



**Northeast Conference
Championship Handbook**

**Men's and Women's
Outdoor Track & Field
May 1-2, 2021**



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Championship Personnel

Bryant University Staff

Name	Title	Email	Phone
Bill Smith	Director of Athletics	bsmith8@bryant.edu	401-232-6078
John Ruppert	Meet Director Deputy AD	jruppert@bryant.edu	401-232-6737 Cell: 401-255-7131
Tristan Hobbes	SID	thobbes@bryant.edu	401-232-6558x1
Joe Fogarty	Operations	jfogart1@bryant.edu	401-232-6942x3
Mitchell Switzer	Head Track and Field Coach	mswitzer@bryant.edu	401-232-6526 Cell: 401-406-1611
Patrick O’Sullivan	Head Athletic Trainer/ COVID-19 Contact	posulliv@bryant.edu	401-232-6530x1 Cell: 401-255-3980

Northeast Conference Staff

Name	Title	Email	Cell Phone
Noreen Morris	Commissioner	nmorris@northeastconference.org	773-209-6507
Ron Ratner	Sr. Assoc. Commissioner/ Ext. Relations	rratner@northeastconference.org	732-687-9516
Andrew Alia	Assoc. Commissioner/ Marketing & Finance	aalia@northeastconference.org	908-295-6400
Lisa Archbald	Assoc. Commissioner/ Compliance & Governance	larchbald@northeastconference.org	407-242-5205
Benjamin Shove	Assoc. Commissioner/ Sport Services	bshove@northeastconference.org	917-658-7581
Caitlin Hughes	Asst. Commissioner/ Sport Services – OTF Contact	chughes@northeastconference.org	860-614-8814
Kyle Turner	Asst. Commissioner/Digital Media and Communications	kturner@northeastconference.org	603-479-4860
Ralph Ventre	Asst. Commissioner/ Communications & Social Media	rventre@northeastconference.org	732-687-9911
Christopher Horton	Director of Creative Services	chorton@northeastconference.org	732-882-9466
Michelle Reina	Digital Media Assistant	mreina@northeastconference.org	908-644-6583
Morgan Turner	Communications Assistant	mturner@northeastconference.org	908-947-5305
Alexis Watson	DE&I Advisor	awatson@northeastconference.org	443-204-2558

NEC Track & Field Sport Committee

Jen Quirk – Fairleigh Dickinson

Mike Guastelle – Sacred Heart

Mitchell Switzer, Head Coach – Bryant

Outdoor Track & Field Championships – Quick Reference

Date: May 1-2, 2021

Location: Bryant University Campus, 1150 Douglas Pike, Smithfield RI 02917

2021 Championship Important Deadlines

Mon. Apr. 26	Noon	Rosters are due – emailed to Caitlin from DA website
Tues. Apr. 27	Noon	Hotel Info/Contact Form due http://northeastconference.org/sb_output.aspx?form=118
Tues. Apr. 27	Noon	Travel Party/Tier 1 List due http://northeastconference.org/sb_output.aspx?form=117
Tues. Apr. 27	Noon	Additional participant gift numbers due to Caitlin
Tues. Apr. 27	10:00 am	Performance List must be updated on Direct Athletics
Thursday, Apr. 29	7:00 pm	Declared Entries Due on DA
Friday, Apr. 30	Noon	Final Entries Due, Meet Closes
Friday, Apr. 30	TBD	Seeding Meeting teleconference (BRY, SHU, SFBK, SFU)
Friday, Apr. 30	1 hour prior	Meet scratches due: email or text to Caitlin (860-614-8814)
Friday, Apr. 30	7:00 pm	Coaches Technical Meeting via Zoom

Timing Service

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

Participating Schools

Bryant University

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

Central Connecticut State University

Tom Pincince, Interim Director of Athletics
Amy Strickland, Senior Woman Administrator
Eric Blake, Head Coach
Jeff Mead, SID
Kathy Pirog, Athletic Trainer

Fairleigh Dickinson University

Brad Hurlbut, Director of Athletics
Cathy Liggett, Senior Woman Administrator
Sharlene Milwood-Lee, Head Coach
TBD, SID
Nick Hodgman, Athletic Trainer

