



2019 DIVISION III INDOOR
**TRACK & FIELD
CHAMPIONSHIPS**

BOSTON • University of Massachusetts Boston, Host

***PARTICIPANT
2018-19 MANUAL***

Finals

Table of Contents

Table of Contents	1
Introduction/Welcome	3
Championships History	4
Division III Men's and Women's Track and Field and Cross Country Committee.....	5
NCAA Staff.....	6
Host Personnel.....	6
Championships Website	6
Schedule of Events	7
Coaches Meeting	8
Banquet.....	8
Practice Schedule	9
Awards	10
Championships Awards.....	10
Locker Room Program.....	10
NCAA Elite 90	10
Ordering Additional Awards	10
Participation Medallions	10
Championships Format	11
Declarations	11
Heat Sheets	11
Results	11
Championships Operations.....	11
Check-In and Clerking	11
Coaches Boxes.....	11
Competitor Bibs	12
Drug Testing	12
Emergency/Evacuation Plans.....	12
Electronic Communication.....	13
Equipment (Starting Blocks, Weights, and Batons)	13
Hospitality	13
Implement Weigh-In	13
Lost and Found.....	14
Packet Pick up	14
Pole Vault/Pole Storage	14
Post-Championship Evaluations.....	14
Protest Procedures	15
Spikes	15
Water/POWERARDE for Participants.....	15
Competition Site	15
Building Hours.....	15
Facility	15
Participant Entrance	16
Participant Parking.....	16
Lodging.....	16
Credentials	17

Credentials - Participants	17
Credentials – Working Media	17
Medical.....	17
Medical Disqualification.....	17
Athletic Training Room and Medical Information	18
General Public	20
Banners and Artificial Noisemakers	20
Championship Merchandise and Programs.....	20
Parking	20
Restrooms	20
Seating Areas	20
Security	20
Tickets	21
Appendix A – Track and Field Floor Layout.....	32
Appendix B – Level 1 Concourse	33
Appendix C – Level 2 Track and Concourse	34
Appendix D – Team Camp and Warm-Up	35
Appendix E – Parking Layout.....	36
Appendix F – Packet Pick-Up Information	37
Appendix G – Directions	38
Appendix H – Implement Shipping Directions	40
Appendix I – Banquet Parking Layout	40
Appendix J – Clerking Schedule	41
APPENDIX K – Student-Athlete Participant Awards	43

Introduction/Welcome

Congratulations on your selection to the 2019 NCAA Division III Men's and Women's Indoor Track and Field Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the [2019 NCAA Division III Men's and Women's Indoor Track and Field Pre-Championships Manual](#). Additional information is available on the championships website at [NCAA.com](#) and on [NCAA.org](#).

This participant manual will be helpful as a guide to the policies and procedures governing the administration and conduct of the championships event. Further, this official participant manual will provide specific information on hotel arrangements, travel, tickets and a schedule of events at the championship site. This annual championship event occurs March 8-9, in Boston, Massachusetts; The Reggie Lewis Center/The University of Massachusetts-Boston will serve as the hosts.

We wish you continual success throughout the season, and look forward to putting on a first-class championships event for you and your student-athletes.

Championships History

<u>Men's History</u>		<u>Women's History</u>	
1993	University of Wisconsin-La Crosse	1993	University of Wisconsin-Oshkosh
1994	University of Wisconsin-La Crosse	1994	University of Wisconsin-Oshkosh
1995	Lincoln University (Pennsylvania)	1995	University of Wisconsin-Oshkosh
1996	Lincoln University (Pennsylvania)	1996	University of Wisconsin-Oshkosh
1997	University of Wisconsin-La Crosse	1997	Christopher Newport University
1998	Lincoln University (Pennsylvania)	1998	Christopher Newport University
1999	Lincoln University (Pennsylvania)	1999	Wheaton College (Massachusetts)
2000	Lincoln University (Pennsylvania)	2000	Wheaton College (Massachusetts)
2001	University of Wisconsin-La Crosse	2001	Wheaton College (Massachusetts)
2002	University of Wisconsin-La Crosse	2002	Wheaton College (Massachusetts)
2003	University of Wisconsin-La Crosse	2003	Wheaton College (Massachusetts)
2004	University of Wisconsin-La Crosse	2004	University of Wisconsin-Oshkosh
2005	University of Wisconsin-La Crosse	2005	University of Wisconsin-Oshkosh
2006	University of Wisconsin-La Crosse	2006	University of Wisconsin-Oshkosh
2007	Lincoln University (Pennsylvania)	2007	Williams College
2008	University of Wisconsin-La Crosse	2008	Illinois Wesleyan University
2009	University of Wisconsin-La Crosse/ University of Wisconsin-Oshkosh (Tie)	2009	Wartburg College
2010	North Central College	2010	Wartburg College
2011	North Central College	2011	University of Wisconsin-Oshkosh
2012	North Central College	2012	Wartburg College
2013	University of Wisconsin-La Crosse	2013	University of Wisconsin-Oshkosh
2014	University of Wisconsin-La Crosse	2014	University of Wisconsin-Oshkosh
2015	University of Wisconsin-Eau Claire	2015	University of Wisconsin-La Crosse
2016	University of Wisconsin-Eau Claire	2016	Baldwin Wallace University
2017	North Central College/ University of Wisconsin-La Crosse (Tie)	2017	Washington University in St. Louis
2018	University of Mount Union	2018	University of Massachusetts Boston

