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Introduction/Welcome

Congratulations on your selection to the 2018 NCAA Division II Men’s and Women’s Indoor Track and Field Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2018 NCAA Division II Men’s and Women’s Indoor Track and Field Pre-championships Manual. Additional information is available on the championships website at NCAA.com and on NCAA.org (Division II, Championships, Indoor Track and Field (M/W), 2017-18 Participant Manual).

The championships will be held March 9-10 at the Robert W. Plaster Center in Pittsburg, Kansas. Pittsburg State University and the Crawford County Convention & Visitors Bureau will serve as co-hosts for the championships.

Host Welcome

Dear NCAA Division II Men’s and Women’s Indoor Track and Field Championships Participants,

On behalf of Pittsburg State University, the city of Pittsburg, the Crawford County Convention & Visitors Bureau and the entire NCAA Division II Men’s and Women’s Track and Field Committee, we would like to extend a warm welcome to all who have earned the opportunity to represent your institutions and compete in the upcoming 2018 NCAA Division II Men’s and Women’s Indoor Track and Field Championships. I am excited that you have earned the right to compete in the state-of-the-art Robert W. Plaster Center for a national championship in one or more events.

Our collaborative goal is to give you the best championship experience possible by providing you with an exceptional, world class venue, which we have in the Robert W. Plaster Center on the Pittsburg State University campus. We trust you will find that the working staff and volunteers will exceed your highest expectations of hospitality. Our sincere hope is that you will be thrilled from the moment the opening ceremony begins until the last scheduled event ends.

Again, congratulations on your national qualification to the 2018 NCAA Division II Men’s and Women’s Indoor Track and Field Championships. I personally wish you the very best in your respective competition(s) and hope your championships stay is a once in a lifetime experience in Gorilla Nation, the city of Pittsburg and the state of Kansas.

Sincerely,

Jim Johnson
Director of Athletics
Pittsburg State University
NCAA Staff
Morgan DeSpain, championships manager
Phone: 317-917-6505
Email: mdespain@ncaa.org

Rachel Seewald, playing rules liaison
Phone: 317-917-6141
Email: rseewald@ncaa.org

NCAA Staff/Committee
Donisha Carter
Phone: 317-917-6652
Email: dcarter@ncaa.org

Mark Kostek, secretary-rules editor
Phone: 515-208-8300
Email: kostekmt@gmail.com

NCAA Division II Men’s and Women’s Track and Field Committee
Jody Russell, Atlantic Region, chair
Faculty Athletics Representative
Lock Haven University of Pennsylvania
Phone: 570-484-2704
Email: jrussel3@lhup.edu

Jacqueline Nicholson, South Region
Associate Athletics Director/SWA
Albany State University (Georgia)
Phone: 229-430-1364
Email: Jacqueline.nicholson@asurams.edu

Steven Blocker, Central Region
Head Track and Field/Cross Country Coach
Emporia State University
Phone: 620-757-0052
Email: sblocke1@emporia.edu

Colleen Mischke, South Central Region
Assistant Athletic Director/SWA
Black Hills State University
Phone: 605-642-6259
Email: colleen.mischke@bhsu.edu

Lorne Marcus, East Region
Assistant Director of Athletics/Head Track and Field Coach
St. Thomas Aquinas College
Phone: 914-772-2437
Email: lmarcus@stac.edu

Adam Ward, Southeast Region
Head Track and Field Coach
Augusta University
Phone: 706-731-7914
Email: award4@augusta.edu

Andrew Towne, Midwest Region
Head Track and Field/Cross Country Coach
Hillsdale College
Phone: 517-607-3155
Email: atowne@hillsdale.edu

Randi Lydum, West Region
Associate Athletics Director/Internal Affairs/SA
Western Oregon University
Phone: 503-838-8121
Email: lydumr@wou.edu

Tournament Director
Name: Jim Johnson
Phone: 620-235-4389
Email: jjohnson@pittstate.edu

Facility Manager
Name: Damian Smithhisler
Phone: 620-235-4640
Email: dsmithhisler@pittstate.edu

Media Coordinator
Name: Dan Wilkes
Phone: 620-235-4147
Email: dwilkes@pittstate.edu

Marketing Coordinator
Name: Chris Kelly
Phone: 620-235-6177
Email: ckelly@pittstate.edu

Host Personnel

Facility Manager
Name: Damian Smithhisler
Phone: 620-235-4640
Email: dsmithhisler@pittstate.edu
Ticket Manager
Name: Jill Minneman
Phone: 620-235-4797
Email: jminneman@pittstate.edu

Athletic Training
Name: Phil Carr
Phone: 620-235-4650
Email: pcarr@pittstate.edu

Schedule of Events
Track and field competition will take place March 9-10. The competition schedule can be found online at NCAA.com and NCAA.org (Division II, Championships, Indoor Track and Field (M/W), 2017-18 Schedule of Events). A comprehensive schedule for the week is included in Appendix A.

Packet Pick-up
Packet pick-up will be held Wednesday, March 7 from 4:30 to 6 p.m. and Thursday, March 8, from 9 to 10:30 a.m. at the Robert W. Plaster Center in the Northwest Corner Storage Room (22 on the facility diagram in Appendix B). A representative from each participating institution must attend packet pick-up. Late packet pick-up will result in a fine of $200 per gender.

