



2019 DIVISION I INDOOR
TRACK & FIELD
CHAMPIONSHIPS

PRE-CHAMPIONSHIPS
2018-19 MANUAL

NCAA General Administrative Guidelines

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Section 1 • Introduction

During the 2018-19 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three for both men and women. Of the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

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

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

Section 1•1 Definitions

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

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

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

Championship Manager. The NCAA staff member(s) responsible for the operational oversight of the championship.

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

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

Non-predetermined Sites. Those sites that are selected to host at the time of the participant/team selections announcement.

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

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

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

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

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

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

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

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

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

Section 2 • Championship Core Statement

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

This is attained by:

Ensuring student-athletes' optimal experience.

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

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

Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

Assuring effective management of the business aspects of the operation.

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

Section 3 • Concussion Management

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

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

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

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

For further details, please refer to the [NCAA Sports Sport Science Institute website](#) for additional guidance.

Section 4 • Conduct

Section 4•1 Certification of Eligibility/Availability

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

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

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

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of

GENERAL ADMINISTRATIVE GUIDELINES

the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4•2 Drug Testing

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

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

Section 4•3 Honesty and Sportsmanship

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

Section 4•4 Misconduct/Failure to Adhere to Policies

MISCONDUCT

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

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

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

Section 4•5 Sports Wagering Policy

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

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.

STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

POSTSEASON

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

HOSTING OPPORTUNITIES

On May 16, 2018, the Board of Governors voted to suspend the NCAA championships policy related to sports wagering and to allow for championships to be hosted in locations regardless of whether a state is considering, or has legalized, sports wagering. The board's decision provides championship location continuity as states contemplate whether to allow legalized sports betting.

Section 4•6 Student-Athlete Experience Survey

After each championship, institutional administrators, coaches and student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to ensure participation from all student-athletes.

Section 5 • Elite 90™ Award

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

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

Section 6 • Fan Travel

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

Section 7 • Logo Policy

[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]

GENERAL ADMINISTRATIVE GUIDELINES

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
2. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2-1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

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

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

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

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

Section 9 • Religious Conflicts

[Reference: Bylaws 31.1.4.1 and 31.1.4.2 in the NCAA Division I Manual.]

Institutional Policy. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office on or before Sept. 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. (Adopted: 4/22/98, Revised: 8/11/98, 10/28/99, 5/2/13)

Individual Championships. In individual championships, an athlete must compete according to the institution's policy regarding Sunday competition (if the institution has no policy against Sunday competition, the student-athlete shall compete on Sunday if required by the schedule).

Division I Indoor Track & Field

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Section 1 • General Administration

Section 1•1 NCAA Tournament Operations Staff Contact Information

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Section 1•2 National Committee

[Reference: Administration and Management in the Division I General Section and Bylaws 31.1.1 and 31.1.2 in the NCAA Manual.]

The Division I Men's and Women's Indoor Track and Field Championships are under the control, direction and supervision of the NCAA Men's and Women's Track and Field and Cross Country Committee.

