



**2020 Men's and Women's
Indoor Track and Field
Technical Manual**

This manual outlines the technical procedures for competition for the 2020 Summit League Men's and Women's Indoor Track and Field Championships. This manual contains the technical procedures for administration of the indoor championships.

This manual should be used in conjunction with the 2019-20 Summit League Indoor Track and Field Championship Regulations, and the 2019/2020 NCAA Track and Field/Cross Country Men's and Women's Rules Book. These publications will provide information about the policies governing Summit League championships.

Although this manual and the other publications attempt to cover all phases of the championships, some questions may arise before the event. Please feel free to contact Summit League championship manager Bryan Miller at the Summit League office.

Section 1. Administration

- A. **The Summit League Championships.** League championships shall be conducted in the name of The Summit League.
- B. **Administration.** The administration and conduct of The Summit League Championships shall be under the direction and supervision of the League office, with the assistance of institutional personnel from the host member institution.

Section 2. Championship Facilities.

- A. The running track, competitive area and competitive equipment at the Championship site shall meet NCAA specifications.
- B. The host must provide a track meeting NCAA minimum standard.
 1. Arena
 - a. Minimum six-lane oval 200-m track, with numbered lanes at least 36 inches wide (*Amended Dec. 2011*)
 - b. Two fully automatic timing systems running on independent systems (power, internet connection, etc.) (*Amended Dec. 2011, Jan. 2015, June 2019*)
 - c. A backup timing system (i.e. stop watches)
 - d. Starting blocks, hurdles and relay batons for nine teams
 - e. Three-level awards platform
 - f. Scoreboard to display team scores and event results (*Amended Dec. 2011*)
 - g. Area for posting of event-by-event results
 2. Field Events
 - a. Pits, standards and cross bars for high jump and pole vaulting
 - b. Stepladder for the pole vault or measuring instrument to measure from the runway
 - c. Performance indicator boards for all field events
 - d. Crossbar height indicators for high jump and pole vault
 - e. Timing lights or stop watches for field events
 - f. Competition areas for shot put, 35-pound and 20-pound weights
 - g. Runways for long, triple jump and pole vault
 - h. Apron for high jump
 3. Running Events
 - a. Visual lap counter
 - b. Visible clock to display race times (may be portable)
 4. Equipment
 - a. Two (2) 30-meter measuring tapes (must show feet and metric)
 - b. Four (4) 15-meter tapes (must show feet and metric)
 - c. Flags for inspectors and field event judges
 - d. Adequate platforms (judges' stand, timers' stand, FAT timers, starter's)
 - e. Proper Implement Certification Equipment (*Adopted Dec. 2011*)
 - f. Clipboards for officials
 - g. One starting pistol and shells, and one backup starting pistol and shells
 - h. Walkie-talkies for championship officials
 - i. Competitor numbers/Hip numbers for student-athletes
 - j. Relay cards
 5. The host must provide a warm-up area for all competitors.
 6. The host must work with the League Office to set up a period of time the day before the Championship where the track facility is available to the visiting teams.
 - a. The host facility must have two changing areas adjacent to the competition site.
 7. The host must provide an automated external defibrillator. (*Adopted January 2016*)

Section 3. Championship Format

- A. The Championship shall be governed by the NCAA Rule Book (except as modified herein).
- B. The order of events shall remain as established, but the specific start times may be determined by the host institution (see

Schedule of Events). Requested starting time changes should be submitted to the League office one month prior to the Championship. *(Amended Dec. 2011)*

- C. Non-participants shall not be permitted on the track or in the immediate area of all field events. Coaches are permitted on the track and in the immediate area of all field events. A competitor who has been aided by a coach or a teammate who is not in the event or by a non-competitor connected with the competitor’s team (whether directly or indirectly), may be disqualified from the event. *(Amended Dec. 2011, Jan. 2015)*
- D. Racing events, except for the Mile Run, shall be run at metric distances, and a fully automatic timing system (FAT) must be utilized.