Division III Men's and Women's Track and Field and Cross Country Committee

<p style="text-align: center;"><u>Atlantic</u></p> <p>Mike Howard <i>Cross Country/Outdoor Track and Field Liaison</i> Director of Athletics Plattsburgh State University of New York Cell: 315-854-2014 Email: mhowa011@plattsburgh.edu</p>	<p style="text-align: center;"><u>Central</u></p> <p>Jessica Devine <i>Cross Country/Outdoor Track and Field Liaison</i> Head MW Track and Field Coach University of Minnesota, Morris Cell: 608-738-1170 Email: jkdevine@morris.umn.edu</p>
<p style="text-align: center;"><u>Great Lakes</u></p> <p>Dara Ford <i>Cross Country/Indoor Track and Field Liaison</i> Head MW Cross Country/Track and Field Coach Otterbein University Cell: 330-280-3975 Email: dford@otterbein.edu</p>	<p style="text-align: center;"><u>Midwest</u></p> <p>Donald Nichter <i>Indoor Track and Field Liaison</i> Head Cross Country and Track and Field Coach Dickinson College Cell: 717-385-5316 Email: nichter@dickinson.edu</p>
<p style="text-align: center;"><u>Midwest</u></p> <p>Derek Stanley <i>Indoor/Outdoor Track and Field Liaison</i> Head MW Cross Country/Assistant MW Track and Field Coach University of Wisconsin-La Crosse Cell: 317-919-4699 Email: dstanley@uwla.edu</p>	<p style="text-align: center;"><u>New England</u></p> <p>Marlee Berg <i>Cross Country/Outdoor Track and Field Liaison</i> Assistant Track and Field Coach/Assistant to the Athletic Director Westfield State University Cell: 978-337-8133 Email: mberg@westfield.ma.edu</p>
<p style="text-align: center;"><u>South/Southeast</u></p> <p>Natalie Bach-Prather <i>Indoor/Outdoor Track and Field Liaison</i> Head MW Cross Country/Track and Field Coach East Texas Baptist University Cell: 903-742-9464 Email: nbachprather@etbu.edu</p>	<p style="text-align: center;"><u>West</u></p> <p>Kevin Reid <i>Indoor/Outdoor Track and Field Liaison</i> Head MW Track and Field Coach University of La Verne Cell: 626-523-1586 Email: kreid@laverne.edu</p>
<p><i>Secretary Rules Editor</i></p>	<p><i>Data Services</i></p>
<p>Mark Kostek Secretary Rules Editor Cell: 515-208-8300 Email: kostekmt@gmail.com</p>	<p>Jimmy Stuart Chief Technology Officer Delta Timing Group, Inc. Office: 469-892-8280 Email: jimmy.stuart@deltatiming.com</p>

NCAA Staff

Laura Peterson-Mlynski Championships and Alliances Office: 317-917-6477 Cell: 317-544-9425 Email: lpeterson@ncaa.org	Paige Newman Assistant Coordinator, Championships and Alliances Office: 317-917-6660 Email: pnewman@ncaa.org
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Host Personnel

Title	Name	Phone Number(s)	Email Address
Meet Director	Terry Condon Stephanie Dollar	617-314-1769 508-951-2314	terry.condon@umb.edu stephanie.dollar@umb.edu
Marketing Director	Kevin McCluskey	617-413-5286	Kevin.mccluskey@umb.edu
Media/PR Contact	Dave Walberg Seth Orensky	508-341-6523 301-821-7199	David.walberg@umb.edu seth.orensky@umb.edu
Facility Director	Sherman Hart	857-222-9100	shart@rcc.mass.edu
Ticket Manager	Andrea Ward	508-846-6655	andrea.ward@umb.edu

Championships Website

The official championships website is located at <http://www.ncaa.com/championships/trackfield-indoor-men/d3> OR <http://www.ncaa.com/sports/trackfield-indoor-women/d3>. Start lists and results will be available on this website. For information specific to coaches and administrators, please consult the Indoor Track and Field Championship [landing page](#) on NCAA.org.

Schedule of Events



FRIDAY - MEN'S HEPTATHLON			
Start time	Event	Gender	Description
10:00 AM	60 Meters	Men	Heptathlon
~10:50 AM	Long Jump	Men	Heptathlon
~12:25 PM	Shot Put (Exterior Ring)	Men	Heptathlon
~3:45 PM	High Jump (2 pits)	Men	Heptathlon

FRIDAY - WOMEN'S PENTATHLON			
Start time	Event	Gender	Description
11:00 AM	60 Meter Hurdles	Women	Pentathlon
~12:00 PM	High Jump (2 pits)	Women	Pentathlon
~2:15 PM	Shot Put (Exterior Ring)	Women	Pentathlon
~4:30 PM	Long Jump	Women	Pentathlon
~5:45 PM	800 Meters	Women	Pentathlon

FRIDAY			
FIELD EVENTS			
Start time	Event	Gender	Description
1:00 PM	Pole Vault	Men	Final
1:00 PM	Long Jump	Women	Prelims & Final
4:15 PM	20 lb. Weight Throw	Women	Prelims & Final
5:30 PM	Pole Vault	Women	Final
6:00 PM	High Jump	Men	Final
6:45 PM	Long Jump	Men	Final
6:45 PM	35 lb. Weight Throw	Men	Prelims & Final
RUNNING EVENTS			
10:00 AM	60 Meters	Men	Heptathlon
11:00 AM	60 Meter Hurdles	Women	Pentathlon
12:20 PM	National Anthem		
12:30 PM	2000 Meters	Women	Prelims
1:00 PM	3000 Meters	Men	Prelims
2:00 PM	60 Meter Hurdles	Women	Prelims
2:15 PM	60 Meter Hurdles	Men	Prelims
2:30 PM	60 Meters	Women	Prelims
2:45 PM	60 Meters	Men	Prelims
BREAK			
5:00 PM	Mile	Women	Prelims
5:20 PM	Mile	Men	Prelims
5:40 PM	400 Meters	Women	Prelims
6:00 PM	400 Meters	Men	Prelims
6:20 PM	800 Meters	Women	Prelims
6:35 PM	800 Meters	Men	Prelims
6:50 PM	200 Meters	Women	Prelims
7:05 PM	200 Meters	Men	Prelims
7:20 PM	5000 Meters	Women	Final
7:45 PM	5000 Meters	Men	Final
8:05 PM	4 X 400 Relay	Women	Prelim
8:25 PM	4 X 400 Relay	Men	Prelim
8:45 PM	Distance Medley Relay	Women	Final
9:00 PM	Distance Medley Relay	Men	Final

SATURDAY - MEN'S HEPTATHLON			
Start time	Event	Gender	Description
10:00 AM	60 Meter Hurdles	Men	Heptathlon
~10:50 AM	Pole Vault (1 pit)	Men	Heptathlon
~3:00 PM	1000 Meters	Men	Heptathlon

