

**2011 Northeast Conference  
Men's & Women's Outdoor Track & Field  
Championship Handbook**



**May 7-8, 2011  
Hosted by Monmouth University  
E. Murray Todd Track at Kessler Field  
West Long Branch, NJ**

2011 NEC Men's & Women's Outdoor Track and Field Championships  
May 7-8, hosted by Monmouth University

**2011 OUTDOOR CHAMPIONSHIP CONTACTS**

**Host-Monmouth University**

Cliff Rowley, Assistant AD, Meet Director ..... (732) 263-5833  
Dr. Marilyn McNeil, Vice President and Director of Athletics ..... (732) 571-3414  
Michelle Melia, Associate AD, MEET DIRECTOR..... (732) 571-3604  
Jeff Stapleton, Senior Associate AD, Internal Operations..... (732) 571-3673  
Rich Carragher, Assistant AD, Events Management ..... (732) 571-3675  
Greg Viscomi, Assistant Director, Communications..... (732) 571-4447  
Doug Padron, Associate AD, Sports Medici..... (732) 571-3675  
Joe Compagni, Director/Head Coach of Track, Field and Cross Country ....(732) 571-3676

Fax numbers:

Athletic Department/Sports Information..... (732) 571-3535

**Northeast Conference Office**

Ed Gorman, Meet Administrator.....Cell - (201)745-0244  
Noreen Morris, Commissioner  
Ron Ratner, Assoc. Commissioner  
Andrew Alia, Asst. Commissioner  
Kelly Webb, Director of Compliance  
Benjamin Shove, Director of Sports Services  
Michelle Boone, Asst. Commissioner for Championships.....(732) 469-0440 x5  
Cell - (908) 625-8995  
Ralph Ventre, Assistant Director of Communications.....(732) 469-0440 x7  
Allison Whalen, Media Relations Intern

NEC Office Number..... (732) 469-0440  
NEC Fax Number ..... (732) 469-0744

**Meet Referees**

Dr. Tim Baker/Mr. Steve Smith

**Timing**

Cleon Fowler - C.F.P.I. Timing & Data, Inc. ([www.cfpitiming.com](http://www.cfpitiming.com))

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**PARTICIPATING INSTITUTIONS**

Bryant University

Bill Smith, Director of Athletics  
Beth Wandyes, Senior Woman Administrator  
Stephanie Reilly, Head Coach  
Jason Sullivan, SID  
Patrick O'Sullivan, Athletic Trainer

Central Connecticut State University

Paul Schlickmann, Director of Athletics  
Amy Strickland, Senior Woman Administrator  
Eric Blake, Head Coach  
Tom Pincince, SID  
Kathy Pirog, Athletic Trainer

Fairleigh Dickinson University

David Langford, Director of Athletics  
Ann Gulino, Senior Woman Administrator  
Sharlene Milwood-Lee, Head Coach  
Chris Strauch, SID  
Cathy Liggett, Athletic Trainer

Long Island University

John Suarez, Director of Athletics  
Margaret Alaimo, Sr. Woman Administrator  
Simon Hodnett, Head Coach  
Jeff Mead, SID  
Danny O'Connor, Athletic Trainer

Monmouth University

Dr. Marilyn McNeil, Director of Athletics  
Michelle Melia, Sr. Woman Administrator  
Joe Compagni, Head Coach  
Chris Tobin, SID  
Doug Padron, Athletic Trainer

Mount St. Mary's University

Lynne Robinson, Director of Athletics  
Jen Wivell, Senior Woman Administrator  
Jim Stevenson, Head Coach  
Mark Vandergrift, SID  
Eric Hansen, Athletic Trainer

Quinnipiac University

Jack McDonald, Director of Athletics  
Tracey Flynn, Senior Woman Administrator  
Carolyn Martin, Head Coach  
Ken Sweeten, SID  
Ernest Hallbach, Athletic Trainer

Robert Morris University

Craig Coleman, Director of Athletics  
Addie Muti, Senior Woman Administrator  
Michael Smith, Head Coach  
Jim Duzyk, SID  
Mike Vittorino, Athletic Trainer

Sacred Heart University

Don Cook, Director of Athletics  
Alicia Alford, Senior Woman Administrator  
Christian Morrison, Head Coach  
Randy Brocha, SID  
Julie Alexander, Athletic Trainer

St. Francis (NY) College

Irma Garcia, Director of Athletics  
Meghan O'Brien, Sr. Woman Administrator  
Kyle Brown, Head Coach  
David Gansell, SID  
Don Hovey, Athletic Trainer

Saint Francis (PA) University

Bob Krimmel, Director of Athletics  
Erika Renwick, Senior Woman Administrator  
Gordon Thomson, Head Coach  
Bob Volkert, SID  
Terry Bennett, Athletic Trainer

Wagner College

Walt Hameline, Director of Athletics  
Peg Hefferan, Senior Woman Administrator  
Joe Stasi, Head Coach  
John Beisser, SID  
Joe Abruzzo, Athletic Trainer

**2011 NEC OUTDOOR TRACK & FIELD CHAMPIONSHIP  
at Monmouth University**

**Administration of Championship**

Administration of the championship is the responsibility of the conference representative and the athletics director of the host institution. They shall delegate duties and responsibilities to staff members and officials, as necessary, to ensure the efficient administration and promotion of the meet. The following groups and individuals shall be used for support in the capacities indicated:

**The Conference Representative:** The on-site representative of the conference office, using all appropriate resources available shall serve as the final authority on any changes, additions, deletions and/or interpretation of NEC policy as necessary, during and/or after all NEC championships.

**The Meet Administrator:** The meet administrator shall be appointed by the Conference office with responsibilities of obtaining meet officials, coordinating the meet's schedule, and generally insuring that the meet follows prescribed NCAA and NEC guidelines. The duties and responsibilities of the meet administrator are outlined in NCAA Rule (3.4.2).

**The Meet Director:** The athletics director of the host institution shall appoint the meet director. The meet director also should be knowledgeable of the Conference's championships guidelines. The meet director will not be a head coach of a team participating in the championships.

**The Meet Referee:** The meet referee(s) shall play a central role in the administration of the championships. The duties and responsibilities of the meet referee are outlined in NCAA Rule (3.4.1-3).

