

**NEW BALANCE
BIG SOUTH CONFERENCE**

**MEN'S AND WOMEN'S OUTDOOR
TRACK AND FIELD CHAMPIONSHIP**



**GENERAL PROCEDURES AND
CHAMPIONSHIP GUIDELINES**

OUTDOOR TRACK AND FIELD CHAMPIONSHIPS

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Future Championships

Future Big South Conference championships will be awarded per the following rotation schedule:

2009 – Radford University
2010 – Charleston Southern University
2011 – Virginia Military Institute
2012 – Coastal Carolina University

Host Institution

In the event the Conference Championship is held at a neutral site, the two closest schools to the facility will be identified as the host schools for the Championship.

Minimum Standards

The host facility for the Outdoor Track and Field Championships must accommodate the list of minimum standards listed in *Attachment I*.

Jury of Appeals

The area or event official will make the initial decision on a foul in accordance with the NCAA Track and Field rules manual. All appeals on a decision will be made to the Jury of Appeals.

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The Jury of Appeals will consist of the Big South Conference liaison and two outside individuals with sufficient knowledge of the sport, with all three allowed to vote. The host institution is required to submit the names of the individuals who have been selected to the Jury of Appeals for their approval during the pre-championship conference call.

The host institution will make every attempt possible to find two unbiased individuals with sufficient knowledge of the sport to serve on the Jury of Appeals. In the event that the host is unable to find two individuals, the track referee and/or the field referee (depending on the nature of the protest) can serve as one member of the Jury of Appeals. The host is still responsible for finding a third person. The Jury of Appeals must be approved by the Coaches Committee prior to the Championships.

Locker Rooms

Information concerning the availability and location of locker rooms will be provided by the host institution prior to the championship.

Team Entry and Parking

Information related to team entry and parking will be provided by the host institution.

Ticket Prices

There will be no charge for admission to the Big South Conference Men and Women's Outdoor Track & Field Championship.

Credentials will be issued for institutional administrators and staff based on lists provided by each institution.

Medical and Training Facilities

A training facility and warm-up area will be available for treatment and/or training. A trainer from each institution should notify the host institution of any special treatments that will be required so that the medical staff can accommodate their team's needs.

Equipment

All necessary equipment shall be provided by the host and shall be in compliance with NCAA Track & Field rules.

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Transportation

Teams are responsible for their own transportation. Expenses will not be reimbursed by the Conference.

Lodging

The Conference office will attempt to secure host hotels for each Conference Championship event. Every attempt will be made to secure lodging with room rates which total no more than \$40 per bed. If a host hotel is not declared, a list of available lodging options and room rates must be provided to member institutions. Rooms for officials must be secured at a reasonable rate, if applicable, and at a location different from the participants. *If the Conference office is securing lodging for the championship, that information will be provided to all participating institutions via the Conference liaison.*

Any damage to the lodging facility is the liability of the responsible institution. The hotel should be notified to contact the host institution regarding any incidents of misconduct.

Meals

Participating institutions are responsible for all team meal arrangements.

Meet Officials

The host institution, with the approval of the Coaches Committee, will select all officials in accordance with the NCAA Track and Field rules manual prior to the competition.

The Coaches' Committee for the Conference Championships will be comprised of the following individuals:

- 1) The chair
- 2) The head coach from the host institution
- 3) The head coaches from the three closest institutions geographically to the host school

If any of these institutions have a split men's and women's program, both head coaches will serve on the Coaches Committee. Only the men's head coach will be allowed to vote on a men's related issue and the women's coach will be allowed vote for a women's related issue.

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The host school will identify the following key official positions: meet referee, running referee, field referee, head starter and announcer in a timely manner to the Conference office so yearly contracts can be issued. These officials must be approved by the Coaches Committee before any contracts are issued.

Assigned Officials

The following USTAF officials must be secured for the Outdoor championships: Starter, Meet Referee, Field/Multi-Event Referee, Running Referee and Statistician/Timer. The clerk and the announcer need not be USTAF certified.

Heating and Flighting

The heating and flighting will be done according to NCAA and Big South Conference rules by the Meet Timer/Statistician prior to the beginning of competition. All seedings and heat sheets will be presented to the head coaches at the coaches meeting after scratches have been made. Any questions will be handled at that time. During the competition, the referees and jury members will not be responsible for heating and flighting. The clerk of the course shall have the authority to combine heats with the approval of the Head Referee.

