

# **NCAA DIVISION II MEN'S AND WOMEN'S TRACK AND FIELD**



## **2024 INDOOR TECHNICAL MANUAL**

*Updated 2/27/24*

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## INTRODUCTION

This manual outlines the technical procedures for competition for the 2024 NCAA Division II Men's and Women's Indoor Track and Field Championships and provides case studies of situations that may arise during the course of the competition. This manual contains three sections:

- The technical procedures for administration of the indoor championships.
- The relay policy for the competition; and
- Case studies, to assist coaches by reviewing and answering questions generated by situations.

This manual should be used in conjunction with the 2024 NCAA Division II Men's and Women's Indoor Track and Field Pre-championships Manual (manual), the 2023 and 2024 NCAA Track and Field/Cross Country Men's and Women's Rules Book (rules), and NCAA Bylaw 31 of the 2023-24 NCAA Division II Manual (bylaw), as each pertains to the administration of NCAA championships. These publications provide the policies governing NCAA championships and, in many instances, establish the options and authorize the technical procedures outlined herein. This technical manual reflects the choices and authorized decision-making afforded to the games committee or the appropriate officials of the competition.

Readers should note the pre-championships manual offers details specific to the administration occurring before the start of competition, which includes, but is not limited to the qualification and declaration process for the championships.

Although this manual and the other publications attempt to cover all phases of the championships, if questions arise before the start of the championships pertaining to any procedures, please feel free to contact the NCAA championship manager, Donisha Carter, at the NCAA national office. Once competition begins, questions related to administrative procedures shall be referred to the games committee. Questions pertaining to the procedures in place resulting from a rule or a violation of a rule shall be made to the referee.

## CHAMPIONSHIP CONTACT INFORMATION

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## ADMINISTRATION OF THE CHAMPIONSHIPS

The administration of the Championships is the responsibility of the NCAA Division II Men's and Women's Track and Field Committee, the NCAA championships staff, and the event management staff at the championship facility and/or director of athletics of the host institution. They will delegate duties and responsibilities and assign other personnel as necessary to ensure the efficient and effective administration and promotion of the Championships. The following will be used for assistance in the capacities indicated:

1. Games committee. The games committee is the NCAA Division II Men's and Women's Track and Field Committee. The games committee will serve as the site review committee and have the responsibility to make any decisions or determinations necessary to protect the integrity of the championships. (Rule 4-2)
2. Meet director. The meet director will be appointed by the Director of Athletics of the host institution. The meet director shall ensure all technical details, as specified by the games committee, have been addressed and are in place for the championships. Specific duties of the meet director are in Rule 4-3-1 and 4-3-2.
3. Meet physician/trainer. The official meet physician/trainer will be appointed by the meet director and will be on site during all aspects of the competition to perform the duties prescribed in Rule 4-17 and Rule 4-18.
4. Referee. All referee positions will be appointed by the NCAA Officials Assignor, in conjunction with the NCAA Division II Men's and Women's Track and Field Committee. The referee shall have the responsibilities and authority prescribed in Rule 4-4-1 and 4-4-2.
5. Coordinator of officials. The meet director shall appoint a coordinator of officials, who shall ensure adequate officiating at each of the events using the personnel provided by the NCAA Officials Assignor. The coordinator of officials shall work with the meet director to provide for the needs of the officials.
6. Jury of appeal. The games committee has NOT appointed a jury of appeal. A referee decision, shall therefore be final and without appeal. (Rule 4-4-3)

## Competition Format for the Championships

The games committee retains its authority to set the competition procedures granted in the rules for unusual conditions, facility constraints, and other concerns such as broadcast coverage.

The championships will be conducted as a two-day event, with the women's and men's events alternating throughout the schedule. The events of the championship shall be:

60 Meters	Distance Medley Relay
200 Meters	High Jump
400 Meters	Pole Vault
800 Meters	Long Jump
Mile	Triple Jump
3000 Meters	Shot Put
5000 Meters	Weight Throw
60 Meter Hurdles	Pentathlon – Women
4x400 Meter Relay	Heptathlon – Men

The order of events and actual time schedule will be determined by the games committee and made

available as an addendum to this technical manual through a posting on NCAA.org.