Section 4. Coaches Meetings

- A. There shall be a meeting of the League coaches prior to the Championship to discuss final Championship arrangements and to process final declarations. The Summit League representative on site shall chair the meeting.
 - 1. The League Communication Staff will have ballots available for selection of the Most Outstanding Performer of the Championship. *(Amended June 2017)*
 - 2. The Head Referee and other key Championship officials shall be introduced to the coaches at this time.
 - 3. Final declarations will be reviewed at this meeting. Entries may be scratched at that time but may not be added or modified. If a coach is not at the coaches meeting to respond to a challenge regarding a performance, the student-athlete shall be entered as “No Performance.”
 - 4. Any event that has scratches made during the coaches meeting shall be re-seeded prior to the start of the Championships.
 - 5. Permissible places for the coaches to position themselves (without aiding their student-athletes) shall be determined, as well as appropriate places for coaches to give splits.
 - 6. The Games Committee shall be introduced.

Section 5. Officials

- A. The Championship Manager and host coaches shall secure a sufficient number of skilled officials to adequately staff the League championships. The host institution is responsible for the quality and appropriate training of officials. Officials certified by USA Track and Field are recommended. Officials shall include:

Awards custodian	Head Jumps Referee	Medical staff
Championship Mgr.	Head Multi-Events Referee	Public address announcer
Clerk of the Course	Hurdle setters	Scorers
Field judges	Inspectors	Starter and recall starter
Declaration official	Lap counters	Starting block setters
Finish judges	Manual timers	Timers and runners
Head Field Judge	Markers	Timing device operator(s)
Head Finish Eval.	Marshals	Umpire
Head Throwing Referee	Turn Judges	

- B. The host institution is responsible for compensating any officials it deems appropriate.
- C. Officials should not be eligible or ineligible members of the host’s track and field teams. It is encouraged that officials be certified by USA Track and Field.
- D. Eligible or ineligible track and field members may assist but must be placed in non-official position during the championship (i.e. hurdle setter, block setter, awards liaison, etc.) *(Adopted June 2019)*
- E. The Referee’s decisions will be final. In the event of a protest, the Referee’s decision may be reversed by the Games Committee.
- F. Any questions or concerns regarding the officials shall be directed to the Championships Manager and/or Meet Referee, not the host coaches.
- G. **Institution Personnel Communication.** The League prohibits the use of “scratch procedures relative to the assignment of any officials. Scratch procedures are those that provide intuitional personnel, either individually or collectively, with the direct or indirect authority to hire, retain, effect the assignments of or release (i.e. blacklist) of any official. Institution personnel may make inquiries to officials while on site during an event. However, once an event has concluded the officials have left the event, institution personnel may not contact any official with questions, feedback, etc. All inquiries by institution personnel regarding officials must go through the league liaison after the conclusion of the event. Any direct or inappropriate contact with an official after the conclusion of the event will result in an automatic reprimand or other disciplinary action at the discretion of the Commissioner.

Section 6. Entry Procedures

- A. Entry procedures are as follows: *(Amended Dec. 2011)*
 - 1. Online entry procedures must be utilized for the indoor track and field championships. The Championship Manager and League Office must approve of any online service used prior to the championships. The League Office shall have access to all online registration information.
 - 2. Final Declarations shall be made by 5 p.m. two days prior to the start of the Championship. Entries may be scratched after this time but may not be added or modified.
 - 3. Final scratches must be made at the coaches' meeting. If a student-athlete is being scratched for medical reasons, the coach must declare a medical scratch for the student-athlete to be considered for reinstatement by the Games Committee.
- B. Entries shall be made using an online entry service, as approved by The League Office. Entry forms shall be completed according to the following policies:
 - 1. For individual events, entries are limited to one more than the number of places scored in each event. For relay events, one relay team per school per event is permitted.
 - 2. Teams may declare a squad size of up to 28 student-athletes. *(Amended October 2012)*
 - 3. Performances must have been conducted in the current indoor season. No relay performances will be accepted for individual entries. All entries must have a certifiable performance or be seeded as a No Mark. *(Amended Dec. 2011)*
- C. Seeding will be done in accordance with NCAA rules, and will be based on the League's TFRRS *Best Performance System*. *(Amended Dec. 2011)*
- D. The timing company shall provide a performance list within 2-4 hours of when entries are due. *(Adopted Jan. 2015)*
- E. Any event that has scratches made during the coaches meeting shall be re-seeded prior to the start of the Championships. *(Amended May 2018)*
- F. An appropriate computer program shall be utilized for the conduct and scoring of the championships. The League office must approve this program prior to the Championship. *(Amended Dec. 2011)*
- G. Official relay cards must be turned into the Clerk of the Course at least 15 minutes prior to the beginning of the race. The Championship host shall provide relay cards in the coaches' packets at the Coaches' Meeting and at the Clerk of Course. *(Amended Dec. 2011, June 2019)*

