



2024 DIVISION I INDOOR  
**TRACK & FIELD**  
**CHAMPIONSHIPS**

**PRE-CHAMPIONSHIPS**  
**2023-24 MANUAL**

# NCAA General Administrative Guidelines

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### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222

Indianapolis, Indiana 46206-6222

317-917-6222

ncaa.org

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# Section 1 • Introduction

During the 2023-24 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.

Sections one through nine apply to policies applicable to all 90 championships, while the remaining 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.** In any championship in which a squad limit has been established by the governing sport committee or by the bylaws, the number of eligible student-athletes in competitive uniform at the start of competition.

**Tournament Physician.** The physician designated by the host institution/conference to serve as the chief medical advisor for the championship event(s) to be hosted at the host venue.

## 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).

## Section 3 • Conduct

### Section 3•1 Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in Bylaws 12, 13, 14, 15, 16, 20.2.4, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Bylaws 7.3.1.5 and 18.2.1.1 in the NCAA Division II Manual and Division II Championships Committee Policy and Bylaws 31.2.1.5, 31.2.1.5.2, and 31.2.2 in the NCAA Division III Manual.]*

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

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

#### DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing 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 3•2 Drug Testing

As part of preparation and planning to participate in championship events, member institutions are reminded and encouraged to review all applicable policy and legislative requirements pertaining to banned substances, drug testing and related eligibility requirements with their student-athletes. Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with legislation 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 3•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 3•4 Misconduct/Failure to Adhere to Policies

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### MISCONDUCT

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

### FAILURE TO ADHERE TO POLICIES AND PROCEDURES

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

## Section 3•5 Sports Wagering Policy

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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; mobile betting; 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) 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 where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

### HOSTING OPPORTUNITIES

It is permissible for NCAA championships to be conducted at locations in states that permit sports wagering.

## Section 3•6 Student-Athlete Experience Survey

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During the NCAA championships, the student-athlete experience is paramount. NCAA staff and hosts dedicate themselves to planning the best experiences for all involved. As part of our commitment to getting better, following the championship, participants will receive a survey to provide feedback on their experience and input on how championships can be improved for future NCAA student-athletes. Institutional administrators and coaches will receive

an email containing a link to the survey and will be asked to forward the survey to student-athletes. Additionally, this survey will be accessible via QR code found on the back of NCAA-issued championship credentials.

We also understand that sometimes certain circumstances or conditions occurring during the events may require real-time consideration. When this is the case, student-athletes may reach out to their site representative or NCAA national office staff on-site.

## Section 4 • Elite 90™ Award

The Elite 90 award was created to recognize the true essence of student-athletes by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their 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 competing at the finals site. 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. For more information or to access the online form and submit a nomination, [click here](#).

## Section 5 • Fan Travel

Through support from Marriott International as the Official Hotel Partner of the NCAA, NCAA championships are pleased to provide easy and affordable accommodations 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 Marriott and NCAA Travel help support NCAA student-athletes. Please direct your fans to [NCAA.com/travel](https://www.ncaa.com/travel) to search and book online hotel reservations.

## Section 6 • Health and Safety

As part of preparation and planning to host and/or participate in championship events, member institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the [NCAA Sport Science Institute website](#). In addition, a summary of some of the key health and safety considerations related to traveling to championship events can be found in the [NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events](#).

## Section 7 • Logo Policy

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

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

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

2. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) 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

In order to avoid inappropriate and unnecessary participant distraction and disruption of championship events, it is expected any data collection or other research efforts conducted at or during championship events will be coordinated through the national office, with notice and a description of any research proposal to be submitted to the NCAA research staff at least six weeks before the championships event begins.

### Section 9 • Travel Party

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. NCAA Travel policies are updated annually and can be found online [here](#). Please reference Appendix A of the travel policies for reimbursable travel party numbers. The travel policies supersede all other documents.

### Section 10 • 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 September 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).

