



**2021 DIVISION II OUTDOOR
TRACK & FIELD
CHAMPIONSHIPS**

ALLENDALE, MI • Grand Valley State University
and West Michigan Sports Commission, Hosts

***PARTICIPANT
2020-21 MANUAL***

Finals

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Introduction/Welcome

Congratulations on your selection to the 2021 NCAA Division II Men's and Women's Outdoor Track and Field Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2021 NCAA Division II Outdoor Track and Field Pre-championships Manual. Additional information is available on the championships website at NCAA.com and on NCAA.org (NCAA.org, Division II, Championships, Outdoor Track and Field (M/W), 2020-21 Participant Manual).

The championships will be held May 27-29 at the Grand Valley State University Track and Field Stadium in Allendale, Michigan. Grand Valley State University and West Michigan Sports Commission will serve as co-hosts for the championships. Please see **Appendix A** for a facility diagram and **Appendix B** for a campus map.

Host Welcome

To the 2021 NCAA Division II Men's and Women's Outdoor Track & Field Championships Participants and Coaches:

On behalf of everyone associated with Grand Valley Athletics, I would like to congratulate you for qualifying for the 2021 NCAA Division II Men's and Women's Outdoor National Track & Field Championships. We welcome you to Allendale, MI for our third Outdoor Track & Field National Championships. We hope you enjoy time in West Michigan and on the campus of Grand Valley State University.

To host a national championship takes a lot of time and effort on the part of many people. During your time here, you will meet numerous staff and volunteers that gave of their time to make this a first-class event. Please feel free to express your appreciation to these people for their efforts to make this the best championship experience possible for you.

As a NCAA Division II member, we support the utmost in sportsmanship by committing to a "game environment" initiative that establishes a positive atmosphere at athletics contests that is both energetic and respectful. Your sport is known for exhibiting great sportsmanship. Let's be sure to put that on display while you are here competing for a national championship!

Sincerely,



Keri Becker
Director of Athletics
Grand Valley State University

NCAA Staff/Committee

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Host Personnel

Tournament Director

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Facility Director

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Phone: 231-313-4409
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Tournament Manager

Name: Jake Marg
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COVID Testing, Policies and Procedures

Links:

[Testing Protocols](#)

[NCAA Return to Championships Guidelines](#)

[Updated COVID-19 Testing Registration Process](#)

[Updated NCAA Championships COVID-19 Checklist for Participating Schools](#)

[NCAA Championships Travel Party Code of Conduct](#)

Testing: All members of an institutional travel party will be part of the Tier 1 COVID tested community at the championships. Tier 1 personnel will be required to have a negative test before leaving their home institution to travel to the championship site and will then be tested onsite at the championship location at the NCAA testing center, as scheduled. Tier 1 personnel will NOT be allowed to enter the competition or practice venue until testing onsite at the NCAA championship testing center and producing a confirmed negative test. Tier 1 personnel are then required to test every other day while onsite at the championships. Additionally, all student-athletes, members of the travel party, and any personnel will be required to show their proper clear notification in order to enter the venue.

***NOTE: Student-athletes and travel party members who are fully vaccinated as well as individuals who are at least 14 days post-infection and within 90 days of the first known date of infection, are exempt from both pre-arrival and onsite testing. INDIVIDUALS WILL NEED TO BE FULLY VACCINATED AT THE TIME OF SCHEDULED TESTING TO BE EXEMPT FROM TESTING. CDC guidelines state that individuals are deemed to be fully vaccinated 14 days or more from the time of their single-dose vaccine or second of two doses. Individuals must be 14 days removed from their single-dose or second of two doses prior to arriving on-site in order to be exempt from NCAA testing protocols. If an individual is not vaccinated or is less than 14 days removed from their single-dose or second of two**

doses prior to arriving on-site, they will be required to enter and complete NCAA testing protocols for the duration of the championship (testing every other day while onsite).

Upon arriving at the testing location, individuals will be required to show proof of full vaccination.

Which includes photograph identification and a proof of vaccination such as the following:

- Vaccination card (which includes the name of person vaccinated, type of vaccination provided and date last dose administered)
- Photo of a vaccination card as a separate document
- Photo of the attendee's vaccine card stored on a phone or electronic device, or
- Documentation of vaccination from a healthcare provider

Once vaccination status is confirmed the individual will be given a hologram sticker to place on the back of their credential, confirming their status.