DIVISION I MEN'S AND WOMEN'S TRACK AND FIELD AND CROSS COUNTRY COMMITTEE

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Section 1•3 Important Dates

Friday, Nov. 30	First date a qualifying performance may be achieved. Coaches are expected to review qualifying marks on the performance list throughout the season to ensure accuracy. Please see the “Performance Challenge” section of this manual regarding steps to be taken if there is a qualifying performance in question.
Sunday, Feb. 24	Last date a qualifying performance may be achieved, except for conference championships. Mandatory meet results submission deadline is 11:59 p.m. Eastern time, except for conference championships. Marks must be submitted to TFRRS. Marks submitted after 11:59 p.m. will not be eligible for qualifying.
Monday, Feb. 25	Last date a qualifying performance may be achieved for conference championships ONLY. Results must be reported to TFRRS by 5 p.m. Eastern time.
Monday, Feb. 25	Final descending-order list and declarations open at 8 p.m. Eastern time.
Tuesday, Feb. 26	<p>Coaches must submit electronic declaration through DirectAthletics by 2 p.m. Eastern time. Declarations submitted between 2:01 p.m. and 3:59 p.m. Eastern will be accepted as LATE and the institution will be fined \$400 per gendered program. There is no opportunity to submit declaration forms after 4 p.m. Eastern. [Reference Declaration Process in this manual.]</p> <p>Challenge period ends at noon Eastern time. Challenges must be submitted by email to Sean Laughlin (sean@recordtiming.com) and Jeff Mlynski (jmlynski@ncaa.org).</p> <p>A performance challenge must be filed within 72 hours after the results of the meet have been posted or by the challenge deadline for the respective divisions, whichever is earlier. If there is a change in the performance list due to updated meet results, a challenge may be filed within 72 hours of the posting of the update. Challenges made outside the 72-hour deadline may be considered by the committee in extenuating circumstances.</p> <p>Declarations review window will open at 5 p.m. Eastern time and close at 7 p.m. Eastern time. It is the responsibility of each coach to check this list and report any discrepancies by 7 p.m. Eastern time. To report a discrepancy, the coach will need to contact Jeff Mlynski (jmlynski@ncaa.org). The coach should be prepared to provide a copy of his or her confirmation email.</p> <p>The final list of meet participants shall be available via the NCAA's website, Division I Championships, Winter Sports, Indoor Track & Field (M/W), by 10 p.m. Eastern time.</p>
Friday, March 1	Deadline for submission of credential requests (coaches, administrators and managers) and banquet tickets (confirming your attendance or non-attendance) through the NCAA Planning Point Portal. The link to this portal is accessible through the selection memo sent out to all championships-qualifying institutions.
Tuesday, March 5	Deadline for medical scratches, 2 p.m. Eastern time. Any scratches must be reported by email to Sean Laughlin (sean@recordtiming.com) and Jeff Mlynski (jmlynski@ncaa.org)
Wednesday, March 6	Final championships start lists posted on the NCAA website, Division I Championships, Winter Sports, Indoor Track & Field (M/W).
Thursday, March 7	Championships packet pickup, mandatory coaches' meeting, practice and banquet. Specific details within the participant manual.
Friday, March 8	Day 1 of the 2019 Division I Men's and Women's Indoor Track and Field Championships, Birmingham Crossplex, Birmingham, Alabama.
Saturday, March 9	Day 2 of the 2019 Division I Men's and Women's Indoor Track and Field Championships.

FUTURE DATES

March 13-14, 2020	The 2020 NCAA Division I Men's and Women's Indoor Track and Field Championships, Albuquerque Convention Center, Albuquerque, New Mexico, University of New Mexico, host.
March 12-13, 2021	The 2021 NCAA Division I Men's and Women's Indoor Track and Field Championships, Randal Tyson Track Center, Fayetteville, Arkansas, University of Arkansas, host.

Section 1•4 Rules

[Reference: Bylaw 31.1.6 in the NCAA Manual.]

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

The 2018 and 2019 NCAA Men's and Women's Cross Country and Track and Field Rules shall be followed, where appropriate. Reference is made in the rules to certain publications of the International Association of Athletics Federations (IAAF), which provide more comprehensive detail in certain instances. Information on obtaining IAAF publications may be obtained by writing USA Track & Field, 132 East Washington Street, Suite 800, Indianapolis, Indiana 46240, or by accessing its website at www.usatf.org. The IAAF website address is www.iaaf.org.

All markings must be in accordance with NCAA Men's and Women's Cross Country and Track and Field Rules.

Section 1•5 Uniforms

[Reference: Bylaw 12.5.4 in the NCAA Manual.]

All uniforms must comply with Rule 4-3 of the 2018 and 2019 NCAA Men's and Women's Track and Field and Cross Country Rules Book.

LOGOS

Refer to [General Administrative Guidelines, Section 7](#).

