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SECTION 1. INTRODUCTION

Congratulations on your selection to the 2017 NCAA Division II Men's and Women's Indoor Track and Field Championships! This manual includes important information regarding the championships. Additional information is available on the championships website at NCAA.com and on NCAA.org.

The championships will be held March 9-11 at the CrossPlex in Birmingham, Alabama. The event is part of the 2017 NCAA Division II National Championships Festival. In addition to the information included in the manual specific to indoor track and field, information regarding the Festival is available in the general Festival section.

SECTION 2. CONTACT INFORMATION

2.1 NCAA STAFF AND COMMITTEE ROSTER

<table>
<thead>
<tr>
<th>Atlantic Region</th>
<th>Central Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jody Russell</td>
<td>Steven Blocker</td>
</tr>
<tr>
<td>Faculty Athletics</td>
<td>Head Track and Field/Cross Country Coach</td>
</tr>
<tr>
<td>Representative</td>
<td>Emporia State University</td>
</tr>
<tr>
<td>Lock Haven University of Pennsylvania</td>
<td><a href="mailto:sblocke1@emporia.edu">sblocke1@emporia.edu</a></td>
</tr>
<tr>
<td><a href="mailto:Jrussel3@lhup.edu">Jrussel3@lhup.edu</a></td>
<td></td>
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<thead>
<tr>
<th>East Region</th>
<th>Midwest Region</th>
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<tbody>
<tr>
<td>Lorne Marcus</td>
<td>Andrew Towne</td>
</tr>
<tr>
<td>Head Track and Field</td>
<td>Head Track and Field/Cross Country Coach</td>
</tr>
<tr>
<td>Coach</td>
<td>Hillsdale College</td>
</tr>
<tr>
<td>St. Thomas Aquinas College</td>
<td><a href="mailto:atowne@hillsdale.edu">atowne@hillsdale.edu</a></td>
</tr>
<tr>
<td><a href="mailto:lmarcus@stac.edu">lmarcus@stac.edu</a></td>
<td></td>
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<table>
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<tr>
<th>South Region</th>
<th>South Central Region</th>
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<tbody>
<tr>
<td>Kelley Kish</td>
<td>Ryan Dall</td>
</tr>
<tr>
<td>Associate Director of</td>
<td>Head Track and Field/Cross Country Coach</td>
</tr>
<tr>
<td>Athletics</td>
<td>Texas A&amp;M University-Kingsville</td>
</tr>
<tr>
<td>Nova Southeastern</td>
<td><a href="mailto:ryan.dall@tamuk.edu">ryan.dall@tamuk.edu</a></td>
</tr>
<tr>
<td>University</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kkish@nova.edu">kkish@nova.edu</a></td>
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<tr>
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<tr>
<td>Lee Glenn</td>
<td>Preston Grey</td>
</tr>
<tr>
<td>Associate Director of</td>
<td>Head Cross Country/Women’s Track and Field Coach</td>
</tr>
<tr>
<td>Athletics, External</td>
<td>Azusa Pacific University</td>
</tr>
<tr>
<td>Operations</td>
<td><a href="mailto:pgrey@apu.edu">pgrey@apu.edu</a></td>
</tr>
<tr>
<td>University of North</td>
<td></td>
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<tr>
<td>Georgia</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:lee.glenn@ung.edu">lee.glenn@ung.edu</a></td>
<td></td>
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<table>
<thead>
<tr>
<th>NCAA Staff Liaisons</th>
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<tbody>
<tr>
<td>Morgan DeSpain</td>
<td>Donisha Carter</td>
</tr>
<tr>
<td>Assistant Director of</td>
<td>Assistant Coordinator</td>
</tr>
<tr>
<td>Championships</td>
<td>NCAA</td>
</tr>
<tr>
<td>NCAA</td>
<td>Office: 317-917-6652</td>
</tr>
<tr>
<td>Office: 317-917-6505</td>
<td>Office: 317-917-6505</td>
</tr>
<tr>
<td>Cell: 317-292-8013</td>
<td><a href="mailto:dcarter@ncaa.org">dcarter@ncaa.org</a></td>
</tr>
<tr>
<td><a href="mailto:mdespain@ncaa.org">mdespain@ncaa.org</a></td>
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| Rachel Seewald, rules    | Mark Kostek                      |
| liaison                  | Secretary-Rules Editor           |
| Playing Rules Administration | Office: 515-208-8300         |
| Office: 317-917-6141     | kostekmt@gmail.com              |
| rseewald@ncaa.org        |                                  |
2.2 HOST PERSONNEL

