



**2007  
DIVISION I  
MEN'S & WOMEN'S  
INDOOR TRACK  
AND FIELD  
CHAMPIONSHIPS  
HANDBOOK**

Updated 12/20/2006



# Table of Contents

<b>Introduction</b> .....	5
<b>General Administration</b> .....	7
Dates and Sites .....	7
Sports Committees.....	7
Juries.....	8
Annual Forms .....	8
<b>Determination of Participants</b> .....	10
Qualification Procedures.....	10
Final Qualifying Meets .....	12
Events/Number of Participants.....	12
Declaration .....	14
Certification of Eligibility/Availability .....	15
<b>Instructions to Participants</b> .....	17
Adjusted Place Standings .....	17
Appeals.....	17
Audio Coverage (Radio and Internet).....	17
Awards.....	17
Drug Testing.....	17
Lodging.....	17
Mandatory Meetings.....	18
Media Arrangements .....	18
News, Media, Press Conferences and Satellite Feeds.....	18
Officials.....	18
Programs .....	20
Protest Procedure.....	22
Reporting Results.....	22
Rules .....	23
Scoring .....	23

Squad Size .....	23
Television Rights and Footage Licensing.....	24
Uniforms .....	24
Videotapes, Films and Still Photographs.....	25
Web site.....	25
Wireless Communication Devices.....	25

## Introduction

During the 2006-07 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site ([www.ncaa.org](http://www.ncaa.org)).

**How to Use This Publication.** The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222

Indianapolis, Indiana 46206-6222

317/917-6222

[www.ncaa.org](http://www.ncaa.org) November 2005

Edited By: Mark A. Bockelman and Keanah A. Smith,  
Assistant Directors of Championships.

NCAA, NCAA logo and NATIONAL COLLEGIATE ATHLETIC ASSOCIATION are registered marks of the Association and use in any manner is prohibited unless prior approval is obtained from the Association.

# Men's and Women's Indoor Track and Field Championships Information

## Important Dates

**Saturday, March 3**—Last date a qualifying mark may be made, except for conference championships.

**Saturday, March 3**—Proof-of-performance deadline, 5 p.m. (Central time), except conference championships.

**Sunday, March 4**—Proof-of-performance deadline for conference championships only, 5 p.m. (Central time).

**Monday, March 5**—Declaration forms available online no later than 9 a.m. (local time of declaring institution).

- Coaches must complete and submit the online declaration form by 1 p.m. (Central time). All student-athletes must be declared or scratched in every event in which they qualified at this time. Declaration forms submitted after the 1 p.m. deadline and prior to 3 p.m. Central time, will be accepted as LATE and the institution will be fined \$300. There is no opportunity to submit declaration forms after 3 p.m. Central time.

- The final list of meet participants shall be available via the NCAA Web site ([www1.ncaa.org/membership/champadmin/track/index.html](http://www1.ncaa.org/membership/champadmin/track/index.html)) by 7 p.m. (Central time).

**Thursday, March 8**—Packet pickup, 2 to 4 p.m. (Central time); mandatory coaches technical meeting, 4:30 p.m.

**Friday-Saturday, March 9-10**—NCAA Division I Men's and Women's Indoor Track and Field Championships; University of Arkansas, Fayetteville, host.

## General Administration

### Dates and Sites

[Reference: Bylaw 31.1.3 in the NCAA Manual.]

March 9-10, 2007; University of Arkansas, Fayetteville, host.

### Future Dates and Sites

March 14-15, 2008; University of Arkansas, Fayetteville, host.

March 13-14, 2009; Texas A & M University, host.

March 12-13, 2010; University of Arkansas, Fayetteville, host.

**Date Formula.** The NCAA Division I Men's and Women's Indoor Track and Field Championships will be conducted annually on the second Friday and Saturday in March.

**Hosting Opportunities.** The Division I men's and women's track and field subcommittee is not currently accepting bids for future indoor championships. Detailed Bid information is located on the NCAA Web site at [www1.ncaa.org/membership/champadmin/track/index.html](http://www1.ncaa.org/membership/champadmin/track/index.html). Please contact NCAA championships staff liaison Keanah A. Smith (e-mail: [ksmith@ncaa.org](mailto:ksmith@ncaa.org); phone: 317/917-6189) with any questions.

