

## **2009 NCAA Division I Men's and Women's Outdoor Track and Field Regional Championships**

### **Timeline and Points of Emphasis for Regional Host, Timing and Data Personnel**

**17 April – Friday** – Each regional host provides to the NCAA championship manager, final contact information for the timing, data processing, and administrative crew to be used at the regional championship. The following critical items should be included:

- delivery contact and address for hip and bib numbers
- e-mail address or addresses to be used for delivering entries and other information for the meet
- cell phone numbers for communication during the meet
- Web site address where the real-time posting of results will occur.

**23 May – Saturday** – Deadline for regional online declarations ends at 1 p.m. Eastern Time. Late declarations accepted (and the institution fined) until 3 p.m. Eastern Time.

**24 May – Sunday** – List of student-athletes declared to compete at each regional site is posted on the NCAA Web sites by midnight Eastern Time.

**25 May – Monday** – Bob Podkaminer delivers to the host, via e-mail, the student-athlete count by event and by team by noon, Eastern Time. These counts may change slightly due to medical scratches. Host can make initial preparations regarding packets for teams and final adjustments to time schedule, especially in field events, based on actual entries. Any requested time schedule adjustments must be communicated to Maisha Palmer (e-mail: [mpalmer@ncaa.org](mailto:mpalmer@ncaa.org); office: 317/917-6548; cell: 317/614-5626) by 4 p.m., Eastern Time, in order for the committee to review. The latest time schedule must be in each team packet, posted online, and each team, with student-athletes in an event affected by any revision that created an earlier start time, must be individually contacted by the host.

Delivery of relay cards, hip numbers, and bib numbers should have occurred by this date. Each region will receive the following hip numbers: 250 each 1 – 9, 50 each 10 – 12, 25 each 13 – 18, 10 each 0 and 19 – 30. Bib numbers vary by region: East – 1 to 1300, Mideast – 1200, Midwest – 1000, West – 900.

**26 May – Tuesday** – Start lists for each region will be posted on the NCAA Web site by 2 p.m., Eastern Time. Hy-Tek Meet Manager database for each regional host is delivered via e-mail by noon, local Time. This database allows the host to prepare all pre-meet materials as well as conduct actual meet operations, with one exception: stadium records for each site will not be part of the database. Entry of these marks, before printing any event sheet is at the option of the host. The meet schedule in the database includes any revisions approved on May 25 and should be checked for accuracy.

The host should print an Entry List by Team in order to complete the preparation of team packets with the proper bib numbers assigned to each packet, memorized report 'Entry List by Team'.

Relay cards must be placed into the packets of appropriate teams, as indicated on the entry lists. The outside of each packet must clearly indicate that a relay card is included in the packet.

The outside of each packet must clearly indicate if the team has a fine which must be cleared with the on-site NCAA committee representative. The list of teams which have fines will be delivered to the host by Maisha Palmer. Team packets must not be delivered to teams with outstanding fines.

Start lists and/or event sheets for teams, meet programs, officials, etc. should be printed according a schedule which best suits the needs of the host, and before the coaches meeting on Thursday. All reports, including results of the meet, must list student-athletes with their **first name first** and must be in the format output from Hy-Tek meet manager. The relay policy for the meet, as printed in the Technical Manual, should be copied and placed into the packet of each team with a relay entry.

A binder must be prepared for use by the meet referee and include a list of declared entries by event and the start list for the first round of each event. As the meet progresses, additions to this binder will include:

- Full and complete results from each round;
- Original field event cards if possible;
- Start lists for succeeding rounds; and
- Relay cards indicating actual competing order of the relay members.

The Referee must detail, in this binder, notes on all scratches, medical or otherwise, disqualifications, protests, appeals, and other issues that possibly have an effect regarding the eligibility and/or performance of a competitor. The final log from the meet doctor should be added to this binder. The completed binder must be presented to the on-site NCAA committee representative at the end of the meet.

**27 May – Wednesday** – Final conference call occurs for regional hosts and the Committee in order to resolve any last-minute questions. These will be scheduled and held individually with each regional host.

Facility is fully prepared for the competition by the end of the day. All event materials and equipment are in-place or known to be stored in an easily accessible location. Requirements for timing, data, results processing, communications, web access, and other administrative functions have been reviewed and tested to determine that all are operational.

**28 May – Thursday** – Facility inspection: 8:30am; Facility open for practice: 10am – 7pm; Packet pick-up: 2 – 4pm; Coaches technical meeting: 4:30pm; Key officials meeting: 5:30pm.