Long Island University

Bill Martinov, Director of Athletics
Deirdre Moore, SWA
Chris Sauer, Head Coach
Casey Snedecor, SID
Diana Riggs, Athletic Trainer

Merrimack College

Jeremy Gibson, Director of Athletics
Diane Metcalf, SWA
Mark Connolly, Head Coach
Michael Sullivan, SID
Heather Hanjack, Athletic Trainer

Mount St. Mary's University

Lynne Robinson, Director of Athletics
Justine Miller, Senior Woman Administrator
Jay Phillips, Head Coach
Mark Vandergrift, SID
Mark Myers, Athletic Trainer

Sacred Heart University

Robert Valentine, Director of Athletics
Judy Ann Riccio, SWA
Christian Morrison, Head Coach
Michael Smoose, SID
Leo Katsetos, Athletic Trainer

St. Francis Brooklyn

Irma Garcia, Director of Athletics
Maggie Martini, Senior Woman Administrator
Chris Mills, Head Coach
Rob DeVita, SID
Andrew Cornicello, Athletic Trainer

Saint Francis University

James Downer, Director of Athletics
Erika Renwick, Senior Woman Administrator
Doug Hoover, Head Coach
Miles McQuiggan, SID
Brookke Mahaffey, Athletic Trainer

Wagner College

Walt Hameline, Director of Athletics
Tatum Colitz, Senior Woman Administrator
Joe Stasi, Head Coach
Brian Morales, SID
Matt Denbleyker, Athletic Trainer

Championship Policies

Administration of Championships

Administration of the championship is the responsibility of the conference representative and the athletics director of the host institution. 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: The on-site representative 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 policy 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 ensuring that the meet follows prescribed NCAA and NEC guidelines.

The Meet Director: The athletics director of the host institution shall appoint the meet director. The meet director also should be knowledgeable of the Conference's championships guidelines. The meet director will not be a head coach of a team participating in the championships.

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 45-46).

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, page 44). The games committee will be comprised from members from the NEC track & field sport committee.

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 host institution's head coach(es), the NEC representative, the meet administrator, the meet director and two-three additional coaches appointed by the conference office. The coaches serving on the seeding committee for 2019 shall be: **from the host CCSU – Eric Blake, Sharlene Milwood-Lee (FDU), Simon Hodnett (LIU), and Jay Phillips (MSM).** The Conference office will rotate these appointments, annually, by school name alphabetically.

Jury of Appeals: The jury of appeals shall consist of the meet administrator, the running referee and the field referee. **For the 2021 meet, the members shall include Ed Gorman, Ron Clarke, and Steve Smith.** The duties of the jury of appeals are listed in the NCAA Rule book (pg 125).

Awards/Participants Gifts

Student-athletes placing first, second and third will receive NEC Medals. Awards will be presented to the top 3 in each event throughout the event, see Award Timeline for details. The PA announcer will announce the Top 3 finishers in each event and a medal will be presented with a photo opportunity.

The following awards will be presented in a brief ceremony that is scheduled to begin immediately following the conclusion of the championship on Sunday.

- Outstanding Sprinter and Distance Performer in both women's and men's championships
- Outstanding Thrower and Jumper 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
- Second-Place team trophy in the women's and men's championship
- First-Place team trophy in the women's and men's championship

Coaching Staff of the Year will be voted on via email ballot following the event. Forms are included in the coaches' packet and will also be emailed following the event. Coaches can return their ballots at the conclusion of the meet or return them by email to NEC Representative. All forms must be returned by Thursday, May 6th at 5:00pm. The winner will be announced in the All-Conference press release.

Participant gifts for track & field student-athletes will be distributed at practices on Friday.

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. Coaches are responsible for making Ralph Ventre aware of their athletes who may be eligible to win these awards.

1. Total individual points scored in the meet.
2. Percentage (%) of points scored for relays
 - a. 4x100, 4x400 & 4x800 relays – 25% for all runners who participated in relays
3. Bonus points for the following:

<u>Accomplishment</u>	<u>Individual</u>	<u>Relays (25%)</u>
ECAC/IC4A Qualifier (Using 2019 Standards)	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 gets two bonus points, 2nd place person gets one bonus point

- Only field points will be looked at for field awards and only track points will be looked at for track awards. Relay points will be eligible for any track award.
- 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), the athlete will be awarded bonus points.
- An athlete will only get bonus points for one qualifier per event.

