



2024 DIVISION II INDOOR
TRACK & FIELD
CHAMPIONSHIPS

PITTSBURG, KS • *Pittsburg State University and
Crawford County Convention & Visitors Bureau, Hosts*

PARTICIPANT
2023-24 MANUAL

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Introduction/Welcome

Congratulations on your selection to the 2024 NCAA Division II Men's and Women's Indoor Track and Field Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2024 NCAA Division II Men's and Women's Indoor Track and Field Pre-championships Manual. Additional information is available on the championships website at NCAA.com and on NCAA.org

The championships will be held March 8-9 at the Robert W. Plaster Center in Pittsburg, Kansas. Pittsburg State University and Explore Crawford County will serve as co-hosts for the championships.

Host Welcome

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

On behalf of Pittsburg State University, the city of Pittsburg, Explore Crawford County and the entire NCAA Division II Men's and Women's Track and Field Committee, we would like to extend a warm welcome to all who have earned the opportunity to represent your institutions and compete in the upcoming 2024 NCAA Division II Men's and Women's Indoor Track and Field Championships. I am excited that you have earned the right to compete in the state-of-the-art Robert W. Plaster Center for a national championship in one or more events.

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

Again, congratulations on your national qualification to the 2024 NCAA Division II Men's and Women's Indoor Track and Field Championships. I personally wish you the very best in your respective competition(s) and hope your championships stay is a once in a lifetime experience in Gorilla Nation, the city of Pittsburg and the state of Kansas.

Sincerely,

A handwritten signature in purple ink, appearing to read "J. Johnson", with a stylized flourish extending to the right.

Jim Johnson
Director of Athletics
Pittsburg State University

NCAA Staff/Committee

NCAA Staff

Donisha Carter, NCAA Championships
Phone: 317-917-6652
Email: dcarter@ncaa.org

Jay Fitzwater, Playing Rules Liaison
Phone: 317-917-6819
Email: jfitzwater@ncaa.org

Milan Donley, National Officials Coord.
Phone: 785-331-9911
Email: milandonley@gmail.com

Dallas Woods, NCAA Championships
Phone: 317-917-6129
Email: dwoods@ncaa.org

Mark Kostek, Secretary-Rules Editor
Phone: 515-208-8300
Email: kostekmt@gmail.com

NCAA Division II Men's and Women's Track and Field Committee

Tabitha Bemis, Atlantic Region,
Assistant Track and Field/Cross Country
Coach
Slippery Rock University of Pennsylvania
Phone: 724-601-8805
Email: Tabitha.bemis@sru.edu

Shane Drahota, Central Region,
Senior Deputy Director/Administration &
Student Services
Minnesota State University, Mankato
Phone: 507-389-2018
Email: shane.drahota@mnsu.edu

Katie Rees, East Region
Head Track and Field Coach/Assistant
Athletic Director
Adelphi University
Phone: 516-877-4308
Email: krees@adelphi.edu

TBD, Midwest Region

Austin Weyant, South Region
Assistant Athletic Director for Compliance
Lynn University
Phone: 561-451-6124
Email: aweyant@lynn.edu

Danielle Anderson, South Central Region
Assistant Commissioner for Compliance
Lone Star Conference
Phone: 972-234-0033
Email: danielle@lonestarconference.org

Joe Wassink, Southeast Region, **chair**
Head Track and Field Coach
Limestone University
Phone: 864-838-4957
Email: jwassink@limestone.edu

Tina Davis-Fernandes, West Region
Head Track and Field Coach
California State University, Los Angeles
Phone: 213-725-3534
Email: tdavisf@calstatela.edu

Host Personnel

Co-Tournament Director

Name: Lacie Anderson
Phone: 620-235-4659
Email: landerson@pittstate.edu

Media Coordinator

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

Ticket Manager

Name: Tucker Hoffman
Phone: 620-235-4797
Email: tlhoffman@pittstate.edu

Co-Tournament Director/Facility Manager

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

Marketing Coordinator

Name: Jacob Lenard
Phone: 620-235-4839
Email: jacoblenard@pittstate.edu

Athletic Training

Name: Kevin Kalm
Phone: 620-235-4538
Email: kkalm@pittstate.edu

Schedule of Events

Track and field competition will take place March 8-9. The competition schedule can be found online at NCAA.com and NCAA.org. A comprehensive schedule for the week is included in **Appendix A**.

Mandatory Packet Pick-up

Mandatory packet pick-up will be held Wednesday, March 6 from 3:30 to 5 p.m. and Thursday, March 7, from 2:30 to 4 p.m. local time, in the Garfield Weede Building, room 136 (facility diagram in **Appendix B**). A representative from each participating institution must attend packet pick-up. **Late packet pick-up will result in a fine of \$200 per gender.** Please ensure travel arrangements are made in time to attend packet pick-up.

