

**2025**



**Horizon League Outdoor  
Track & Field Championships**

Hosted by Youngstown State University  
Farmers National Bank Field  
May 9-11, 2025

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## Horizon League Staff Directory

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*\*Horizon League Staff Liaisons*

## Track & Field Head Coach Directory

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<b>RICK WILLIAMSON (M/W)</b>	Wright State	937/367-2918
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## Host Institution Directory

<b>Meet Director</b> Miles Bergner Phone: 720.333.6185 Email: <a href="mailto:mpbergner@ysu.edu">mpbergner@ysu.edu</a>	<b>Athletic Training</b> Dr. Jessica Rogge Phone: 612.803.8067 Email: <a href="mailto:jmrogge@ysu.edu">jmrogge@ysu.edu</a>
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# Championships Administration

*Unless otherwise stated in the Handbook, all Horizon League regular season track and field procedures are in effect during the Championships.*

## **Championships Dates, Site, & Host**

The Championships will be held Friday, May 9, through Sunday, May 11.

The Horizon League Men's and Women's Outdoor Track and Field Championships will be conducted on the campus of Youngstown State University.

## **Awards**

Awards will be presented throughout the championship following the conclusion of each event. Awards will be given to the top three finishers in individual and relay events; relay teams will receive four (4) awards. Places 1-8 will be recognized on the podium for individual events; Places 1-3 will be recognized on the podium for relays. Presentation of awards will take place near the finish line.

## **Coaches' Teleconference**

The pre-championship teleconference will be held at **4:00 p.m. ET/3:00 p.m. CT on Wednesday, May 7.**

*Any student-athlete not scratched at this meeting must compete unless medically injured during competition. If a student-athlete fails to compete, he or she will be disqualified from any subsequent events, including relays. The meet manager and clerk will inform the timer and coach of the student-athlete and head official of scratches during the event.*

## **Concessions**

Concessions will be available throughout the Championships at the complex.

## **Equipment**

All personal equipment used by participants will be the responsibility of the participants. Youngstown State University and the Horizon League are not responsible for lost or stolen items. All throwing implements will be weighed and checked prior to competition at the event site.

## **Hospitality**

There will be a designated hospitality area provided by Youngstown State University to all coaches, officials, and administrators.

## **Hotels and Travel**

Hotel and travel accommodations, payment and booking are the responsibility of each team. Below is a list of hotels in the area for the Horizon League Outdoor Track & Field Championships. Please follow the link:

<https://ysusports.com/sports/2022/3/10/fan-zone-visitors.aspx>

### **Locker Rooms & Showers**

Locker rooms/showers will NOT be available during the championships. Please plan accordingly to shower at your hotel, if needed, prior to departure on Sunday.

### **Medical**

Medical services will be available throughout the championship. Specific athletic training amenities will be discussed on the pre-championship teleconference.

6.15.1 Athletic Trainers. There shall be at least one certified athletic trainer on-site for the duration of all Horizon League Championships. For any official practice conducted at the site of the championship, if the visiting teams do not travel with an athletic trainer, the host institution shall have at least one certified athletic trainer on-site for emergent care.

6.15.3 Ambulance Requirements. At the Horizon League's expense, the host institution (or League office if the Horizon League is the host) shall provide the following ambulance and EMT services for all persons at the event.

6.15.3.9 Outdoor Track & Field. An ambulance and EMT are required to be on-site for the duration of Championship competition but are not required for practices.

### **Meet Results**

For results and information, refer to [www.horizonleague.com](http://www.horizonleague.com), Horizon League on Twitter (@HorizonLeague), and [www.cfpitiming.com](http://www.cfpitiming.com).

### **Parking**

Parking is available immediately adjacent to YSU Farmers National Bank Field. The lot can accommodate buses. Teams can be dropped off at the main entrance. Buses will park on the service road adjacent to the facility as indicated by signage. Any parking changes will be communicated to coaches on the pre-championship teleconference or on-site each day.

### **Practice and Facility Opening Information**

The facility will be open at the following times:

Thursday, May 5 - 12 p.m. – 6 p.m. for practice

Friday, May 6 - 8:00 a.m.

Saturday, May 7 – 8:00 a.m.

Sunday, May 8 - 8:30 a.m.

Requested practice times for Thursday, May 5, will be discussed on the coaches' pre-championship teleconference.

### **Protests**

The process for a protest is as follows:

In collaboration with the head coach, any member of a coaching staff may submit a protest at the Horizon League Track & Field Championships.

1. Protests related to matters that developed during the conduct of the meet should be made at once and not later than 15 minutes after the results have been announced or posted.
2. The protest form must be submitted to the Horizon League Staff Liaison within the outlined protest period.
3. The Meet Referee(s) shall render a ruling.
4. The Games Committee\* shall act as the Jury of Appeal. As part of the protest process, the decision of a referee may be appealed, in writing, not later than 30 minutes after the decision of the referee has been announced.
5. The Games Committee will have final authority.
6. The protest fee of \$50 will be returned to the institution if the protest is overturned by the referee or Games Committee.

\*Games Committee consists of the Horizon League Staff Liaison, Tournament Director (host institutional representative), Sports Committee Administrative Liaison and the Head Rules Official. The Meet Referee shall not serve as the Head Rules Official.

### **Athlete Protocol**

Coaches, student-athletes, and staff will be asked to observe the following to ensure an equitable and positive experience for all in attendance:

1. Teams are asked to use the main entrances to the facility. Please do not jump the fence.
2. No warm ups are allowed inside the Track and Field facility during competition. During competition, all warm ups will take place in the designated warmup area.
3. Only coaches may inquire at the scorer's table.
4. No coaches are permitted in the timing area.
5. Student-athletes are to report to the awards area immediately after the results are announced.
6. Everyone will be expected to keep their team camp areas as clean as possible. Please take care of the facility.

### **Media**

For all media requests please contact Trevor Parks ([tparks@ysu.edu](mailto:tparks@ysu.edu)).

### **Spectator Information**

Spectators must remain in the designated spectator areas. All non-competing athletes are asked to remain in the spectator areas or designated team areas.

### **Tickets**

*Tickets are available at main entrance only.*

Day Passes: \$10 (adults), \$5 (12 & under, seniors 65 & up)

Weekend Pass: \$20 (adults), \$10 (12 & under, seniors 65 & up)

Children 5 years and under: FREE

Horizon League Students (with valid ID): FREE

## **Uniforms**

**Horizon League.** Horizon League block logo shall be a minimum width of 2.25" and be placed on the left front chest, on the back between shoulder blades, or on the front left of the shorts. Please reference Horizon League Operating Regulation 6.3 or the Horizon League Style Guide for further information.

**NCAA.** NCAA Bylaw 12.5.4 states that a student-athlete may use athletics equipment or wear athletic apparel that bears the trademark or logo of athletics equipment or apparel manufacturer or distributor in athletics competition and pre and post-game activities, provided that the following criteria are met:

- a) Athletic equipment (i.e. shoes, etc.) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public.
- b) The student athlete's institution's official uniform and all other items of apparel (i.e. socks, headbands, t-shirts, wrist bands, visors/hats, towels, etc.) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark) not exceeding 2 1/4 square inches in area including any additional material surrounding the normal trademark or logo.

*Please see NCAA Bylaw 12.5.4 for a listing of regulations of uniforms.*

## Directions

**From the Northwest (Cleveland, Toledo):** Take Ohio Turnpike to Exit 218. Follow I-80 East to I-680, Youngstown. Take Exit 4A, Route 422 East and proceed to the Fifth Avenue exit. Proceed through the traffic light and along the access road to Fifth Avenue and campus.

**From the South:** Take Ohio Route 11 North to I-680. From I-680, take Exit 4A, Route 422 East. Exit the freeway at Fifth Avenue. Proceed through the traffic light and along the access road to Fifth Avenue and campus.

**From the West (Akron):** Take I-71 or I-77 to I-76 East. Where I-80 and I-76 divide; follow I-80 until it intersects with I-680 to Youngstown. Follow I-680 to Exit 4A, Route 422 East. Exit the 422 freeway at Fifth Avenue. Proceed through the traffic light and along the access road to Fifth Avenue and campus.