### Sports Committees

[Reference: Administration and Management in the Division I General Section and Bylaws 31.1.1 and 31.1.2 in the NCAA Manual.]

The Division I, Division II and Division III Men's and Women's Indoor Track and Field Championships are under the control, direction and supervision of the NCAA Men's and Women's Track and Field Committee. DeTrease Harrison Virginia Commonwealth University, chairs the committee and Bob Podkaminer serves as the secretary-rules editor. Divisional subcommittees supervise their respective championships.

#### Division I Men's and Women's Track and Field Subcommittee Representing men's indoor track & field

Edrick Floreal, Stanford University  
Joe Franklin, Butler University, cross country subcommittee  
DeTrease Harrison, VCU, committee chair  
Mike Maynard, Boise State University  
Forrest Temple, Yale University  
David Walker, East Tennessee State University

#### Representing women's indoor track & field

Rich Ceronie, Miami University (Ohio)  
Lisa Peterson, University of Kentucky  
Craig Poole, Brigham Young University, subcommittee vice-chair  
Alecia Shields-Gadson, Coppin State College  
John Weaver, Appalachian State University  
Bubba Thornton, University of Texas, Austin

For additional information about the NCAA Men's and Women's Indoor Track Championships, contact:

Mark Bockelman  
Assistant Director of  
Championships  
NCAA  
P.O. Box 6222  
Indianapolis, Indiana  
46206-6222  
Phone: 317/917-6513  
Fax: 317/917-6235  
E-mail:  
mbockelman@ncaa.org

Keanah Smith  
Assistant Director of  
Championships  
NCAA  
P.O. Box 6222  
Indianapolis, Indiana  
46206-6222  
Phone: 317/917-6189  
Fax: 317/917-6327  
E-mail: ksmith@ncaa.org

Craig Poole  
Head Women's Track and  
Field Coach  
246 Smith Fieldhouse  
Provo, Utah 84602  
Phone: 801/422-7508  
Fax: 801/422-0030  
E-mail: rcraig\_poole@byu.  
edu

## Juries

The division subcommittee also serves as the games committee and the jury of appeals.

## Annual Forms

**Proof-of-Performance Form.** A proof-of-performance form must be submitted to verify the performance of a student-athlete who meets a qualifying standard for a particular event. The forms should be submitted not later than five days after the performance. All proof-of-performance forms must be submitted electronically by 5 p.m. (Central time) March 3 at <http://web1.ncaa.org/trackD1pop/login.jsp>. Exception: Conference championships held March 4 have until 5 p.m. (Central time) to submit forms. Coaches should use the same password as last year to access the POP form. If you have problems with your password, please contact Bob Podkaminer (rpodkam@aol.com).

*[Reference: Declaration (page 12) in this handbook.]*

**Expense Reimbursement .** Effective with the 2007 championships institutions will no longer submit a form declaring for which championship, indoor or outdoor, they want to be reimbursed. The NCAA Division I Championships/Competition Cabinet has approved the reimbursement of per diem only for the 2007 indoor championships for all competitors. Expense reimbursement forms with instructions are available on the NCAA Web site (<http://www1.ncaa.org/membership/champadmin/track/index.html>). Once the championships are completed, participating institutions should submit completed forms to the NCAA travel department at the NCAA national office within 30 days.

*[Reference: Per Diem and Transportation in the Division I General Section and Bylaw 31.4.6 in the NCAA Manual.]*

**Financial Report Form.** The NCAA has implemented an online proposed budget and financial report process. Prospective hosts no longer complete hard copies of the proposed budget for this championship. The online version of the proposed budget and financial report form may be accessed on the NCAA Web site at [http://www.ncaa.org/champadmin/champ\\_budget/](http://www.ncaa.org/champadmin/champ_budget/). Please note that the online form is password protected. Your institution's athletics director should have the necessary membership

database username and password on file. Written instructions on how to complete the automated forms are located at the site referenced above and on each sport specific Web site in the Documents and Forms section. If you have any questions regarding the new process, please contact the appropriate NCAA sport liaison. *[Reference: Bylaw 31.4 in the NCAA Manual.]*

**Future Championships Bid Packets.** The Division I men's and women's track and field subcommittee is not currently accepting future bids for the indoor championships.

