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INTRODUCTION

This manual outlines the technical procedures for competition for the 2017 NCAA Division III Men’s and Women’s Indoor Track and Field Championships and provides case studies of situations that may arise during the course of the competition. This manual contains three sections:

- The technical procedures for administrating the championships.
- The relay policy for the competition; and
- Case studies, to assist coaches by reviewing and answering questions generated by situations.

This manual should be used in conjunction with the 2017 NCAA Division III Men’s and Women’s Indoor Track and Field Pre-Championships Manual, the 2017 and 2018 NCAA Cross Country/Track and Field Rules Book, and NCAA Bylaw 31 of the 2016-17 NCAA Division III Manual, which pertains to the administration of NCAA championships. These publications will provide information about the general policies governing NCAA championships.

Although this manual and the other publications attempt to cover all phases of the championships, some questions may arise before or during the event. Please feel free to contact NCAA liaison Liz Horvat at the national office.
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ADMINISTRATION OF THE CHAMPIONSHIPS

1. General Administration.
   The administration of the championships is the responsibility of the NCAA Division III Men’s and Women’s Track and Field and Cross Country Committee, the NCAA championships liaisons, and the director of athletics of the host institution. They shall delegate duties and responsibilities and assign other personnel as necessary to ensure the efficient and effective administration and promotion of the championships. The following shall be used for assistance in the capacities indicated:
   
a. Meet Director. The meet director shall be appointed by the director of athletics of the host institution.

b. Games Committee. The games committee shall be the NCAA Division III Track and Field and Cross Country Committee. The games committee shall serve as the site review committee and have the responsibility to make any decisions or determinations necessary to protect the integrity of the championships.

c. Meet Physician. The official meet physician shall be appointed by the meet director and shall be on-site during all aspects of the competition to perform the duties prescribed in Rule 3-19 and Rule 3-20.

d. Referee. All referee positions shall be appointed by the NCAA Division III Men’s and Women’s Track and Field and Cross Country Committee, and have the authority prescribed in Rule 3-4. The final decision will rest with the referees (a minimum of two referees are required in making a final decision). The referees’ decision can be appealed to the jury of appeals.

e. Jury of Appeals. A jury of appeals will be appointed for this championship and will have final authority as prescribed in Rule 4-1.15 and 4-1.16.

2. Competition Format for the Championships.
   
a. The championships will be conducted as a two-day event, with the women’s and men’s events alternating throughout the schedule.

b. The order of events shall be determined by the NCAA Division III Track and Field and Cross Country Committee. Exceptions for unusual conditions, facility constraints, and other concerns such as broadcast coverage will be considered. The actual time schedule for the competition will be established by the NCAA Division III Track and Field and Cross Country Committee and published on the NCAA website.

c. Prior to the start of the championships, questions related to procedures not covered in this manual should be referred to NCAA championship manager, Liz Horvat, at the NCAA national office.

d. The events contested in the championships are the 60 meters, 200 meters, 400 meters, 800 meters, mile, 3000 meters, 5000 meters, 60 hurdles, 4x400 relay, distance medley relay, high jump, pole vault, long jump, triple jump, shot put, weight throw, pentathlon (women), and heptathlon (men).

e. In semi-final rounds of the 200 meters, 400 meters and 4x400 relay, lanes 3 through 6 will be used. In all other running events that start in lanes, all available lanes will be used. Semi-final round running event heats and lanes will be determined using Rule 5-11. Preliminary-round competing order in horizontal field events shall be drawn by lot using Rules 6-4.1 and 6-4.2. Competing order
in vertical field events shall be drawn by lot using Rules 6-4.1 and 6-4.3. Specific event details are in Section 4 of this manual.