## Restaurants

**Review a full list below:**

<https://ysusports.com/sports/2022/3/10/fan-zone-visitors.aspx>

**2025 Horizon League Outdoor Track & Field Championships Meet Schedule  
(Women Prior to Men—Running Events Only)**

**Friday, May 9**

12:00p Decathlon  
(100m-LJ-SP-HJ-400m)

12:00 Discus (W)  
Discus (M)

12:30 Heptathlon  
(100HH-HJ-SP-200m)

4:00 Javelin (M)  
Javelin (W)

7:20 1500m (W Prelim)

7:40 1500m (M Prelim)

8:00 10K (W)

*8:10 Awards: M/W Javelin  
W/M Discus*

8:45 10K (M)

*8:55 Awards: W 10K*

*9:30 Awards: M 10K*

**Saturday, May 10**

9:00a Decathlon (110HH-DT-PV-JT-1500m)

9:30 Heptathlon (LJ-JT-800m)

**Field Events (All Finals)**

12:00p Shot Put (W)  
Long Jump (W)

2:00 Pole Vault (W)

2:30 Shot Put (M)  
Long Jump (M)

**Running Events (W/M)**

4:00p 100mH (W) (Prelim)

TBD 110mH (M) (Prelim)

TBD 400m (W) (Prelim)

TBD 400m (M) (Prelim)

TBD 100m (W) (Prelim)

TBD 100m (M) (Prelim)

*TBD (approx. 5pm)*

*Awards: W Shot Put*

*W Long Jump*

*W Pole Vault*

TBD 800m (W) (Prelim)

TBD 800m (M) (Prelim)

TBD 400mH (W) (Prelim)

TBD 400mH (M) (Prelim)

*TBD (approx. 6:00)*

*Awards: Decathlon*

*Heptathlon*

*M Shot Put*

*M Long Jump*

TBD 200m (W) (Prelim)

TBD 200m (M) (Prelim)

TBD Steeplechase (W) Final

TBD Steeplechase (M) Final

*TBD (approx. 7:30)*

*Awards: M Pole Vault*

*W/M Steeplechase*

**Sunday, May 11**

10:00a Triple Jump (M)

High Jump (W)

10:00 Hammer (W)

12:00p Triple Jump (W)

High Jump (M)

1:00 Hammer (M)

1:00 Pole Vault (M)

**Running Events (All Finals)**

12:00p 4 x 100m (W)

12:05 4 x 100m (M)

12:10 1500m (W)

12:20 1500m (M)

12:30 100mH (W)\*

12:40 110mH (M)

12:50 400m (W)

12:55 400m (M)

*1:05 Awards: M Triple Jump*

*W High Jump*

*W Hammer*

*W Triple Jump*

*M High Jump*

*W/M 1500*

*W/M 400m*

1:25 100m (W)

1:30 100m (M)

1:35 800m (W)

1:40 800m (M)

1:50 400mH (W)

2:00 400mH (M)

2:10 200m (W)

2:15 200m (M)

*2:20 Awards: W/M 4 x100m*

*W 100mH*

*M 110mH*

*W/M 100m*

*W/M 800m*

*W/M 200m*

2:40 5000m (W) Section 1

3:00 5000m (W) Section 2

3:20 5000m (M) Section 1

3:40 5000m (M) Section 2

4:05 4 x 400m (W)

4:15 4 x 400m (M)

*4:25 Awards:*

*M Hammer*

*W/M 400mH*

*W/M 5000m*

*W/M 4 x 400m*

## Horizon League Outdoor Track & Field Meet Guidelines

**Rules:** *Both NCAA and Horizon League rules and regulations for the sport govern these championships.*

### Meet Information

- The meet shall be a three-day event, with men's and women's events alternating throughout the schedule. In even years, for running events, men will compete first and women will compete second at the championships. In odd years, for running events, women will compete first and men will compete second at the championships. Facility needs may allow individual events to be switched in the order.
- The starting time of the events shall be at the discretion of the host institution to accommodate specific facility allowances and limitations. The typical or standard track and field order of events should be adhered to as much as possible.
- Timing of Track Events: NCAA Track and Field Rules shall be followed. A minimum of two locations & three photo-timers are required (consideration should be given for additional cameras if funding is available). There shall be appointed officials/individuals who shall operate the fully automatic timing system used for the competition. The head finish evaluator shall, by utilizing the official picture of the finish, be responsible for the evaluation and interpretation of finish by places and times.
- Scoring: Shall be 10-8-6-5-4-3-2-1 for men's and women's individual events and relays.
- Only student-athletes who qualify for a finals event may score points.
- It is required that the 100m/100mH/110mH/200m have camera locations that permit running either direction if markings on the track allow for this change.
- Honest effort rule is utilized in all running and field events.
- Headphones will not be allowed in the competition area during the meet.
- Official videotaping in the competition area is allowed for the use in protests. The host institution will establish video and communication areas. Viewing by athletes competing in field events of images of previous trial(s), recorded on their behalf by persons in the established video and communication areas shall be permitted.

### Entries

- Each institution is permitted to enter up to thirty-five (35) athletes.
- Each institution may enter up to five (5) athletes per event.
- Each institution is permitted, but does not have to utilize, three (3) total Wild Cards during the entirety of the Championships. A Wild Card is an accepted entry that would otherwise put the institution over the five (5) student-athlete per event entry limit. For example, if an institution wanted to enter eight (8) student-athletes in an event, that institution utilizes all its Wild Cards on one event. Or, if an institution wanted to enter six (6) student-athletes in three unique events, that institution would utilize all its Wild Cards over three events.
- There are no qualifying standards for the championships.
- Each institution is permitted one team in each relay.

- All performances must be from the current outdoor season. A valid time/mark must be associated with each entry except for the 10,000m, combined events, and relays.
- There is no limit on the number of scorers per team event so long as the team has only entered up to five (5) athletes per event.
- Please list all field events in metric.

### **Weather Issues**

- After a weather delay and once clearance has been given, running & field events will resume in 30 minutes.
- The meet will resume by utilizing a “rolling schedule”. The GAMES COMMITTEE AND THE COACHES COMMITTEE may consider a resumption of the original meet schedule/timed format if the forecast calls for an extended period of good weather.
- No team points may be assigned in unfinished events.

### **RUNNING EVENTS**

#### **General Information for Running Events**

- In events run as sections vs. time, the sections will be run from slowest to fastest.
- Coaches are required to enter relay teams at the designated entry/declaration times, but are not required to submit relay cards to the meet officials until 15 minutes prior to the start of the 4x100m and 4x400m relays.
- For relay events with less than eight entries, all eight will be in one heat. If there are more than eight entries, no less than three teams will be placed in the heat 1, and the remaining teams will be in heat 2.
- Prelims will be contested in the 100m, 100m H, 110m H, 200m, 400m, 800m.
- Running direction for the 100m, 100mH, 110m H and 200m will be determined by the Games Committee each day. Once this direction is established each day it will stand.
- Heats established using serpentine method, prelims have random lanes and heat assignment.
- In the event of a tie for the last qualifying position based on place for a subsequent race, the number of advancers based on time shall be reduced. If there are no advancers by time, advancement for the last qualifier shall be as if those tied were advancing by time. In the event of a tie for the last qualifying position based on time for a subsequent race, after applying Rule 5-12.2f, and assuming positions on the track are available, all tying runners shall qualify. If enough positions are not available, the advancer shall be determined by a runoff or drawn by lot, based on a decision before the meet by the games committee. A runoff is not subject to Rule 4-2.2. (2017-18 Rulebook 5-10.4)
- It is required that the 100m/200m/100H/110H are capable of being run multi-directional in consideration with the wind.

#### **Qualifying Procedure for 100m, 100m Hurdles, 110m Hurdles**

Lanes for the prelims shall be drawn by lot.

For an **eight lane** track (eight in finals):

- 1-8 participants      Final only
- 9-16                      Two heats, top two from each heat & next four (4) fastest times
- 17-24                     Three heats, top two from each heat & next two (2) fastest times

For a **nine lane** track (nine in finals):

- 1-9 participants      Final only

- 10-18 Two heats, top two from each heat & next five (5) fastest times
- 19-27 Three heats, top two from each heat & next three (3) fastest times

**Final**

- 8 lane track - preferred lanes: 4-5-3-6-2-7-8-1
- 9 lane track - preferred lanes: 5-6-4-7-3-8-2-9-1
- Finals will be seeded by heat winners first, second place finishers next, and lastly time qualifiers to determine lane.