**The Games Committee:** The primary purpose of the Games Committee is to give specialized assistance and guidance to the meet administration and conference representative in the preparation of the meet. The games committee shall consist of the meet administrator, meet director, NEC representative and members of the NEC Track & Field Committee.

**Seeding Committee:** The seeding committee is responsible for determining the number of heats, flights, qualifying procedures and staggers for championship events, per provisions outlined in this handbook. In setting up heats, the policies of this handbook shall be followed. NCAA rules shall govern when addressing a situation not covered in this handbook. The seeding committee will consist of the host institution's head coach(es), the NEC representative, the meet administrator, the meet director and two-three additional coaches appointed by the conference office. The coaches serving on the seeding committee for 2011 shall be: **from the host MU - Joe Compagni, Michael Smith (RMU), Christian Morrison (SHU), and Kyle Brown (SFNY).** The Conference office will rotate these appointments, annually, by school name alphabetically.

**Jury of Appeals:** The jury of appeals shall consist of three head coaches, with a yearly alphabetical rotation being used based upon the names of the institutions. **For the 2011 meet,**

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**the rotation shall include Sharlene Milwood-Lee (FDU), Simon Hodnett (LIU) and Jim Stevenson (MSM).** The duties of the jury of appeals are listed in the NCAA Rule book.

**Awards/Participants Gifts**

Student-athletes placing first, second and third will receive NEC Medals. These awards can be picked up from the awards table once the results have been posted after the conclusion of each event.

The following awards will be presented in a brief ceremony that is scheduled to begin immediately following the conclusion of the championship on Sunday.

- Outstanding Track Performer in both women's and men's championships
- Outstanding Field Performer in both women's and men's championships
- Rookie of the Meet in both women's and men's championships
- MVP in both women's and men's championships
- Men's Coach of the Year; Women's Coach of the Year
- Second-Place team trophy in the women's and men's championship
- First-Place team trophy in the women's and men's championship

Replicas of the championship trophy can also be purchased. Please contact the NEC for details.

Coaching Staff of the Year will be voted on via email ballot following the event. Forms will be email and must be returned to Michelle Boone at the NEC by Tuesday, May 10<sup>th</sup>. The winner will be announced in the All-Conference press release.

Participant gifts for track & field student-athletes were distributed at the NEC Indoor Championship. If you have additional athletes on your squad, who only compete during the outdoor season, please notify Michelle Boone at the NEC office with a specific number and sizes of additional gifts you need by Monday, May 2nd.

**Awards Point System**

The selection of the championships' Outstanding Performers, Rookie of the Meet and MVP will be determined via the below outlined point system. Coaches are responsible for making Ralph Ventre aware of their athletes who may be eligible to win these awards.

1. Total individual points scored in the meet.
2. Percentage (%) of points scored for relays
  - a. 4x100, 4x400 & 4x800 relays – 25% for all runners who participated in relays
3. Bonus points for the following:

<u>Accomplishment</u>	<u>Individual</u>	<u>Relays (25%)</u>
ECAC/IC4A Qualifier	1 point	.25 points
NCAA Regional Qualifier	2 points	.75 points

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or 10K Provisional Qualifier

NCAA 10K Auto. Qualifier or for events other than 10K, performance that would have placed in top 8 of previous years' East regionals.	4 points	1 point
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<u>Accomplishment</u>	<u>Individual</u>	<u>Relays (25%)</u>
Event Winner	2 points	.50 points
*NEC Record Holder	2 points	.50 points
*Surpasses previous NEC record, but is not new record holder	1 point	.25 points

\*Example – 1st & 2nd place people both broke old mark, 1st place gets two bonus points, 2nd place person gets one bonus point

- Only field points will be looked at for field awards and only track points will be looked at for track awards.
- Total track & field points will be looked at for MVP and Rookie of the Meet awards.
- If a record or qualifying standard is set at any point in the meet (trials or finals), the athlete will be awarded bonus points.
- An athlete will only get bonus points for one qualifier per event. For example: if a student-athlete gets an NCAA regional qualifier (worth 2 points), s/he will get 2 bonus points, not 3 (2+1) for surpassing IC4A/ECAC and NCAA regional.

### **Certification of Eligibility**

It is the responsibility of each institution to certify that all student-athletes entered to participate in championship(s) meet all applicable NCAA, Northeast Conference and institutional requirements, and are eligible to represent their respective institution in NCAA and NEC competition.

### **Championship Meetings**

The seeding meeting for the championship will be held via conference call on Thursday, May 5th at 7:00 p.m. The call information will be sent to seeding committee members prior to the call.

The following are members of the seeding committee: from the host MU - Joe Compagni, Michael Smith (RMU), Christian Morrison (SHU), and Kyle Brown (SFNY).

**All meet scratches MUST be emailed ([mboone@northeastconference.org](mailto:mboone@northeastconference.org)) or text (908-625-8995) to Michelle Boone by Thursday, May 5th at 6:00 p.m.**

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A mandatory **technical meeting** to review logistics and procedures for the championship will be held on Friday, May 6<sup>th</sup> at 6:00 p.m. in the MAC Media Room. This meeting is a technical meeting and is not intended to be a business meeting. The meeting will be used to review championship administration, technical information and review heat sheets. If a head coach cannot attend the meeting, a representative of the institution must take his/her place. Coaches are required to bring meet results to this meeting in case of challenges.

**Coaches Packets**

Coaches' packets will be distributed to coaches at the technical meeting. Packets will contain performance lists, competitor numbers, pins, Coach of the Year voting ballots, Team Sportsmanship voting ballots, protest forms, relay entry forms, overall awards ballot and meet rosters. Heat sheets will be distributed at the conclusion of the meeting.

**Code of Conduct**

Each participating institution in this championship has the primary responsibility to cultivate and maintain wholesome conditions and behavior for coaches, athletes and spectators by ensuring maximum sportsmanlike conduct throughout the championship(s).

The conference's code of conduct requires coaches and athletes to conduct themselves in a dignified and courteous manner. Negative comments, insults and physical threats to other individuals (i.e., participants, officials, etc.) will not be tolerated and will lead to immediate ejection from the championship and could lead to additional sanctions from the Conference (e.g., letter of reprimand, suspension from subsequent NEC competition).