Certification of Eligibility

It is the responsibility of each institution to certify that all student-athletes entered to participate in championship(s) meet 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 Friday April 30 at TBD. The call information will be sent to seeding committee members prior to the call. The following are members of the seeding committee: from the host BRY – Mitchell Switzer, Christian Morrison (SHU), Chris Mills (SFBK), and Doug Hoover (SFU).

Please note: scratches MUST be submitted via email
(chughes@northeastconference.org) or text (860-614-8814) to Caitlin Hughes
by TBD on Friday April 30.

All scratches made after entries are due will be meet scratches.

A mandatory **technical meeting** to review logistics and procedures for the championship will be held on Friday, April 30th at 7:00 p.m. via Zoom. This meeting is a technical meeting and is not intended to be a business meeting. The meeting will be used to review championship administration, technical information and review heat sheets. If a head coach cannot attend the meeting, a representative of the institution must take his/her place. If challenges are presented the head coach must be able to present the meet results for that time/mark.

Coaches Packets

Coaches' packets will be distributed to coaches at practices. Packets will contain competitor numbers, pins, protest forms, relay entry forms, and meet rosters. Heat sheets and other documents will be distributed electronically for the coaches meeting and onsite Saturday morning.

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 (i.e., participants, officials, etc.) will not be tolerated and will lead to immediate ejection from the championship and could lead to additional sanctions from the Conference (e.g., letter of reprimand, suspension from subsequent NEC competition).

Competitor Numbers

Each competitor will be assigned one competitor number for the championship that must be worn on the front during all competition (except pole vault and high jump athletes, who will have the 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.

Concession & Food

No concessions in 2021. If your athletes require special food/refreshments, you should bring it with you.

COVID-19 Policies and Protocols

Access to the Bryant Campus:

All persons arriving to campus will be required to download the Bryant University App and complete the Health Checker App. A completed Health Checker App will be required to exit the team bus. The Bryant App is available for free on your phones App store: <https://apps.apple.com/us/app/bryant-mobile/id598782577> https://play.google.com/store/apps/details?id=com.campuseai.myBUMobile&hl=en_US&gl=US

Bus drivers will need to do this as well to be able to leave the bus.

Masking

All participants, coaches, staff etc. must be masked at all times with the exception that participants may remove their masks when competing.

Shelter

Team busses should be used if indoor space is needed for teams to warm-up/get out of the elements.

Testing

All members of Tier 1 traveling to the event must receive negative test results for SARS-COV-2 as follows:

- 2 PCR/Rapid PCR tests (reduced from 3 tests) conducted on nonconsecutive days, with the first test administered 5-7 days in advance of the event, and the second test within 3 days of the event, OR
- 3 antigen tests, with the final test administered the day prior to the event or the day of the event (note, day of event testing might be difficult given the early start times)

Warm-up

Warm-up is only allowed in the athletic complex.

Credentials

All requests for credentials for administrators and the media attending the championship must be directed to Caitlin Hughes at the Conference office. Administrative passes for visiting NEC athletic personnel will be limited to six (6). Use the following URL to submit your credential requests:

http://northeastconference.org/sb_output.aspx?form=117

Declared 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 2021 NEC Outdoor Track & Field Championships must be submitted via the www.directathletics.com website. Please Note: A copy of your roster and entries must be emailed to chughes@northeastconference.org from the *Direct Athletics* website.** 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 either Caitlin Hughes at the NEC or 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 Outdoor Track pages on the NEC website.

Rosters must be submitted by Monday April 26th at 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. Only student-athletes who are eligible to compete should be listed on your rosters. Since you should already have last season's rosters on the website, you will need to just update the information already on the website and add any new team members. Please remember to adjust class years for your student-athletes and delete any athletes no longer on the team.

Your team's performance list must be updated on the Direct Athletics website by Tuesday, April 27th at 10:00 am.

Official declared entries must be e-mailed to the NEC by Noon, Friday, April 30th or as soon as your test results are received whichever is earlier.

Teams are limited to six entrants per event. 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. Entry directions are attached. All entries must be submitted via the DirectAthletics website (www.directathletics.com), otherwise they will not be accepted.

