



**2012 Southern Conference  
Indoor Track & Field  
Championships Manual**

Appalachian State University

College of Charleston

The Citadel

Davidson College

Elon University

Furman University

Georgia Southern University

UNCG

Samford University

University of Tennessee at Chattanooga

Western Carolina University

Wofford College



**February 23-24, 2012**

**CrossPlex Indoor Track Facility**

**Birmingham, AL**

**Host: Southern Conference &**

**Samford University**



**2012 SOUTHERN CONFERENCE  
INDOOR TRACK & FIELD CHAMPIONSHIPS  
ADMINISTRATIVE MANUAL**

**Table of Contents**

Awards .....	1-2
Championships Information.....	2-5
Championships Procedures.....	5-13
Insurance .....	13
Lodging .....	13
Media .....	14
Medical/Training Information .....	14-15
Officials.....	14-15

**Appendices**

Schedule of Events.....	Appendix A
Directions to Birmingham CrossPlex .....	Appendix B
Championships Entry Forms.....	Appendix C
Team Parking Map.....	Appendix D
Protest Form.....	Appendix E
Risk Management Statement .....	Appendix F
Crisis Management Protocol.....	Appendix G



**SOUTHERN CONFERENCE**  
**702 N. Pine St.**  
**Spartanburg, South Carolina 29303**  
**864/591-5100**  
**[www.soconsports.com](http://www.soconsports.com)**

Edited By: Brandon Neff, Assistant Commissioner for Championships – January 2012

## 2012 SOUTHERN CONFERENCE INDOOR TRACK & FIELD CHAMPIONSHIPS INFORMATION

### Important SoCon Championship Dates

*Monday, February 20* – 5:00 p.m. Eastern Time deadline for submitting team entry form (Appendix C) into Brandon Neff, Assistant Commissioner for Championships, to be checked for eligibility. Brandon Neff, fax: 864/591-4282; e-mail: bneff@socon.org.

*Wednesday, February 22* – Noon Eastern Time deadline for entries to be submitted online to Cleon Fowler at [www.cfpitiming.com](http://www.cfpitiming.com).

*Wednesday, February 22* – 6:00 p.m. – 8:00 p.m. Central Time CrossPlex Indoor Track Facility open for walk through.

*Wednesday, February 22* – 8:00 p.m. Central Time Southern Conference Head Coaches' meeting will be held inside the CrossPlex Indoor Track Facility. **Athletes will not be permitted in the facility at the start of the meeting.**

*Thursday, February 23* – 10:00 a.m. Central Time Southern Conference Indoor Track & Field Championship begins with the Women's Pentathlon 60m Hurdles.

### Future Southern Conference Championship Dates

2013	Feb 28-March 1 (Thurs-Fri) or March 2-3 (Sat-Sun)	TBD
2014	Feb 27-28 (Thurs-Fri) or March 1-2 (Sat-Sun)	TBD
2015	Feb 26-27 (Thurs-Fri) or Feb 28-March 1 (Sat-Sun)	TBD

\*The Southern Conference men's and women's Indoor Track & Field Championships shall normally be conducted two weeks prior to the second Thursday - Sunday in March. SoCon Championship is normally 2 weeks prior to NCAA Championships. We will likely be in a Thursday - Friday format due to sharing the facility Fair Park facility with Conference USA. We are only contracted in Birmingham for 2012 at this time.

### 2012 NCAA Championship Finals

*Friday & Saturday, March 9 & 10* – Jackson Indoor Track, Nampa, Idaho – Boise State University; host.

## Track & Field Sports Committee

Larry Leckonby, Athletics Director (Committee Chair).....The Citadel  
Dr. Mike Jones, Faculty Athletics Representative..... University of Tennessee at Chattanooga  
Dr. Gibbs Knotts, Faculty Athletics Representative.....Western Carolina University  
Cathy Beene, Senior Woman Administrator ..... Georgia Southern University  
Faith Shearer, Senior Woman Administrator..... Elon University  
John Weaver, Head Coach..... Appalachian State University  
Bridget Posey, Interim Head Coach ... .....Furman University  
Brandon Neff, Assistant Commissioner.... .....Southern Conference Staff Liaison

## Southern Conference Staff

John Iamarino..... Commissioner  
Geoff Cabe ..... Senior Associate Commissioner  
Sue Arakas .....Associate Commissioner  
Doug King.....Associate Commissioner for Compliance  
Brandon Neff ..... Assistant Commissioner for Championships  
Jason Yaman.....Assistant Commissioner for Media Relations  
Jonathan Caskey..... Associate Director of Media Relations  
Laura Hayes .....Assistant to the Commissioner  
Jamie Severns.....Director of Multimedia Services  
Patrick Hatcher..... Championships/Operations Assistant  
Kristen Litchfield .....Media Relations Assistant  
Grant Finley .....Multimedia Services Assistant