The fast heat in any non-trial final must have a minimum of six (6) competitors. The fastest seeded heat will be the last heat run, where applicable. Empty lanes in a final will not be filled.

Lanes 1 and 2 will be blocked out during the trial races for the 200M, 400M and 400H.

Advancement Procedures

When dealing with advancement procedures for the Outdoor Track and Field Championships, the Conference will follow the rules listed in the NCAA Track and Field Manual.

Umpires

There will be a minimum of two (2) umpires assigned to each turn, one (1) inside the track and one (1) outside the track. Inspectors will judge each straight, plus the relay passing zones during the relay races. Inspectors will be located at the break points in races with a one (1) or three (3) turn stagger. The umpires will officiate the straight races divided between the ends and sides.

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Other Officials

All other officials and their duties will be as outlined in the NCAA Track & Field manual, unless the Conference or the head coaches stipulate otherwise.

The host school will identify the following key official positions: meet referee, running referee, field referee, head starter and announcer in a timely manner to the Conference office so yearly contracts can be issued. These officials must be approved by the Coaches Committee before any contracts are issued.

Assignment

The host institution, with the approval of the Coaches Committee, shall assign the officials for the Big South Conference Men and Women's Outdoor Track & Field Championship.

Additional Staffing

The host institution shall be responsible for the timing system and its operators, public address announcer, and other pertinent event personnel. The host is responsible for providing and organizing meet volunteers.

Rules

NCAA Rules for Track & Field will be used in the conduct of the Big South Championships, except for specific issues that the Conference head coaches have voted to change, such as the order of events, scoring, number of entries, etc.

Schedule

The meet should follow the official Big South time schedules. Any change made to the schedule, due to facility constraints or local weather conditions, i.e. heat or humidity, must be clearly noted in the information packet sent to the head coaches. The last field event should be scheduled to try to conclude 30 minutes prior to the final running event (4 x 400). This is for meet management and for team scoring, as well as for timely return team travel.

Scratches

All scratches will take place prior to the heats being drawn and distributed to the coaches at the coaches meeting.

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Lane Assignments

Lane assignments will not be altered after the pre-meet scratch process is completed, i.e. if all lanes are filled and a competitor doesn't show or scratches, that lane will be left vacant. The exception is if the clerk combines heats to fill vacant lanes.

Lanes 1 and 2 will be blocked out during the trial races for the 200M, 400M and 400H.

Wind Aided Events

The host facility for Big South Outdoor Track and Field Championship must have the capability to run sprint events and field events in multiple directions to allow the choice based on the wind. The decision on the direction of the race and jumps will be made one hour prior to the event by the running referee and the coaches' committee.

Starting Heights

The starting height for the men's and women's pole vault will be set 30cm below the eighth (8th) best performance on the performance list one week prior to the Conference Championship.

The starting height for the men's and women's high jump will be set 15cm below the eighth (8th) best performance on the performance list one week prior to the Conference Championships.

Triple Jump Boards

The triple jumps boards will be 32 feet and 36 feet for the women and 36ft and the facility's standard board for the men.

Relay Cards

For every relay event, relay cards will be required of all institutions, with copies provided to the clerk of the course, the meet statistician and the public address announcer. The student-athlete or institution will not be considered eligible for competition in that race unless a relay card has been received.

Institutions are encouraged to enter their most likely relay participants when making their team entries online. Teams will not be held to the relay entries they do online.

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Failure to Participate

Competitors or relay teams must participate in the trials and/or finals of all events in which they are declared. Such participation is also required in subsequent rounds as a result of qualifying, or when participation is a criterion for entry in a subsequent meet

Participation is the expectation that a competitor start the athletic challenge requirements of the event, according to the rules of the event. Qualification to the next round of an event is, in itself, satisfaction of participation within the qualifying round.

A failure to participate is considered an assumption that the competitor in violation has abandoned the competition and, therefore, shall be barred from all remaining events in the current meet.

The referee, upon proper protest, based upon all authorized evidence and with consideration given to circumstances beyond the control of the competitor, including medical, shall determine whether circumstances clearly demonstrate that a violation of this rule has occurred.

The Head Meet Referee will provide his/her interpretation of this rule to all coaches during the pre-Championship Coaches Meeting.

Protests

The track and field liaison, Chad Cook, will establish a protest form for the Championship. Protest forms should be available to all head coaches. All protests must be made in writing to the clerk of the course. All protests will be acted upon in accordance with NCAA Track and Field Rules.

Scoring

Scoring the meet 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

If there are not enough competitors in an event to be awarded all eight places, then all points will not be awarded.