The games committee will designate and post a check-in procedure and a final check-in time for each event. Failure to follow the procedure or failure to check-in by designated time shall result in disqualification.

## **General Information**

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For running events, the provisions of Rule 7-9 and 7-10 shall be followed.

The games committee, as authorized by Rule 7-10-1, designates the preferred lane list as:

- Straightaway: 4, 5, 3, 6, 2, 7, 1, 8
- Oval: 5, 6, 4, 3, 2, 1

Lanes 3 through 6 will be the assigned start lanes in all rounds of the 200 Meters, 400 Meters and 4x400 Meter Relay. All available lanes, up to a maximum of eight, will be used as assigned start lanes in the 60 Meters, 60 Meter Hurdles and 800 Meters.

Heats shall be formed and assignments to those heats made using Rule 7-10.2a or Rule 7-10.3a/b, as applicable.

Lane/alley/position assignment in the first round of a running event, excluding those events that only have one round, are drawn by lot as prescribed by Rule 7-10.4a. Lane assignments in any subsequent round use the preferred lane list and Rule 7-10.4b. Lane assignments/starting positions for single round running event in-lane starts shall use the preferred lane list with the qualifying performance times as authorized in Rule 5-11.4a. This lane assignment procedure does not apply to the combined events.

Ties for the last advancement position in a running event shall be broken using the provisions of Rule 7-9.4. There shall not be a creation of another section.

- The performances shall be examined to the 1/1000<sup>th</sup> of a second and the tie broken.
- If a tie still exists and a permanent running lane, normally used for the event, is available, each of the tying competitors shall advance. \*
- If a tie still exists and a normally used permanent running lane is not available, the advancer shall be determined by a run-off. \*

\*NOTE: In the 800 Meters, an addition of one competitor, creating three alleys of three is permissible. In the 200 Meters and 400 Meters, the use of lanes 1 and 2 is not permissible. In the 60 Meters or 60 Meter Hurdles, the use of an additional permanent lane is permissible. Additional competitors, resulting from a tie for last qualifying position, in running events greater than 800 Meters is permissible.

For field events, the provisions of Rule 5-4.1 through 5-4.3 shall be followed.

The games committee, as authorized by Rule 5-4.1 shall make field event flight assignments, when needed, based on the qualifying performance list. The flight with the best performance shall compete last. As authorized in Rule 5-4.2 and Rule 5-4.3, the games committee designates that the order of competition within the original flight listing shall be by lot. All ties by best performance for the last qualifying position to the final rounds shall advance in accordance with Rule 5-2.5.

Reassignment from a flight or heat to another is strictly forbidden, Rule 7-10.2a and Rule 5-4.1. Opening heights and progressions for the High Jump and Pole Vault will be determined by the games committee after the qualifiers have been determined and made available as an addendum to this technical manual through distribution no later than packet pick-up at the championships. Consideration will be given to other major championship qualification standards however, they will be determined by what the games

committee believes is in the best interest of the NCAA championships.

A coaching area will be established for each field event. The games committee will determine the location of these coaching areas. Only coaches with proper credentials may access these coaching areas.

## **Check-in Procedures**

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### **Running Events:**

Competitors must be **checked-in** with the clerk at the athlete check-in station no later than 15 minutes before the published scheduled start time of their event. Competitors must report back to the athlete check-in station no later than 15 minutes before the published scheduled start time of their event. Competitors will be escorted to the track 5-7 minutes before the published scheduled start time of their event. Hurdlers will be allowed limited practice on the track surface just before the start of their races.

### **Field Events (Except Pole Vault and High Jump):**

Competitors must be **checked-in** with the clerk at the athlete check-in station no later than 45 minutes before the published scheduled start time of their event. Competitors must report back to the athlete check-in station no later than 45 minutes before the published scheduled start time of their event. Competitors will be escorted to the event 40 minutes before the published scheduled start time of their event.

### **High Jump:**

Competitors must be **checked-in** with the clerk at the athlete check-in station no later than 55 minutes before the published scheduled start time of their event. Competitors must report back to the athlete check-in station no later than 55 minutes before the published scheduled start time of their event. Competitors will be escorted to the event 50 minutes before the published scheduled start time.