SATURDAY			
FIELD EVENTS			
Start time	Event	Gender	Description
11:00 AM	Triple Jump	Women	Prelims & Final
11:00 AM	Shot Put	Women	Prelims & Final
11:00 AM	High Jump	Women	Final
2:00 PM	Triple Jump	Men	Prelims & Final
3:15 PM	Shot Put	Men	Final
RUNNING EVENTS			
10:00 AM	60 Meter Hurdles	Men	Heptathlon
1:35 PM	National Anthem		
1:45 PM	60 Meter Hurdles	Women	Final
1:55 PM	60 Meter Hurdles	Men	Final
2:10 PM	60 Meters	Women	Final
2:20 PM	60 Meters	Men	Final
BREAK			
3:05 PM	Mile	Women	Final
3:15 PM	Mile	Men	Final
3:30 PM	400 Meters	Women	Final
3:40 PM	400 Meters	Men	Final
3:55 PM	800 Meters	Women	Final
4:05 PM	800 Meters	Men	Final
4:15 PM	200 Meters	Women	Final
4:25 PM	200 Meters	Men	Final
4:40 PM	3000 Meters	Women	Final
4:55 PM	3000 Meters	Men	Final
5:10 PM	4 X 400 Relay	Women	Final
5:25 PM	4 X 400 Relay	Men	Final

Coaches Meeting

There will be a coaches' meeting at the indoor championships Thursday, March 7 at 12 p.m. located on the second floor Room 216 in the the Reggie Lewis Track and Athletic Center (1350 Tremont Street, Roxbury, Massachusetts 02120). (located on second floor room 218). This meeting is **mandatory for all coaches.**

Banquet

The banquet will be held Thursday afternoon at the gymnasium of the Reggie Lewis Track and Athletic Center (1350 Tremont Street, Roxbury, Massachusetts 02120). Doors will open at 11:45 a.m. and the banquet will begin at 12 p.m.. Buses and teams can drop off their student-athletes at the Malcolm X Blvd entrance then park in Parking Lot 3.

Banquet Tickets

Each qualifying student-athlete will receive a complimentary banquet ticket.

There will be a limited number of additional banquet tickets available for on-site purchase for \$30 each on a first-come, first-served basis. **Cash or check only.** **Confirm the number of banquet tickets needed – not including any additional tickets – by emailing Paige Newman (pnewman@ncaa.org) and Laura Peterson-Mlynski (lpeterson@ncaa.org). DEADLINE – 5 p.m. Eastern time, Monday, March 4.**

Banquet Buffet Menu

Caesar Salad
Chicken, Broccoli and Ziti
Baked Ziti and Broccoli (vegetarian)
Mini Desset Platter
Rolls and Butter

Practice Schedule

The track will be available for practice during the times listed below. Student-athletes practicing on the track must be accompanied by a coach.

	Wednesday Availability	Thursday Availability	Friday Availability
Oval	Noon to 8 p.m.	8 a.m. to 1 p.m.; 2 to 8 p.m.;	7 to 8:30 a.m.
Pole Vault	Noon to 8 p.m.	8 a.m. to 1 p.m.; 2 to 8 p.m.;	7 to 8:30 a.m.
Long/Triple Jump	Noon to 8 p.m.	8 a.m. to 1 p.m.; 2 to 8 p.m.;	7 to 8:30 a.m.
Throwing (exterior ring)	Noon to 8 p.m.	8 a.m. to 1 p.m.; 2 to 8 p.m.;	7 to 8:30 a.m.
Sprint Straight	2 to 4 p.m.; (first 30 warm up will be available of straightaway outside of track) 6 to 8 p.m.; (first 30 warm up will be available of straightaway outside of track)	9:30 to 11 a.m.; (first 30 warm up will be available of straightaway outside of track) 2 to 3:30 p.m.; 5 to 6:30 p.m. (first 30 warm up will be available on straightaway outside of track)	Not available.
Throwing (interior ring)	Noon to 2 p.m. (first 30 mins will have to take place on the outer cage) 4 to 6 p.m. (first 30 mins will have to take place on the outer cage)	8 to 9:30 a.m.; 11 a.m. to 1 p.m. (first 30 mins will have to take place on the outer cage) 3:30 to 5 p.m. (first 30 mins will have to take place on the outer cage) 6:30 to 8 p.m. (first 30 mins will have to take place on the outer cage)	7 to 8:30 a.m.
High Jump	Noon to 2 p.m.; 4 to 6 p.m.;	8 to 9:30 a.m.; 11 a.m. to 1 p.m.; 3:30 to 5 p.m.; 6:30 to 8 p.m.;	7 to 8:30 a.m.

Warm Ups

Friday, March 8 and Saturday, March 9 – A three lane warm-up track is located in the gym immediately outside of the track on the south side behind the grandstands see facility diagram (Appendix A). The warm-up area has 3 lanes 25 meters in length. Hurdles and starting blocks will be provided for warmup activities.

The warm-up track will be reserved for student-athletes with upcoming events 400M and down requiring starting blocks. The warm up area will be monitored at all times.

Awards

Championships Awards

The top eight finishers in each event at the championships will receive official NCAA awards. First through fourth-place team trophies will be awarded in each of the championships. In addition, each national champion team will receive watches. In case of ties, awards will be shipped after the championships.

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 Elite 90

The NCAA Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics at elite90@ncaa.org or 317-917-6222. All documents, including eligibility, deadlines and nomination forms are located at <http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program>.

The deadline for Division III Men's and Women's Indoor Track and Field is Tuesday, March 5 at 5 p.m. Eastern time.

Ordering Additional Awards

Institutions may order additional awards as long as it was the same type received during the championships. All awards orders will be approved by the NCAA. To place an order, please go to <http://www.mtmrecognition.com/ncaa/>.

Participation Medallions

All competing student-athletes (excluding alternates) will receive participation medallions at the championships during packet pick-up.