**Qualifying Procedure for 200m, 400m, and 400m Hurdles**

If the number of competitors requires semifinal heats in the 200m, 400m and 400mH, lanes 1 and/or 2 will be utilized and lane assignments will be seeded. Otherwise, lanes 2-8 for the prelims shall be drawn by lot. Lane 1 will not be used in 1<sup>st</sup> round if not required by number of competitors.

For an **eight lane** track (eight in finals)

- 1-8 participants Final only
- 9-14 Two heats, top two from each heat & next four (4) fastest times
- 15-21 Three heats, top two from each heat & next two (2) fastest times
- 22-28 Four heats, heat winners & next four (4) fastest times

For a **nine lane** track (nine in finals)

- 1-9 participants Final only
- 10-16 Two heats, top two from each heat & next five (5) fastest times
- 17-24 Three heats, top two from each heat & next three (3) fastest times
- 25-32 Four heats, top two from each heat & next fastest (1) time

**Final**

- 8 lane track - preferred lanes: 4-5-3-6-2-7-8-1
- 9 lane track - preferred lanes: 5-6-4-7-3-8-2-9-1
- Finals will be seeded by heat winners first, second place finishers next, and lastly time qualifiers to determine lanes.

**Qualifying Procedures for 800m**

Prelim sections will have as many athletes as there are lanes around the entire track.

For an **eight lane** track

- 1-8 participants Final only
- 9-16 Two heats, top two from each heat & next four (4) fastest times
- 17-24 Three heats, top two from each heat & next two (2) fastest times
- 25-32 Four heats, heat winners & next four (4) fastest times

For a **nine lane** track

- 1-9 participants Final only
- 10-18 Two heats, top two from each heat & next five (5) fastest times
- 19-27 Three heats, top two from each heat & next three (3) fastest time
- 28-36 Four heats, top two from each heat & the next fastest (1) time

**Final**

- The number of qualifiers for the final shall be the same as the number of lanes around the entire track.
- Random lane assignment for both prelims and final.
- The 800m will be run using a 1 turn stagger for both prelims and final.

#### **Lane Assignments, Procedures for 1500m**

- The maximum in any qualifying heat is 12 competitors.
- The maximum number that shall qualify for the final is 12.
- At least four places from each preliminary heat should advance for a two heat prelim. However, at least two qualifiers must advance on the basis of time. If there are three heats, at least three competitors must advance on place and at least two must advance on the basis of time.
- Random position assignments within heats.

#### **Lane Assignments, Procedures for 3000m SC, 5000m and 10000m**

- 3000m SC – If there are more than 18 competitors, Section 2 will be 14 competitors.
- 5000m – If 24 or more competitors declare, the Section 2 maximum is 18. The minimum number in Section 1 is 6. A double waterfall start shall be used if 12 or more competitors, a single waterfall shall be used if less than 12, random lane assignment.
- Declarations for the 5K must be made 15 minutes after the 1500 meters is completed.
- Positions for these three events shall be drawn by lot, if two waterfalls are utilized the front row will be seeded with the top entered times.
- The maximum number of competitors on the front row shall be determined by the meet director, taking into consideration the parameters of the competition venue.
- 10,000m will be run in one section.

#### **Procedures for 4x100m and 4x400m Relays**

- Relays will be run as one section finals eight or less teams enter, and as timed finals if more than eight teams enter, with lane assignments based on seed marks. *See General Information for Running Events for relay heat split instructions.*
- The 4x100m will be run in lanes using a 2 turn stagger.
- The 4x400m will be run using a 3 turn stagger.
- Preferred lanes on an 8 lane track 4-5-3-6-2-7-8-1.
- Preferred lanes on a 9 lane track 5-6-4-7-3-8-2-9-1.

### **FIELD EVENTS**

#### **General Information**

- Nine competitors will qualify for final, depending on the number of finalist qualifying in the running events in lanes.
- In the throwing events and the horizontal jumps, each competitor shall be allowed three trials, per rule 6-2.5. One competitor more than the number of scoring places, with a maximum of nine, including representation from more than one team in scored competitions, shall advance by best mark in the preliminary rounds to the final rounds, provided each has a valid mark in the preliminary rounds. Competitors tying for the last advancement position, by mark, shall advance to the final rounds, unless otherwise ruled by the games committee before the competition.

- Competition order within each flight of all field event prelims are drawn by lot. In the finals of the throwing events and the horizontal jumps, competitors are listed in reverse order of preliminary place.
- Upon completion of the first gender in a field event, there shall be a thirty-minute break and then a fifteen-minute warm-up time prior to the start of the next event.

**Qualifying in Javelin, Discus, Hammer Throw, Shot Put, Long Jump, Triple Jump**

- In the prelims the best jumpers/throwers will compete in the last flight.
- There will be a 15 minute warm up period that is flight specific. Upon completion of preliminary trials then a 15 minute warm up period for the finals will begin. Event may begin sooner than the maximum period if all athletes (not coaches) agree.
- Maximum of sixteen (16) in flights.
- If more than 16 competitors, flights will consist of an equal number of competitors, or as close as possible with at least 9 competitors in the last flight.

**Procedures for Long Jump and Triple Jump**

- Two boards shall be available for each gender for the triple jump. Distances for the championship will be determined by the host and communicated during pre-championship meetings:

Men	Women
36'	32' (painted)
43'	36'

- The shorter triple jump board for males/females may be a tape board.
- 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.

**Procedure for High Jump**

- Opening height – 10 cm below the 8<sup>th</sup> unique declared entrant or the last declared mark if there are not eight unique marks.
- Progressions – Progressions will be determined on the coaches’ pre-meet conference call. It is recommended that the crossbar be initially raised in increments of 5 cm. The increment shall never be increased. The increment shall never be less than 3 cm. (per NCAA Rule 6-5.2). Some exceptions for progressions exist in NCAA Rule 7.1.6.c or as chosen by a single competitor.
- ***After 3 height changes, recommended progression move every 3 cm.***

**Procedure for Pole Vault**

- Opening height - 30cm below the 8<sup>th</sup> unique declared entrant or the last declared mark if there are not eight unique marks.
- Progressions - Progressions will be determined on the coaches’ pre-meet conference call. It is recommended that the crossbar be initially raised in increments of 15 cm. The increment shall never be less than 5 cm. (per NCAA Rule 6-6.1) except as provided in the NCAA rules. Some exceptions for progressions exist in NCAA Rule 7.1.6.c or as chosen by a single competitor.
- ***After 3 height changes, recommended progression move every 10 cm.***

**Procedure for Shot Put, Hammer Throw, Javelin and Discus**

- All throwing implements must be weighed in/measured prior to competition and marked by the implement inspector. Illegal implements will be impounded until the conclusion of that event.

## **HEPTATHLON/DECATHLON**

### **General Information**

- All teams are allowed to enter an unlimited number of athletes without an event score from the current season in the multi-events.
- All throwing implements must be weighed in/measured prior to competition and marked by the implement inspector. Illegal implements will be impounded until the conclusion of that event.
- Starting heights in the High Jump (M/W) and the Pole Vault (M) are determined by the competitors. Progressions/increments are confirmed by the games committee, typically 3cm for the high jump and 10 cm for the pole vault.
- An athlete failing to report for an event is considered out of the competition. An athlete that participates but receives no mark shall still be considered in the competition.
- Hurdle event will be seeded.
- Honest effort applies in the Multi events.

### **AWARDS**

Presented immediately following the completion of each event. In the case of finals on the first day of competition, results should be announced the following day.

- Men's & Women's Championship Outstanding Performer – Running Events
- Men's & Women's Championship Outstanding Performer - Field Events
- Men's & Women's Freshman of the Year – Running Events
- Men's & Women's Freshman of the Year – Field Events
- Men's & Women's Coach of the Year
- Men's & Women's Alfreda Goff Athlete of the Year

(The selection of Athlete of the Year shall be completed before to the Horizon League Championship and awarded prior to or in conjunction with the Horizon League Championship).