# INDOOR TRACK & FIELD CHAMPIONSHIPS ADMINISTRATIVE MANUAL

## 1. AWARDS

- 1.1 **Awards Ceremony.** Immediately following the conclusion of each event, an awards ceremony shall be held at the awards presentation area. An awards ceremony shall also be held at the conclusion of the meet. The following awards shall be provided by the Conference office and distributed at the awards ceremony:
- 1.1.1 **Championship Trophies.** Two trophies (one for men and one for women) shall be presented to the head coach and captains of the winning teams.
  - 1.1.2 **Runner-Up Trophies.** Two trophies (one for men and one for women) shall be presented to the head coach and captains of the runner-up teams.
  - 1.1.3 **Third Place Finisher Plaques.** Plaques shall be presented to each individual or relay team member finishing in third place in an event.
  - 1.1.4 **Second Place Finisher Plaques.** Plaques shall be presented to each individual or relay team member finishing in second place in an event.
  - 1.1.5 **First Place Finisher Plaques.** Plaques shall be presented to each individual or relay team member finishing in first place in an event.
  - 1.1.6 **All-Conference Recognition.** First place, second place and third place plaques shall also recognize the recipient as an All-Southern Conference selection.
  - 1.1.7 **Most Outstanding Performer / Athlete Plaques.** Six plaques (three for men and three for women) shall be presented to the persons winning the Most Outstanding Athlete [known as the Heath Whittle Award for men] (highest points scored during the meet), Most Outstanding Track Performer award and the Most Outstanding Field Performer award. The Most Outstanding Track and Field Performer awards shall be voted on by the head coaches at the Championships site. The voting shall be conducted by the Conference office. *Coaches are not allowed to vote for their own student-athletes and must fill out their ballot completely.*
  - 1.1.8 **Freshmen of the Year Plaques.** Two plaques (one for men and one for women) shall be presented to the person winning the Freshman of the Year awards. The Freshman of the Year awards shall be voted on by the head coaches at the Championships site. The voting shall be conducted by

the Conference office. *Coaches are not allowed to vote for their own student-athletes and must fill out their ballot completely.*

1.1.9 **Coach of the Year Plaques.** One plaque shall be presented to the Men's Coach of the Year, and one plaque presented to the Women's Coach of the Year. The Coach of the Year awards shall be voted on by the head coaches at the Championships site. The voting shall be conducted by the Conference office.

1.1.10 **All Freshman Team.** The top three freshmen (true freshmen, Redshirt or otherwise) finishers in each event will be named to the Indoor Track and Field All-Freshman team. Certificates will be mailed after the championships have concluded.

1.2 **Other Awards.** Other awards presented in conjunction with the Championships are as follows:

1.2.1 **Individual Championship Team Plaques.** Twenty-five individual plaques will be presented to the head coach of the men's and women's championship teams for presentation to the student-athletes of those squads. These plaques will be presented at the head coach's discretion.

1.3 **Awards Engraving.** Each institution is responsible for returning its plaques to Levy Awards & Promotional Products (A&PP) for individual engraving. The Conference contact person at Levy A&PP is Cheryl Panek. She can be reached at 813/879.7775. The address for Levy A&PP is 2614 W. Kennedy Blvd, Tampa, FL 33609.

## 2. CHAMPIONSHIPS INFORMATION

2.1 The **2012 Southern Conference Men's & Women's Indoor Track and Field Championships** will be hosted by the Southern Conference and Samford University and shall be conducted at the **CrossPlex Indoor Track Facility in Birmingham, Ala.** The Championships shall take place on **Thursday, February 23, 2012 and Friday, February 24, 2012.**

2.2 **Admission.** There will be no admission charge for the Championships.

2.3 **Team Entry Fee.** Each Southern Conference program will be assessed an entry fee of \$400. A team with both a men's and women's program will be assessed a fee of \$800.

2.4 **Schedule of Events.** Championships schedules shall be set by the Conference's Men's & Women's Track and Field Committees and approved by the Athletics Directors Association. This schedule can be found in Appendix A of this manual. On even numbered years, men will compete first and women will compete second. On odd numbered years, women will compete first and men will compete second.

2.5 **Men's & Women's Track and Field Committee Involvement.** The Conference's Men's & Women's Track and Field Committees shall provide general oversight of the Championships. The Men's & Women's Track and Field Committees shall have the authority to discipline and/or fine any member institution that does not abide by Conference regulations.

