



**Northeast Conference  
Championship Handbook**

**Men's and Women's  
Outdoor Track & Field  
May 6-7, 2023**



**TRACK & FIELD**

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# Championship Personnel

## Northeast Conference Staff

Name	Title	Email	Phone – 732-469-0440
Noreen Morris	Commissioner	<a href="mailto:nmorris@northeastconference.org">nmorris@northeastconference.org</a>	Ext 201
Ron Ratner	Sr. Assoc. Commissioner	<a href="mailto:rratner@northeastconference.org">rratner@northeastconference.org</a>	Ext 206
Benjamin Shove	Assoc. Commissioner/Sport Services	<a href="mailto:bshove@northeastconference.org">bshove@northeastconference.org</a>	Ext 203
Andy Alia	Assoc. Commissioner/Marketing	<a href="mailto:aalia@northeastconference.org">aalia@northeastconference.org</a>	Ext 204
Lisa Archbald	Assoc. Commissioner/Compliance	<a href="mailto:larchbald@northeastconference.org">larchbald@northeastconference.org</a>	Ext 202
<b>Caitlin Hughes</b>	Asst. Commissioner/Sport Services - <b>OTF Admin</b>	<a href="mailto:chughes@northeastconference.org">chughes@northeastconference.org</a>	Ext 205 <b>Cell: 860-614-8814</b>
<b>Sarah Boissonneault</b>	Asst. Commissioner/Comm. – <b>OTF Contact</b>	<a href="mailto:sboissonneault@northeastconference.org">sboissonneault@northeastconference.org</a>	Ext 207
Kyle Turner	Asst. Commissioner/Digital Media	<a href="mailto:kturner@northeastconference.org">kturner@northeastconference.org</a>	Ext 210
Chris Horton	Director of Creative Services	<a href="mailto:chorton@northeastconference.org">chorton@northeastconference.org</a>	Ext 209
Adrian Barajas	Communications Assistant	<a href="mailto:abrarajas@northeastconference.org">abrarajas@northeastconference.org</a>	Ext 208
<b>Alyssa Mullings</b>	Digital Media Assistant	<a href="mailto:amullings@northeastconference.org">amullings@northeastconference.org</a>	Ext 212

## Merrimack Staff

Name	Title	Email	Phone
Jeremy Gibson	Director of Athletics	<a href="mailto:gibsonj@merrimack.edu">gibsonj@merrimack.edu</a>	617-512-3964
Diane Metcalf	Deputy Director of Athletics/SWA	<a href="mailto:metcalfd@merrimack.edu">metcalfd@merrimack.edu</a>	603-781-2999
Mike Mercuri	Meet Director	<a href="mailto:mercurim@merrimack.edu">mercurim@merrimack.edu</a>	978-761-6664
Cameron Urbowicz	SID	<a href="mailto:urbowiczc@merrimack.edu">urbowiczc@merrimack.edu</a>	978-846-2770
John Waters	Facilities/Operations	<a href="mailto:watersj@merrimack.edu">watersj@merrimack.edu</a>	978-895-3252
Derek Lautieri	Athletic Trainer	<a href="mailto:lautierid@merrimack.edu">lautierid@merrimack.edu</a>	603 560-6420
Mark Connolly	Head Track & Field Coach	<a href="mailto:connollym@merrimack.edu">connollym@merrimack.edu</a>	781 724-6679

## NEC Track & Field Sport Committee

Shannon Corbett, Assoc. Dir. S-A Dev. & Academics – SFU

Ciaran Cullen, Assoc. AD – MC

Doug Hoover, Head Coach – SFU

# Outdoor Track & Field Championships – Quick Reference

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**Date:** May 6-7, 2023  
**Location:** Duane Stadium, Merrimack College  
315 Turnpike Street North Andover, MA 01845  
**Start times:** Saturday – Field 10:00 a.m., Track 11:00 a.m. (10K at 8:45a.m.)  
Sunday – Field 9:30 a.m., Track 12:00 p.m.