Mandatory Administrative Meeting
A mandatory administrative meeting will be held Thursday, March 8, at 11 a.m. in the Freeman Health System Weede Lecture Hall, room 110, located in the Garfield Weede Building (23 on the facility diagram in Appendix B). 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.

Banquet/Social
A social reception will be held Thursday, March 8, at the Bicknell Family Center for the Arts, with doors opening for the social at 5:15 p.m., and the program and award presentation beginning at 6:00 p.m. Team drop off will be in the circle drive in front of the Bicknell Family Center for the Arts with parking located in the main lot of the Bicknell Family Center for the Arts. Overflow parking will be in the west Garfield Weede Building lot. A parking map is located in Appendix D. Attire for the banquet/social is business casual. ALL PARTICIPATING TEAMS AND INDIVIDUALS MUST ATTEND THE SOCIAL RECEPTION.

The NCAA Elite 90 awards and the U.S. Track and Field and Cross Country Coaches Association (USTFCCCA) regional athlete awards will be presented at the banquet.

Teams will receive tickets to the banquet for their official travel party at packet pick-up. Official travel parties must attend the banquet. Failure to attend the banquet will result in a fine of $200 per gender. There is a limited number of additional social reception tickets available for sale for $35 on a first-come, first-serve basis. Teams interested in purchasing additional social reception tickets must contact Lacie Anderson (620-235-4389; landerson@pittstate.edu) by noon Eastern Time, Monday, March 5. Teams interested in purchasing additional tickets will need to call and pay by credit card for the tickets at the time of purchase. Additional tickets may also be purchased during packet pick-up. Cash and credit card will be accepted during packet pick-up. There will be no additional social reception tickets sold at the social reception venue. Purchased social reception tickets will be distributed at packet pick-up.
Additional tickets are for institutional individuals only. Parents, fans, and officials, are not permitted to attend the banquet.

NOTE: Heavy appetizers only will be served at the social reception; there will be no formal dinner.

Practice Schedule
A detailed practice schedule can be found in Appendix C. The facility will not be available for practice outside of the days/times listed. Please take note of the specific hours for each respective event.

Weight Room Availability
ProMaxima Strength & Conditioning Center hours of operation:

- Wednesday, March 7 – Noon to 8 p.m.
- Thursday, March 8 – 8 a.m. to 4 p.m.
- Friday, March 9 – 9 a.m. to Noon
- Saturday, March 10 – 9 a.m. to Noon

Entry to the facility shall be with NCAA credentials. Showers are available in the Garfield Weede Building Pool Locker Rooms, but towels and/or soap are not provided (facility diagram Appendix B).

The ProMaxima Strength & Conditioning Center (14 on the facility diagram in Appendix B) features ProMaxima training machines including leg extension, leg curl, and leg press. A full line of dumbbells and barbells are available along with cardio equipment including elliptical machines, bikes, and treadmills.

Student-athletes must be accompanied by a member of their coaching staff in order to use the weight room.

Implement Inspection
As a reminder, all 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 (24 on the facility diagram in Appendix B) for certification any time during the following hours:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, March 8</td>
<td>11 a.m. to 1 p.m.</td>
</tr>
<tr>
<td>Friday, March 9</td>
<td>9:30 to 11:30 a.m.</td>
</tr>
<tr>
<td>Saturday, March 10</td>
<td>9:30 to 11:30 a.m.</td>
</tr>
</tbody>
</table>

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:
It is the sole responsibility of each institution to package and ship implement materials for the 2018 NCAA Division II Men’s and Women’s Indoor Track and Field Championships to the Robert W. Plaster Center. Pittsburg State University does not assume any responsibility for the condition of the delivery.

Community Engagement
All Division II championships will provide community engagement experiences for participating student-athletes and coaches. As a key part of Division II’s strategic position, community engagement emphasizes the relationship of athletics in strengthening communities.

Division II’s unique approach to community not only connects athletics with outreach opportunities, but also brings communities inside the division’s championship experience. Division II is committed to developing student-athletes and communities by actively engaging in shared experiences. The objective of community engagement is to build relationships by bringing communities to experience Division II events.

In an effort to expose the core value of community engagement within NCAA Division II and the sport of track and field, each participating team will have the opportunity to volunteer to take part in an autograph session the morning of Friday, March 9 at the track with youth from the community. We will invite those youth to stay and support our student-athletes during our championship events. The community outreach will give each participant a unique opportunity to interact with children who have little or no exposure to track and field. All youth participants will receive a Division II autograph card and a sweatband.

We will also have an opportunity to visit elementary schools in the area on Thursday March 8. Once a specific time and location is confirmed, it will be asked that you arrive at the location at least 15 minutes prior to the scheduled start time and plan to stay for a photo opportunity, which will occur at the conclusion of the event. For more information, or if you have any questions, please contact Jill Willson (E-mail: jwillson@ncaa.org; Phone: 717-360-3556). We sincerely appreciate your assistance with this NCAA Division II Community Engagement Event.

