



*2020 DIVISION I OUTDOOR*  
**TRACK & FIELD**  
**CHAMPIONSHIPS**

**PRE-CHAMPIONSHIPS**  
**2019-20 MANUAL**

# NCAA General Administrative Guidelines

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### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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# Section 1 • Introduction

During the 2019-20 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 3.2.4.20 in the NCAA Division I Manual, Constitution 3.3.4.17 in the NCAA Division II Manual, and Constitution 3.2.4.17 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

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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

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*[Reference: Bylaws 18.4.1.4 and 31.2.2 in the NCAA Division I Manual and Bylaws 18.4.1.4 and 31.2.3 in the NCAA Divisions II and III Manuals.]*

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 and 31.2.2 (Division I); 31.2.3 (Divisions II and III), 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

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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

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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 outline.

### Section 4•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, 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 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 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 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 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](http://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](http://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.]*

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

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 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).

# Division I Outdoor Track and Field

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# Section 1 • General Administration

## Section 1•1 NCAA Tournament Operations Staff Contact Information

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317-917-6513  
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## Section 1•2 National Committee

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**Current members of the committee are:****Trey Clark**

Head Track and Field/Cross Country Coach  
Lamar University

**Abbie Day**

Assistant Athletic Director  
University of Maryland, Baltimore County

**Ryan Orner**

Head Track and Field/Cross Country Coach  
Xavier University

**Jennifer Lawlor**

Senior Associate Athletics Director/SWA  
Monmouth University

**Elvis Forde**

Head Track and Field/Cross Country Coach  
Temple University

**Milan Donley, chair**

Meet Management/Director of Kansas Relays  
University of Kansas

**TJ Shelton**

Associate Director of Athletics  
The Ohio State University

**Wendy McFarlane-Smith**

Head Track and Field/Cross Country Coach  
University of Delaware

**Amy Horst**

Head Track and Field/ Cross Country Coach  
Loyola University Maryland

**Sean Harris**

Assistant Director, Sports Management and  
Championships  
Pac-12 Conference

**Sharlene Milwood-Lee**

Head Track and Field/Cross Country Coach  
Fairleigh Dickinson University, Metropolitan Campus

**Ervin Lewis**

Senior Associate Athletics Director of Operations  
University of North Florida

**For additional information about outdoor track and field rules, contact:****Secretary-Rules Editor****Mark Kostek**

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**NCAA Playing Rules and Officiating****Rachel Seewald**

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## Section 1•3 Important Dates

|                               |   |
|-------------------------------|---|
| <b>Sunday, March 1</b>        | The qualifying window for the Division I Men's and Women's Outdoor Track and Field Championships opens. This will go through the second Sunday before the start of preliminary-round competition.   |
| <b>Sunday, May 17</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, May 18. Note: the only allowable competition that may occur and be used toward NCAA qualifying on Monday, May 18, is that of a conference championship. Results must be submitted to TFRRS. Marks submitted after 5 p.m. Eastern time, Monday, May 18 will not be eligible for qualifying.  |
| <b>Monday, May 18</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 lists posted and declarations open by 8 p.m. Eastern time.<br><br>Coaches must submit electronic declaration through DirectAthletics by Wednesday, May 20, at 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 a minimum of \$400 per team, per gender (Reference: Declaration Process in this manual).  |
| <b>Tuesday, May 19</b>        | 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> ).  |
| <b>Wednesday, May 20</b>      | As stated above, the declaration window closes at 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 a minimum of \$400 per team, per gender (Reference: Declaration Process in this manual). There is no opportunity to submit declaration forms after 4 p.m. Eastern time.<br><br>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. 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. |
| <b>Thursday, May 21</b>       | The list of student-athletes, by event, who have been accepted to compete in each preliminary championships competition, plus those who have been accepted to compete in the heptathlon or decathlon at the final championships competition, will be posted on the NCAA's website under Division I, Championships, Spring Sports, Outdoor Track & Field (M/W), by 1 p.m. Eastern time.  |
| <b>Monday, May 25</b>         | Deadline for medical scratches for preliminary championships competition, 2 p.m. Eastern time. Any scratches must be emailed 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> ).<br><br>Deadline for replacement due to medical scratches. No additional participants will be added to the preliminary championships competition after 8 p.m. Eastern time.  |
| <b>Tuesday, May 26</b>        | Preliminary championships competition start lists posted on NCAA website under Division I, Championships, Spring Sports, Outdoor Track & Field (M/W), by 2 p.m. Eastern time.   |
| <b>Wednesday, May 27</b>      | Packet pickup and mandatory coaches meeting at each preliminary championships competition site. First-day heat/flight sheets will be available to each competing team.  |
| <b>Thurs.-Sat., May 28-30</b> | Preliminary championships competition of the NCAA Division I Men's and Women's Outdoor Track and Field Championships.   |
| <b>Sunday, May 31</b>         | The list of qualifiers from each event contested in the preliminary championships competition with their performance will be posted by 5 p.m. Eastern time on the NCAA website under Division I, Championships, Spring Sports, Outdoor Track & Field (M/W). Coaches must review the list between 5 p.m. and 8 p.m. Eastern time to ensure that the information listed is accurate for their student-athletes. Contact 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> ) with any corrections.  |