## 2023 Championship Important Deadlines

Friday, April 28	5 pm	Rosters are due – emailed to Caitlin from DA website
Friday, April 28	5 pm	Hotel Info/Contact Form due <a href="http://northeastconference.org/sb_output.aspx?form=118">http://northeastconference.org/sb_output.aspx?form=118</a>
Friday, April 28	5 pm	Credentials Request List due <a href="http://northeastconference.org/sb_output.aspx?form=117">http://northeastconference.org/sb_output.aspx?form=117</a>
Monday, May 1	Noon	Additional participant gift numbers due to Caitlin
Tuesday, May 2	10:00 am	Performance List must be updated on Direct Athletics
Wed., May 3	8:00 pm	Declared Entries Due on DA and emailed to Caitlin
Thursday, May 4	6:00 pm	Meet scratches due: email or text to Caitlin (860-614-8814)
Thursday, May 4	7:00 pm	Seeding Meeting Zoom (MC, FDU, LIU, SHU)
Friday, May 5	6:00 pm	Coaches Technical Meeting (all head coaches must be present)

## Timing Service

Cleon Fowler, C.F.P.I. Timing, Email: [cleon@cfpfitiming.com](mailto:cleon@cfpfitiming.com), [www.cfpfitiming.com](http://www.cfpfitiming.com)

# Participating Schools

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## Central Connecticut State University

Tom Pincince, 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  
Wesley Stephens, Head Coach  
Jordan Sarnoff, SID  
Nick Hodgman, Athletic Trainer

## LIU

William Martinov, Director of Athletics  
Jamilah Ali-Shaffer, Senior Woman Administrator  
Simon Hodnett, Head Coach  
TBD, SID  
Diana Riggs, Athletic Trainer

## Merrimack College

Jeremy Gibson, Director of Athletics  
Diane Metcalf, Senior Woman Administrator  
Mark Connolly, Head Coach  
Cameron Urbowicz, SID  
Derek Lautieri, Athletic Trainer

## Sacred Heart University

Judy Ann Riccio, Director of Athletics  
Tammy Petrucelli, Senior Woman Administrator  
Christian Morrison, Head Coach  
TBD, SID  
Leo Katsetos, Athletic Trainer

## St. Francis Brooklyn

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

## Saint Francis University

James Downer, Director of Athletics  
Lisa Swope, Senior Woman Administrator  
Doug Hoover, Head Coach  
Dave Musil, SID  
Kosie Shepard-Porada, Athletic Trainer

## Stonehill College

Dean O'Keefe, Director of Athletics  
Cindy MacDonald, Senior Woman Administrator  
Mike Delgado, Head Coach  
Doug Monson, SID  
Pete Krysko, Athletic Trainer

## Wagner College

Walt Hameline, Director of Athletics  
Katie Wassel, Senior Woman Administrator  
Joe Stasi, Head Coach  
Brian Morales, SID  
Matt DenBleyker, Athletic Trainer

# Championship Policies

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## 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 Games Committee:** The primary purpose of the Games Committee is to give specialized assistance and guidance to the meet administration and conference representative in the preparation of the meet. The games committee shall consist of the meet administrator, meet director, NEC representative and members of the NEC Track & Field 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 2023 shall be: **from the host MC – Mark Connolly, Wesley Stephens (FDU), Simon Hodnett (LIU) and Christian Morrison (SHU)** 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 2023 meet, the members shall include TBD, 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 for spectators.

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 will be emailed following the event. All forms must be returned by Thursday, May 11<sup>th</sup> at 5:00pm. The winner will be announced in the All-Conference press release.

Participant gifts for track & field student-athletes were distributed after the NEC Indoor Championship. If you have additional athletes on your squad, who only compete during the outdoor season and you did not already include them in your Indoor order, please notify Caitlin Hughes at the NEC office with the specific number of additional gifts you need by Monday, May 1<sup>st</sup>.