*[Reference: Budgets and Site Selection in the Division I General Section.]*

# Determination of Participants

## Qualification Procedures

**Qualifying Period.** Qualifying standards for the NCAA Men's and Women's Indoor Track and Field Championships must be met during the current season in indoor competition from December 1, 2006, through March 3, 2007. (Exception: Conference championships held March 4.) Qualifying performances must be made during a regularly scheduled indoor track and field meet.

Marks will not be acceptable if they are set in meets or events (see 2007 NCAA Qualifying, beginning on page 151 of the 2007 NCAA Men's and Women's Cross Country and Track and Field Rules Book):

1. Where fewer than two four-year institutions with a minimum of 14 athletes per gender per institution compete, or fewer than five four-year institutions participate);
2. Where fewer than 10 collegiate or open events per gender are contested;
3. Where men and women compete together in a running event (except the 10,000 meters);
4. Where contestants or spectators are asked to officiate;
5. Held on other than certified (i.e., at the time of construction) and regularly used facilities;
6. Where official results are not kept and available for inspection (i.e., retain photos, hand times and field-event results through July 1, 2006);
7. Involving only combined-events competition in which fewer than six contestants start or all participants are from the same team;
8. Where a combined-events contestant who obtains a qualifying mark abandons the combined-events competition, unless the competitor is medically excused from further competition by a medical doctor/certified trainer assigned by meet management (see Rule 9-2-8);
9. Where all implements are not measured and weighed before competition;
10. Where intermediate times are taken from a longer race (e.g., 800 meters during 1,000 meters);
11. Where wind readings are not recorded in the 100 meters, 200 meters, 100- and 110-meter hurdles, and long jump and triple jump;
12. Where wind readings exceed 4.0 meters per second in the 100 meters, 200 meters, 100- and 110-meter hurdles, and long jump and triple jump
13. Where contestants are given a second opportunity to compete in the same event(s) on the same calendar day at the same site, unless it is in accordance with the normal established advancement procedure;
14. Where trials and finals of the dash and hurdles are not contested at the same distance;
15. Where competitors run any turn on indoor tracks that are 400 meters or longer; or
16. Held on outdoor tracks that are longer than 400 meters.

All qualifying marks must be made during indoor competition using an indoor facility. (Exception: The weight throws may be conducted outdoors.) In addition, qualifying

standards in oval events may not be met on banked tracks of more than 220 yards. Qualifying standards in the 400 meters and opening leg of the 1,600-meter (mile) relay may not be met using more than a two-turn stagger on a track of 220 yards or less. On a track of more than 220 yards, no more than a one-turn stagger may be used.

**Rules.** All collegiate meets shall be run in accordance with the NCAA false-start rule; however, student-athletes may qualify for the indoor championships in meets conducted under International Association of Athletics Federations (IAAF) rules.

**Singe Event Meets.** Qualifying marks accepted from events commonly recognized as single-event if the single-event meet is associated with a track meet that the qualifying requirements in Part III of this rules book, and following criteria are satisfied (Note: The track committees will final determination if the requirements are satisfied):

- a. Event(s) shall be accessed by one admission ticket per session;
- b. Event(s) shall be held on the same or consecutive days;
- c. Event(s) shall share a name;
- d. Event(s) shall occur/be held in proximity of location unless;
  - 1) For demonstrable safety reasons (e.g., hammer throw) petition sites must be separated;
  - 2) Because of insufficient or inadequate facilities available spectators or competition;
- e. Registration for event(s) are in common;
- f. Results for event(s) are in common;
- g. Recognition/sanction of the event(s) must be in common; and
- h. Awards must be consistent.

**Measurements.** Qualifying times for the 60-meter dash and hurdles, and the 200-meter dash, must use a fully automatic timing device (FAT). Manual times (MT) will not be accepted. Also, all qualifying standards in running events must be met in metric races, with the exception of the mile run and the two relay events.

Field-event marks must be measured, recorded and submitted metrically.

**Relay Substitutions.** The following substitution policies will apply to relay events:

1. Only one qualified relay team per institution may be declared. The four student-athletes who ran on the eligible qualifying team must be designated at the time of declaration.
2. Qualified student-athletes who have been declared in any event shall be allowed to run in any relay heat or final. Declaration of these individuals as relay-member possibilities is not required.