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 100 meters, 100/110 meter hurdles and 200 meters. Athletes entered in these events must be entered with times from a fully automated timing device. NO CONVERSION TIMES WILL BE ACCEPTED.
- 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.
- **As per NCAA Rules, you may convert mile times to 1,500 meters.** Be sure to use the formula in the NCAA Track & Field Rule Book. Time must be converted to 1,500 meters by dividing by 1.08. Example: Athlete timed in 4:02.70 (242.70 seconds) in the mile. $242.70/1.08=224.72$ seconds (3:44.72) for 1,500 meters.
- The mile to 1,500 meters will be the only conversion accepted.
- 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 DirectAthletics 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 the deadline 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 the specific date and time for each deadline. With the computer website system, your access to submitting

certain information will be locked once the deadline is approached, and therefore your access will be denied if you try to enter after the deadline. Make sure to get all your information submitted in a timely manner.

Facility

Only athletes who have been called for a particular event or reason will be allowed on the infield or in the Officials' area. Coaches are limited to the coaches' boxes on the infield and may only be present if they have an athlete competing in that specific event. At no other point should a coach, spectator or institutional representative be allowed on the infield.

1/4" pyramid spikes are the only spikes permitted on the track. No spikes are allowed in the bleachers. Distance indicator boards will be located at all field events.

The take-off board for the Triple Jump is located at **28'** and **32'** for women and **36'** and **40'** for men.

The take-off boards for the Long Jump are located at **8'** for both women and men.

Runway #1, located closest to the track, will be used for the women's long jump (**8'** take-off board) and women's triple jump (**28'** and **32'** take-off board).

Runway #2, located closest to woods, will be used for the men's long jump (**8'** take-off board) and women's triple jump (**40'** and **36'** take-off boards).

Preferred Lanes shall be assigned as follows:

- a. Straightaway Races – Lanes 5-4-6-3-7-2-8-1
- b. Oval Races – Lanes 5-6-4-7-3-8-2-1

Heats, Qualifying Procedures, Stagers and Flights

Track Events - Qualifying Procedure for 100M, 100MH, 110MH, 200M, 400M and 400MH.

1. Lanes for the prelims shall be drawn by lot.
2. For an eight-lane track (eight in finals).

<u>Number of Entries</u>	<u>Method of Qualifying</u>
1-8	Finals Only.
9-16	Two heats; qualify winner of each heat and the next six fastest times.
17-24	Three heats; qualify winner of each heat and next five fastest times.
25-32	Four heats; qualify winner of each heat and the next four fastest times.
33-40	Five heats; qualify winner of each heat and next three fastest times.

Qualifying Procedures for 800M

1. The number of qualifiers shall be the same as the number of lanes on the track.
2. Lanes shall be assigned by lot for the preliminaries.
3. Preferred lanes will be assigned in the final. See rule 5.11.4
4. Starting in lanes – one-turn stagger.
5. For an eight-lane track (eight in finals).

<u>Number of Entries</u>	<u>Method of Qualifying</u>
1-8	Finals Only.
9-16	Two heats; qualify top two from each heat and the next four fastest

	times.
17-24	Three heats; qualify top two from each heat and next two fastest times.
25-32	Four heats; qualify winner of each heat and next four fastest times.
33-40	Five heats; heat winner and next three fastest times.

Qualifying Procedures for the 1500M

1. A waterfall start shall be used.
2. Post positions will be assigned by lot for preliminaries and finals.
3. Twelve runners will qualify for the finals

<u>Number of Entries</u>	<u>Method of Qualifying</u>
1-15	Final Only.
16-20	Two heats; qualify top four finishers in each heat and next four fastest times.
21-30	Three heats; qualify top three finishers in each heat and next three fastest times.
31-40	Four heats; qualify top two finishers in each heat and next four fastest times.

Lane Assignments, procedures for 3000-Meter Steeplechase, 5000-M Run, and 10,000-M Run

Post positions for these events shall be drawn by lot unless two rows are needed; if so, seed the front row with the top entered times. The maximum number of competitors on the front row shall be 16.

3000-Meter Steeplechase

In a two section final, the top entrants, based upon seeded entry times, shall compete in the second seeded section. If there is over 20 entrants the seeded section must have no less than 16 athletes. The top seeded runners will be on the front row, with the remaining runners in the second row. A waterfall start with alleys will be used, if the track is marked to accommodate such a start.

