



2020 DIVISION II INDOOR
TRACK & FIELD
CHAMPIONSHIPS

PRE-CHAMPIONSHIPS
2019-20 MANUAL

NCAA General Administrative Guidelines

Contents

Section 1 • Introduction	2
Section 1•1 Definitions	2
Section 2 • Championship Core Statement	2
Section 3 • Concussion Management	3
Section 4 • Conduct	3
Section 4•1 Certification of Eligibility/Availability	3
Section 4•2 Drug Testing	4
Section 4•3 Honesty and Sportsmanship	4
Section 4•4 Misconduct/Failure to Adhere to Policies	4
Section 4•5 Sports Wagering Policy	4
Section 4•6 Student-Athlete Experience Survey	5
Section 5 • Elite 90 Award	5
Section 6 • Fan Travel	5
Section 7 • Logo Policy	5
Section 8 • Research	6
Section 9 • Division II	6
Section 9•1 Division II Philosophy	6
Section 9•2 Division II Code of Conduct	7
Section 9•3 On-Site Administrator at Team Championships	9
Section 9•4 Religious Conflicts	9

THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222
Indianapolis, Indiana 46206-6222
317-917-6222
ncaa.org
October 2019

NCAA, NCAA logo, National Collegiate Athletic Association and Elite 90 are registered marks of the Association and use in any manner is prohibited unless prior approval is obtained from the Association.

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

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

Section 4•2 Drug Testing

[Reference: Bylaws 18.4.1.4 and 31.2.2 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

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

Section 4•4 Misconduct/Failure to Adhere to Policies

MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, 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

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.

Section 6 • Fan Travel

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

Section 7 • Logo Policy

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

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

GENERAL ADMINISTRATIVE GUIDELINES

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 • Division II

Section 9•1 Division II Philosophy

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. *(Revised: 1/14/08 effective 8/1/08)*

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning, Service, Passion, Sportsmanship, Resourcefulness and

Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division: *(Revised: 1/14/97)*

- a. Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body; *(Revised: 1/12/04 effective 8/1/04)*
- b. That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; *(Revised: 1/12/04 effective 8/1/04)*
- c. Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- d. That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions; *(Revised: 1/9/06 effective 8/1/06)*
- e. Preparing student-athletes to be good citizens, leaders and contributors in their communities; *(Revised: 1/12/04 effective 8/1/04)*
- f. Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- g. That institutional staff members, including presidents and athletics personnel, shall hold prospective and enrolled student-athletes and themselves to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at large; *(Adopted: 1/14/12 effective 8/1/12)*
- h. Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; *(Revised: 1/14/97)*
- i. Recognizing the need to "Balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); *(Revised: 1/12/04 effective 8/1/04)*
- j. Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; *(Revised: 1/14/97, 1/14/02 effective 8/1/02)*
- k. That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and *(Adopted: 1/14/02 effective 8/1/02, Revised: 1/12/04 effective 8/1/04)*
- l. That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. *(Revised: 1/14/97)*

Section 9•2 Division II Code of Conduct

CONDUCT POLICY STATEMENT

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the

GENERAL ADMINISTRATIVE GUIDELINES

Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.

MISCONDUCT

The NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: “... **any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.**”

EXPECTATIONS

Each games committee shall hold a pre-championship meeting with the representatives of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sport committee.

EXPECTATIONS FOR STUDENT-ATHLETES, COACHES AND ADMINISTRATORS

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

POSSIBLE PENALTIES FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, the governing sport committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice. The penalties include, but are not limited to:

- a. Public or private reprimand of the individual;
- b. Disqualification of the individual from further participation in the NCAA championship involved;
- c. Banishment of the individual from participation in one or more future championships of the sport involved;
- d. Cancellation of payment to the institution of the Association's travel guarantee for the individual involved;
- e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;
- f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;

- g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
- h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee.

All correspondence regarding a violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such.

Section 9•3 On-Site Administrator at Team Championships

All team sports require that a designated individual be identified from each institution participating in the championship as the on-site administrator. This person may be any individual from that school with no on-site responsibilities. The role of the on-site administrator is to be present at the competition site and attend all events that are mandated for the team (e.g., travel from institution to and from the championship site, teleconferences, pre-championship meetings, practices, competition and community engagement, where applicable).