## 2025 Outdoor Track & Field Important Dates to Remember

<b>Entries Open on Direct Athletics</b>	<b>Friday, April 25 12:00 p.m. ET</b>
<b>Entry Deadline on Direct Athletics</b> (This is a final entry, there is no separate scratch period)	<b>Tuesday, May 6 8:00 p.m. ET</b>
<b>All Final Entries Posted</b> (preliminary heat sheets emailed to Coaches)	<b>Wednesday, May 7 11:00 a.m. ET</b>
<b>Coaches Teleconference &amp; Scratch Deadline</b>	<b>Wednesday, May 7 4:00 p.m. ET</b>
<b>Heat Sheets Posted</b> (HorizonLeague.com and emailed to Coaches)	<b>Wednesday, May 7 9:00 p.m. ET</b>

# Host Operations Manual

## Tournament Personnel.

Host Institution. The Host Institution plays a vital role in the successful administration of the event. This manual is designed to assist the administrators with tournament management.

At all times, the Host Institution shall work in close cooperation with the Horizon League staff to ensure a great experience for our student-athletes. The host shall administer the finances of the championship in accordance with League policies and consistent with the budget approved by the League.

Each host shall appoint staff members to assume the positions of Meet Director and Media Coordinator. Also, the facility manager is an important part of the administrative team. Responsibilities of the staff members are as follows:

*Meet Director.* The Host Institution shall appoint a Meet Director who will work closely with the Horizon League Staff Liaison and administrative liaison in attendance. This person should be knowledgeable and experienced in tournament administration and game management. The function of the Meet Director is to ensure the policies of the League are observed. The Meet Director shall serve solely in this capacity during the championships. He or she may not also serve as a coach, videoboard operator, timer, public-address announcer, etc.

Specific responsibilities include, and are not limited to, direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, hospitality, promotions, financial administration and adherence to the policies outlined in the handbook and operations manual. The Meet Director also will provide the League with a post-championship report.

*Media Coordinator.* This individual, preferably a member of the Host Institution's sports information staff, shall ensure that the policies regarding media are observed.

Responsibilities include planning and supervision of any media areas, statistical services, and communications.

## Games Committee.

**11.3.7.2 (c) Games Committee.** Each Horizon League Championship shall be governed by a Games Committee. Unless otherwise noted in specific sport Operating Regulations, the Games Committee shall be comprised of:

- a) Commissioner's Horizon League staff designee
- b) Tournament director (host institutional representative)
- c) Sports committee administrative liaison
- d) Head rules official
- e) In the event of severe weather, emergency evacuation, etc., the host athletic trainer and facility director shall be included on the Games Committee as non-voting designees.

The responsibility of the Games Committee is to ensure that the championship is operated according to Operating Regulations and to adjudicate any issues that could arise due to unforeseen circumstances. If the Commissioner's Horizon League staff designee in attendance identifies a conflict of interest of anybody on the Games Committee, the Commissioner's Horizon League staff designee in attendance will direct the individual(s) to recuse themselves from the vote. However, the person(s) recused from the vote, if applicable, may present their facts relevant to the issue at hand before a decision is rendered. If the Games Committee cannot reach a consensus, the Commissioner or Commissioner's Horizon League staff designee in attendance shall have final decision making authority.

Authority to Suspend. The Games Committee shall make the decision as to when a meet shall be suspended and/or restarted due to weather.

## ***SECTION 1 – Awards***

### **Awards.**

#### Championship Awards.

1. Bardach Awards will send official League awards to the Meet Director. When the awards arrive, the Meet Director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities within four (4) days of the start of the championship.
2. Awards will be presented throughout the championship following the conclusion of each event. Team awards will be presented approximately 20 minutes after the conclusion of the final championships event.
3. Official Horizon League championship awards will be presented. The following will be presented on site at the finals for both genders:
  - Awards for the top finisher in individual and relays events; relay teams will receive four (4) awards
    - Places 1-8 will be recognized on the podium for individual events; Places 1-3 will be recognized on the podium for relays
  - Two (2) team trophies (champion and runner-up)
  - The Horizon League championship team will also receive a championship placard, and "CHAMPIONS" apparel.

**Note:** In the event of a tie, the awards will be given to one of the student-athletes on site, and the other student-athlete will receive a plaque after the championships.
4. Special recognition awards for both genders will also be given during the post-meet ceremonies.
  - Freshmen of the Year for Running Events
  - Freshman of the Year for Field Events
  - Championship Outstanding Performer for Running Events
  - Championship Outstanding Performer for Field Events
  - Coaches of the Year

- Men’s & Women’s Alfreeda Goff Athlete of the Year
5. Host should provide three (3) awards tables with proper black table cloth. The Horizon League will provide table drapes for awards ceremony.
  6. An awards stand for the top six (6) finishers should be available for awards presentations.
  7. Host and Horizon League staff will conduct an awards ceremony run through and discuss presentation details (i.e. staffing, award placement).
  8. The Horizon League Communications Liaison will coordinate the awards ceremony with the public-address announcer and provide the necessary scripts.

## ***SECTION 2 – Communications***

### **Broadcasting.**

Host institution will determine the streaming schedule and alert the Horizon League Communications Liaison to make the proper arrangements. Streaming every round of the Horizon League Outdoor Track & Field Championship is required. For all final events, the host institution shall have a play-by-play announcer on the broadcast.

### **Internet.**

Each Host Institution must provide internet connectivity for Horizon League Staff and media usage.

### **Media Information.**

Media Coordinator. The Horizon League Communications Liaison will contact Media Coordinator to confirm meet staffing and championship duties.

### **Photographers.**

Access. All photographers are restricted to shooting action from the areas designated by meet management.

Official Photographer. The host institution shall secure a championship photographer to capture the event finals, and the championship awards ceremony.

### **Press Area.**

The Media Coordinator is responsible for assisting the working press at the stadium.

1. Sports Information Director Needs. The Media Coordinator shall contact each SID representing the participating teams and request statistics, pronunciation of names, and other updated information to place in the press area prior to the team’s arrival.

2. Copier. Access to a photocopier machine is highly recommended.
3. Printers. At least one high-speed printer shall be available in the press area.
4. Neutrality. Press box personnel must refrain from cheering for either team.

### **Championship Central.**

The Horizon League Communications Liaison will be responsible for creating a Championship Central page housed on HorizonLeague.com.

## ***SECTION 3 – Emergency Contingency Plan***

The Meet Director and the Horizon League Staff Liaison shall review the procedures for circumstances requiring emergency evacuation of the facility or interruption of the competition. Facility management is reminded of its responsibility to provide sufficient security (uniformed or non-uniformed) that ensures access to the competition and surrounding areas is restricted to student-athletes and authorized individuals.

### **Championship Emergency Medical Procedures.**

6.15.2 Medical Personnel. For Horizon League Championships, the host institution (or League office if the Horizon League is the host) will identify a host athletic trainer (void of team-specific duties) and a host physician or athletic trainer to coordinate on-site healthcare as well as assist with medical emergencies on competition days. For the golf and tennis championships hosted by the League office, an athletic trainer must be hired to be on-site for the duration of the championship. For any official practice conducted at the site of the championship, if the visiting teams do not travel with an athletic trainer, the host institution (or the League office if the Horizon League is the host) shall have one certified athletic trainer on-site for emergent care.

6.15.3 Ambulance Requirements. At the Horizon League's expense, the host institution (or League office if the Horizon League is the host) shall provide the following ambulance and EMT services for all persons at the event.

6.15.3.9 Outdoor Track & Field. An ambulance and EMT are required to be on-site for the duration of Championship competition but are not required for practices.

6.16 Emergency Contingency Plan for Championship. When hosting a Horizon League Championship, the host institution/League must have in place an action plan to cover the following three areas:

#### 6.16.1 Medical

6.16.1.1. Medical Personal. Certified Athletic Trainers, Physicians (on site or on call), EMT/Ambulance as per the Horizon League policy for that championship.

6.16.1.2. Emergency Communication. Cellular Phone and/or active telephone line & telephone.

6.16.1.3. Emergency Equipment. Equipment which is required by code for the facility (ex. AED).

6.16.1.4. Emergency Procedure. Activation plan for all medical personnel; the on-site certified athletic trainer/doctor will be responsible for directing all emergency action procedures.

#### 6.16.2. Evacuation of Facilities

6.16.2.1. An evacuation plan for a championship site must be written and provided to the coaches and administrators in attendance and the public address announcer. Plan must

cover, but not be limited to weather, facility dangers, outside threats, etc.

6.16.2.2. A pre-determined team of individuals must be informed and able to assist with the evacuation of all people in attendance.