**Competitor Numbers**

Each competitor will be assigned two competitor numbers for the championship that must be worn on the front and the back during all competition (except pole vault and high jump athletes, who will have the choice to wear the competitor number on either the front or back). Please remind your student-athletes to hold onto their competitor numbers for the duration of the championship.

**Concession & Food & Restaurants**

Concessions will be located in the lobby of Boylan Gymnasium. If your athletes require special food/refreshments, you should bring it with you. A listing of local restaurants is included in the MU Visitors' Guide and the NEC Fan Guide. A convenience store also is located in the Rebecca Stafford Student Center, opening at 10 a.m. on May 7 and at Noon on May 8. The campus dining hall is also open from 11:30 am to 7:00 pm on May 7-8. URL for Monmouth University Visitors Guide (Click Inside Athletics and Visitors Guide): <http://www.gomuhawks.com/>

**Conference Call**

The head track coaches will meet via conference call after the completion of the championships to make recommendations governing the conduct of Northeast Conference Outdoor Track & Field competition. Committee recommendations shall be submitted for subsequent approval by the conference's senior woman administrators and athletics directors. The coach's conference call is scheduled for Wednesday, May 11<sup>th</sup> at 11:00 am.

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**Credentials/Parking List**

All requests for credentials for administrators and the media attending the championship must be directed to Michelle Boone at the Conference office. Administrative passes for visiting NEC athletic personnel will be limited to six (6). Attached please find a credentials request list form.

**Declared Entries & Rosters**

Please see attached Direct Athletics instructions at the end of this handbook for specific roster and entry procedures. **All rosters and entries for the 2011 NEC Outdoor Track & Field Championships must be submitted via the [www.directathletics.com](http://www.directathletics.com) website. Please Note: A hard copy of your roster and entries must be printed off the *Direct Athletics* website, and then signed and faxed (732-469-0744) or e-mailed to ([mboone@northeastconference.org](mailto:mboone@northeastconference.org)) to the NEC by the respective deadlines.** Each coach should already have username and password information, but if you need a new account or need to locate your account information, please contact either Michelle Boone at the NEC or customer service at Direct Athletics, via its website. A link to the Direct Athletics website ([www.directathletics.com](http://www.directathletics.com)) will be listed on the Men's and Women's Outdoor Track pages on the NEC website.

**Rosters must be submitted by Thursday, April 21<sup>st</sup> at noon.**

Roster instructions are attached. All individuals who may compete must be listed on your roster, even people who may only run a relay, so they can be assigned a competitor number. Only student-athletes who are eligible to compete should be listed on your rosters. Since you should already have last season's rosters on the website, you will need to just update the information already on the website and add any new team members. Please remember to adjust class years for your student-athletes and delete any athletes no longer on the team.

**Your team's performance list must be updated on the Direct Athletics website by Tuesday, May 3<sup>rd</sup> at 10:00 am.**

**Official declared entries must be faxed or e-mailed to the NEC by 8:00 p.m., Wednesday, May 4<sup>th</sup>.**

Teams are limited to six entrants per event. In the event of a violation to the maximum number of entrants, the meet referee will select the slowest individual and/or randomly select an athlete if no times are listed. Entry directions are attached. All entries must be submitted via the DirectAthletics website ([www.directathletics.com](http://www.directathletics.com)), otherwise they will not be accepted.

**Running & Field Events**

- List actual performances, times as they were run. If you are submitting a hand time, please make sure to list an (h) following the time.
- Hand times **will not be accepted** for the 100 meters, 100/110 meter hurdles and 200 meters. Athletes entered in these events must be entered with times from a fully automated timing device. NO CONVERSION TIMES WILL BE EXCEPTED.
- Field event athletes are required to be entered with seed marks. **Field event marks must be metric.** Marks will appear on the heat sheets.



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- If you are entering an athlete with a NT, just leave the time/performance blank and it will register the athlete without a time or seed mark.
- **As per NCAA Rules, you may convert mile times to 1,500 meters.** Be sure to use the formula in the NCAA Track & Field Rule Book. Time must be converted to 1,500 meters by dividing by 1.08. Example: Athlete timed in 4:02.70 (242.70 seconds) in the mile.  $242.70/1.08=224.72$  seconds (3:44.72) for 1,500 meters.
- The mile to 1,500 meters will be the only conversion accepted.
- In the entry notes section when registering athletes, please be sure to list the meet and date when the performance was recorded.
- Remember that if you enter your athlete with a performance good enough to be on the DirectAthletics Top 15 list, but have not had that student-athlete included on the list during the year, the performance will be listed as NT for seeding purposes.
- Any other changes after 8:00 pm on Wednesday, May 4<sup>th</sup> will be meet scratches. The NEC may use discretion to make adjustments, if necessary (e.g., typo on a submitted entry time).

**VERY IMPORTANT: Please be sure to submit your rosters and declared entries by the specific date and time for each deadline. With the computer website system, your access to submitting certain information will be locked once the deadline is approached, and therefore your access will be denied if you try to enter after the deadline. Make sure to get all your information submitted in a timely manner.**

**Facility**

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

The turf field (field hockey field) just above the track will be available on May 7 and 8.

Only athletes who have been called for a particular event or reason will be allowed on the infield or in the Officials' area. No coaches, spectators or institutional representative will be allowed on the infield.

1/4" pyramid spikes or shorter are permitted on the track. No spikes are allowed in the bleachers, the MAC or Boylan Gymnasium including the training room.

Distance indicator boards will be located at all field events.

The take-off board for the Triple Jump is located at **28' and 33'** for women and **33' and 38'** for men.

The take-off board for the Long Jump is located at **8'** for both men and women.

The runways are located near the finish line located just off of the first turn of the track.

Preferred Lanes shall be assigned as follows:

- a. Straightaway Races – Lanes 5-4-6-3-7-2-8-1
- b. Oval Races – Lanes 5-6-4-7-3-8-2-1

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**Heats, Qualifying Procedures, Stagers and Flights**

**Track Events - Qualifying Procedure for 100M, 100MH, 110MH, 200M, 400M and 400MH.**

1. Lanes for the prelims shall be drawn by lot.
2. For an eight-lane track (eight in finals).

<u>Number of Entries</u>	<u>Method of Qualifying</u>
1-8	Finals Only.
9-16	Two heats; qualify winner of each heat and the next six fastest times.
17-24	Three heats; qualify winner of each heat and next five fastest times.
25-32	Four heats; qualify winner of each heat and next four fastest times.
33-40	Five heats; qualify winner of each heat and next three fastest times.