Mandatory Administrative Meeting

A virtual administrative meeting will be held Thursday, February 29, at 11 a.m. Eastern time. A link will be provided to all selected teams. All head coaches or their institutional designee are required to attend to hear important information specific to the championships and the facility. **Institutions failing to have representation at the meeting will be fined \$200 per gender.**

Banquet/Social

There will be no banquet at the indoor championships. In lieu of the banquet enhances student-athlete gifts will be provided to each selected athlete.

Practice Schedule

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

Weight Room Availability

ProMaxima Strength & Conditioning Center hours of operation:

- Wednesday, March 6 – Noon to 8 p.m.
- Thursday, March 7 – 8 a.m. to 4 p.m.
- Friday, March 8 – 7:30 a.m. to 9:30 a.m.
- Saturday, March 9 – 7:30 a.m. to 9:30 a.m.

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

The ProMaxima Strength & Conditioning Center (facility diagram in **Appendix B**) features ProMaxima training machines. A full line of dumbbells and barbells are available along with power racks and cardio equipment including elliptical machines, bikes, and treadmills.

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

Implement Inspection

Student-athletes may use their own weight throw and shot put implements if they choose as long as they meet the certification process. Implements will be impounded at the time designated for certification. **Implements must be dropped off at the designated storage area (facility diagram in Appendix B) for certification any time during the following hours:**

Thursday, March 7	11 a.m. to 1 p.m.
Friday, March 8	9:30 to 11:30 a.m.
Saturday, March 9	9:30 to 11:30 a.m.

Implements may be picked up in the implement storage area no sooner than 30 minutes following the conclusion of the event final. Implements may be shipped to:

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

It is the sole responsibility of each institution to package and ship implement materials to the Robert W. Plaster Center. Pittsburg State University does not assume any responsibility for the condition of the delivery.

Community Engagement

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

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

More information will be shared with selected teams following selections announcement. If you have any questions, please contact Jill Willson (E-mail: jwillson@ncaa.org; Phone: 717-360-3556). We sincerely appreciate your assistance with this NCAA Division II Community Engagement Event.

Awards

Elite 90 Awards

The NCAA Elite 90 awards will be presented to the male and female with the highest cumulative grade-point average competing at the championships. Coaches must submit nominees for the Elite 90 award by 5 p.m. Eastern time, **Monday, March 4**.

Please visit: <https://www.ncaa.org/sports/2014/1/2/elite-90-academic-recognition-award-program.aspx> to access the nomination form and other pertinent information regarding the award.

Locker Room Program

The national championship teams will receive champion t-shirts and hats as part of the NCAA locker room program. These items will be presented at the team awards ceremony after the final event.

NCAA Championship Awards

An awards ceremony will be held after the conclusion of each event, and awards will be presented to the top eight finishers in each event. Awards will be presented to the top four men's and women's teams after awards have been presented for the 4x400 relay teams. Student-athletes are required to wear official school uniforms/warm-ups for awards ceremonies. All individuals receiving an award must be represented on the awards stand. If a student-athlete is competing in another event soon after the awards ceremony, another participating student-athlete from that institution may stand in to receive the award. A coach from the national champion's institution must report to the awards immediately after the conclusion of the event to present the awards.

If a tie occurs in the finals, it will not be broken. A duplicate award will be ordered by the NCAA and sent to the institution after the championships. Institutions interested in purchasing additional awards that they receive on site can do so at <https://services.mtmrecognition.com/NCAA/>.

Participant Medallions

Participant medallions will be provided to all student-athletes selected to the championships. Participant medallions will be given to the institutional representative at packet pick-up. Institutions interested in purchasing participant medallions after the championships can do so at <https://services.mtmrecognition.com/NCAA/>.

Student-Athlete Participation Awards

Please see **Appendix E** for participation award information.

Event Information

World Athletics/USATF Requirements: In accordance with World Athletics/USATF requirements, in order for marks to be recognized by both World Athletics and USATF (e.g., ranking points, event qualification, and records) legally worn shoes are required during competition as recognized by World Athletics/USATF. Random checking of up to 10% of athletes' shoes will occur during competition clerking to ensure shoes are legal for purposes of World Athletics and USATF. Athletes should bring shoes to clerking in case they are randomly selected for shoe check. If shoes are illegal per World Athletics/USATF rules, the athlete will be given the opportunity to correct the shoes prior to competition or need to understand that any mark achieved will not be recognized for World Athletics or USATF purposes.

Additionally, per World Athletics/USATF requirements, in order for marks to be recognized by both World Athletics and USATF (e.g., ranking points, event qualification, and records) in laned track events, any two steps on the inside lane line while running on the bend at any point during a competition, including across multiple rounds of the same event in a meet, will result in WA/USATF mark disqualification. In track events not run completely in lanes, any two steps over the line at any point during a competition will result in WA/USATF mark disqualification.

Note: These two items do NOT supersede NCAA rules for conduct of NCAA championship competition and would only disqualify athletes' marks for consideration for WA/USATF purposes.

Additionally details can be found at 2022-23PRTF_USOPCNCAATrackandFieldPilot.pdf (ncaaorg.s3.amazonaws.com).

High Jump

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

*For the Multi event high jump competition there will be two pits with a run-up of 75'.