Student-Athlete Participant Award

Student-athletes advancing to the championships will receive a participant award, which the NCAA will provide after the conclusion of the championships. The NCAA, in conjunction with Main Gate, Inc., **will send an email directly to the participating institutions head coaches regarding the ordering and delivery process of championship participant awards.** If you do not receive information for ordering the awards

within two weeks post event, would like to purchase additional awards, or have questions with the ordering process, please contact Paige Newmann (pnewmann@ncaa.org) at the NCAA. See **Appendix K** for more information.

Championships Format

Declarations

All information regarding declarations for the 2019 NCAA Division III Indoor Track and Field Championship is located in the Pre-Championships Manual.

Coaches are encouraged to enter the names of any possible relay alternates in Direct Athletics during the declaration period when declaring their relay team for the championships. This will ensure that we can have bibs ready for those student-athletes at packet pickup should you choose to bring them to the meet. You will still be allowed to add and/or change relay alternates at packet pickup regardless of what you enter online. There are no penalties for entering a student-athlete as an alternate on Direct Athletics, but then not bringing them. When entering them on Direct Athletics, if you should need to add more names that the declaration form will allow, please enter those names in the preferences for that relay.

Heat Sheets

Heat sheets for Friday will be included in the coaches' welcome packet.

Results

Unofficial results will be posted in the hallway under the Hall of Fame signs and at the protest area located outside of the track (See Appendix B). After the protest period, final results will be posted on the same boards if a result is overturned.

Championships Operations

Check-In and Clerking

Check in will take place at the clerk's table in the Clerk Room (located in the gym).

Competition spikes (1/4" exposed or less, no pin or Christmas tree spikes) must be brought to the clerking table in the clerking room for inspection during the check-in time. Spikes for field events will be checked at the event. Spikes will also be checked between prelims and finals. **Spikes that have been approved will receive a colored zip tie each day.** See **Appendix J** for the clerking schedule. Baskets for warm up clothes will be provided in the staging area.

Coaches Boxes

Coaches boxes will be stanchioned off on the infield for field events only. There will not be coaching boxes for the running events. Field Event credential stickers will be picked up at Coaches meeting at check-in time (60 or 90 minutes prior to the event). Coaches may check-in at their box 60 minutes prior to the start of the event (90 minutes for pole vault). Coaches may use electronic devices, including video cameras,

while in a coach's box. One coach per institution will be allowed in this area. Only coaches with the correct credentials will be allowed in the coach's box.

Competitor Bibs

Competition bibs for each participating student-athlete will be included in each team's packet, along with eight safety pins per competitor. These bibs must be worn on the front and the back of the uniform jersey during competition for running competitors. Field event competitors must wear their name bib on either the front or the back of the uniform jersey during competition.

Designated hip numbers will be given to each track event student-athlete at the clerking area. For relays, only the anchor runner will receive numbers. Numbers will be placed on the uniform shorts/briefs (not on the skin) and on the chest.

Drug Testing

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championships event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative

Emergency/Evacuation Plans

In case of an emergency, please follow these action plans or follow the directions of the nearest volunteer.

Fire Action Plan.

If a fire begins in the competition area, leave the area and locate the nearest pull-station and sound the alarm or call 9-1-1. Exit the building via the nearest exit.

Tornado and Severe Weather

The meet director and NCAA site representatives will monitor weather conditions and forecasts during the week and morning of the championships.

In the event of a tornado or severe weather, stay in the nearest building or shelter. Spectators should remain in the building and not evacuate the area, and competitors and staff should proceed to a safe location as necessary by NCAA emergency personnel.

Electronic Communication

The use of any wireless communication device by a competitor during the competition is prohibited. These prohibited electronics include the use of video or audio devices, radio transmitters or receivers, mobile phones, and computers or any similar devices in the competition area.

Equipment (Starting Blocks, Weights, and Batons)

All student-athletes will be required to use the blocks, batons, and throwing weights as supplied by Gill and exclusive for this NCAA championship.

No other weights will be thrown, and institutions will not be allowed to use their weight implements for practice and/or competition at the championships. **Student-athletes may use their own shot put implements if they choose as long as they meet the certification process at the championships.** The weight throw implements that will be provided by Gill for the championships are as follows:

Gill Orbiter 20-lb Indoor Throwing Weights
Gill Tungsten Orbiter 20-lb. Indoor Throwing Weights
Dominator Tungsten 20-lb Indoor Throwing Weights
Gill Orbiter 35-lb Indoor Throwing Weights
Gill Tungsten Orbiter 35-lb. Indoor Throwing Weights
Dominator Tungsten 35-lb Indoor Throwing Weights

Hospitality

Student-Athletes

Beverages and snacks will be provided downstairs across from the gym for student-athletes. Credentials must be provided.

Implement Weigh-In

Implements will be weighed and measured at weigh in, located at the implement weigh-in/storage area, located on the north east side of the competition floor. See **Equipment** for information regarding throwing weights.

Thursday, March 7 (2 p.m.-4 p.m.)

The implement weigh-in/storage area will be open during this time for anyone who wants to turn in their implements before Friday morning.

Friday, March 8 (8:25-10:25am and Saturday, March 9 (7-9:00 a.m.)

All implements must be turned in at least two hours before the start of the first flight of the event. Once an implement passes certification, it will be impounded and delivered to the event site 60 minutes prior to the event start time. Failed implements will remain impounded until the event is over.

Competitors who require implements for practice after weigh-in should bring secondary implements. Illegal implements will be secured until after the meet and may be picked up at the conclusion of competition. A list of non-certified implements will be posted at the weigh-in station.

Lost and Found

Lost and found will be located at the information desk in the Lobby of RCC.

Packet Pick up

Packets are provided for each team and may be picked up Thursday, March 7, from 11 a.m. to 12 p.m. on the second floor of RCC Room 218. (See Appendix C)

Coaches will receive the following in each packet:

Student-athlete credentials	Final instruction sheet, if any changes are necessary
Coaches credentials	Relay cards
Parking passes	Friday's heat/flight sheet
Safety pins	Banquet tickets
Participant medallions	Clerking schedule
Competitor numbers	

No student-athletes will be allowed in the packet pick-up area. If you are unable to pick up your team's packet at this time, late packet pick-up will be available after the banquet on the second floor of RCC in Room 218 or the morning of competition in the warm-up gymnasium.