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Entries

1. All distances below 1500M must be FAT to qualify for the outdoor championships.
2. All teams, men and women, must report all of their final marks by noon on the Monday prior to the championship. All teams are responsible for reporting their marks on a weekly basis.
3. The following team entry/scratch timeline will be utilized

Monday prior to Championship

- 12:00pm** Season Performances Due on Direct Athletics
- 11:59pm** Championship Entries Due on Direct Athletics (Upon completion of championship entries all coaches must generate an email confirmation of their entries). No additions or event changes can be made after this deadline.

Tuesday prior to Championship

- 7:00pm** Scratches and/or Typos Due. All scratches and typos must be emailed to the Conference rep and the Head Timer by this time).
- 10:00pm** Final Championship Performance List Posted.
Head timer seeds the meet according to Big South championship rules

Wednesday prior to Championship

- 12:00pm** Heat sheets Posted at Championship website.
Heat Sheets reviewed by Coaches Committee via teleconference call or in-person meeting. All coaches will be notified if any corrections are made to the seeding of the meet.

Thursday prior to Championship

- 10:30am** Hard copy of heat sheets handed out and reviewed at Coaches Meeting

4. Seeding of competitors by events will be conducted by the Meet Timer. All hand times will be converted to FAT by adding .24. Marks from one event cannot be converted to use as a mark for seeding in a different event. Competitors with no actual mark in an event must be entered in that event with no mark.

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The Meet Director will seed all races according to NCAA Track and Field Rules. Advancement to finals will also be decided in this manner. In races that are timed finals, seeding and preferential lanes will be based on entries verified by the final Conference report. These races will be run from slow heats to fast. **The NCAA rule book will be followed with determining whether or not trial heats are necessary for the 1,500m run. If there are more than 15 competitors entered in the race, then trials must be run and will be scheduled as the first preliminary running event on Friday. NCAA advancement procedures will be followed to determine who qualifies for finals.** All other field sizes will be decided by the meet director at the discretion of the Coaches Committee.

5. Each team is limited to four (4) entries per event and one (1) per relay.
6. During the regular season, all teams, men and women, must report all of their marks using the Direct Athletics website no later than noon on Monday each week. If a mark is not reported, or the Big South is not notified of mistakes, including marks left off of the coaches' list, by Tuesday noon, then those marks from that week's competition can not be used for seeding at the Conference Championships.

Coaches' Meeting

The Coaches' technical meeting will be held 90 minutes prior to the first event on the first day of competition. Information regarding the time and location of the coaches meeting will be provided by the host institution. At least one representative from each school's coaching staff is required to attend.

Uniforms

Each competitor shall wear an official team uniform per NCAA Track and Field rules.

Implement Weigh-In

All multi-event field implements must be weighed-in prior to the start of Thursday's competition. Implement check-in will open 2 hours prior to the event start time and will close 45 minutes before the event start. Implements will be impounded after weigh-in and be released back to the athlete at the implement weight-in area at the conclusion of the competition.

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Events

Events contested at the meet will be all NCAA contested events.

Practice Times and Location

Information related to specific practice times and locations will be provided by the host institution. Practices shall not interfere with any competition.

Championship Awards

The top three (3) finishers in each event shall be named All-Conference and shall receive medals (gold, silver, and bronze). The All-Conference medals for each event in the Indoor and Outdoor Track and Field Championships will be awarded while the meet is in progress. The team awards shall be presented immediately following the conclusion of the meet. All head coaches at the conclusion of the Championships will select the men's and women's Outstanding Track Performer and Outstanding Field Performer participants, men's and women's Freshman of the Year and the men and women's Coach of the Year. A trophy/plaque will be presented to:

1. The runner-up of the Championships
2. The winning team of the Championships
3. Men's and Women's Outstanding Track Performer and Outstanding Field Performer participants
4. Men's and Women's Freshman of the Year
5. Men's and Women's Coach of the Year
6. Men's and Women's Scholar-Athlete of the Year and All-Academic Team

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Host's Sports Information Director

A sports information staff member from the host institution shall assist in publicizing the meet results. Please refer to the General Administration Championship guidelines for a detailed explanation of the responsibilities of the host's sports information director. Additionally, the host's sports information director is responsible for:

1. Providing all sample boards of credentials.
2. Making arrangements for media hospitality (if applicable).
3. Furnishing details concerning the location and identification of media tables and photographer areas (if applicable).
4. Providing an interview location (if applicable).
5. Providing a public address system for the Tournament.
6. Coordinating all media requests.
7. Providing limited, reserved official and media parking passes.
8. Handling the installation of all necessary telephones.
9. Supervising security personnel in media working areas.
10. Making statistics available before and after each competition.
12. Emailing/faxing a complete copy of the final results to each competing institution immediately following the Championship, even if one was distributed before the teams departed.
13. Following the Championship, emailing five (5) copies of all results to the Big South Conference office.
14. Producing a Championship Program Insert

Visiting Sports Information Directors

The visiting sports information directors are responsible for the following:

1. Supplying the host's sports information directors with information prior to the Championships as requested.
2. Supplying the host's sports information directors with updated statistical information during the Championship.
3. Reporting results to hometown media.
4. Attending the Championship and assist with media operations, as requested by the host's sports information directors.

Press Arrangements

Press Arrangements will be under the direction of the host institution's media relations director

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Post-Meet Interviews

Any coach and student-athlete requested by the media will be available for interviews following the conclusion of the Championships.

Credentials

Credentials will be produced for officials, coaches and championship administrators. Credentials will allow access to the competition area and the hospitality room. Only participants, Coaches Committee members, officials, and Championships administrators shall be allowed in the competition areas.

Championship Program Insert

The host institution will produce and distribute an insert for the Championship program that includes the following:

- Team Rosters for each participating team
- Championship Schedule
- School sponsor logos (if applicable)
- Other (Records/stats – optional)

The program, which will be produced by the Conference office, should be distributed to media, coaches and student-athletes at no cost, and should be available for the fans. It is up to the host institution's discretion if they want to sell the program to fans.

Sponsorships

The Commissioner or his designee must approve all commercial sponsorships associated with the Conference Championships.

Merchandising

Merchandising arrangements for the Conference Championship is the responsibility of the host institution. The Conference office must approve these arrangements. The Conference office encourages merchandising opportunities and will work with the host institution to maximize these opportunities.

Expenses

Expenses for administration of Conference Championships shall be the responsibility of the host institution unless otherwise outlined in the bid approved by the Board of Administrators.

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Revenues

All revenue generated by the host of the Conference Championship shall be retained by the host institution unless otherwise outlined in the bid approved by the Board of Administrators.

Institutional Responsibility

Institutions participating in Conference Championships shall assume full financial responsibility for their team's travel, room and board.

Post-Championship Report

A financial report from the Championship shall be submitted by the host to the Conference office no later than 60 days following the completion of the Championship.

Conference Obligation

The Conference shall be responsible for providing all awards, participant gifts and the payment of officials – as designated by host institution.

Security

Security personnel will be assigned and administered by the host institution. Their duties shall be:

1. Maintain security in the competition area.
2. Maintain security around team dressing rooms.
3. Maintain security in media areas.
4. Protect Championships officials and the officials' dressing rooms.
5. Ushers and officials may be assigned to seating areas during the Championship to facilitate crowd control and comfort.
6. One security person will be assigned to the access point to the competition area to see that only those with proper credentials are admitted to this area.

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Attachment #1 **Minimum Conference Championship Standards**

Outdoor Track and Field

- **General**
 - NCAA rules and guidelines will be closely followed
- **Lodging**
 - Adequate lodging should be available within a 15-20 minute radius of the facility
- **The Facility**
 - The host facility must have lights available (permanent or portable)
 - Facility must allow for the races and jumps to be run in the direction of the wind
 - It is recommended that the javelin runway be of an artificial surface
 - Adequate seating and parking must be available for teams and spectators
 - Adequate number of restrooms must be available for athletes
 - Every attempt possible will be made by the host to provide a scoreboard/message board where results can be immediately displayed after a race or event
 - Performance indicators will be provided at all field events
 - The host will provide a portable or permanent machine (e.g. scoreboard/clock) that will electronically display the running time, splits and final results.
- **Staff/Officials**
 - The host institution will be responsible for securing the following officials
 - Head Timer/Scorer
 - Head certified starter
 - Head Meet Referee - certified
 - Head Track Referee - certified
 - Head Field Referee - certified
 - Clerk of course
 - Adequate number of officials to work all field events
 - Umpires
 - Implement weigh-in
 - Announcer
 - Volunteers
 - Provide equipment and personnel to video stream all contests in the Championship, including an audio feed.
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- **The Announcer**
 - The host facility must provide a public address system to be used throughout the meet
 - The announcer will introduce the participating athletes and be responsible for informing spectators of the athletes' progress during the race