During packet pick-up, relay cards must be completed by the coach and in possession of the host prior to the coach leaving the packet pick-up site. A ‘check-out’ table, supplied and manned by the host, must be stationed at the packet pick-up exit. Any coach with a packet identified as containing a relay card must stop at this ‘check-out’ table, complete the relay card with competitor’s names and bib numbers, and turn it in at the table. Coaches should be reminded to review the relay policy which should be in their packet. **No additions or changes to the**

**declared pool, of no more than six student-athletes, are allowed after packet pick-up.** The ‘check-out’ table should have a printout of each relay event, showing the six declared members, so that verification of the declared team and those listed on the relay card occurs. The relay running order is finalized when event check-in occurs. It is recommended that a key official, who will be in the clerk’s area at the meet, be stationed at this ‘check-out’ table. This ‘check-out’ table is a good place to double-check on all fines.

The policy outlining the possibility and procedure for a jump-off/throw off/run off solely to determine the last automatic advancement position to the national championship should be included in the coaches’ packet.

The NCAA will update marks on the national descending order list from the internet results posted by each host. **Therefore, coaches will not need to submit POP forms for marks made at the region meets.**

The clerk of course, chiefs of field events and data processing personnel must be very aware of the special reporting responsibilities for this competition. See the Database and Special Processing discussion further in this document.

**29 May – Friday** – First day of competition. Data, timing or Sports Information personnel **posts to institutional Web site and sends to the NCAA ([updates@ncaa.com](mailto:updates@ncaa.com)) the complete results of each round of each event at the conclusion of each round, in the output from Hy-Tek in HTML format without alteration.** Posting must include the full series in each field event. Posting of the next round start list must also occur, if applicable. Insure that a full copy of all that occurred during the day is maintained in the referee’s binder. See the detailed discussion of internet posting and data recording procedure below, particularly as it pertains to relays and vertical field events. **At the end of the day, a backup of the database should be sent via e-mail to Bob Podkaminer, [rpodkam@aol.com](mailto:rpodkam@aol.com).** A full report of the days results, output from Hy-Tek in HTML format without alteration, should be sent to the NCAA for posting on their Web site, via e-mail to [ncaastaff@cstv.com](mailto:ncaastaff@cstv.com). A scoring report should also be prepared and delivered.

**30 May – Saturday** – Final day of competition. All relay cards are retrieved from the clerk and put into the referee’s binder. The completed binder is delivered to the on-site NCAA committee representative. The delivery of the database backup and the report of results to the NCAA is the same as Friday’s procedure. A phone call should be made to Bob Podkaminer when all activities are complete so that confirmation of receipt is determined.

## Database and Special Processing

This section is presented to address the specific needs of the NCAA Track and Field Committee to the data processing personnel contracted to perform that function for the committee. It is essential to remember that the processing and reporting of region meet results be accurate, complete and identical at each of the four sites. Automated processing of result data posted on the internet occurs for the national championship selection process. Therefore, no special augmentation to the standard Hy-Tek outputs can be allowed. Please adhere to the guidelines which follow very carefully. Hy-Tek preference screen are included for your convenience.

In addition, due to the automated processing, the Team Abbreviation and Full Team Name in the Hy-Tek data must not be changed. For desired changes to team abbreviations for scoreboard purposes, please make modifications to the Alternate Abbreviation and choose that field on the preference screen for reporting and/or scoreboard interface.

The Hy-Tek meet backup delivered via e-mail on Tuesday, May 26 contains the complete entries for the region after the close of declarations and subsequent scratches due to medical or other valid reasons. All bib numbers have been assigned. The region meet has been seeded for the first round of competition in each event. All entries, including those not declared, are in the database for historical purposes. No additional declarations in any event, except relay alternates during packet pick-up, are allowed to the delivered database. No change to the first-round seeding of any event is allowed without authorization from the on-site NCAA committee representative after consulting with the committee chair. If any change is made, a detailed written description of the change must be forwarded to the chair and included in the referee's binder.

All scratches, no-shows, and disqualifications must be reported to the meet referee, the on-site NCAA committee representative and also recorded in the results section of the data. Each competitor or relay team listed in the result, first name listed first, should have an indication of their performance at the competition, or an indication of why they did not have a performance. Communication with the clerk to establish that all competitors have checked-in is essential. **Do not use the scratch check-box on any screen in the database.** Use the following two- or three-letter indicators in the results to indicate any missing performance for a competitor:

- SCR - in the results for those who do not check-in
- DNS - only used if check-in did occur, but actual commencement of the event did not
- DNF - for those who do not complete an event
- FS - the only indicator needed for false starts
- DQ - entries must include an indication of the reason. This reason should be entered as a note for the affected individual or relay team while in the results entry screen.