Section 1•6 Equipment

All student-athletes will be required to use the blocks, batons and throwing weights as supplied by Gill Athletics and exclusive for this NCAA championships. A complete listing of the weights will be supplied within the participant manual.

- No other weights will be thrown and institutions will not be allowed to use their weight implements for competition at the championships.
- Student-athletes may use their own shots if they choose, as long as they meet the certification process at the championships.

Section 2 • Determination of Championship Participation

Section 2•1 Championships Format

SCHEDULE OF EVENTS

Please visit ncaa.org for the 2019 schedule of events.

ANNUAL FORMS

[Reference: Budgets and Site Selection in the Division I General Section, Squad Size and Per Diem in the Division I General Section, Bylaw 31.4.6 in the NCAA Manual, and Bylaw 31.4 in the NCAA Manual.]

Team Roster Form. NCAA Division I men's and women's track and field programs are required to register or update their official team roster with the Track and Field Results-Reporting System (TFRRS) before entering their first competition. Each student-athlete will be assigned a unique TFRRS tracking ID that will identify the student-athlete throughout his or her collegiate career. This ID will not change from season to season; however, institutions will be required to register their roster each season to confirm eligibility status. Access to and instructions for roster submission can be found at www.tfrrs.org. (Refer to Declarations of Student-Athletes for more information in this pre-championship manual.)

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

Future Championships Bid Packets. Bid information for all available championships is located on the NCAA website at ncaa.org, Championships, Championships Bid Information.

SQUAD SIZE AND TRAVEL PARTY

[Reference: *Per Diem and Transportation in the Division I General Section.*]

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

Section 2•2 Results

ADJUSTED PLACE STANDINGS

[Reference: *Bylaw 31.2.2.3-(a) in the NCAA Manual.*]

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

PROTEST PROCEDURES

All protests shall be written in triplicate on a form provided by the committee/host at a specified location within the facility. The results will be marked as PROTESTED. The form must be accompanied by a protest fee of \$100 cash. This fee is refundable only if the protest is upheld. The protest form shall be given to the referees.

The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach, one will be posted with the results and the other copy shall be placed in the committee's files.

The protest rule allows for the use of official photo-timing and official video designated by the games committee before the meet. An immediate and identifiable oral protest may be made by the affected participant or his/her coach to the event's head official in order to preserve a mark. The oral protest must be followed up in writing within the normal time frame. Also,

the coach(es) of any participant(s) implicated in a protest must be notified and the results of the protest shall be posted and announced. The coaches of competitors affected by the protest decision shall be notified.

The viewing of videotape or photos, or the use of any wireless communication device, by a competitor during event competition is prohibited.

Section 2•3 Selection Information

DECLARATION OF STUDENT-ATHLETES

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

Track and Field Results Reporting. In order to be considered for selection to the 2019 Indoor Track and Field Championships, all institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host to the Track and Field Results-Reporting System (TFRRS) through the online provider DirectAthletics.

Season-best descending-order lists by event, as approved by the NCAA Division I Track and Field and Cross Country Committee, will be made available on a real-time basis at www.tfrrs.org.

Meet Results. It will be the responsibility of the meet HOST to submit meet results to TFRRS by midnight Eastern time, one day after the completion of a competition. Marks may not be considered for championships selection if meet results are not received from the host within the designated time period. Late or incorrect results that are the basis for championships selections will result in a minimum fine of \$200 per team per gender, with potential additional fines for repeated violations. Participating institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host within five days of the performance and not later than midnight Eastern time, February 24. Exception: Conference championships held February 25 have until 5 p.m. Eastern time to submit results. Results will be accepted only for student-athletes on the institution's TFRRS roster form. The submission of incorrect performances may result in the disqualification of the student-athlete. If a result is submitted more than five days after the qualifying performance and the performance is the basis for championships selection, the institution of the selected student-athlete will be subject to a fine. It is the responsibility of each coach to check his or her team's marks after each meet within the designated time period to ensure it was reported correctly.