The steeplechase barriers will be at identical locations for both genders. The water jump barrier shall be at the same location for men and women. The height of the barrier will be adjusted to 30 inches for the women.

<u>Number of Sections</u>	<u>Method of Qualifying</u>
*One	Final Only.
*Two	Two section final. Slower section runs first.

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

5000-Meter Run

In a two section final, the top entrants, based upon seeded entry times, shall compete in the second seeded section. A minimum of 16 runners will be in the second seeded section. The top 16 seeded runners will be on the front row, with the remaining runners in the second row. A waterfall start with alleys will be used, if the track is marked to accommodate such a start. As discussed by the coaching group in recent years it is preferred to run ONE section in this event. Coaches are asked to enter athletes accordingly. A discussion will take place during the technical meeting if the entry numbers exceed one heat.

<u>Number of Sections</u>	<u>Method of Qualifying</u>
*One	Final Only.
*Two	Two section final. Slower section runs first.

Check-in for 5000M with the Clerk one hour prior to the scheduled start of the first section and report intent to compete. The scheduled time for the final will be announced

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

4 x 100m AND 4 x 400m Relays

1. Relays will be run as a final of two sections. One section final will be run if 8 teams or less report.
2. Depending on the number of teams entered, the split in sections will be based upon the natural breakpoint. The fastest teams, based on seed times, will run in the second section.
3. Teams will be seeded into preferred lanes according to their entry times.
4. If practical (in the 4x400 relay), teams in the top positions of the team scoring shall be placed in the second section.
5. The 4x100m Relay Zone is 30m long and the 4x400m Relay Zone is 20m long.

4 x 800m Relay

1. One heat final.
2. Waterfall start with alleys.

Staggers

1. The 800M & 4 x 800 will be run using a one-turn stagger.
2. The 1500M, and 3000M Steeplechase will be run from a waterfall start.
3. The 5000M and 10,000M will be run from a waterfall start in alleys.
4. The 4x400 relay will be run with a three-turn stagger
5. The 400M, 4x100 relay and 400MH will be run in the lanes.
6. The 100M, 100M Hurdles, 110M High Hurdles & 200M will be run in lanes.
7. Track markings/color information: Will also be reviewed at the technical meeting.

Women's 100M Hurdle Marks – Yellow

Men's 110M Hurdle Marks – Blue

Men's and Women's 400M Hurdle Marks - Green

Start line for 800M – Green/White

Start line for 100MH, 110MH, 4x100, 400M and 400MH - White

Start line for 4x400 – White/Blue

Exchange Zone 4x400 – Blue

Exchange Zone 4x100 – Yellow

Reverse 200M start line – Black

General Information for Running Events

1. If lanes are vacant, the following will apply (Match preferred lanes at facility):

# of Entries	6 Ins	7 Ins	8 Ins
a. 8	-----	-----	1-8
b. 7	-----	1-7	2-8
c. 6	1-6	2-7	3-8
d. 5	2-6	2-6	4-8
e. 4	3-6	3-6	5-8

2. Lane assignments are never altered after they have been drawn.
3. Failure to Participate (NCAA Rule 4, Section 2, Article 2) - Athletes must participate honestly in all trials and finals of all track or field events in which they legally are declared or they shall be barred from all remaining events in the current meet. Athletes must compete with maximum effort and/or qualify from trials into the finals. Note 1: It is understood that passing on attempts in field events is a strategy

available in those events and is not considered a question of honest effort, provided at least one attempt has been made.

4. 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.
5. Coaches are required to enter relay teams on their team's entry form, but are not required to supply the relay personnel cards to meet officials until 15-minutes prior to the start of the three relays.
6. Heats will only be redrawn if the element of competition has been eliminated.

General Information on Field Events

Time in Minutes for Initiating Field Events

Number of athletes in competition at the start of a bar height	Individual Event			Combined Events		
	HJ	PV	Other	HJ	PV	Other
More than 3	0.5	1	0.5	0.5	1	0.5
2 or 3	1.5	2	1	1.5	2	1
1	3	5	-	2	3	-
Consecutive Trials - 2 or more*	2	3	2	2	3	2

* Within a height for individual, always for combined.