6.16.2.3. Pre-determined site/location must be in place for the evacuees to go to for shelter and safety.

6.16.2.4. Announcements/updates of the situation must be provided periodically.

#### 6.16.3. Change of Championship Venue

6.16.3.1. A host institution is required to designate a backup facility(s) should the original facility be affected by circumstances that impact the host's ability to use this facility. All facilities must meet League specifications for hosting championship competition. This information must be on file with the League office prior to the championship.

6.16.3.2. A contingency plan must be prepared in advance of the championship by the host and in conjunction with the League office.

6.16.3.3. The contingency plan must be shared with the teams, administrators, officials and staff of host institution.

6.16.3.4. In the event that there is a championship venue change, the information should be shared with spectators in attendance.

6.16.3.5. Institution and League websites, along with social media, are to be used to inform individuals seeking information on the championship.

Interruption of the Meet. The Games Committee has the authority to interrupt competition. If necessary, the remaining schedule shall be adjusted by the Games Committee. The committee should review the following procedures for interruption of a meet:

*Field of Play.* Assure that the competition in action is accurately recorded (field event measurements, time recorded in event of track event interruption, etc.).

*Officials.* Assure that the officials know the exact situation when competition was halted.

*Student-Athletes and Coaches.* Participants await instruction from meet management.

*Meeting.* The Games Committee and security personnel should assemble immediately at the Games Committee work area to assess the situation.

*Resumption of Competition.* As soon as possible, competition shall be resumed from the point of suspension. The Games Committee shall determine the revised schedule. If possible, the meet should be resumed in the primary facility. The Games Committee has the authority to reschedule the meet or session in a nearby backup facility (e.g., on campus or elsewhere in the city,) provided the alternate facility meets the provisions of Horizon League operation regulations.

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## **SECTION 4 – Inclement Weather Plan**

The Horizon League Staff Liaison, Meet Director, Host Institution athletic trainer, and facility manager shall monitor all available weather data (radar, lightning detection equipment) available at the stadium.

Every effort will be made to complete as many days as possible in the Championship. The Council confirmed that the decisions regarding competition shall be made by the Games Committee.

Rulings regarding the continuation of competition shall be at the discretion of the Games Committee. After a weather delay and once clearance has been given, running and field events will resume in thirty (30) minutes, initially utilizing a “rolling schedule.” The Games Committee may consider a resumption of the original meet schedule/timed format if the forecast calls for an extended period of good weather.

## **SECTION 5 – Facilities**

### **Championship Facilities Criteria.**

#### **Outdoor Track and Field**

##### **11.3.8 Championship Facilities Criteria**

- (a) A 400 meter track with a minimum of 8 lanes for running events.
- (b) NCAA approved cage for discus and hammer throw. A metal or suitable extremely rigid insert (NCAA Rule 1.7.1) must be used in the hammer ring if hammer/discus is multi-use.
- (c) Jumping “areas” (long jump, triple jump and pole vault) with a minimum of 100 feet from the take-off board or box on the runway.
- (d) Adjustable barriers for the steeplechase (4) and an NCAA approved water barrier pit.
- (e) Javelin area with a synthetic runway with a minimum length of 33.5 meters (NCAA Rule 1.11).
- (f) Lights are mandatory. If lights are rented, they must be installed by an accredited professional lighting company. The rented lights must meet NCAA Best Lighting Practices for Regional Broadcast.
- (g) Restrooms on site either permanent or portable.
- (h) Must have a structure for press area (including a PA system, dedicated area for broadcasters and electronic scoring and timing equipment including scoreboard with visible time readout) that is covered and fully enclosed.
- (i) Covered areas for sports medicine/concessions/hospitality and selling of merchandise.
- (j) No other event(s) be scheduled for the competition facility during the Championships.
- (k) Accessible locker rooms for the teams.
- (l) Adequate seating for a minimum of 250 spectators.
- (m) Seating and/or seating area for participating teams.
- (n) Internet connectivity that can deliver at least 15 MBPS upload and 15 MBPS download (if less than that, cannot deliver to ESPN3/ESPN+). (*Revised 3/28/19*).
- (o) Stream or broadcast every round of the championship to ESPN3/ESPN+ at the criteria outlined in Operating Regulation 22. For championship events produced by an external vendor, host institutions must ensure that adequate power is available. Power requirements include a dedicated power source solely for the production truck, which also requires parking (preferably secure overnight). At a minimum, a 208 volt singlephase, 100-amp service via shore power or generator is required. Horizon League staff will work with institution on possible use of institutional encoders, scaffolding for midfield/high camera, camera operators, grips and other positions. (*Revised 3/28/19*).
- (p) A predetermined area for coaches to observe their athletes and also allow videotaping during an event.

- (q) Hurdles for all hurdle events.
- (r) Equipment for field events, rakes, shovels, brooms and tape measures.
- (s) Awards stand for number of individual awards prescribed in Operating Regulation 19.
- (t) If an alternate facility must be used, League staff will work with the host institution to determine which criteria noted above is necessary. (*Revised 6/1/17*).

## **Facility Use.**

Exclusivity. No other event(s) may be scheduled for the Championship facility during the Championship.

Facility Use Dates. The dates for the Horizon League Outdoor Track & Field Championships shall be determined by the Horizon League Council on the basis of recommendations from the Horizon League Outdoor Track & Field Head Coach Peer Group. The facility shall be reserved for the exclusive use of the Horizon League beginning on Thursday through the conclusion of the final event on Sunday.

The competition venue must be made available to the participating teams the day before competition begins.

Facility Readiness. All space shall be available and the facility set up no later than 1½ hours prior to the beginning of the first practice session.

Clerking Area. Clerking should occur outside of but immediately adjacent to the competition track area. Assign at least one staff member in the clerking area to assist with the issuing of competitor and hip numbers, including checking in relay teams.

Clerk and staff should verify that manufacturing logos on appropriate apparel does not exceed NCAA rules. Make sure the clerks are familiar with the restrictions in the NCAA Track and Field Rules Book.

Athletes should check-in at the clerking area 30-45 minutes prior to their event.

Official Data and Timing Operations Center. The operations center should accommodate the data and timing personnel along with space for related equipment. The operations center should be limited to key personnel, with no access to spectators. The data and timing personnel must be seated close to the finish line and elevated in a press box or similar structure.

Athletic Training Area. Provide an athletic training area close to the track that is stocked with all the necessary equipment, and staff it with the appropriate personnel prior to and during the games and all practice sessions. The host athletic trainer should be in contact with the participating institutions and help coordinate the medical/training arrangements. Nearby hospital facilities must be identified.

Hospitality. The Meet Director, in conjunction with Horizon League Staff Liaison, will coordinate hospitality opportunities. Specifically, hospitality will be provided for the following groups:

- Administrators from participating teams/Host Institution
- Horizon League staff
- Horizon League guests
- Officials

Student-Athlete Warm-Up. A warm-up area within or adjacent to the competition venue (near the clerking area) should be set up for participating student-athletes. Hurdles should be provided in the warm-up area.

Locker Rooms. Locker rooms with showers should be offered to teams. Locker rooms must be clean and adequately supplied with soap, towels, toilet paper, cups, and water and ice.

Public Address System. Each facility must have an adequate public address system. The sound system will be used for music, public address announcements and the awards ceremony. The Horizon League Communications Liaison will provide public address scripts as appropriate.

Parking. There should be enough parking spaces adjacent to the stadium for team buses, broadcast personnel, officials, media, vendors, volunteers, spectators and Horizon League staff. In addition, designate an area for team buses to drop off and pick up passengers.

Press Box. The press box must accommodate the announcer, official scorer, SID's from the participating institutions and the Horizon League Communications Liaison. Auxiliary space may also be required (if the primary press box is not large enough) for ESPN3/+ broadcast crew.

Seating. A section of seating close to the student-athlete warm-up and clerking areas should be reserved for approximately 400 participants (student-athletes and coaches). Seating must be available for 250 spectators.

Videotape. The host shall designate a videotaping area for participating teams. Each participating team is permitted to tape their athletes' events in the designated taping area. Map to be provided on pre-championship teleconference.

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., team, media).

Concessions. Food and beverage sales are highly recommended.

Alcoholic Beverages. The Horizon League shall permit the sale of alcoholic beverages at the site of a League Championship event.