Awards
Elite 90 Awards
The NCAA Elite 90 awards will be presented at the banquet Thursday, March 8, to the male and female with the highest cumulative grade-point average competing at the championships. Coaches must submit nominees for the Elite 90 award by noon Eastern time, Monday, March 5. Please visit http://www.ncaa.org/about/resources/events/awards/elite-90 to access the nomination form and other pertinent information regarding the award.
Locker Room Program
The national championship teams will receive champion t-shirts and hats as part of the NCAA locker room program. These items will be presented at the team awards ceremony after the final event.

NCAA Championship 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/.

Participant Medallions
Participant medallions will be provided to all student-athletes selected to the championships. Participant medallions will be given to the institutional representative at packet pick-up. Institutions interested in purchasing participant medallions after the championships can do so at http://www.mtmrecognition.com/ncaa/.

Student-Athlete Participation Awards
For 2017-2018, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

Examples of Merchandise Selections:

- Sony Headphones
- Roku Streaming Stick
- Bluetooth Speaker & Powerbank
- Coleman Chair
- PhoneSoap
- Jacket + Backpack Bundle
After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives his or her award, a member of your administration must place your team’s order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men’s and women’s sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Hannoy (ehannoy@maingateinc.com), MainGate Customer Service (866-945-7267) or Donisha Carter (317-917-6652 or dcarter@ncaa.org).

Event Information

**High Jump**
The high jump pit will be positioned on the venue infield as noted on the facility diagram in Appendix B. Run-up is approximately 90’. A right-footed jumper with a run-up longer than 75’ may need to start the approach from the track oval.

**Long Jump**
Raised runway located on the infield. The takeoff board is 3m from the landing pit. This pit will be used for all horizontal jumps competitions. Runway allows for 170’ LJ approach.

**Triple Jump**
Women’s board is 11m from the pit, Men’s board is 12.5m from the pit. Runway allows for 140’ men’s TJ approach.

**Shot Put/Weight Throw**
Shot put and weight throw sector is located on the infield as noted on the facility diagram in Appendix B. The north sector will be used for all throwing events. Both the north and south sectors will be used for the Heptathlon and Pentathlon. Both shot put and weight throw circles are wooden platforms. The landing area is Mondo artificial turf.

As a reminder, 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:

<table>
<thead>
<tr>
<th>First Place</th>
<th>Standard 20lb Indoor Throwing Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Place</td>
<td>Tungsten 20lb Indoor Throwing Weights</td>
</tr>
<tr>
<td>First Place</td>
<td>Standard 35lb Indoor Throwing Weights</td>
</tr>
<tr>
<td>First Place</td>
<td>Tungsten 35lb Indoor Throwing Weights</td>
</tr>
</tbody>
</table>

**Pole Vault**
The pole vault runway provides approximately 142 feet of clearance to the back of the box. **Participants who transport their own poles should bring their poles through the east entrance of the Robert W. Plaster Center, which will be identified with appropriate signage.**

Poles may be shipped to:

Robert W. Plaster Center  
Attn: Damian Smithhisler  
1701 Homer Street  
Pittsburg, Kansas 66762  
Phone: 620-235-4640; 620-235-4646

It is the sole responsibility of each institution to package and ship pole vault materials for the 2018 NCAA Division II Men’s and Women’s Indoor Track and Field Championships to the Robert W. Plaster Center. 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 Robert W. Plaster Center 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. Pittsburg State University is not responsible for the return of goods—this includes packaging and labeling the pole vault shipping materials. Pittsburg State University assumes no responsibility for condition of delivery, checking contents and/or return shipping process.

**Running Event Information**
- Meet management will have batons available for those teams needing one.
- Only Gill Athletics starting blocks provided by meet management may be used.
- Coaches may declare relay alternates during the championships declaration period on DirectAthletics. Changes and/or declarations may be made until the end of packet pick-up on Thursday, March 8.
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 four members who achieve the qualifying mark will be the ‘declared’ relay team for that institution and will be the only individuals for which the NCAA will provide travel reimbursement. **INSTITUTIONS MUST NOTIFY MORGAN DESPAIN IF THEY DO NOT INTEND ON BRINGING ONE OF THE FOUR STUDENT-ATHLETES WHO ACHIEVED THE QUALIFYING MARK. FAILURE TO DO SO COULD RESULT IN A MISCONDUCT.**

Check-In
All student-athletes will check in for their events at the Spike Check/Student-athlete Check-in, located in the Garfield Weede Building near the Warm-Up area in John Lance Arena. (facility diagram **Appendix B**).