Make sure you are familiar with this process. The notes associated with each competitor's result in a running event should also be used to record thousandths of a second when this accuracy of photo-timing was used to determine advancement within the rounds of the competition. Wind readings are required for each heat or section of running events of 200 meters or less, and for

each attempt in the long and triple jump. Remember to use +0.0, not -0.0, to indicate a zero wind reading. This variation produces different results in Hy-Tek.

The relay policy at the region championship allows for any four, of a declared pool of six, to run in any round of the championship. It is essential that the committee know who ran in each round. The clerk of course will have relay cards for each team. It is the clerk's responsibility to determine that only eligible competitors compete in each round, and to record and report the actual competition order of the four team members. The distributed and posted results for each round of a relay must include the four names, in running order, of the competitors who ran in that round. Therefore, efficient communications between the clerk and data personnel is essential. All distributed and posted results, by heat or flight, must include full field series and no shows.

As part of the at-large selection process administered by the committee for the national championship, an 'at-large' pool is established from each region. This pool consists of the next seven declared finishers, after the guaranteed pool in each event (top five declared individuals, top three declared relays). This is usually places six through 12 in an individual event and places four through 10 in a relay event. Therefore, it is essential that unique finish places be established wherever possible. Do not distribute results which indicate a tie based on mark unless that tie cannot be broken according to the rules. There must be a unique determination of all places wherever possible. Hy-Tek's Meet Manager does not automatically break ties. You must use the Judges Decision (JD) column on the results screen to break any and all ties in an event. This includes ties for all places, wherever possible, in the vertical jumps. Make sure you score each event after completing the JD column.

Since this determination through twelfth place is not possible in some running events, it is critical that apparent ties by time in the round before the final have a note included which indicates any tie-breaking information, such as thousandths of a second.

Of critical concern are the first five finishers in the vertical field events. Each database includes four non-scoring jump-off events, a high jump and pole vault for each gender. These special events will only work properly with a version of Hy-Tek's Meet Manager downloaded after April 15, 2004.

The following is an example of the procedure to be followed in the vertical events in case a jump-off is required that does not involve first place. This procedure must be understood by the chief of each field event and by the data personnel. Remember, this additional procedure does not alter the scoring as a result of actual ties in the competition. It is to determine the automatic advancement to the National Championship.

**EXAMPLE:** At the conclusion of the normal competition in the Men's PV, the scoring reflects an actual tie for second place between two individuals, and another actual tie for fourth place between three individuals. The individuals tied for second place represent automatic qualifying positions No. 2 and 3, therefore no jump-off is needed for these competitors. The tie for fourth place does not uniquely identify the fifth automatic qualifier, therefore a jump-off with these three competitors is required. The chief pole vault judge will record the jump-off separately from the normal competition, since it has no effect on scoring the event. The data entry for the jump-off event must include:

1. Entry of the competitors participating in the jump-off

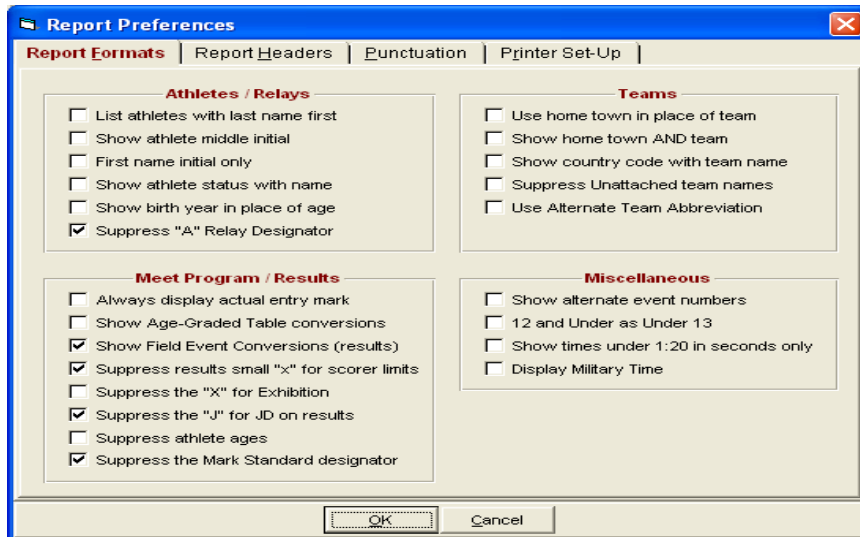
2. The heights attempted in the progression and each competitor's result.
3. The final placing of the competitors in the jump-off.