When arriving the day prior to being tested teams should quarantine at their hotel and limit outside interaction.

Additional information about scheduled testing times onsite at the championship will be provided to institutions with teams/individuals that advance to the NCAA championships.

Additional specifics on the tested tiers, code of conduct and other requirements can be found in the Division II Men's and Women's Outdoor Track and Field Return to Championship plan document [here](#).

Testing Location: Kelly Family Sports Center: 10945 Laker Village Dr. Allendale, MI 49401

Masking and Physical distancing: Physical distancing and universal masking will be required for all participants, coaches, officials, and other meet personnel at all times. The only exception to this will be for participating student-athletes when involved in active competition and practice. Student-athletes competing in field events should wear masks in between attempts.

In order to ensure physical distancing and limit the numbers in the facility, participants and team personnel should only be at the venue when necessary. Student-athletes and team personnel may report to the venue for specific events in which they are involved in order to adequately warm-up and check-in but should not remain in the venue once their competitions are complete. Student-athletes and team personnel not involved in competition on particular days should not be at the venue during competition hours. Please help us to ensure a safe environment, by only coming to and remaining at the venue when necessary. Coaches and student-athletes that must remain in the venue between events, must wear a mask and maintain physical distancing at all times.

Schedule of Events

Track and field competition will take place May 27-29. The competition schedule can be found online at [NCAA.com](https://www.ncaa.com) and [NCAA.org](https://www.ncaa.org) (Division II, Championships, Outdoor Track and Field (M/W), 2020-21 Schedule of Events). A comprehensive schedule for the week is included in **Appendix A**.

Packet Pick-up

No more than two members of each institutional staff will be allowed to attend packet pickup to ensure limited interaction and effective physical distancing. We ask that schools with fewer qualifiers limit attendance at packet pick-up to one person. Packet pick-up will be held Tuesday, May 25 from 2 to 5 p.m. and Wednesday, May 26 from noon to 3 p.m. local time. Packet pick-up will be located at the GVSU Fieldhouse Arena. As you enter campus on North Campus Drive, you will turn into Parking Lot C and take the “Circle Drive” up to the Arena.

Mandatory Administrative Meeting

A virtual administrative meeting will be held Thursday, May 20 at 1:30 p.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.**

Practice Schedule

A detailed practice schedule can be found in **Appendix B**. 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. You will not be permitted to practice until you’ve passed your gateway COVID testing or provided your vaccination information at the onsite testing site. Only participants and team personnel will be permitted to attend practice.

Weight Room Availability: **Weight room location and parking can be found on the campus map in Appendix C.**

- Tuesday, May 25 - 10 a.m. to 6 p.m.
- Wednesday, May 26 - 8 a.m. to 4 p.m.
- Thursday, May 27 - 7 a.m. to 9:30 a.m.
- Friday, May 28 - 7 a.m. to 8:30 a.m.
- Saturday, May 29 - 7 a.m. to 10:30 a.m.

Credentials and proof of negative test must be shown for access to the weight room, which will only be available for NCAA participants. The weight room is located inside the GVSU Fieldhouse basement. Access can be obtained by parking in Lot F, walking over to Lot E, and walking down the ramp into the Fieldhouse. Signs will direct you from that entry point.

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

Implement Inspection

The hours for implement inspection/weigh-in are as follows:

- Wednesday, May 26 Noon to 3 p.m.
- Thursday, May 27 7:30 a.m. to 1 p.m. and 2:00 to 5:00 p.m.
- Friday, May 28 7:30 a.m. to 1 p.m. and 2:00 to 5:00 p.m.
- Saturday, May 29 7:30 a.m. to 1 p.m. and 2:00 to 5:00 p.m.

Student-athletes may use their own implements if they choose as long as they meet the certification process. Implements will be impounded at the time designated for certification. Additional implements will be provided by GILL in the event the student-athletes implement does not pass inspection.

Implement check-in will take place in the Throws building at the south side of the track (implement inspection hours are noted in the Schedule section of this manual). All implements should be turned in at least two hours before the warm-up period for the first flight. Once an implement is submitted for certification, it will remain impounded until the completion of the event. Implements passing certification will be brought to the event site prior the start of warm-ups. Illegal implements will be secured until after the meet and may be picked up at the conclusion of competition.

Competitors who require implements for practice after check-in and impound should bring secondary implements.

All implements may be picked up 30 minutes following the conclusion of the event final. Grand Valley State is not responsible for equipment not claimed following the competition.