Long Jump

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

Triple Jump

Raised runway on the infield. Women's TJ board is 11m from the pit, Men's board is 12.5m from the pit. Runway allows for 140' approach.

Shot Put/Weight Throw

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

Pole Vault

Raised runway located on the infield. The pole vault runway provides approximately 142 feet of clearance to the back of the box. **Participants who transport their own poles should bring their poles through the west entrance of the Garfield Weede Building.**

Poles may be shipped to:

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

It is the sole responsibility of each institution to package and ship pole vault materials to the Robert W. Plaster Center. Each institution must establish contact names and phone numbers for the shipping carrier. To ensure safe delivery of pole vault poles through the selected shipping carrier, make sure information such as the correct address for the Robert W. Plaster Center is indicated.

Furthermore, the return of the pole vault materials after the championships is the sole responsibility of the competing institution. A return bill of lading, completely filled, must be attached to your poles for return shipment. Pittsburg State University is not responsible for the return of goods this includes packaging and labeling the pole vault shipping materials. **Pittsburg State University assumes no responsibility for condition of delivery, checking contents and/or return shipping process.**

Running Event Information

- Meet management will have batons available.
- Only Gill Athletics starting blocks provided by meet management may be used.
- Coaches may declare relay alternates during the championships declaration period on DirectAthletics. Changes and/or declarations may be made until the end of packet pick-up on Thursday, March 7. Please be sure to see the championships manager, Donisha Carter during packet pick-up to confirm your relay alternates.

Relay Alternates:

- Qualified student-athletes who have been declared and are accepted into the championships in another event shall be allowed to run as substitutes for relays.
- Student-athletes who did not qualify to the championships may serve as an alternate for relays.
- A maximum of four student-athletes can be named as replacements on any specific relay team, in addition to the four student-athletes on the relay that achieved the qualifying mark.
- The name(s) of uninvited student-athletes who may serve as alternates for relays shall be listed no later than packet pick-up. The listed uninvited alternate may only compete in his or her listed relay and will be permitted to run in any heat or final of that respective relay. **ANY**

STUDENT-ATHLETE NOT LISTED BY THE END OF PACKET PICK-UP WILL NOT BE ELIGIBLE TO COMPETE IN THE CHAMPIONSHIPS.

- The four members who achieve the qualifying mark will be the ‘declared’ relay team for that institution and will be the only individuals for which the NCAA will provide travel reimbursement. **INSTITUTIONS MUST NOTIFY DONISHA CARTER IF THEY DO NOT INTEND ON BRINGING ONE OF THE FOUR STUDENT-ATHLETES WHO ACHIEVED THE QUALIFYING MARK. FAILURE TO DO SO COULD RESULT IN A MISCONDUCT.**

Check-In

Check-In procedures will be outlined in Technical Manual posted on NCAA.org post selections.

Bibs and Hip Numbers

Named bibs will be issued for the front of the uniform, and numbered bibs will be issued for the back of the uniform. Bibs must be worn as issued without any modification or alteration. Student-athletes competing in the high jump, long jump, triple jump and pole vault can choose to wear either the named bib on front or the numbered bib on back. Bibs will be issued to the student-athlete by the clerk when they check-in for their first event at the check-in station in the John Lance Arena in the Garfield Weede Building. Bibs will not be in team packets given at packet pick-up.

Hip numbers will be issued for runners by the clerk. They will be worn on both left and right hips and must not be obscured by an athlete’s clothing. Runners in races 800 meters and longer, as well as all members of 4x400 meter relay, will also be issued a number to be worn on the upper portion of the uniform top.

Relay Cards

Finalized relay cards must be turned in at least 10 minutes before the start of the event at the check-in station located in the John Lance Arena in the Garfield Weede Building. Medical personnel will be present prior to the relays to address any extenuating circumstances. **ANY STUDENT-ATHLETE NOT LISTED BY THE END OF PACKET PICK-UP WILL NOT BE ELIGIBLE TO COMPETE.**

Coaches Access

Coaches are not permitted on the infield. The only exception is for designated event coaching boxes. See noted on the facility diagram in **Appendix B**.

High Jump

A coaches box will be set up for the high jump, on the infield. Each team with at least one athlete competing in the high jump will receive a designated pass for the high jump coach in the team packet. Coaches will only be allowed in the high jump area while their athletes are competing.

Pole Vault

A coaches box will be set up for the pole vault, outside of the oval with reserved seating. Coaches will not receive a designated pass for this event.

Weight Throw/Shot Put

A coaches box will be setup for the weight throw/shot put, on the infield. Each team with at least one athlete competing in any throws competition will receive a designated pass for the throws coach in the team packet. Coaches will only be allowed in the throws area while their athletes are competing.

Long/Triple Jumps

A coaches box will be set up for the long/triple jumps outside of the oval with reserved seating. Coaches will not receive a designated pass for this event.

Video Review

For all events, video review will be allowed in all coaches areas, so long as the review does not interfere with other coaches and student athletes. Each area official will have a policy on how and where to access video review.

