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INTRODUCTION

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

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

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

Although this manual and the other publications attempt to cover all phases of the championships, some questions may arise before or during the event. Please feel free to contact NCAA championship manager Jeff Mlynski at the national office.
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1. General Administration.
   The administration of the Championships is the responsibility of the NCAA Division I Men’s and Women’s Track and Field and Cross Country Committee, the NCAA championships staff, and the director of athletics of the host institution. They shall delegate duties and responsibilities and assign other personnel as necessary to ensure the efficient and effective administration and promotion of the Championships. The following shall be used for assistance in the capacities indicated:

   a. The Meet Director. The meet director shall be appointed by the director of athletics of the host institution.

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

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

   d. The Referee. All Referee positions shall be appointed by the NCAA Division I Men’s and Women’s Track and Field and Cross Country Committee and have the authority prescribed in Rule 3-4. There will be NO jury of appeal. The final decision will rest with the referees (A minimum of two (2) referees are required in making a final decision).

2. Qualifying for the Championships.
   Qualification to the championships is based on the descending order list for the season, prepared solely from the mandatory submission of meet results during the season and adhering to the Qualifying Regulations published in the Pre-Championships Manual. For each individual event contested at the Championships, the top 16 declared student-athletes will be accepted into the competition. For each relay event contested at the Championships, 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.

   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. An example of this tie breaking procedure is presented in the Case Studies section of this manual.

   In the combined events (Heptathlon/Pentathlon), prior to deciding the last qualifying position by the toss of a coin, once all previously described tie breaking methods have been exhausted, ties will be resolved by examining, of those tied, the student-athlete who, in the greater number of events, has received more points than the other student-athlete(s). If a tie still exists, the student-athlete(s) with the highest number of points in any one event will win the tie. If still tied, the student-athlete(s) who have the highest number of points in a second event will win the tie. If a tie still remains, a third event will be examined and so forth until there is no basis for point comparison. As a last resort, the tie for the last qualifying position will be decided by the toss of a coin.

   After acceptance into the meet in any and all events, compliance with Rule 4-2.2, “Failure to Participate” and Rule 4-2.1 “Responsibility of Competitor” is required.

   Information regarding declaration procedures, important dates, deadlines and fines, as well as NCAA policy on transportation, eligibility, and misconduct is available in the Pre-Championships Manual.
3. **Competition Format for the Championships.**
   
a. Prior to the start of the Championships, questions related to procedures not covered in this manual should be referred to NCAA Championship Manager, Jeff Mlynski.

b. The order of events shall be determined by the NCAA Division I Men’s and Women’s Track and Field and Cross Country Committee. The track and field and cross country committee retains its authority to set the competition procedures granted in the rules for unusual conditions, facility constraints, and other concerns such as broadcast coverage. The actual time schedule for the competition will be established by the NCAA Division I Men’s and Women’s Track and Field and Cross Country Committee and published on the NCAA website.

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

d. The events contested in the Championships are the 60 Meters, 200 Meters, 400 Meters, 800 Meters, Mile, 3000 Meters, 5000 Meters, 60 Hurdles, 4x400 Relay, Distance Medley Relay, High Jump, Pole Vault, Long Jump, Triple Jump, Shot Put, Weight Throw, Pentathlon (women), and Heptathlon (men).

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

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

b. In all rounds after the first round, the lanes will be assigned as prescribed in Rule 5-11.4b. In the 60 Meters and 60 Hurdles, the preferred lane order will be: 4, 5, 3, 6, 2, 7, 1, 8. In the 200 Meters, 400 Meters and 4x400 relay, the preferred lane order will be: 5, 6, 4, 3, 2, 1.

5. **Heats, Flights, Qualifying Procedures, and Staggers.**
   
The provisions and procedures prescribed in Rules 6-2, 6-4, 5-10 and 5-11 regarding the formation, grouping, competition order, cancellation, or redrawing of heats or flights shall apply in each round unless alternate provisions are allowed and specified in this section. Changes to heats or flights, predetermined by declaration, may be made only with games committee authorization.
   
a. **60 Meters and 60 Hurdles.**
      Two rounds will be contested, a semi-final and a final. Lanes 1 through 8 will be used in all rounds.

   (1) **Semi-final:** The semi-final round will consist of two heats. Eight, the top two from each heat plus the next best four times, after tie breaking, will qualify from the semi-final to the final. Lane assignments in the semi-final round shall be drawn by lot.

   (2) **Final:** The final will consist of one heat. Lane assignments for the final will be made according to Rule 5-11.4.

b. **200 Meters.**
   Two rounds will be contested, a semi-final and a final. Lanes 3 through 6 will be used in all sections. If a heat is cancelled or redrawn, Rules 5-10.2 and 5-10.3 will be followed.

   (1) **Semi-final:** The semi-final round will consist of four heats. The eight best times, after tie breaking, will qualify from the semi-final to the final. The semi-final heats shall be formed by seeding
competitors from their qualifying performances, left to right (Rule 5-11.3a). Lane assignments in the semi-final round shall be drawn by lot.