3. **Lane Assignments.**
   a. Unless otherwise indicated, all lanes in the first round of competition in any event at the championships, including the only round, shall be drawn by lot as prescribed in Rule 5-11.4.a.

   b. In all rounds after the first round, the lanes will be assigned as prescribed in Rule 5-11.3.b, unless specifically superseded in this section. In the 60 meters and 60 hurdles, the preferred lane order will be: 4, 5, 3, 6, 2, 7, 1 and 8. In the 200 meters, 400 meters and 4x400 relay, the preferred lane order will be: 5, 6, 4 and 3.

4. **Heats, Flights, Qualifying Procedures, and Staggers.**
   The provisions and procedures prescribed in Rules 5-10, 5-11, 6-2, 6-4, regarding the formation, grouping, competition order, cancellation, or redrawing of heats or flights shall apply in each round unless specifically superseded in this section. Changes to heats or flights, predetermined by declaration, may be made only with games committee authorization.

   Any descending order list ties, by mark, for the last position to be accepted or for flight assignment, will be resolved by examining, of those tied, the second best valid qualifying meet performance submitted during the season, and so on until there is no basis for a mark comparison. For a tie not resolved after all available mark comparisons, acceptance will be awarded to the competitor who achieved the original tying mark later in the season. For a tie still not resolved, acceptance will be awarded to the competitor who achieved the second best valid qualifying meet performance later in the season, and so on until there is no basis for date comparison. As a last resort, the tie for the last qualifying position will be decided by the toss of a coin.

   If there is a tie for the last qualifying place in the final and it cannot be determined by 1/1,000th of a second, there will be a run-off scheduled.

   a. **60 Meters.**

      (1) Two rounds will be contested, a semi-final and a final.

      The **women’s semi-final round** will consist of three heats. Two heats of six and one heat of five.

      **Final.** Eight, the heat winners from each heat plus the next best five times, after tie breaking, will qualify from the semi-final to the final.

      The **men’s semi-final round** will consist of two heats. One heat of eight and one heat of seven.

      **Final.** Eight, the heat winners from each heat plus the next best six times, after tie breaking, will qualify from the semi-final to the final.

      The final will be conducted in one section.

      (2) Lane assignments in the semi-final round shall be drawn by lot.
b. 60 Hurdles.

(1) Two rounds will be contested, a semi-final and a final.

The **women’s semi-final round** will consist of three heats. Two heats of six and one heat of five.

**Final.** Eight, the heat winners from each heat plus the next best five times, after tie breaking, will qualify from the semi-final to the final.

The **men’s semi-final round** will consist of two heats. One heat of eight and one heat of seven.

**Final.** Eight, the heat winners from each heat plus the next best six times, after tie breaking, will qualify from the semi-final to the final.

The final will be conducted in one section.

(2) Lane assignments in the semi-final round shall be drawn by lot.

c. 200 Meters.

(1) Two rounds will be contested, a semi-final and a final.

The **women’s semi-final round** will consist of five heats. Two heats of four and three heats of three.

**Final.** Eight best times, after tie breaking, will qualify from the semi-final to the final.

The **men’s semi-final round** will consist of four heats. Three heats of four and one heat of three.

**Final.** Eight best times, after tie breaking, will qualify from the semi-final to the final.

(2) The semi-final heats shall be formed by seeding competitors, from their qualifying performances, left to right (Rule 5-11.3.a).

(3) Lane assignments in the semi-final round shall be drawn by lot.

Lanes 3 through 6 will be used in all sections containing four or less competitors.

(4) The timed section final will consist of two sections seeded on the basis of semi-final round qualifying times. The third, fourth, sixth and eighth fastest qualifiers will run in the first timed section final. The two fastest qualifiers and the fifth and seventh fastest qualifiers will run in the second timed section final.

d. 400 Meters.

(1) Two rounds will be contested, a semi-final and a final.

The **women’s semifinal round** will consist of five heats. Two heats of four and three heats of three.
Final. Eight best times, after tie breaking, will qualify from the semi-final to the final.

The men’s semifinal round will consist of four heats. Three heats of four and one heat of three.