Please see the chart regarding check-in information for each specific event. Student-Athletes must report to check-in by times noted below and will not be allowed to compete if late.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Check-In Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running Events</td>
<td>Student-athletes must be checked-in <strong>at least 30 minutes</strong> before their scheduled running event. Competitors must report back to the spike check/check-in area <strong>at least 30 minutes</strong> before their scheduled event to be escorted to the clerking/staging area on the track shortly. Hurdlers will be allowed limited practice on the track surface just before the start of their races.</td>
</tr>
<tr>
<td>Field and Combined Events (except Pole Vault)</td>
<td>Student-athletes must be checked-in <strong>at least 45 minutes</strong> before their scheduled field event. Competitors must report back to the spike check/check-in area <strong>at least 45 minutes</strong> before their scheduled event (first event of the day for combined events) to be escorted to the clerking/staging area on the track shortly.</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>Student-athletes must be checked-in <strong>at least 75 minutes</strong> before their scheduled running event. Competitors must report back to the spike check/check-in area <strong>at least 75 minutes</strong> before their scheduled event to be escorted to the clerking/staging area on the track shortly.</td>
</tr>
</tbody>
</table>
Note: Please have student-athletes competing in multiple events check in for all events at beginning of competition day.

Bibs 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 at the clerking area (facility diagram Appendix B). 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.

Facility Information

Robert W. Plaster Center
The dedicated 154,000-square-foot indoor track and field facility was completed in spring 2015. It includes a 100-yard turf field, an 11,000-square-foot modern strength facility, a 300-meter track with a Mondo Super X surface – the same manufacturer that has provided the running surface for the last 8 Olympic Games. Field event areas for the championships include a raised pole vault runway, a raised long jump/triple jump runway, a high jump apron, and a dedicated weight throw/shot put area with a vertically retractable cage. The Pro Maxima Strength and Conditioning Center is on the second floor and is available to student-athletes on practice and competition days.

John Lance Arena/Garfield Weede Building
John Lance Arena in the Garfield Weede Building will serve as the warm-up space. Inside John Lance Arena will be three dedicated lanes for running, sprinting and hurdle warm-ups for athletes in spikes, a spike free space for stretching and static warm-ups, limited space for team camps and team athletic trainers, hydration station and the Check-In/Spike Check station. On the second floor overlooking the arena will be the Student-Athlete Hospitality area. The Sports Medicine Center is on the main floor across the hall from the arena and will be open for visiting training staffs.

The Harvey Dean Track
The Harvey Dean Track is one of a select few 300-meter tracks in the nation. The competition surface is Mondo Super X Performance. It has six 42 inch lanes on the oval and eight 42 inch competition lanes plus an additional four practice lanes on the home straight.

The Harvey Dean Track also features retractable bleachers that provide seating for over 1,500 spectators as well as a large concourse area and two raised viewing areas.

Enclosed within the Harvey Dean Track is a 100-yard Mondo turf field.
Parking
Team parking (cars and vans) will be located in the west parking lot across the street from the Garfield Weede Building. Buses larger than 15-passenger will be asked to park in the designated bus parking areas as shown in Appendix D. Parking will be marked accordingly with directional signage. Teams will receive a parking pass in their packets. Additional parking passes may be available upon request at packet pick-up.

Parking is free to spectators. They will be directed by signs to park in the parking lot immediately south of the Weede Building at the Bicknell Family Center for the Arts. Handicap parking is available at the Bicknell Family Center for the Arts as well.

Entrances
Participating teams may enter the facility through the west entrance of the Weede Building near the team parking lot or through the main entrances of the Robert W. Plaster Center. All student-athletes, coaches and institutional personnel must present a credential for access to the facility.

Spectators may enter the facility through the main entrance at the front of the Robert W. Plaster Center.

Restrooms
Public restrooms are located in the east and west lobbies of the Weede Building, and on the track level of the Robert W. Plaster Center.

Changing areas will also be accessible to student-athletes within the Weede Building (facility diagram Appendix B).

Security
Security personnel will be on site throughout the championships to monitor and ensure the safety and security of all participating teams, officials and spectators. In the event of an emergency or fire, security staff will assist with the prompt evacuation of the facility. Important contact information for local police, fire and medical centers is listed below:

Pittsburg State University
Campus Police Department
1501 S. Joplin
Pittsburg, KS 66762
620-235-4624

City of Pittsburg Police Department
201 N. Pine
Pittsburg, KS 66762
620-231-1700

City of Pittsburg Fire Department
911 W. 4th
Pittsburg, KS 66762
620-231-1870

Crawford County EMS/Ambulance Service
Pittsburg, KS 66762
620-231-3344
Spike Regulations
The following spike regulations will be strictly enforced for the Harvey Dean Track:

- Only pyramid spikes a maximum of ¼ inch in length will be allowed for use during practice or competition. For shoes with a recessed spike plate, ¼ inch of exposed spike is the maximum. Needle spikes and compression spikes or Christmas tree spikes are prohibited.
- All spiked shoes must be checked at the spike control station in the warm-up area of John Lance Arena prior to practice or warm-up for competition each day.
- A colored zip tie (a different color each day) shall be attached to spikes that are approved.

Warm-Up Area
The warm-up area is located in John Lance Arena in the Garfield Weede Building, which is connected to the Robert W. Plaster Center by a corridor. The warm-up area has three lanes of roll-out Mondo surface on which spikes will be allowed. There is other space in the arena available for general warm-up in non-spiked shoes. Hurdles and starting blocks will be provided for warm-up activities.

The warm-up area will be reserved for student-athletes with upcoming events and will be monitored at all times.