Note: In the Pole Vault, one minute shall be allowed for the first trial of a competitor first entering the competition. In the High Jump, 30 seconds shall be allowed for the first trial of a competitor first entering the competition.

Shot Put, Hammer Throw, Long Jump, Triple Jump, Discus & Javelin

1. Nine (9) competitors (plus ties in the last qualifying position) will qualify for the final.
2. Jumping/throwing order will be random. Flights will be seeded according to entry mark.
3. Flights will consist of as equal a number of participants as possible with the maximum number in any one flight not to exceed 16 competitors, using natural break mark.
4. The take-off board for the Triple Jump is located at 32' and 36' for women and 39' and 42' for men.
5. The take-off board for the Long Jump is located at 3m for both runways.
6. 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.
7. 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.

Pole Vault, High Jump

1. The order will be drawn by lot.
2. A continuous flight of five may be used until there are approximately nine competitors remaining, where the five alive will be abandoned.
3. The "one hour" rule (NCAA Rule 6, Section 1, Article 9) will be used.
4. The Seeding Committee should set up progressions to go through/hit the IC4A/ECAC marks followed by a potential NCAA preliminary round qualifying mark to be determined by the current NCAA performance list and past qualifying marks.

Meet administration will determine the direction of the pole vault runway by 10 a.m. on Sunday. The direction of the pole vault runway will not be changed again for the rest of the day.

Suggested Starting Heights – Meet management may adjust listed starting heights up to 15cm above or below for the pole vault and 5cm above or below in the high jump. Meet management reserves the right to make changes as necessary to ensure the best competition possible.

<u>Event Starting</u>	<u>Height</u>	<u>ECAC/IC4A qualifying mark</u>
Men’s High Jump	1.79 m	2.02 m
Women’s High Jump	1.50 m	1.70 m
Men’s Pole Vault	3.60 m	4.85 m
Women’s Pole Vault	2.60 m	3.70 m

Hospitality

There will be a hospitality area near the track available for meet officials, coaches, administrators and select staff.

Hotel

Each institution is responsible for making its own hotel arrangements. Please use the following URL to complete the Hotel and Contact form: http://northeastconference.org/sb_output.aspx?form=118. Due by Tuesday, April 27, noon.

Locker Rooms

No locker rooms will be available this year.

Maps/Drop-off/Parking Instructions

Directions to Bryant University Track & Field Facilities are included in the back of this handbook. **Team buses, vans, coaches and officials: Park in the lot adjacent to the athletic fields.**

Medical

A sports medicine area will be available on site. Athletic training coverage will be staffed by Bryant. There will be a certified athletic trainer on duty, though limited services will be available in the tent (e.g., ice, taping). Visiting institutions are expected to make every good-faith effort to bring trainers to the championship. Visiting teams should bring their own tape, towels, etc. Visiting teams should contact Patrick O’Sullivan at 401-232-6530 ext. 1 or posulliv@bryant.edu, to find out what specific training services will be provided by Bryant University.

In the event of a medical emergency, student-athletes will be transported to one of the following hospitals:

Mariam Hospital 164 Summit Ave Providence RI 02906 401-793-2500	Rhode Island Hospital 593 Eddy Street Providence, RI 02903 (401) 444-4000 rhodeislandhospital.org	Our Lady of Fatima Hospital North Providence, RI 02904 (401) 456-3000 fatimahospital.com
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Meet Results

Championship results will be announced and posted in the vicinity of the entrance to the track as soon as possible after completion of event(s). Please also see Protest Procedures. The announcer also will make regular announcements of the team standings.

Results will be e-mailed to sports information directors following completion of events after each day. Tristan Hobbes will be handling SID responsibilities at the championship. The Northeast Conference will have complete championship results on its website each evening following the completion of the event. The Northeast Conference's web site address is www.northeastconference.org. C.F.P.I. Timing & Data, Inc. will also be posting results throughout the meet and after the completion of each day. You can follow the Championship on Twitter @NECtrack

Merchandise & Programs

No merchandise or programs this year.

Noisemakers

Artificial noisemakers will not be allowed at the Championship. 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 Rule NCAA RULE (3.4.1-3) for 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 Rule NCAA RULE (3.11.1-2) for role and duties of the field judges.