Implements may be shipped to:

Grand Valley State University
Attn: Jake Marg
1 Campus Drive
Allendale, MI 49401
Phone: (616) 331-3232

It is the sole responsibility of each institution to package and ship implement materials for the 2021 NCAA Division II Men's and Women's Outdoor Track and Field Championships to Grand Valley State University Track and Field Stadium. Grand Valley 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.

This year's Division II's unique approach to community not only connects athletics with outreach opportunities, but virtually 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.

All of our community engagement events will be virtual. You will receive zoom links to read in classrooms, lead exercises in P.E. classes or possibly join firefighters for virtual pizza parties to thank them for their service as essential workers.

For more information, or 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, **Friday, May 21**. Please visit <http://www.ncaa.org/about/resources/events/elite-90> to access the nomination form and other pertinent information regarding the award.

The Elite 90 award will be presented at the competition venue on the day winners will be competing.

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 <http://www.mtmrecognition.com/ncaa/>.

Participant Medallions

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

Student-Athlete Participation Awards

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

Event Information

Please see facility diagram in **Appendix E** for event locations.

Field Events

Student-athletes will be escorted to their event site by an official, however they may leave their venue when they have completed their attempts. For all field events on the infield, student-athletes will be permitted to cross the track under the supervision of an official once running events begin.

High Jump

The high jump pit will be positioned according to the recommendation of the Sport Committee on the 'D' zone at the South end of the GVSU Stadium.

Long Jump

The long jump runway is located on the South side of the track facility. The takeoff board is 8 Feet from the landing pit. This pit will be used for all horizontal jump competitions. The runway allows for an approach up to 200 Feet.

Triple Jump

The triple jump is located on the South side of the track facility. The men's takeoff board is 40 feet from the landing pit while the women's takeoff board is 32 feet from the landing pit. The runway allows an approach of 160' from the 40' Triple Jump Board.

Pole Vault

The pole vault is located on the North side of the facility within the apron. The runway is 130' from the back of the box.

Poles may be shipped to:

Grand Valley State University
Attn: Jake Marg
1 Campus Drive
Allendale, MI 49401
Phone: (616) 331-3232

It is the sole responsibility of each institution to package and ship pole vault materials for the 2021 NCAA Division II Men's and Women's Outdoor Track and Field Championships to the Grand Valley State University Track and Field Stadium. 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 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 out, must be attached to your poles for return shipment. Grand Valley State University is not responsible for the return of goods—this includes packaging and labeling the pole vault shipping materials. Grand Valley State University assumes no responsibility for the condition of delivery, checking contents and/or return shipping process.

Shot Put

The throwing ring is a concrete circle, with a crushed stone landing area. The shot put is located on the South end of the facility.

Hammer/Discus

These throwing circles are concrete, with a grassy landing area. The hammer/discus cage is located on the South end of the facility.

Javelin

The javelin runway is located on the South end of the facility with a runway length of 33.50m.

Running Events

- Meet management will have batons.
- Only Gill Athletics starting blocks provided by meet management may be used.

- Coaches must declare up to two relay alternates during the championships declaration period on DirectAthletics. Changes to those individuals can be made up to 24 hours after the selection announcement by emailing Donisha Carter dcarter@ncaa.org. Will not allow changes after this date.

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.
- If a team chooses to bring a student-athlete not already in the meet they are limited to two alternates per relay and that person must be declared during the online declaration period **Wednesday, May 12 - Monday, May 17**. This can not be done during 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 DURING THE DECLARATION PERIOD 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 outlined in Technical Manual posted on NCAA.org (Division II, Championships, Outdoor Track and Field (M/W), 2020-21 Technical Manual). **Teams and/or individuals that check-in late and not in accordance with the noted times outlined in the Technical Manual may jeopardize participation in their event.**

Relay Cards

All student-athletes must check-in at least 30 minutes prior to the start of the event. Finalized relay cards must be turned in at least 15 minutes before the start of the event at the check-in area (see facility diagram in **Appendix E**). Teams not checked in by this time will not be eligible to run the relay. Medical personnel will be present prior to the relays to address any extenuating circumstances. **ANY STUDENT-ATHLETE NOT LISTED BY THE DEADLINE WILL NOT BE ELIGIBLE TO COMPETE. ANYONE ALREADY IN THE MEET CAN BE A SUBSTITUTE ON A RELAY.**

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 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. 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.