### **Pole Vault:**

Competitors must be **checked-in** with the clerk at the athlete check-in station no later than 75 minutes before the published scheduled start time of their event. Competitors must report back to the athlete check-in station no later than 75 minutes before the published scheduled start time of their event. Competitors will be escorted to the event 70 minutes before the published scheduled start time. If competitors do not wish to be in the competition area that long, they may ask to wait until 30 minutes before the start to be escorted out.

### **Combined Events:**

Competitors must be checked-in with the clerk at the athlete check-in station no later than 30 minutes before the published scheduled start time for their first event of each competition day. Competitors will be able to warm up on the track. Student-athletes will be instructed what time they should report to their first event of the day.

## **Field Event Warm-up Procedures**

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There will be approximately 20 minutes of general warm-up, followed by approximately 10 minutes of flight specific warm-up for the preliminary round of each horizontal field event. The final round will start a maximum of 10 minutes after finalist are determined during which time competitors shall be allowed to use the venue for supervised warm-up.

There will be approximately a 40-minute warm-up period for the High Jump.

There will be approximately a 60-minute warm-up period for the Pole Vault.

Pits, runways, and circles for all field events close approximately 5 minutes prior to the start of the event for instructions and introductions.

## **Running Event Details**

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The provisions of Rule 7-9 and Rule 7-10 shall be followed, specifically in the formation of heats in any round and the assignment of lanes. In each event, at the close of check-in, whenever the number of actual competitors is reduced from the original declared list, a determination by the referee shall be made and appropriate action by the games committee taken, if needed, Rule 7-9.2 and Rule 7-9.3.

### **Staggers:**

400m/4x400 – 1½-turn stagger start

DMR– Double waterfall – 1½-turn stagger start

800m – Box alley start – 1-turn start

1000m (Heptathlon) – Double waterfall – 1½-turn stagger start

Mile – Double waterfall – 1½-turn stagger start

3k/5k – Double waterfall – 1-turn start

### **60 Meters and 60 Meter Hurdles**

Two rounds will be contested, a preliminary and a final. The event is contested as an in-lane start with the entire race in lanes.

#### **Preliminary:**

The preliminary heats will be formed by seeding competitors from their qualifying performances using Rule 7-10.2a.

If no more than 16 student-athletes are competing, the preliminary round will consist of two heats. Heat winners and next 6 fastest times?

If more than 16 and less than 25 student-athletes are competing, the preliminary round will consist of three heats. The advancement shall be the heat winners and next best five overall times.

#### **Final:**

The final will consist of one section of eight competitors.

### **200 Meters**

Two rounds will be contested, a preliminary and a final. The event is contested as an in-lane start with the entire race in lanes.

#### **Preliminary:**

The preliminary heats will be formed by seeding competitors from their qualifying performances using Rule 7-10.3a

If no more than 16 student-athletes are competing, the preliminary round will consist of, at most, four heats of, at most, four competitors each.

If more than 16 and less than 21 student-athletes are competing, the preliminary round will consist of five heats of, at most, four competitors each.

#### **Final:**

A timed section final will consist of two sections of four competitors, seeded per Rule 7-10.3b based on preliminary round performances. Section one will consist of the third, fourth, sixth, and eighth fastest qualifiers. Section two will consist of the first, second, fifth, and seventh fastest qualifiers.

### **400 Meters**

Two rounds will be contested, a preliminary and a final.

Preliminary:

The preliminary heats will be formed by seeding competitors from their qualifying performances using Rule 7-10.3a

If no more than 16 student-athletes are competing, the preliminary round will consist of, at most, four heats of, at most, four competitors each.

If more than 16 and less than 21 student-athletes are competing, the preliminary round will consist of five heats of, at most, four competitors each.

Final:

A timed section final will consist of two sections of four competitors, seeded per Rule 7-10.3b on the basis of preliminary round performance. Section one will consist of the third, fourth, sixth, and eighth fastest qualifiers. Section two will consist of the first, second, fifth, and seventh fastest qualifiers.