### **Equipment.**

The Host Institution will provide the competition equipment (see **Appendix B** for a list of items). Volunteers should be available to assist the host facility staff with equipment load-in. All track and field areas must be set up according to specifications in this manual and the NCAA Rules Book.

American Flag. An American flag should be properly displayed.

Bib and Hip Numbers. The host is responsible for supplying an adequate number of bibs, safety pins and hip numbers for all participating student-athletes. The quantity of hip numbers depends on the number of lanes being used and the number of entries in each event. **Please order hip numbers with good adhesive material.**

Cups, Coolers, and Water. The host must provide cups, coolers and water to the teams at all times.

Protest Forms. The host is responsible for supplying protest forms. The process for a protest is as follows:

In collaboration with the head coach, any member of a coaching staff may submit a protest at the Horizon League Track & Field Championships.

1. Protests related to matters that developed during the conduct of the meet should be made at once and not later than 15 minutes after the results have been announced or posted.
2. The protest form must be submitted to the Horizon League Staff Liaison within the outlined protest period.
3. The Meet Referee(s) shall render a ruling.
4. The Games Committee\* shall act as the Jury of Appeal. As part of the protest process, the decision of a referee may be appealed, in writing, not later than 30 minutes after the decision of the referee has been announced.
5. The Games Committee will have final authority.
6. The protest fee of \$50 will be returned to the institution if the protest is overturned by the referee or Games Committee.

\*Games Committee consists of the Horizon League Staff Liaison, Tournament Director (host institutional representative), Sports Committee Administrative Liaison and the Head Rules Official. The Meet Referee shall not serve as the Head Rules Official.

Radios. The host, in conjunction with the Horizon League, should provide handheld radios for the Meet Director, selected game management personnel and the Horizon League Staff and Communications Liaisons.

Relay Cards. The host is responsible for supplying relay cards.

Table(s). An adequate number of tables must be available for the ticket sales (2), awards (3) and merchandise sales (2). Spare tables are recommended. The Host Institution will provide proper black table cloth and skirting for the awards tables.

### **Signage and Sponsorship.**

Horizon League Signage and Stencils. League-branded signage will be sent to the host institution and a signage directory will be communicated with the Tournament Director. The signage shall be inventoried once received. The Host Institution shall provide at least four volunteers to assist in placement and removal of the signage. Stencils shall be set up before the first practice.

Institutional Signage. Institutional signage may need to be covered if it conflicts with Horizon League sponsors.

*Directional Signs.* Directional signs should be posted in all areas used by the participants and the media (e.g., locker rooms, hospitality etc.).

*Electronic Messages and Video Boards.* All messages must be approved in advance by the Horizon League Staff Liaison. If electronic video replay screens are available, they may be used at the facility's expense.

Sponsorships. Non-permanent institutional advertisements must be removed or covered if they have not been pre-approved by the League office. If a new or pre-existing sponsor would like to purchase championship assets (signage, PA reads, promotions, etc.), please submit the “Horizon League Championships Sponsorship Form” in **Appendix D.**

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## ***SECTION 6 – Finances***

<b>Budget.</b>
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All tournament-related expenses are to be covered by the budget provided to the Host Institution by the League, except for the expenses of the officials and League staff. No changes are allowed to the proposed budget without approval from the Horizon League office. A budget form is provided in **Appendix E.**

Championship Expenses. The Host Institution is initially responsible for all expenses related to the championship. The institution may then receive reimbursement for those expenses that are approved by the Horizon League office. All expenses that exceed the approved budget will be the responsibility of the Host Institution.

**6.14.4.2 Approved Expenses.** The approved budget shall include only those actual items necessary for the administration of the championship. All facility requirements listed in each sport Operating Regulation are a requirement for hosting and will not be reimbursed out of the championship operating budget. The Horizon League office shall determine those expenses that may be included in the approved budget.

Financial Report. An accounting of actual income and expenses with receipts must be submitted to the Horizon League office within 60 days of the completion of the event. Reconciliation of the championship budget shall reflect all expenses and all revenue. The Horizon League office shall approve the final accounting and shall disburse necessary reimbursement to the Host Institution.

All revenue (where applicable) from ticket sales and other appropriate sources shall be retained by the Host Institution. The Host Institution may retain all income generated by food and beverage concession sales and parking.

Ticket prices and reduced admission arrangements must receive prior approval from the Horizon League office. With the exception of Horizon League students, complimentary admissions are not permissible at Horizon League Championship events.

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## ***SECTION 7 – Game Operations***

<b>Championship Schedule.</b>
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Tournament Dates. The 2025 Outdoor Track and Field Championship will be hosted May 9-11 by Youngstown State University at Farmers National Bank Field.

Practice Schedule. The competition venue must be made available to the participating teams the day before competition begins. Practice access may be restricted on an event by event basis based on facility requirements.

Alternate Practice Site. The Host Institution is not obligated to arrange for an alternate practice facility for the participants in the event they arrive early. Practice at an alternate site is permissible, but the participants are responsible for making these arrangements themselves.

Packet Pick-Up. Packet pick-up should be scheduled during the pre-meet practice sessions (Thursday) and should be located where there is adequate space to handle distribution for packets and credentials. At a minimum, the packet should include:

- Schedule of events
- Listing of key phone numbers
- Practice schedule
- Training room information
- Information on competitors' numbers
- Information on results pick-up, clerking area, team seating and warm-up area
- Relay cards
- Credentials, if applicable

Implement Weigh-in. Implement weigh-in will take place beginning two hours prior to competition.

#### **Administration.**

General Policy. The Horizon League Outdoor Track & Field Championship shall be conducted in accordance with the general policies established by the Horizon League and shall be subject to the standards set forth in the Horizon League Outdoor Track & Field Championship Handbook.

Neutrality. Host Institutions should keep in mind that a Horizon League championship is not a home event. Neutrality is important.

#### **Administrative Meetings.**

Key Officials Meeting. The Horizon League Staff Liaison and the Meet Director will conduct a daily key officials meeting before championship competition begins to review championships matters. All key officials and event leaders designated by the host must be in attendance for this meeting.

Daily Recap Meeting. The Horizon League staff, institutional staff, and Games Committee will convene a standing meeting at the conclusion of each day of tournament competition to review any issues that arose and discuss the plan for the next day.

#### **Reporting Results.**

The timing system operator shall be responsible for scoring the meet. The Host Institution, in conjunction with the timing system operator, will compile the final results packet. Upon approval of the meet referee and the Games Committee, the meet results should be issued to coaches as soon as

possible after the completion of the Championships. The Host Institution shall also be responsible for submitting results and meet records to the League office.

**Final results, heat sheets and updates on team standings shall be provided for team personnel, athletes, spectators and media. All results must be posted in a designated area as soon as possible after each event.**

Results and heat sheets for the following day's competition must be available for all coaches at an announced location and time. A full final results packet should be available to coaches within an hour after the final event of the competition.

#### **Timing/Data Crew.**

The Host Institution/Facility will hire the crew responsible for timing the championships. The timing crew should be set up in accordance with the institution's normal operating procedure (i.e., in the facility press box). There must be adequate space reserved in the press box for the timing crew.

#### **Race Finish.**

The Host Institution/Facility will hire the crew responsible for timing the championships. See Rules 3-10 and 5-12 of the NCAA Cross Country and Track & Field Rules Book for information regarding the timing of the meet. Additional guidelines are as follows:

*Timing Devices.* Two independent FAT timing devices with uninterrupted power source back-up must be used. The primary system must be digital photo-finish, such as that manufactured by Finish Lynx, with two cameras located on opposite sides (ends) of the finish line. One camera must be designated as the official camera prior to the first running event. The second camera will be used to break ties, where possible, in conjunction with the official camera. The second independent video system should be used in case the primary (official) system fails.

A third system should be available in the event of permanent failure of either device, mandating its replacement.

An experienced FAT reader (preferably USATF certified) familiar with the system being used, should be used to read the pictures on the computer terminal. The reader will indicate what place and time each participant has recorded. The photo from the primary camera will be the only photo read, unless the second camera photo is necessary to break a tie or determine the proper place order. It is preferred that the same individual read all photos during the competition. Once the results have been recorded, the FAT reader will transmit the results to the Games Committee, or its representative. When it is determined that there are no disqualifications, this representative will release the result to the host SID for distribution to: (a) the announcer; (b) the SID-results person; (c) post a set in a pre-designated posting area; (d) the Horizon League staff; and (e) the awards custodian. In addition, the representative will provide the committee oversight to insure the correct next round seeding.

*Lap Counters.* A lap counter(s) shall be appointed to notify each competitor of the number of laps that still need to be completed. Adequate lap counters must be provided to accurately count laps for all runners in distance races, by recording the times over each lap of the athletes for whom they are responsible, and relay legs. The start of the final lap of the event leader shall be signaled by the firing of a pistol or the ringing of a bell. All subsequent competitors shall be notified of their final lap or leg.

All photos (official and unofficial), records of time (FAT and manual) and records of finish must be retained following the championships.

#### **Merchandise.**

Exclusive Rights. The Horizon League shall designate an exclusive licensee for Horizon League Championships event merchandise. No other entity may produce and market championship-exclusive merchandise at a Horizon League Championship event without express written permission from the League office. General institutional or facility merchandise not exclusive to the championship may be marketed in conjunction to League products at a Horizon League event, provided prior approval is received from the League office. Championship merchandise will not be sold online or on site.

#### **Music.**

National Anthem. The Host Institution is responsible for arranging the singing and/or playing of the national anthem and Lift Every Voice and Sing prior to each finals competition.

Warm-Up Music. The Host Institution shall provide appropriate warm-up music.

#### **Noisemakers.**

Artificial noisemakers, air horns, electronic instruments, etc. are prohibited. Game management is responsible for removing noisemakers from the stadium.

#### **Marketing and Ticketing.**

Marketing. The Host Institution shall provide a marketing plan for promotion of the championship.

Ticket Prices. Ticket prices for the championship are determined by the Host Institution in conjunction with the League office. Day passes and all-session tickets are highly recommended. Group pricing must be approved by the League office. Horizon League students will be admitted free of charge, with a valid institutional I.D. card.

Ticket Printing and Distribution. Hosts are responsible for printing and distributing all tickets within the policies and procedures outlined in this section.

#### **Officials.**

The Host Institution/Facility, in conjunction with the Horizon League Staff Liaison, will determine assignments to the following **REQUIRED** list of key official positions:

## **OUTDOOR**

Meet Director	Meet Referee
Running Events Referee	Field Event Referee
Announcer	Starters (2)
Clerks (2)	Finish Line Judge
Umpires (4)	Timing Operators
Multi-Event Judges (3)	Field Event Judges (10)

The Host Institution is responsible for providing the balance of officials according to the number of officials by event (see **Appendix C**).

Neutrality. All officials must refrain from cheering for any participant or from wearing institutional attire; they are considered "neutral" and must behave in such a manner.

Key Officials Meeting. Key officials are required to attend an officials meeting prior to the start of each day of the competitions.

Selection. The Host Institution/host facility, in conjunction with the Horizon League, will select and assign the key officials for the championships. The Host Institution should present to the Horizon League a plan for securing the balance of officials for the championships (see **Appendix C**). This plan should include provisions to ensure attention to diversity, gender and officials from within and outside the immediate locale.

### **Security/Crowd Control.**

Adequate security in identifiable attire must be provided for the facility entrances, competition areas and any other area for which a credential is required or where crowd control is necessary. The Meet Director and the Horizon League Staff Liaison are responsible for reviewing security needs prior to and during the event.

The responsibility for crowd control rests with the Meet Director or designated representative of the Host Institution. The directors of athletics of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship.

### **Inpermissible Items.**

The Meet Director and facility staff are responsible for enforcing Horizon League policies regarding non-permissible items. The facility shall encourage patrons to return non-permissible items to their automobiles.

Video Cameras. Ticketed patrons may bring handheld video equipment into the facility on competition days. Tripods are not allowed in the spectator viewing areas. Still cameras are permissible.

## **Event Staff.**

The Host Institution is responsible for all operating personnel deemed necessary by the Horizon League, including, but not limited to, ushers, ticket-sellers, ticket-takers, security (uniformed and non-uniformed), parking attendants, volunteers, etc. All such personnel are to be under the sole direction and control of the facility and the Host Institution.

Volunteers. Championship hosts should strive to provide volunteers willing to make this an exciting championship event. The Host Institution must enlist an adequate number of volunteers for pre-meet preparations, on-site work (practice and competition days) and meet administration duties. Please designate the following support staff and volunteers to meet championship needs:

- Trainers and assistants
- Facility maintenance crew (university maintenance person on duty at all times)
- Hurdle crew
- Event specialists – measurement, pit rakers, implement return, wind gauge, etc.
- Concession workers
- Facility set-up/tear-down crews
- Spotters for announcers
- Clean-up crew
- Block holders
- Basket carriers
- Marshals
- Registration (packet pick-up) workers
- Ticket takers/sellers
- Implement custodians
- Individual to check-in officials
- Workers to assist clerk of course
- Press box/media area staff for results, copying, collating
- Runners to distribute heat sheets/post results
- Runners – field events to result area, results to announcer, events to awards area, finish line to timer/FAT readers, etc.

## ***SECTION 8 – Participant Information***

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All teams will receive information regarding the championship. Host Institutions, in conjunction with the League office, shall prepare information for the participating teams' sport administrator, head coaches, sports information directors and athletic trainers. This information will be reviewed during the pre-championship teleconference.

The following information should be included:

- Names and contact information of the host's key personnel
  - Sport administrator
  - Tournament Director
  - Sports information director
  - Athletic trainer
- Meeting times and location

- Practice times
- Facility details (track surface, allowable spike length, throws surface, runway surfaces /lengths)
- Meet schedule (including event check-in times and implement certification times)
- Uniform color
- Travel party form
- Directions
- Lodging information
- Restaurant information
- Scouting area
- Ticketing information
- Parking for teams and fans

## Checklist

### Winter Months

- \_\_\_\_\_ 1. Discuss and develop promotional plans for the meet.
- \_\_\_\_\_ 2. Review list of equipment required.
- \_\_\_\_\_ 3. Work with Horizon League and meet referee to develop list of suggested key officials.
- \_\_\_\_\_ 4. Prepare list of all other officials, support staff and volunteers.
- \_\_\_\_\_ 5. Compile list of available lodging in the area with rate information and nearby restaurants for the Championship Handbook.
- \_\_\_\_\_ 6. Confirm certification of track measurements – survey track, if necessary.
- \_\_\_\_\_ 7. Arrange for medical services.
- \_\_\_\_\_ 8. Confirm security plan and arrangements.

### Two Months Ahead

- \_\_\_\_\_ 1. Place meet information on athletics website.
- \_\_\_\_\_ 2. Finalize inventory of all equipment.
- \_\_\_\_\_ 3. Confirm availability of an awards stand for top six place finishers.

### One Month Ahead

- \_\_\_\_\_ 1. Work with Horizon League to finalize PA script.
- \_\_\_\_\_ 2. Work with Horizon League to confirm signage plan for the event.
- \_\_\_\_\_ 3. Confirm all facility arrangements, catering, meeting rooms, etc.

### Three Weeks Before Championships

- \_\_\_\_\_ 1. Prepare materials and assemble coaches' packet.
- \_\_\_\_\_ 2. Check and Inventory awards.

- \_\_\_\_\_ 3. Finalize facility set-up plans – facility must be ready for pre-meet practice sessions.

### **Championship Week Checklist**

#### Practice Day

- \_\_\_\_\_ 1. Facility opens for practice.
- \_\_\_\_\_ 2. Facility walkthrough with Horizon League staff.
- \_\_\_\_\_ 3. Registration and packet pick-up.

#### Competition Days

- \_\_\_\_\_ 1. Meet with appropriate officials and referees.
- \_\_\_\_\_ 2. Work with Horizon League staff regarding the day’s schedule of events.

### **Post-Meet**

- \_\_\_\_\_ 1. Submit financial report to the Horizon League within 60 days of the tournament. Host must submit receipts with the financial report. Conduct the tournament within expenses allowed by the Horizon League. Expenditures in excess of the allocated budget become the responsibility of the Host Institution. Any exceptions must be approved in advance by the Horizon League office.
- \_\_\_\_\_ 2. All championship expenses must be preapproved by the Horizon League office. Conduct game(s) within expenses allocated by the Horizon League. Expenditures in excess of the allocated amounts become the responsibility of the Host Institution.

### **Signage**

- \_\_\_\_\_ 1. League-branded signage will be sent to the host institution and a signage directory will be communicated with the Tournament Director. The signage shall be inventoried once received. The Host Institution shall provide at least four volunteers to assist in placement and removal of the signage. Have the Horizon League stencil in place the day preceding practice.
- \_\_\_\_\_ 2. Non-permanent institutional advertisements must be removed or covered if they have not been pre-approved by the League office (see **Appendix D**).

## Track & Field Championships Equipment List

_____ Awards stand for six (6) places	_____ Block Caddy
_____ Starting Blocks <i>(Compatible with false start detection, if applicable)</i>	_____ Hurdles <i>(Coverage of all lanes plus 5 in case of breakage – based upon facility needs and lane width available)</i>
_____ Hurdle Dollies	_____ High Jump Pits
_____ Lap Counter with Bell	_____ High Jump Standards
_____ Lane Markers for Lanes	_____ High Jump Crossbars
_____ Starter's Rostrum	_____ High Jump Measuring Devices
_____ Countdown Timers	_____ High Jump Performance Indicator Board
_____ Shot Put Carts	_____ Pole Vault Landing Area
_____ Short Throws Distance Marker Boxes	_____ Pole Vault Standards <i>(Complete with base protection pads and extenders)</i>
_____ Shot Put Performance Indicator Marker	_____ Pole Vault Crossbars
_____ Hammer Performance Indicator Marker	_____ Pole Trees
_____ Javelin Performance Indicator Marker	_____ Pole Vault Measuring Device
_____ Weighted Foam Implement Stoppers	_____ Pole Vault Crossbar Lifters
_____ Shot Put Return Channel	_____ Pole Vault Standard Indicator Board
_____ Countdown Timers (4)	_____ Pole Vault Bungee Crossbars
_____ Long Jump/Triple Jump Take-off Markers	_____ Triple Jump Board
_____ Long Jump Board	_____ Triple Jump Indicator Board (4 digit)
_____ Long Jump Indicator Board (4 digit)	_____ Long Jump/Triple Jump Mesh Sand Pit Cover
_____ Long/Triple Jump Measuring Device – Laser	_____ Replacement Digits for Indicator Boards – Black and Red
_____ Chalk Stands	_____ Chalk
_____ Relay Batons	_____ Team Benches

_____	Implement Certification Unit with Digital Scale	_____	Weight Throw Bag Certification Unit
	<i>Includes: Shot gauges – 85mm, 95mm, 98.4mm, 100mm, 105mm, 110mm, 115mm, 117.5mm, 120mm, 125mm, 130mm, 145mm</i>		
_____	Weight Throw Performance Indicator Board	_____	White/Red or White/Yellow Flags
_____	Tables	_____	Brooms (Push Brooms and Regular)
_____	Chairs	_____	Towels
_____	Clipboards	_____	Rakes
_____	Rolling Squeegees	_____	Shovel
_____	Wind Gauge	_____	Measuring tapes – 30m, 100m, 100m (Steel)
_____	Water Hoses for Jumping Pits	_____	4" Break Cones
_____	Adjustable Steeplechase Barriers	_____	6-8" Break Cones for Water Jump

## Required Officials/Duties for Outdoor Track & Field Championships

It is required that officials be designated per event to conduct the championships. The following are officials required and their duties as outlined by the NCAA rules committee and USATF Officials. In all cases officials are to carry out their duties by maintaining a low profile and positioning themselves in such a way as to keep spectator sight lines to the event open.

1. **Marshals:** It is recommended that there be numerous marshals designated to police the facility for safety and operations.
2. **Umpires:** It is recommended that there be one (1) head Umpire and additional umpires to cover the oval and straight-away events.
3. **Lap counters:** It is recommended that there be adequate lap counters who report to the head umpire according to NCAA rules.
4. **Starters:** It is recommended that there be multiple starters, including the starters for the combined events.
5. **High Jump:** The following high jump officials are recommended.
  - a. Chief Judge/administrator
  - b. Pit Judge
  - c. Recorder
  - d. Attempt and Timing Judge/flight coordinator
  - e. Indicator Board Operator
6. **Pole Vault:** The following pole vault officials are recommended:
  - a. Chief Judge/Administrator
  - b. Pit judge (s)
  - c. One official recorder or PDA recorder
  - d. Attempt Timing Judge/Flight Coordinator
  - e. Indicator Board Operator
7. **\*Shot Put:** The following shot put officials are recommended.
  - a. Chief Judge/Administrator
  - b. Circle Judge (s)
  - c. Sector Judge
  - d. Assistant Sector Judge/ Implement retriever
  - e. Recorder
  - f. Attempt Timing Judge/Flight Coordinator

- g. Indicator Board Operator
8. **Long Jump/Triple Jump:** The following long jump/triple jump officials are recommended:
- a. Chief Judge/Board/Administrator
  - b. Pit Judge/Measuring Tape Holder
  - c. Recorder
  - d. Attempt Timing Judge/Flight Coordinator
  - e. Raker (s)
  - f. Wind Gauge Judge (outdoors)
  - g. Measuring Tape Holder
  - h. Indicator Board Operator
9. **\*Javelin:** The following javelin officials are recommended:
- a. Chief Judge/Administrator
  - b. Foul Line Judge
  - c. Javelin Landing Judge
  - d. Sector Judge
  - e. Recorder
  - f. Attempt Timing Judge/Flight coordinator
  - g. Sector Assistant
  - h. Indicator Board Operator
10. **\*Discus-Hammer-Weight:** The following discus/hammer/weight officials are recommended:
- a. Chief Judge/Administrator
  - b. Circle Judge (s)
  - c. Sector Judge
  - d. Recorder
  - e. Attempt Timing Judge/Flight Coordinator.
  - f. Sector Assistant
  - g. Indicator Board Operator.

\* Indicates events where an additional individual may be utilized for implement retrieval from the landing area back to the throwing area. Where ever possible, mechanical retrieval should be utilized.

## Horizon League Championship Sponsorship Process

1. Per Operating Regulation 23, "Agreements related to a League Championship or other similar event may be negotiated at the Commissioner's discretion."
2. The Commissioner may approve member institutions to sell Horizon League Championship inventory for championships hosted by that member institution.
3. For approval, member institutions shall complete the form below.
4. League office will respond to sponsorship requests at least two days prior to the first game, based on inventory sold by the League and pre-existing contracts.
5. If approved, member institutions will be responsible for fulfillment costs and will retain all revenue.

### Horizon League Championship Sponsorship Form

Date: \_\_\_\_\_

University: \_\_\_\_\_ Championship: \_\_\_\_\_

Prospective Sponsor: \_\_\_\_\_

#### **For all championships other than basketball, please indicate:**

\_\_\_ Extend regular season sponsor for championship (indicate amount in proposal line below)

\_\_\_ New sponsor (indicate amount in proposal line below)

#### **For basketball only, please indicate:**

\_\_\_ Bonus regular season sponsor for campus rounds (indicate amount in proposal lines)

\_\_\_ Extend regular season sponsor for campus rounds (indicate amount in proposal lines)

\_\_\_ New sponsor for campus rounds (indicate amount in proposal lines)

**Proposal: (please attach any documents from sponsor or presentation decks):**

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*Please email completed form to the following contacts at the Horizon League Office:*

Chris Neuman [cneuman@horizonleague.org](mailto:cneuman@horizonleague.org)

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## Budget Form

**Championship:**

**Host Institution:**

**Date:**

**Budget from Horizon League**

\$

### Expenses

Institutional Staffing (Please Identify)

Security

Hospitality Food

Miscellaneous (Please List)

**Total Championship Expenses**

\$

### Ambulance\*

Cost

**Total Ambulance Expenses**

\$

**Total Championship Reimbursement Request**

\$

### Revenue

Ticket Sales

Concessions

Other (Please List)

**Total Revenue**

\$

### Attendance Total

(student-athletes, spectators, staff, officials)

### Notes:

If necessary, please add items to above budget.

Receipts and payroll logs must be included for **all** expenses.

\*Required for high risk championships. Cost does not go against budget allotment.

**6.14.4.2 Approved Expenses.** The approved budget shall include only those actual items necessary for the administration of the championship. All facility requirements listed in each sport Operating Regulation are a requirement for hosting and will not be reimbursed out of the championship operating budget. The Horizon League office shall determine those expenses that may be included in the approved budget.