Pole Vault/Pole Storage

Pole vault implements can be shipped to the competition site. Please include implement return shipping form in package (see **Appendix H** for form).

Reggie Lewis Center
Attention: Sherman Hart
1350 Tremont St
Boston, MA 02120

(Phone number, if required by shipping company 857-701-1704)

Please do not call to verify that your shipment has arrived; use the shipping company's on-line tracking information. It is your responsibility to arrange for shipping your implements home.

Poles may be brought into the competition arena during practice hours Wednesday or Thursday to store for Friday's competition. All poles should be taken to the pole storage area located at the east end of the track. Pole bags need to be clearly marked or labeled. Please include return shipping labels.

Post-Championship Evaluations

NCAA staff will email a link to a site-evaluation form to coaches after the championships. We ask that coaches forward this link to their student-athletes. The evaluation form is also located at https://ncaa.qualtrics.com/jfe/form/SV_becwa3MOTOTL5SI.

Protest Procedures

A protest/appeals room will be located off the tracks northwest corner in a marked room. Forms will be available at the table for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. A protest must be filed no later than 15 minutes after the official results are posted. The protest shall be in writing and submitted to the referee who shall render a decision. 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. The ruling and explanation will be posted along with the results of the race.

If the violation that is being protested was called by the referee, the protest will be referred directly to the jury of appeals for review. As part of the protest process, the decision of the referee may be appealed through the appointed jury of appeals, in writing, not later than 15 minutes after the decision of the referee has been announced. Any official evidence available to the referee may be reviewed. If such evidence is not conclusive, the decision of the referee shall be upheld. No further appeal is available. The result of an appeal shall be posted and the affected coaches notified. A \$50 deposit is required for all appeals, which will be returned if the appeal is granted. The games committee will serve as the jury of appeals for the DIII indoor track and field championships.

Spikes

Only spikes with a maximum length of ¼" exposed are allowed. No pin or Christmas tree spikes will be allowed.

Water/BODY ARMOUR for Participants

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

Competition Site

Building Hours

The Reggie Lewis Center will be open to competing student-athletes two hours prior to the start of competition each day. Doors will open two hours before the start of competition for spectators.

Facility

Oval Track:

- 200 meters/ 1 lap/ inside lane
- 6 lanes/ each staggered 4 meters a part
- 24 ½ inch bank

Straightaway Lanes:

- 8 Lanes
- Total Straightaway- 74.51 meters

Official Long/Triple Jump Area:

- Long Jump Board- 9ft 4 inches
- Short Board (Triple)- 35 ft 9 ½ inches
- Long Board (Triple)- 42 ft 4 inches
- Total Runway- 51 Meters 37 inches

Pole Vault:

- Runway- 49'94 Meters

Exterior Shot Put area:

- 65 ft, 1 inch

Warm up Track (in gym):

3 lanes- 35 meters in length

Participant Entrance

All student-athletes, coaches and institutional personnel must present a credential for access to the facility. Participating student-athletes enter the competition venue via the Team entrance off of Malcolm X Blvd (See appendix E) through the marked athlete doors

Spectators may enter the facility through the main entrance at the front of the facility.

Participant Parking

Team vehicle parking (mini buses, vans, cars) will be located in Parking Lot 3 located at the corner of Columbus Ave and Heath Street (See Appendix E). Student-athletes may be dropped off and picked up in front of the competition venue, but no parking will be allowed there. Buses may drop off at the same entrance then they will need to find their own parking. We would recommend Northeastern University or Wentworth University.

Link to Parking Map

<http://www.rcc.mass.edu/reggie-lewis-about-us/reggie-lewis-directions-and-parking>

Lodging

Schools should contact hotels directly with room requests. A list of hotels is available at the following website: <http://beaconsathletics.com/sports/w-track/ncaatfchampionship>

Credentials

Credentials - Participants

Only members of the official travel party receive credentials and are admitted free of charge. The following credentials will be distributed at packet pick-up Thursday:

1. Each institution will receive up to four coaches' credentials per gender/program.
2. Each student-athlete registered to compete will receive one credential for access to the championships.
3. Each team with qualified relays will receive up to two additional participant credentials to allow alternates access to the venue.
4. Each institution will be allowed one additional pass per gender, per program if a medical trainer or physician is accompanying the team. The medical credential will be administered by the host agency's sports medicine staff.
5. Credentials are non-transferable. Any student-athlete, coach, administrator, media or training personnel found giving or selling their credential to another person is subject to sanctions by the NCAA Division III Men's and Women's Track and Field and Cross Country Committee.

Credentials – Working Media

Members of the media wishing to receive media credentials must apply for them through the NCAA's credentialing website www.ncaa.com/media. Click on "Credentials" and select the Credential Application link for Division III Indoor Track and Field Championships.

Dave Walberg, the media contact, will review all requests and approve accordingly. Please contact Dave by email at david.walberg@umb.edu with any questions. Requests will be accepted until 5 p.m., Wednesday, March 6. Credentials may be picked-up at team registration Thursday from 1 to 4 p.m. or at the ticket booth starting one hour before the start of competition Friday, March 8 and Saturday, March 9.

Please forward this information to any media wishing to cover the event. Media sending photographers should make arrangements well in advance of the championships date. Photographer access will be tightly controlled and limited to professional photographers who have applied for media credentials. Meet information, including accommodation possibilities, are currently available on the championships website <http://www.ncaa.com/championships/trackfield-indoor-men/d3>. Links to the results will also be available on NCAA.com.

Medical

Medical Disqualification

As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete's participation will not expose other

participants to a significantly enhanced risk of harm. The student-athlete's team physician can determine whether an individual with an injury, an illness or other medical condition (e.g., skin infection, pregnancy) should continue to participate or be disqualified. In the absence of a team physician, the NCAA tournament athletic trainer, as designated by the Birmingham Crossplex, has the unchallengeable authority to examine the student-athlete and make a decision of continued participation or medical disqualification. If, in the opinion of the tournament physician, continued participation by the injured student-athlete may expose others to a significantly enhanced risk of harm, the tournament physician has the final decision regarding participation by the student-athlete. The chair of the governing sports committee (or a designated representative) should be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

Athletic Training Room and Medical Information

Athletic Training Room and Medical Information

The athletic training room is located in the hallway behind the south bleachers close to the entrance to the exterior throwing area. Teams bringing their own trainers will be allowed to set up using the tables on the in-field. The athletic training room 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 room will be open the morning through the conclusion of competition.