**800 Meters**

Two rounds will be contested, a preliminary and a final.

Preliminary:

The preliminary heats will be formed by seeding competitors from their qualifying performances using Rule 7-10.2a.

If no more than 16 student-athletes are competing, the preliminary round will consist of two heats. The advancement shall be the top three from each heat plus the next best two overall times.

If more than 16 and less than 25 student-athletes are competing, the preliminary round will consist of three heats of, at most, eight competitors each. The advancement shall be the top two from each heat plus the next best two overall times.

Final:

The final will consist of one section of eight competitors.

**Mile**

Two rounds will be contested, a preliminary and a final.

Preliminary:

The preliminary round will consist of two heats. The advancement shall be the top three from each heat plus the next best three overall times.

Final:

The final will consist of one section of nine competitors. The top three qualifiers from the preliminary round will be assigned to the staggered waterfall start. The six remaining competitors will be assigned to the main waterfall start. All starting positions will be drawn by lot (Rule 7-10.4b).

**3000 Meters and 5000 Meters**

One round will be contested in each event, a final.

The final will consist of one section. Approximately two-thirds of the competitors in the heat will be assigned to the main waterfall start. The remaining will be assigned to the staggered waterfall start (Rule 7-1.7). All starting positions will be drawn by lot (Rule 7-10.4b).

**4x400 Relay**

One round will be contested, a timed-section final.

Lanes 3 through 6 will be used in all sections. The teams with the fastest qualifying performances will be



seeded into the last section. The relay teams in each section will be assigned start lanes using the preferred lanes list based on the relay team rankings within the declared qualifying performance list. Each section, starting with the fastest (which competes last) will be filled before assigning a relay team to a slower section. No section shall have fewer than two relay teams.

Any descending order list ties, by mark, for the last position in any section will be resolved by examining, of those tied, the dates of the marks. Placement in the faster section will be awarded to the team who achieved the tying mark later in the season. For a tie still not resolved, the tie will be decided by the toss of a coin.

If no more than 12 relay teams are competing, the final will consist of, at most, three sections of, at most, four relay teams each. If more than 12 and less than 17 relay teams are competing, the final will consist of five sections of, at most, four relay teams each.

### **Distance Medley Relay**

One round will be contested, a final with a running order of 1200-400-800-1600 Meters per leg. Approximately two-thirds of the competitors in the heat will be assigned to the main waterfall start, and the remaining one-third of the competitors will be assigned to the staggered waterfall start. All starting positions will be drawn by lot (Rule 7-10.4b).

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## **Field Event Details**

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### **Long Jump and Triple Jump**

One competition will be contested in each event, a preliminary round and a sequential final round.

The preliminary round will consist of two flights in each event, on a single competition facility. Flight determination is based on qualifying list performance order. Best performances from the qualifying list will be in the second flight, with a greater number of competitors in the second flight if necessary. The competition order within each flight will be drawn by lot.

Each competitor will be allowed three attempts in the preliminary round. The nine competitors with the best marks, plus ties using Rule 5-2.5, will qualify from the preliminary round to the final round and compete in reverse order of best performance from the preliminary round for three additional attempts.

### **High Jump**

One round will be contested, a final. The final will consist of one flight on a single competition facility.

The competition order will be based on qualifying list performance order. The 'five-alive' procedure will not be used.

### **Pole Vault**

One round will be contested, a final. The final will consist of one flight on a single competition facility.

The competition order will be based on qualifying list performance order. The 'five-alive' procedure will not be used.

### **Shot Put and Weight Throw**

One competition will be contested in each event, a preliminary round and a sequential final round.

The preliminary round will consist of two flights in each event, on a single competition facility. Flight determination is based on qualifying list performance order. Best performances from the qualifying list will be in the second flight, with a greater number of competitors in the second flight if necessary. The competition order within each flight will be drawn by lot.

Each competitor will be allowed three attempts in the preliminary round. The nine competitors with the

best marks, plus ties using Rule 5-2.5, will qualify from the preliminary round to the final round and compete in reverse order of best performance from the preliminary round for three additional attempts.

## **Combined Event Details – Pentathlon and Heptathlon**

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The Pentathlon and Heptathlon order of events and time between events will be stated per Rule 5-1.5a and 5-1.5c.