## DIVISION I OUTDOOR TRACK AND FIELD

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| <b>Tuesday, June 2</b>       | Final list of the championships competition participants will be posted on the NCAA website by 3 p.m. Eastern time under Division I, Championships, Spring Sports, Outdoor Track & Field (M/W). Teams advancing to the championships will be sent a link to complete credential requests. All credential requests must be submitted by noon Eastern time Thursday, June 4. |
| <b>Friday, June 5</b>        | Final championships competition start lists are posted on the NCAA website under Division I, Championships, Spring Sports, Outdoor Track & Field (M/W) (except heptathlon and decathlon).  |
| <b>Sunday, June 7</b>        | Deadline for medical scratches, 11:59 p.m. Eastern time. Medical 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>Monday, June 8</b>        | Final championship start lists for the heptathlon and decathlon are posted on the NCAA website under Division I, Championships, Spring Sports, Outdoor Track and Field (M/W).  |
| <b>Tuesday, June 9</b>       | Packet pickup and mandatory coaches meeting; University of Texas at Austin, host.  |
| <b>Wed.-Sat., June 10-13</b> | NCAA Division I Men's and Women's Outdoor Track and Field Championships, Austin, Texas.  |

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### CHAMPIONSHIP DATES – 2020

#### **Preliminary Championships Competition – May 28-30, 2020**

**East** – Lexington, Kentucky; University of Kentucky, host.

**West** – Lawrence, Kansas; Kansas University, host.

#### **National Championships Competition – June 10-13, 2020**

Austin, Texas; University of Texas at Austin, host.

### DATE FORMULA

The outdoor track and field national championships meet will conclude on the second Saturday in June, running from Wednesday through Saturday. The preliminary championships competition will conclude on the Saturday, 11 days before the start of the national championships competition.

### FUTURE DATES

#### **2021**

#### **Preliminary Championships Competition – May 27-29, 2021**

**East** – Jacksonville, Florida; University of North Florida, host.

**West** – College Station, Texas; Texas A&M University, host.

#### **National Championships Competition – June 9-12, 2021**

Eugene, Oregon; University of Oregon, host.

## Section 1•4 Rules

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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 the NCAA rules, or those rules adopted by an outside organization.

The 2019 and 2020 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 St., Suite 800, Indianapolis, Indiana 46204, or by accessing its website at [www.usatf.org](http://www.usatf.org). The IAAF website address is [www.iaaf.org](http://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

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All uniforms must comply with Rule 4-3 of the 2019 and 2020 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

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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. Gill will supply shots, discuses and hammers for use by the participants.

# 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 schedule of events.

### ANNUAL FORMS

*[Reference: Budgets and Site Selection in the Division I General Section, Squad Size and Per Diem in the Divisional General Section, and Bylaw 31 in the NCAA Manual.]*

**Team Roster Form.** NCAA Division I men's and women's track and field programs will be required to register and maintain 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](http://www.tfrrs.org).

*[Refer to Declarations Process for more information.]*

**Expense Reimbursement Form.** Institutions with individuals competing in the final championships competition 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 the NCAA website under Division I, Championships, Championships Travel Information.

*[Reference: Squad Size and Travel Party in this manual and Per Diem in the Division I General Section, and Bylaw 31.4.6 in the NCAA Manual.]*

**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](http://ncaa.org), Division I, Championships, Championship Travel Information.

Participants selected for the championships must actually participate in order to receive travel and per diem. Those declared student-athletes who attend the meet with a pre-existing injury that prohibits the student-athlete from giving an honest effort may be denied travel and per diem, and those who are injured at the championships and cannot continue to participate must report to the host sports medicine staff for clearance.

## Section 2•2 Results

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### 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 protest form shall be given to the referee. A \$100 protest fee (cash or check made out to the host institution) will be assessed at the time of the protest. The protest fee will be refunded if the decision is reversed.

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 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.

## ADJUSTED PLACE STANDING

*[Reference: Bylaw 31 in the NCAA Manual.]*

## Section 2•3 Selection Information

*[Reference: Important Dates in this manual.]*

### DECLARATION PROCESS

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

*[Reference Important Dates within this manual for timeline.]*

**Track and Field Results Reporting.** In order to be considered for selection to the Outdoor 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.

**Meet Results.** It will be the responsibility of the meet host to submit meet results to TFRRS, one day after the completion of a competition by midnight Eastern time. 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 the deadline [Reference: Important Dates within this manual for timeline]. 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 they were reported correctly.