Section 7. Scratch Procedures

- A. If a declared contestant scratches from an event, that athlete is scratched from the entire Championship.
- B. A student-athlete barred for scratching or dropping out because of injury or illness may return to the competition if the meet physician substantiates the ailment and subsequent recovery.
- C. Coaches must declare medical scratches in order to allow a student-athlete to be reinstated to the event.

Section 8. Running Events

- A. Racing events, except for the Mile Run, shall be run at metric distances, and a fully automatic timing system (FAT) must be utilized.
 - 1. In preliminary heats of the 200-meter dash and 400-meter dash seeding will be done in accordance with NCAA rules.
- B. Each finalist shall be introduced by the PA announcer prior to the beginning of each final event. *(Adopted Jan. 2015)*
- C. To help the judges identify the place winners of the races run in lanes, finish runners must return in their lanes to the finish line.
- D. Heats and lanes shall be drawn in accordance with the *NCAA Rule Book* unless otherwise specified in these regulations. Runners shall advance to the next round on the basis of place and time, with a premium on place unless otherwise specified here. *(Amended Dec. 2011)*
 - 1. There shall be no fewer than two competitors or teams in the slowest section of time-comparison races. If there is one participant, at least the next slowest time shall be moved into the slower section to create competition.
 - 2. In the preliminary rounds, if there are fewer heats than the number of lanes, winners of each heat plus next fastest times will qualify for the finals (seeding shall be done according to NCAA Rule 5-11).
 - 3. In the preliminary rounds, if there are the same number or more heats than number of lanes, qualifiers shall be determined by time (seeding shall be done according to NCAA Rule 10-1-a).
 - 4. For timed-section finals, the sections shall be seeded slow to fast and shall compete in that order.
- E. **60-Meter Dash and 60-Meter Hurdles:** *(Amended Dec. 2011, Amended June 2016)*
 - 1. Finals will be run in accordance with the *NCAA Rule Book*.
 - 2. 16 entries and under will be semi-final to final.
 - 3. More than 16 entries will be preliminaries to semi-final to final.
 - 4. Participants will be placed in preferred lanes as follows:

Purdue Fort Wayne:	4 - 5 - 3 - 6 - 2 - 7 - 1 - 8 (Eight (8) lane straightaway)
North Dakota State:	4 - 5 - 3 - 6 - 2 - 7 - 1 - 8
North Dakota:	4 - 5 - 3 - 6 - 2 - 7 - 1 - 8
South Dakota:	4 - 5 - 3 - 6 - 2 - 7 - 1 - 8
South Dakota State:	4 - 5 - 3 - 6 - 2 - 7 - 1 - 8

F. 200-Meter Dash: (*Amended Dec. 2011, June 2019*)

200-Meter Tracks

1. In all rounds, the outer four (4) lanes shall be used.
2. Finals shall be seeded into two (2) heats of four (4) participants each unless there is a tie for the final qualifying spot.
3. The slowest four (4) times shall comprise the first heat. The fastest four (4) times shall comprise the last heat.