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

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

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2018-19 indoor track and field results are available for meet hosts, meet directors and timers at www.tfrrs.org (select the login/register button and see the Meet Director/Timer information). Take particular note of the Frequently Asked Questions document posted, which highlights the following:

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

If you experience technical difficulty using the TFRRS system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002) and notify the NCAA national office (jmlynski@ncaa.org or 317-917-6503) if the difficulty will trigger a late fine.

Minimum Contests and Participant Requirements for Championships Eligibility. In order for student-athletes to be eligible to participate in the 2019 NCAA Division I Men's and Women's Indoor Track and Field Championships, his or her member institution must meet the minimum contest and participant requirements for sports sponsorship as is detailed in the NCAA Division I Manual. Failure to meet these minimum requirements will preclude an institution's student-athletes from being allowed to be declared for participation in the championships.

Championships Declarations and Performance Challenge Period.

1. The declaration form can be accessed at <http://www.directathletics.com>.
2. Access to the declaration form is controlled through the use of the same username and password assigned for team roster form submission. Any coach unable to access the online declaration form by 9 a.m. Eastern time on Tuesday, February 26, must notify DirectAthletics at 347-674-3002.
3. See technical manual for relay policy.
4. Guidelines for Reporting Qualifying Criteria Violations: One role of the NCAA Division I Men's and Women's Track and Field and Cross Country Committee is to review and act upon reported qualifying criteria violations throughout the indoor and outdoor track and field seasons. Coaches and student-athletes are afforded the opportunity to monitor effective meet management and officiating by following the protest process outlined in the NCAA Cross Country and Track and Field Rules Book. Challenges of qualifying marks made after the completion of a meet must be made according to the Guidelines for Reporting a Qualifying Criteria Violation, which are available online (ncaa.org, Division I Championships, Indoor Track and Field).
5. For additional information, see "Important Dates," section 1.3 of this manual.

COACHES DECLARATION

Refer to the 2019 Indoor Track and Field Participant Manual (Coaches Credentials/Declaration).

Section 2•4 Selection Criteria

QUALIFICATION PROCEDURES

Qualifying Period. Qualifying performances for the NCAA Men's and Women's Indoor Track and Field Championships must be met during the current season in indoor competition (see important dates).

Minimum Contests and Participant Requirements for Championships Eligibility: In order for student-athletes to be eligible to participate in the 2019 NCAA Division I Men's and Women's Indoor Track and Field Championships, his or her member institution must meet the minimum contest and participant requirements for sports sponsorship as is detailed in the NCAA Division I Manual. Failure to meet these minimum requirements will preclude an institution's student-athletes from being allowed to be declared for participation in the championships.

Qualifying Criteria. A complete listing of indoor track and field qualifying criteria is on www.ncaa.org [go to Division I Championships, Indoor Track & Field (MIV)].

Qualification to the championships is based on the descending-order list for the season and adhering to the qualifying regulations/criteria published on www.ncaa.org. For each men's individual event contested, including the heptathlon, the top 16 declared student-athletes will be accepted into the competition. For each women's individual event contested, including the pentathlon, the top 16 declared student-athletes will be accepted into the competition. For each relay event contested, the top 12 declared relay teams will be accepted into the competition. The stated maximums are absolute and will not be extended as a result of ties.

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

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who achieved the second-best valid qualifying meet performance later in the season and so on until there is no basis for date comparison. As a last resort, the tie for the last qualifying position will be decided by the toss of a coin. After acceptance, compliance with the rules of Failure to Participate, and Honest Effort, are required.

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) 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.

Medical Scratch. After being notified of a medical scratch, every appropriate effort will be made by the committee to maintain the desired number of participants in an event (16) through direct contact with head coaches of eligible replacements. No additional participants will be added to the field for the championships competition after 2 p.m. Eastern time on Tuesday, March 5. A medical scratch is all-inclusive and not selective by event.