Starter. There will be two starters. See Rule NCAA RULE (3.7.1) 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 Rule NCAA RULE (3.6) 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 Rule NCAA RULE (3.5.1-3) for role and duties of the umpires.

Lap Counter. Sufficient lap counters per the meet referees' recommendation will be assigned as lap counters, one will be designated as the head lap counter. See Rule NCAA RULE (3.18).

Manual Timers/Finish Line Judges: There will be up to a maximum of 6 for Indoor Track and 8 for Outdoor, one will be designated the head manual timer/finish line judge. See Rule NCAA Rules (3.9 & 3.10) for role and duties of the manual judges and manual timers.

Fully Automatic Timing Officials: See Rule NCAA RULE (3.8.1-3) for role and duties of the fully automatic timing officials.

Scorer/Results: See Rule NCAA RULE (3.13) for role and duties of the scorer.

Implements Inspector: The implements inspector shall not be assigned to officiate other events. See Rule NCAA RULE (3.12) for role and duties of the implement inspector.

Wind Gauge. Two wind gauge officials shall be assigned, one to cover the dashes and the other to cover the horizontal jumps. See Rule NCAA RULE (3.17) for role and duties of the wind-gauge operators.

Marshals. Sufficient marshals will be arranged for by host. See NCAA RULE (3.15) for role/duties.

Volunteers. The host will arrange for the following volunteers:

- 2 volunteers to assist officials at Javelin
- 2 volunteers to assist officials at Pole Vault
- 2 volunteers to assist officials at Shot Put
- 3 volunteers to assist officials at Hammer
- 3 volunteers to assist officials at Long Jump and Triple Jump
- 1 volunteer to assist officials at High Jump
- 2 volunteers to assist officials at Discus
- 1 volunteer to assist with posting results
- 1 volunteer to assist with distributing awards
- 1 volunteer at each field event to work indicator boards

Announcer. The host and/or NEC will arrange for a qualified announcer. See NCAA RULE (3.14) for role and duties of the announcer.

Practice/Pre-Competition Protocol/Warm-up Time/Weights, Measures & Implements Inspection

The track and all field events will be available for practice all day until 7:00pm on Friday, April 30.

Athletes participating in field events will have (1) hour to warm-up prior to respective events, with the exception of the pole vault and high jump. The pole vault and high jump will have 1½ hours to warm-up. The official for that event should be present before warm-ups begin. Warm-up protocol as outline in **NCAA Rule 6, Section 1, Article 12** 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 following flight(s) and Final

Location for Implement Inspection will be in Conaty Indoor facility.

Weigh-In Times:

Friday from 3:00pm – 7:00pm

Saturday 7:00am – 2:45pm

Sunday 7:00am – 2:00pm

All implements will be signed in upon drop-off and signed out before departure from the competition site. All implements **MUST** be signed in at least **2** hours before respective event. All hammers signed in by 4:00pm on Friday will be checked and athletes can check in to see if pass/fail after 7:00pm on Friday. All other illegal implements will be impounded until that event has concluded. Only legal inspected competition implements are allowed at the competition site.

Weigh-In times will be **2** hours before respective event. Illegal implements will be impounded until that event has concluded. Only legal inspected competition implements are allowed at the competition site.

Protest Procedures

Track and/or field protests must be lodged within 15 minutes of official results being posted and announced. A copy of the protest will be posted with results. All protests must be lodged on a Northeast Conference Protest Form that will be available at meet headquarters. All protests will be reviewed by the meet referee. Appeals of meet referee's ruling will be heard by members of the Jury of Appeals. A \$25 fee will be collected for all appeals. This fee will be refunded, if the meet referee's ruling is overturned. Official pictures, from the timing system computers, under protest will be viewed only by the referee. The coach involved may view the picture upon the consent of the referee.

Rosters/Squad Size

There is no minimum squad size for this event (*approved February 2013*). Rosters are due via the www.directathletics.com website and should also be emailed to the NEC office by Monday, April 26th 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.

Rules

The Northeast Conference Outdoor Track & Field Championships will be governed by 2021-22 NCAA Track & Field/Cross Country Rule Book.