**Qualifying Procedures for 800M**

1. The number of qualifiers shall be the same as the number of lanes on the track.
2. Lanes shall be assigned by lot for the preliminaries.
3. Preferred lanes will be assigned in the final. See rule 5.1.7
4. Starting in lanes – one-turn stagger.
5. For an eight-lane track (eight in finals).

<u>Number of Entries</u>	<u>Method of Qualifying</u>
1-8	Finals Only.
9-16	Two heats; qualify top two from each heat and the next four fastest times.
17-24	Three heats; qualify top two from each heat and next two fastest times.
25-32	Four heats; qualify winner of each heat and next four fastest times.
33-40	Five heats; heat winner and next three fastest times.

**Qualifying Procedures for the 1500M**

1. A waterfall start shall be used.
2. Post positions will be assigned by lot for preliminaries and finals.
3. Twelve runners will qualify for the finals

<u>Number of Entries</u>	<u>Method of Qualifying</u>
1-15	Final Only.
16-20	Two heats; qualify top four finishers in each heat and next four fastest times.
21-30	Three heats; qualify top three finishers in each heat and next three fastest times.
31-40	Four heats; qualify top two finishers in each heat and next four fastest times.

**Lane Assignments, procedures for 3000-Meter Steeplechase, 5000-M Run, and 10,000-M Run**

Post positions for these events shall be drawn by lot unless two rows are needed; if so, seed the front row with the top entered times. The maximum number of competitors on the front row shall be 16.

**3000-Meter Steeplechase**

In a two section final, the top entrants, based upon seeded entry times, shall compete in the second seeded section. If there is over 20 entrants the seeded section must have no less than 16 athletes. The top seeded runners will be on the front row, with the remaining runners in the second row. A waterfall start with alleys will be used, if the track is marked to accommodate such a start.

The steeplechase barriers will be at identical locations for both genders. The water jump barrier shall be at the same location for men and women. The height of the barrier will be adjusted to 30 inches for the women.

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<u>Number of Sections</u>	<u>Method of Qualifying</u>
*One	Final Only.
*Two	Two section final. Slower section runs first.

*\* Meet management will determine number/quantity of sections based upon entries.*

### **5000-Meter Run**

In a two section final, the top entrants, based upon seeded entry times, shall compete in the second seeded section. A minimum of 16 runners will be in the second seeded section. The top 16 seeded runners will be on the front row, with the remaining runners in the second row. A waterfall start with alleys will be used, if the track is marked to accommodate such a start.

<u>Number of Sections</u>	<u>Method of Qualifying</u>
*One	Final Only.
*Two	Two section final. Slower section runs first.

Check-in for 5000M with the Clerk one hour prior to the scheduled start of the first section and report intent to compete. The scheduled time for the final will be announced

*\* Meet management will determine number/quantity of sections based upon entries.*

### **4 x 100m AND 4 x 400m Relays**

1. Relays will be run as a final of two sections. One section final will be run if 8 teams or less report.
2. Depending on the number of teams entered, the split in sections will be based upon the natural breakpoint. The fastest teams, based on seed times, will run in the second section.
3. Teams will be seeded into preferred lanes according to their entry times.
4. If practical (in the 4x400 relay), teams in the top positions of the team scoring shall be placed in the second section.

### **4 x 800m Relay**

1. One heat final.
2. Waterfall start with alleys.

### **Staggers**

1. The 800M & 4 x 800 will be run using a one-turn stagger.
2. The 1500M, 3000M, 3000M Steeplechase will be run from a waterfall start.
3. The 5000M and 10,000M will be run from a waterfall start in alleys.
4. The 4x400 relay will be run with a three-turn stagger
5. The 400M, 4x100 relay and 400MH will be run in the lanes.
6. The 100M, 100M Hurdles, 110M High Hurdles & 200M will be run in lanes.
7. Track markings/color information: Will also be reviewed at the technical meeting.
  - Women's 100M Hurdle Marks – White
  - Men's 110M Hurdle Marks – Yellow
  - Men's and Women's 400M Hurdle Marks - Blue
  - Start line for 4x100, 400M and 400MH - Blue
  - Start line and exchange for 4x400 - Yellow

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**General Information for Running Events**

1. If lanes are vacant, the following will apply (Match preferred lanes at facility):

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

2. Lane assignments are never altered after they have been drawn.
3. Failure to Participate (NCAA Rule 4, Section 2, Article 2) - Athletes must participate honestly in all trials and finals of all track or field events in which they legally are declared or they shall be barred from all remaining events in the current meet. Athletes must compete with maximum effort and/or qualify from trials into the finals. Note 1: It is understood that passing on attempts in field events is a strategy available in those events and is not considered a question of honest effort, provided at least one attempt has been made.
4. If there is a tie after reading the FinishLynx to 1/1000 second in races where extra lanes are not available, a two section final will be run with the last tied qualifying athletes in the first section and the rest in the second section.
5. Coaches are required to enter relay teams on their team's entry form, but are not required to supply the relay personnel cards to meet officials until 15-minutes prior to the start of the three relays.
6. Heats will only be redrawn if the element of competition has been eliminated (NCAA Rule 5, Section 11, Article 7).

**Shot Put, Hammer Throw, Long Jump, Triple Jump, Discus & Javelin**

1. Nine (9) competitors (plus ties in the last qualifying position) will qualify for the final.
2. Jumping/throwing order will be random. Flights will be seeded according to entry mark.
3. Flights will consist of as equal a number of participants as possible with the maximum number in any one flight not to exceed 16 competitors, using natural break mark.
4. The take-off board for the Triple Jump is located at 28' and 33' for women and 33' and 38' for men.
5. The take-off board for the Long Jump is located at 8' for both men and women.
6. Prior to event, each competitor must designate to the chief official for the event which board will be used. Competitors must use the same board for all jumps in that round of the competition.
7. Prior to the beginning of the meet the head field judge will confirm that the landing area for the long jump and the triple jump is filled with sand to the point where the sand is identical in elevation with the take-off board.

