

BIG SOUTH CONFERENCE

**INDOOR TRACK AND FIELD
CHAMPIONSHIPS**



**GENERAL PROCEDURES AND
CHAMPIONSHIP GUIDELINES**

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INDOOR TRACK AND FIELD CHAMPIONSHIPS

2010 Championship Contacts

<u>Meet Referee:</u>	Richard Prince Ph: 704/226-0507
<u>Field Referee:</u>	Donald Cooper Ph: 845/866-7991
<u>Running Referee:</u>	Ed McGinnis Ph: 828/606-7567
<u>Coordinator of Officials:</u>	Stacey Ashton Ph: 704/516-6614
<u>Head Timer:</u>	Cleon Fowler Ph: 205/394-4372
<u>Facility Director:</u>	Van Hildebrand Clemson University Ph: 864/656-0910
<u>BSC Indoor Track & Field Liaison:</u>	Chad Cook Work: 704/341-7990 Cell: 704/604-6730 chadc@bigsouth.org
<u>BSC Media Contact:</u>	Nic Bowman Work: 704/341-7990 Cell: 828/817-5269 nicb@bigsouth.org
<u>Coaches' Committee:</u>	Brian Baker – Gardner-Webb Jesse Norman – UNCA Brant Tolsma - Liberty Ben Paxton – Winthrop Tim Langford - CSU

INDOOR TRACK AND FIELD CHAMPIONSHIPS

Host Schools

In the event the Conference Championship is held at a neutral site, a rotation schedule will determine which two schools will be identified as the host schools for the Championship. The host schools for the 2011 Championship will be Winthrop University and Liberty University.

Facility

The facility must meet NCAA Division I requirements as well as the Conference's list of minimum standards (see attachment). The facility should provide adequate areas for spectators, appropriate media facilities, electronic timing and scoring systems, public address system, music and availability of all necessary equipment. The facility must have an adequate number of restroom facilities available onsite.

Team Entry and Parking (Clemson)

Spaces will be provided for team buses/vans in the parking lot between the baseball stadium and the indoor facility. Teams may be dropped off at the indoor facility but the buses and vans will be parked in the parking lot between the baseball stadium and the Indoor Track Facility. **Team buses and vans will not be allowed to park in the lot adjacent to the Indoor Track Facility.**

Locker Rooms (Clemson)

Locker rooms are not available for the participating teams. All teams should dress at their hotel.

Ticket Prices (Clemson)

There is no charge for admission to the 2011 Big South Conference Men and Women's Indoor Track & Field Championships.

Medical and Training Facilities (Clemson)

A training facility will be available for treatment and/or training. A trainer from each institution is strongly encouraged to attend in order to accommodate their team's needs. Only a certified athletic trainer will be allowed access to the training room equipment.

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Coaches Committee

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

- 1) The chair
- 2) The head coach(es) from the host institution(s)
- 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

Protests

The Conference track and field liaison will establish a protest format for the Championship. Protest forms will be available to all head coaches at the clerk's table. All protests must be made in writing. The clerk will notify the head referee immediately of all protests. All protests will be acted upon in accordance with NCAA Track & Field Rules.

Jury of Appeals

The area or event official and the head referee will make the initial decision on a foul or disqualification in accordance with the NCAA Track and Field Rules Manual. All appeals on a decision will be made to the Jury of Appeals. The Jury of Appeals will consist of the Big South Conference track and field liaison and two outside individuals with sufficient knowledge of the sport, with all three individuals allowed to vote. The two individuals must be approved by the coaches committee 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 school is still responsible for finding a third person. The Jury of Appeals must be approved by the Coaches Committee prior to the Championships.

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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 order of events, scoring, number of entries, etc.

Officials

The host institution(s) and Conference office will be responsible for ensuring that the appropriate officiating positions have been secured prior to the championship.

The following five (5) USATF certified officials shall be secured: (1) Starter(s); (2) Meet Referee; (3) Field/Multi-Event Referee; (4) Running Referee and (5) Statistician/Timer. A Head Marshal and Coordinator of Officials will also be secured for the Championship. These officials must be approved by the Coaches' Committee prior to the meet.

All other officials and their duties will be outlined in the NCAA Track and Field Rules, unless the Conference or the head coaches stipulate otherwise. All personnel marking, recording or calling fouls as officials may not be track and field coaches, student-athletes or graduate assistants.

Meet Referees

The Head Referee, Running Referee and Field Referee will review pertinent NCAA Track & Field Rules with all officials prior to the competition.

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 point in races with a one (1) or two (2) turn stagger. The umpires will officiate the straight races divided between the ends and the sides.

Additional Staffing

The host facility shall be responsible for providing parking attendants, ushers and other pertinent event personnel.

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Equipment

All necessary equipment shall be provided by the host facility (and/or host institutions) and shall be in compliance with NCAA Rules. The host facility will provide the following:

- hurdles set up and available
- starting blocks
- public address system
- rakes and brooms at all pits
- tape measure
- shovels at each pit
- crossbars and standards
- measuring tool
- lap counter

Automatic Timing System

An automatic timing system will be used and will be provided by the host institution.