### Section 11 • Team Replacement Policy

The Division I Competition Oversight Committee developed a team replacement policy considering the possibility of unforeseen circumstances impacting championship fields. The policy will be implemented in accordance with the terms set forth in the policy document available [here](#) when, despite best efforts, a team within the championship field is impeded or hindered from participating in the championship for reasons beyond its control.

# 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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**Jeff Mlynski**

Associate Director, Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6503 / [jmlynski@ncaa.org](mailto:jmlynski@ncaa.org)

**Lindsey Eldred**

Coordinator, Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6747 / [leldred@ncaa.org](mailto:leldred@ncaa.org)

**Media Services:****Marcus Thatcher**

Assistant Director, Media Coordination and Statistics  
Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6949 / [mthatcher@ncaa.org](mailto:mthatcher@ncaa.org)

## Section 1•2 National Committee

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*[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

**Blake Boldon**

Senior Associate AD & Director of Drake Relays  
Drake University

**Sydney Griffin**

Assistant Athletic Director - Strategy & Operations  
U.S. Military Academy

**Ervin Lewis**

Senior Associate AD of Facilities and Operations  
University of North Florida

**Jason Drake**

Head Track and Field/Cross Country Coach  
California State University, Fresno

**Cody Brousek**

Director of Operations  
University of Nebraska, Lincoln

**Kerri Inman**

Director of Track and Field/Cross Country  
Manhattan College

**Emily Fulton**

Assistant Athletic Director/SWA  
Virginia Military Institute

**Ritchie Beene**

Head Track and Field Coach  
Alabama State University

**Connie Price-Smith**

Head Track and Field/Cross Country Coach  
University of Mississippi

**Dave Smith**

Director of Track and Field/Cross Country  
Oklahoma State University

**Karina Handeland**

Senior Associate Athletic Director  
University of Portland

**Diane Turnham**

Deputy Athletic Director/SWA  
Middle Tennessee State University

**For additional information about indoor track and field rules, contact:**

**Mark Kostek**

Secretary-Rules Editor  
[kostekmt@gmail.com](mailto:kostekmt@gmail.com)

**Jay Fitzwater**

Assistant Director, Championships and Alliances  
NCAA Playing Rules and Officiating  
317-917-6819 / [jfitzwater@ncaa.org](mailto:jfitzwater@ncaa.org)

## Section 1•3 Important Dates

<b>Friday, Dec. 1</b>	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.
<b>Sunday, Feb. 25</b>	Last date a qualifying performance may be achieved, except for conference championships. Mandatory meet results submission deadline for all regular season and conference championships is 5 p.m. Eastern time, Monday, Feb. 26. Note: the only allowable competition that may occur and be used toward NCAA qualifying on Monday, Feb. 26, is that of a conference championship. Marks must be submitted to TFRRS. Marks submitted after 5 p.m. Eastern time, Monday, Feb. 26, will not be eligible for qualifying.
<b>Monday, Feb. 26</b>	Last date a qualifying performance may be achieved for conference championships ONLY. Results must be reported to TFRRS by 5 p.m. Eastern time. Marks submitted after 5 p.m. Eastern time will not be eligible for qualifying.  Final descending-order list and declarations open at 8 p.m. Eastern time.
<b>Tuesday, Feb. 27</b>	Coaches must submit electronic declaration through DirectAthletics by 2 p.m. Eastern time. Declarations submitted between 2 p.m. and 4 p.m. Eastern time 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.]  Challenge period ends at noon Eastern time. Challenges must be submitted by email to Sean Laughlin ( <a href="mailto:sean@recordtiming.com">sean@recordtiming.com</a> ) and Jeff Mlynski ( <a href="mailto:jmlynski@ncaa.org">jmlynski@ncaa.org</a> ).  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.  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 ( <a href="mailto:jmlynski@ncaa.org">jmlynski@ncaa.org</a> ). The coach should be prepared to provide a copy of his or her confirmation email. Please note the review window is not an extension of declarations and is not an opportunity to change student-athletes from scratched to declared or vice versa. It is solely an opportunity to make sure there were no technical glitches that occurred in the processing of the data from the DirectAthletics (declaration site) to the NCAA data specialist.  The final list of meet participants shall be available via the NCAA’s website, Membership, Division I, Division I Championships Home, Winter Sports, Indoor Track & Field (M/W), by 10 p.m. Eastern time.
<b>Friday, March 1</b>	Deadline for submission of credential requests (coaches, administrators and managers) through the NCAA Planning Point Portal. The link to this portal will be accessible through the selection memo sent out to all championships-qualifying institutions.
<b>Monday, March 4</b>	Virtual coaches meeting at 1 p.m. Eastern time. Link will be included in the selection memo for institutions qualifying to the national championships.
<b>Tuesday, March 5</b>	Deadline for scratches, after declarations (e.g., medical, eligibility, family emergency) are due by 2 p.m. Eastern time. Any scratches must be reported by email to Sean Laughlin ( <a href="mailto:sean@recordtiming.com">sean@recordtiming.com</a> ) and Jeff Mlynski ( <a href="mailto:jmlynski@ncaa.org">jmlynski@ncaa.org</a> ).  <b>NOTE:</b> Scratches after declarations are all-inclusive and not selective by event.
<b>Wednesday, March 6</b>	Final championships start lists posted on the NCAA website, Membership, Division I, Division I Championships, Winter Sports, Indoor Track & Field (M/W).
<b>Thursday, March 7</b>	Championships packet pickup and practice.  Specific details within the participant manual.