### 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 Sarah Boissonneault 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	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 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 Zoom on Thursday, May 4<sup>th</sup> at 7:00 p.m. The Zoom information will be sent to seeding committee members prior to the call. The following are members of the seeding committee: from the host MC – Mark Connolly, Wesley Stephens (FDU), Simon Hodnett (LIU), and Christian Morrison (SHU).

**Please note: scratches MUST be submitted via email**  
**([chughes@northeastconference.org](mailto:chughes@northeastconference.org)) or text (860-614-8814) to Caitlin Hughes**  
**by 6:00pm on Thursday, May 4<sup>th</sup>.**

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, May 5<sup>th</sup> at 6:00 p.m. in the Merrimack Athletic Complex (Film Room). Athletic staff will be around to point attendees in the right direction. 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 the technical meeting. Packets will contain performance lists, competitor numbers, pins, protest forms, relay entry forms, overall awards ballot and meet rosters. Heat sheets will be distributed at the conclusion of the meeting.

## 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 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 & Restaurants

If your athletes require special food/refreshments, you should bring it with you.

## COVID-19 Policies and Protocols

The NEC defers to [NCAA Infection Control in Sport](#), CDC and local guidance; visiting teams, officials and fans must meet the respective campus COVID policies.

## 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](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 2023 NEC Outdoor Track & Field Championships must be submitted via the [www.directathletics.com](http://www.directathletics.com) website. Please Note: A copy of your roster and entries must be emailed to [chughes@northeastconference.org](mailto: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](http://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 Friday, April 28<sup>th</sup> at 5pm.**

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, May 2<sup>nd</sup> at 10:00 am.**

### **Official declared entries must be e-mailed to the NEC by 8:00 p.m., Wednesday, May 3<sup>rd</sup>.**

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](http://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**

In the event of inclement weather, a tent will be made available for athletes who have reported for competition and/or are warming up/down from competition.

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 or the Merrimack Athletic Complex.

Distance indicator boards will be located at all field events.

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

The take-off boards for the Long Jump are located at 8' for the women and 12' for the men.

Runway #1, located near the steeplechase water jump area, will be used for the women's long jump (8' take-off board) and men's triple jump (32', 36' 40' take-off board).

Runway #2, located closer to the finish line, will be used for the men's long jump (12' take-off board) and women's triple jump (28' 32', 36' take-off board).

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 15.11.3
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):

<i># of Entries</i>	<i>6 lns</i>	<i>7 lns</i>	<i>8 lns</i>
<i>a. 8</i>	<i>-----</i>	<i>-----</i>	<i>1-8</i>
<i>b. 7</i>	<i>-----</i>	<i>1-7</i>	<i>2-8</i>
<i>c. 6</i>	<i>1-6</i>	<i>2-7</i>	<i>3-8</i>
<i>d. 5</i>	<i>2-6</i>	<i>2-6</i>	<i>4-8</i>
<i>e. 4</i>	<i>3-6</i>	<i>3-6</i>	<i>5-8</i>

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 Attempts in Field Events

Event	Event Type	Athletes remaining in the competition at the start of a bar height or round <sup>1</sup>			Consecutive Attempts	First attempt of a competitor in the competition
		More Than 3	2 or 3	1		
High Jump	Individual	1	1.5	3	2 <sup>2</sup>	1
	Combined	1	1.5	2	2	1
Pole Vault	Individual	1	2	5	3 <sup>2</sup>	1
	Combined	1	2	3	3	1
Throws & Horizontal Jumps	All	1	1	1	2	1

*Note 1: Athletes remaining in competition include those who could be involved in a first-place jump-off. Once an athlete has won the event, the time for 1 remaining applies.*

*Note 2: Applies within a height only; not for a consecutive attempt after the bar is reset to a new height.*

### 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 34' for women and 39' for men.
5. The take-off board for the Long Jump is located at 12' for women and 15' for men.
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. The "one hour" rule will be used.
3. 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 Saturday and 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	1.98 m
Women's High Jump	1.50 m	1.67 m
Men's Pole Vault	3.60 m	4.70 m
Women's Pole Vault	2.60 m	3.65 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 Emergency form: [http://northeastconference.org/sb\\_output.aspx?form=118](http://northeastconference.org/sb_output.aspx?form=118). Due by Friday, April 28<sup>th</sup>.