One medical credential per institution may be requested for a certified athletic trainer by emailing Dave Walberg (david.walberg@umb.edu). Approved medical credentials will be included in the coaches packet or available for pick-up on practice days on the second floor of the RCC Room 218.

If student-athletes are not traveling with an athletic trainer, please have your schools' athletic trainer send a request letter to Ed Perkins (ed.perkins@umb.edu) describing treatments/tapings. **No electrical modalities, therapeutic ultrasound, or specialty taping will be provided without this letter.**

Each team is required to bring a fully-stocked medical kit with insurance and emergency information. Supplies will be given in emergency situations. The athletic training room will be equipped with both hot and cold modalities, electrical stimulation, and therapeutic ultrasound.

There will be numerous water stations at the RCC and cups will be provided. Water bottles will not be available for use. The athletic training facility will open two hours prior to the first event and will remain open until the conclusion of competition.

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 www.NCAA.org.

In Case of an Emergency

An EMS will be available throughout the meet. If other care is needed, please refer to the following information:

Hospital

Brigham and Women's Hospital
75 Francis Street
Boston, MA 02115

Beth Israel Deaconess Medical Center
1 Deaconess Road
Boston, MA 02215

New England Baptist Hospital
125 Parker Hill Avenue
Boston, MA 02120

PHARMACY INFORMATION

Walgreens Pharmacy (Brigham Circle)
1630 Tremont Street
Roxbury Crossing
Roxbury, MA 02120

Walgreens Pharmacy (Dudley Square)
2275 Washington Street
Roxbury, MA 02119

CVS Pharmacy (Mass Ave)
213 Massachusetts Avenue
Boston, MA 02115

Athletic Training Staff

Ed Perkins
ed.perkins@umb.edu
617-287-7818

ATHLETIC TRAINING FACILITY HOURS

March 6 (Wednesday)	11 – 8:30 p.m.
March 7 (Thursday)	7 a.m. – 8:30 p.m.
March 8 (Friday)	7 a.m. - 10 p.m. (or after last event has started)
March 9 (Saturday)	7 a.m. - 7 p.m. (or after last event has started)

General Public

Banners and Artificial Noisemakers

No banners may be posted at the tournament other than the NCAA-approved banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

Championship Merchandise and Programs

Official NCAA merchandise will be sold during practice hours Wednesday and Thursday, and throughout competition Friday and Saturday. **Championships programs are no longer sold in print.** You can access the program at ncaa.com.

Parking

Spectator parking is located at Northeastern University or Wentworth University. You are better off to taking the Train – Orange Line to Roxbury Crossing. The RCC is right across the street.

Link to Parking Map:

<http://www.rcc.mass.edu/reggie-lewis-about-us/reggie-lewis-directions-and-parking>

Restrooms

Restrooms for spectators are located in the main concourse.

Seating Areas

The championship facility has bleacher seating available around a portion of the track.

Security

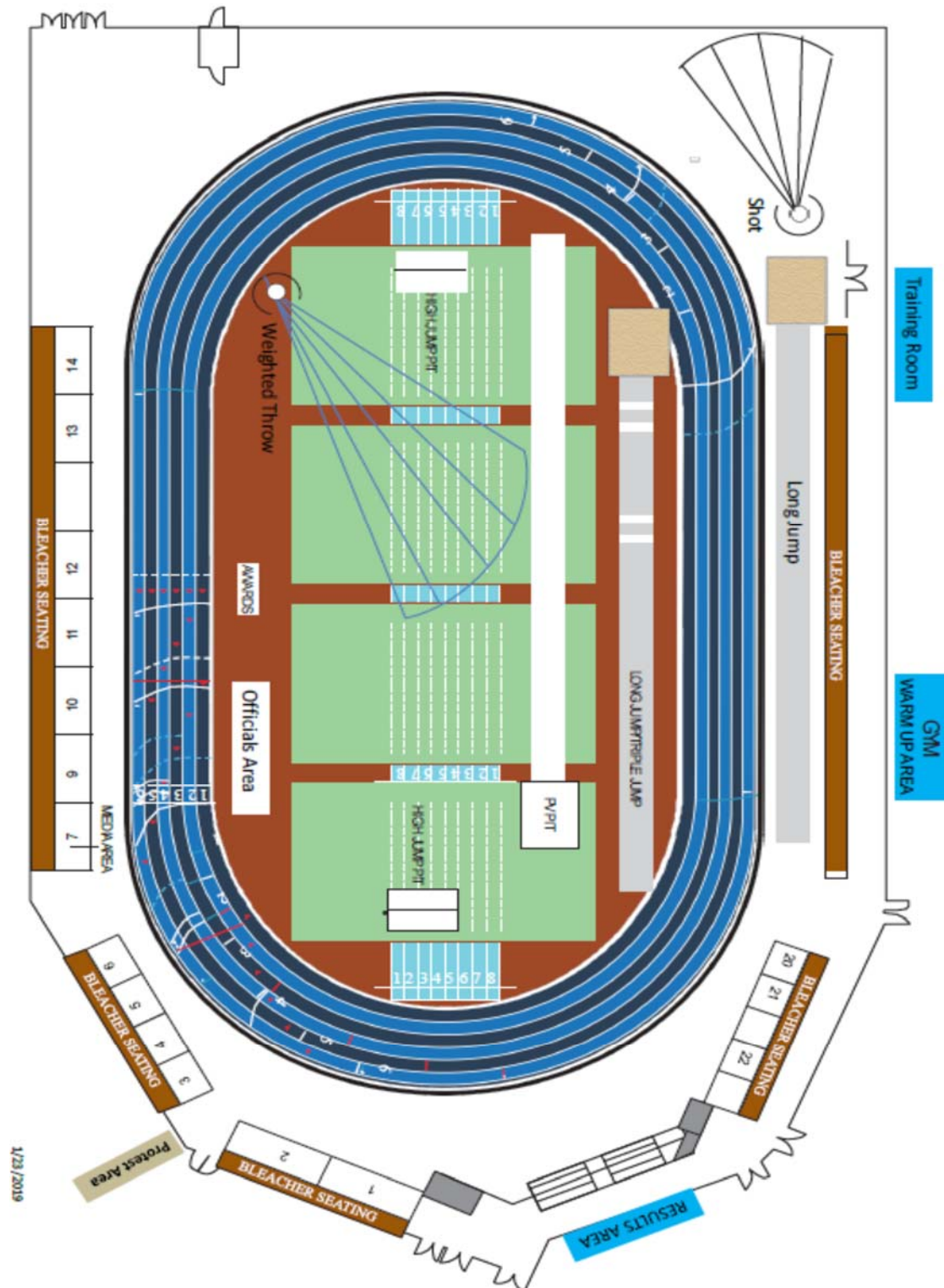
Security personnel will be on-site throughout the championships to monitor and ensure the safety and security of all participating teams, officials and spectators. In the event of an emergency or fire, security staff will assist with the prompt evacuation of the facility.