2.6 **Games Committee.** A Games Committee shall be appointed for the Championships consisting of Men's & Women's Track and Field Committee members on site, the Conference staff liaison on site (Brandon Neff) who shall serve as Chair of the Committee, and the head referee. The games committee shall:

2.6.1 Ensure that the Championships are conducted in accordance with the rules and regulations of the Conference as contained in the Southern Conference Sport Regulations and this manual;

2.6.2 Make decisions regarding situations that occur where resolution is not covered in the rules and regulations of the NCAA or the Southern Conference as stated in the Sport Regulations or this manual;

2.6.3 Inspect the meet facility prior to the start of the event.

2.6 **Championships Director: Brandon Neff 864/591-5100 (o); 864/525-5318 (c)**

The Conference Office shall appoint a championships director, who shall perform the following functions under the direction of the Men's & Women's Track and Field Committees;

2.6.1 Serve as supervisor of the Championships;

2.6.2 Plan and coordinate all activities of the Championships in conjunction with the Men's & Women's Track and Field Committees and local organizing committee(s);

2.6.3 Provide relevant Championships information to all coaches, athletics directors, senior woman administrators, chief executive officers, faculty athletic representatives and other necessary personnel of competing institutions;

2.6.4 Coordinate and supervise the activities of the meet officials;

2.6.5 Oversee servicing the needs of the participants and spectators as prescribed in this manual;

2.6.6 Delegate duties and responsibilities to Championships personnel;



2.6.7 Secure a certified trainer and other medical personnel for the Championships.

**2.7 Media Coordinator: Kristen Litchfield, 864/591-5100 (o), 919/618-0088 (c)**

The championships director shall appoint a Championships media coordinator, who shall perform the following duties:

2.7.1 Coordinate and administer all media working areas and media hospitality areas;

2.7.2 Process all media requests for working credentials;

2.7.3 Coordinate the activities of the results crew and make sure that the results are made available to all media and coaches as soon as possible after the conclusion of each event;

2.7.4 Write and distribute all releases as necessary prior to and during the Championships;

2.7.5 Be responsible for awards balloting;

2.7.6 Coordinate the installation of phone lines for the media;

2.7.7 Fulfill the needs of Conference sports information directors not on site.

2.8 **Additional Championships Personnel.** The following additional personnel shall be appointed by the championships director and/or championships media coordinator:

2.8.1 Official timer;

2.8.2 Public address announcer; and

2.8.3 Clock, scoreboard and matrix board operators.

2.8.4 In addition, Conference Men's & Women's Track and Field Committee members (excluding head coaches' representatives), may be assigned specific duties as necessary to ensure the orderly operations of the Championships.

2.9 **Involvement of Head Coaches.** The Southern Conference head track and field coaches shall be utilized as counsel for the planning of the Championships. Their technical knowledge and personal experience in the administration of meets shall assure the maintenance of the meet's reputation for excellence and efficiency. Selection of certain officials (head referee, starter, etc.) shall be considered upon the recommendation of the head coaches. Coaches' recommendations for these officials and a review of planning for the Championships shall be an item on the

agenda for the annual meeting of the Head Coaches and Men's & Women's Track and Field Committees.

### 3. CHAMPIONSHIPS PROCEDURES

- 3.1 **Scoring.** Teams may enter a maximum of six competitors in all individual events and **six** competitors in multi-event competitions (heptathlon and pentathlon). The eight-place scoring system (10-8-6-5-4-3-2-1) shall be used in individual and relay events during the Championships.
- 3.2 **Tie-Breaking Procedures.** In case of a tie for first place in a team championship, the tying teams shall be considered co-champions.
- 3.3 **Travel Squads.** Travel squads to the Championships shall be limited to 25 student-athletes.
- 3.4 **Rules.** The rules for the Championships shall conform to those rules adopted by the NCAA for the Division I Indoor Track and Field Championships, and the Southern Conference as stated in the Southern Conference Sport Regulations and this manual.
- 3.5 **Uniforms.** All competitors must wear exclusively the official uniform of their institution in competition, warm-up and during the post-championships awards ceremony. Visible undergarments shall be an identical and solid color. Bare midriff tops will not be allowed as a competition uniform. In addition, all uniforms must allow for hip numbers to be placed on the hip of the uniform, not on a bare leg or bare thigh. In accordance with NCAA rules, the institutions' official uniform (including warm-ups) and all other items of apparel (socks, head bands, t-shirts, wrist bands, towels, etc.) should bear only a single manufacturer's or distributor's normal label or trademark. The label or trademark may not exceed 2¼ inches square in size. Equipment (i.e., shoes, bags) may bear only the manufacturer's normal label or trademark as it is used on all such items for sale to the general public. Failure to comply with this regulation may cause disqualification or may jeopardize a student-athlete's eligibility.
- 3.6 **Student-Athlete Eligibility.** Each institution is responsible for submitting a list of competing student-athletes to Brandon Neff [bneff@socon.org](mailto:bneff@socon.org), Southern Conference staff liaison, no later than **Monday, February 20 at 5:00 p.m.** Lists may also be faxed to office at 864/591-4282. This list will be comprised only of those athletes competing in the championship. The Conference office will verify the eligibility of these student-athletes and will notify an institution if a problem arises with any of its student-athletes. Student-athletes not deemed eligible to compete may not be in uniform during the Conference Championships. This is also the list that the credentials will be printed from, correct spelling is appreciated.
- 3.7 **Head Coaches' Meeting.** A Southern Conference Head Coaches' meeting will be held on **Wednesday, February 22 at 7:30 p.m.** at the **Birmingham CrossPlex**