<table>
<thead>
<tr>
<th>Facility Director</th>
<th>Indoor Track and Field Tournament Director</th>
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</thead>
<tbody>
<tr>
<td>Faye Oates</td>
<td>A.J. Holzherr</td>
</tr>
<tr>
<td>Director</td>
<td>Sport Event Manager</td>
</tr>
<tr>
<td>Phone: 205-279-8954</td>
<td>Phone: 205-279-8951</td>
</tr>
<tr>
<td>Email: <a href="mailto:faye.oates@birminghamal.gov">faye.oates@birminghamal.gov</a></td>
<td>Email: <a href="mailto:AJ.Holzherr@birminghamal.gov">AJ.Holzherr@birminghamal.gov</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Co-Tournament Director</th>
<th>Media Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christy Mixon</td>
<td>Phil Pierce</td>
</tr>
<tr>
<td>Event Manager</td>
<td></td>
</tr>
<tr>
<td>Phone: 205-297-8305</td>
<td>Phone: 317-917-6976</td>
</tr>
<tr>
<td>Email: <a href="mailto:Christy.mixon@birminghamal.gov">Christy.mixon@birminghamal.gov</a></td>
<td>Email: <a href="mailto:ppierce@ncaa.org">ppierce@ncaa.org</a></td>
</tr>
</tbody>
</table>

Athletic Training
Champion SportsMedicine
Ed Harris
Phone: 205-939-1557
Email: Eharris105@aol.com

SECTION 3. CHECKLIST

This checklist is arranged in chronological order to be of assistance to those individuals who have specific institutional responsibilities at the national championships.

☐ Mandatory conference call for coaches of all participating teams. 3 p.m. – 4 p.m. Eastern time, Wednesday, March 1. Conference call information is listed below:
   Call-in: 866-590-5055
   Passcode: 4970768#

☐ Deadline for submitting Code of Conduct Form (Appendix E) to your committee representative. 5 p.m. Eastern time, Friday, March 3.

☐ Deadline for submitting Student-Athlete Bio Forms to Donisha Carter at dcarter@ncaa.org. 5 p.m. Eastern time, Friday, March 3.


☐ Packet pickup 8:30 a.m. – 10:30 a.m. Eastern time, Wednesday, March 8 at the Birmingham CrossPlex

☐ Mandatory administrative meeting in the East Ballroom B at the Birmingham Jefferson Convention Complex (BJCC). 11:30 a.m. Eastern time, Wednesday, March 8.

SECTION 4. CHAMPIONSHIP FORMAT

4.1 FORMAT

The format for the NCAA Division II Men’s and Women’s Indoor Track and Field Championships is determined by the NCAA Division II Men’s and Women’s Track and Field and Cross Country Committee.

SELECTIONS INFORMATION AND TIMELINE

Declarations for the championships will be accepted between 9 a.m. Eastern time, February 22 and 1 p.m. Eastern time, February 27. Late declarations will be accepted with a fine of $400 per gender until 6 p.m. Eastern time on February 27. Championship fields will be posted online (NCAA.org) by 6 p.m.
Eastern time, February 28. Institution with student-athletes selected to the championships will receive information pertinent to the championships as soon as the fields are posted.

Heat and flight information will be posted online by Monday, March 6 (NCAA.org).

4.2 EVENT INFORMATION

High Jump
The high jump pits and run-ups will be positioned on the venue infield as noted on the map in Appendix C. Both pits will be used for the combined events and the north pit will be used for the M/W open events.

Long Jump
• Pits are located on the east backstretch side of the facility. The boards are 1m from the landing pits. Pits will be used for all horizontal jumps competitions. The primary runway (closest to straightaway) allows for 191’ LJ approach. The secondary runway (closest to the oval) allows for a 172’ LJ approach. See facility diagram Appendix C.
• Both runways will be used for the men’s heptathlon and the women’s pentathlon.

Triple Jump
• The primary runway (closest to straightaway) distance from end of runway to first takeoff board is 152’ the second take off board is 158’.
• The secondary runway (closest to oval) distance from end of runway to first takeoff board is 133’ the second is 139’.
• Primary runway will be used for the triple jump open events.

Shot Put/Weight Throw
Shot put and weight throw circles are located under the LED board of the venue outside the track oval as noted on the facility diagram Appendix C. Both circles will be used for the heptathlon and pentathlon shot put, and the main circle (enclosed area) as noted on the diagram will be used for the open shot put and weight throw events. The main circle will be available only during practice hours for shot put and weight throw.

Pole Vault
The primary pole vault runway provides approximately 161’ of runway to the back of the box. See facility diagram Appendix C.

Running Event Information
Meet management will have batons available for those teams needing one.

• Only starting blocks provided by meet management may be used.
• Relay cards must be completed by coaches during the packet pick-up period, coaches must list any and all athletes that may run the relay. Changes in relay teams must be reported to the clerk during athlete check-in.