Final. Eight best times, after tie breaking, will qualify from the semi-final to the final.

(2) The semi-final heats shall be formed by seeding competitors, from their qualifying performances, left to right (Rule 5-11.3.a).

(3) Lane assignments in the semi-final round shall be drawn by lot.

(4) A lane start with a two-turn stagger will be used.

Lanes 3 through 6 will be used in all sections containing four or less competitors.

(5) The timed section final will consist of two sections seeded on the basis of semi-final round qualifying times. The third, fourth, sixth and eighth fastest qualifiers will run in the first timed section final. The two fastest qualifiers and the fifth and seventh fastest qualifiers will run in the second timed section final.

e. 800 Meters.

(1) Two rounds will be contested, a semi-final and a final.

The women’s semi-final round will consist of two heats. One heat of nine and one heat of eight.

Final. Eight, the top two from each heat plus the next best four times, after tie breaking, will qualify from the semi-final to the final.

The men’s semi-final round will consist of two heats. One heat of eight and one heat of seven.

Final. Eight, the top two from each heat plus the next best four times, after tie breaking, will qualify from the semi-final to the final.

The final will consist of one heat.

(2) Starting positions and alley assignments, in the semi-final round shall be drawn by lot.

The women’s semifinal round shall have six competitors assigned to the main waterfall across the entire width of the track and three competitors on the staggered waterfall in the heat of nine and shall have five competitors assigned to the main waterfall across the entire width of the track and three competitors on the staggered waterfall in the heat of eight.

The men’s semifinal round shall have five competitors assigned to the main waterfall across the entire width of the track and three competitors on the staggered waterfall in the heat of eight and shall have four competitors assigned to the main waterfall across the entire width of the track and three competitors on the staggered waterfall in the heat of seven.
In the final, the top three seeds will be assigned to the outside alley and starting positions shall be drawn by lot. The five remaining competitors will be assigned to the main waterfall start and starting positions shall be drawn by lot.

(3) A two-ally, waterfall start with a two-turn stagger will be used.

f. **Mile.**

(1) Two rounds will be contested, a semi-final and a final.

The **women’s semi-final round** will consist of two heats. One heat of nine and one heat of eight.

**Final.** Ten, the top three from each heat plus the next best four times, after tie breaking, will qualify from the semi-final to the final.

The **men’s semi-final round** will consist of two heats. One heat of eight and one heat of seven.

**Final.** Ten, the top three from each heat plus the next best four times, after tie breaking, will qualify from the semi-final to the final.

The final will consist of one heat.

(2) Starting positions and alley assignments, in the semi-final round shall be drawn by lot.

The **women’s semifinal round** shall have six competitors assigned to the main waterfall across the entire width of the track and three competitors on the staggered waterfall in the heat of nine and shall have five competitors assigned to the main waterfall across the entire width of the track and three competitors on the staggered waterfall in the heat of eight.

The **men’s semifinal round** shall have five competitors assigned to the main waterfall across the entire width of the track and three competitors on the staggered waterfall in the heat of eight and shall have four competitors assigned to the main waterfall across the entire width of the track and three competitors on the staggered waterfall in the heat of seven.

**In the final,** the three top seeds will be assigned to the outside alley and starting positions shall be drawn by lot. The seven remaining competitors will be assigned to the main waterfall start and starting positions shall be drawn by lot.

(3) A two-ally, waterfall start with a two-turn stagger will be used.

g. **3000 Meters and 5000 Meters.**

(1) One round, a final, will be contested.

The final will be conducted in one section.

The **women’s final round** shall have twelve competitors assigned to the main waterfall across the entire width of the track and five competitors on the staggered waterfall.
The **men’s final round** shall have ten competitors assigned to the main waterfall across the entire width of the track and five competitors on the staggered waterfall.

(2) Starting positions and alley assignments shall be drawn by lot.