**Relay Alternates.** The following alternate policy will apply to relay events:

- 1,600-Meter Relay. One additional student-athlete listed on the eligibility form who has not qualified for the championships may be declared as a relay alternate.
- Distance Medley Relay. Two additional student-athletes listed on the eligibility form who have not qualified for the championships may be declared as relay alternates. Only one of these alternates may compete in the championships. An athlete on a declared relay, who is replaced with an alternate, may still compete in any event(s) in which he/she had previously been accepted into the meet.

Note: The NCAA will not reimburse transportation expenses and/or per diem for any alternate, whether or not he or she competes.

**Erroneous Times.** Student-athletes whose performances are submitted erroneously, or with incorrectly listed fully automatic times (FAT) or manual times (MT), may not be allowed to compete. Further, no reimbursement for travel or per diem will be provided by the NCAA; and the institution's director of athletics will be made aware of the infractions by a letter from the chair of the Division I subcommittee.

**Qualifying Standards.** The qualifying standards listed in the appendix have been established for the 2007 NCAA Division I Men's and Women's Indoor Track and Field Championships. No conversions of times will be allowed. Altitude adjustments are listed in 2007 NCAA Men's and Women's Track and Field and Cross Country Rules.

**Single Event Qualifying.** Qualifying marks will be accepted from events commonly recognized as single-event meets if the single-event meet is associated with a track meet that meets the qualifying requirements in the NCAA rules book, and if the following criteria are satisfied (Division I track and field subcommittee will have final determination if the requirements are satisfied):

- Event(s) shall be accessed by one admission ticker per day/session;
- Event(s) shall be held on the same or consecutive days;
- Event(s) shall share a name;
- Event(s) shall occur/be held in proximity of locations unless:
  - For demonstrable safety reason (e.g., hammer throw) competition sites must be separated;
  - Due to reasons related to insufficient or inadequate facilities available for spectators or competition;
- Registration for event(s) are in common;
- Results for event(s) are in common;
- Recognition/sanction of the event(s) must be in common, and
- Awards must be consistent.

## Final Qualifying Meets

Division I institutions wanting to host an indoor meet, other than a conference meet, between February 24 and March 3, 2007, must petition the NCAA for sanctioning before January 12, 2007. Requests should be submitted to Keanah Smith, NCAA assistant director of championships (e-mail; ksmith@ncaa.org). Individual institutions may apply to host only one meet during this period. The gender of the meet must be specified. Additional information regards the application process can be found on the NCAA Web site at [www1.ncaa.org/membership/champadmin/track/index.html](http://www1.ncaa.org/membership/champadmin/track/index.html).

## Events/Number of Participants

*[Note: For order of events, see the Appendix.]*

The Championships/Competition Cabinet has approved a qualifying procedure that allows a maximum of 284 men and 284 women to participate. The Men's and Women's Track and Field Committee has developed a qualifying procedure and performance standards with the intent of arriving at field sizes that will accommodate the maximum number of athletes in the championships.

All eligible student-athletes who meet an automatic standard will be entered in the

championships. Performances meeting provisional standards will be used to develop a descending-order list to fill the field for each event. Only student-athletes appearing on the lists and declared during the declaration period will be considered when filling fields. The top athletes for whom a proof-of-performance form has been submitted will appear on the descending order lists that are available via the NCAA Web site at [www1.ncaa.org/membership/champadmin/track/index.html](http://www1.ncaa.org/membership/champadmin/track/index.html), beginning December 15, 2006. Performance lists will not be mailed.

If the numbers of allowable student-athletes established by the Championships/Competition Cabinet have not been reached after automatic qualifiers and minimum field sizes have been accommodated, the committee will add athletes to the meet by adding equally to all events (including relays) for as long as the number of available athlete spaces will allow. At this step, if two or more athletes are tied for the next qualifying performance, all such athletes will be added to the field as long as the number of spaces available is sufficient.

Each event will be filled to the minimums below.