Coaches Access

All coaching areas are labeled on the facility diagram in **Appendix E**. Coaches are not permitted on the infield. The only exception is for the pole vault.

Pole Vault

A coaches box will be set up for the pole vault, and each team with at least one athlete competing in the pole vault will receive a designated pass for the pole vault coach in the team packet. Coaches will only be allowed in the pole vault area while their athletes are competing.

Throws

A coaches box will be created for all throws coaches. A coach's box will be set up for the throws area, and 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.

Jumps

Jumps coaches will be able to access the coaches box in the SW and SE corners.

All Other events

Designated coaches areas are located along the backstretch, NW corner, and SW corner of the stadium.

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

GVSU Lacrosse/Track & Field Complex

- Built in 2012
- 9 Lanes on Straight and Oval
- 400 meter, Beynon Surface
- Dual Shot Put/High Jump Areas
- 2 Long jump pits in opposite directions
- All Throws inside Complex

Facility and campus maps are available in **Appendixes C and E**.

Facility Regulations

Facility regulations are as follows:

- No outside food or drink.
- No pets.
- No coolers. (Team coolers allowed in Participant only area for water/sports drinks)
- No artificial noisemakers.

Parking

Team Parking

Signs will direct you from the campus entrance. Team parking will be located in Lot H (see campus map in **Appendix C**) located east of the stadium off from South Campus Drive. Note: All teams

will enter the parking lot from South Campus drive. Laker Village Drive will be closed for the duration of the championship due to the highly congested walking traffic area).

Spectator Parking

Parking is free to spectators. They will be directed by signs to park in Lot J, (see campus map in **Appendix C**) entering the lot from Pierce St. There will be golf carts available at that location to transport those needing assistance to the track.

Entrances/Facility Access

There is one main entrance into the facility for student-athletes and coaches. The facility diagram, located in **Appendix E**, displays the Tier 1 areas that include student-athlete hospitality, team camp, and warm-up. A separate entrance has been created for spectators. The entrance bring will spectators from Lot J into the facility near the throws area noted on the facility diagram.

Markings

Chalk is not allowed to be used on the track or on the runways for field events. The only authorized material for use as assistance in the relay (Rule 5-8.4) or on runways (Rule 6-1.7e) is white athletic tape of the size specified in the Rules Book. In the case of weather, thumbtacks will help the tape to stay in its spot and officials will have a limited amount for the participants to use. However, the host facility encourages individuals to bring their own tape and thumbtacks for their markings.

Restrooms

Tier 1 restrooms are located on the north side of the building as you walk toward the GVSU Stadium. Portable restrooms are also available near the team camp area/clerking area/ and throws area.

Tier 3 restrooms are located near the grand stands along the homestretch as well as portable bathrooms near Lot J.

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, security staff will assist with the prompt evacuation of the facility. Important contact information for local police, fire and medical centers is listed below:

GVSU Public Safety
1011 Service Bldg
Allendale, MI 49401
(616) 331-3255

Ottawa County Sheriff
12220 Fillmore St.
West Olive, MI 49460
(616) 738-4000

Michigan State Police- Grand Haven Post
1622 S. Beacon Blvd
Grand Haven, MI 49417
(616) 842-2100

Allendale Township Fire Dept.
6667 Lake Michigan Dr.

Georgetown Township Fire Dept. Station #3
7480 36th Ave
Jenison, MI 49426

Allendale, MI 49401
Non-emergency: (616) 895-6295 ext 5

Non-emergency: (616) 457-2340

LIFE EMS Ambulance
1275 Cedar St NE
Grand Rapids, MI 49503
Non-emergency: (616) 458-5433

Spike Regulations

The following spike regulations will be strictly enforced for the GVSU Stadium. Only pyramid spikes a maximum of ¼ inch in length will be allowed for use during practice or competition in all events except for High Jump and Javelin. For those shoes with a recessed spike plate, ¼ inch of exposed spike is the maximum. Needle and compression spikes or Christmas tree spikes are strictly prohibited.

Warm-Up Area

The warm-up area is located on the field turf west of the GVSU Stadium. 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. (See maps in **Appendix E**).

General Information

Banners and Artificial Noisemakers

No banners may be posted at the tournament other than the NCAA approved banners. Artificial noisemakers, air horns, flags on poles, and electronic amplifiers are not permitted and shall be removed upon discovery.