(2) **Final:** The timed section final will consist of two heats seeded per rule 5-11.3b on the basis of semi-final round qualifying times. Heat one will consist of the third, fourth, sixth and eighth fastest times. Heat two will consist of the first, second, fifth and seventh fastest times.

c. **400 Meters.**

Two rounds will be contested, a semi-final and a final. Lanes 3 through 6 will be used in all sections. A lane start with a two-turn stagger will be used. If a heat is cancelled or redrawn, Rules 5-10.2 and 5-10.3 will be followed.

(1) **Semi-final:** The semi-final round will consist of four heats. The eight best times, after tie breaking, will qualify from the semi-final to the final. The semi-final heats shall be formed by seeding competitors from their qualifying performances, left to right (Rule 5-11.3a). Lane assignments in the semi-final round shall be drawn by lot.

(2) **Final:** The timed section final will consist of two heats seeded per rule 5-11.3b on the basis of semi-final round qualifying times. Heat one will consist of the third, fourth, sixth and eighth fastest times. Heat two will consist of the first, second, fifth and seventh fastest times.

d. **800 Meters.**

Two rounds will be contested, a semi-final and a final. A two alley, waterfall start with a two-turn stagger will be used.

(1) **Semi-final:** The semi-final round will consist of two heats. The starting positions in the semi-final round shall be drawn by lot (Rule 5-11.4a). Three competitors will be assigned to the outside alley and the remaining five to the main waterfall. Eight, the top three from each heat plus the next best two times, after tie breaking, will qualify to the final.

(2) **Final:** The final will consist of one heat. In the final, the top three seeds will be assigned to the outside alley and starting positions shall be drawn by lot. The five remaining competitors will be assigned to the main waterfall start and starting positions shall be drawn by lot (Rule 5-11.4b).

e. **Mile.**

Two rounds will be contested, a semi-final and a final. A two alley, waterfall start with a two-turn stagger will be used.

(1) **Semi-final:** The semi-final round will consist of two heats. Ten, the top four from each heat plus the next best two times, after tie breaking, will qualify to the final (Rule 5-10.7h). Starting positions shall be drawn by lot (Rule 5-11.4). Three competitors will be assigned to the outside alley and the remaining five to the main waterfall.

(2) **Final:** The final will consist of one heat. The three top seeds will be assigned to the outside alley and the starting positions shall be drawn by lot. The seven remaining competitors will be assigned to the main waterfall start and starting positions shall be drawn by lot (Rule 5-11.4).

f. **3000 Meters and 5000 Meters.**

One round, a final consisting of one heat, will be contested. A two alley, waterfall start with a two-turn stagger will be used. Starting positions shall be drawn by lot (Rule 5-11.4a). Five competitors will be assigned to the outside alley. The eleven remaining competitors will be assigned to the main waterfall start (Rule 5-1.7).
g. **4x400 Relay**
   One round, a timed-section final consisting of three heats, will be contested. A lane start with a two-turn stagger will be used. Lanes 3 through 6 will be used in all sections. If a heat is cancelled or redrawn, Rules 5-10.2 and 5-10.3 will be followed. Lanes within each section will be assigned using preferred lanes based on qualifying performances. The teams with the four fastest qualifying performances will be assigned to the third heat, the next four fastest assigned to the second heat, and the remaining teams assigned to the first heat (Rule 5-10.1b and 5-11.4a).

h. **Distance Medley Relay**
   One round, a final consisting of one section, will be contested. A two alley, waterfall start with a two-turn stagger will be used. Starting positions shall be drawn by lot. Four teams will be assigned to the outside alley. The 8 remaining teams will be assigned to the main waterfall start. (Rule 5-10.7e)

i. **Long Jump, Triple Jump, Shot Put, and Weight Throw**
   (1) A preliminary and final round of attempts on a single facility will be contested. The order in the preliminary round shall be drawn by lot. Each competitor will be allowed three attempts in the preliminary round in a single flight. The nine best marks, after tie breaking, will advance to the final in one flight and compete in reverse order of performance achieved in the preliminary round.

   (2) There will be a 30-minute warm-up period. The final round will start a maximum of 10 minutes after the completion of the last attempt in the preliminary round.

j. **High Jump and Pole Vault**
   (1) A single jumping or vaulting pit with one flight will be used. The competing order within each event shall be drawn by lot. There will be a 45-minute warm-up period for the high jump and a 60-minute warm-up period for the pole vault.

   (2) A continuous flight of five (‘five alive’) will be used until there are nine or fewer competitors at a given height. See Rule 6-4.3.

   (3) Starting heights and increments shall be set by the games committee after the qualifiers have been determined.

k. **Combined Events – Pentathlon and Heptathlon**
   The Pentathlon and Heptathlon order of events and time between events will be as stated per Rule 4-1.8 and 4-1.11c.

   **60 Meters**
   (1) The heptathlon 60 Meters will consist of two heats. Heats will be assigned on the basis of qualifiers seasonal best performance, with the individuals with the eight fastest performances in a heat and the next eight fastest individuals assigned to the other heat. Heat order and lane assignments shall be drawn by lot.