**Pole Vault, High Jump**

1. The order will be drawn by lot.
2. A continuous flight of five may be used until there are approximately nine competitors remaining, where the five alive will be abandoned.
3. The "one hour" rule (NCAA Rule 6, Section 1, Article 11) will be used.

Meet administration will determine the direction of the pole vault runway by 8 a.m. on Saturday and Sunday. The direction of the pole vault runway will not be changed again for the rest of the day.

**Suggested Starting Heights – Meet management may adjust listed starting heights up to 15cm above or below for the pole vault and 5cm above or below in the high jump. Meet management reserves the right to make changes as necessary to ensure the best competition possible.**

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<u>Event Starting</u>	<u>Height</u>	<u>ECAC/IC4A qualifying mark</u>
Men's High Jump	1.79 m	2.04 m
Women's High Jump	1.50 m	1.70 m
Men's Pole Vault	3.60 m	4.80 m
Women's Pole Vault	2.60 m	3.65 m

### **Hospitality**

Beynon Sports will be the hospitality sponsor for the NEC Championship. The hospitality area will be located on the 3<sup>rd</sup> floor of the MAC and available to coaches, administrators and select staff. Officials hospitality will be located under a tent near the track.

### **Hotel**

Each institution is responsible for making its own hotel arrangements. PLEASE NOTE: Included in the handbook is a hotel contact form, which will need to be submitted to the NEC by Friday, April 29th.

### **Important Dates**

Thursday, April 21	Noon	Rosters are due – signed and faxed from DA website
Friday, April 29	Noon	Hotel Information Contact Form due
Friday, April 29	Noon	Credentials Request List due
Monday, May 2	Noon	Additional participant gift numbers due
Tuesday, May 3	10:00 am	Performance List must be updated on Direct Athletics
Wednesday, May 4	8:00 pm	Declared Entries due
Thursday, May 5	6:00 pm	Meet scratches due email or text to Michelle Boone
Thursday, May 5	7:00 pm	Seeding Meeting teleconference
Friday, May 1	6:00 pm	Coaches Technical Meeting (all head coaches must be present)
Tuesday, May 10	5:00 pm	Conference Call Agenda Items Due
Tuesday, May 11	11:00 am	Outdoor Track & Field Coaches Conference Call

### **Locker Rooms**

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

### **Maps/Drop-off/Parking Instructions**

Directions to Monmouth are included in the back of this handbook. It is recommended that buses drop off teams at Boylan Gymnasium and then proceed to Lot 18 (next to the athletics department) to park.

### **Medical**

The Sports Medicine room is located in Boylan Gymnasium. Training stations will be set up at various locations in the track and throws areas, staffed by four staff members from Monmouth University Sports Medicine department and staff members from visiting institutions. **Institutions are expected make a good faith effort to bring an athletic trainer to the championship.**

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In the event of medical emergencies student-athletes will be transported to the following hospitals:

Monmouth Medical Center  
300 Second Ave.  
Long Branch, NJ 07740  
732-222-5200

Jersey Shore University Medical– Regional Trauma Center  
1945 Route 33  
Neptune, NJ 07753  
732-776-4747

Please contact Doug Padron, Associate AD, Sports Medicine at Monmouth University, at (732) 571-3672 prior to the championships with any specific medical or training questions/issues.

Water, cups and injury ice will be provided. Splinting materials, crutches and OSHA supplies will be available. Visiting teams should bring their own tape, towels, etc.

**Meet Implements/Equipment**

1/4" pyramid spikes or shorter are permitted on the track. Spikes are not allowed in the bleachers or in the training room. Implements must meet NCAA specifications.

**Meet Results**

Championship results will be announced and posted in the vicinity of the entrance to the track as soon as possible after completion of event(s). Please also see Protest Procedures. The announcer also will make regular announcements of the team standings.

Results will be faxed/e-mailed to sports information directors following completion of events after each day. Greg Viscomi, Assistant AD of Athletic Communications at Monmouth, will be handling SID responsibilities at the championship. The Northeast Conference will have complete championship results on its website each evening following the completion of the event. The Northeast Conference's web site address is [www.northeastconference.org](http://www.northeastconference.org). C.F.P.I. Timing & Data, Inc. will also be posting results throughout the meet and after the completion of each day.

**Merchandise & Programs**

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

**Noisemakers**

Artificial noisemakers will not be allowed at the competition area. This policy also applies to student-athletes. The meet director reserves the right to confiscate artificial noisemakers that interfere with competition.

**Officials/Meet Personnel**

*Meet Referee.* See Rule NCAA RULE (3.5.1-3) for role and duties of the meet referee.

*Field Judges.* Up to a maximum of three certified field judges for each field event, one will be designated head field judge. Field judges will be assigned to cover multiple events (e.g., assigned to cover Men's High Jump and Women's High Jump), provided the events are not scheduled at the same time. See Rule NCAA RULE (3.12.1-2) for role and duties of the field judges.

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*Starter.* There will be two starters. See Rule NCAA RULE (3.8.1) for role and duties of the starter.

*Clerk(s) of the course.* There will be up to a maximum of two clerks, one for the men's races and one for the women's races. Two knowledgeable individuals will be assigned to serve as assistant clerks. See Rule NCAA RULE (3.7) for role and duties of the clerks of the course.

*Umpires.* There will be up to a maximum of 8 umpires, one will be designated as the head umpire. See Rule NCAA RULE (3.6.1-3) for role and duties of the umpires.

*Lap Counter.* Sufficient lap counters per the meet referees recommendation will be assigned as lap counters, one will be designated as the head lap counter. See Rule NCAA RULE (3.19).

*Manual Timers/Finish Line Judges:* There will be up to a maximum of 6 for Indoor Track and 8 for Outdoor, one will be designated the head manual timer/finish line judge. See Rule NCAA Rules (3.10.1-3 & 3.11.1-3) for role and duties of the manual judges and manual timers.

*Fully Automatic Timing Officials:* See Rule NCAA RULE (3.9.1-3) for role and duties of the fully automatic timing officials.

*Scorer/Results:* See Rule NCAA RULE (3.14) for role and duties of the scorer.