Championship Merchandise

Official NCAA championship merchandise will be available for purchase at the championships. Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., and the official souvenir merchandiser for the NCAA. Merchandise will be available for purchase at the venue on practice days for tier 1 individuals and only available to tier 3 individuals on competition days.

Concessions

Concessions are located on the east concourse of the GVSU Stadium for Tier 3 individuals.

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 tested travel party. Anyone outside of the tested party numbers will not receive a credential and would need to purchase a ticket to attend the championship. Those individuals without a credential will be limited to the spectator area and not

able to access any of the tier 1 areas. Those that are vaccinated should still be accounted for in the tested travel party number. The credential allotment is as follows:

- Institutions qualifying one to four student-athletes will receive credentials for the participating student-athletes and up to four non-athletes.
- Institutions qualifying five to eight student-athletes will receive credentials for the participating student-athletes and up to five non-athletes.
- Institutions qualifying nine or more student-athletes will receive credentials for the participating student-athletes and up to six non-athletes.
- Institutions qualifying a relay will receive a credential for the listed alternates not to exceed TWO credentials per relay.
- Institutions requesting a SID or medical credential must request those by **5 p.m. Eastern, Friday, May 21**. No request will be taken after the deadline. Please see the media section and/or medical section for additional information on how to request.
- Any misuse of a credential could result in a misconduct.

NOTE: these numbers include ALL non-athletes that are part of an institution, including but not limited to coaches, trainers, team managers, SID's, videographers, administrators, etc. In addition, teams with relays will be allowed to bring no more than two alternates per relay to be credentialed and go through onsite testing protocols. We ask teams to only bring those that are considered essential even if below the maximum allowed.

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.

Lightning Emergency

Following NCAA protocol, the host will be using MxVision WeatherSentry online lightning detection and weather monitoring system. Once lightning enters the 30 mile radius of competition, we will begin preparations to protect the student-athletes and spectators. Once lightning enters an eight mile radius of our site, competition must stop and student-athletes and spectators will be moved to safe areas. Activities will not begin until 30 minutes have passed since the last lightning strike inside the warning ring.

Evacuation/Severe Weather Plan

In the event of severe weather that forces the evacuation of GVSU Track Stadium, please proceed to the nearest exits located at the Southeast corner of the stadium and return to your vehicles. Please see evacuation procedures in **Appendix F** for the evacuation routes and assembly areas.

Heat Sheets

Heat sheets will be included in the institutional packets for the participating teams. Results and updated heat sheets will be posted online at NCAA.org.

Hospitality

A student-athlete hospitality will be set up in the team camp area located just next to the GVSU stadium. Snacks, beverages and seating areas will be provided. Please see facility diagram in **Appendix E** for location.

Individuals must have the appropriate credential for access to the hospitality areas.

National Anthem

The national anthem will be prior to the start of the first running event each day.

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](https://www.ncaa.com).

Scoring/Timing

Leone Timing will be the official timer of the 2021 NCAA Division II Men's and Women's Outdoor Track and Field Championships. The meet will be scored according to Rule 7 of the [2020-2021 NCAA Cross Country and Track and Field Rules Book](#).

Ticket Information

The Division II Men's and Women's Outdoor Track & Field Championships will allow a limited number of fans due to capacity restrictions. Tickets will be available for purchase via online sale only. No tickets will be sold onsite. Links to purchase tickets will be included in the selection memo sent to participants that have qualified for the championship. Ticket purchase will begin following the selection announcement on Tuesday, May 18 and close at 6 p.m. eastern time on Monday, May 24 or when all tickets have been purchased, whichever comes first. 250 tickets will be sold per session. Individuals will be required to purchase a ticket for each session they would like to attend. No "all-session" passes will be available. There will be no pass list at the year's championship. All institutional personnel should be included in the teams credential allotment (see credential section of this manual). Due to limited bleacher seating, fans attending the throws and/or jump field events will be allowed to bring in their own folding chairs.

Ticket prices are as follows: (All tickets prices are per session)

Adult - \$10

Student (ID required)/Children(12 and under)/Seniors - \$5

Water/POWERADE for Participants

Water and POWERADE-branded equipment and product will be available for student-athletes during 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 squeeze bottles.

Media Services

Important information regarding NCAA media policies can be found online at [NCAA.com/media](https://www.ncaa.com/media). For media questions specific to the 2021 NCAA Division II Men's and Women's Outdoor Track and Field Championships, please contact Tim Nott Associate Athletic Director for Athletic Communications at nottt@gvsu.edu.