Relay Alternates
• Qualified student-athletes who have been declared and are accepted into the championships in another event shall be allowed to run as substitutes for relays.
• Student-athletes who did not qualify to the championships may serve as an alternate for relays.
• A maximum of four student-athletes can be named as replacements on any specific relay team, in addition to the four student-athletes on the relay that achieved the qualifying mark.
• The name(s) of uninvited student-athletes who may serve as alternates for relays shall be listed no later than packet pick-up. The listed uninvited alternate may only compete in his or her listed relay
and will be permitted to run in any heat or final of that respective relay. **ANY STUDENT-ATHLETE NOT LISTED BY THE END OF PACKET PICK-UP WILL NOT BE ELIGIBLE TO COMPETE IN THE CHAMPIONSHIPS.**

- The NCAA will not reimburse transportation and per diem beyond the number of qualified student-athletes and approved non-athletes as part of the official travel party. Any additional student-athletes outside of the official travel party who compete (i.e. uninvited relay alternates) will not receive reimbursement.

### 4.3 AWARDS

An awards ceremony will be held after the conclusion of each event, and awards will be presented to the top eight finishers in each event. Awards will be presented to the top four men’s and women’s teams after awards have been presented for the 4x400 relay teams. Student-athletes are required to wear official school uniforms/warm-ups for awards ceremonies. All individuals receiving an award must be represented on the awards stand. If a student-athlete is competing in another event soon after the awards ceremony, another participating student-athlete from that institution may stand in to receive the award. A coach from the national champion’s institution must report to the awards immediately after the conclusion of the event to present the awards.

If a tie occurs in the finals, it will not be broken. A duplicate award will be ordered by the NCAA and sent to the institution after the championships. Institutions interested in purchasing additional awards that they receive on site can do so at [http://www.mtmrecognition.com/ncaa/](http://www.mtmrecognition.com/ncaa/).

### 4.4 NATIONAL ANTHEM

The national anthem will be played prior to the start of the first running event each day. Please see the schedule of events for more details.

**SECTION 5. CHAMPIONSHIP OPERATIONS**

### 5.1 ADMINISTRATIVE MEETING

A mandatory administrative meeting will be held at 11:30 a.m., Wednesday, March 8, in the East Ballroom B at the Birmingham Jefferson Convention Complex (BJCC). All head coaches or their institutional designee are required to attend to hear important information specific to the championships and the facility. **Institutions failing to have representation at the meeting will be fined $200 per gender.**

The BJCC is located directly across the skywalk from Sheraton/Westin hotels. There is indoor access on level three from both the Sheraton and the Westin.

Coaches not staying at the Sheraton or Westin will receive parking vouchers at the meeting, if needed. If parking, you will be able to enter the parking deck from three locations:

1. Enter on 22nd street from Richard Arrington Jr. Blvd North (22nd street is a one way)
2. Enter from 23rd street
3. New entrance will be off of Richard Arrington Jr. Blvd North right beside the SEC building (between SEC & Westin)

Additional information, including local city maps, are included in the general Festival Participant Manual.
5.2 PACKET PICK-UP
Packet pick-up will be held Wednesday, March 8 from 8:30 a.m. to 10:30 a.m. at the Birmingham CrossPlex. A representative from each participating institution must attend packet pick-up. Late pick-up will result in a fine of $200 per gender.

5.3 CREDENTIALS FOR INSTITUTIONS
Credentials will be provided for each participating team as follows:
- Institutions qualifying one to four student-athletes will receive credentials for the participating student-athletes and two non-athletes.
- Institutions qualifying five to eight student-athletes will receive credentials for the participating student-athletes and three non-athletes.
- Institutions qualifying nine or more student-athletes will receive credentials for the participating student-athletes and four non-athletes.
- Institutions qualifying a relay will receive up to TWO additional participant credentials.
- Each participating institution will be able to request additional credentials for senior level administrators. More information on requesting the credentials will be provided in the 2017 Division II National Championships Festival manual.
- Each participating institution will receive up to ONE medical credential for a certified athletic trainer. Medical credentials should be requested through the host.
- Any additional coaches attending the championships will have to purchase tickets to the venue.
- Media credential requests must be made online at http://www.ncaa.com/media.

NOTE: The official travel party is different from the credential allotment noted above and is outlined in the ‘Travel/Transportation’ section of this manual. Only members of the official travel party will receive expense reimbursement, complimentary social reception tickets, etc.

5.4 STUDENT-ATHLETE BIO FORMS
Teams should complete the Student-Athlete Bio forms (Appendix D) for all participants. Completed forms can be emailed to Donisha Carter (dcarter@ncaa.org) by 5 p.m. Eastern time, Friday, March 3, or can be given to the NCAA Division II Men’s and Women’s Track and Field and Cross Country Committee during packet pick-up.

5.5 HEAT SHEETS
Heat sheets will be included in the institutional packets for the participating teams. Updated heat sheets (one copy per institution) will be available on site each day. Heat sheets will be on sale for $2 for spectators on competition days.

5.6 CLERKING/CHECK-IN
All student-athletes will check in for their events at the Clerk. The Clerking Area is located to the left of the scoreboard near the Warm-Up area (facility diagram Appendix C).