If no one is sent or identified, the site representative is to notify the NCAA championship manager and Division II Championships Committee liaison to administer a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president/chancellor, university director of athletics, senior woman administrator, sports information director and compliance director. The NCAA championship manager will administer the fine and letter of reprimand to the institution(s).

Section 9•4 Religious Conflicts

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 prior to Sept. 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. (*Revised: 1/12/99, 1/8/01, 1/9/01*)

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

Division II Indoor Track & Field

Contents

Section 1 • General Administration	11
Section 1•1 NCAA Tournament Operations Staff Contact Information	11
Section 1•2 National Committee	11
Section 1•3 Important Dates	11
Section 1•4 Equipment	13
Section 1•5 Rules	13
Section 1•6 Uniforms	13
Section 2 • Determination of Championship Participation	14
Section 2•1 Championships Format	14
Section 2•2 Qualifying Information	15
Section 2•3 Selection Information	15

Section 1 • General Administration

Section 1•1 NCAA Tournament Operations Staff Contact Information

Morgan DeSpain

Assistant Director, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46206-6222
317-917-6505 / mdespain@ncaa.org

Donisha Carter

Coordinator, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46206-6222
317-917-6652 / dcarter@ncaa.org

Section 1•2 National Committee

The Division II Men's and Women's Indoor Track and Field Championships are under the control, direction and supervision of the NCAA Division II Men's and Women's Track and Field Committee. **Current committee members are:**

ATLANTIC REGION

Kristen Decker

Associate Director of Athletics/Senior Woman Administrator
Mansfield University of Pennsylvania

EAST REGION

Zach Emerson

Head Track and Field Coach/Assistant Athletic Director
Franklin Pierce University

SOUTH REGION

Jacqueline Nicholson

Associate Athletics Director, Academics, Compliance &
Student-Athlete Development/Senior Woman Administrator
Albany State University (Georgia)

SOUTHEAST REGION

Adam Ward

Head Cross Country/Track and Field Coach
Augusta University

CENTRAL REGION

Steven Blocker, chair

Head Track and Field Coach
Emporia State University

MIDWEST REGION

Doug Lipinski

Deputy Director of Athletics - External Relations
Grand Valley State University

SOUTH CENTRAL REGION

Colleen Mischke

Assistant Athletics Director/Senior Woman Administrator
Black Hills State University

WEST REGION

Randi Lydum

Associate Athletics Director, Internal Affairs/Senior Woman
Administrator
Western Oregon University

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

Mark Kostek

Secretary-Rules Editor
515-208-8300 / kostekmt@gmail.com

Rachel Seewald

Associate Director, Championships and Alliances
NCAA Playing Rules and Officiating
317-917-6141 / rseewald@ncaa.org

Section 1•3 Important Dates

Friday, Nov. 29

First date a qualifying mark may be made. Coaches are expected to review qualifying marks on the performance lists throughout the season to ensure that they are accurate. Please see the Performance Challenge section of this manual regarding steps to be taken if there is a qualifying performance that is in question.

Wednesday, Feb. 26 - Monday, March 2

Declarations will be accepted between Wednesday, Feb. 26 (9 a.m. Eastern time) and Monday, March 2 (1 p.m. Eastern time).

DIVISION II INDOOR TRACK & FIELD

Sunday, March 1	Last date a qualifying mark may be made. Results submissions are due on TFRRS by 11:59 p.m. Eastern time. The committee will not accept any results submitted to TFRRS after the deadline.
Monday, March 2	<p>Declarations close (1 p.m. Eastern time). Final declarations will be posted online at ncaa.org by 3 p.m. Eastern time. Coaches are strongly encouraged to view the posted list to verify that the declarations are accurate. Late declarations will be accepted with a fine of \$400 per gender until 6 p.m. Eastern time on March 2. Details outlined later in manual.</p> <p>Performance challenge period ends at 8 a.m. Eastern time. Challenges must be submitted through the NCAA Track and Field Qualifying Criteria Violation Portal (see page 15 for details).</p> <p>A performance challenge must be filed within 72 hours after the results of the meet have been posted or the challenge deadline for the respective division, 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.</p> <p>Declarations review window will open at 3 p.m. Eastern time and close at 6 p.m. Eastern time. It is the responsibility of each coach to check this list and report any discrepancies by 6 p.m. Eastern time. To report a discrepancy, the coach will need to contact Morgan DeSpain (mdespain@ncaa.org). The coach should be prepared to provide a copy of his or her confirmation email.</p>
Tuesday, March 3	Championships fields will be posted online by 6 p.m. Eastern time and institutions will receive information regarding the championships.
Friday, March 6	Code of Conduct form due to the respective regional representative on the Division II Track and Field Committee by 5 p.m. Eastern time. Institutions that have not submitted the Code of Conduct form by the deadline will be assessed a \$200 fine per gender per team.
Saturday, March 7	Deadline for medical scratches, 1 p.m. Eastern time. Any scratches must be reported by email to Morgan DeSpain (mdespain@ncaa.org). Details outlined later in manual.
Monday, March 9	Heat and flight information will be posted online.
Wed.-Thu., March 11-12	Mandatory packet pickup and administrative meeting at championships host site. Location and times will be communicated in the participant manual.
Fri.-Sat., March 13-14	Championships competition.