(3) A two-ally, waterfall start with a two-turn stagger will be used.

**h. 4x400 Relay.**

(1) Two rounds will be contested, a semi-final and a final.

   The semifinal round will consist of three heats of four.

   **Final.** eight best times, after tie breaking, will qualify from the semi-final to the final.

(2) The semi-final heats shall be formed by seeding competitors, from their qualifying performances (Rule 5-11.3.a).

(3) Lane assignments in the semi-final round shall be drawn by lot.

(4) A lane start with a two-turn stagger will be used.

   Lanes three through six will be used in all sections containing four or less competitors.

(5) The timed section final will consist of two sections seeded on the basis of semi-final round qualifying times. The third, fourth, sixth and eighth fastest qualifiers from the semi-final round will run in the first timed section final. The two fastest qualifiers and the fifth and seventh fastest qualifiers from the semi-final round will run in the second timed section final.

(6) A lane start with a two-turn stagger will be used in the final. Lanes 3 through 6 will be used.

   Lanes within each section of the final will be assigned using preferred lanes based on qualifying performances from the semifinal round. The preferred lane order will be 5, 6, 4, 3.

**i. Distance Medley Relay.**

(1) One round, a final, will be contested.

   The final will be conducted in section.

(2) Starting positions and alley assignments shall be drawn by lot.

   The final round shall have eight competitors assigned to the main waterfall across the entire width of the track and four competitors on the staggered waterfall.

(3) A two-ally, waterfall start with a two-turn stagger will be used.

**j. Long Jump and Triple Jump.**

(1) A preliminary and final round of attempts on a single runway will be contested.
Flight assignments for the preliminary rounds will be determined from the declared ranked descending order list.

In the women’s competition, performances ranked 10th through 17th will be assigned to flight one and performances ranked first through ninth will be assigned to flight two.

In the men’s competition, student-athletes shall be assigned to one flight.

The jumping order within the preliminary round flights shall be drawn by lot.

(2) Standardized flight check-in times will be applied for both events.

Long jump and triple jump competitors shall check in with the head clerk at the appointed time found in the clerking schedule provided by the host in the Final Instructions Sheet.

(3) Each competitor will be allowed three attempts in the preliminary round. The competitors with the nine best performances, after tie breaking, will advance to the final round in one flight and compete in reverse order of performance in the preliminary round.

(4) Each preliminary flight will be allowed a 20-minute flight-specific warm-up. There is no general warmup period. A maximum 15-minute warm-up period will be allowed before the final round; however, competition may begin before 15-minutes elapses if all competitors, agree to start earlier.

(5) Scoring is determined per Rule 6-2.5, by all marks during the preliminary and final round in the competition.

k. **Shot Put and Weight Throw.**

(1) A preliminary and final round of attempts on a single throwing circle will be contested.

The throwing order within the preliminary round flights shall be drawn by lot.

Flight assignments for the preliminary rounds will be determined from the declared ranked descending order list.

In the women’s competition, performances ranked 10th through 17th will be assigned to flight one and performances ranked first through ninth will be assigned to flight two.

In the men’s competition, student-athletes shall be assigned to one flight.

(2) Standardized flight check-in times will be applied for both events.

Shot put and weight throw competitors shall check in with the head clerk at the appointed time found in the clerking schedule provided by the host in the Final Instructions Sheet.

(3) Each competitor will be allowed three attempts in the preliminary round. The competitors with the nine best performances, after tie breaking, will advance to the final round in one flight and compete in reverse order of performance in the preliminary round.
(4) Each preliminary flight will be allowed a 20-minute flight-specific warm-up. There is no general warmup period. A maximum 15-minute warm-up period will be allowed before the final round; however, competition may begin before 15-minutes elapses if all competitors, agree to start earlier.

(5) Scoring is determined per Rule 6-2.5, by all marks during the preliminary and final round in the competition.