General Information

Banners and Artificial Noisemakers
No banners may be posted at the tournament other than the NCAA approved banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

Championship Merchandise
Official NCAA Championships Merchandise will be available at the Robert W. Plaster Center on practice and competition days. Participants will also be given the opportunity to pre-order shirts through Event 1, Inc., the official souvenir merchandiser for the NCAA.

Concessions
The Robert W. Plaster Center provides a concession stand operated by Sodexo. They offer light snacks, fresh fruit, Dasani bottled water, Odwalla Nutritional Drinks, PowerAde and Coca-Cola soft drinks paired with traditional concession fare.

Coverage of Championships
Portions of the championships will be streamed live on NCAA.com. To access the live stream, go to www.NCAA.com. A link to view the championships will be available on competition days.

Credentials for Participants
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 have the ability to request an administrator and his or her designee be added to a pass list. The list will be located at will call and photo identification will be required for free admission.
• Each participating institution will receive up to ONE medical credential for a certified athletic trainer. Medical credentials should be requested through the host. A photo identification and Board of Certification are required to pick up a medical credential.
• 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.
• Any misuse of credential could result in a misconduct.

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.

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.

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.

Post-Championship Evaluation
After the championships, coaches will be provided (via email) a link to an online survey of the championships. Coaches should complete the survey themselves and forward it on to all participating student-athletes. Coaches’ assistance in forwarding the email is crucial to this process. We appreciate your involvement in helping the NCAA with this important work.

Results
Live results will be available online at NCAA.com. Results will also be posted in the lobby of the Robert W. Plaster Center. Results will be available for coaches at the end of each day of competition.

Scoring/Timing
Leone Timing will be the official timer of the 2018 NCAA 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.
Selections Information and Timeline

Declarations for the championships will be accepted between 9 a.m. Eastern time, Wednesday, February 21 and 1 p.m. Eastern time, Monday, February 26. Championship fields will be posted online by 6 p.m. Eastern time, Tuesday, February 27 on NCAA.org, (Division II, Championships, Indoor Track and Field (M/W)). Institutions 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 on NCAA.org Monday, March 5.

Student Athlete Lounge/Hospitality

A student-athlete lounge will be set up in the large hospitality room on the second floor, at the top of the stairs of John Lance Arena in the Weede Building as noted on the facility diagram in Appendix B. Only student-athletes will be allowed in the lounge. Snacks, beverages and comfortable seating areas will be provided.

Ticket Information

Tickets can be purchased on the day of competition at the spectator entrance to the Robert W. Plaster Center. Ticket prices are as follows:

- All-Session - $20.00
- Adult Single Day - $12.00
- Student/Child (3-18 yrs.) Single Day - $7.00
- 2 Years and Under - Free

Water/POWERADE for Participants

Water and POWERADE will be available for student-athletes during practice and competition. Equipment carrying any branding other than POWERADE will not be permitted during NCAA championships and all product should be consumed out of the NCAA-provided POWERADE branded water cups only.

Media Services

Important information regarding NCAA media policies can be found online at NCAA.com/media. For media questions specific to the 2018 NCAA Division II Men’s and Women’s Indoor Track and Field Championships, please contact Dan Wilkes (620-235-4147; 620-235-5430; dwilkes@pittstate.edu).

Championship Websites

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

Credentials for Media

All media credential requests, including requests for institutional sports information personnel, should be submitted online at NCAA.com/media. Credentials may be picked up at the will call on days of competition and a photo ID is required for pick up.
Interviews
Immediately after a 10-minute cooling-off period, an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency access before the 10-minute cooling-off period has ended, access shall be granted to all other media representatives desiring access. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

Media Work and Hospitality Area
The media work and hospitality area will be located on the second floor of the Robert W. Plaster Center, in one of the rooms overlooking the track.

Media Parking
Media may park at the Bicknell Family Center for the Arts (see parking diagram Appendix D).

Photography/Videography
The NCAA owns all rights to all of its championships as listed in NCAA Bylaw 18.3. These rights include, in addition to the rights with respect to participation and admission, rights to televise (live and delayed), radio broadcasting, filming and commercial photography. NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. NCAAPhotos.com currently provides member institutions, coaches, student-athletes and their parents’ access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAPhotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.).

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fames. In addition, the NCAA will permit institutions to use
institutional videographer footage captured for two commercial uses: 1) Use on the official institution athletic Web site, and 2) Institution coach’s shows.

Institution and videographer understand that any violation of the above policies WILL result in an infringement of the NCAA’s copyright. Copyright infringement could result in a financial penalty of up to $50,000 per violation to be paid to the NCAA. In addition, the NCAA reserves all other sanctions including but not limited to institutional photographer/videographer privileges being revoked for up to a five-year period for all NCAA championships competition.

Programs
IMG is partnering with the NCAA to produce digital game programs for NCAA Championships. All game programs can be viewed at NCAA.com/gameprograms. The program is free to view and can be downloaded and printed in any way you see fit. Using a digital platform will allow IMG to add extra pages to programs in addition to extending deadlines to allow for the most up-to-date information to be included in the program. The NCAA and IMG College encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. Please share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

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

Medical Information
Athletic Training
The Sports Medicine Center entrance is located in the main east-to-west hallway of the Weede Building (facility diagram Appendix B). The Sports Medicine Center will be open when the track opens on practice days and will close at the end of practice sessions. On competition days, the Sports Medicine Center will be open at the start of practice through the conclusion of competition.