CHAMPIONSHIP DATES AND SITES

The indoor track and field championships will be held March 13-14 at the Birmingham CrossPlex in Birmingham, Alabama. The University of Montevallo and the City of Birmingham will serve as hosts.

DATE FORMULA

The Division II Indoor Track and Field Championships will be held each year the second full weekend in March (Friday-Saturday).

FUTURE DATES

The 2021 championships will be held March 11-13 at the Birmingham CrossPlex in Birmingham, Alabama, and the University of Montevallo and the City of Birmingham will serve as hosts. ***NOTE: Festival year.**

Section 1•4 Equipment

Gill is the official equipment supplier for NCAA track and field. All student-athletes will be required to use the blocks and weight throw implements as supplied by Gill and exclusive for these NCAA championships. The weight throw implements provided by Gill for the championships are as follows:

Standard 20-lb. Indoor Throwing Weights

Tungsten 20-lb. Indoor Throwing Weights

Standard 35-lb. Indoor Throwing Weights

Tungsten 35-lb. Indoor Throwing Weights

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

Section 1•5 Rules

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 are 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 Track and Field and Cross Country Rules book will be followed for the 2020 Indoor Track and Field Championships.

SCORING

The championships will use the eight-place scoring system (10-8-6-5-4-3-2-1) in individual and relay events (i.e., first place earns 10 team points, second place earns eight team points, etc.).

Section 1•6 Uniforms

[Reference: Bylaw 12.5.4 in the NCAA Division II Manual]

All uniforms must comply with Rule 4-3 in 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 2 • Determination of Championship Participation

Section 2.1 Championships Format

PARTICIPANT NUMBERS

A total of 270 student-athletes per gender will qualify to the Division II Indoor Track and Field Championships through regular-season performances.

SCHEDULE OF EVENTS

The following events will be conducted at the NCAA Division II Indoor Track and Field Championships:

60 Meters	Distance Medley Relay
60-Meter Hurdles	High Jump
200 Meters	Pole Vault
400 Meters	Long Jump
800 Meters	Triple Jump
Mile	Shot Put
3,000 Meters	Weight Throw
5,000 Meters	Pentathlon (Women)
4x400 Meter Relay	Heptathlon (Men)

The full schedule of events for the 2020 Division II Indoor Track and Field Championships is available at ncaa.org [Division II, Championships, Indoor Track and Field (M/W)].

TRAVEL PARTY

Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies can be found on the [NCAA website](http://ncaa.org). Student-athletes selected to participate in the indoor track and field championships must actually participate 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. **Institutions choosing to bring individuals that were not selected to the championships as relay alternates will not be reimbursed for travel or per diem for those individuals.**

Travel Party. The official travel party for participating institutions is as follows: institutions qualifying one to four individuals will be reimbursed for the participating student-athletes and one non-athlete; institutions qualifying five or more individuals will be reimbursed for the participating student-athletes and two non-athletes.

CREDENTIALS

Credentials will be provided for each participating team as follows:

- Institutions qualifying one to four student-athletes will receive credentials for the participating student-athletes and two non-athletes.
- Institutions qualifying five to eight athletes will receive credentials for the participating student-athletes and three non-athletes.
- Institutions qualifying nine or more athletes will receive credentials for the participating student-athletes and four non-athletes.
- Institutions qualifying a relay will receive up to two additional participant credentials.
- Each participating institution will have the ability to request an administrator and his/her designee be added to a pass list. The list will be located at will call and photo identification will be required for free admission. Administrator passes must be requested through Donisha Carter (dcarter@ncaa.org).