1. **High Jump and Pole Vault.**

   (1) A single jumping or vaulting pit, with one flight, will be used.

   The competing order within each event shall be drawn by lot.

   (2) Five-alive will not be used. See Rule 6-4.3. The ‘one-hour’ time limit indicated in Rule 6-1.9 will be in effect.

   (3) Standardized flight check-in times will be applied for both events.

   High jump and pole vault competitors shall check in with the head clerk at the appointed time found in the clerking schedule provided by the host in the Final Instructions Sheet.

   (4) High jump competitors will be allowed a 60-minute warm-up period, while pole vault competitors will be allowed a 90-minute warm-up period.

   (5) Starting heights and increments shall be set by the games committee after the qualifiers have been determined and provided by the host in the Final Instructions Sheet.

m. **Combined Events – Pentathlon and Heptathlon.**

   First event of day competitors will be allowed a 30-minute warm-up on the track. In accordance with the rulebook, the heptathlon and pentathlon order of events and time between events will be as stated.

   Check-in times will be a minimum of 30 minutes prior to the start of the first event each day.

**60 Meters.**

(1) The heptathlon 60 meters will be conducted in two sections.

Sections will be assigned on the basis of qualifiers seasonal best performance as verifiable on TFRRS, with the individuals with the eight fastest performances in a section and the next seven fastest individuals assigned to the remaining section.

(2) Section order shall be run slowest to fastest. Lane assignments shall be drawn by lot.

**60 Hurdles.**

(1) In the pentathlon 60 hurdles there will be five sections using only alternate lanes with hurdles placed in all lanes. The determination of odd or even lanes will be made by the games committee prior to the championships. A set of hurdles shall also be placed inside of lane one or outside of lane eight unless facility constraints cannot accommodate this procedure.
Sections will be assigned on the basis of qualifiers seasonal best performance as verified by TFRRS. The fastest four individuals will be assigned to a section, the next four fastest individuals to a section, the next three fastest individuals to a section, the next three fastest individuals to a section and the next three fastest individuals assigned to the remaining section.

In the heptathlon 60 hurdles there will be four sections using only alternate lanes with hurdles placed in all lanes. The determination of odd or even lanes will be made by the games committee prior to the championships. A set of hurdles shall also be placed inside of lane one or outside of lane eight unless facility constraints cannot accommodate this procedure.

Sections will be assigned on the basis of qualifiers seasonal best performance as verified by TFRRS. The fastest four individuals will be assigned to a section, the next four fastest individuals to a section, the next four fastest individuals to a section and the next three fastest individuals assigned to the remaining section.

(2) Section order shall be run slowest to fastest. Lane assignment will be drawn by lot.

800 Meters.
(1) The pentathlon 800 meters will be contested in one section unless there are 13 or more competitors remaining in the competition, in which case there will be two sections.

If two sections are required, the top eight competitors in the standings, following the long jump, will be assigned to the second section. The remaining competitors will be assigned to the first section.

(2) A two-alley waterfall start, with a two-turn stagger will be used. Two-thirds of the full field shall be assigned to the main waterfall across the entire width of the track and the remainder on the staggered waterfall.

(3) Starting positions and alley assignments in all sections shall be drawn by lot.

1,000 Meters.
(1) The heptathlon 1000 meters will be conducted in one section.

(2) A two-alley waterfall start, with a two-turn stagger will be used. Two-thirds of the full field shall be assigned to the main waterfall across the entire width of the track and the remainder on the staggered waterfall.

(3) Starting positions and alley assignments shall be drawn by lot.

Long Jump.
(1) The long jump will consist of one flight.

(2) Competition order shall be drawn by lot.

Shot Put.
(1) The shot put will consist of one flight.

(2) Competition order shall be drawn by lot.
High Jump.
(1) The high jump will each consist of one flight.

(2) Competition order shall be drawn by lot. Five-alive will not be used.

Pole Vault.
(1) The heptathlon pole vault event will consist of one flight.