## DIVISION I INDOOR TRACK & FIELD

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<b>Friday, March 8</b>	Day 1 of the 2024 Division I Men's and Women's Indoor Track and Field Championships, The Track at New Balance, Boston, Massachusetts.
<b>Saturday, March 9</b>	Day 2 of the 2024 Division I Men's and Women's Indoor Track and Field Championships.

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### DATE FORMULA

The indoor track and field championships will take place on the second Friday-Saturday in March.

### FUTURE DATES

<b>March 14-15, 2025</b>	The 2025 NCAA Division I Men's and Women's Indoor Track and Field Championships; Virginia Beach Sports Center, Virginia Beach, Virginia; Norfolk State University, host.
<b>March 13-14, 2026</b>	The 2026 NCAA Division I Men's and Women's Indoor Track and Field Championships; Randal Tyson Center, Fayetteville, Arkansas; University of Arkansas, Fayetteville, host.

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## Section 1•4 Rules

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*[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 2023 and 2024 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 World Athletics, which provide more comprehensive detail in certain instances. Information on obtaining World Athletics publications may be obtained by writing USA Track & Field, 132 E. Washington St., Suite 800, Indianapolis, Indiana 46240, or by accessing its website at [usatf.org](https://usatf.org). The World Athletics website address is [worldathletics.org](https://worldathletics.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

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*[Reference: Bylaw 12.5.4 in the NCAA Manual.]*

All uniforms must comply with the 2023 and 2024 NCAA Men's and Women's Cross Country and Track and Field Rules Book.

### LOGOS

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

## Section 1•6 Equipment

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All student-athletes will be required to use the blocks and batons as supplied by Gill Athletics and exclusive for this NCAA championships.

- Student-athletes may use their own shot put and weight throw implements if they choose, as long as they meet the certification process at the championships. A complete listing of the shot put and weight throw implements provided by Gill Athletics will be provided in the participant manual.

# Section 2 • Determination of Championship Participation

## Section 2•1 Championships Format

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### SCHEDULE OF EVENTS

Please visit [ncaa.org](http://ncaa.org) for the 2024 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. Rosters can be updated on DirectAthletics or TFRRS. 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 [tfrrs.org](http://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](http://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](http://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 [ncaa.org/championships/travel/championships-travel-information](http://ncaa.org/championships/travel/championships-travel-information).

## Section 2•2 Results

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### 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 referees' 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 referees' decision is final.