300-Meter Tracks

4. In all rounds, all eight (8) lanes shall be used.
5. Finals shall be seeded in one (1) heat of eight (8) participants unless there is a tie for the final qualifying spot.
6. In case of a tie, (see NCAA Rule 5-5) the slower heat shall be comprised of the larger number of participants.
7. These are timed finals. (See Section 17-A-1-2-3-4).
8. Participants will be placed in preferred lanes as follows:

Purdue Fort Wayne:	5 - 6 - 4 - 3 - 2 - 1 (5 - 6 - 4 - 3)
North Dakota State:	7 - 8 - 6 - 5 - 4 - 3 - 2 - 1 (7 - 8 - 6 - 5)
North Dakota:	7 - 8 - 6 - 5 - 4 - 3 - 2 - 1
South Dakota:	6 - 7 - 5 - 8 - 4 - 3 - 2 - 1 (6 - 7 - 5 - 8)
South Dakota State:	6 - 7 - 5 - 8 - 4 - 3 - 2 - 1

G. 400-Meter Dash: (*Amended Dec. 2011, June 2019*)

1. Seeding will be consistent with the 200-Meter Dash.

200-Meter Tracks

2. In all rounds, the outer four (4) lanes shall be used.
3. Finals shall be seeded into two (2) heats of four (4) participants, with seeding preference given to preliminary heat winners.
4. The slowest four (4) times shall comprise the first heat. The fastest four (4) times shall comprise the last heat.

300-Meter Tracks

5. In all rounds, all eight (8) lanes shall be used.
6. Finals shall be seeded in one (1) heat of eight (8) participants unless there is a tie for the final qualifying spot.
7. In case of a tie, (see NCAA Rule 5-5) the slower heat shall be comprised of the larger number of participants.
8. These are timed finals. (See Section 17-A-1-2-3-4).
9. Participants will be placed in preferred lanes as follows:

Purdue Fort Wayne:	5 - 6 - 4 - 3 - 2 - 1 (5 - 6 - 4 - 3)
North Dakota State:	7 - 8 - 6 - 5 - 4 - 3 - 2 - 1 (7 - 8 - 6 - 5)
North Dakota:	6 - 7 - 5 - 8 - 4 - 3 - 2 - 1
South Dakota:	6 - 7 - 5 - 8 - 4 - 3 - 2 - 1 (6 - 7 - 5 - 8)
South Dakota State:	6 - 7 - 5 - 8 - 4 - 3 - 2 - 1

H. 800-Meter Run: (*Amended Dec. 2011, Jan .2015*)

1. This event shall be run in prelims.
2. All rounds will use a two (2) alley, waterfall start, with a two-turn stagger.
3. For events taking place on six (6) lane tracks following seeding information will be used:
 - a. Heats of eight (8), with four (4) per alley.
 - b. Top two (2) places from each heat plus next fastest times.
 - c. Final will consist of one (1) section of eight (8) competitors ran in alleys.
2. For events taking place on eight (8) lane tracks following seeding information will be used:
 - a. Heats of eight (8), running in lanes.
 - b. Top two (2) places from each heat plus next fastest times.
 - c. Final will consist of one (1) section of eight (8) competitors ran in lanes.

I. Mile Run: (*Amended Dec. 2011*)

1. The Mile Run shall be a timed-section final.
2. If more than 14 athletes are entered, 12 will run in the fast heat with the remaining athletes running in the slow heat.
3. A waterfall start shall be used; placing the 10 contestants with the top times in the front row (a one-turn staggered waterfall start is preferred).

- J. **3,000-Meter Run:** (*Amended June 2016*)
1. This is a timed FINAL, with positions drawn by lot (random).
 2. All contestants shall race in one heat.
 3. A waterfall start shall be used; placing the 10 contestants with the top times in the front row (a one-turn staggered waterfall start is preferred).
 4. If there are 16 or more competitors a “B Section” will be added, with 12 runners in the fast heat.

- K. **5,000 Meter Run:** (*Amended Dec. 2011*)
1. This is a timed FINAL, with positions drawn by lot (random).
 2. All contestants shall race in one heat.
 3. A waterfall start shall be used; placing the 10 contestants with the top times in the front row (a one-turn staggered waterfall start is preferred).

NOTE: Lapped runners, as determined by their position at the start/finish line, will be directed to leave the track until the field is down to 12 contestants.