Facility Information

Robert W. Plaster Center

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

John Lance Arena/Garfield Weede Building

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

The Harvey Dean Track

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

The Harvey Dean Track also features retractable bleachers that provide seating for over 1,500 spectators. There will also be additional portable bleacher seating on the backstretch.

Enclosed within the Harvey Dean Track is a 100-yard Mondo turf field.

Parking

Team parking (cars and vans) will be located in the parking lot across the street to the west from the Garfield Weede Building. Buses larger than 15-passenger will be asked to park in the

designated bus parking areas as shown in **Appendix C**. Parking will be marked accordingly with directional signage. Teams will receive a parking pass in their packets. Additional parking passes may be available upon request at packet pick-up.

Parking is free to spectators. They will be directed by signs to park in the Bicknell Family Center for the Arts lot, which is directly south of the Robert W. Plaster Center. Handicap parking is available at the Bicknell Family Center for the Arts as well.

Entrances

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

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

Restrooms

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

Changing areas will also be accessible to student-athletes within the Garfield Weede Building.

Security

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

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

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

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

Crawford County EMS/Ambulance Service
Pittsburg, KS 66762
620-231-3344

Spike Regulations

The following spike regulations will be strictly enforced for the Harvey Dean Track:

- Only pyramid spikes a maximum of ¼ inch in length will be allowed for use during practice or competition. For shoes with a recessed spike plate, ¼ inch of exposed spike is the maximum. Needle spikes and compression spikes or Christmas tree spikes are prohibited.
- All spiked shoes must be checked at the spike-check station in the warm-up area of John Lance Arena prior to practice or warm-up for each competition day. Spikes will also need checked before use on Wednesday and Thursday practice sessions. On these days, the spike check station will be located in the Robert W. Plaster Center lobby.
- A colored zip tie (a different color each day) will be attached to spikes that are approved.

Warm-Up Area

The warm-up area is located in John Lance Arena in the Garfield Weede Building, which is connected to the Robert W. Plaster Center by a corridor. The warm-up area has three lanes of roll-out Mondo surface and adjacent black roll-out rubber on which spikes will be allowed. There is other space in the arena available for general warm-up in non-spiked shoes. Hurdles and starting blocks will be provided for warm-up activities. For safety reasons, the wearing of headphones or earbuds by athletes is prohibited when actively warming up in the warm-up area.

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

General Information

Banners and Artificial Noisemakers

No banners may be posted at the tournament other than the NCAA approved banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery. Any use of artificial noise markers could result in disqualification of an athlete or team.

Championship Merchandise

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

Concessions

The Robert W. Plaster Center provides a concession stand operated by Aladdin Food Service. They offer light snacks, Dasani bottled water, PowerAde and Coca-Cola soft drinks paired with traditional concession fare.

Coverage of Championships

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

Credentials

Credentials will be provided for each participating team as follows:

- Institutions qualifying one to four student-athletes will receive credentials for the participating student-athletes and two non-athletes.
- Institutions qualifying five to eight student-athletes will receive credentials for the participating student-athletes and three non-athletes.

- Institutions qualifying nine or more student-athletes will receive credentials for the participating student-athletes and four non-athletes.
- Institutions qualifying a relay will receive up to **TWO** additional participant credentials.
- Each participating institution will have the ability to request an administrator and their designee be added to a pass list. The list will be located at will call and photo identification will be required for free admission. Requests for admittance for senior level administrators (presidents/chancellors, athletics directors, senior woman administrators, faculty athletics representatives and/or conference commissioners) should be made through the following link: <https://forms.office.com/r/RxM7B968zv>. ***NOTE: This should only be used if the senior level administrator is not included in the teams credential allotment.**
- Each participating institution will receive up to **ONE** medical credential for a certified athletic trainer. Medical credentials should be requested through the host. **A photo identification and Board of Certification are required to pick up a medical credential. See medical section for requesting medical credentials.**
- Any additional coaches attending the championships will have to purchase tickets to the venue.
- Media credential requests must be made online at <http://www.ncaa.com/media>.

NOTE: The official travel party is different from the credential allotment noted above and is outlined in the ‘Travel/Transportation’ section of this manual. Only members of the official travel party will receive expense reimbursement, complimentary social reception tickets, etc.

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

Heat Sheets

Heat sheets will be available at packet pick-up. Updated heat sheets will be available online via the results link.

National Anthem

The national anthem will be played prior to the start of the first running event each day. Please see the schedule of events for more details.

Post-Championship Evaluation

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

Results

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

Scoring/Timing

Leone Timing will be the official timer of the 2024 NCAA Division II Men's and Women's Indoor Track and Field Championships. The meet will be scored according to Rule 7 of the [2023-2024 NCAA Cross Country and Track and Field Rules Book](#).

