00	M	10000m Run FINAL

FIELD EVENTS

2:00	M	Javelin
	W	Javelin
4:00	M	Hammer
	W	Triple Jump
	M	High Jump
6:00	W	Hammer
	M	Triple Jump
	W	High Jump

SATURDAY

RUNNING EVENTS:

1:00	W	4 x 100
1:10	M	4 x 100
1:20	W	1500m
1:40	M	1500m
2:00	W	100m Hurdles
2:10	M	110m Hurdles

2:20	W	400m
2:35	M	400m
2:50	W	100m
3:00	M	100m
3:15	W	800m
3:30	M	800m
4:00	W	400m Hurdles
4:15	M	400m Hurdles
4:30	W	200m
4:40	M	200m
4:50	W	5000m
5:40	M	5000m
6:15	W	4 x 400
6:30	M	4 x 400
6:45		TEAM AWARDS

FIELD EVENTS:

11:30	W	Shot Put
	W	Pole Vault
	M	Long Jump
1:30	M	Shot Put
	W	Discus
	M	Pole Vault
3:30	W	Long Jump
	M	Discus