- L. **4 x 400m Relay:** (*Amended Dec. 2011, Jan. 2015*)
1. If six or fewer teams are entered, the race shall be run as a one section final.
 2. If more than six teams declare, a timed-section final shall be run, with the top four-qualifying times in the same heat, the slow heat will race first, followed by the fast heat.
 3. Lane assignments will be based on seed time.
 4. A two-turn stagger shall be used.
 5. Relay cards must be turned into the Clerk of Course **at least 15 minutes prior** to the beginning of the race.
 6. There will be no more than six (6) teams in a heat.
 7. Participants will be placed in preferred lanes as follows:

Purdue Fort Wayne:	5 - 6 - 4 - 3
North Dakota State:	7 - 8 - 6 - 5 - 4 - 3 - 2 - 1
North Dakota:	6 - 7 - 5 - 8 - 4 - 3 - 2 - 1
South Dakota:	6 - 7 - 5 - 8 - 4 - 3 - 2 - 1
South Dakota State:	6 - 7 - 5 - 8 - 4 - 3 - 2 - 1

- M. **Distance Medley Relay:** (*Amended Dec. 2011*)
1. The race shall be run as a timed FINAL.
 2. A one-turn stagger with alleys shall be used.
 3. Relay cards must be turned into the Clerk of Course **at least 15 minutes prior** to the beginning of the race.
 4. The order for the race shall be: 1,200m, 400m, 800m, and 1,600m.

Section 9. Field Events

- A. The number of qualifiers for finals in the Triple Jump, Shot Put, Long Jump, 35-Pound Weight and 20-Pound Weight shall equal the number of places scoring in each event, plus one.
- B. Where preliminaries for field events are divided into multiple flights, athletes shall be divided into flights based upon entry performances, with the highest-seeded athletes being grouped into the final flight. The participant order within flights will be drawn by lot. (*Amended June 2010*)
- C. Pole Vault and High Jump. (*Amended June 2010, Dec. 2011*)
1. Opening heights will be based on the number of entrants as listed below. Progressions will be established at the League Coaches’ Meeting following NCAA Rule 6-5-2 (HJ) and NCAA Rule 6-6-1 (PV). Attention may be given to national qualifying standards and League records when determining starting heights and increments.
 2. If 10 or more declared athletes have an entry mark (not including no-heights), the opening height will be the metric mark that is two heights below the 10th-seeded athlete’s entry mark.
 3. If fewer than 10 declared athletes have an entry mark (not including no-heights), the opening height will be the metric mark that is two heights below the last-seeded athlete’s entry mark.

Long Jump and Triple Jump Field Sizes (Adopted Jan 2015, Amended June 2016, Amended June 2019)

1. 1-14 = 1 Flight
2. 15-18 = 2 Flights, with 9 in the second flight
3. 19-28 = 2 Flights, evenly split
4. 29 or more = 3 flights, evenly split

Throw Field Sizes (Adopted June 2016, Amended June 2019)

1. 1-14 = 1 Flight
2. 15-18 = 2 Flights, with 9 in the second flight
3. 19-28 = 2 Flights, evenly split
4. 29 or more = 3 flights, evenly split

- D. Each finalist shall be introduced by the PA announcer prior to the beginning of each final event. (*Adopted Jan. 2015*)

Section 10. Combined Events *(Adopted Jan. 2015)*

A. Hurdle and Sprints.

1. Hurdle and sprint races shall be seeded by each individual's season-best time (multi-event or open) on the League's TFRRS *Best Performance List*. *(Amended May 2018)*
2. There shall be one lane between each competitor in men's and women's hurdles. All lanes shall be used for the women's sprints. *(Amended May 2018)*

- B. **800/1000/1500.** Lane assignments shall be based on random seeding. Competitors will line up (with assigned hip number) in order of their standing prior to the last event.

Section 11. Scoring

- A. The Championships shall be scored to eight places for both track and field events and shall be the same for individual and relay events. Scoring shall be: 10, 8, 6, 5, 4, 3, 2, 1.