Standards. There are no qualifying standards for the championships season. There will be a track indexing standard to delineate the different indexing among flat, undersized, banked and oversized. For information visit www.ncaa.org, Division I Championships, Indoor Track & Field. Altitude conversions, as well as other conversions, are based on a formula and will be done as results are submitted.

RELAY PERSONNEL POLICIES

Refer to the Technical Manual for relay personnel policies.

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Appendix A • Qualifying Criteria

2018-19 NCAA TRACK AND FIELD CHAMPIONSHIPS QUALIFYING CRITERIA

This document outlines the criteria that all track and field meets must follow in order for marks to count towards qualifying for the NCAA national championships. Information in this document is relevant for all indoor and outdoor track and field meets and events unless otherwise noted. If a meet/event does not follow the criteria, the NCAA Men's and Women's Track and Field and Cross Country Committees have the authority to remove results from the performance lists. Coaches can report any meets or events that do not follow the criteria outlined below by following the Guidelines for Reporting Qualifying Criteria Violations, which are available on the NCAA.org divisional sport landing pages for indoor and outdoor track and field.

1. Qualifying Period. A qualifying mark for entry into national championships, including preliminary round meets for Division I outdoor, must be made between the following dates:

Indoor

Division I – November 30 through the second Sunday prior to the national championships. (Exceptions: A combined event competition concluding November 30 and conference championships concluding by 5 p.m. Eastern time the second Monday prior to the national championships will fall within the qualifying window. Note, all results for conference championships concluding on the second Monday prior to the national championship must be posted to TFRRS by the 5 p.m. Eastern time deadline)

Division II – December 1, if it falls on a Friday. If not, then the Friday preceding December 1 through the second Sunday prior to the national championships.

Division III – December 1 through the Saturday prior to the national championships.

Outdoor

Division I – March 1 through the second Sunday prior to the start of preliminary-round competition. (Exception: Conference championships concluding by 5 p.m. Eastern time the second Monday prior to the preliminary-round competition fall within the qualifying window. Note, all results for conference championships concluding on the second Monday prior to the preliminary-round competition must be posted to TFRRS by the 5 p.m. Eastern time deadline)

Division II – The third Thursday in February through the second Sunday prior to the national championships.

Division III – March 1 through the Thursday prior to the national championships.

2. Rules. Qualifying marks must be made in a scheduled collegiate or open track and field meet conducted under the NCAA Rules of Competition or an open track and field competition conducted under the competition rules of the NCAA, USATF or IAAF.
3. Manual Timing. Marks will not be accepted in any events where manual timing (MT) is used.
4. Meet Management. Marks will **not** be acceptable if:
 - a. Contestants or spectators are asked to officiate;
 - b. Achieved on other than certified (i.e., surveyed and all measurements certified after initial construction and after resurfacing) and regularly used facilities;
 - c. Official results are not preserved and available for inspection (i.e., retain photos and field-event results through six months after the championships) *Note: Finish photos and field-event results may be requested by the championship committee for the verification of performance;
 - d. Only combined-events competition in which fewer than six eligible student-athletes start or all participants are from the same team;
 - e. Intermediate times are taken from a longer race (e.g., 800 Meters during 1,000 Meters);
 - f. More than one race is contested concurrently (e.g., 3,000 Meters and 5,000 Meters contested together);
 - g. Mixed gender 10,000m races are contested;

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- h. Wind readings are not recorded in the 100 Meters, 200 Meters, 100- and 110-Meter Hurdles, and Long/Triple Jump with a gauge specific for that event and where wind readings exceed 4.0 meters per second. This is applicable to combined events submission for open events;
 - i. Contestants are given a second opportunity to compete in the same event(s) within the same meet, unless it is in accordance with the normal established advancement procedure;
 - j. Trials and finals of the dash and hurdles are not contested at the same distance;
 - k. Competitors run any turn on indoor tracks that are 400 Meters or longer;
 - l. Meets are held on outdoor tracks that are longer than 400 Meters or in lanes where the radius is greater than 50 Meters.
5. Minimum Number of Institutions and Student-Athletes. Marks will only be accepted for qualifying in meets as follows:

Divisions I and II – For scoring meets, at least two four-year institutions each with a minimum of 14 eligible student-athletes per gender per institution must compete. For non-scoring meets, at least five four-year institutions must compete.