Schedule of Events

The schedule will follow the NEC Track and Field Outdoor Championships Template with minor adjustments for safety and effectiveness. A schedule for the 2021 Outdoor Track & Field Championships is attached. Events will not begin prior to scheduled time.

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.

Sportsmanship Counts: A Northeast Conference Initiative

1. Participants in intercollegiate athletics should display proper respect and courtesy, and maintain civility toward opposing coaches and student-athletes, officials and spectators at all contests.
2. Coaches bear the responsibility of teaching the value of sporting conduct in both word and deed to their student-athletes. The use of foul or vulgar language is inconsistent with this responsibility, and is therefore strongly discouraged on the part of coaches and student-athletes alike.
3. There is no place in intercollegiate athletics for taunting, embarrassing or humiliating an opponent or official. Student-athletes who do so, should be disciplined by their head coach in a timely manner. Coaches who do so, should be disciplined by their administration in a timely manner.
4. Representatives of NEC member institutions shall refrain from making any public criticism of other member institutions, their personnel, the Conference in general and its office staff, or any officials.
5. Coaches and administrators shall make every effort to promote the Conference and its member institutions in a positive manner.
6. Coaches and student-athletes should exercise self-control with officials during competition and shall refrain from approaching officials at the end of a period or at the end of a contest to address

them in a disrespectful manner, complain about an officiating call, or express their displeasure with the official's performance.

7. Coaches and student-athletes must understand that competing in intercollegiate athletics is a privilege, not a right. Their behavior and attitude toward opponents, officials and members of the media should reflect positively upon the institution they represent.
8. Institutional administrators are responsible for insuring that all parties involved in intercollegiate athletics - including student-athletes, coaches, trainers, managers, band members, cheerleaders and mascots – are informed of the acceptable behavior that is expected of them and are aware of the consequences when failing to abide by the acceptable code of conduct.
9. Coaches and student-athletes should be encouraged to live up to their own highest personal standard of sportsmanship, even when their opponents may not. Personal accountability and respect for one's own standards must come first.
10. The responsibility to demonstrate and develop good character and sportsmanship should never be subordinated to the desire to win. The vital lessons and intrinsic value of sports are acquired through the competition and honorable pursuit of victory, rather than the outcome itself.

Study Room

There will be no study room this year.

Tents

Teams are more than welcome to bring tents. **Please only put tents in your designated team areas.** Bryant will have sandbags available for teams on the turf.

Tobacco, Alcohol Policy

The use of any tobacco product on or adjacent to an NEC championship playing facility 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.

Per NCAA Rules competitors who are not in proper uniform compliance shall not compete until a compliant uniform is worn. The competition will not be delayed to accommodate compliance with the rule. Coaches will need to designate their uniform colors for the weekend at the Coaches' Meeting.

Submitting Online Entries via 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.
(Remember that your password is case sensitive)

If you do NOT know your username and password...

- 1.) Go to www.directathletics.com
- 2.) Click on the link "New User? Click HERE".
- 3.) Follow onscreen instructions. You will be able to 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 -- DUE WEDNESDAY, APRIL 26 AT 12:00 PM

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--DUE WEDNESDAY, MAY 3 AT 8:00 PM

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.

Directions

Directions to Bryant University

Directions to Campus

From Route 95:

Take Route 295 to Route 7 north (Exit 15B). Bryant is one mile north on the left.

From 195 West:

Follow into Providence, RI, and take 95N to 146N. Follow 146N to Lincoln, RI, and take the exit for 116S. Follow 116S to the light at the intersection of Route 7. Make a right on Route 7 (heading north). Follow 1 mile to the entrance of the College on the left.

From the Massachusetts Pike (Route 90):

Take Exit 10A to Route 146 south. Route 146 to Route 295 south. Route 295 South to Route 7 north (Exit 15B). Bryant is one mile north on the left

From Route 146:

Take Route 295 south to Route 7 north (Exit 15B). Bryant is one mile north on the left

From Route 84:

Take Route 6 east to Route 295 north. Route 295 north to Route 7 north (Exit 15B). Bryant is one mile north on the left.

Directions to Chace Athletic Center

After passing the entry control station take the first right into the main parking lot. Stay on the main road and follow to the first stop sign. Proceed straight through the stop sign the new Academic Innovation Center will be on your right.

Facility Regulations

NO SPECTATORS.

Team Camps:

