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THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222
Indianapolis, Indiana 46206-6222
317-917-6222
www.ncaa.org
October 2016

NCAA, NCAA logo and NATIONAL COLLEGIATE ATHLETIC ASSOCIATION are registered marks of the Association and use in any manner is prohibited unless prior approval is obtained from the Association.
Section 1 • Introduction

During the 2016-17 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three for both men and women. Among the men’s championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Among the women’s championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men’s and women’s championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific.

Section 1•1 Definitions

Pre-Championship Manual. Resource for institutions to prepare for the championship.

Administrative Meeting. Pre-championship meeting for coaches and administrators.

Appendixes. Any supplemental documents to be provided and distributed through the various resources.

Championship Administrator. The NCAA staff member responsible for the operational oversight of the championship.

Games Committee. The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA National Committee.

NCAA National Committee. The sport committee with direct oversight responsibilities for the championship.

Playing Rules. The rules under which the competition will be conducted.

Predetermined Sites. Those sites that are selected to host before the participant/team selections announcement.

Preliminary Rounds. The rounds of the championship before the final or championship round.

Regional Alignment. The geographic location of institutions or regional advisory committees.

Schedule of Events. Official event schedule – includes all required activities (e.g., practices, banquets, etc.).

Selection Criteria. Policies and procedures in place to guide the selection process.

Site Selection. Policies and procedures in place to guide the site selection process.

Squad Size. Number of student-athletes per team allowed to dress in uniform and participate at the championship.

Tournament Physician. The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

Ensuring student-athletes’ optimal experience.

Executing championship events reflecting appropriate quality and values to/for stakeholders – student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

Coordinating all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.
Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

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Section 3 • Concussion Management

[Reference: Concussion Management in Constitution 3.2.4.18 in the NCAA Division I Manual, Constitution 3.3.4.16 in the NCAA Division II Manual, and Constitution 3.2.4.16 in the NCAA Division III Manual.]

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.


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Section 4 • Conduct

Section 4•1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I, Manuals Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution’s withdrawal from the championship, that withdrawal
shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sports committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4•2 Drug Testing

[Reference: Bylaws 18.4.1.4 and 31.2.3 in the NCAA Division I Manual and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division II, and III Manuals.]

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 (Division I); 18.4.1.5 (Divisions II and III) and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Section 4•3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 4•4 Misconduct/Failure to Adhere to Policies

MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. Click here to see the full misconduct/failure to adhere policy and procedure and fines.

Section 4•5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.
STUDENT-ATHLETES
A student-athlete involved in sports wagering on the student-athlete’s institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

POSTSEASON
In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

HOSTING OPPORTUNITIES
No predetermined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Section 4.6 Student-Athlete Experience Survey
After each championship, student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators will be copied on the email and asked to ensure participation from all student-athletes and coaches.

Section 5 • Elite 90 Award
The Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative GPA of all student-athletes on all teams competing at the finals site. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to NCAA.org.

Section 6 • Fan Travel
NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athletes and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to NCAA.com/travel to search and book online hotel, car and air travel, all in one easy transaction.

Section 7 • Logo Policy
[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]
A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics
equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer’s normal label or trademark, as it is used on all such items for sale to the general public; and

2. The student-athlete’s institution’s official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) shall bear only a single manufacturer’s or distributor’s normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2½ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete’s institution’s official uniform and all other items of apparel shall not bear a design element similar to the manufacturer’s trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, “research” is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA from people for other purposes; any systematic collection of data from the membership or other entities; etc.

Section 9 • Division III

Section 9•1 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

Section 9•2 Commencement Conflicts

If an institution’s commencement conflicts with participation in the championship, it shall inform the NCAA championship administrator in writing one week before the selection date for the governing sports committee to consider an accommodation and a change to the championship schedule.
The following guidelines apply to commencement requests:

- Applies to team sports only.
- The governing sports committee, in consultation with participating institutions, may reschedule the game on the nearest possible date.
- Does not apply to predetermined finals sites.
- The governing sports committee shall make a good-faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site.

Section 9.3 Religious Conflicts

**Institutional Policy.** If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office before May 1 of the preceding academic year to be excused from competing on that day. The notification shall be valid for a period of two years. The championship schedule shall be adjusted to accommodate that institution, and such adjustment shall not require its team or an individual competitor to compete before the time originally scheduled.

**Individual Championships.** In individual championships, a student-athlete must compete according to the institution’s policy regarding Sunday competition (if the institution has no policy against Sunday competition, the student-athlete shall compete on Sunday if required by the schedule).
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Section 1•1 NCAA Championship Operations
Staff Contact Information

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Assistant Coordinator, Championships and Alliances  
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Section 1•2 National Committee

ATLANTIC REGION  
Thomas Thomasson Jr.  
Associate Athletics Director  
Rutgers, The State University of New Jersey, Camden

GREAT LAKES REGION  
Bill Ross, chair  
Associate Director of Athletics and Recreation Services  
Allegheny College

MIDWEST REGION  
Derek Stanley  
Head Mens and Women’s Cross Country/Assistant Men’s and Women’s Track and Field Coach  
University of Wisconsin-La Crosse

SOUTH/SOUTHEAST REGION  
Natalie Bach-Prather  
Head Men’s and Women’s Cross Country and Track and Field Coach  
East Texas Baptist University

CENTRAL REGION  
Chris Daymont  
Head Women’s Cross Country Coach  
St. Olaf College

MIDEAST REGION  
Donald Nichter  
Head Cross Country and Track and Field Coach  
Dickinson College

NEW ENGLAND REGION  
Kelly Scafariello  
Senior Woman Administrator/Associate Athletics Director  
Salve Regina University

WEST REGION  
Michael Orechia  
Director of Cross Country and Track and Field  
University of Puget Sound

For additional information about the NCAA Men’s and Women’s Indoor Track Championships, contact the following:

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317-917-6245 / lhorvat@ncaa.org

Bill Ross, chair  
814-332-2316 / wross@allegheny.edu

Section 1•3 Important Dates

CHAMPIONSHIPS DATES
March 10-11, 2017  
Res/Rec Center; Naperville, Illinois; hosted by North Central College.

DATE FORMULA  
Second weekend in March (Friday-Saturday).
### FUTURE DATES

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<tr>
<td>March 9-10, 2018</td>
<td>Birmingham Crossplex; Birmingham, Alabama; hosted by Birmingham Crossplex/</td>
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<tr>
<td></td>
<td>Birmingham-Southern College.</td>
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### OTHER IMPORTANT DATES

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<th>Details</th>
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<tr>
<td>Tuesday, Dec. 1</td>
<td>Start of qualifying period.</td>
</tr>
<tr>
<td>Monday, Dec. 19</td>
<td>Deadline for applications to host an indoor final qualifying meet to be held between Feb. 27 and March 4, 2017.</td>
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<tr>
<td>Saturday, March 4</td>
<td>Last date a qualifying mark may be made. Mandatory meet result submission deadline, midnight Eastern time. Marks submitted after midnight Eastern time will not be eligible for qualifying purposes.</td>
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<tr>
<td>Sunday, March 5</td>
<td>Final descending-order lists posted by 9 a.m. Eastern time. Declaration forms open at this time. Coaches must complete and submit a declaration electronically through Direct Athletics by 5 p.m. Eastern time. All student-athletes must be declared or scratched in every event in which they qualified at this time. Declaration forms submitted after the 5 p.m. deadline and before 8 p.m. Eastern time will be accepted as LATE and the institution will be fined $400 per gender. There is no opportunity to submit declaration forms after the absolute deadline of 8 p.m. Eastern time. <strong>Any student-athlete not declared by the 8 p.m. deadline will be scratched.</strong> Challenge period ends at 3 p.m. Eastern time. Challenges must be submitted via the NCAA violations portal. Click on the 2016-17 Guidelines for Reporting Qualifying Criteria Violations on the indoor track and field landing page (<a href="http://www.ncaa.org/championships/division-iii-mens-and-womens-indoor-track-and-field">http://www.ncaa.org/championships/division-iii-mens-and-womens-indoor-track-and-field</a>). All student-athletes must be declared or scratched on the declaration form in every event in which they are listed. A declaration is a firm commitment to compete in every declared event, unless a preference statement is filed during declarations to indicate a choice among several declared events.</td>
</tr>
<tr>
<td>Monday, March 6</td>
<td>The final list of meet participants shall be available via the NCAA website (<strong>NCAA.org</strong>) by 9 a.m. Eastern time.</td>
</tr>
<tr>
<td>Tuesday, March 7</td>
<td>Deadline for medical scratches, 6 p.m. Eastern time. Any scratches must be reported by phone and emailed to Jimmy Stuart (254-715-1474; <a href="mailto:jimmy.stuart@deltatiming.com">jimmy.stuart@deltatiming.com</a>) and Liz Horvat (<a href="mailto:lhorvat@ncaa.org">lhorvat@ncaa.org</a>)</td>
</tr>
<tr>
<td>Tuesday, March 7</td>
<td>Championship meet start lists are posted on the NCAA.com by noon Eastern time.</td>
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<tr>
<td>Thursday, March 9</td>
<td>Packet pickup, first day that heat/flight sheet will be available to each competing team.</td>
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### Section 1•4 Equipment

All student-athletes will be required to use the blocks, batons and throwing weights as supplied by Gill and exclusive for this NCAA championships. No other weights will be thrown and institutions will not be allowed to use their weight implements for competition at the championships. A complete listing of the weights that will be supplied will be provided in the participant manual. Student-athletes may use their own shots as long as they meet the certification process at the championships.

### Section 1•5 Rules

[Reference: Bylaw 31.1.6 in the NCAA Division III Manual.]

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the
playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

The 2017 and 2018 NCAA Men’s and Women’s Cross Country and Track and Field Rules shall be followed where appropriate. Reference is made in the rules to certain publications of the International Association of Athletics Federations (IAAF), which provide more comprehensive detail in certain instances. Information on obtaining IAAF publications may be obtained by writing USA Track & Field, 132 East Washington Street, Suite 800, Indianapolis, Indiana 46240, or by accessing its website at www.usatf.org. The IAAF Web site address is www.iaaf.org.

In addition, please refer to the Division III Technical Manual for information regarding the technical conduct of the Division III NCAA Indoor Track and Field Championships.

The Men’s and Women’s Track and Field and Cross Country Committee has determined that a student-athlete applying paint or any other permanent marking, other than a material approved by the games committee, to any portion of a permanent facility automatically will be disqualified from competition. All markings must be in accordance with NCAA Men’s and Women’s Cross Country/Track and Field Rules.

Section 1•6 Uniforms

[Reference: Bylaw 12.5.3 in the NCAA Division III Manual and Rule 4-3 in 2017 and 2018 NCAA Cross Country/Track and Field Rules. Below includes Articles 1 and 2 of Rule 4-3 for your reference.]

When engaged in competition, each competitor must wear an official team uniform with components governed by these rules or be subject to disciplinary action. Wearing any part of the official team competition uniform illegally (that is, top off or intentionally shortened, shoulder straps lowered) while in the area of competition shall lead to a warning by the nearest official and a report of uncorrected violations shall be made to the games committee, referee and offending competitor’s coach.

1. On any single day of competition, all team members must wear uniforms clearly indicating through color, logo and combination of all outer garments worn as a uniform, that they are from the same team.
   a. Teams may change uniform colors from one day to another for multiple-day meets.
   b. Men’s and women’s programs are considered separate teams, and are not required to have uniforms of identical color.

2. A uniform consists of two school-issued components — shorts or briefs, and a top. A one-piece body suit is acceptable as a combination of the two components. Any outer garment (that is, sweat pants, tights) that is school-issued becomes the official uniform, when worn.
   a. The uniform must be of a material and design deemed to not be objectionable or offensive by the athletics department of the issuing institution.
   b. The uniform top must, by design and size, cover the full length of the torso, meeting or hanging below the waistband of the bottoms, while the competitor is standing, and allow for the competitor’s numbers to be placed above the waist, front and back.
   c. Uniform tops must be worn so to not obscure hip numbers.
   d. Additional visible clothing is an undergarment. It must be worn under the uniform and be of a solid color.

3. Competitors shall not use or wear artificial noisemakers.

Note 1: Individual or team uniform, logo, number and shoe rules shall be enforced through inspection by the clerk of the course or the head field event official at initial event check-in. Violators shall be warned, given the chance to correct the violation, and reported as provided in the rule.

Note 2: Clothing defined as an ‘undergarment’ does not include items commonly defined as ‘underwear’.
In addition to the uniform guidelines outlined above, the following shall apply in regard to relay uniforms:

1. All relay team members must wear uniforms clearly indicating, through color, logo and combination of all outer garments worn as a uniform, that members are from the same team.

2. Other visible garments useful in team recognition (that is, T-shirts, arm-warmers, tights of any length, leg-warmers, each taken separately) worn by team members must be of an identical solid color. This does not apply to items of apparel above the shoulder or those covering the hands/feet.