The fine assessed will be a minimum of \$200 per gender per team.

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

- Correct TFRRS IDs for all student-athletes;
- Relay times submitted without the names of the student-athletes who participated 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;
- Wind readings must be in the official results for meet results to be used for qualification; and
- Field series must be included as a part of results reporting so that performances other than the best mark can be considered during championships selection. Only submitted performances, including field series, will be considered for championships selections and tiebreaking.
- See qualifying criteria on [ncaa.org](http://ncaa.org) (Division I; Championships; Outdoor Track & Field) for a complete list.

## DIVISION I OUTDOOR TRACK AND FIELD

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2020 outdoor track and field results are available for meet hosts, meet directors and timers at [www.tfrrs.org](http://www.tfrrs.org) (select the link for Meet Director/Administrator Information). Take particular note of the Frequently Asked Questions document posted that 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 valid single-meet TFRRS IDs) at no cost to the meet director/timer; and
- 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](mailto:support@directathletics.com); phone: 347-674-3002) and notify the NCAA national office ([jmlynski@ncaa.org](mailto:jmlynski@ncaa.org) or 317-917-6503) if the difficulty will trigger a late fine.

**Minimum Contests and Participant Requirements for Championship Eligibility.** In order for student-athletes to be eligible to participate in the 2020 NCAA Division I Men's and Women's Outdoor 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 any round of the championships.

**Guidelines for Reporting Qualifying Criteria Violations.** One role of the NCAA Track and Field and Cross Country Committees 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 Rule 4-1.12 in the NCAA Cross Country and Track & 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), Division I, Championships, Outdoor Track and Field).

**Championships Declarations.** Declaration for the overall championships occurs prior to the preliminary championships competition of the final competition and those who qualify in any round of competition must continue to participate in the next round of competition. Failure to participate, after declaring or qualifying, is a violation of Rule 4-2.2a and subject to the penalties of Rule 4-2.2d. In accordance with Rules 5-11.1 and 6-2.1, no replacement or substitution, within the rounds of the championships, including the preliminary championships competition, will be made if a qualifier fails to participate.

The Track and Field and Cross Country Committee will authorize an online posting of a declaration form for each institution. Coaches will have access to their declaration form at [www.directathletics.com](http://www.directathletics.com) and can make changes up to the deadline [Reference: Important Dates]. Declaration forms submitted after the deadline and within the late deadline window will be accepted as late and the institution will be fined a minimum of \$400 per team per gender. There is no opportunity to submit a declaration form after the late deadline. Institutions failing to complete and submit the declaration form will have their student-athletes scratched from competition in all rounds of the championships.

Access to the declaration form is controlled through an institutional password assigned within the mandatory meet results reporting system. Any coach unable to access the online declaration form beginning at 8 p.m. Eastern time Monday, May 18, should contact Jeff Mlynski, championships manager, at 317-917-6503.

The declaration process for the preliminary championships competition, held at the two sites, is the first step in the overall procedure for the final championships. Declarations for all events, including the combined events, are submitted as part of the declaration process for the preliminary championships competition. A declaration is a binding intent to participate.

All student-athletes must be declared or scratched on the declaration form in every event in which they are listed. A declaration is a firm commitment to compete in every declared event, unless a preference statement is filed to indicate a choice among several declared events. The list of student-athletes, by event, who have been accepted to compete in each preliminary championships competition, plus those who have been accepted to compete in the heptathlon or decathlon at the final championships competition, will be posted on the NCAA website. Coaches are responsible for including a telephone number (preferably a mobile phone number) on the declaration form in the event the games committee needs to make contact.

Only one relay team per institution per relay event may be declared for the preliminary championships competition.

Declaration of a relay team verifies the naming of the four declared members of the relay and their qualifying time. Not more than four student-athletes may be named as alternates for a relay in preliminary championships competition. These alternates must be named and declared not later than the close of packet pickup for the preliminary championships competition at each preliminary competition site.

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 (48) through direct contact with head coaches of eligible replacements. No additional participants will be added to the field for preliminary championships competition after 8 p.m. Eastern time Monday, May 25. A medical scratch is all-inclusive and not selective by event, including events not contested in the preliminary competition of the championships.

**Relay Personnel and Participation.** For relay personnel and participation policies, please refer to the Outdoor Technical Manual on the NCAA website, Division I, Championships, Spring Sports, Outdoor Track & Field (M/W).