<table>
<thead>
<tr>
<th>Event</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>Running Events</td>
<td>Student-athletes must be clerked at least 30 minutes before their scheduled running event. Competitors will be escorted out to the track shortly before the start of their race. Hurdlers will be allowed limited practice on the track surface just before the start of their races.</td>
</tr>
<tr>
<td>Field Events</td>
<td>Student-athletes must be cleared at least 45 minutes before their scheduled field event. Competitors will be escorted to the competition area 45 minutes prior to the start of the event.</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>Student-athletes must be clerked at least 75 minutes before their scheduled event. Competitors will be escorted to the competition area 75 minutes prior to the start of the event.</td>
</tr>
</tbody>
</table>
5.7 MEDICAL SCRATCHES
If a student-athlete does not compete in or complete an event due to an injury or illness, that student-athlete and coach must report immediately to the designated meet physician/certified athletic trainer for documentation purposes. Failure to do so may result in loss of per diem or disqualification from other events. It is the responsibility of the student-athlete and coach to report immediately to the meet physician/trainer.

All medical scratches and re-entry after failing to participate or finish an event must be approved by the official meet physician/athletic trainer.

5.8 PROTESTS/APPEALS
All protests must be filed on the official protest form, available at the assigned protest area. 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 are posted. All institutions involved in the protest will be notified of the protest and the decision. The referee’s decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach and one shall be placed in the committee’s files. A $50 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision. 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. Not 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 NCAA Division II Men’s and Women’s Track and Field and Cross Country Committee will serve as the jury of appeals for the 2017 NCAA Division II Men’s and Women’s Indoor Track and Field Championships.

Correctable Error. Within 72 hours after the last event of a meet, or before the subsequent round, results can be corrected if an administrative error is detected (i.e., incorrect calculation of team, individual or combined-event scores, timing error).

5.9 SCORING/TIMING
Leone Timing will be the official timer of the 2017 Division II Men’s and Women’s Indoor Track and Field Championships. The meet will be scored according to Rule 7 of the 2017-2018 NCAA Cross Country and Track and Field Rules Book.

5.10 RESULTS
Live results will be available online at www.NCAA.com. Results will also be posted behind the main grandstands within the venue. Results will be available for coaches at the end of each day of competition.

SECTION 6. COMPETITION SITE

6.1 SITE MAP
Please see the Appendix C for a map of CrossPlex.
6.2 SITE INFORMATION

The Birmingham CrossPlex is a world-class facility that boasts a six-lane oval hydraulic track and eight 60-meter lanes for spring/hurdle events. The hydraulic track features a Mondo track surface and is one of only six in the United States and one of eight worldwide.

6.3 PARTICIPANT ENTRANCE

All participating student-athletes and coaches may enter the track facility through the main entrances on the south side of the track, or through the northwest entrance that is connected to the warm-up area. Credentials must be visible in order to gain entry to the track.

6.4 WARM-UP AREA

The warm-up area is located just immediately outside of the track on the west side behind the grandstands see facility diagram Appendix C. The warm-up area has four lanes 60 meters in length, with a 20-meter shut-down area on each end. Hurdles and starting blocks will be provided for warm-up activities.

The warm-up area will be reserved for student-athletes with upcoming events 400M and down requiring starting blocks. The warm up area will be monitored at all times.

6.5 LOCKER ROOMS

The locker rooms are located in the warm-up track arena. See facility diagram Appendix C.

SECTION 7. EQUIPMENT

7.1 GENERAL EQUIPMENT

Gill Athletics is the official equipment supplier for NCAA track and field. All student-athletes will be required to use the blocks and weight throw implements as supplied by Gill Athletics and exclusive for these NCAA championships.

7.2 IMPLEMENTS

Implements may be picked up in the implement storage area no sooner than 30 minutes following the conclusion of the event final. Institutions may ship vaulting poles, implements and other necessary equipment to the following address:

Birmingham CrossPlex
Attn: Christy Mixon
2337 Bessemer Rd.
Birmingham, Alabama 35208
205-297-8305

It is the sole responsibility of each institution to package and ship implement materials for the championships to the CrossPlex. The CrossPlex does not assume any responsibility for the condition of the delivery. Please contact Christy Mixon (Christy.mixon@birminghamal.gov; 205-297-8305) to notify her of your shipment so she can confirm receipt. Be sure to mark all shipments and packages with your institution name, and for vaulting poles, the name(s) of the athletes. If possible please have the shipping company contact Christy upon arrival to help direct where the package needs to be dropped off. Furthermore, the return of the materials after the championships is the sole responsibility of the competing institution. A return bill of lading, completely filled, must be attached to your materials for return shipment. The CrossPlex is not responsible for the return of goods—this includes packaging and
labeling pole vault shipping materials. **The CrossPlex assumes no responsibility for condition of delivery, checking contents and/or return shipping process plus return shipping charges.**

### 7.3 IMPLEMENT INSPECTION

As a reminder, student-athletes will be required to use the weight throw implements supplied by Gill Athletics for practice and competition at the championships (see the Shot Put/Weight Throw section for more details). Student-athletes may use their own shot put implements if they choose as long as they meet the certification process. Shot put implements will be impounded at the time designated for certification. **Shot put implements must be dropped off at the designated storage area (noted on the facility diagram) for certification any time during the following hours:**

- **Wednesday, March 8** 2 to 4 p.m.
- **Thursday, March 9** 10 a.m. to noon
- **Friday, March 10** 10 a.m. to noon
- **Saturday, March 11** noon to 2 p.m.