Selections Information and Timeline

Declarations for the championships will be accepted between 9 a.m. Eastern time, Wednesday, February 21 and 1 p.m. Eastern time, Monday, February 26. Championship fields will be posted online by 6 p.m. Eastern time, Tuesday, February 27, on [NCAA.org](#), under Championship Information. Institutions with student-athletes selected to the championships will receive information pertinent to the championships as soon as the fields are posted. Heat and flight information will be posted online on [NCAA.org](#) Monday, March 4.

Student-Athlete Lounge/Hospitality

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

Ticket Information

Tickets can be purchased on the day of competition at the spectator entrance to the Robert W. Plaster Center or online by clicking [here](#). Ticket prices are as follows:

- All-Session - \$30.00
- Adult Single Day - \$20.00
- Student/Child (3-18 yrs.) Single Day - \$10.00
- 2 Years and Under - Free

Water/POWERADE for Participants

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

Media Services

Important information regarding NCAA media policies can be found online at [NCAA.com/media](#). For media questions specific to the 2024 NCAA Division II Men's and Women's Indoor Track and Field Championships, please contact Dan Wilkes (620-235-4147; 620-235-5430; dwilkes@pittstate.edu).

Championship Websites

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

Credentials for Media

All media credential requests, including requests for institutional sports information personnel, should be submitted online at [NCAA.com/media](https://www.ncaa.com/media). **Credentials may be picked up at the will call on days of competition and a photo ID is required for pick up.**

Interviews

Immediately after a 10-minute cooling-off period, an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews.

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

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

Media Work and Hospitality Area

The media work and hospitality area will be located on the second floor of the Robert W. Plaster Center. (see facility diagram **Appendix B**) The space will be designated with signage.

Media Parking

Media may park in the south Plaster Center parking lot (see parking diagram **Appendix C**).

Photography/Videography

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

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have

one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fames. In addition, the NCAA will permit institutions to use institutional videographer footage captured for two commercial uses: 1) Use on the official institution athletic Web site, and 2) Institution coach's shows.

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

Programs

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

Results

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

Medical Information

Athletic Training

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

One medical credential per institution may be requested for a certified athletic trainer by emailing Kevin Kalm (kkalm@pittstate.edu). **Approved medical credentials will be available for pick-up in the Sports Medicine Center during hours of practice.** Photo identification and Board of Certification are required to pick up medical credentials. Student-athletes seeking specific treatments should **provide written instructions from their sports medicine staff indicating any specific treatment protocols** if they are not traveling with a certified athletic trainer.

Sports Medicine Center Hours:

Wednesday, March 6

Noon to 8 p.m.

Thursday, March 7
Friday, March 8
Saturday, March 9

8 a.m. to 4 p.m.
7:30 a.m. to conclusion of competition
7:30 a.m. to conclusion of competition

Any questions regarding the Athletic Training services should be directed to:

Kevin Kalm
Phone: 620-235-4538 (office); 620-719-0200 (cell)
E-mail: kkalm@pittstate.edu

Concussion Management

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

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

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

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

Local Hospital Information

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

SEK Urgent Care
200 E. Centennial, Suite 3-4
Pittsburg, KS 66762

Participant Expectations & Guidelines

Drug Testing

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

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

Ethical Behavior by Coaches

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

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

Medical Scratches

If a student-athlete 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**. No additional participants will be added to the field for the championships competition after the medical scratch deadline at 1 p.m. eastern time on Saturday, March 2.

If a student-athlete arrives on site and becomes injured prior to competing, that student-athlete must be medically scratched by the designated trainer/physician. The medical scratch is all-inclusive and not selective by event. At that point, no alternates would be added.

If a student-athlete becomes injured or experiences illness during competition, that student-athlete must be cleared by the designated trainer/physician to compete in other events. **All medical**

scratches and re-entry after failing to participate or finish an event must be approved by the official meet physician/athletic trainer and reviewed by the Division II track and field sport committee.

Failure to adhere to any of these policies may result in loss of travel reimbursement/per diem, disqualification from other events, and/or a potential misconduct. It is the responsibility of the student-athlete and coach to report immediately to the meet physician/trainer.

Misconduct/Code of Conduct

Misconduct is defined as **“any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.”**

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.

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

Code of Conduct Attestation is due by 5 p.m. Eastern time, Friday March 1. A team administrator must complete the electronic attestation by the deadline. **INSTITUTIONS THAT HAVE NOT COMPLETED THE ELETRONIC ATTESTATION BY THE DEADLINE WILL BE ASSESSED A FINE OF \$200 PER GENDER PER TEAM.** A link containing the Code of Conduct requirements will be sent to all head coaches their athletic administrators with the selection announcement email on Tuesday, February 27.

Protests/Appeals

All protests must be filed on the official protest form, available at the assigned protest area. One copy shall be posted in the designated protest area, and the other copies shall be given to the referee. A protest must be filed no later than 15 minutes after the official results are posted. All institutions involved in the protest will be notified of the protest and the decision. The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach and one shall be placed in the committee's files. A \$50 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision. Final decisions rests with the referee. No further appeal is available.