## Locker Rooms

General locker rooms for the athletes to change and/or shower will be available in the Merrimack Athletic Complex. Individual lockers are not available. Student-athletes should bring their own locks, towels and shower supplies.

## Maps/Drop-off/Parking Instructions

Please enter campus through the Rt. 114/Rt. 125 Cullen Avenue South Entrance to campus.

Please call MCPD at 978-837-5555 to lift the gate if the gate is down when you arrive.

Once through the gate, continue straight on Cullen Ave. past the Facilities Building (on left) and continue to the bus unloading area adjacent to the Merrimack Athletics Complex and Duane Stadium. This will be the bus drop off location. Map below.



Once the team is dropped off please follow the map below to park at the Merrimack Engineering and Innovation Center at 510-530 Turnpike Street. Exit campus through the East Entrance and head south on



Turnpike St (Route 114). After the traffic light at the intersection of Route 114 and Route 125, turn left into the entrance to 510-530 Turnpike St.

## Medical

The main training room is located in the Merrimack Athletics Complex located next to Duane Stadium. The Main Medical station will be set up in a tent outside the track. There will also be athletic trainers located at various events. Visiting institutions are expected to make every effort to bring an athletic trainer to the championship.

An ambulance will be at the track throughout the championship. In the event of medical emergencies student-athletes will be transported to the following hospitals:

Lawrence General Hospital  
1 General St.  
Lawrence, MA 01841  
[Directions via Google Maps](#)

Water, cups and injury ice will be provided. Splinting materials, crutches and OSHA supplies will be available. Heat and modalities will be available to competitors who need it. Visiting teams should bring their own tape, towels, etc.

Please contact Derek Lautieri, LATC, at Merrimack College, at (603) 560-6420 or [lautierid@merrimack.edu](mailto:lautierid@merrimack.edu) prior to the championships with any specific medical or athletic training questions/issues.

## 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. Cam Urbowicz, Merrimack Athletic Communications, 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](http://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

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

## 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 NCAA rule book 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 NCAA rule book for role and duties of the field judges.

*Starter.* There will be two starters.

*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.

*Umpires.* There will be up to a maximum of 8 umpires, one will be designated as the head umpire.

*Lap Counter.* Sufficient lap counters per the meet referee's recommendation will be assigned as lap counters, one will be designated as the head lap counter. 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.

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

### *Scorer/Results*

*Implements Inspector:* The implements inspector shall not be assigned to officiate other events.

*Wind Gauge.* Two wind gauge officials shall be assigned, one to cover the dashes and the other to cover the horizontal jumps.

*Marshals.* Sufficient marshals will be arranged for by host.

*Volunteers.* The host will arrange for at least 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.

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

The track and all field events will be available for practice all day on Friday, May 5<sup>th</sup>.

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 outlined in NCAA Rule book:

- 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 the shed next to the backstretch of the Track.

Weigh-In Times:

Friday from 3:00pm – 7:30pm

Saturday 8:00am – 3:00pm

Sunday 8:30am – 3:00pm

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](http://www.directathletics.com) website and should also be emailed to the NEC office by Wednesday, April 26<sup>th</sup> 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 NCAA Track & Field/Cross Country Rule Book. Please also take special note of the NCAA Misconduct Rule. **Meet management reserves the right to make changes as necessary to ensure the best competition possible.**

## 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 2023 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

A designated study area/room will be provided if any student-athletes would like to go to a quiet area to study, while they are not competing at the championship. The study area will be located in the Merrimack Athletic Complex (Film Room).