(2) Competition order shall be drawn by lot. Five-alive will not be used.

5. Coaching Area.
A coaching area, outside the area of competition, shall be established for each field event and the distance events. The meet director shall determine the location of this coaching area. Only coaches with proper credentials may use this coaching area.

RELAY PERSONNEL AND PERFORMANCE POLICY

1. Only one relay team from the descending order list per institution may be declared. That relay team’s performance will be used for seeding purposes. All other teams on the descending order list from that institution must be scratched.

2. The alternates must be declared separately and not later than the close of packet pick-up at the championships. An alternate is a student-athlete not already in the championships in any event. Please see Rule 5-8.2 for further information on relay replacement policies.

3. The four members who actually compete and earn a qualifying position will be the ‘declared’ relay team for that institution and will be the only individuals for which NCAA championships travel reimbursement will be provided. NCAA travel reimbursement will not be provided to alternates, even if they compete in the championships.

4. A student-athlete on a declared relay, who is replaced with an alternate or substitute, may still compete in any event(s) in which he/she had previously been accepted into the meet.
CASE STUDIES

Breaking a tie for the last accepted position to the championships.

SITUATION 1. After declaration, 13 are declared in the men’s 60 meters with a mark of 6.66 or better. Six additional are declared with a best descending order list mark of 6.67. Will all six be accepted into the championships?

RULING. No. Only 15 total, will be accepted into the championships. That means only three of the tying six will be accepted. The second-best valid qualifying performance mark submitted through the mandatory meet result reporting system will be examined for each of the six. Assume the second-best submissions are 6.68, 6.69, 6.70, 6.69, 6.68, and 6.72. The two individuals with the second best of 6.68 are accepted, and the tie breaking procedure continues, but only involves the two individuals with submissions of 6.69. If one of those had a third valid qualifying submission, and the other did not, the individual with the third submission would be the last individual accepted.

SITUATION 2. After declaration, 12 are declared in the women’s high jump with a mark of 1.84 or better. No one has a submitted best meet mark of 1.83. Two are declared with a submitted best mark of 1.82. Seven additional are declared with a best descending order list mark of 1.81. Will all seven be accepted into the championships?

RULING. No. Only 17 total, will be accepted into the championships. That means, only three of the tying seven will be accepted. The second-best valid qualifying performance mark submitted through the mandatory meet result reporting system will be examined for each of the seven. Assume that after examining the third best qualifying performance mark submitted, three still remain tied and there are no other available marks to compare. This mark is the last used as tie-breaking for comparative purposes. The performance date of their original mark that created the tie is then examined to determine who achieved the mark later, in order to determine which two are accepted into the championships. If a tie still exists, it is resolved by examining the performance date of the second mark and, if needed, the third mark in order to eliminate one. If the examination of the performance date of the third mark does not result in a break of the tie, the tie for the last qualifying position will be decided by the toss of a coin.

Relay Situations.

SITUATION. Of the four student-athletes listed on the championships declaration form for the 4x400 (or distance medley) relay, three have injuries that prevent them from competing in the championships. Can the coach use other student-athletes who are competing in the championships, or who are declared relay alternates, to fill the open spots on the relay?

RULING. Yes. There is no limit on the maximum number of replacements for a relay team.

Field Events.

SITUATION. A long jumper takes a jump in the preliminary attempt round of competition. Believing the mark to be sufficient to advance to the final-attempt round and also score in the event, the student-athlete leaves the competition area. Is this one valid mark sufficient to be used for scoring in the event?

RULING. No. This student-athlete would be in violation of Rule 4-2.2. Participation is required in subsequent rounds as a result of qualifying. The championship has two rounds of competition in jumping or throwing events. Each round (three attempts in each) has qualifiers for the next round. The student-athlete must participate (compete) in each round of the competition. Participation in the final round of a field event can be satisfied without actually making an attempt.