

## **Guidelines for Reporting Qualifying Criteria Violations NCAA Indoor and Outdoor Track and Field**

One role of the NCAA track and field and cross country committees is to review and act upon reports of qualifying criteria violations throughout the indoor and outdoor track and field seasons. **It is expected that prior to the start of each meet, coaches address any questions or concerns about whether the meet in which they are competing adheres to the NCAA qualifying criteria.** Additionally, coaches and student-athletes are afforded the opportunity to monitor effective meet management and officiating by following the protest process outlined in the NCAA Cross Country and Track & Field Rules Book.

Reports of qualifying criteria violations made after the completion of a meet must be made according to the following guidelines:

- A violation must be reported within 72 hours after the results of the meet have been posted or by the deadline for the respective divisions, whichever is earlier. If there is a change in the performance list due to updated meet results, a report may be filed within 72 hours of the posting of the update. Violations reported outside of the 72 hour deadline may be considered by the committees in extenuating circumstances.
- Reports will remain anonymous, with the exception of the NCAA divisional sports committees and liaisons for the purpose of reviewing the submission and circumstances surrounding the violation. **Violations must be reported in an ethical manner that does not discredit the spirit of sportsmanship.** As noted above, it is expected that coaches and student-athletes adhere to the rules to protest any potential rules violations on site. Additionally, it is expected that any known potential qualifying criteria violations be addressed and corrected prior to the start of competition.
- Violations may only be reported by a coach at an NCAA institution and must be submitted to the NCAA Track and Field Qualifying Criteria Violation Portal. The Portal can be accessed at <https://extra.ncaa.org/champs/qcwp/>. **Coaches must log in to the Portal using the following username and password:**

Username: [violation@ncaa.org](mailto:violation@ncaa.org)

Password: ncaa!!

Once you are logged in, instructions for reporting a violation are included on the main page of the Portal. **The Portal also includes a comprehensive list of all reported violations, decisions and rationale for action taken, beginning with the 2013 indoor track and field season.**

For any questions regarding these guidelines or the Violation Portal, please contact the NCAA liaison or committee chair for your respective division.

### **Division I**

NCAA Liaison, Jeff Mlynski ([jmlynski@ncaa.org](mailto:jmlynski@ncaa.org))

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### **Division II**

NCAA Liaison, Morgan DeSpain ([mdeSpain@ncaa.org](mailto:mdeSpain@ncaa.org))

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### **Division III**

NCAA Liaison, Liz Horvat ([lhovrat@ncaa.org](mailto:lhovrat@ncaa.org))

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