*Note: The effect of this rule is that no imagination shall be required to justify a clear sense of belonging to a team.*

**LOGOS**

Refer to General Administrative Guidelines, Section 7.
Section 2•1 Selection Criteria

QUALIFICATION PROCEDURES

Qualifying Period. Qualifying performances for the NCAA Men’s and Women’s Indoor Track and Field Championships must be met during the current season in indoor competition (see Section 1•3).


Qualification to the championships is based on the descending-order list for the season and adhering to the qualifying regulations/criteria published on NCAA.org. For each men’s individual event contested, including the heptathlon, the top 15 declared student-athletes will be accepted into the competition. For each woman’s individual event contested, including the pentathlon, the top 17 declared student-athletes will be accepted into the competition. For each relay event contested, the top 12 declared relay teams will be accepted into the competition. The stated maximums are absolute and will not be extended as a result of ties.

Ties. Any descending-order list ties, by mark, for the last position to be accepted 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. After acceptance, compliance with Rule 4-2-2a., Failure to Participate, and Rule 4-211, Honest Effort, is required.

Any descending-order list ties for combined event student-athletes will be broken by using Rule 7-2.2.

Standards. There are no qualifying standards for the 2017 championships season. There will be a track-indexing standard to delineate the different indexing among flat, undersized, banked and oversized [go to www.ncaa.org, Division III, Championships, Winter Sports, Indoor Track and Field (M/W)]. Altitude conversions, as well as other conversions, are based on a formula and will be done as results are submitted.

Nullification. (Bylaw 31.02.4)

FINAL QUALIFYING MEETS

Division III institutions wanting to host an indoor meet, other than a conference meet, between Feb. 27 and March 4, must petition the NCAA for sanctioning before Dec. 19. Requests should be submitted to Liz Horvat (lhorvat@ncaa.org). Individual institutions may apply to host only one meet during this period. Single-gender meets will not be approved as final qualifying meets. An application is located NCAA.org at http://www.ncaa.org/championships/division-iii-mens-and-womens-indoor-track-and-field.

Section 2•2 Results

RESULTS REPORTING

In order to be considered for selection to the 2017 championships, all institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host to TFRRS through the online provider DirectAthletics. Only the official electronically-reported meet results as submitted by the meet host in TFRRS will serve as proof of performance for all NCAA Division III track and field times and marks. Season-best descending-order lists by event, as approved by the Track and Field Committee, will be made available on a real-time basis at www.tfrrs.org.

Meet Results. It will be the responsibility of the meet HOST to submit meet results to TFRRS by midnight Eastern time, one day after the completion of a competition. Marks may not be considered for championships selection if meet results are not received from the host within the designated time period. Participating institutions must ensure that the electronic submission
of results from any competition in which their student-athletes competed is reported by the meet host within five days of the performance and no later than midnight Eastern time, March 4. Results will be accepted only for student-athletes on the institution’s TFRRS roster form. The submission of incorrect performances may result in the disqualification of the student-athlete. If a result is submitted more than five days after the qualifying performance and the performance is the basis for championships selection, the institution of the selected student-athlete will be subject to a fine. The fine assessed will be $200 per gender. It is the responsibility of each coach to check his or her team’s marks after each meet within the five-day window to ensure it was reported correctly.

Additional Points. Meet hosts and host institutions need to ensure the following tasks are completed regarding eligibility of performance marks:

- Correct TFRRS IDs for all student-athletes;
- Relay times submitted without the names of the student-athletes that participated or with incorrect names will not be accepted for championships consideration. It is recommended that meet hosts require relay cards at check-in to assist in this process;
- English marks will not be accepted;
- Field series must be included as a part of the results reporting in order that performances other than the best mark can be considered during the championships selection. Only submitted performances, including field series, will be considered for championships selections and tie-breaking; and
- See qualifying criteria on the NCAA DIII indoor track and field landing page for additional information.

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2017 indoor track and field results are available for meet hosts, meet directors and timers at www.tfrrs.org (select the link for Meet Director/Timer information). Take particular note of the Frequently Asked Questions document posted which highlights the following:

- Meet hosts may use their method of choice to manage meet entries.
- It is the responsibility of the meet directors/timers to collect valid TFRRS IDs from their entering teams, regardless of the meet entry method;
- For the purpose of running a meet, any meet director/timer can download the rosters of TFRRS teams (with valid single-meet TFRRS IDs) at no cost to the meet director/timer;
- Institutions registered with TFRRS can print out or download their TFRRS rosters (with IDs) to facilitate the entry process.