- Each participating institution will receive up to one medical credential for a certified athletic trainer. Medical credentials should be requested through the host. A photo identification and proof of Board of Certification are required to pick up a medical credential.
- Any additional coaches attending the championships will have to purchase tickets to the venue.
- Media credential requests must be made online at NCAA.com/media.
- It will be the cost of an all-session ticket to replace a lost team personnel credential.

NOTE: The official travel party is different from the credential allotment noted above. Only members of the official travel party will receive expense reimbursement and complimentary banquet/social tickets.

NOTE: Any misuse of a credential can result in a misconduct toward the involved institutions.

Section 2•2 Qualifying Information

QUALIFYING PROCEDURES

Student-athletes qualify to the Division II Indoor Track and Field Championships by meeting performance standards during the regular season. Qualifying standards must be met during the current season in indoor competition from Friday, Nov. 29, 2019, through Sunday, March 1, 2020. Qualifying performances must be made during a regularly scheduled indoor track and field meet. Qualifying standards for the 2020 championships are available at www.ncaa.org.

QUALIFYING CRITERIA

Qualifying performances are only eligible if achieved in meets that adhere to the qualifying criteria for NCAA indoor and outdoor track and field. The qualifying criteria is available online at <http://www.ncaa.org/championships/division-ii-mens-and-womens-indoor-track-and-field> [[ncaa.org](http://www.ncaa.org), Division II, Championships, Indoor Track and Field (M/W)].

Guidelines for Reporting a Qualifying Criteria Violation. One role of the NCAA Track and Field Committee is to review and act upon performance challenges 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 4-1.15** 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 Performance Challenge Guidelines, which are available online at <http://www.ncaa.org/championships/division-ii-mens-and-womens-indoor-track-and-field> [[ncaa.org](http://www.ncaa.org), Division II, Championships, Indoor Track and Field (M/W)].

Violations may only be reported by a coach at an NCAA institution and must be submitted to the NCAA Track and Field Qualifying Criteria Violation Portal. The Portal can be accessed at <https://extra.ncaa.org/champs/qcwp/>. Coaches must log in to the Portal using the following username and password:

Username: violation@ncaa.org

Password: ncaa!!

For additional information, see Section 1.3 (“Important Dates”) of this manual.

CONVERSIONS

Altitude conversions, track indexing conversions and track event conversions are each based on a formula and will be done as results are submitted. Information regarding altitude adjustments, track indexing conversions, event conversions and the Indoor Track Facility Indexing Calculator can be found online at <http://www.ncaa.org/championships/division-ii-mens-and-womens-indoor-track-and-field> ([ncaa.org](http://www.ncaa.org), Division II, Championships, Indoor Track and Field, Links/Resources).

Section 2•3 Selection Information

SELECTION REQUIREMENTS

In order for student-athletes to be eligible for selection to the Division II Indoor Track and Field Championships, his or her institution must adhere to the following requirements:

Team Rosters. NCAA track and field programs will be required to register and maintain their official team roster with the Track and Field Results Reporting System (TFRRS) at www.tfrrs.org 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.

Results Reporting. 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 TFRRS. Only official electronically reported meet results as submitted by the meet host in TFRRS will serve as proof of performance for all NCAA Division II track and field times and marks. Season-best descending-order lists by event, as approved by the NCAA Division II Track and Field Committee, will be made available on a real-time basis at www.tfrrs.org.

It will be the responsibility of the meet HOST to submit meet results, inclusive of specific names of athletes on relays, 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. Participating institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host within five days of the performance and not later than midnight Eastern time, Sunday, March 1. Additionally, it is the responsibility of the meet HOST and INSTITUTION to collect and report in results the names of all relay members. It is recommended that meet hosts require relay cards at check-in to assist in this process. Results will be accepted only for student-athletes on the institution's TFRRS roster form. The submission of incorrect performances (false marks) may result in the disqualification of the student-athlete. **Late or incorrect results submissions that are the basis for championships selections will result in a fine of \$200 per team per gender, with potential additional fines for repeated violations.**

If you have problems using the TFRRS system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002) and notify NCAA national office (mdepain@ncaa.org; or 317-917-6505) if the difficulty will trigger a late fine.