Tickets

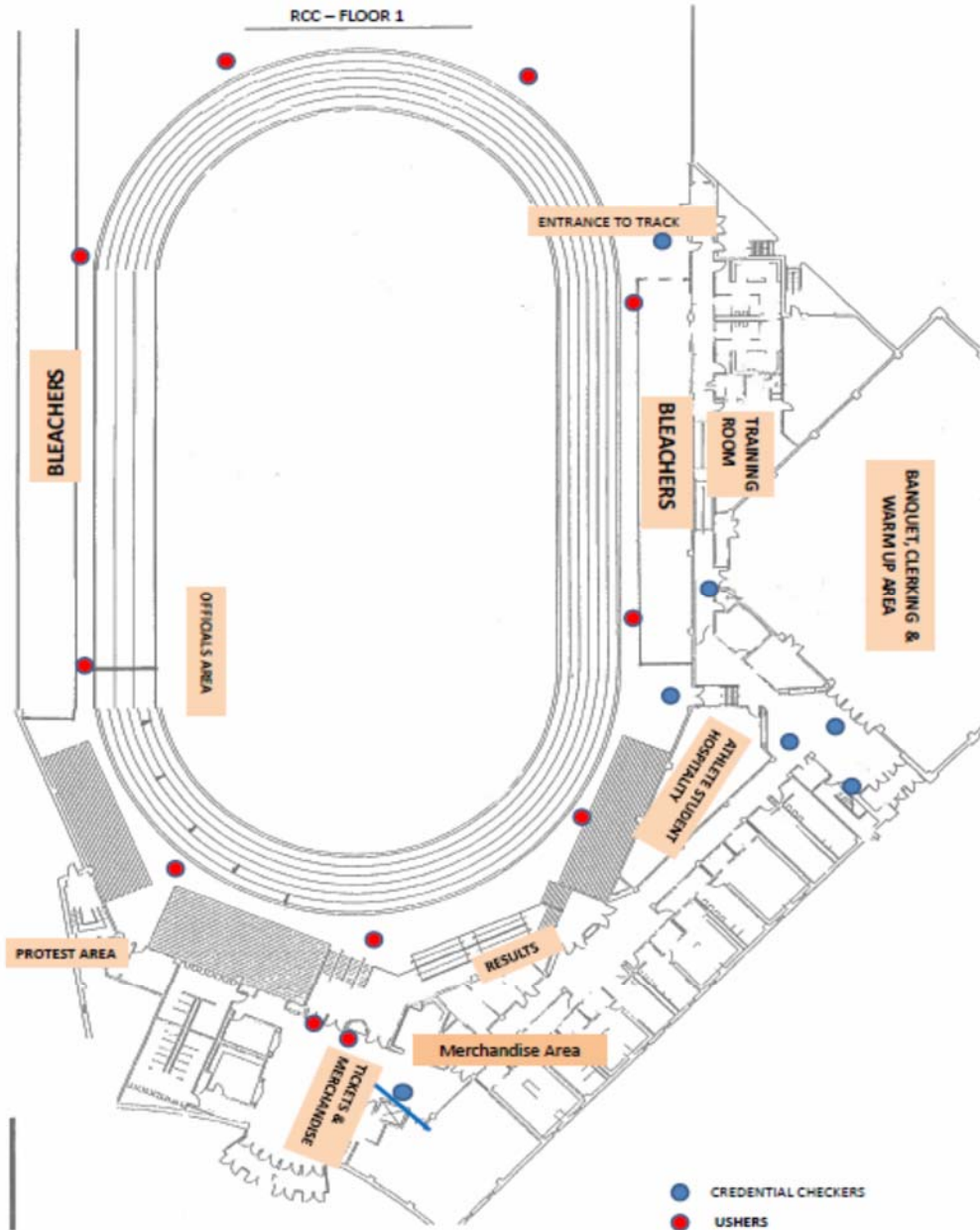
Tickets will be available for purchase at the entrances to Reggie Lewis Center two hours before the first event Friday and Saturday.