If you experienced difficulty using the TFRRS system, please contact DirectAthletics (support@directathletics.com; phone: 617-285-0455) and notify the NCAA national office (lhorvat@ncaa.org or 317-917-6245) if the difficulty will trigger a late fine.

**ADJUSTED PLACE STANDINGS**

[Reference: Bylaw 31.2.2.4-(a) in the NCAA Division III Manual.]

If a student-athlete is found to be ineligible, that individual’s performance shall be stricken from the championships record, the points the student-athlete has contributed to the team’s total shall be deleted, the team standings shall be adjusted accordingly, and any awards involved shall be returned to the Association. Further, the placement of other competitors shall be altered and awards presented accordingly.

**Section 2.3 Selections Information**

**DECLARATIONS**

**Student-Athletes.** A student-athlete whose institution does not comply with the provisions below will not be allowed to compete in the championships.

**Championships Declarations.** At the end of the season’s qualifying period, the final descending-order lists will be posted at www.tfrrs.org and coaches will declare student-athletes for the championships. [Note: The declarations form will be provided through DirectAthletics – the same password for roster submission will enable access to the declarations form.] As a reminder, the qualifying window for the indoor championships is Dec. 1, 2016, through March 4, 2017.

**Performance Challenge Guidelines.** One role of the NCAA Track and Field Committee is to review and act upon
performance challenges throughout the indoor and outdoor track and field seasons. Coaches and student-athletes are afforded the opportunity to monitor effective meet management and officiating by following the protest process outlined in Rule 4-1.15a in the NCAA Cross Country and Track & Field Rules Book. Challenges should be submitted via the online NCAA violations portal. See guidelines at the following link: http://www.ncaa.org/championships/division-iii-mens-and-womens-indoor-track-and-field

The challenge period begins Dec. 1, 2016, and ends at 3 p.m. Eastern time, March 5, 2017.

**Late Declarations.** Any institution declaring a student-athlete after the deadline of 5 p.m. Eastern time and before 8 p.m. Eastern time Sunday, March 5, will be charged $400 per institution per gender. There is no opportunity to submit declaration forms after 8 p.m. Eastern time Sunday, March 5.

Sponsoring institutions must complete the online declaration form and adhere to the guidelines below when declaring student-athletes for the indoor championships.

1. The committee will authorize an online posting of a declaration form for each institution by 9 a.m. Eastern time Sunday, March 5.
2. A declaration is a firm commitment to compete in every declared event, unless a preference statement is filed during declarations to indicate a choice among several declared events.
3. Access to the declaration form is controlled through the use of the same username and password assigned for team roster form submission. Any coach unable to access the online declaration form by 5 p.m. Eastern time Sunday, March 5, must notify DirectAthletics at 347-674-3002 and should contact Liz Horvat, championships administrator, at 317-917-6245.
4. **Coaches** must complete and submit a declaration electronically through DirectAthletics by 5 p.m. Eastern time Sunday, March 5. All student-athletes must be declared or scratched in every event in which they qualified at this time. Declaration forms submitted after the 5 p.m. deadline and before 8 p.m. Eastern time will be accepted as LATE and the institution will be fined (see above). There is no opportunity to submit declaration forms after 8 p.m. Eastern time. All student-athletes not declared by their institution will be scratched from the national championships competition. Coaches will have access to their declaration form at www.directathletics.com and can make changes up to the deadline of 5 p.m. Eastern time.
5. The final list of participants will be available Monday, March 6, at 9 a.m. Eastern time on the track and field landing page at http://www.ncaa.org/championships/division-iii-mens-and-womens-indoor-track-and-field.
6. Coaches are responsible for including a **mobile/cell number on the declaration form** at which the committee can reach him or her, or his or her representatives, if questions arise.
7. **Medical Scratch:** For a student-athlete who was declared and is accepted into the meet but is unable to compete, the deadline for medical scratches is 6 p.m. Eastern time, Tuesday, March 7. Any medical scratches must be reported by phone and emailed to Jimmy Stuart (254-715-1474; jimmy.stuart@deltatiming.org) and Liz Horvat (lhorvat@ncaa.org). Failure to notify the committee could result in a fine.

**Relay Declarations.** With regard to relay events, please refer to the Technical Manual listed on NCAA.org.

**TRAVEL INFORMATION**

Institutions with individuals competing in the championships must request reimbursement through the online Travel Expense System (TES) in order to receive appropriate reimbursement for their trip to the championships site. For individual-team championships, transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The TES and per diem allowance policies are located on the NCAA website (www.ncaa.org) under Division III, Championships, Division III Championships Resources.