*Implements Inspector:* The implements inspector shall not be assigned to officiate other events. See Rule NCAA RULE (3.13) for role and duties of the implement inspector.

*Wind Gauge.* Two wind gauge officials shall be assigned, one to cover the dashes and the other to cover the horizontal jumps. See Rule NCAA RULE (3.18) for role and duties of the wind-gauge operators.

*Marshals.* Sufficient marshals will be arranged for by host. See NCAA RULE (3.16) for role/duties.

*Volunteers.* The host will arrange for the following volunteers:

- 2 volunteers to assists officials at Javelin
- 2 volunteers to assists officials at Pole Vault
- 2 volunteers to assists officials at Shot Put
- 3 volunteers to assist officials at Hammer
- 3 volunteers to assists officials at Long Jump and Triple Jump
- 1 volunteer to assist officials at High Jump
- 2 volunteers to assist officials at Discus
- 1 volunteer to assist with posting results
- 1 volunteer to assist with distributing awards
- 1 volunteer at each field event to work indicator boards

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*Announcer.* The host and/or NEC will arrange for a qualified announcer. See NCAA RULE (3.15) for role and duties of the announcer.

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

The track will be available for practice on Friday, May 6th from 3:00 p.m. to 7:00 p.m. Practice for the long throws is as follows:

- 3-5:00 p.m. javelin & discus only
- 5-7:00 p.m. hammer only.

Athletes participating in field events will have (1) hour to warm-up prior to respective events, with the exception of the pole vault and high jump. The pole vault and high jump will have 1½ hours to warm-up. The official for that event should be present before warm-ups begin. Warm-up protocol as outline in **NCAA Rule 6, Section 1, Article 12** is as follows:

- Maximum of 45 minutes - General warm-up for all athletes entered in the event. Official clear area except for athletes in the first flight.
- Maximum of 15 minutes - Warm-up for athletes before the first flight
- Maximum of 15 minutes - Warm-up for athletes before the following flight(s) and Final

Location for Implement Inspection will be in MAC Locker Room 181.

Weigh-In times will be 1 1/2 hours before respective event. Illegal implements will be impounded until that event has concluded. Only legal inspected competition implements are allowed at the competition site.

**Protest Procedures**

Track and/or field protests must be lodged within 30 minutes of official results being posted and announced. A copy of the protest will be posted with results. All protests must be lodged on a Northeast Conference Protest Form that will be available at meet headquarters. All protests will be reviewed by the meet referee. Appeals of meet referee's ruling will be heard by members of the Jury of Appeals. A \$25 fee will be collected for all appeals. This fee will be refunded, if the meet referee's ruling is overturned. Official pictures, from the timing system computers, under protest will be viewed only by the referee. The coach involved may view the picture upon the consent of the referee.

**Rosters/Squad Size**

Each institution is required to have 14 athletes compete in the meet per gender. Schools may apply for a waiver of the 14-athlete minimum. Rosters are due via the [www.directathletics.com](http://www.directathletics.com) website and should also be faxed to the NEC office by Thursday, April 16<sup>th</sup> at noon. All potential participants in the championship should be listed on the team roster. These rosters will be used to prepare the meet program and also to assign competitor numbers.

**Rules**

The Northeast Conference Outdoor Track & Field Championships will be governed by 2011 NCAA Track & Field/Cross Country Rule Book, except as amended by this handbook. Please also take special note of the NCAA Misconduct Rule listed on page 40, Rule 40, Section One.

**Meet management reserves the right to make changes as necessary to ensure the best competition possible.**



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**Schedule of Events**

The Conference's track & field committee, with input from the host and league's head coaches, will develop the schedule of events for the championship each year. NCAA guidelines and the previous NEC Order of Events will be used as a guide whenever possible. A schedule for the 2011 Outdoor Track & Field Championships is attached. Events will not begin prior to scheduled time.

**Scoring**

The top eight finishers in each event will score team points. The point system is as follows:  
First Place = 10 points; Second Place = 8 points; Third Place = 6 points; Fourth Place = 5 points;  
Fifth Place = 4 points; Sixth Place = 3 points; Seventh Place = 2 points; Eighth Place = 1 point.

**Sportsmanship Counts: A Northeast Conference Initiative**

1. Participants in intercollegiate athletics should display proper respect and courtesy, and maintain civility toward opposing coaches and student-athletes, officials and spectators at all contests.
2. Coaches bear the responsibility of teaching the value of sporting conduct in both word and deed to their student-athletes. The use of foul or vulgar language is inconsistent with this responsibility, and is therefore strongly discouraged on the part of coaches and student-athletes alike.
3. There is no place in intercollegiate athletics for taunting, embarrassing or humiliating an opponent or official. Student-athletes who do so, should be disciplined by their head coach in a timely manner. Coaches who do so, should be disciplined by their administration in a timely manner.
4. Representatives of NEC member institutions shall refrain from making any public criticism of other member institutions, their personnel, the Conference in general and its office staff, or any officials.
5. Coaches and administrators shall make every effort to promote the Conference and its member institutions in a positive manner.
6. Coaches and student-athletes should exercise self-control with officials during competition and shall refrain from approaching officials at the end of a period or at the end of a contest to address them in a disrespectful manner, complain about an officiating call, or express their displeasure with the official's performance.
7. Coaches and student-athletes must understand that competing in intercollegiate athletics is a privilege, not a right. Their behavior and attitude toward opponents, officials and members of the media should reflect positively upon the institution they represent.
8. Institutional administrators are responsible for insuring that all parties involved in intercollegiate athletics - including student-athletes, coaches, trainers, managers, band members, cheerleaders and mascots – are informed of the acceptable behavior that is expected of them and are aware of the consequences when failing to abide by the acceptable code of conduct.
9. Coaches and student-athletes should be encouraged to live up to their own highest personal standard of sportsmanship, even when their opponents may not. Personal accountability and respect for one's own standards must come first.
10. The responsibility to demonstrate and develop good character and sportsmanship should never be subordinated to the desire to win. The vital lessons and intrinsic value of sports are acquired through the competition and honorable pursuit of victory, rather than the outcome itself.

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**Study Room**

Student-athletes may use the first or second floors of the Rebecca Stafford Student Center, a short walk from the track area, if they wish to study.