**Indoor Track Facility.** Athletes will not be permitted in the facility at the start of the meeting. Brandon Neff, the championships director, will conduct the meeting and review information pertinent to the Championships. The head coach of each institution is required to attend this meeting. Head coaches who do not attend the meeting are subject to disciplinary action as imposed by the Men's and Women's Track and Field Committees and enforced by the Commissioner.

3.8 **Entries and Scratches.** The following items address the issues of event entries and scratches:

3.8.1 The Conference office shall email instructions regarding event entry procedures to the head coach at each institution at least 14 days prior to the championships.

3.8.2 Entry forms shall allow a maximum of six entries per team for each individual event, six entries per team for multi-events and one entry per team for relay events;

3.8.3 A roster of participating athletes shall be faxed or e-mailed to the Conference Office (864/591-4282, attn: Brandon Neff) no later than 5:00 p.m. ET on Monday, February 20<sup>th</sup> prior to the Championships (Appendix C);

3.8.4 **ALL ENTRIES MUST BE DONE THROUGH AN ONLINE ENTRY SITE at [www.cfpitiming.com](http://www.cfpitiming.com).** The entry site will open on Thursday, February 9 and entries are due no later than Noon, eastern time on Wednesday, February 22. **No additional entries or changes in entries are allowed after this time;**

3.8.5 Institutions shall update all results information of regular season events to the Conference ranking list by 5:00 PM ET on Monday of each week. It is mandatory that the Conference ranking list be completed by 5:00 PM ET of the Monday prior to the Indoor Track & Field Championships in preparation for seeding purposes. **Those student-athletes who have not been added to the Conference ranking list by that time will not be allowed to have times or marks used for seeding into the championships.** In 2012 this should be automatically taken care of via the Direct Athletics performance lists.

3.8.6 All performances used by coaches on entry forms must have been made in the current indoor season and must have been posted on the official Conference Ranking List. In 2012 this should be automatically taken care of via the Direct Athletics performance lists. No relay individual performances are acceptable, nor will hand held times be taken by a coach be accepted. Only officially recorded performances, either hand or electronic, will be accepted for seeding purposes. A coach may make an appeal to the Men's and Women's Track and Field Committees to submit a coach's hand time;

3.8.7 If a student-athlete has a distance or time on a regular season official results list, that time or distance must be placed on the Conference performance list. In 2012 this should be automatically taken care of via the Direct Athletics performance lists.

3.8.8 Heat and flight sheets shall be made available by Cleon Fowler (official timer) to all head coaches at the meeting on the night prior to the start of the Championships for the purposes of verification.

3.9 **Seeding.** For lane events (including 800 meters) all events shall be seeded by using the “snake” method of seeding. Coaches may petition to the Games Committee a competitor’s position on the seeded list of any running or field event. The Games Committee shall, by majority vote, determine the proper seeded place.

3.10 **Lane Assignments.** For all preliminaries, lane assignments shall be determined by random draw. For all finals, lane assignments shall be determined by preferred lanes. Lane preference shall be determined by the host institution and not subject to debate. The conference coaches recommend the lane preferences listed below:

Eight Lane Track Staggered Starts: 45673218  
Eight Lane Track Straightaway: 45362718  
Six Lane Track Staggered Starts: 456321  
Six Lane Track Straightaways: 345216

3.10.1 Lane assignments are only altered or redrawn after the championships director has drawn them and only if enough scratches warrant a redraw, otherwise vacated lanes remain empty. If scratches bring an event down to less than or the same as the lanes being used, there will be a final only in that event and preferred lanes will be used.

3.10.2 For the indoor 200m and 400m sprints, the preliminaries and finals shall use only lanes 3 through 6. In the preliminaries, the lane assignments will be random. In the finals, the lane assignments will use a 4563 preference.

3.11 **Distance Event Seeding and Lane Assignments:** If a runner in the fast heat of a distance event which uses a fast and slow heat format is scratched, then the next runner on the entry order list will be moved to the fast heat. Distance events shall be seeded by time from best to worst. Preferred positions will be used. Starting position criteria will be determined by a vote of the coaches at the pre-championship meeting. For most distance events, there can be two heats – a fast heat and a slow heat depending on the number of entries.

3.11.1 For the 3000m and 5000m distance events, an athlete would need to have met a pre-determined qualifying standard in order to be in the fast section at the conference indoor championship meet. Those qualifying standards are as follows:

Women:	3000m – 10:40.00	5000m – 18:45.00
Men:	3000m – 8:50.00	5000m – 15:37.00

3.11.2 A maximum number of 12 athletes is the pre-determined number that is desired in the fast sections of the mile and the 3000m.

3.11.3 In the indoor 5000m, if 18 or less entrants check in – it will be run as one heat. If 19 or more check in there shall be a second section composed of athletes who have not met the criteria spelled out above;

3.11.4 If a situation arises where more than 12 athletes have met the qualifying standard in the 3000m, then all athletes that met the standard would be included in the fast section. If a situation arises where there are not 12 athletes that have met the qualifying standard in the 3000m, the remainder of the 12-athlete field will be drawn from the entry list in descending order.

3.11.5 In the indoor 5000m, any athlete that has met the standard would be included in the fast section along with any athlete that enters the 5000m without a time, but has run a qualifying time of 10:35 for women and 8:48 for men in the 3000m prior to the start of the indoor championship.

3.11.6 An athlete that has a 5000m time recorded on the conference ranking list, but their time for the 3000m on the conference ranking list would qualify them for the fast heat of the 5000m, may enter the 5000m based on the 3000m time and get into the fast section. This decision must be made by the coach of the athlete prior to the start of the meet at the pre-championship coaches meeting.

3.11.7 The slow heat of the 5000m will be scheduled just prior to the fast heat and will have set times for both on the schedule in the indoor championships. Student-athletes would have 30 minutes prior to the start of the slow heat to declare. If 18 or less entrants check in for the 5000m it will be run as one heat at the scheduled time of the fast heat.

3.12 **Advancement.** Advancement from heats to finals in lane events shall be determined by the number of heats using the place and time method. The following are the heats to finals advancement setups:

3.12.1 **Two Heats.** Top three places in each heat, next fastest times overall to fill the lanes;

3.12.2 **Three Heats.** Top two places in each heat, next fastest times overall to fill the lanes;

3.12.3 **Four Heats.** Top place in each heat, next fastest times overall to fill the lanes;

- 3.12.4 **Five Heats.** Top place in each heat, next fastest times overall to fill the lanes;
- 3.12.5 **Six Heats.** Finalist will be determined by best times from all heats to fill the lanes.
- 3.12.6 **Seven Heats.** Top place in each heat, next fastest times overall to fill the lanes;
- 3.12.7 **Eight or more Heats.** Finalists determined by best times overall to fill the lanes.
- 3.13 **Field Events Flight Format.** In field events, the determination of flights shall be as follows:
  - 3.13.1 The placement of competitors shall be seeded from worst to best with no more than 12 in a flight but no less than five. The best seeds should be in the last flight. The flight position shall be randomly selected;
  - 3.13.2 The minimum number of competitors that advances to the finals shall be no more than 1 over the number of places scored (nine);
  - 3.13.3 The time between flights shall be 10 minutes;
  - 3.13.4 If a competitor leaves a field event trial and does not return before all other competitors have taken their trials in that flight, the competitor in question will forfeit any remaining attempts;
  - 3.13.5 A competitor shall get only the time between consecutive attempts as listed in the NCAA Rules Manual (three minutes) between consecutive attempts;
  - 3.13.6 If a competitor leaves a field event final, they will get a mandatory allowed time as set forth by the NCAA Rules Manual to begin their attempt and must then forfeit that attempt if an attempt is not made;
  - 3.13.7 In the high jump and pole vault, if a competitor leaves the competition, they must be back before all other competitors have completed their attempts at the height they left. If not, the competitor must then make whatever number of attempts that were remaining at the previous height at the new height;
- 3.14 **Event Specifics.** The following are specific policies for certain events:
  - 3.14.1 **800 meters.** A one turn stagger shall be used in all races. Cones or some other easily visible object must be placed on the lane lines at the break point.

- 3.14.2 **Boxed Starts.** Box starts shall be used in the following indoor track and field events: Distance Medley Relay, 3000m, 5000m and the Mile.
- 3.14.3 **4x400m Relay.** The 4x400m shall be run as a final based on time for the indoor championship. The seeding shall be fastest to slowest filling all the lanes in the fast heat with the remainders placing in the slow heat. If there are more teams than lanes on the track, the teams will be distributed between two or more heats with the fast heat having the larger number of teams and the slow heat having no less than three. The slow heat shall run first. A shared lane may be used in the fast heat if there is one more team entered than the number of lanes on the track. Teams will be seeded by entry time and assigned by preferred lane.
- 3.14.4 **Pole Vault.** The five-alive method shall be used in determining order of competition after the student-athletes have been ranked from worst to best. A two-minute warm-up without the bar shall be allowed before a student-athlete enters competition if they have passed two consecutive heights. The starting height shall be 12” below the eighth ranked competitor on the ranking list. The starting height shall be rounded down to the nearest centimeter, which shall allow the interval to increase to achieve the minimum NCAA qualifying mark.
- 3.14.5 **High Jump.** The starting height will be 4” below the eighth ranked competitor on the Conference ranking list. The starting height shall be rounded down to the nearest centimeter which shall allow the interval to increase to achieve the minimum NCAA qualifying mark.
- 3.14.6 **Triple jump.** There will be two boards, a short (taped) board and a long board for both the indoor and outdoor track and field championships. The short taped boards will be at 28’ for the women and 38’ for the men.
- 3.14.7 **Multi-events.** All rules applicable to multi-events shall follow NCAA rules except the following:
- 3.14.7.1 Time between events shall be 30 minutes after the last heat has been completed or the last competitor has completed their attempt.
- 3.14.7.2 The hurdle events will be run in alternating lanes, not using lanes 1 or 8.
- 3.15 **Protests.** Protests relating to matters which develop during the conduct of the Championships should be made at once and not later than 30 minutes after the results of the event in question have been posted. Any such protests should be made in writing by a head coach and submitted to the head referee, who will render a decision. There shall be a protest table and an official to man it

throughout the Championships. Protest forms shall be made available to all head coaches.

- 3.16 **Timing.** All timing shall be NCAA approved electronic timing and shall be official. There must be a primary electronic system for timing, and a backup system. Cleon Fowler of C.F.P.I Timing will be this year's official timer for the meet.
- 3.17 **Numbers.** One number large enough for identification shall be worn by each competitor. The number shall be securely pinned on the front of each contestant's shirt to allow for plain visibility.
- 3.18 **Posting of Results.** All results shall be posted during the competition in a place where coaches and student-athletes shall have equal access. Posting shall also include newly drawn up heat sheets and lane assignments. The Southern Conference will also distribute up-to-date scoring results after the completion of each multi-event.
- 3.19 **Official Measurements.** Official field event measurements shall be made in metric, but the Championships director shall require the public address announcer, performance indicators and posted results to be done in English measurements.
- 3.20 **Practice Availability.** The competition facilities shall be made available for inspection and/or practice for all institutions on the afternoon prior to the beginning of the competition. All facilities shall be open for a minimum of two hours from 6:00 p.m. – 8:00 p.m.
- 3.21 **Check-In Areas.** All field event competitors must check-in for their event 30 minutes before it is scheduled to begin. Check-in will be at the event. All track event competitors must check in for their event at least 15 minutes before their race is scheduled or they will be disqualified from that event. Check-in for track events will be at the clerk of the course table nearest to the start of each event.
- 3.22 **Restricted Areas.** When not competing or warming-up, all student-athletes will be restricted to sit in the stands at all times. Coaches will be given credentials to access to the infield and will adhere to the NCAA policies except for the following conditions:
  - 3.22.1 **Pole Vault.** One coach per team will be allowed to assist in a warm-up period for the pole vault. The coach will be given access to the field one hour prior to the event up until 10 minutes prior to the event.
- 3.23 **Team Seating.** Team seating will be based upon the order of finish in the previous year's women's championship. Newly-added institutions will be seated last. A seating map will be distributed at the pre-championship coaches meeting.



3.23.1 2011 Women's Indoor Track & Field Championship Standings:

1. Appalachian State
2. Western Carolina
3. Georgia Southern
4. Elon
5. Samford
6. College of Charleston
7. UNCG
8. Furman
9. The Citadel
10. Davidson
11. Wofford
12. Chattanooga

3.24 **Spikes.** The only spikes that will be worn by athletes are ¼- inch pyramid spikes on the Mondo track. No exceptions. There will be an official checking for this throughout the championship.

3.25 **Crowd Control.** The responsibility for crowd control rests with the Championships director.

3.25.1 **Evacuation Plan.** The host institution should provide a copy of its evacuation plan as well as other crowd control measures for review by the Games Committee.

3.25.2 **Banned Items.** Artificial noisemakers, air horns, electronic amplifiers and weapons are all prohibited and shall not be permitted on site during competition.

3.25.3 **Sportsmanship.** The athletics directors of the competing institutions are expected to communicate with their student-athletes and other fans to encourage enthusiastic support within the confines of good sportsmanship.

3.25.4 **Grounds for Removal.** Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, the consumption of alcoholic beverages and tobacco products is prohibited.

3.26 **Programs.** The Southern Conference is responsible for producing a program for the Championships. The programs will be distributed to coaches at the pre-event meeting at no cost. The program will include:

3.26.1 An equal number of pages devoted to all competing teams;

3.26.2 Southern Conference indoor track and field historical information;

3.26.3 Championships schedule;

3.26.4 A neutral cover.

3.27 **Team Parking.** There are 30 dedicated team bus and van parking spaces that are marked in the rear (southwest) of the facility. See Appendix D.

3.28 **Merchandise.** The Southern Conference retains the rights to all souvenir merchandising at the Championships. For information on merchandising, contact Brandon Neff, (864/591-5100).

3.29 **Student-Athlete Gifts.** Each competing team in the Championships will receive student-athlete gifts at the coaches' meeting on Wednesday, Feb 22<sup>nd</sup>. Gifts will be a black water bottle with the SoCon logo.

#### 4. INSURANCE

4.1 The host institution must have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage.

#### 5. LODGING

5.1 The Southern Conference staff headquarters will be the Hampton Inn Birmingham I-65 - Lakeshore. The address for the Hampton Inn is 30 State Farm Parkway Birmingham, AL 35209. The phone number is 205/313-2060.

#### 6. MEDIA

6.1 **Media Policies.** All head coaches and student-athletes shall be available for interviews with the media during both days of competition. Student-athletes shall be required to speak with the media following a 10-minute "cooling off" period after the completion of their final individual competition of the day. Coaches shall be required to speak with the media following a 10-minute "cooling off" period following their team's final competition of the day.

6.2 **Credentials.** The issuing of media credentials shall be coordinated by the Championships media coordinator, **Kristen Litchfield**, in cooperation with the Conference office. Credentials issued for the Championships will entitle the holder to admission to all Championships events.

6.3 **Radio and Television.** The Southern Conference retains all television and radio rights for the Championships. For information contact Brandon Neff, Assistant Commissioner for Championships, 864/591-5100.

6.4 **Media Station.** A media work area with electrical outlets, phones and statistical and team information will be available at the Championships.

## 7. MEDICAL / TRAINING INFORMATION

All medical staff for the Championships shall be appointed by the Championships Director, who shall ensure that the following occurs:

7.1 **Athletic Trainer: Michelle Dorsey, Samford 205-726-4311 (o) 205-532-3475 (c)**

A certified athletic trainer is available for all practices and present before, during and after all competitions;

7.2 **Physician.** A physician is on site before, during and after all competitions;

7.3 **Medical Facilities.** Pre-arranged access to a medical facility, including transportation services on site, is available at all times;

7.4 **Athletic Training.** Athletic training facilities and athletic training supplies are available for all Championship events;

7.5 **Medical Information.** Information concerning medical and athletic training accommodations is distributed to all athletics directors and head coaches prior to their arrival at the Championships site;

7.6 **Water.** Water and isotonics will be provided on site for all teams before, during and after competition.

## 8. OFFICIALS

8.1 **Officials' Responsibilities.** Officials and their duties are outlined in the NCAA Track and Field Regulations. Brandon Neff, Southern Conference staff liaison, working in conjunction with the assigner of officials (Randy Bunn) and with the Men's and Women's Track and Field Committees, shall contract all officials to work the Championships and shall:

8.1.1 Assign a pool of officials to work the Championships. The pool of officials shall include the following:

8.1.1.1 Head Referee – Brian McCue;

8.1.1.2 Starter – Donnie Graham;

8.1.1.3 Assistant Starter – Houston Young;

8.1.1.4 Clerk of the course – hired by Randy Bunn;

8.1.1.5 Field Event Referee – Ed McGinnis; and

8.1.1.6 Inspector for field events and running event judging (a minimum of two inspectors shall be assigned to each turn, one inside the track and one outside the track. Inspectors shall judge each straightaway, plus the relay passing zones in the relay races. Inspectors shall officiate the straightaway races divided between the ends and the sides of the track. The head inspector shall be located at a designated position.).

8.1.2 Conduct pre-event and post-event meetings as necessary with officials;

8.1.3 Oversee the selection and training of all other meet officials prior to competition;

8.1.4 Ensure that the Head Referee remains at the Championships site for at least 30 minutes after the final results are posted or read and ensure that the Head Referee makes a written report before departing of all actions, protests, and controversial decisions that may have affected the meet (the report shall be made available to all coaches at the site upon request).



**2012 Southern Conference  
Indoor Track and Field Championships  
Schedule of Events  
February 23-24, 2012  
Birmingham Metro CrossPlex  
All times listed are Central Time**

**Thursday, February 23**

10:00 am	Women's Pent 60m H Women's Pent HJ Women's Pent SP Women's Pent LJ Women's Pent 800m
10:15 am	Men's Hept 60m Men's Hept LJ Men's Hept SP Men's Hept HJ
2:30 pm	Women's SP Final
3:00 pm	Men's 60m H Trials
3:15 pm	Women's 60m H Trials
3:30 pm	Men's 60m Trials Women's LJ Final
3:40 pm	Women's 60m Trials
4:10 pm	Men's 3,000m Final
4:15 pm	Men's PV Final
4:35 pm	Women's 3,000m Final
4:55 pm	Men's 400m Trials
5:00 pm	Men's SP Final
5:10 pm	Women's 400m Trials
5:20 pm	Men's 800m Trials
5:30 pm	Men's HJ Final (Pit A) Women's HJ Final (Pit B) Men's LJ Final
5:45 pm	Women's 800m Trials
6:05 pm	Men's 200m Trials
6:20 pm	Women's 200m Trials
6:40 pm	Men's DMR Final
7:00 pm	Women's DMR Final

**Friday, February 24**

9:15 am	Men's Hept 60m H Men's Hept PV Men's Hept 1,000m
12:25 pm	Men's 60m H Final
12:30 pm	Men's Weight Final (Harris Arena) Women's Weight Follows Men (Harris Arena)
	Men's TJ Final (Pit A) Women's PV Final
12:35 pm	Women's 60m H Final
12:45 pm	Men's 60m Final
12:55 pm	Women's 60m Final
1:20 pm	Men's Mile Final
1:35 pm	Women's Mile Final
1:50 pm	Men's 400m Final
2:00 pm	Women's 400m Final
2:00 pm	Women's TJ Final (Pit B)
2:10 pm	Men's 800m Final
2:20 pm	Women's 800m Final
2:30 pm	Men's 200m Final
2:40 pm	Women's 200m Final
2:50 pm	Men's 5,000m Slow Section
3:10 pm	Men's 5,000m Fast Section
3:30 pm	Women's 5,000m Slow Section
3:55 pm	Women's 5,000m Fast Section
4:15 pm	Men's 4x400m Final
4:25 pm	Women's 4x400m Final
4:55 pm	Awards Ceremony

**Directions to the Birmingham CrossPlex Indoor Track Facility**

GPS Address: 2331 Bessemer Road, Birmingham, AL 35208

From I-20/59 West Bound

1. Take Exit 123 for US-78 E
2. Turn Left onto Arkadelphia Road
3. Turn Right onto 3rd Avenue West
4. Destination will be on the Left

**2012 SOUTHERN CONFERENCE  
INDOOR TRACK AND FIELD CHAMPIONSHIPS  
CHAMPIONSHIPS SQUAD LIST FORM**

**Name (First and Last, Class) - - Please list your entire squad in alphabetical order.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_

**SCHOOL (Men or Women) \_\_\_\_\_**

**Head Coach Signature (can be electronic) \_\_\_\_\_**

**Compliance Director Signature (can be electronic) \_\_\_\_\_**

***This form must be typed and a copy E-MAILED to Brandon Neff ([bneff@socon.org](mailto:bneff@socon.org)) or faxed (864-591-4282) to attn: Brandon Neff at the Southern Conference office by 5:00 p.m. on MONDAY, February 20.***





**2012 SOUTHERN CONFERENCE  
INDOOR TRACK AND FIELD  
CHAMPIONSHIPS PROTEST FORM**

**Event (Men or Women):** \_\_\_\_\_

**Athlete/Number:** \_\_\_\_\_

**Time of Protest:** \_\_\_\_\_

**Issue:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by (Coach):** \_\_\_\_\_

**Referee's Decision:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Referee's Signature:** \_\_\_\_\_

- 1. Protests must be made in writing and submitted to the head referee, who will render a decision.**
- 2. A second protest (appeal) may be made to the referee. Upon receipt of an appeal, the referee will turn over the decision to the Games Committee. The decision of the Games Committee is final.**

**SOUTHERN CONFERENCE  
RISK MANAGEMENT STATEMENT**

The Southern Conference recognizes that the host institution is familiar with the facilities it will be providing for use for the Southern Conference Men's and Women's Indoor Track and Field Championships and that the institution's staff members are in the best position to oversee safety preparations and inspections. Accordingly, on behalf of the host institution, its staff members must agree to perform such preparations and inspections and to provide such facilities free from all defective and hazardous conditions that are known to be reasonably defective. If any conditions cannot be cured before the Championships, specifics must be provided to the Conference in writing as far in advance as possible. Receipt of any such notice will obligate the Southern Conference to cure the condition in question or to relieve the host of its legal duties with respect hereto.

# Crisis Management Protocol

1. **Safety and security first. Call Police and 911 immediately if there are injuries.**
2. Assess the situation.
3. Notify Conference representative on site.
  - a. Alert Commissioner of situation.
4. Designate person in charge.
5. Notify institution Athletics Director or senior-most administrator in charge.
  - a. Implement *institutional* Crisis Management Procedures.
  - b. Secure additional help.
  - c. Get Conference representative on site.
  - d. Contact university administrators, parents.
  - e. Have one central contact for releasing information (SID).
6. Contain/control activities around incident.