**Scratching Student-Athletes from Preliminary Championships Competition after Declarations.** Scratching a student-athlete from any event for any reason at any point after the declaration deadline eliminates the student-athlete from preliminary championships competition and from advancing to the final championships competition in any event (including combined events). Final notice of scratches for those ill or injured must be submitted by the deadline [Reference: Important Dates]. All scratches must be emailed to Sean Laughlin (email: [sean@recordtiming.com](mailto:sean@recordtiming.com)) and Jeff Mlynski ([jmlynski@ncaa.org](mailto:jmlynski@ncaa.org)). Failure to notify Mr. Laughlin and Mr. Mlynski may result in a minimum of \$400 fine.

**National Championships Declarations.** There is no separate declaration period or procedure for the final championships competition. Declaration for the overall championships occurs before the preliminary championships competition and those who qualify in any championships competition must continue to participate in the next round of competition. The Track and Field and Cross Country Committee will post online the qualifiers from the events at each preliminary championships competition. Failure to participate, after qualifying, is a violation of Rule 4-2.2a and subject to the penalties of Rule 4-2.2d.

**Medical Scratches after Preliminary Championships.** Medical scratches must be reported by email to Sean Laughlin ([sean@recordtiming.com](mailto:sean@recordtiming.com)) and Jeff Mlynski ([jmlynski@ncaa.org](mailto:jmlynski@ncaa.org)) before the deadline [Reference: Important Dates section within this manual]. Every possible effort will be made to replace a competitor in events not contested at the preliminary championships competition. A preliminary championships qualifier, who has earned advancement as prescribed in Rules 5-11.1 and 6-2.1, cannot be replaced. The reporting of a medical scratch facilitates more equitable seeding in the event affected.

If the medical scratch occurs before arriving on site, then the scratch must be verified by the institution's team doctor. If the scratch occurs after arriving on site, the scratch must be verified by host medical personnel.

**Challenge Period.** All challenges must be emailed to Sean Laughlin at [sean@recordtiming.com](mailto:sean@recordtiming.com) and Jeff Mlynski at [jmlynski@ncaa.org](mailto:jmlynski@ncaa.org).

[Reference: Important Dates]

## Section 2•4 Selection Criteria

**Qualifying Period.** Qualifying performances for the preliminary championships competition of the Division I Men's and Women's Outdoor Track and Field Championships must be made during the current season in outdoor competition using an outdoor facility. Qualifying performances must be made during a regularly scheduled outdoor meet.

**Qualifying Criteria.** Refer to the NCAA Qualifying Criteria posted online at the NCAA website under Division I, Championships, Spring Sports, Outdoor Track & Field (M/W).

### PRELIMINARY CHAMPIONSHIPS COMPETITION

Qualification to the preliminary championships competition is based on the descending-order list for the season, segregated by east and west sites, and prepared solely from the mandatory submission of meet results during the season and adhering to the qualifying regulations. For each individual event contested at each of the preliminary championships competition sites, the top 48 declared student-athletes will be accepted into the competition. For each relay event contested at each of the preliminary championships competition sites, the top 24 declared relay teams will be accepted into the competition. The stated maximums are absolute and will not be extended as a result of ties.



**Combined Events.** The heptathlon and decathlon events are not contested at the preliminary championships competition. Qualification to the championships in these two events is accomplished through a competitor's position on the national descending-order list. The top 24 declared student-athletes in each of these two events will be accepted into the national championships. Declaration for these two events is completed during the one and only declaration period, which is before the preliminary championships competition.

**Technical Manual.** The Outdoor Track and Field Technical Manual outlines the technical procedures for all rounds of the championships, including qualifying and advancement procedures to the final championships competition. This manual can be found on the NCAA website at [ncaa.org](http://ncaa.org) under Division I, Championships, Men's/Women's Outdoor Track and Field.

**Ties.** [Reference: 2020 Outdoor Track and Field Technical Manual]

### FINAL CHAMPIONSHIPS COMPETITION

The championships qualifying procedure allows for a field size of 24 in all individual and relay events at the final championships competition. [Reference: 2020 Outdoor Track and Field Technical Manual.]

**Qualifying.** Qualifying to the final championships competition is accomplished through performance in the preliminary championships competition at each site for events contested at those competitions. Twelve competitors from each individual event and 12 teams from each relay event advance from each preliminary championships competition site to the final championships competition. Qualification, through competition in an event at a preliminary championships competition, requires participation in that event at the final championships competition. Any individual or relay team must remain eligible for advancement throughout all rounds of the championships. The specific event formula for advancement to the final championships competition, as well as the tie-breaking procedure, is detailed in the 2020 Outdoor Track and Field Technical Manual at the NCAA website under Division I, Championships, Spring Sports, Outdoor Track & Field (M/W).

**Qualification for the Heptathlon and Decathlon Events of the Championships.** See above under Preliminary Championships Competition; Combined Events.

# Appendixes

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## Appendix A • Sport Sponsorship



A complete 2019-20 Division I Men's and Women's Outdoor Track and Field sponsorship list may be found at:

<https://web3.ncaa.org/directory/> (SSO login required).