**Section 2•4 Championships Format**

**SCHEDULE OF EVENTS**

The full schedule of events for the 2017 Division III Indoor Track and Field Championships will be available later this fall at NCAA.org.
SCORING
The men’s and women’s championships will use the eight-place scoring system (10-8-6-5-4-3-2-1) in individual and relay events (i.e., first place earns 10 team points, second place earns eight team points, etc.).

TEAM ROSTER FORMS
NCAA Division III men’s and women’s track and field programs will be required to register and maintain their official team roster with TFRRS before entering their first competition. Each student-athlete will be assigned a unique TFRRS tracking ID that will identify the student-athlete throughout his or her collegiate career. This ID will not change from season to season; however, institutions will be required to register their roster each season to confirm eligibility status. Access to and instructions for roster submission can be found at www.tfrrs.org.

TRAVEL PARTY
Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at http://www.ncaa.org/championships/travel/championships-travel-information.

Section 2•5 Protest Procedure and Appeals

CHAMPIONSHIPS PROTEST PROCEDURE
All protests must be filed on the official protest form, available at the assigned protest area, along with payment of a $50 protest fee. One copy shall be posted in the designated protest area, and the other copies shall be given to the referee. A protest must be filed no later than 15 minutes after the official results have been posted (per Rule 4-1.15). The fee shall be refunded if the decision is reversed in favor of the coach.

The referee’s decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach, and the other copy shall be placed in the subcommittee’s files.

JURY OF APPEALS
If the violation that is being protested was called by the referee, the protest will be referred directly to the jury of appeals for review. As part of the protest process, the decision of the referee may be appealed through the appointed jury of appeals, in writing, not later than 15 minutes after the decision of the referee has been announced. Any official evidence available to the referee may be reviewed. If such evidence is not conclusive, the decision of the referee shall be upheld. No further appeal is available. The result of an appeal shall be posted and the affected coaches notified. A $50 deposit is required for all appeals, which will be returned if the appeal is granted. The games committee will serve as the jury of appeals for the indoor track and field championships.

VIDEO REVIEW LANGUAGE
Rule 4-1.15c allows an official video to be designated by the games committee (before the meet) to be used during protests and appeals to aid in the decision-making process. This stipulation and use of an official video will be up to each individual games committee at each regular-season meet, as to ensure the video is useful in providing the proper angle and is in the proper location at the event to be effective in ruling on a protest.

For Division III, this rule will apply to each regular-season meet and it will be up to each games committee to determine if the ability to have a video is necessary and feasible.
### Appendix • Sport Sponsorship

#### MEN’S SPONSORSHIP

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<thead>
<tr>
<th>ATLANTIC REGION (42)</th>
<th>CENTRAL REGION (28)</th>
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*Not eligible for NCAA championship competition.
## GREAT LAKES REGION (36)

Adrian College  
Albion College  
Alma College  
Anderson University (Indiana)  
Baldwin Wallace University  
Bluffton University  
Calvin College  
Capital University  
Case Western Reserve University  
Defiance College  
Denison University  
DePauw University  
Earlham College  
Franklin College  
Hanover College  
Heidelberg University  
Hope College  
John Carroll University  
Kenyon College  
Manchester University  
Marietta College  
Mount St. Joseph University  
University of Mount Union  
Muskingum University  
Oberlin College  
Ohio Northern University  
Ohio Wesleyan University  
Olivet College  
Otterbein University  
Rose-Hulman Institute of Technology  
Transylvania University  
Trine University  
Wabash College  
Wilmington College (Ohio)  
Wittenberg University  
The College of Wooster

*Not eligible for NCAA championship competition.*

## MIDEAST REGION (47)

Albright College  
Allegheny College  
Alvernia University  
Bethany College (West Virginia)  
Carnegie Mellon University  
Chatham University  
Delaware Valley University  
DeSales University  
Dickinson College  
Eastern University  
Elizabethtown College  
Franklin & Marshall College  
Frostburg State University  
Geneva College  
Gettysburg College  
Goucher College  
Grove City College  
Gwynedd Mercy University  
Haverford University  
Hood College  
Immaculata University  
Johns Hopkins University  
Juniata College  
Keystone College  
King’s College (Pennsylvania)  
Lebanon Valley College  
McDaniel College  
Messiah College  
Misericordia University  
Moravian College  
Muhlenberg College  
Neumann University  
Pennsylvania State University Erie, the Behrend College  
Penn State Harrisburg  
Salisbury University  
Shenandoah University  
Saint Vincent College  
Stevenson University  
Susquehanna University  
Swarthmore College  
Thiel College  
Ursinus College  
Washington and Jefferson College  
Waynesburg University  
Wesley College  
Widener University  
York College (Pennsylvania)

*Not eligible for NCAA championship competition.*
### MIDWEST REGION (43)

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*Not eligible for NCAA championship competition.