Championship Websites

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

Credentials for Media

All credential requests for institutional sports information personnel, should be submitted online at NCAA.com/media **no later than 5 p.m. Eastern, Friday May 21. No request will be accepted after the deadline.** SID credentials will be included in the institutional packet given to the representative at packet pick-up. Any institutions bringing sports information personnel must include them as a part of the allotted travel party credentials. No additional credentials above the maximum will be allocated.

Media Work and Hospitality Area

The media work area and hospitality will be located in the Soccer Press Box, just East of the track stadium. Internet access points as well as power outlets and table space will be made available for credentialed members of the media. (See facility diagram in **Appendix E**)

Media Parking

Media may park in the designated section. Tier 1 & 2 will park in Lot H and Tier 3 in Lot J (See campus map in **Appendix C**)

Photography/Videography

The NCAA owns all rights to all of its championships as listed in NCAA Bylaw 18.3. 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 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 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: a) use on the official institution athletic website, and b) 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 \$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

IMG 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 IMG 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 IMG College 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 available online at NCAA.com.

Medical Information

Athletic Training

The athletic training tent will be located on the turf in between the team camp area and the warm up area. (See facility diagram in **Appendix E**) The athletic training tent will be open when the track opens on practice days and will close at the end of practice sessions. On competition days, the athletic training tent will 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 Mark Stoessner (stoessnm@gvsu.edu) no later than 5 p.m. Eastern, Friday May 21. No request will be accepted after the deadline. Credentials will be included in the institutional packet given to the representative at packet pick-up. Any institutions bringing medical staff must include them as a part of the allotted tested travel party credentials. No additional credentials above the maximum will be allocated.

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.

Athletic Training Hours:

Tuesday, May 25	10 a.m. to 6 p.m.
Wednesday, May 26	8 a.m. to 4 p.m.
Thursday, May 27	7 a.m. to 1 hour after the conclusion of events
Friday, May 28	7 a.m. to 1 hour after the conclusion of events
Saturday, May 29	7 a.m. to 1 hour after the conclusion of events

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

Mark Stoessner,
Cell- (616) 734-9808
Email- stoessnm@gvsu.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.

Emergency Care:

Zeeland Hospital
8333 Felch St.
Zeeland, MI 49464
(14 miles to the south west)

St. Mary's Hospital
200 Jefferson Ave. SE
Grand Rapids, MI 49503
(14 miles to the east)

Metro Hospital
5900 Byron Center SW
Wyoming, MI 49519
(17 miles to the south east)

Spectrum Hospital - Butterworth Campus
100 Michigan St NE
Grand Rapids, MI 49503
(13 miles to the east)

Family Practice:

Metro Health Allendale (Team Physician)
11160 WJ Pressley Parkway
Allendale, MI 49401
(4 miles to the west)

Orthopedics:

River Valley Orthopedics (Team Physician)
350 Lafayette SE
Grand Rapids, MI 49503
(14 miles to the east)

Dentist:

Meade/Zollman Family Dentistry
11301 Commerce Dr.
Allendale, MI 49401
(2.7 miles to the west)

Participant Expectations and 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 does not compete in or complete an event due to an injury or illness, that student-athlete and coach must report immediately to the designated meet physician/certified athletic trainer for documentation purposes. Failure to do so 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. **All medical scratches and re-entry after failing to participate or finish an event must be approved by the official meet physician/athletic 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.

All members of the travel party must sign the Division II Code of Conduct form. Completed forms must be returned to the committee representative designated on the form by 5 p.m. Eastern time on **Friday, May 21. INSTITUTIONS THAT HAVE NOT SUBMITTED THE CODE OF CONDUCT FORM BEFORE THE DEADLINE WILL BE ASSESSED A \$200 FINE PER GENDER PER TEAM.**

The Code of Conduct form is available on the [NCAA website](#) (Division II, Championships, Outdoor Track and Field (M/W), 2020-21 Division II Code of Conduct form).

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).

Student-Athlete Bio Forms

Teams should complete the electronic Student-Athlete Bio form for each of their athletes. The form can be accessed by using the link below. Bio forms will not be collected onsite.

Bio Form: <https://forms.gle/xy7Xm3t3xJCuzu3C9>

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 rule 4-3 in the 2019-20 Cross Country/Track and Field Rule 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).