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

Uniforms

When engaged in competition, each competitor must wear an official team uniform with components governed by the rules or be subject to disciplinary actions. Competitors who are not in proper uniform compliance shall not compete until a compliant uniform is worn. The competition will not be delayed to accommodate compliance with the rule. Wearing any part of

the official team competition uniform illegally while in the area of competition shall lead to a warning by the nearest official that repeated violation may result in disciplinary action. A report of uncorrected violations shall be made to the games committee, referee, and offending competitor's coach. Please see the [2023-2024 NCAA Cross Country and Track and Field Rules Book](#) for more detailed information.

Logos

Per NCAA Bylaw 12.5.4, an institution's official uniform and all other items of apparel (that is, team jersey, socks) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2-1/4 square inches, including any additional material (that is, patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (that is, rectangle, square, parallelogram). An institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo of an apparel manufacturer or distributor. This restriction shall not include logos that identify the student-athlete's institution or conference.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, including pre-meet or post-meet activities.

Travel/Transportation Information

Institutional Travel Arrangements

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

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

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

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

Expenses/Reimbursement

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

NCAA Travel Policies

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

Official Travel Party

The official travel party for the 2024 NCAA Division II Men's and Women's Indoor Track and Field Championships is as follows:

- Institutions that qualify one to four individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and one non-athlete.
- Institutions that qualify five or more individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and two non-athletes.
- Reimbursement and per diem will be provided only for the number of student-athletes who qualified for the championships, and not for any additional student-athletes who may serve as alternates for relays.

NOTE: The official travel party is different from the credential allotment. Only members of the official travel party will receive expense reimbursement, etc.

Local Area Information

Airports

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

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

Kansas City International Airport (MCI) - www.flykci.com

Tulsa International Airport (TUL) - www.tulsaairports.com

Springfield-Branson National Airport (SGF) - www.flyspringfield.com
Northwest Arkansas Regional Airport (XNA) - www.flyxna.com
Wichita Dwight D. Eisenhower National Airport (ICT) - www.flywichita.com
Joplin Regional Airport (JLN) - www.jlnairport.com

Comprehensive Schedule
2024 NCAA Division II Indoor Track and Field Championships
Pittsburg, KS – March 8-9, 2024
All times local time unless stated otherwise.

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

Thursday, February 29

11 a.m. (Eastern time)

MANDATORY virtual coaches technical meeting – Virtual link will be provided to all head coaches after selections.

Wednesday, March 6

Noon to 8 p.m.

Facility open for practice (*see practice schedule for details*)

Noon to 8 p.m.

Weight room/fitness center available

3:30 to 5 p.m.

Packet pick-up – Garfield Weede Building, Room 136

Thursday, March 7

8 a.m. to 4 p.m.

Facility open for practice (*see practice schedule for details*)

8 a.m. to 4 p.m.

Weight room/fitness center available

11 a.m. to 1 p.m.

Implement inspection

2:30 to 4 p.m.

Packet pick-up – Garfield Weede Building, Room 136

Friday, March 8

7:30 to 9:30 a.m.

Facility open for practice (*see practice schedule for details*)

7:30 to 9:30 a.m.

Weight room/fitness center available

10 a.m.

Competition starts

9:30 to 11:30 a.m.

Implement inspection

Saturday, March 9

7:30 to 9:30 a.m.

Facility open for practice (*see practice schedule for details*)

7:30 to 9:30 a.m.

Weight room/fitness center available

10 a.m.