Implements may be picked up in the implement storage area no sooner than 30 minutes following the conclusion of the event final. Implements may be shipped to:

Birmingham CrossPlex  
Attn: Christy Mixon  
2337 Bessemer Road  
Birmingham, Alabama 35208  
205-297-8305

It is the sole responsibility of each institution to package and ship implement materials for the 2017 NCAA Division II Men’s and Women’s Indoor Track and Field Championships to the CrossPlex. The CrossPlex does not assume any responsibility for the condition of the delivery.

### 7.4 POLE VAULT

The pole vault runway provides approximately 161’ of runway to the back of the box. Participants who transport their own poles should bring their poles through the main entrance of the CrossPlex, which will be identified with appropriate signage. Poles may be brought to the facility and stored beginning Tuesday, March 7 and stored in the designated area. Poles may be shipped to:

Birmingham CrossPlex  
Attn: Christy Mixon  
2337 Bessemer Road  
Birmingham, Alabama 35208  
205-297-8305

It is the sole responsibility of each institution to package and ship pole vault materials for the 2017 NCAA Division II Men’s and Women’s Indoor Track and Field Championships to the CrossPlex. Each institution must establish contact names and phone numbers for the shipping carrier. To ensure safe delivery of pole vault poles through the selected shipping carrier, make sure information such as the correct address for the CrossPlex and Indoor Track is indicated.

Furthermore, the return of the pole vault materials after the championships is the sole responsibility of the competing institution. A return bill of lading, completely filled, must be attached to your poles for return shipment. **The CrossPlex is not responsible for the return of goods—this includes packaging and labeling the pole vault shipping materials. The CrossPlex assumes no responsibility for condition of delivery, checking contents and/or return shipping process plus return shipping charges.**
7.5 SHOT PUT/WEIGHT THROW

Student-athletes will be required to use the throwing weights provided by Gill Athletics for practice and competition. No other weights will be thrown and institutions will not be allowed to use their weight implements for practice and/or competition at the championships. Student-athletes may use their own shot put implements if they choose as long as they meet the certification process at the championships. The weight throw implements that will be provided by Gill Athletics for the championships are as follows:

- Gill Orbiter 20lb Indoor Throwing Weights
- Dominator Tungsten 20lb Indoor Throwing Weights
- Gill Orbiter 35lb Indoor Throwing Weights
- Dominator Tungsten 35lb Indoor Throwing Weights

7.6 SPIKE REGULATIONS

The following spike regulations at the CrossPlex will be strictly enforced:

- The CrossPlex only allows the use of \( \frac{1}{4}'' \) or less Pyramid spikes on all track & field competitive and warm-up surfaces. Christmas tree type and/or Needle spikes are prohibited.
- Upon entry to the CrossPlex for actual competition, competing student-athletes shall be required to proceed to the designated Spike Control Area to have their spikes checked and deemed appropriate for competition based on policy see facility diagram Appendix C. Should an athlete use multiple pairs of spikes, each shall be required to be checked on each competition day. Once a set of spikes (one or more) have been checked and approved as per policy a colored zip tie (a different color each day) shall be affixed to the spikes.
- Student-athletes shall be required each day to return to the Spike Control Area and follow the daily procedure with the prior day’s zip tie being removed and a new one affixed for each set of spikes to be used that day.
- If a spike is deemed not acceptable, no zip tie will be given and it is the responsibility of that student-athlete to secure the proper spikes. The CrossPlex will not supply replacement spikes. The CrossPlex reserves the right to make the final call on all spike approval issues.
- Should a student-athlete be found to have swapped spikes after approval, that student-athlete will be reported to the Meet Referee.
- Flats or slick surfaced field event shoes shall not require zip ties.
- Once a student-athlete passes through Spike Control, additional visual spike checks shall take place in the clerking area and on the starting line. If a student-athlete has been identified with a spike not displaying the appropriate daily colored zip tie, they may return to the spike control Area to have spikes cleared should time allow.

Spikes will be available for sale at the CrossPlex. Teams can also buy spikes locally at:

Trak Shak
2839 18th Street South
Homewood, Alabama 35209
205-870-5644
7.7 BIB AND HIP NUMBERS

Named bibs will be issued for the front of the uniform, and numbered bibs will be issued for the back of the uniform. Bibs must be worn as issued without any modification or alteration.