Travel Party

The travel party for the 2021 NCAA Division II Men's and Women's Outdoor 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 two non-athletes.
- 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.

For Grand Rapids and West Michigan Attractions Please visit:

<https://www.experiencegr.com/>

2021 NCAA Division II Outdoor Track and Field Championships Allendale, MI May 27-29

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.

Tuesday, May 25

All day	Testing as scheduled
10 a.m. to 6 p.m.	Facility open for practice (<i>see practice schedule for details</i>)
2 to 5 p.m.	Packet pick-up

Wednesday, May 26

All day	Testing as scheduled
8 a.m. to 4 p.m.	Facility open for practice (<i>see practice schedule for details</i>)
Noon to 3 p.m.	Implement inspection
Noon to 3 p.m.	Packet pick-up

Thursday, May 27

All day	Testing as scheduled
7:30 a.m. to 1 p.m.	Implement inspection
9 a.m.	Start of competition
2 to 5 p.m.	Implement inspection

Friday, May 28

All day	Testing as scheduled
7:30 a.m. to 1 p.m.	Implement inspection
9 a.m.	Start of competition
2 to 5 p.m.	Implement inspection

Saturday, May 29

All day	Testing as scheduled
7:30 a.m. to 1 p.m.	Implement inspection
9:30 a.m.	Start of competition
2 to 5 p.m.	Implement inspection

Practice Schedule
2021 NCAA Division II Outdoor Track and Field Championships

Tuesday, May 25

Facility Open	10 a.m. to 6 p.m. (all events and oval except those below)
Hammer	10 a.m. to 2 p.m.
Shot Put	10 a.m. to 2 p.m.
Discus	2 to 6 p.m.
Javelin	2 to 6 p.m.

Wednesday, May 26

Facility Open	8 a.m. to 4 p.m. (all events and oval except those below)
Discus	8 a.m. to Noon
Javelin	8 a.m. to Noon
Hammer	Noon to 4 p.m.
Shot Put	Noon to 4 p.m.

Thursday, May 27

Oval	*7 a.m. to 12 p.m.		
Field Events			
Javelin	8:30 to 10 a.m.	Long/Triple Jump	7 to 8 a.m.
Hammer	7 to 9 a.m.	Pole Vault	7 to 10 a.m.
Discus	8 to 9 a.m.	High Jump	7 to 8:30 a.m.
Shot Put	7 to 8:30 a.m.		

