

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



2024 OUTDOOR TECHNICAL MANUAL

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INTRODUCTION

This manual outlines the technical procedures for competition for the 2024 NCAA Division II Men's and Women's Outdoor 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 outdoor 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 Outdoor 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 information about the general policies governing NCAA championships.

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. 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.

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.
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.
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 12-18 and Rule 12-19.
4. Referee. All Referee positions will be appointed by the NCAA track and field national officials assignor with approval from the NCAA Division II Men's and Women's Track and Field Committee with the authority prescribed in Rule 12-4.
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. The final decision will rest with the referees (a minimum of two (2) referees are required to address and agree on a final decision per Rule 13-7.1. c).

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 three-day event. The events of the championship shall be:

100 Meters	100/110 Meter Hurdles	Shot Put
200 Meters	400 Meter Hurdles	Discus Throw
400 Meters	4x100 Meter Relay	Hammer Throw
800 Meters	4x400 Meter Relay	Javelin Throw
1500 Meters	High Jump	Decathlon (Men)
3000 Steeplechase	Pole Vault	Heptathlon (Women)
5000 Meters	Long Jump	
1000 Meters	Triple Jump	

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

For running events, the provisions of Rule 15-10 and 15-11 shall be followed.

The games committee, as authorized by Rule 15-11.3, designates the preferred lane list as:

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

Heats shall be formed and assignments to those heats made using Rule 15-11.2. Changes to heats or flights, predetermined by declaration, may be made only with games committee authorization.

Lane assignments in the first round of a running event, excluding those events that only have one round, are drawn by lot as prescribed by Rule 15-11.3.a. Lane assignments in any subsequent round use the preferred lane list and Rule 15-11.3.b. 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 15-11.3.a. 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 15-10.4. There shall not be a creation of another section.

- The performances shall be examined to the 1/1000th 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.

For field events, the provisions of Rule 13-4.1 through 13-4.3 shall be followed.

The games committee, as authorized by Rule 13-4.1 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 13-4.2 and Rule 13-4.3, the games committee designates that the order of competition within the original flight listing shall be by lot.

Reassignment from a flight or heat to another is strictly forbidden, Rule 15-11.2a and Rule 13-4.1.

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.

Check-in Procedures

Running Events:

Competitors must be **checked-in** with the clerk at the athlete check-in station no later than 20 minutes before the published scheduled start time of their event. Competitors who have properly checked-in will be able to warm up in the warm-up area but must report back to the athlete check-in station no later than 20 minutes before the published scheduled start time of their event. Competitors will be escorted by a clerk to the track approximately 15 minutes before the published scheduled start time to the staging area. Hurdlers will be allowed limited practice on the track surface just before the start of their races.

Field Events:

Long Jump, Triple 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 by a clerk to the event approximately 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 60 minutes before the published scheduled start time of their event. Competitors must report back to the athlete check-in station no later than 60 minutes before the published scheduled start time of their event. Competitors will be escorted by a clerk to the event approximately 55 minutes before the published scheduled start time.

Shot Put, Discus Throw, Hammer Throw, Javelin Throw: 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 by a clerk to the event approximately 40 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 90 minutes before the published scheduled start time of their event. Competitors must report back to the athlete check-in station no later than 90 minutes before the published scheduled start time of their event. Competitors will be escorted by a clerk to the event approximately 85 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 of their event. Competitors will be able to warm up on the track. The clerk will instruct the student-athletes at what time they should report to their first event of the day.

Field Event Warm-up Procedures

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 the completion of the last attempt in the preliminary round during which time competitors shall be allowed to use the venue for supervised warm-up.

There will be approximately a 45-minute warm-up period for the High Jump.

There will be approximately a 75-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

The provisions of Rule 15-10 and Rule 15-11 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 15-10.2 and Rule 15.10.3.

100 Meters, 100 Meter Hurdles, 110 Meter Hurdles, 200 Meters, 400 Meters, and 400 Hurdles

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 15-11.2a.

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

Final:

The final will consist of one section of eight competitors.

800 Meters

Two rounds will be contested, a preliminary and a final. The event is contested as a one-turn staggered start from individual lanes.

Preliminary:

The preliminary heats will be formed by seeding competitors from their qualifying performances using Rule 15-11.2a.

The preliminary round will consist of three heats. 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.

1500 Meters

Two rounds will be contested, a preliminary and a final. A single waterfall start will be used in all rounds. Starting positions will be drawn by lot.

Preliminary:

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

Final:

The final will consist of one section of twelve competitors.

3000 Steeplechase

Two rounds will be contested, a preliminary and a final. A single waterfall start will be used in all rounds. Starting positions will be drawn by lot.

Preliminary:

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

Final:

The final will consist of one section of twelve competitors.

5000 Meters and 10,000 Meters

One round will be contested, a final. A double waterfall start with a one-turn stagger will be used.

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 15-1-7).

Starting positions will be drawn by lot.

4x100 Relay

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 two from each heat plus the next best four times overall.

Final:

The final will consist of one section of eight competitors.

4x400 Relay

Two rounds will be contested, a preliminary and a final. A lane start, with a three-turn stagger will be used in all rounds.

Preliminary:

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

Final:

The final will consist of one section of eight competitors.

Field Event Details

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 including ties 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 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. Rule 13-2.5.

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 best performance jumping last. 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 best performance jumping last. The 'five-alive' procedure will not be used.

Discus, Hammer, Javelin, and Shot Put

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 including ties 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 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. Rule 13-2.5.

Combined Event Details – Decathlon and Heptathlon

The Decathlon and Heptathlon order of events and time between events will be stated per Rule 13-1-5.

100 Meters

The Decathlon 100 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 100 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.

200 Meters

The Heptathlon 200 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 200 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.

400 Meters

The Decathlon 400 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 400 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.

100/110 Meter Hurdles

The Combined Events Heptathlon 100 Meter Hurdles and Decathlon 110 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 the last lane unless facility constraints cannot accommodate this procedure.

Sections in the Combined Event 100/110 Meter Hurdles will be assigned on the basis of qualifiers' verified seasonal best performance in any 100/110 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 1500 Meters

The Heptathlon 800 Meters and Decathlon 1500 Meters will each be contested in one section.

Starting positions will be drawn by lot.

A single waterfall start will be used.

Long Jump

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

The competition order will be drawn by lot.

Discus

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

The competition order will be drawn by lot.

Javelin

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

The competition order will be drawn by lot.

Shot Put

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

The competition order 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 Combined events 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.