Division III – For scoring meets, at least two two-year or four-year institutions each with a minimum of 10 eligible student-athletes per gender per institution must compete. For non-scoring meets, at least five two-year or four-year institutions must compete.

Exceptions:

- a. Marks from USA Track & Field Championship Series meets will be eligible, even if the minimum number of institutions and student-athletes do not participate. All other qualifying criteria, except for the minimum number of events, must be met in order for marks to count. Additionally, participating student-athletes must compete as a representative of their institution is the responsibility of the participating institution(s) to work with the meet organizer to ensure all NCAA results reporting requirements are followed and results are uploaded to TFRRS, with TFRRS ID for student-athlete, for those marks to count towards NCAA qualification. Please visit USATF.org for the list of eligible USA Track and Field Championship Series indoor and outdoor events;
 - b. Marks achieved by a student-athlete at their respective country's official national championship event. These national championship events must meet all additional NCAA qualifying criteria, except for the minimum number of events for marks to count towards NCAA qualifying. Additionally, participating student-athletes must compete as a representative of their institution and is the responsibility of the participating institution(s) to work with the governing body to ensure all NCAA results reporting requirements are followed and results are uploaded to TFRRS, with TFRRS ID for student-athlete, for those marks to count towards NCAA qualification.
6. Minimum Number of Events. Marks will only be accepted for qualifying in meets where a minimum of ten events are open to collegiate student-athletes, per gender. Multiple groupings, sections or divisions of any event distance or discipline is a single event. (Refer to 4-d for combined event only competition.)

Exceptions:

- a. Refer to 5-a and 5-b.
- b. Qualifying marks will be accepted from meets that do not meet the minimum number of ten events if the meet is associated with another track meet that follows all the qualifying criteria herein and the additional following criteria are satisfied:
 - 1) Event(s) shall be accessed by one admission ticket per day/session;
 - 2) Event(s) shall be held on the same or consecutive days;
 - 3) Event(s) shall share a name;

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- 4) Event(s) shall occur/be held in proximity of location unless;
 - i. For demonstrable safety reasons, competition sites must be separated (e.g., hammer throw), or
 - ii. Insufficient or inadequate facilities are available for spectators or competition;
 - 5) Registration for event(s) is in common;
 - 6) Results for event(s) are in common;
 - 7) Recognition/sanction of the event(s) must be in common; and
 - 8) Awards must be consistent
7. Unattached Student-Athletes. Institutions may not submit marks for NCAA qualification to t for student-athletes who are not “representing the institution”, as defined by NCAA at the time the mark was achieved, i.e., “unattached student-athletes”.
8. Relay Criteria. Only student-athletes eligible for national championships (NCAA Bylaw 14) may be used. Additional criteria for relays include:
- a. Relay split times shall not be accepted for individual events;
 - b. In relay races, the names of four student-athletes who ran a qualifying time shall be entered. In the final declaration, these four student-athletes must be designated as the team;
 - c. Qualification for the distance medley relay must be contested in the following order: 1,200, 400, 800, and 1,600 meters; or 1,320, 440, 880, and 1,760 yards.
9. Metric Measurements. Field events marks must be measured, recorded, and entered metrically.
10. Indoor Meet Procedures:
- a. Qualifying marks must be made using an indoor facility except for the weight throw, which may be conducted outdoors;
 - b. Qualifying marks at 55 Meters will only be accepted from facilities unable to be configured for the 60 Meters or originally configured for the 55 Meters only;
 - c. Qualifying standards in oval events may not be met on banked tracks of more than 220 yards;
 - d. **Hydraulic Tracks**: Prior to the meet, facilities must designate if the meet will be conducted on a flat or banked track for all oval events. The way the track will be positioned (either flat or banked in accordance with the rules) must be clearly communicated to all participating institutions and stated in all pre-meet materials. (**Meet hosts should also ensure that the track is appropriately surveyed and marked for the track position in which the meet is to be conducted. The track must stay in the appropriately surveyed position for the duration of the meet and degree of the bank may NOT be changed on an event by event basis*);
 - e. **Final Qualifying Meet Applications – Division III Only**. Institutions wanting to host an indoor meet, other than a conference meet, in the final week of the qualifying window (Monday through Saturday), must petition the NCAA for sanctioning no later than December 14, 2018 Individual institutions may apply to host only one meet during this period. The gender of the meet must be specified. The application can be found on www.ncaa.org [NCAA.org, DIII, Championships, Indoor Track and Field].
11. Outdoor Meet Procedures:
- a. Qualifying standards must be competed in meters, except for the 400- and 1,600- meters relays, and the 1,500 meter;
 - b. Qualifying marks in all divisions must be made using an outdoor facility, except that the high jump and/or pole vault may be moved indoors for safety reasons by a decision of the competition’s game committee;
 - c. **Final Qualifying Meet Applications – Division III only**. Institutions wanting to host an outdoor meet, other than a conference meet, in the final week of the qualifying window (Monday through Thursday) prior to the national championships, must petition the NCAA for sanctioning before February 1, 2019. Individual institutions may