Student-athletes competing in the high jump and pole vault can choose to wear either the named bib on front or the numbered bib on back.

Hip numbers will be issued for runners by the Clerk. They will be worn on both left and right hips and must not be obscured by an athlete’s clothing. Runners in races 800 meters and longer, as well as all members of 4x400 meter relay, will also be issued a number to be worn on the upper portion of the uniform top.

SECTION 8. MEDIA SERVICES

8.1 GENERAL MEDIA INFORMATION

Important information regarding NCAA media policies can be found online at NCAA.com/media. For media questions specific to the 2017 NCAA Division II Men’s and Women’s Indoor Track and Field Championships, please contact Phil Pierce (317-917-6976; ppierce@ncaa.org).

8.2 CHAMPIONSHIP WEBSITE

The official website for the championships is available at NCAA.com. Additional information specific to participants can be found on NCAA.org.

8.3 PRESS CONFERENCE

A track and field press conference will be held at the Birmingham CrossPlex on Wednesday, March 8 at 1 p.m. CST. Press conference panelists will be selected and notified following championship selections.

8.4 WORKING MEDIA FACILITIES

The media work areas and hospitality will be located in the press box on the second floor overlooking the finish line.

8.5 BROADCAST/WEBCAST

The championships will be streamed live on NCAA.com. A link to view the championships will be available on competition days.

8.6 RESULTS

Results will be distributed to the media and available online at NCAA.com.

SECTION 9. MEDICAL

9.1 ATHLETIC TRAINING

The Athletic Training Room is located inside the Warm-Up Track, between the locker rooms (see facility diagram in Appendix C). The Athletic Training Room will be open when the track opens on practice days and will close at the end of practice sessions. On competition days, the Athletic Training Room will be open at the start of practice through the conclusion of competition.
An athletic trainer will be located on the floor of the track near the finish line see facility diagram Appendix C. Our athletic training staff will transport injured student-athletes to this section during competition. Team physicians and EMS officials will be on-call/site around this area during the meet. Please feel free to contact us if you need a special arrangement.

Competing institutions can set up training tables in the area behind the east grandstands on a first come first served basis.

One medical credential per institution may be requested for a certified athletic trainer by emailing Ed Harris (Eharris105@aol.com). Approved medical credentials will be available for pick-up on practice days in the Athletic Training Room. Student-athletes seeking specific treatments should provide written instructions from their sports medicine staff indicating any specific treatment protocols if they are not traveling with a certified athletic trainer.

**Athletic Training Hours:**

- **Tuesday, March 7**  Noon to 5 p.m.
- **Wednesday, March 8**  8 a.m. to 9 p.m.
- **Thursday, March 9**  7 a.m. to conclusion of competition
- **Friday, March 10**  7 a.m. to conclusion of competition
- **Saturday, March 11**  8 a.m. to conclusion of competition

Any questions regarding the Athletic Training services should be directed to:

Ed Harris  
Champion Sports Medicine  
Phone: 205-439-1557  
E-mail: Eharris105@aol.com

**SECTION 10. SCHEDULE OF EVENTS**

**10.1 PRACTICE SCHEDULE**

Please see Appendix B for additional information regarding practice time.

**10.2 CHAMPIONSHIP SCHEDULE**

Track and Field competition will take place March 9-11. The competition schedule can be found online at NCAA.com and NCAA.org (Division II, Championships, Indoor Track and Field (M/W), 2016-17 Schedule of Events).

**SECTION 11. TRAVEL PARTY**

The travel party for the 2017 NCAA Division II Men’s and Women’s Indoor Track and Field Championships is as follows:

- Institutions that qualify one to four individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and one non-athlete.
- Institutions that qualify five or more individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and two non-athletes.
- Reimbursement and per diem will be provided only for the number of student-athletes who qualified for the championships, and not for any additional student-athletes who may serve as alternates for relays.
NOTE: The official travel party is different from the credential allotment. Only members of the official travel party will receive expense reimbursement, complimentary social reception tickets, etc.

SECTION 12. UNIFORMS

12.1 UNIFORMS

When engaged in competition, each competitor must wear an official team uniform with components governed by the 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.

- 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.
- Teams may change uniform colors from one day to another for multiple day meets.
- Men’s and women’s programs are considered separate teams, and are not required to have uniforms of identical color.
- 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 (i.e., sweat pants, tights) that is school-issued becomes the official uniform, when worn.
- The uniform must be of a material and design deemed to not be objectionable or offensive by the athletics department of the issuing institution.
- 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 competitors’ numbers to be placed above the waist, front and back.
- Uniform tops must be worn so to not obscure hip numbers.
- Additional visible clothing is an undergarment. It must be worn under the uniform and be of a solid color.
- Competitors shall not use or wear artificial noisemakers.

Note: 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.