One medical credential per institution may be requested for a certified athletic trainer by emailing Phil Carr (pcarr@pittstate.edu). Approved medical credentials will be available for pick-up in the Sports Medicine Center (19 on facility diagram in APPENDIX B) during hours of practice. Photo identification and Board of Certification are required to pick up a medical credentials. 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.

Sports Medicine Center Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Wednesday, March 7</td>
<td>Noon to 8 p.m.</td>
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<tr>
<td>Thursday, March 8</td>
<td>8 a.m. to 4 p.m.</td>
</tr>
<tr>
<td>Friday, March 9</td>
<td>8:00 a.m. to conclusion of competition</td>
</tr>
<tr>
<td>Saturday, March 10</td>
<td>8:00 a.m. to conclusion of competition</td>
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</tbody>
</table>
Any questions regarding the Athletic Training services should be directed to:

Phil Carr, MS, LAT, ATC  
Phone: 620-235-4650; 620-249-4401  
E-mail: pcarr@pittstate.edu

Concussion Management
The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating 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.

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 long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the “NCAA Sports Medicine Handbook Guideline on Concussions” online at NCAA.org.

Hospital Information
Via Christi Hospital  
1 Mt. Carmel Way  
Pittsburg, KS 66762  
Phone: 620-231-6100

Via Christi Mercy Convenient Care  
1300 E. Centennial  
Pittsburg, KS 66762  
Phone: 620-232-2890

SEK Urgent Care  
200 E. Centennial, Suite 3-4  
Pittsburg, KS 66762  
Phone: 620-231-8003
Drug Testing
Student-athletes who compete in these championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 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.

More information regarding drug testing at NCAA championships can be found at NCAA.org (Health and Safety, Discouraging Alcohol and Other Drug Abuse).

Ethical Behavior by Coaches
As a member of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the student-athletes, and to all those with whom they come into contact. Coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times. In order to fulfill these responsibilities, a coach must:

1. Per NCAA bylaws, conduct all intercollegiate competition in accordance with the playing rules of the Association.
2. Place the safety and welfare of others ahead of winning and personal prestige.
3. Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, are not acceptable from a coach or a student-athlete.)
4. Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies.
5. Recognize, accept and teach to the team and the staff that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

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 travel reimbursement/per diem, disqualification from other events, and/or a potential misconduct. 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.

Misconduct/Code of Conduct
Misconduct is defined as “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.”

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.
The games committee is authorized to (1) reprimand publicly or privately, (2) disqualify from future participation and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is guilty of misconduct at any time during the championship.

All members of the travel party must sign the Division II Code of Conduct form Appendix E. Completed forms must be returned to the committee representative designated on the form by 5 p.m. Eastern time on Friday, March 2. INSTITUTIONS THAT HAVE NOT SUBMITTED THE CODE OF CONDUCT FORM BEFORE THE DEADLINE WILL BE ACCESSED A $200 FINE PER GENDER PER TEAM. The code of conduct form is available on the NCAA website (NCAA.org, Division II, Championships, Indoor Track and Field (M/W), 2017-18 Division II Code of Conduct Form).

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. Final decisions rests with the referee. No further appeal is available.

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

Student-Athlete Bio Forms
Teams should complete the Student-Athlete Bio forms (Appendix F) for all participants. Completed forms can be emailed to Donisha Carter (dcarter@ncaa.org) prior to arriving on site or can be given to the NCAA Division II Men’s and Women’s Track and Field Committee during packet pick-up.

Uniforms
When engaged in competition, each competitor must wear an official team uniform with components governed by the rules or be subject to disqualification. Wearing any part of the official team competition uniform illegally while in the area of competition shall lead to a warning by the nearest official that repeated violation may result in disciplinary action. A report of uncorrected violations shall be made to the 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 to the referee.

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.

Logos
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.
Travel/Transportation Information

Participating institutions must complete the Team Locator form (Appendix G) and return it to Donisha Carter (dcarter@ncaa.org) by Friday, March 2.

Institutional Travel Arrangements

Institutions should contact Short’s Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 500 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA’s travel department at 317-917-6757 or travel@ncaa.org for approval before making any travel arrangements.

Per NCAA travel policies, you are allowed to book travel for individual sports prior to the official selections announcement. However, please be advised that your institution will be billed for any charges incurred as a result of any of the following situations:

1. Any student-athletes who do not qualify for reimbursement
2. Any student-athlete who gets injured, has an illness or does not travel for any reason
3. Any non-athlete above the number that are reimbursable, based on the number of student-athletes who qualify
4. Any name changes or flight changes that result in penalties.
5. Any charges incurred when group space is blocked and then canceled.

Understanding these potential charges, which will be reviewed with you prior to any tickets being charged, you should feel free to book your individual sports as early as you feel comfortable. If you have any questions about this policy, please feel free to contact Short’s Travel Management at 866-655-9215, or the NCAA Travel Department at 317-917-6757.