Minimum Contests. In order for student-athletes to be eligible to participate in the Division II Men's and Women's Indoor Track and Field Championships, his or her member institution must first meet all sport-sponsorship requirements and also compete in a minimum of four contests with a minimum of 10 participants in each of those contests. If teams have the minimum number of athletes compete on one day, at two different meets/sites, that will count as one contest. Teams are not permitted to use double-duals to meet the minimum requirements for selection purposes. The TFRRS system will track institutions' minimum contests and participation requirements, so institutions are not required to submit a form before championships selections. Any questions regarding minimum contest requirements must be settled with the committee by 1 p.m. Eastern time, Monday, March 2.

Please note that minimum participation requirements for championships consideration are separate from the requirements for sponsorship.

Declarations. At the end of the season's qualifying period, the final descending-order lists will be posted at www.tfrrs.org and coaches must declare student-athletes for the championships. Member institutions must adhere to the following guidelines when declaring student-athletes:

1. Declarations must be made online at www.directathletics.com.
2. Declarations for all institutions whose student-athletes meet automatic or provisional qualifying standards, regardless of position on the descending-order lists, will be accepted starting at 9 a.m. Eastern time, Wednesday, Feb. 26, through 1 p.m. Eastern time, Monday, March 2.
3. 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. Wednesday, Feb. 26, must notify DirectAthletics.
4. Coaches must complete and submit the online declaration form by 1 p.m. Eastern time, Monday, March 2. All student-athletes must be declared or scratched in every event in which they qualified by the deadline. Student-athletes not declared by the deadline will be scratched from consideration for the championships. **If a student-athlete has met at least a provisional standard in one or more events but does not want to compete in all if he/she is selected in multiple events, the coach must clearly state a preference on the declaration form or the student-athlete will be selected for all events declared and will have to compete in all events in order to not be disqualified from the championships.** NOTE: Preferences apply to invited events only. If a student-athlete is invited in one event and is then

brought into the meet as the next student-athlete on the descending-order list in another event, he/she cannot scratch out of the invited event regardless of the stated preference, but may scratch out of the “next-in” event. Also, preferences are for individual/institutional events only and may NOT be made based on other teammates or field competitors.

5. Coaches must notify Morgan DeSpain via email if a student-athlete may not be able to compete because of injury, illness or change in eligibility status. Failure to notify the committee could result in a fine or a misconduct. Student-athletes will not be added after the Saturday prior to the championships at 1 p.m. Eastern time.
6. Coaches are responsible for including a telephone number (preferably cell phone) on the declaration form at which the games committee can reach him or her, or his or her representatives, if questions arise.
7. Relay Declarations.
 - Only one qualified relay team per institution may be declared. That relay team’s performance will be used for seeding purposes. All other teams on the descending-order list from that institution must be scratched.
 - The alternates must be declared separately and not later than the close of packet pick-up at the championships. An alternate is a student-athlete not already in the championships in any event. Please see Rule 5-8.2 for further information on relay replacement policies.
 - The four members who actually compete and earn a qualifying position will be the ‘declared’ relay team for that institution and will be the only individuals for which NCAA championship travel reimbursement will be provided. NCAA travel reimbursement will not be provided to alternates, even if they compete in the championships. **INSTITUTIONS MUST NOTIFY MORGAN DeSPAIN IF THEY DO NOT INTEND ON BRINGING ONE OF THE FOUR STUDENT-ATHLETES WHO ACHIEVED THE MARK. FAILURE TO DO SO COULD RESULT IN A MISCONDUCT.**
 - An athlete on a declared relay, who is replaced with an alternate or substitute, may still compete in any event(s) in which he/she had previously been accepted into the meet.

If an institution misses the on-time declaration deadline, it will have until 6 p.m. Eastern time on Monday, March 2, to submit the declarations and be assessed a fine of \$400 per gender, with potential additional fines for repeated violations. Declarations received after the 6 p.m. late deadline will NOT be accepted.

The final list of declarations will be available on www.ncaa.org by 3 p.m. Eastern time, Monday, March 2. The challenge period will begin with the first performance list and continue through Monday, March 2, at 6 p.m. Eastern time. All challenges must be submitted in writing to the committee chair and the NCAA championships manager.

Seed Marks for Combined Events. Coaches will **NOT** be asked to enter seed marks for combined events through the preferences during declarations. A report will be generated through TFRRS listing all seed marks for combined-events student-athletes. Coaches will receive an email after selections with a list of all seed marks to review, but coaches are expected to check results throughout the season to ensure that seed marks will be correct on the report. If a student-athlete starts a combined-event competition but does not finish, those results must still be reported in order for those marks to be used for seeding at the championships. The following procedures will be used to determine seed marks:

- The best mark from the current season for each event will be used. Marks may be achieved in combined-events competition or during an open event.