In addition to the specifications outlined above, the following shall apply for relay uniforms:

- All relay and cross country 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.
- 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.
12.2 LOGO POLICY

Per NCAA Bylaw 12.5.4, an institution’s official uniform and all other items of apparel (that is, team jersey, socks) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2-1/4 square inches, including any additional material (that is, patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (that is, rectangle, square, parallelogram). An institution’s official uniform cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo of an apparel manufacturer or distributor. This restriction shall not include logos that identify the student-athlete’s institution or conference.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, including pre-meet or post-meet activities.

12.3 PATCHES

Festival patches will be provided to participating student-athletes. There is no requirement that these patches be worn or placed on equipment; rather, they are simply a memento from the championships.

SECTION 13. APPENDIXES

APPENDIX A: Comprehensive Schedule
APPENDIX B: Practice Schedule
APPENDIX C: Facility Diagram
APPENDIX D: Student-Athlete Bio Form
APPENDIX E: Code of Conduct Form
APPENDIX F: Facility Emergency Evacuation Plan
Comprehensive Schedule
2017 NCAA Division II Indoor Track and Field Championships
Birmingham, AL– March 7-11, 2017

**Tuesday, March 7**
- 8 a.m. to 8 p.m.  Weight room available
- Noon to 4 p.m.  Facility open for practice
- 6 p.m.  Opening ceremonies – Alabama Theatre

**Wednesday, March 8**
- 8 a.m. to 8 p.m.  Weight room available
- 8 a.m. to 8 p.m.  Facility open for practice
- 8:30 to 10:30 a.m.  Packet pick-up – West clerking shed at Birmingham CrossPlex
- 11:30 a.m.  Administrative meeting – East Ballroom B at Birmingham Jefferson Convention Complex (BJCC)
- 2 to 4 p.m.  Implement Inspection
- 7 p.m. (approximately)  Officials meeting – Birmingham CrossPlex

**Thursday, March 9**
- 7 to 10 a.m.  Facility open for practice
- 11 a.m.  Competition starts
- 10 a.m. to Noon  Implement inspection
- 8 a.m. to 8 p.m.  Weight room available

**Friday, March 10**
- 7 to 10:30 a.m.  Facility open for practice
- 8 a.m. to 8 p.m.  Weight room available
- 11 a.m.  Competition starts
- 10 a.m. to Noon  Implement inspection

**Saturday, March 11**
- 8 a.m. to Noon  Facility open for practice
- 8 a.m. to Noon  Weight room available
- Noon to 2 p.m.  Implement inspection
- 1:30 p.m.  Competition starts
- 6 p.m. (approximately)  Team awards
- 9 p.m.  Closing Ceremony – Birmingham CrossPlex
Practice Schedule
2017 NCAA Division II Indoor Track and Field Championships

**Tuesday, March 7**
Noon to 4 p.m.
- Oval
- Pole vault

Noon to 2 p.m.
- 60/60h
- Weight Throw
- Long Jump **

2 to 4 p.m. *
- High Jump
- Shot Put
- Triple Jump **

**Wednesday, March 8**
8 a.m. to 8 p.m.
- Oval
- Pole vault

8 a.m. to noon
- High Jump
- Shot Put
- Triple Jump **

Noon to 4 p.m.
- 60/60h
- Weight Throw
- Long Jump **

4 to 8 p.m.
- Track Banked

**Thursday, March 9**
7 to 10 a.m.
- Facility open for practice

**Friday, March 10**
7 to 10:30 a.m.
- Facility open for practice

**Saturday, March 11**
8 a.m. to noon
- Facility open for practice

*Track will be banked and the four lane warm up track will only be available for the 60m/60h student athletes.

**Preferred runway time**
APPENDIX C – FACILITY DIAGRAM
STUDENT-ATHLETE BIO FORM

Athlete’s Name: __________________________________________ Year of Eligibility: ______

Phonetic pronunciation (if needed): ___________________________ M ___ F ___

School and Location: _________________________________________

Nickname: __________________________ School Colors: _________________________

Events (Excluding Relays):

________________________________________

Honors (school records, conference championships, previous All-American status, previous experience at NCAA championships, etc.) We have limited time so please pick the highlights that we can talk about.

_____________________________________________________________________________________
As a representative (i.e. student-athlete, administrator, coach, manager and/or other institutional personnel) of the institution below, I certify that all NCAA rules pertaining to the Division II Championships Code of Conduct have been read. I agree to abide by the expectations set forth and understand the possible penalties for misconduct.