Expenses/Reimbursement

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System (TES), as well as per diem allowance policies, are available on the NCAA website at NCAA.org, sports, general information, travel and reimbursement information.

NCAA Travel Policies

All NCAA travel policies can be found on the NCAA website (NCAA.org, Division II, Championships, Travel and Reimbursement Information).

Travel Party

The travel party for the 2018 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.

Local/Ground Transportation
Taxi Service: Pitt Taxi - 620-231-1835
City Bus: Pittsburg Area Community Transportation (P.A.C.T) - 620-724-8204 ext. 1056

Rental Cars
Pittsburg Area:
Enterprise - 620-231-2100

Joplin Area:
Avis - 417-624-6360
Enterprise - 417-782-4443
Hertz - 417-623-6242

Airports
Pittsburg is in the heart of "The Heartland", located just 2 hours from Kansas City, 2 hours from Tulsa, 3 hours from Wichita and 5 hours from St. Louis. Crawford County is connected to the world by Kansas City International Airport (MCI), serviced by most major airlines, Kansas City International Airport is just 2 ½ hours north of Pittsburg.

Additional mid-sized airports include Tulsa International Airport (TUL), which is just 2 hours southwest of Pittsburg, Northwest Arkansas Regional Airport (XNA) is just 2 hours Southeast, Springfield/Branson National Airport (SGF) is just an hour and a half east and Wichita Dwight D. Eisenhower National Airport (ICT), is just 3 hours west of Pittsburg. The closest option is Joplin Regional Airport (JLN), which is only 30 minutes from Pittsburg. Joplin Regional Airport now offers daily flights to and from Dallas/Fort Worth International (DFW).

Kansas City International Airport (MCI) - www.flykci.com
Tulsa International Airport (TUL) - www.tulsaairports.com
Springfield-Branson National Airport (SGF) - www.flyspringfield.com
Northwest Arkansas Regional Airport (XNA) - www.flyxna.com
Wichita Dwight D. Eisenhower National Airport (ICT) - www.flywichita.com
Joplin Regional Airport (JLN) - www.jlnairport.com
Lodging
A list of hotels in the surrounding area can be found online by visiting www.visitcrawfordcounty.com/ncaa.

Dining Options
A list of restaurants in the surrounding area can be found by visiting www.visitcrawfordcounty.com/ncaa.

Directions
Pittsburg is in the heart of "The Heartland”, located just 2 hours from Kansas City, 2 hours from Tulsa, 3 hours from Wichita and 5 hours from St. Louis.

Driving to Pittsburg

<table>
<thead>
<tr>
<th>From</th>
<th>Miles</th>
<th>Drive Time</th>
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</thead>
<tbody>
<tr>
<td>Atlanta</td>
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<tr>
<td>Boston</td>
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<td>Dallas</td>
<td>364</td>
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<tr>
<td>Des Moines</td>
<td>318</td>
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<td>Los Angeles</td>
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<td>Minneapolis</td>
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<tr>
<td>St. Louis</td>
<td>302</td>
<td>5:20 hours</td>
</tr>
</tbody>
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Directions to the Robert W. Plaster Center (1701 S. Homer Street, Pittsburg, KS 66762)

From North
From US-160 W/US-69 S
Turn right onto W Atkinson Rd for 0.1 mi
Then Slight left onto US-160 W/US-69 S for 3.3 mi
Turn left onto W Quincy St for 1.3 mi
Turn right onto S Homer St for 0.3 mi
Destination will be on the Left

From South
From US-160 E/US-69 N
Turn right onto W Centennial Dr. 0.1 mi
Turn left onto S Broadway St 0.5 mi
Turn right onto E Ford Ave for 0.6 mi
Turn left onto S Homer St for 0.3 mi
Destination will be on the right

From East
From KS-126 W/E 4th St
Continue on E 4th St for 1.1 mi
Turn left onto N Rouse Ave for 1.0 mi
Turn right onto E Quincy St for 0.4 mi
Turn left onto S Homer St for 0.3 mi
Destination will be on the Left

*From West*
From KS-126 E/W 4th St
Turn right onto US-160 W/US-69 S for 1.9 mi
Turn left onto W Quincy St for 1.3 mi
Turn right onto S Homer St for 0.3 mi
Destination will be on the Left
Comprehensive Schedule
2018 NCAA Division II Indoor Track and Field Championships
Pittsburg, KS – March 7-10, 2018

Please refer to the detailed practice schedule for specific practice times for each respective event. Additional information regarding the items below, including locations, are included within this manual.