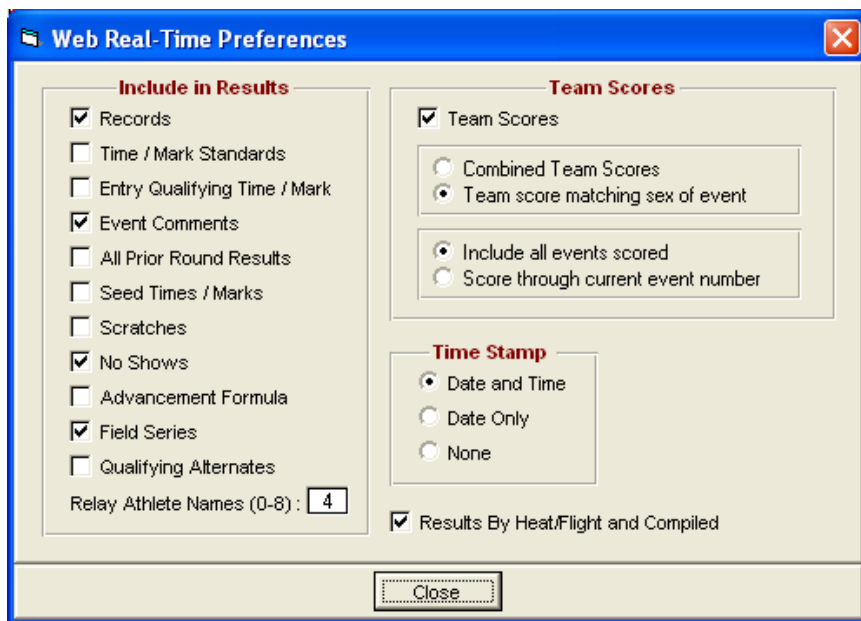
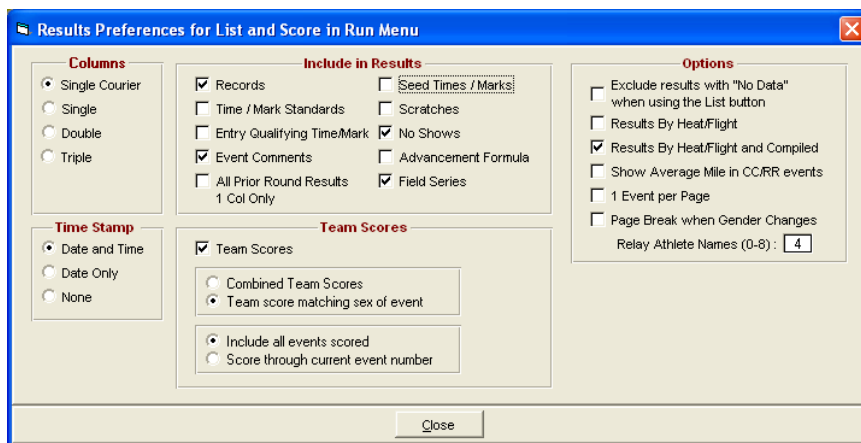
Please remember that the final placing in the jump-off event cannot be determined through an automatic computer calculation of best mark. Data entry personnel must make use of the Judges Decision (JD) column to record the result. No mark attained in the jump-off is transferred to the actual competition, nor can it be used as a qualifying performance.

As usual, last minute changes can, and probably will occur. Authorization for re-seeding any event, or altering the composition of any heat, section, or flight, must come from the NCAA committee representatives at the meet. It is essential that full and accurate reporting of everything at the competition be contained in the database.

<b>contact</b>	<b>e-mail</b>	<b>cell phone</b>
Alecia Shields-Gadson	ashields-gadson@coppin.edu	601/400-6733
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The following Hy-Tek preference screens are reproduced so that each region will produce results in the most consistent manner possible.





The information posted to the web during the regional championships is used in an automated format to update competitor marks so that there will not be a need for the submission of any POP forms from the regional championships. In order to make this happen, the format of what gets posted must be in a controlled format and exactly the same from all regions.

Upload all results using the F10, F11, F12 procedures within Hy-Tek version 2.0. The screen print above shows the typical settings you should use. There is some variation allowed. Please do not alter the upload, re-configure the upload, or upload in any other manner. The posted result file must be in the output format from Hy-Tek Meet Manager 2.0.

**Included in Results:**

Records: This option is not required.

Time/Mark Standards: This option is **not to be included**.

Entry Qualifying Time/Mark: This option is **not to be included**.

Event Comments: This option is not required for final results, is **required** for all other rounds.

Prior Round Results: This option is not required.

Entry Times: This option is **not to be included**.

Scratches: This option is **not to be included**.

No Shows: This option is **required**.

Advancement Formula: This option is not required. The Information is already in the Event Comments.

Field Series: This option is **required**.

Qualifying Alternates: This option is **not to be included**.

Number of Relay Names: This option is **required** and set to 4.

Team Scores: This option is **required** for all final rounds.

Results by Heat/Flight and Combined: This option is **required**.