### NEW ENGLAND REGION (35)

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*Not eligible for NCAA championship competition.
### SOUTH (32)

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Berry College
Birmingham-Southern College
Bridgewater College (Virginia)
Catholic University
Centre College
Christopher Newport University
University of Dallas
Eastern Mennonite University
Emory University
Guilford College
Hardin-Simmons University
Hendrix College
Lynchburg College
University of Mary Washington

*McMurry University (active 2018-19)
Methodist University
Oglethorpe University
University of the Ozarks (Arkansas)
Randolph College
Rhodes College
Roanoke College
University of the South
Southern Virginia University
Spalding University
Texas Lutheran University
The University of Texas at Tyler
Thomas More College
Trinity University (Texas)
Virginia Wesleyan College
Washington and Lee University

### WEST REGION (12)

California Institute of Technology
Claremont McKenna-Harvey Mudd-Scripps Colleges
George Fox University
University of La Verne
Lewis & Clark College
Linfield College

Occidental College
Pacific University (Oregon)
University of Puget Sound
University of Redlands
Whitworth University
Willamette University

*Not eligible for NCAA championship competition.*
## WOMEN’S SPONSORSHIP

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</tr>
<tr>
<td>State University of New York</td>
<td></td>
</tr>
<tr>
<td>The College of New Jersey</td>
<td></td>
</tr>
</tbody>
</table>

*Not eligible for NCAA championship competition.

### CENTRAL REGION (29)

<table>
<thead>
<tr>
<th>College Name</th>
<th>Institution Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Augsburg College</td>
<td>Luther College</td>
</tr>
<tr>
<td>Bethany Lutheran College</td>
<td>Macalester College</td>
</tr>
<tr>
<td>Bethel University (Minnesota)</td>
<td>University of Minnesota, Morris</td>
</tr>
<tr>
<td>Buena Vista University</td>
<td>Nebraska Wesleyan University</td>
</tr>
<tr>
<td>Carleton College</td>
<td>North Central University</td>
</tr>
<tr>
<td>Central College (Iowa)</td>
<td>University of Northwestern-St. Paul</td>
</tr>
<tr>
<td>Coe College</td>
<td>Simpson College</td>
</tr>
<tr>
<td>Concordia College, Moorhead</td>
<td>College of St. Benedict</td>
</tr>
<tr>
<td>Cornell College</td>
<td>St. Catherine University</td>
</tr>
<tr>
<td>Crown College (Minnesota)</td>
<td>Saint Mary’s University of Minnesota</td>
</tr>
<tr>
<td>University of Dubuque</td>
<td>St. Olaf College</td>
</tr>
<tr>
<td>Grinnell College</td>
<td>The College of St. Scholastica</td>
</tr>
<tr>
<td>Gustavus Adolphus College</td>
<td>University of St. Thomas (Minnesota)</td>
</tr>
<tr>
<td>Hamline University</td>
<td>Wartburg College</td>
</tr>
<tr>
<td>Loras College</td>
<td></td>
</tr>
</tbody>
</table>

21 NCAA PRE-CHAMPIONSHIPS MANUAL
### GREAT LAKES REGION (35)

- Adrian College
- Albion College
- Alma College
- Anderson University (Indiana)
- Baldwin Wallace University
- Bluffton University
- Calvin College
- Capital University
- Case Western Reserve University
- Defiance College
- Denison University
- DePauw University
- Earlham College
- Franklin College
- Hanover College
- Heidelberg University
- Hope College
- John Carroll University
- Kenyon College
- Manchester University
- Marietta College
- Mount St. Joseph University
- University of Mount Union
- Muskingum University
- Oberlin College
- Ohio Northern University
- Ohio Wesleyan University
- Olivet College
- Otterbein University
- Rose-Hulman Institute of Technology
- Transylvania University
- Trine University
- Wilmington College (Ohio)
- Wittenberg University
- The College of Wooster

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### MIDEAST REGION (48)

- Albright College
- Allegheny College
- Alvernia University
- Bethany College (West Virginia)
- Bryn Mawr College
- Carnegie Mellon University
- Chatham University
- Delaware Valley University
- DeSales University
- Dickinson College
- Eastern University
- Elizabethtown College
- Franklin & Marshall College
- Frostburg State University
- Geneva College
- Gettysburg College
- Goucher College
- Grove City College
- Gwynedd Mercy University
- Haverford University
- Hood College
- Immaculata University
- Johns Hopkins University
- Juniata College
- Keystone College
- King’s College (Pennsylvania)
- Lebanon Valley College
- McDaniel College
- Messiah College
- Misericordia University
- Moravian College
- Muhlenberg College
- Neumann University
- Pennsylvania State University Erie, the Behrend College
- Penn State Harrisburg
- Salisbury University
- Shenandoah University
- Saint Vincent College
- Stevenson University
- Susquehanna University
- Swarthmore College
- Thiel College
- Ursinus College
- Washington and Jefferson College
- Waynesburg University
- Wesley College
- Widener University
- York College (Pennsylvania)

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### MIDWEST REGION (43)

- Augustana College (Illinois)
- Aurora University
- Beloit College
- Benedictine University (Illinois)
- Carroll University (Wisconsin)
- Carthage College
- University of Chicago
- Concordia University Chicago
- Concordia University Wisconsin
- Edgewood College
- Elmhurst College
- Fontbonne University
- Greenville College
- Illinois College
- *Illinois Institute of Technology (active 2018-19)*
- Illinois Wesleyan University
- Knox College
- Lakeland University
- Lawrence University
- Marian University (Wisconsin)
- Millikin University
- Milwaukee School of Engineering
- Monmouth College (Illinois)
- North Central College
- North Park University
- Principia College
- Ripon College
- Rockford University
- St. Norbert College
- Washington University in St. Louis
- Webster University
- Westminster College (Missouri)
- Wheaton College (Illinois)
- Wisconsin Lutheran College
- University of Wisconsin-Eau Claire
- University of Wisconsin-La Crosse
- University of Wisconsin-Oshkosh
- University of Wisconsin-Platteville
- University of Wisconsin-River Falls
- University of Wisconsin-Stevens Point
- University of Wisconsin-Stout
- University of Wisconsin-Superior
- University of Wisconsin-Whitewater

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### NEW ENGLAND REGION (38)

- Amherst College
- Bates College
- Bowdoin College
- Brandeis University
- Bridgewater State University
- Castleton University
- Colby College
- Colby-Sawyer College
- Connecticut College
- Eastern Connecticut State University
- Emmanuel College (Massachusetts)
- Fitchburg State University
- Husson University
- Keene State College
- Lasell College
- Lesley University
- Massachusetts Institute of Technology
- University of Massachusetts, Boston
- University of Massachusetts, Dartmouth
- Middlebury College
- Mount Holyoke College
- Plymouth State University
- Regis College (Massachusetts)
- Rhode Island College
- Smith College
- University of Southern Maine
- Springfield College
- Saint Joseph’s College (Maine)
- Trinity College (Connecticut)
- Tufts University
- U.S. Coast Guard Academy
- Wellesley College
- Wesleyan University (Connecticut)
- Westfield State University
- Wheaton College (Massachusetts)
- Williams College
- Worcester Polytechnic Institute
- Worcester State University

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### SOUTH REGION (33)

*Belhaven University (active 2019-20)*
*Berea College (active 2017-18)*
Berry College
Birmingham-Southern College
Bridgewater College (Virginia)
Catholic University
Centre College
Christopher Newport University
University of Dallas
Eastern Mennonite University
Emory University
Guilford College
Hardin-Simmons University
Hendrix College
Lynchburg College
University of Mary Washington
*McMurry University (active 2018-19)*
*Meredith College*
*Methodist University*
*Oglethorpe University*
*University of the Ozarks (Arkansas)*
*Randolph College*
*Rhodes College*
*Roanoke College*
*University of the South*
*Southern Virginia University*
*Spalding University*
*Texas Lutheran University*
*The University of Texas at Tyler*
*Thomas More College*
*Trinity University (Texas)*
*Virginia Wesleyan College*
*Washington and Lee University*

### WEST REGION (13)

California Institute of Technology
Claremont McKenna-Harvey Mudd-Scripps Colleges
Colorado College
George Fox University
University of La Verne
Lewis & Clark College
Linfield College

*Occidental College*
*Pacific University (Oregon)*
*University of Puget Sound*
*University of Redlands*
*Whitworth University*
*Willamette University*

*Not eligible for NCAA championship competition*