Competition starts

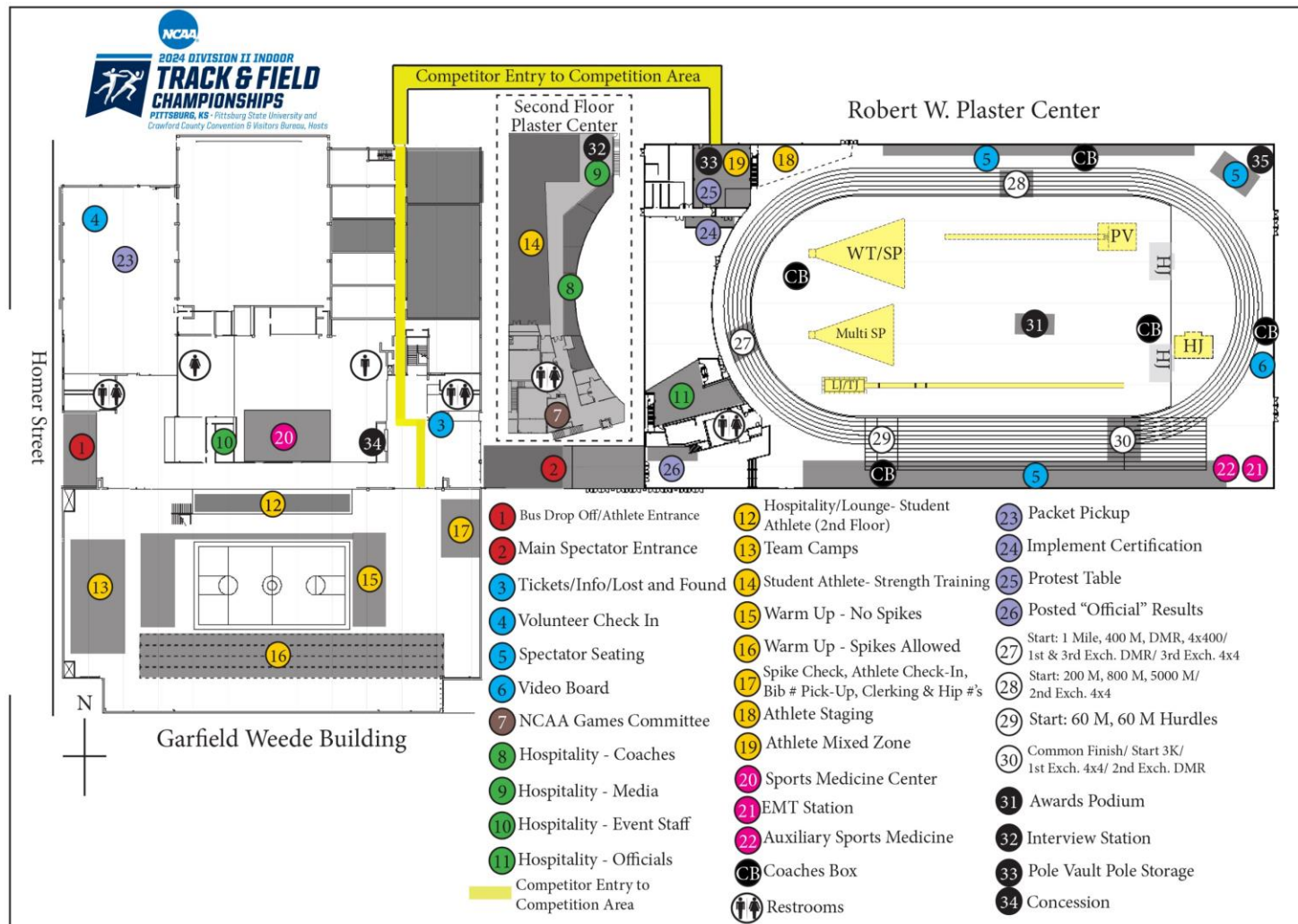
9:30 to 11:30 a.m.

Implement inspection

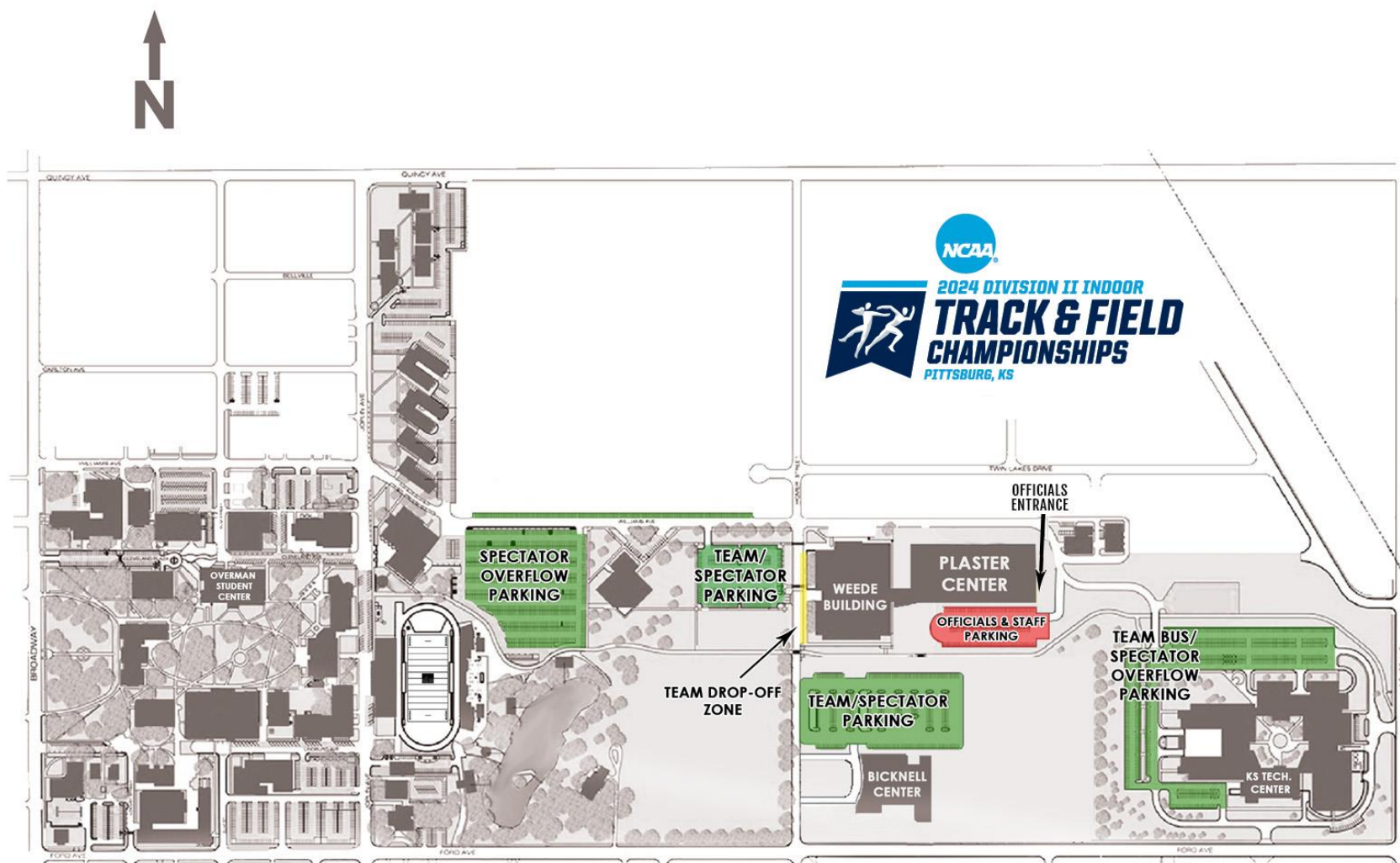
8:15 p.m. (approximately)