Sport: **Men’s and Women’s Indoor Track and Field**
Institution: __________________________

<table>
<thead>
<tr>
<th>NAME</th>
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Head Coach Signature __________________________ Date ________________

SAAC Team Representative’s Signature __________________________ Date ________________

Sport Supervisor (Director of Athletics or Designee) __________________________ Date ________________

**Forms should be e-mailed by March 3 to the NCAA Division II Track and Field and Cross Country Committee member who represents your region (see next page for contact information). Submit multiple forms if additional signature space is needed.**
2016-17 NCAA Division II Men’s and Women’s
Track and Field and Cross Country Committee

<table>
<thead>
<tr>
<th>Regional Chair</th>
<th>Region</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jody Russell</td>
<td>Atlantic</td>
<td><a href="mailto:jrussel3@lhup.edu">jrussel3@lhup.edu</a></td>
</tr>
<tr>
<td>Steven Blocker</td>
<td>Central</td>
<td><a href="mailto:sblockel@emporia.edu">sblockel@emporia.edu</a></td>
</tr>
<tr>
<td>Lorne Marcus</td>
<td>East</td>
<td><a href="mailto:lmarcus@stac.edu">lmarcus@stac.edu</a></td>
</tr>
<tr>
<td>Andrew Towne</td>
<td>Midwest</td>
<td><a href="mailto:atowne@hillsdale.edu">atowne@hillsdale.edu</a></td>
</tr>
<tr>
<td>Kelley Kish</td>
<td>South</td>
<td><a href="mailto:kkish@nova.edu">kkish@nova.edu</a></td>
</tr>
<tr>
<td>Ryan Dall</td>
<td>South Central</td>
<td><a href="mailto:ryan.dall@tamuk.edu">ryan.dall@tamuk.edu</a></td>
</tr>
<tr>
<td>Lee Glenn</td>
<td>Southeast</td>
<td><a href="mailto:lee.glenn@ung.edu">lee.glenn@ung.edu</a></td>
</tr>
<tr>
<td>Preston Grey</td>
<td>West</td>
<td><a href="mailto:pgrey@apu.edu">pgrey@apu.edu</a></td>
</tr>
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</table>
Birmingham CrossPlex

2337 Bessemer Rd. Birmingham, Alabama 35208

Track Facility Emergency Action Plan

As of 12/1/2016

Emergency Communication-

- Nearest Land-Line Phone- Meet Management Room (T-142) 205-279-8958
- Main office Land-Line- 205-279-8900
- Nearest Automated External Defibrillator- Near the Main entrance to the Track & Field Arena
  on the West side mounted on the wall. In close proximity to the Athletic Training Area (15) and
  EMS (24). See facility diagram.

- Emergency Services
  - Birmingham Police- 911
  - Birmingham Police non-Emergency- 205-328-9311
  - Birmingham Fire and Rescue- 911
  - Birmingham Fire and Rescue Direct- 205-250-7575
  - Poison Control- 800-222-1222

Emergency Access Routes-

Primary Route-Main Entrance

- Bessemer Rd & Ave W (Off of Ave W)

Secondary Route- A Back Gate Entrance

- Ave W & 48th Street Ensley

Secondary Route- B Rear Entrance

- Off of Fairgrounds Drive between Lomb Ave SWW and Fayette Ave SW

Designated "Wait" Locations

a) Primary Entrance
  - Media Truck Parking
  - CrossPiex Side Track Entrance

b) Secondary Entrance
  - CrossPiex Main Entrance
  - CrossPiex Entrance
  - Natatorium Loading Dock


**Lightning / Severe Weather Safe Structures**

<table>
<thead>
<tr>
<th>Primary Safe Refuge Location(s)</th>
<th>Secondary Safe Refuge Location(s)</th>
<th>Unacceptable Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crossplex Building- Track Facility</td>
<td>Personal vehicle with a metal roof; Team Bus</td>
<td>Convertible / “soft-top” vehicles, golf carts / Gators, storage sheds, canopy, awning, and/or tents.</td>
</tr>
<tr>
<td>Crossplex East-West Atrium</td>
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<td>Crossplex Meeting Hall</td>
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<td>Crossplex Harris Arena Walk Way</td>
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<tr>
<td>W.F. ’Bill’ Harris State Arena</td>
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**Severe Weather**

In the event of severe weather is eminent and evacuation is determined necessary:

- Teams will be taken back to their pre-designated locker rooms.
- Officials will be taken to locker rooms in W.F. ’Bill’ Harris State Arena.
- Spectators will be ushered by Birmingham Crossplex staff and event ushers from the stands and moved into the corridors under the West Bleachers.
- Personnel in the media booth will be taken into the corridor located behind the elevator in the main facility.
- Spectator’s suites located overlooking the track will be taken downstairs the corridor located behind the elevator in the main facility.
- Bathrooms and the first-aid room in the main facility can be used as overflow for fans and/or staff. More overflow may be found in locker rooms located in the W.F. ’Bill’ Harris State Arena.

Spectators and Staff should avoid:

- Standing near windows and/or doors;
- In personal and/or team vehicles;
- Outside;
- Open hallways;
- And/or rooms with tall ceilings.
Birmingham Crossplex
2337 Bessemer Road Birmingham, Alabama 35208
Track Facility Map with Emergency Exits (Level 2 - Suites & Media Booths)