### **60 Meters**

The Heptathlon 60 Meters will consist of two sections as equal in number as possible.

Sections will be assigned on the basis of qualifiers' verified seasonal best performance in any 60 Meters. The competitors with the fastest performances, while maintaining an approximate equal number per section, will be assigned to the second section and the remaining competitors assigned to the remaining section. The lane assignments within each section will be drawn by lot.

### **60 Meter Hurdles**

The Combined Events 60 Meter Hurdles each will consist of four sections using alternate lanes. The determination of odd or even lanes will be made by the Games Committee. A set of hurdles also will be placed inside of lane one or outside of lane eight unless facility constraints cannot accommodate this procedure.

Sections in the Combined Event 60 Meter Hurdles will be assigned on the basis of qualifiers' verified seasonal best performance in any 60 Meter Hurdles. The fastest competitors shall be seeded into the last section. Each section, starting with the fastest (which competes last) will be filled before assigning a competitor to a slower section. No section shall have fewer than two competitors. The lane assignments within each section will be drawn by lot.

### **800 Meters and 1000 Meters**

The Pentathlon 800 Meters and Heptathlon 1000 Meters will each be contested in one section.

A staggered waterfall start will be used. The stagger is 1 turn for the 800 meter, and 1 ½ turns for the 1000 meter. Alley assignments and starting positions within each alley will be drawn by lot. Two-thirds of the field will be assigned to the main waterfall start, and the remaining one-third of the field will be assigned to the staggered waterfall start (Rule 7-9.7c).

### **Long Jump**

The Combined Events Long Jump each will consist of one flight, conducted on a single competition venue.

The competition order in each flight will be drawn by lot.

### **Shot Put**

The Combined Events Shot Put each will consist of two flights, conducted simultaneously on similar, but separate competition venues.

Flight determination will be based on qualifiers' verified seasonal best performance in any Shot Put. The competition order in each flight will be drawn by lot.

### **High Jump**

The Combined Events High Jump each will consist of two flights approximately equal in number, conducted simultaneously on similar, but separate competition venues.

Flight assignments in each of the High Jump events will be confirmed by a polling of competitors by the referee during the first event of the Combined Event and based on the requested entry height made by the competitor during the polling. Each flight will have at least six competitors. Competition order in each flight will be drawn by lot. The 'five-alive' procedure will not be used.

The opening height for the 'low pit', will be set by the referee after the polling and then used to determine the heights and progression for each flight.

### **Pole Vault**

The Heptathlon Pole Vault will consist of one flight conducted on a single competition venue.

Competition order will be drawn by lot. The 'five-alive' procedure will not be used.

The opening height will be set by the referee after polling the competitors regarding their requested entry height and then used to determine the progression for the event.

## **CASE STUDIES**

### **CASE STUDY 1: Breaking a tie for the last accepted position to the Championships.**

**SITUATION 1:** After declaration, 13 are declared in the Men's 60 Meters with a mark of 6.66 or better. Six additional are declared with a best descending order list mark of 6.67. Will all six be accepted into the Championships?

**RULING:** No. The committee will start by taking the desired minimum of 16 to the championships, then follow the selection procedures if additional student-athletes can be added to the event. That means only three of the tying six will be initially accepted. The second-best valid qualifying meet performance mark on a different date of competition submitted through the mandatory meet result reporting system will be examined for each of the six. Assume the second-best meet submissions on a different date of competition are 6.68, 6.69, 6.70, 6.69, 6.68, and 6.72. The two individuals with the second-best of 6.68 are accepted, and the tie-breaking procedure continues for the two individuals with submissions of 6.69. If one of those had a third valid qualifying submission on a different date of competition, and the other did not, acceptance would be awarded to the competitor who achieved the original tying mark later in the season.

**SITUATION 2:** After declaration, 12 are declared in the Women's High Jump with a mark of 1.84 or better. No one has a submitted best meet mark of 1.83. Two are declared with a submitted best meet mark of 1.82. Seven additional are declared with a best descending order list mark of 1.81. Will all seven be accepted into the championships?