Team awards

Robert W. Plaster Center Facility Diagram



NCAA Division II Men's and Women's Indoor Track and Field Championships Parking Map



Practice Schedule
2024 NCAA Division II Indoor Track and Field Championships

Wednesday, March 6

Noon to 8 p.m.

Oval

Noon to 4 p.m.

Shot Put

Triple Jump

4 to 8 p.m.

Weight Throw

Long Jump

Thursday, March 7

8 a.m. to 4 p.m.

Oval

8 a.m. to Noon

Weight Throw

Long Jump

Noon to 4 p.m.

Shot Put

Triple Jump

Friday, March 8

7:30 to 9:30 a.m.

Facility open for practice

Saturday, March 9

7:30 to 9:30 a.m.

Facility open for practice

CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

APPENDIX E

We are excited to share that this year, all Student-Athlete Mementos will be given out ONSITE at the Championship!

HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM



The NCAA provides BirdieBox with the email address of a designated point person for each sport and school. Make sure you have communicated to the NCAA the correct person to receive the email which will include your password to access the website for additional mementos. Once the email is sent, you will be instructed to the site to place your school's order: ncaainstitutionalportal.com. The number of mementos you will receive will be the same number as the NCAA prescribed travel party. To purchase additional mementos outside of your travel party allotment, please follow below:

- Enter password
- Click "Purchase Additional Gifts"
- Select your division
- Select your sport
- Pick the quantity of additional gifts you want
- Add to your cart and select your school
- Enter your contact information and the shipping address the gifts should be delivered to
- Enter your payment information (all gifts must be paid for at time of checkout)
- Submit your order

Place your Order at: ncaainstitutionalportal.com

Questions?

Email Christa Selner: CSelner@BirdieBox.com

BirdieBOX New for 2023-2024!

At BirdieBox, we redefine collegiate gifting by transforming it into an unforgettable experience. With an unwavering commitment to quality, creativity, and personalization, we craft each BirdieBox to convey a purposeful message.

General Safety and Security Plan

1. University Police officers will be on duty at all times during both practice and competition
2. All safety concerns and/or emergencies should be reported immediately by dialing 911. Dialing 911 from a campus network connected telephone will make direct contact with University Police dispatch. Calling 911 from a cell phone will most likely connect with Pittsburgh Police or Crawford County Sheriff's Department.

Other emergency contact numbers are:

Pittsburg State University Police: [620-235-4624](tel:620-235-4624) (or 911 on campus phone)

Pittsburg Police Department (City): [620-231-1700](tel:620-231-1700) (or 911 on cell phone)

Crawford County Sheriff's Dept.: [620-724-8274](tel:620-724-8274) (or 911 on cell phone)

Pittsburg Fire Dept: [620-231-1700](tel:620-231-1700) (or 911 on cell phone)

Crawford County EMS (Ambulance): [620-724-8274](tel:620-724-8274) (or 911 on cell phone)

3. Report any suspicious activity and/or items immediately. IF YOU SEE SOMETHING SAY SOMETHING!
4. Severe Weather and other emergency notification:
Severe weather and any other emergency notification will be sent out as needed using the RAVE emergency notification system. This system includes emergency notification and information via email, text, phone and computer monitor override.

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

Severe Thunderstorm Watch: PSU Police will notify PSU Athletics staff and NCAA staff of a Severe Thunderstorm Watch, including starting and ending time.

Severe Thunderstorm Warning: PSU Police will notify PSU Athletics and NCAA staff of a Severe Thunderstorm Warning, including starting and ending time. Information relative to location, direction of travel and nature of the storm will also be related to staff. Additionally, PSU may issue a RAVE alert. An announcement may be made throughout the Weede and Plaster Center facilities using the PA system. Individuals in the practice area under the tent on the north side of Weede will be notified and advised to seek shelter inside the building in the designated Storm Refuge Areas.

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

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