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. If a host hotel is not declared, a list of available lodging options and room rates must be provided to member institutions. *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.

Hospitality/Team Meals

Hospitality meals will be provided for officials and head coaches. Participating institutions are responsible for all team meal arrangements.

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Schedule

The meet should follow the official Big South time schedules. Any changes made to the schedule, due to facility constraints 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 (4x400). This is for meet management and for team scoring, as well as for timely return team travel. The format of the meet may be changed, when deemed necessary, by the Meet Director with the approval by a majority of the head coaches prior to the competition.

Scratches

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

Implement Weigh-In

All multi-event field implements must be weighed-in prior to the start of the first day of competition.

Implement check-in will open 2 hours prior to the start time and will close 45 minutes before the event start. Implements will be impounded after weigh-in and will be released back to the athlete at the implement weigh in area at the conclusion of the meet.

Check-in Procedure (Running and Field)

All athletes must check-in to the meet clerk no later than 30 minutes prior to the start of a running event. Athletes competing in a field event may check in with the designated event officials anytime prior to the start of the event.”

Lane Assignments/Preferences

Lane assignments will not be altered after the pre-meet coaches meeting, (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 many vacant lanes.

For the 200 and 400 meters, only the four outside lanes will be used, and the lane preference will be 5,6,4,3. Lane preferences for the 4 x 400 will be 5,6,4,3,2,1.

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Heating and Flighting

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/meet director. The fast heat in any non-trial final will be the last heat to run, where applicable. Empty lanes in a final will not be filled.

The number of participants for the 3,000 meters will be limited to sixteen (16) in the fast heat. If more than 16 competitors are entered in the 3000m, the race will be run in two sections with a maximum of 12 competitors in the fast section

There will be a maximum of eight (8) participants in the men's and women's 800M and the race will be run in two alleys.

The women's 4x400 relay will be run in two sections with four teams in one heat and five teams in the other. The men's 4x400 relay will be run in two sections with four teams in both sections.

The Coaches Committee will review the heat sheet prior the pre-meet coaches' meeting to determine if any adjustments need to be made to the number of competitors in each heat. Changes will only be made if it is deemed to be in the best interest of Conference Championship.

Advancement Procedures

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

Starting Heights

The starting height for the pole vault will be 30 cm below the 8th ranked person on the performance list or the lowest ranked person if less than eight participants have not reported. The starting height for the high jump will be 15 cm below the 8th ranked person on the performance list or the lowest ranked person if eight participants have not reported.

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.

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Entries

Each team is limited to four (4) entries per event and one (1) per relay

The fastest seeded heat will be the last heat run if applicable

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 the 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

5:00pm All corrections* are due. Corrections must be emailed to the Conference rep and the Head Timer by this time.

** A "correction" is defined as a scratch, a change to the spelling of a name, or a correction to a seed mark if there is a discrepancy between coach's entry and final season performance mark. All 'corrections' must be approved by the Coaches Committee.*

10:00pm Final Championship Performance List Posted.
Head timer seeds the meet according to Big South championship rules
Heat Sheets posted at Championship website

Wednesday prior to Championship

10:00am 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.

7:00pm Final hard copy of heat sheets handed out and reviewed at the pre-meet coaches' meeting

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Scoring

1. The men's and women's Championship will be scored to eight (8) places.
 - 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 places, then all points will not be awarded.

Coaches' Meeting

A Coaches' Meeting will take place Wednesday, February 23, at 7:00pm in Clemson Indoor Track and Field Complex.

Credentials

Only participants, coaches, officials, and Championships administrators shall be allowed in the competition areas. Credentials will allow head coaches and officials access to the hospitality room.

Relay Cards

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

Uniforms

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

Spikes

Clemson University requires that athletes wear ¼ inch pyramid spikes or "Christmas tree spikes" while competing.

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Videotape

The officials shall videotape the distance events as a back up to the lap-counting.

Practice Times and Location

The facility shall be available for inspection and/or practice from 8:00am-9:30am on Thursday, February 24 and Friday, February 25.

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

Notes:

All-Conference awards will be presented approximately 10 minutes after the conclusion of an event.

Sports Information Director

A sports information staff member from each institution shall assist in publicizing the meet results.

Sponsors

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

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Security

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

1. Maintain security in the competition area.
2. Maintain security in media areas.
3. Protect Championship officials.
4. Ushers and officials may be assigned to seating areas during the Championship to facilitate crowd control and comfort.
5. 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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Appendix A

Minimum Standards

- **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 track should be at least 200m in length
 - The track shall have a minimum of six lanes on the turns and eight lanes on the straightaway
 - 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
- * In the event of combined Conference Championship, the facility must be able to accommodate multiple runways for horizontal and vertical jumps*
- **Staff/Officials**
 - The host institution(s) 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
 - Adequate number of officials to work all field events
 - Umpires
 - Implement weigh-in
 - Announcer
 - Volunteers
 - A minimum of three (3) qualified officials or personnel will be assigned to each field event
 - **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 leader's progress during the race