1. For individual awards, relay scoring shall be quarter points of the team's score from the event. (i.e. First Place 2.5 per individual)

- B. If two or more competitors are judged as having tied for a place, the points for the places involved shall be equally divided between these competitors

Section 12. Ties

- A. If a tie occurs for the last qualifying position for the 60-meter dash or 60-meter hurdles and there is not an available lane in the final heat, there shall be a run-off after the 3,000-meter run but prior to the 200-meter dash. *(Amended Dec. 2011)*

- B. If a tie occurs for the last position for any other running event, all tying contestants shall advance to the next round of competition.

- C. All ties in team and individual competition at the League championship shall stand, with the exception of ties in the field events. Championship management shall refer to the *NCAA Rule Book* for the method of separating ties in the field events.

Section 13. Equipment

It is recommended that all timing equipment, implement-weighing and measuring devices, measuring tapes and devices be certified for accuracy prior to the Championship. The host shall be responsible for the accuracy of the equipment utilized.

Section 14. Fully Automatic Timing (FAT) *(Amended Dec. 2011)*

- A. Fully Automatic Timing (FAT) computer-generated images will provide the official results for all running events. Times shall be recorded officially to the hundredth of a second. However, in the event of a tie, the thousandth of a second will be used to break the tie in accordance with NCAA policy.

1. There shall be two fully automatic timing systems running on independent systems (power, internet connection, etc.) *(Amended Dec. 2011, Jan. 2015, June 2019)*

- B. The host shall appoint one official to determine the final results of each race.

1. Official results under protest may be viewed only by the appointed official, the Referee, and the Games Committee. The Head Coach involved in the protest may only view the computer results with the Referee present.
2. The Head Finish Evaluator shall, by utilizing the official picture of the finish, be responsible for the evaluation and determination of the finish places and times.

- C. The Head Computer Operator should have communication with the Head Starter, so that in the case of an equipment failure the race can be re-called as soon as possible.

Section 15. Protests *(Amended Dec. 2011)*

- A. Protest forms shall be made available to the coaches. All protests must be made in writing by the head coach and shall be entered and managed as codified in the *NCAA Rule Book (Rule 4.1.13/4.2.4)*.

- B. Official pictures under protest may be viewed only by the fully automatic timing device official, the referee, and the Games Committee. The head coach involved in the protest may only view the computer results with the Referee present.

- C. A protest fee of \$25 cash shall be required *at the time of protest*. If the protest is upheld, the \$25 fee shall be refunded. If the protest is overruled, the \$25 fee shall be paid to the League Office.

Section 16. Video Review

The use of the league's official webstream or television broadcast may be used for official video review, in the event the timing systems cannot provide enough information, or the meet referee requests additional information in rendering a decision. *(Adopted May 2018)*

Section 17. Results

- A. During the competition meet results shall be posted after every event and in a place or places where results may easily be viewed by coaches, student-athletes and spectators.
- B. Adequate staff shall be provided in the press area to allow for expedient preparation of the Championship results. Copies of the results shall be made available to the coaches and any media as soon as possible after the Championship.
- C. Results shall be posted in a timely manner on a Championship results website. *(Adopted Jan. 2015)*

Items needed by Summit League or Host Institution from Timer

Completed	Due By	Description
	No later than 7 p.m. CT - Two Days Prior	Performance List (Make sure schools are labeled correctly (i.e. North Dakota, North Dakota State))
	No later than 8 a.m. CT - One Day Prior	Heat Sheets (Make sure schools are labeled correctly (i.e. North Dakota, North Dakota State))
	48 hours prior to Championship	Record Updated in Timing System
	End of Day 1	PDF of Day 1 Results (Individual Total Points & Team Total Points)
	End of Day 1	PDF of True Freshman Point Totals (Top 10), Field Totals (Top 10), Track Totals (Top 10)
	End of Day 1	Updated PDF of Heat Sheets for Day 2
	No later than 10 Minutes After Completion of Last Event	True Freshman Point Totals (Top 10), Field Totals (Top 10), Track Totals (Top 10), All Encompassing Individual Point Total (Top 10)
	End of Day 2	PDF of Final Results (Individual Total Points & Team Total Points)
	End of Championship	Final Timing File from Championship