### Minimum Field Sizes

Event	Men	Women
60-Meter Dash	14	14
60-Meter Hurdles	14	14
200-Meter Dash	14	14
400-Meter Dash	14	14
800-Meter Run	14	14
Mile Run	14	14
3,000-Meter Run	14	14
5,000-Meter Run	14	14
1,600-Meter Relay	10	10
Distance Medley Relay	10	10
High Jump	14	14
Pole Vault	14	14
Long Jump	14	14
Triple Jump	14	14
Shot Put	14	14
Weight Throw	14	14
Heptathlon	14	
Pentathlon		14

When the number of spaces available is less than the number of events, thus not allowing for one to be added to all events, the committee will determine which events will receive an additional entry(s). Consideration is given to such factors as strength and depth of field, number of athletes competing in more than one event, number of automatic qualifiers, and comparison to the fields in previous years. The Division I track subcommittee may use any resources it deems appropriate to assist in determining which events receive an additional entry(s).

Once the maximum number of 284 men or women in the competitive field is attained,

the committee will add to the field, on an event-by-event basis, the next person on the descending-order list only if that individual is already in the meet in another event (not to include relay alternates), provided such addition does not require adding another heat/flight or does not compromise the safety of the event. At this step, in the event of a tie for such a position, only student-athletes already in the meet in another event will be added to the field (subject to the aforementioned limits).

## Declaration

[Reference: *Annual Forms (page 7) in this handbook.*]

A student-athlete whose institution does not comply with the provisions below will not be allowed to compete in the championships.

**Proof-of-Performance Form.** A proof-of-performance form must be submitted to verify the performance of a student-athlete who meets either the automatic or provisional standard for any event. Proof-of-performance forms must be submitted electronically to Bob Podkaminer within five days of the performance and not later than 5 p.m. (Central time) March 3 [5 p.m. (Central time) for conference championships held March 4]. Proof-of-performance forms will be accepted only for student-athletes officially listed as eligible for the championships. The submission of incorrect performances may result in the disqualification of the student-athlete. Proof-of-performance forms that are either incomplete or submitted more than five days after the qualifying performance will be subject to a fine. All late proof-of-performance forms may be assessed a fine not less than \$25 or more than \$100.

The use of an electronic proof-of-performance form is authorized by the Division I track and field subcommittee. Coaches should use the same password as last year to access the POP form. If you have problems with your password, please contact Bob Podkaminer (rpodkam@aol.com).

**Final Declaration.** The Division I track and field subcommittee has implemented an online declaration process for the 2007 indoor track and field championships. The process will be the same procedure used during the 2006 indoor and outdoor championships.

**Late Declarations.** Any institution declaring an athlete after the deadline of 1 p.m. Central time and before 3 p.m. Central time Monday, March 5, will be charged \$300 per institution per gender. There is no opportunity to submit declaration forms after 3 p.m. Central time Monday, March 5.

Sponsoring institutions must now complete the online declaration form and adhere to the guidelines below when declaring student-athletes for the indoor championships;

1. The committee will post declaration forms online for all institutions whose student-athletes meet automatic or provisional qualifying standards, regardless of position on the descending-order lists, no later than 9 a.m. (local time of declaring institution), Monday, March 5.
2. The declaration form can be accessed through a link on the NCAA Web site at [www1.ncaa.org/membership/champadmin/track/index.html](http://www1.ncaa.org/membership/champadmin/track/index.html).
3. Access to the declaration form is controlled through the use of the same password assigned for proof-of-performance (POP) form submission. Any coach unable to access the online declaration form by 9 a.m. (Central time), Monday, March 5, must

notify the committee at 479/444-1912.

4. Coaches must complete and submit the online declaration form by 1 p.m. (Central time), Monday, March 5. All student-athletes must be declared or scratched in every event in which they qualified at this time. Declaration forms submitted after the 1 p.m. deadline and prior to 3 p.m. Central time, will be accepted as LATE and the institution will be fined \$300. There is no opportunity to submit declaration forms after 3 p.m. Central time. All athletes not declared by their institution will be scratched from the national championship competition. If a student-athlete has qualified provisionally in one or more events, the coach must clearly state a preference, if any, on the declaration form.
5. Coaches must notify the committee on the declaration form if a student-athlete may not be able to compete because of injury, illness or change in eligibility status. Final notice of entry for those ill or injured must be given to the committee by noon (Central time), Wednesday, March 7. Any coach not on site to notify the committee in person must notify the committee via telephone at 479/444-1912. Failure to notify the committee could result in a \$300 fine.
6. Coaches are responsible for including a telephone number on the declaration form at which the games committee can reach him or her, or his or her representatives, if questions arise.
7. The fields of competitors will be filled from the provisional lists, as has been the customary practice.
8. The final list of participants will be available via the NCAA Web site at [www1.ncaa.org/membership/champadmin/track/index.html](http://www1.ncaa.org/membership/champadmin/track/index.html) not later than 7 p.m. (Central time), Monday, March 5. Call backs will not be made.
9. Between March 5 and March 11, coaches requiring additional information may contact the committee at 479/444-1912.