**Tents**

Teams are more than welcome to bring tents. No tents will be allowed in the bleachers. Tent row will be located opposite of the bleachers behind the bushes. A limited area may be available on the grass between the bleachers and the hammer cage. No tents will be allowed in the infield. All tents must be secured and teams must bring their own tent spikes.

**Tickets**

Participants will gain admission by dressing in school issued uniforms. Coaches, administrators (a maximum of 6 administrators) and the media will receive credentials.

All NEC students with proper institutional I.D. will be admitted free. All other individuals will be charged admission. Ticket prices are \$6 per day for adults, \$3 per day for those under 18. Children 10 years of age and under will be admitted free. Two-day tickets also will be available, \$10 for adults and \$5 for children 10 to 18 years of age.

**Tobacco, Alcohol Policy**

The use of any tobacco product on or adjacent to an NEC championship playing facility is prohibited. Any use of a tobacco product by any coach or student-athlete discovered by an official or NEC representative at any NEC championship practice or competition shall result in immediate disqualification from the remainder of the championship for the individual committing the violation.

The sale of alcoholic beverages at NEC championships is prohibited unless approved in advance by the Council of

Presidents. It is not permissible for alcoholic beverages to be brought to the competition site by spectators, participants, coaches, patrons or facility employees.

**Uniforms**

The NEC will strictly enforce the NCAA Uniform Rules that are listed in the Men's & Women's Track & Field Rule Book. Please refer to Rule 4 – The Meet, Section 3 – The Competition, Article 1 – Uniform, Article 2 – Relay Uniforms, Article 3 – Logos, Article 4 – Numbers, and Article 5 – Shoes, for more specific information. Field athletes will only be allowed to wear team issued T-shirts while competing in throwing events.

## How to Submit Online Entries on Direct Athletics

### STEP 1—ACCESSING YOUR DIRECTATHLETICS ACCOUNT

Each coach must have a DirectAthletics username and password for his/her school. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below. You will use the same account to enter all meets run through DirectAthletics.

**If you already have a DirectAthletics account for your Track & Field team, and know your username and password....**

- 1.) Go to [www.directathletics.com](http://www.directathletics.com)
- 2.) In the login box, enter your username and password and click Login.  
(Remember that your password is case sensitive)

**If you do NOT know your username and password...**

- 1.) Go to [www.directathletics.com](http://www.directathletics.com)
- 2.) Click on the link "New User? Click HERE".
- 3.) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.

*\*\*NOTE ABOUT ACCOUNTS: Most coach accounts control a school's Men's AND Women's team. You control only one gender at time, so you will complete the below steps for your Men, and then switch to your Women's team and repeat the process (or vice versa). The team you are controlling is listed on the blue navigation bar across the top of your account, for example:*

*Sport: Track & Field    Team: Plano East HS (M)*

*This indicates that you are controlling the Plano East HS MEN'S team (M=MEN). To switch to your Women's team, you would select "Plano East HS (W)".*

### STEP 2—

#### SETTING UP YOUR ONLINE ROSTER -- DUE THURSDAY, APRIL 21 AT 12:00 PM

Before entering an athlete into a meet, you must add all attending athletes to your roster. If an athlete is already on your roster (from previous seasons) you do not need to add him/her again.

- 1.) Upon logging in, click the TEAM tab. (New users will automatically be in the TEAM module)
- 2.) If you have used DirectAthletics before, you can click "Import XC Roster" which is listed on the left. You will be able to add athletes from your XC roster to your Track roster. If you do not see this link or you are new to DirectAthletics, skip this step.
- 3.) Click the green "Add Athletes" link under the Team Roster header. Select an approximate number of athletes you would like to add (you can add more at any time).
- 4.) Enter your athletes First Name, Last Name and School Year and click "Submit"
- 5.) You may add, edit or delete athletes on your Team Roster at anytime by click the TEAM tab.

### STEP 3—

#### SUBMITTING ONLINE MEET ENTRIES--DUE WEDNESDAY, APRIL 29 AT 8:00 PM

Once your athletes are added to your roster, you must submit your entries.

In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the green Register button next to the meet you wish to enter and follow onscreen instructions.

### **DIRECTIONS TO MONMOUTH UNIVERSITY**

#### **From the Garden State Parkway:**

Take Exit 105. The Parkway off ramp leads directly onto Route 36 East. Continue on Route 36 East approximately 3 miles to Route 71. Turn right onto Route 71 (will fork left and become Cedar Avenue). At traffic light at Larchwood Avenue, make a right. Parking lot 1/4 mile on your left.

#### **From the NJ Turnpike South:**

Take Turnpike North to Exit 7A. After toll plaza, take I-195 east to "Shore Points". Approaching Belmar, I-195 becomes NJ Route 138. After crossing Parkway, exit right to NJ Route 18 North marked "Eatontown". Take Deal Road exit and drive east to intersection at Monmouth Road. Turn left and proceed to third traffic light, which is Cedar Avenue. Turn right on Cedar (also labeled NJ 71 South). At traffic light at Larchwood Avenue, make a right. Parking lot 1/4 mile on your left.

#### **From the NJ Turnpike North:**

Take Turnpike South to Exit 11 (Garden State Parkway South). Take Exit 105. The Parkway off ramp leads directly onto Route 36 East. Continue on Route 36 East approximately 3 miles to Route 71. Turn right onto Route 71 (will fork left and become Cedar Avenue). At traffic light at Larchwood Avenue, make a right. Parking lot 1/4 mile on your left.

#### **From Trenton and points West:**

Take I-195 east. Approaching Belmar, I-195 becomes NJ Route 138. After crossing Parkway, exit right to NJ Route 18 North marked "Eatontown". Take Deal Road exit and drive east to intersection at Monmouth Road. Turn left and proceed to third traffic light, which is Cedar Avenue. Turn right on Cedar (also labeled NJ 71 South). At traffic light at Larchwood Avenue, make a right. Parking lot 1/4 mile on your left.

#### **From Freehold Area:**

Take U.S. Route 9 South to I-195 east. Approaching Belmar, I-195 becomes NJ Route 138. After crossing Parkway, exit right to NJ Route 18 North marked "Eatontown". Take Deal Road exit and drive east to intersection at Monmouth Road. Turn left and proceed to third traffic light, which is Cedar Avenue. Turn right on Cedar (also labeled NJ 71 South). At traffic light at Larchwood Avenue, make a right. Parking lot 1/4 mile on your left.