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apply to host only one meet during this period. The gender of the meet must be specified. The application can be found on www.ncaa.org [NCAA.org, DIII, Championships, Indoor Track and Field].

Additional Notes:

12. Adjustments to performances in specific events, for (a) the type of indoor facility and (b) altitude, shall be determined by the NCAA Men's and Women's Track and Field and Cross Country Committees. Indoor facility adjustments apply to all oval running events. Altitude adjustments shall not apply to running events used in combined event scoring.
13. Marks achieved by student-athletes in a combined event competition will be allowed to count toward open event qualification, even if the student-athlete does not finish the entire combined event competition.
14. Below are the permissible event conversions for NCAA indoor track and field. The Standardized Track Event Conversion Factors will be used to convert times for the non-championship events listed below to determine what the corresponding times would be for the respective championship events. The Standardized Track Event Conversion Factors can be found online at www.NCAA.org (NCAA.org, Division I/II/III, Championships, Indoor Track and Field, Links/Resources).

55 Meters to 60 Meters*

55 Meter Hurdles to 60 Meter Hurdles*

Mile Relay to 4x400 Meter Relay

Distance Medley Relay (yards) to Distance Medley Relay (metric)

*See note above in 10-b regarding when it is permissible to contest the 55 Meters and 55 Meter Hurdles

15. Below are the permissible event conversions for NCAA outdoor track and field. The Standardized Track Event Conversion Factors will be used to convert times for the non-championship events listed below to determine what the corresponding times would be for the respective championship events. The Standardized Track Event Conversion Factors can be found online at www.NCAA.org (NCAA.org, Division I/II/III, Championships, Indoor Track and Field, Links/Resources).

Mile to 1500 Meters

4x110 Yard Relay to 4x100 Meter Relay

Mile Relay to 4x400 Meter Relay

For any questions regarding the qualifying criteria, please contact the NCAA liaison or committee chair for your respective division.

Division I

NCAA Liaison, Jeff Mlynski (jmlynski@ncaa.org)

Committee Chair, Julie Levesque (jmlevesque@utep.edu)

Division II

NCAA, Liaison, Morgan DeSpain (mdeSpain@ncaa.org)

Committee Chair, Steve Blocker (sblockel@emporia.edu)

Division III

NCAA Liaison, Laura Peterson-Mlynski (lpeterson@ncaa.org)

Committee Chair, Tom Thomasson (tthomass@camden.rutgers.edu)