**Challenge Period.** Challenges regarding an athlete's eligibility or performance may be submitted in writing via fax (707/545-1791) or e-mail (rpodkam@aol.com) to Bob Podkaminer for review by the Division I track and field subcommittee. The challenge period began December 1, 2006, and ends at 3 p.m. (Central time) Monday, March 5.

**Packet Pickup.** The packet-pickup period will be from 2 to 4 p.m. (Central time) Thursday, March 8.

**Credentials.** Credentials will be issued to each declared student-athlete. Coaches credentials will be distributed in accordance with NCAA limitations on size of coaching staffs and eligible non-athletes.

Each institution will be issued a maximum of four coaches credentials per NCAA rules. In addition, one team manager and one administrator may receive a credential.

Each institution will be allowed one additional credential if a medical trainer or physician is accompanying the team. The medical credential will be administered by the host agency's sports medicine staff.

## Certification of Eligibility/Availability

[Reference: *Certification of Eligibility/Availability in the Division I General Section and Bylaws 3.2.4, 12, 13, 14, 15 and 16 in the NCAA Manual.*]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are

required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championships competition.

For the indoor track and field championships, the championships staff liaison must be notified before March 2, 2007.

## Instructions to Participants

### Adjusted Place Standings

*[Reference: Bylaw 31.2.2.4-(a) in the NCAA Manual.]*

If a student-athlete is found to be ineligible, that individual's performance shall be stricken from the championships record and the points the student-athlete contributed to the team's total shall be deleted. The team standings may be adjusted accordingly, and any awards involved shall be returned to the Association. Further, the placement of other competitors may be altered and awards presented accordingly.

### Appeals

Any appeal of a referee's decision must be made on an additional protest form and must be accompanied by an appeal fee of \$50 cash. This fee is refundable only if the appeal is upheld.

### Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaasports.com/broadcast](http://www.ncaasports.com/broadcast).

### Awards

*[Reference: Awards in the Division I General Section and Bylaw 31.1.12 in the NCAA Manual.]*

Official NCAA awards will be presented to the top eight finishers in each event. First-, second-, third- and fourth-place team trophies will be awarded. Participation awards will be presented to all student-athletes (except for alternates) competing in or in uniform at the championships. These awards will be sent to the institution's director of athletics after the competition.

### Drug Testing

*[Reference: Drug Testing in the Division I General Section and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Manual.]*

Student-athletes who compete in the championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3 and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for the championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

### Lodging

The host institution shall make lodging information available for the competing teams and advise participants of the arrangements. Each competing institution is obligated to arrange its own accommodations.

## Mandatory Meetings

*[Reference: Misconduct in the Division I General Section and Bylaws 31.02.3 and 31.1.10 in the NCAA Manual.]*

A mandatory coaches meeting will be held at the championships site, at which the head coaches (or designated assistant coach) who have athletes competing will be acquainted with the provisions of Bylaw 31.1.10. This bylaw prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championships for reasons of misconduct.

**Beginning in 2006-07, coaches who do not attend the technical meeting for the 2007 NCAA Division I Men's and Women's Indoor Track and Field Championships in which they have student-athletes participating will be fined \$100.**

## Media Arrangements

**Media Credentials.** Requests for working media credentials for the championships shall be directed to Julie Eversgerd, NCAA director of media coordination for championships, at 317/917-6659.

The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championships or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championships site.

**Microphones.** The placement of microphones on a team coach or in team huddles is prohibited.

## News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaasports.com/broadcast](http://www.ncaasports.com/broadcast).

## Officials

**Selection of Key Officials.** The Division I track and field subcommittee will hire 12 key officials. The host institution may make recommendations to the committee, but should not come to agreements with any officials without the approval of the committee.