## Tents

Teams are more than welcome to bring tents. **No tents will be allowed in the bleachers.** Tents can be pitched in any area behind the scoreboard on the grass. No tents will be allowed in the infield.

## Tickets

We will not charge admission for the championships.

Parking in Lot M will be \$20 per car per day - CASH ONLY Lot M is the parking areas closest to Duane Stadium and the throwing events. There will not be a charge at other visitor parking lots on campus. Here is the campus map link to view all lots: [CAMPUS MAP](#)

## 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 NEC permits beer/wine sales at NEC championships at venues that sell beer/wine during the regular season and continue to utilize regular season security and reentry policies. It is not permissible for alcoholic beverages to be brought into 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.**

## WA/USATF Compliance

**The NEC Championship will be an endorsed WA/USATF event and performances will count towards international competition/ranking provided the following rule modifications are followed.**

**Shoe control:** WA/USATF-endorsed competitions shall conduct "spot check" monitoring of 5-10% of the athletes participating in the meet/event. Monitoring should be managed by an independent shoe control official with an understanding of shoes permitted by WA. Approved shoe list can be found on the [Technical Information webpage](#). Event-specific nuances exist, and WA updates the list weekly. Officials shall be permitted to exercise judgment in implementing athletics shoe regulations in all WA/USATF endorsed competitions and can be conducted prior or post-competition. When a WA/USATF

record is established at a WA/USATF endorsed event, shoe control must be carried out and protests shall be managed via event's protest protocol.

*Best Practice: It is recommended, when possible, to conduct shoe control at event clerking, to enable student-athletes to wear different shoes should they attempt to check-in non-WA compliant shoes. It is also recommended that the shoe control official establish a random shoe control monitoring procedure prior to the event to ensure impartial implementation.*

**Lane violations:** In laned track events, any two steps on the inside lane line while running on the bend at any point during a competition, including across multiple rounds of the same event in a meet, will result in WA/USATF mark disqualification. In track events not run completely in lanes, any two steps over the line at any point during a competition will result in WA/USATF mark disqualification.

*Note: This does NOT supersede NCAA rules for NCAA qualification and NCAA conducted competition and would only disqualify athletes for mark consideration for WA/USATF purposes.*

Current NCAA rules already have USATF qualified officials positioned to monitor and report line violations, though officials shall document all lane violations solely for USATF/WA marks acceptance, as opposed to only those that would be disqualified per NCAA rules.

**Note:** Because collegiate meets are governed by NCAA rules, athletes will NOT be disqualified from NCAA meets or for NCAA qualification purposes for failing to meet these WA/USATF requirements.

# Submitting Online Entries via Direct Athletics

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## 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](http://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](http://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 any time 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.



# Schedule of Events

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## Saturday May 6<sup>th</sup>

### *DAY 1 - TRACK EVENTS*

<b>Time</b>	<b>Event</b>	<b>Round</b>	<b>Gender</b>
8:45 am	10,000 Meters	Final	Women
9:25 am	10,000 Meters	Final	Men
11:00 am	1,500 Meters	Trial	Women
11:20 am	1,500 Meters	Trial	Men
11:45 am	100 Hurdles	Trial	Women
12:00 pm	110 Hurdles	Trial	Men
12:15 pm	400 Meters	Trial	Women
12:30 pm	400 Meters	Trial	Men
12:45 pm	100 Meters	Trial	Women
1:00 pm	100 Meters	Trial	Men
1:15 pm	800 Meters	Trial	Women
1:30 pm	800 Meters	Trial	Men
1:45 pm	400 Hurdles	Trial	Women
2:00 pm	400 Hurdles	Trial	Men
2:15 pm	200 Meters	Trial	Women
2:30 pm	200 Meters	Trial	Men
2:45 pm	4 x 800 Relay	Final	Women
3:00 pm	4 x 800 Relay	Final	Men