   **60 Meter Hurdles**
   (1) The pentathlon and heptathlon 60 Meter hurdles will each consist of four heats using alternate lanes. The determination of odd or even lanes will be made by the games committee prior to the championship. A set of hurdles shall also be placed inside of lane one or outside of lane eight unless facility constraints cannot accommodate this procedure.

   (2) Heats will be assigned on the basis of qualifiers seasonal best performance. The fastest four individuals will be assigned to a heat, the next four fastest individuals to a heat, the next four fastest individuals to a heat, and the final four fastest individuals to the remaining heat.

   (3) Heat order and lane assignments shall be drawn by lot.
800 Meters
(1) The indoor pentathlon 800 Meters will be contested as a single race.

(2) A two-alley waterfall start, with a two-turn stagger will be used. Starting positions shall be drawn by lot.

1000 Meters
(1) The indoor heptathlon 1,000 Meters will be contested as a single race.

(2) A two-alley waterfall start, with a two-turn stagger will be used. Starting positions shall be drawn by lot.

Combined Events/Field Events
All field events will be contested in two flights (Rule 6-2.6b). Conduct for the current year’s championship will be as follows:

Long Jump
(1) The heptathlon and pentathlon long jump events will each consist of two flights, conducted simultaneously.

(2) Flight assignment and competition order shall be drawn by lot. Competitors will be placed into flights as equal in number as possible.

Shot Put
(1) The heptathlon and pentathlon shot put events will each consist of two flights.

(2) Flight assignment and competition order shall be drawn by lot. Competitors will be placed into flights as equal in numbers as possible. (Rule 6-4.2)

High Jump
(1) The heptathlon and pentathlon high jump events will each consist of two flights, conducted simultaneously.

(2) The competitors will be split between two sections with the top 8 high jump combined event performances assigned to one pit and the next 8 high jump combined event performances assigned to the second pit. Competition order shall be drawn by lot. Five-alive will not be utilized.

(3) Combined event high jump will pass 1cm above the meet record. The current record in the women’s pentathlon high jump is 1.98m. The current record in the men’s heptathlon high jump is 2.15m.

Pole Vault
(1) The heptathlon pole vault event will be contested in two simultaneous flights on separate, but similar, competition venues.

(2) The competitors will be split between two sections with the top 8 pole vault combined event performances assigned to one pit and the next 8 pole vault combined event performances assigned to the second pit. Competition order shall be drawn by lot. Five-alive will not be utilized.

(3) Heptathlon pole vault bar will pass 1 cm above the meet record. The current indoor heptathlon pole vault record is 5.45m.

6. Coaching Area.
A coaching area, outside the area of competition, shall be established for each field event. The meet director shall determine the location of this coaching area. Only coaches with proper credentials may use this coaching area.
RELAY PERSONNEL AND PERFORMANCE POLICY

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

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

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

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

CASE STUDIES

CASE STUDY 1: Breaking a tie for the last accepted position to the Championships.
SITUATION 1: After declaration, 13 are declared in the Men’s 60 Meters with a mark of 6.66 or better. Six additional are declared with a best descending order list mark of 6.67. Will all six be accepted into the Championships?

RULING: No. Only 16, total, will be accepted into the Championships. That means only three of the tying six will be accepted. The second best valid qualifying meet performance mark submitted through the mandatory meet result reporting system will be examined for each of the six. Assume the second best meet submissions are 6.68, 6.69, 6.70, 6.69, 6.68, and 6.72. The two individuals with the second best of 6.68 are accepted, and the tie breaking procedure continues, but only involves the two individuals with submissions of 6.69. If one of those had a third valid qualifying submission, and the other did not, acceptance would be awarded to the competitor who achieved the original tying mark later in the season.

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

RULING: No. Only 16, total, will be accepted into the Championships. That means, only two of the tying seven will be accepted. The second best valid qualifying meet performance mark submitted through the mandatory meet result reporting system will be examined for each of the seven. Assume that after examining the 3rd best qualifying meet performance mark submitted, three still remain tied and there are no other available marks to compare. This mark is the last used as tie-breaking for comparative purposes. The performance date of their original mark that created the tie is then examined to determine who achieved the mark later, in order to determine which two are accepted into the Championships. If a tie still exists, it is resolved by examining the performance date of the 2nd mark and, if needed, the 3rd mark in order to eliminate one. If the examination of the performance date of the 3rd mark does not result in a break of the tie, the tie for the last qualifying position will be decided by the toss of a coin.

CASE STUDY 2: Relay Situation.
SITUATION: Of the four student-athletes listed on the Championships declaration form for the 4x400 (or Distance Medley) Relay, three have injuries that prevent them from competing in the Championships. Can the coach use other student-athletes who are competing in the Championships to fill the open spots on the relay?

RULING: Yes. There is no limit to the number of replacements to the declared relay team.
CASE STUDY 3: Medical Situations.

SITUATION 1: An institution scratches a student-athlete in an open event prior to the medical scratch deadline but would like to bring the student-athlete back as an alternate in the relay. Is this permissible?

RULING: No. Scratching a student-athlete prior to the medical scratch deadline eliminates the student-athlete’s eligibility for participation in any event at the championship.