**Fees.** Each key official will receive \$150 per day of competition.

**Transportation.** Travel expenses for the key officials will be paid according to the actual mode of transportation, not to exceed jet coach air fare or 43 cents per mile, but not including terminal or other local transportation. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel Management (866/655-9215).

**Lodging.** Hotel expenses (excluding incidentals) for the key officials required to stay overnight at the championships site shall be paid by the host institution and later reimbursed by the NCAA.

**Per Diem.** The key officials will receive \$45 per diem for meals and incidentals for a maximum of four days (one day before competition, two days of competition, one day after competition). Any deviation from this policy must be approved by the NCAA liaison before the official arrives at the site. Officials not required to remain overnight at the site also shall receive \$45 per diem for the days they are on site.

**Remaining Officials.** The host institution should present to the subcommittee a plan for securing all but the key officials for the championships. The subcommittee emphasizes that this plan should include provisions to ensure attention to diversity, gender and officials from outside the immediate locale. The subcommittee, while acknowledging the importance of the local officials' organization to the support of the host's program, believes the NCAA championships officials should include national representation. The NCAA does not reimburse the host for any costs associated with the remaining officials.

**Local Transportation/Officials and NCAA Representatives.** The NCAA shall pay for the rental of cars for a predetermined number of key officials and NCAA committee representative(s). The championships staff will make all arrangements directly through Short's Travel and communicate arrangements to the individuals who have been approved to rent cars.

The NCAA representatives and/or designated officials shall be responsible for payment for the rental car, the cost of which will be reimbursed by the host institution.

The NCAA representatives and/or designated officials shall return their rental car agreements to the host institution of the competition for reimbursement. In the event a host agency is involved, the rental agreement shall be returned to the NCAA national office for reimbursement.

The NCAA national office shall explain the above procedure in advance to NCAA representatives and designated officials. In addition, host institutions should review the procedure and reimbursement process with each individual during the precompetition meeting.

**Policies.** A sports committee or games committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA meet. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

## Programs

[Reference: Advertising in the Division I General Section and Bylaw 31.1.14.1 in the NCAA Manual.]

Host Communications, Inc. will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and Host Communications. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

### Advertising

Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@hostcommunications.com) for information regarding rates, availability and deadlines.

### Editorial

If you are interested in the specific content of the program you will receive, please contact Marianne Stoess (859/226-4549; marianne.stoess@hostcommunications.com).

Generally, programs include the following:

1. Participant information - Host Communications will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is Eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. HOST will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at Host Communications.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. Host Communications will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Ms. Stoess at Host Communications.

### Program Supplements and Update Sheets

Host institutions for single-day/session championship rounds may choose to

supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or Host Communications, the content must be approved by Host Communications prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Marianne Stoess (Host Communications, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). Host Communications will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or Host Communications. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Ms. Stoess (Host Communications, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at Host Communications (859/226-4556; matthew.briggs@hostcommunications.com).

### Program Sales

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@hostcommunications.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, Host Communications determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.
3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at Host Communications immediately.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.

## 5. Collections

### a. Contracts

- i. Upon site selections, all contracts are e-mailed to each site representative
- ii. A dedicated fax number will be assigned for receiving all signed contracts back to Host Communications (859/226-4575)
- iii. A Host Communications representative will track the return of all signed vending contracts to Host Communications

### b. Settlement Reports

- i. Three days after the conclusion of the event, all settlement reports must be faxed to Host Communications (859/226-4575)
- ii. The vendor will have two weeks to submit payment to Host Communications
- iii. A Host Communications representative will be assigned to track the receipt of all vending settlement reports and payments
- iv. If payment and/or settlement have not been received within the two-week period, Host Communications will include the site/ championship on its "No Pay" list sent to the NCAA
- v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise
- vi. Please include the event number on the check that is sent

Please contact Matt Briggs (859/226-4556; matthew.briggs@hostcommunications.com) at Host Communications with any vending-related questions.

## Protest Procedure

All protests shall be written on three-copy NCR form provided by the committee/host at a specified location within the facility. The results will be marked at PROTESTED. The protest form shall be given to the referee.

The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach, one will be posted with the results and the other copy shall be placed in the committee's files.