**Wednesday, March 7**
- Noon to 8 p.m. Facility open for practice (*see practice schedule for details*)
- Noon to 8 p.m. Weight room/fitness center available
- 4:30 to 6 p.m. Packet pick-up – Northwest Corner Storage Room

**Thursday, March 8**
- 8 a.m. to 4 p.m. Weight room/fitness center available
- 8 a.m. to 4 p.m. Facility open for practice (*see practice schedule for details*)
- 9 to 10:30 a.m. Packet pick-up – Northwest Corner Storage Room
- 11 a.m. Administrative meeting – Freeman Health System Weede Lecture Hall, Garfield Weede Building
- 11 a.m. to 1 p.m. Implement inspection
- 12:30 p.m. Press conference – Location TBD
- 5:15 p.m. Social Doors Open – Bicknell Family Center for the Arts
- 6 p.m. Social Program – Bicknell Family Center for the Arts
- 7:00 p.m. (approximately) Officials meeting – Wilkinson Alumni Center-lower level

**Friday, March 9**
- 8 to 9:30 a.m. Facility open for practice (*see practice schedule for details*)
- 10 a.m. Competition starts
- 9:30 to 11:30 a.m. Implement inspection
- 9 a.m. to noon Weight room/fitness center available

**Saturday, March 10**
- 8 to 9:30 a.m. Facility open for practice (*see practice schedule for details*)
- 10 a.m. Competition starts
- 9:30 to 11:30 a.m. Implement inspection
- 9 a.m. to Noon Weight room/fitness center available
- 8:30 p.m. (approximately) Team awards
Practice Schedule
2018 NCAA Division II Indoor Track and Field Championships

Wednesday, March 7
Noon to 8 p.m.
   Oval

Noon to 4 p.m.
   Weight Throw
   Long Jump

4 to 8 p.m.
   Shot Put
   Triple Jump

Thursday, March 8
8 a.m. to 4 p.m.
   Oval

8 a.m. to Noon
   Shot Put
   Triple Jump

Noon to 4 p.m.
   Weight Throw
   Long Jump

Friday, March 9
8 to 9:30 a.m.
   Facility open for practice

Saturday, March 10
8 to 9:30 a.m.
   Facility open for practice
APPENDIX D

2018 NCAA Division II Men’s and Women’s Indoor Track and Field Championships Parking Map
# Code of Conduct Form

**RETURN BY: 5 p.m. EST. Friday, March 2**

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.

<table>
<thead>
<tr>
<th>NAME</th>
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Forms should be e-mailed to the NCAA Division II Track and Field subcommittee member who represents your region (see next page for contact information). Submit multiple forms if additional signature space is needed.

**2017-18 NCAA Division II Men’s and Women’s Track and Field 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:sblocke1@emporia.edu">sblocke1@emporia.edu</a></td>
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<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>
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<tr>
<td>Jacqueline Nicholson</td>
<td>South</td>
<td><a href="mailto:jacqueline.nicholson@asurams.edu">jacqueline.nicholson@asurams.edu</a></td>
</tr>
<tr>
<td>Colleen Mischke</td>
<td>South Central</td>
<td><a href="mailto:colleen.mischke@bhsu.edu">colleen.mischke@bhsu.edu</a></td>
</tr>
<tr>
<td>Adam Ward</td>
<td>Southeast</td>
<td><a href="mailto:award4@augusta.edu">award4@augusta.edu</a></td>
</tr>
<tr>
<td>Randi Lydum</td>
<td>West</td>
<td><a href="mailto:lydumr@wou.edu">lydumr@wou.edu</a></td>
</tr>
</tbody>
</table>
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.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
TEAM LOCATOR FORM

2018 NCAA Division II Men’s and Women’s Indoor Track and Field Championships
Return completed form to Donisha Carter (dcarter@ncaa.org) by Friday, March 2.

Team: 

Coach(s): 

Coach(es) Cell Phone: 

Hotel: 


General Safety and Security Plan

1. University Police officers will be on duty at all times during both practice and competition.

2. All safety concerns and/or emergencies should be reported immediately by dialing 911. Dialing 911 from a campus network connected telephone will make direct contact with University Police dispatch. Calling 911 from a cell phone will most likely connect with Pittsburg Police or Crawford County Sheriff's Department.

Other emergency contact numbers are:

- Pittsburg State University Police: 620-235-4624 (or 911 on campus phone)
- Pittsburg Police Department (City): 620-231-1700 (or 911 on cell phone)
- Crawford County Sheriff's Dept.: 620-724-8274 (or 911 on cell phone)
- Pittsburg Fire Dept: 620-231-1700 (or 911 on cell phone)
- Crawford County EMS (Ambulance): 620-724-8274 (or 911 on cell phone)

3. Report any suspicious activity and/or items immediately. IF YOU SEE SOMETHING SAY SOMETHING!

4. Severe Weather and other emergency notification:
Severe weather and any other emergency notification will be sent out as needed using the RAVE emergency notification system. This system includes emergency notification and information via email, text, phone and computer monitor override.

In the event that severe weather threatens the immediate area of the event, the following actions will be taken:

**Tornado Watch:** PSU Police will notify PSU Athletics and NCAA staff of a Tornado Watch, including the start and ending time.

**Tornado Warning:** PSU Police will notify PSU Athletics and NCAA staff of a Tornado Warning, including start and ending time. Additionally, PSU will issue a RAVE alert and make an announcement throughout both the Weede and Plaster Center using the emergency PA system. All athletes, staff and guests will be advised of the location of the Storm Refuge Areas located inside the Weede building. (NOTE: There are NO FEMA rated storm shelters on the PSU campus. However all buildings have had Storm Refuge Areas designated according to guidelines developed from a wind study of each building).