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 within the competition area is prohibited. Field event student-athletes may view video taken outside the competition area and not brought in the competition area, between attempts. Under the direction of an official, they are permitted to cross the track.

## 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 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 [tfrrs.org](http://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 5 p.m. Eastern time, Monday, Feb. 26. 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 2023-24 indoor track and field results are available for meet hosts, meet directors and timers at [tfrrs.org](http://tfrrs.org) (select the login/register button and see the Meet Director/Timer information). Effective Dec. 7, 2023:

- Meet hosts may use their method of choice to manage meet entries, however TFRRS IDs are available only via DirectAthletics' meet entry system at [www.directathletics.com](http://www.directathletics.com);
- There is no cost to use DirectAthletics' meet entry services for college and junior college meets;
- It is the responsibility of the meet directors/timers to download valid TFRRS IDs for their entering teams, regardless of the meet entry method; and

- All TFRRS IDs are single-meet IDs and not transportable from meet to meet; entry downloads for each meet will contain valid IDs for tracking results for that meet only. TFRRS IDs are available at no cost to any meet director/timer at [www.directathletics.com](http://www.directathletics.com) via the DirectAthletics entry system.

If you experience technical difficulty using DirectAthletics or the TFRRS system, please contact DirectAthletics ([support@directathletics.com](mailto:support@directathletics.com); phone: 347-674-3002) and notify the NCAA national office ([jmylnski@ncaa.org](mailto:jmylnski@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 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 [directathletics.com](http://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, Feb. 27, 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](http://ncaa.org), Membership, Division I, Division I Championships Home, Indoor Track and Field (M/W)].
5. For additional information, see “**Important Dates,**” **Section 1.3** of this manual.

## COACHES DECLARATION

Refer to the 2024 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 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 [ncaa.org](http://ncaa.org) [go to Membership, Division I, Division I Championships Home, Indoor Track & Field (M/W)].

Qualification to the championships is based on the descending-order list for the season and adhering to the qualifying regulations/criteria published on [ncaa.org](http://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.

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**Ties.** Any descending-order list ties, by mark, for the last position to be accepted will be resolved by examining, of those tied, the second-best valid qualifying meet performance submitted during the season and so on until there is no basis for a mark comparison. For a tie not resolved after all available mark comparisons, acceptance will be awarded to the competitor who achieved the original tying mark later in the season. For a tie still not resolved, acceptance will be awarded to the competitor who achieved the second-best valid qualifying meet performance later in the season and so on until there is no basis for date comparison. As a last resort, the tie for the last qualifying position will be decided by the toss of a coin. After acceptance, compliance with the rules of Failure to Participate is 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) with the highest number of points in any one event will win the tie. If still tied, the student-athlete(s) who have the highest number of points in a second event will win the tie. If a tie still remains, a third event will be examined and so forth until there is no basis for point comparison. As a last resort, the tie for the last qualifying position will be decided by the toss of a coin.

**Scratches After Declarations (e.g., medical, eligibility, family emergency).** After being notified of a scratch after declarations, 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 scratch after declarations is all-inclusive and not selective by event.

Once competition begins, a student-athlete who fails to compete or finish in any event at the championship site, and is entered in additional events, must receive medical verification from the host medical staff stating that they were unable to start or finish the event. Additionally, they must then get medically cleared before they can be eligible to return to competition in any other event. The proper medical paperwork must be completed and will be available in the medical area at the championship site.

**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 [ncaa.org](http://ncaa.org), Membership, Division I, Division I Championships Home, Indoor Track & Field (M/W). 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.

# Appendixes

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## Appendix A • Qualifying Criteria

2023-24 NCAA Track and Field Championships Qualifying Criteria can be found at the following link:

[ncaaorg.s3.amazonaws.com/championships/sports/crosstrack/common/2023-24XTF\\_QualifyingCriteria.pdf](https://ncaaorg.s3.amazonaws.com/championships/sports/crosstrack/common/2023-24XTF_QualifyingCriteria.pdf)