**RULING:** No. The committee will start by taking the desired minimum of 16 to the championships, then follow the selection procedures if additional student-athletes can be added to the event. That means, only two of the tying seven will be initially accepted. The second-best valid qualifying meet performance mark on a different date of competition submitted through the mandatory meet result reporting system will be examined for each of the seven. Assume that after examining the 3<sup>rd</sup>-best qualifying meet performance mark submitted, three still remain tied and there are no other available marks to compare. This mark is the last used as tie-breaking for comparative purposes. The performance date of their original mark that created the tie is then examined to determine who achieved the mark later, in order to determine which two are accepted into the Championships. If a tie still exists, it is resolved by examining the performance date of the 2<sup>nd</sup> mark and, if needed, the 3<sup>rd</sup> mark in order to eliminate one. If the examination of the performance date of the 3<sup>rd</sup> mark does not result in a break of the tie, the tie for the last qualifying position will be decided by a random draw.

### **CASE STUDY 2: Relay Situations.**

**SITUATION:** Of the four student-athletes listed on the championship's declaration form for the 4x400 (or Distance Medley) Relay, three have injuries that prevent them from competing in the championships. Can the coach use other student-athletes who are competing in the championships to fill the open spots on the relay?

RULING: Yes. There is no limit to the number of replacements to the declared relay team. If the student-athletes do not travel to the championships, the coach must notify the championships manager so the process of adding student-athletes to the field can be followed.

## CLERKING SCHEDULE

Friday Field Events		
Event	Start time	Final Check-in
HEP: 60M	10:00 AM	9:30 AM
LJ (W)	2:00 PM	1:15 PM
WT (M)	2:25 PM	1:40 PM
PV (W)	3:25 PM	2:10 PM
HJ (W)	3:40 PM	2:45 PM
LJ (M)	4:50 PM	4:05 PM
WT (W)	4:55 PM	4:10 PM
Friday Track Events		
Event	Start time	Final Check-in
60H (M)	2:30 PM	2:15 PM
60H (W)	2:45 PM	2:30 PM
60m (M)	3:00 PM	2:45 PM
60m (W)	3:15 PM	3:00 PM
Mile (M)	3:30 PM	3:15 PM
Mile (W)	3:45 PM	3:30 PM
400m (M)	4:00 PM	3:45 PM
400m (W)	4:20 PM	4:05 PM
800m (M)	4:40 PM	4:25 PM
800m (W)	5:00 PM	4:45 PM
200m (M)	5:15 PM	5:00 PM
200m (W)	5:35 PM	5:20 PM
5000m (M)	5:55 PM	5:40 PM
5000m (W)	6:15 PM	6:00 PM
DMR (M)	6:40 PM	6:25 PM
DMR (W)	7:00 PM	6:45 PM

Saturday Field Events		
Event	Start time	Final Check-in
Pent: 60H	10:00 AM	9:30 AM
Hep: 60H	12:00 PM	11:30 AM
SP (M)	2:30 PM	1:45 PM
TJ (W)	3:05 PM	2:20 PM
HJ (M)	3:30 PM	2:35 PM
PV (M)	4:00 PM	2:45PM
SP (W)	5:05 PM	4:20 PM
TJ (M)	5:35 PM	4:50 PM
Saturday Track Events		
Event	Start time	Final Check-in
60H (M)	5:00 PM	4:45 PM
60H (W)	5:10 PM	4:55 PM
60m (M)	5:20 PM	5:05 PM
60m (W)	5:30 PM	5:15 PM
Mile (M)	5:40 PM	5:25 PM
Mile (W)	5:50 PM	5:35 PM
400m (M)	6:00 PM	5:45 PM
400m (W)	6:10 PM	5:55 PM
800m (M)	6:25 PM	6:10 PM
800m (W)	6:35 PM	6:20 PM
200m (M)	6:45 PM	6:30 PM
200m (W)	6:55 PM	6:40 PM
3000m (M)	7:05 PM	6:50 PM
3000m (W)	7:25 PM	7:10 PM
4 x 400 (M)	7:45 PM	7:30 PM
4 x 400 (W)	8:00 PM	7:45 PM