Code of Conduct Forms. All institutions that qualify student-athletes to the championships must submit a completed Code of Conduct form to their respective regional representative on the Division II Track and Field Committee by 5 p.m. Eastern time on Friday, March 6, via electronic mail. All individuals who will be traveling to the championships as representatives of the competing institutions must sign the form. **INSTITUTIONS THAT HAVE NOT SUBMITTED THE CODE OF CONDUCT FORM BEFORE THE DEADLINE WILL BE ASSESSED A \$200 FINE PER GENDER PER TEAM.** The form is available on ncaa.org.

AUTOMATIC QUALIFICATION

All eligible student-athletes who meet the automatic standards and are declared properly will be entered in the championships.

AT-LARGE SELECTION

Eligible student-athletes meeting a provisional standard will be placed on a descending-order list for each event. Once student-athletes who achieved automatic standards have been entered into the championships, the national committee will select student-athletes from the declared descending-order list to fill the fields to their desired minimum field sizes of

DIVISION II INDOOR TRACK & FIELD

16 for individual events, 14 for combined events, and 12 for relays. Ties will be broken at the next position to be selected. If the field exceeds the maximum number of participants (270 per gender) after filling each event with the desired minimum field sizes, the committee will remove participants from all events. If in doing this, the number of participants drops below the maximum (270 per gender), the committee will add one participant in each event, based on strength of the field, until the maximum number of participants or the maximum field size has been reached. In order to control field sizes and the length of the championships, the committee has implemented maximum field sizes of 20 for individual events, and 16 for combined events and relays. When each event has been filled to the desired minimum field size, the committee will add one participant in each event, based on strength of the field, until the maximum number of participants (270 per gender) or the maximum field size has been reached. The national committee may add the next student-athlete on the descending-order list to the field of an event if that student-athlete has already been accepted into the meet in another event and the addition of that student-athlete does not lengthen the meet. Only student-athletes declared properly during the designated declaration period will be considered when filling fields.

Ties. To ensure balanced field sizes and protect the field sizes for each event, the committee will use the following procedure to break ties at the next position to be selected from the descending-order list for each event:

- Any descending-order list ties (with the exception of combined events), by mark, for the next position to be accepted will be resolved by examining, of those tied, the second-best valid qualifying meet performance submitted during the season on another day of competition and so on until there is no basis for a mark comparison. If one of the student-athletes tied does not have a next-best valid mark, the tie will be awarded to the student-athlete who does have a next-best valid mark.
- For a tie not resolved after available mark comparisons, acceptance will be awarded to the competitor who achieved the original tying mark later in the season. If both student-athletes achieved the original tying mark on the same date of competition, the dates of each of the next-best valid marks will be compared until there is no basis for a mark comparison.
- As a last resort, the tie for the last qualifying position will be decided by a random draw.
- Any descending-order list ties for combined event student-athletes will be broken using Rule 7-2.2.

Strength of Events. The committee will determine the strength of each event by averaging the last mark accepted to the championships in each event over the past three years and comparing it to the next performance on the descending-order list for each event being compared.

Alternates. If a student-athlete becomes injured after selections and must medically scratch from the meet, the committee will consider replacing that student-athlete if the circumstances allow. The committee will use selections policies to add alternates to the meet. If a student-athlete scratches from an event that was at the desired minimum number of participants, the committee will first look at adding another athlete in that specific event. If the scratch is from an event that has more than the desired minimum number of participants, the committee will add a student-athlete to the strongest event with the desired minimum number of participants.

SCRATCH

Medical. If a student-athlete becomes injured after selections and prior to arriving on site, the NCAA championships manager must be notified immediately via email and documentation from a doctor or athletic trainer must be submitted with scratch notification. If a student-athlete becomes injured after arriving to the championships, a designated championship trainer must be seen and medical documentation must be recorded and submitted to the NCAA championships manager.

Non-medical. If a student-athlete is scratched for a non-medical reason following selections, the committee will review the circumstances provided for that scratch and a fine or misconduct could be assessed.

If a student-athlete arrives on site and becomes injured, that student-athlete must be medically scratched by the designated trainer/physician. At that point, no alternates would be added. If a student-athlete scratches the week of the championships but has not yet arrived on site, the committee will consider adding another student-athlete to the meet based on the timing and the situation.