#### **Parking Instructions at Monmouth**

Game officials, Administrators, parents and spectators: May all park in the Main Commuter Lot, located off of Larchwood Avenue.

Team buses: Must drop off teams at Boylan Gym, (in the Main Commuter Lot located off of Larchwood Avenue) and park in Lot 18.

If any schools will be sending fan buses, please contact Rich Carragher at MU (Ph: 732-571-3675) in advance.

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**Northeast Conference**  
**2011 Outdoor Track & Field Championship**  
**Monmouth University**

**Schedule of Events**

**Saturday, May 7**

***TRACK EVENTS***

<b><u>Time</u></b>	<b><u>Event</u></b>	<b><u>Round</u></b>	<b><u>Gender</u></b>
8:45 am	10,000 Meters	Final	Women
9:25 am	10,000 Meters	Final	Men
1:00 pm	1,500 Meters	Trial	Women
1:20 pm	1,500 Meters	Trial	Men
1:45 pm	110 Hurdles	Trial	Women
2:00 pm	110 Hurdles	Trial	Men
2:15 pm	400 Meters	Trial	Women
2:30 pm	400 Meters	Trial	Men
2:45 p	100 Meters	Trial	Women
3:00 pm	100 Meters	Trial	Men
3:15 pm	800 Meters	Trial	Women
3:30 pm	800 Meters	Trial	Men
3:45 pm	400 Hurdles	Trial	Women
4:00 pm	400 Hurdles	Trial	Men
4:15 pm	200 Meters	Trial	Women
4:30 pm	200 Meters	Trial	Men
4:45 pm	4 x 800 Relay	Final	Women
5:00 pm	4 x 800 Relay	Final	Men

***FIELD EVENTS***

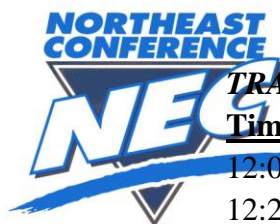
<b><u>Time</u></b>	<b><u>Event</u></b>	<b><u>Round</u></b>	<b><u>Gender</u></b>
9:45 am	Long Jump	Final	Women
11:00 am	Pole Vault	Trial/Final	Women
11:00 am	High Jump	Final	Men
10:45 am	Discus	Trial/Final	Men
11:00 am	Javelin	Trial/Final	Women
1:00 pm	Long Jump	Final	Men
1:15 pm	Discus	Trial/Final	Women
1:30 pm	Javelin	Trial/Final	Men

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**Northeast Conference**  
**2011 Outdoor Track & Field Championship**

**Schedule of Events**

**Sunday, May 8**



***TRACK EVENTS***

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

***FIELD EVENTS***

<b>Time</b>	<b>Event</b>	<b>Round</b>	<b>Gender</b>
9:45 am	Triple Jump	Trial/Final	Women
10:00 am	Shot Put	Trial/Final	Men
10:15 am	Hammer	Trial/Final	Women
11:00 am	Pole Vault	Trial/Final	Men
11:00 am	High Jump	Final	Women
12:00 pm	Triple Jump	Trial/Final	Men
1:00 am	Shot Put	Trial/Final	Women
12:45 pm	Hammer	Trial/Final	Men

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**Credential Request List**

**Institution** \_\_\_\_\_

Please complete to request credentials for coaches, administrators, athletic trainers, SIDs, and media that will be attending the NEC Outdoor Track & Field Championships. These credentials will provide recipients with admissions to the E. Murray Todd Track at Kessler Field on the campus of Monmouth University.

Coaches will be issued credentials at the Coaches Meeting. Athletes will gain admissions wearing their uniforms. Administrator and media credentials can be picked up at the ticket sales table. **DUE to NEC (fax: 732-469-0744) – Friday, April 29<sup>th</sup>**

***Coach's Name***

***Title***

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

***Administrator, SID, Athletic Trainer's Name***

***Title***

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

***Media Name***

***Affiliation***

_____	_____
_____	_____
_____	_____

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**Hotel & Emergency Contact  
Information Form**

**Institution:** \_\_\_\_\_

**Gender** (Please circle one):    Men                      Women                      Both

**Name of Hotel:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_

**Hotel Phone Number:** \_\_\_\_\_

**Head Coach's Name:** \_\_\_\_\_

**Head Coach's Cell Phone Number:** \_\_\_\_\_

**Please fax to the NEC office (Fax: 732-469-0744)  
by Friday, April 29 at Noon.**



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**Memorandum**

**To:** Head Track & Field Coaches  
NEC Track & Field Committee

**From:** Michelle Boone

**Re:** Coaches Conference Call

**Date:** April 2011

The annual outdoor track & field coaches' conference call will take place on **Wednesday, May 11<sup>th</sup> at 11:00 am.**

To access the call, dial 1-888-205-5513 a few minutes prior to 11:00 am. The confirmation pass code for the call is 344713. *Just a reminder: you can access the call from any phone.*

If you would like to place an agenda item on the call, please fill out the agenda item request form and return to the NEC office by Tuesday, May 10<sup>th</sup> at 10:00 am. The form accompanies this memo. An agenda and supplemental materials will be sent out prior to the call.

Each school should have the head coach on the call. If the head coach cannot be on the call, please let me know by May 9<sup>th</sup>.

If you have any questions, please feel free to contact me at (732) 469-0440 ext. 5.

cc: Senior Woman Administrators (via e-mail)

2011 NEC Men's & Women's Outdoor Track and Field Championships  
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2011 Outdoor Track & Field Coaches Call  
**Agenda Item Request Form**

Your Name \_\_\_\_\_ Institution \_\_\_\_\_

\_\_\_\_\_ This item is intended for action (i.e. a vote of the membership).

\_\_\_\_\_ This item is intended for discussion/informational purposes only.

Specific Agenda Item Request

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Rationale for Request

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If approved, what impact will your proposed agenda item have on budgets and missed class time for student athletes?

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**Please fax this form to the NEC office at 732-469-0744  
by Tuesday, May 10<sup>th</sup> at 10:00 am.**