Should the protesting coach choose to petition the matter to the jury of appeals, a \$50 appeal fee shall be charged. The fee shall be refunded if the decision is reversed in favor of the coach

The new protest rule allows for the use of official photo-timing and official video designated by the games committee before the meet. Following an international precedent, an immediate oral protest may be made by the affected participant or his/her coach in order to preserve a mark. The oral protest must be followed up in writing within the normal time frame. Also, coach(es) of any participating(s) implicated in a protest must be notified and the results of the protest shall be posted and announced. The coaches of competitors affected by the protest decision shall be notified.

The viewing of videotape or photos, or the use of any wireless communication device, by a competitor during event competition is prohibited.

## Reporting Results

During the championships and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting

official results to the NCAA official Web site. Please e-mail a copy of results to updates@ncaasports.com. Please be sure to submit all information in the following manner:

- Send the information to updates@ncaasports.com.
- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an e-mail or send e-mail as an attachment in an MS Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the e-mail.

Any host that sends the appropriate information and discovers that the results are not posted on the NCAA Web site in a timely manner, should contact:

Kristen Jacob  
NCAA Assistant Director of Online Properties and Media for Championships  
kjacob@ncaa.org  
317-917-6584

## Rules

*[Reference: Bylaw 31.1.6 in the NCAA Manual.]*

Per NCAA Bylaw 17.32, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

2007 NCAA Men's and Women's Cross Country and Track and Field Rules shall be followed where appropriate. Reference is made in the rules to certain publications of the International Association of Athletics Federations (IAAF), which provide more comprehensive detail in certain instances. Information on obtaining IAAF publications may be obtained by writing USA Track and Field, One RCA Dome, Suite 140, Indianapolis, Indiana 46225-1023, or by accessing its Web site at www.usatf.org. The IAAF Web site address is www.iaaf.org.

All markings must be in accordance with NCAA Men's and Women's Cross Country and Track and Field Rules.

## Scoring

The men's and women's championships will use the eight-place scoring system (10-8-6-5-4-3-2-1) in individual and relay events (i.e., first place earns 10 team points, second place earns eight team points, etc.).

## Squad Size

*[Reference: Per Diem and Transportation in the Division I General Section.]*

NEW FOR 2007. Institutions will be reimbursed for per diem only for the 2007 indoor track and field championships.

Please refer to the NCAA Travel policies for all information regarding transportation

and per diem expenses. Travel policies can be found online at [www.ncaa.org/financial/travelforms.html](http://www.ncaa.org/financial/travelforms.html).

## Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found on [www.ncaasports.com/broadcast](http://www.ncaasports.com/broadcast).

## Uniforms

*[Reference: Bylaw 12.5.4 in the NCAA Manual.]*

When engaged in competition, each competitor must wear an official team uniform or be disqualified. **All uniforms** must comply with Rule 4.3 of the NCAA Men's and Women's Cross Country and Track and Field Rules.

The uniform must be clean and of a material and design as not to be objectionable.

Wearing any part of the official team competition uniform illegally (e.g., top off or intentionally shortened, shoulder straps lowered) while in the area of competition shall lead to a warning by the nearest official and, if repeated, to disqualification by the meet referee (Rule 3-4-2d).

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

**Relay Teams.** All relay team members must wear uniforms with components (i.e., top and bottom) that are of identical primary color between team members. Body suits are considered to be comprised of top and bottom components. The members may choose to wear pants, shorts, briefs or body suits (or combination thereof), the length of which may vary.

Any visible garment worn under the tops shall be of an identical color as those worn by other members of the relay team. Any visible garment worn under the pants, shorts, briefs or one-piece body suits shall be of an identical color as those worn by other members of the relay team.

**Logos.** An institution's official uniform and all other items of apparel (e.g., team jersey, socks) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4 square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

The logo restriction on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in news conferences. Please note that those contracts between institutions and apparel manufacturers or

distributors that include logo specifications may be honored, provided such contracts were in effect before August 11, 1998. Also, the logo restriction on student-athletes' apparel as set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championships events.

## Videotapes, Films and Still Photographs

*[Reference: Bylaw 31.6.4.3 in the NCAA Manual.]*

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

## Web site

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at [www.ncaasports.com/broadcast](http://www.ncaasports.com/broadcast).

## Wireless Communication Devices

The viewing of videotape or photos, or the use of any wireless communication device, by a competitor during event competition is prohibited.