### *DAY 1 - FIELD EVENTS*

<b>Time</b>	<b>Event</b>	<b>Round</b>	<b>Gender</b>
10:00 am	Shot Put	Final	Women
10:00 am	Hammer	Trial/Final	Men
10:00 am	Long Jump	Final	Men
10:00 am	Long Jump	Trial/Final	Women
1:00 pm	Pole Vault	Trial/Final	Women
1:00 pm	Shot Put	Trial/Final	Men
1:00 pm	Hammer	Final	Women
1:00 pm	High Jump	Trial/Final	Men

## Sunday, May 7<sup>th</sup>

### **DAY 2 - TRACK EVENTS**

<b>Time</b>	<b>Event</b>	<b>Round</b>	<b>Gender</b>
12:00 pm	Steeple	Final	Women
12:25 pm	Steeple	Final	Men
12:45 pm	4 x 100 Relay	Final	Women
12:55 pm	4 x 100 Relay	Final	Men
1:05 pm	1,500 meters	Final	Women
1:15 pm	1,500 meters	Final	Men
1:25 pm	100 Hurdles	Final	Women
1:35 pm	110 Hurdles	Final	Men
1:45 pm	400 Meters	Final	Women
1:55 pm	400 Meters	Final	Men
2:05 pm	100 meters	Final	Women
2:10 pm	100 meters	Final	Men
2:15 pm	800 meters	Final	Women
2:20 pm	800 meters	Final	Men
2:30 pm	400 Hurdles	Final	Women
2:35 pm	400 Hurdles	Final	Men
2:45 pm	200 Meters	Final	Women
2:50 pm	200 Meters	Final	Men
2:55 pm	5,000 Meters	Final	Women
3:20 pm	5,000 Meters	Final	Men
3:45 pm	4 x 400 Relay	Final	Women
3:55 pm	4 x 400 Relay	Final	Men
4:15 pm	Closing (individual and team) awards ceremony		

### **DAY 2 - FIELD EVENTS**

<b>Time</b>	<b>Event</b>	<b>Round</b>	<b>Gender</b>
9:30 am	Discus	Final	Men
9:30 am	Javelin	Trial/Final	Women
9:30 am	Triple Jump	Trial/Final	Men
9:30 am	Triple Jump	Final	Women
12:30 pm	Discus	Trial/Final	Women
12:30 pm	Javelin	Final	Men
12:30 pm	Pole Vault	Trial/Final	Men
12:30 pm	High Jump	Trial/Final	Women

# Directions

## From Worcester:

Travel on I-290E to Exit 26B on the left. Merge on to I-495N and take exit 42A to North Andover. Merge on to MA-114E and travel one mile then merge right on to MA-125S. Take a right on to Alcott Way, then an immediate right on to Cullen Ave in 200 feet; Merrimack Athletics Complex will be on your right

## From Boston:

Travel on I-93N to exit 41 toward Andover/North Andover. Merge on to MA-125N and travel 6.5 miles. You will see a sign on your left for Merrimack College, take that left on to Alcott Way and travel on Cullen Ave for 200 feet and Merrimack Athletic Complex will be on your right.

## From New Hampshire:

Travel on I-93S to exit 44A. Merge on to I-495N toward Lawrence. Take exit 42A and merge on to MA-114E. Travel 2 miles then take a slight right on to MA-125S. Take a right on to Alcott Way, then an immediate right on Cullen Ave. Travel 200 feet and Merrimack Athletic Complex will be on your right.

## From Maine:

Travel on I-95S to exit 59. Merge on to I-495S then take exit 42A. Merge on to MA-114E and travel 2 miles, then take a slight right on to MA-125S. Take right on to Alcott Way then take an immediate right on Cullen Ave. In 200 feet Merrimack Athletic Complex will be on your right.

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MC Campus map- <https://www.merrimack.edu/wp-content/uploads/merrimack-college-map.pdf>

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