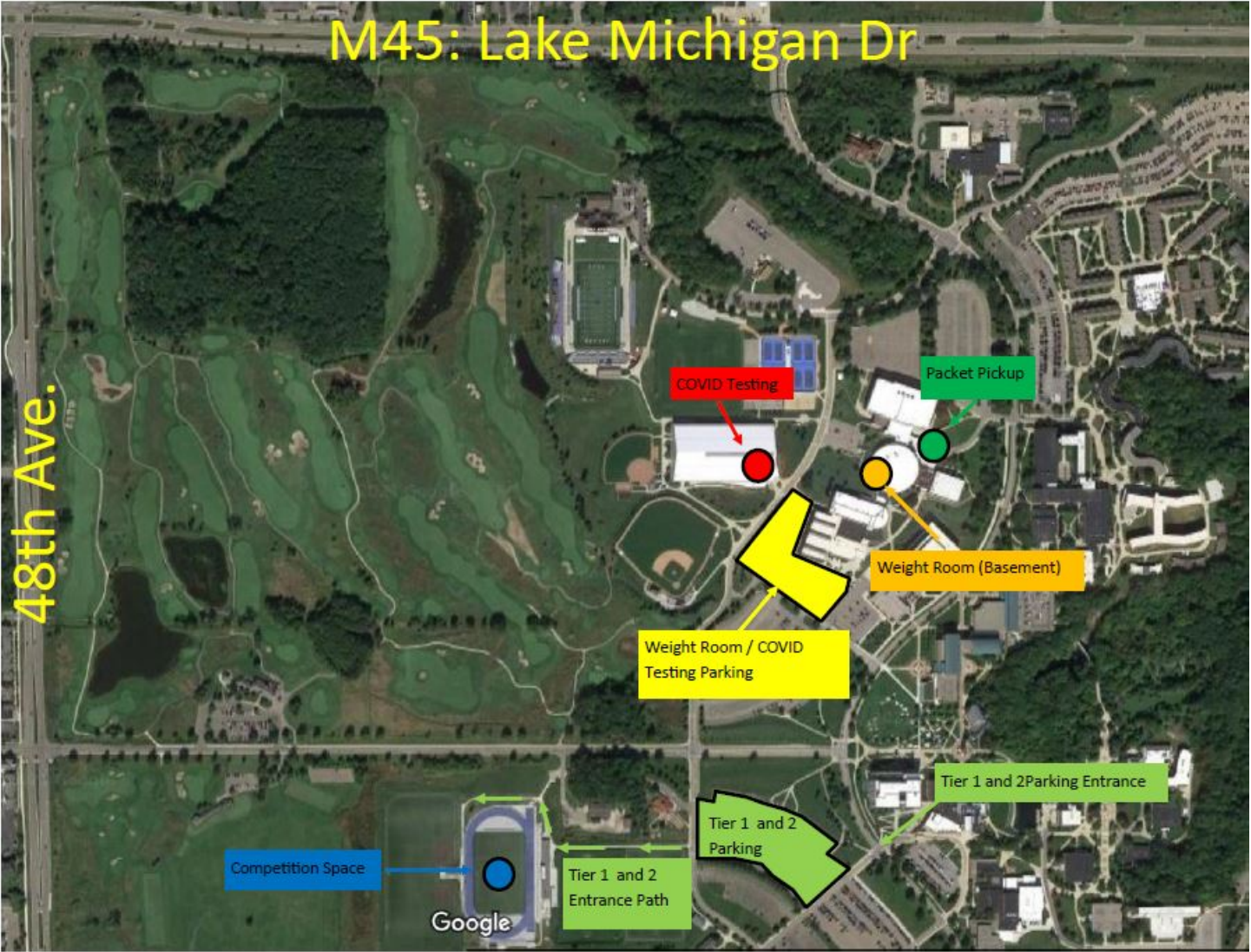
Friday, May 28

Oval	*7 a.m. to 12 p.m.		
Field Events			
Javelin	7 to 8 a.m.	Triple Jump	7 to 8 a.m.
Discus	7 to 8 a.m.	Pole Vault	7 to 10 a.m.
Shot Put	8 to 9 a.m.	High Jump	7 to 10 a.m.

Saturday, May 2

Oval	7 to 10 a.m.
Field Events	7 to 8 a.m. (excluding javelin)

***The track will temporarily close for practice during Decathlon and Heptathlon running events. Announcements will be made when the track closes and re-opens for practice.**





HOW TO GET YOUR **Student-Athlete Participation Awards**

For 2020-2021, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. In order to ensure that each participant receives an award, a member of your administration must place your team's order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy ehannoy@legends.net, Legends Global Merchandise (formally known as MainGate Inc.) (866-945-7267) or the NCAA championship manager.

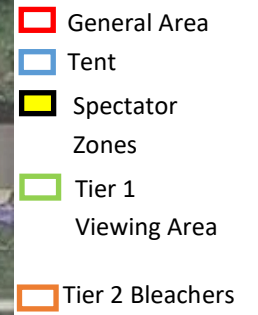
Please add ehannoy@legends.net to your address book to allow us to send you emails.



Place your order at NCAA-Awards.com



A—Awards Stand
CA—Coaches Area



LAKER LACROSSE/TRACK AND FIELD STADIUM:

Emergency Access Routes:

Enter through the Meadows Maintenance Lot up the sidewalk to the north silver double gate leading into the stadium. Depending on the location, the emergency vehicles can access the stadium on the west side of the stadium as well following the cement sidewalk.

Emergency Communication

Nearest Campus Phone: Building A located on the east side of the facility.

Emergency Action Plan:

A member of the Athletic Training Staff or Game Operations staff will immediately use the closest available device to call EMS (911 from a non-campus phone; 13255 from a campus phone) and direct them to the appropriate location. If a cellular phone is not available, the designated individual should proceed to Building A located on the west side of the soccer field. Game Operations personnel, designated GVSU Athletic Training staff, members of the coaching staff, and/or other personnel will proceed to the following locations to wait for EMS, and direct them to the proper location(s): West Campus Drive.

Fan Evacuation:

If fans are required to leave the facility, they are to move into vehicles for cover or to the nearest building for shelter.

Where to seek shelter if severe weather is present:

Student-athletes report to locker rooms at the Lacrosse/Track and Field Stadium.

Fans report to their cars, the Kelly Family Sports Center, or the nearest building for shelter.