Ticket Prices	
<u>Ticket Type</u>	<u>Price</u>
All-Session Adult Tickets	\$20
All-Session Senior/Student Tickets	\$15
Single-Session Adult Tickets	\$15
Single-Session Senior/Student Tickets	\$10

Appendix A – Track and Field Floor Layout

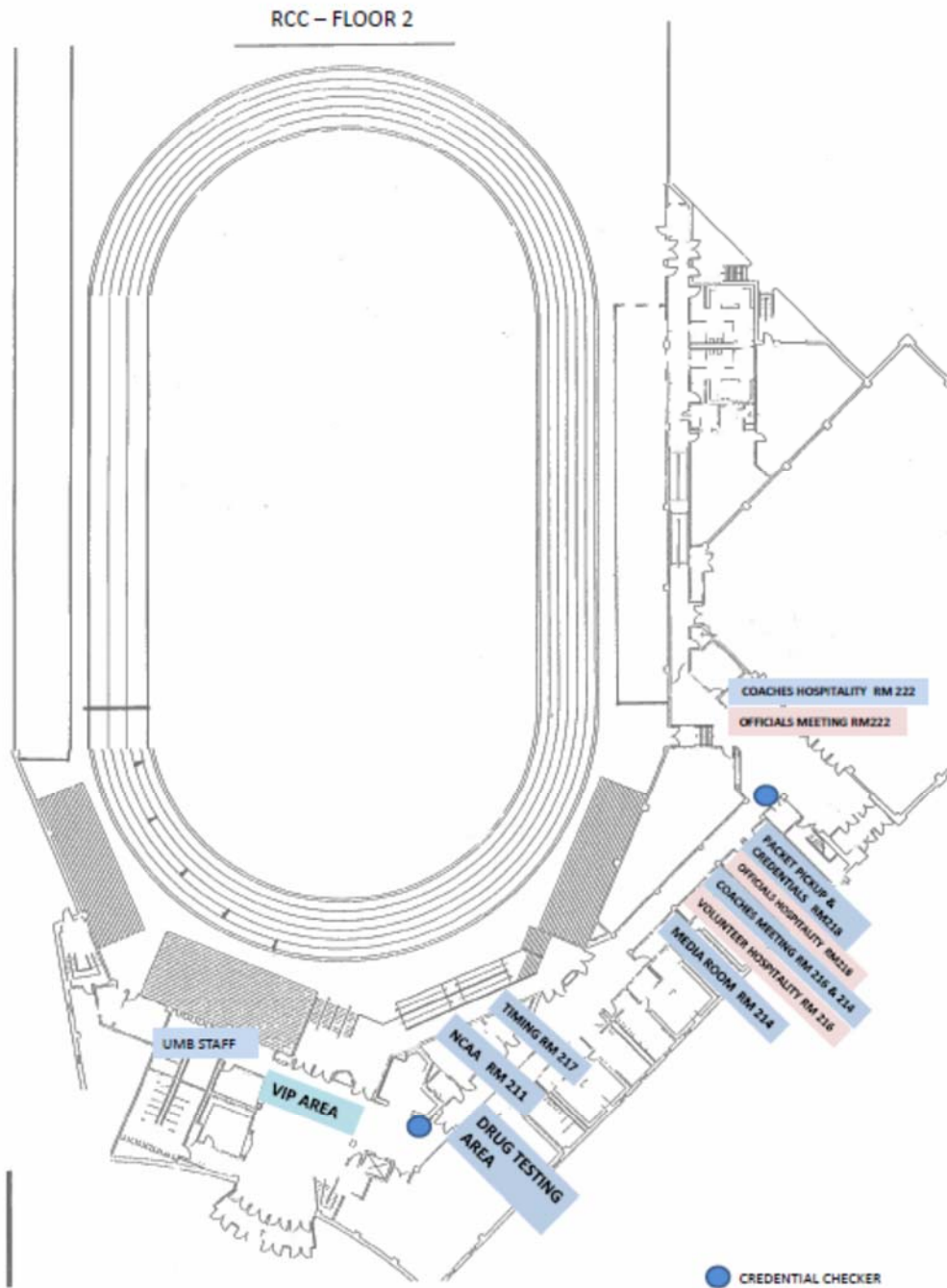


Appendix B – Level 1 Concourse



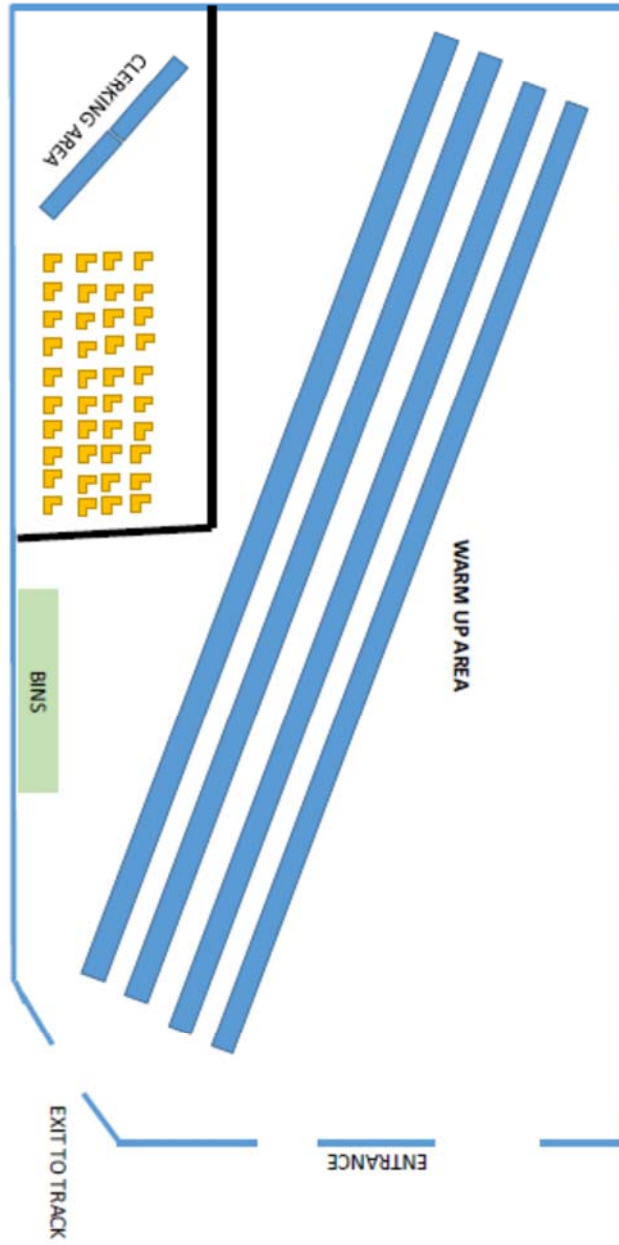
1/23/2019

Appendix C – Level 2 Track and Concourse



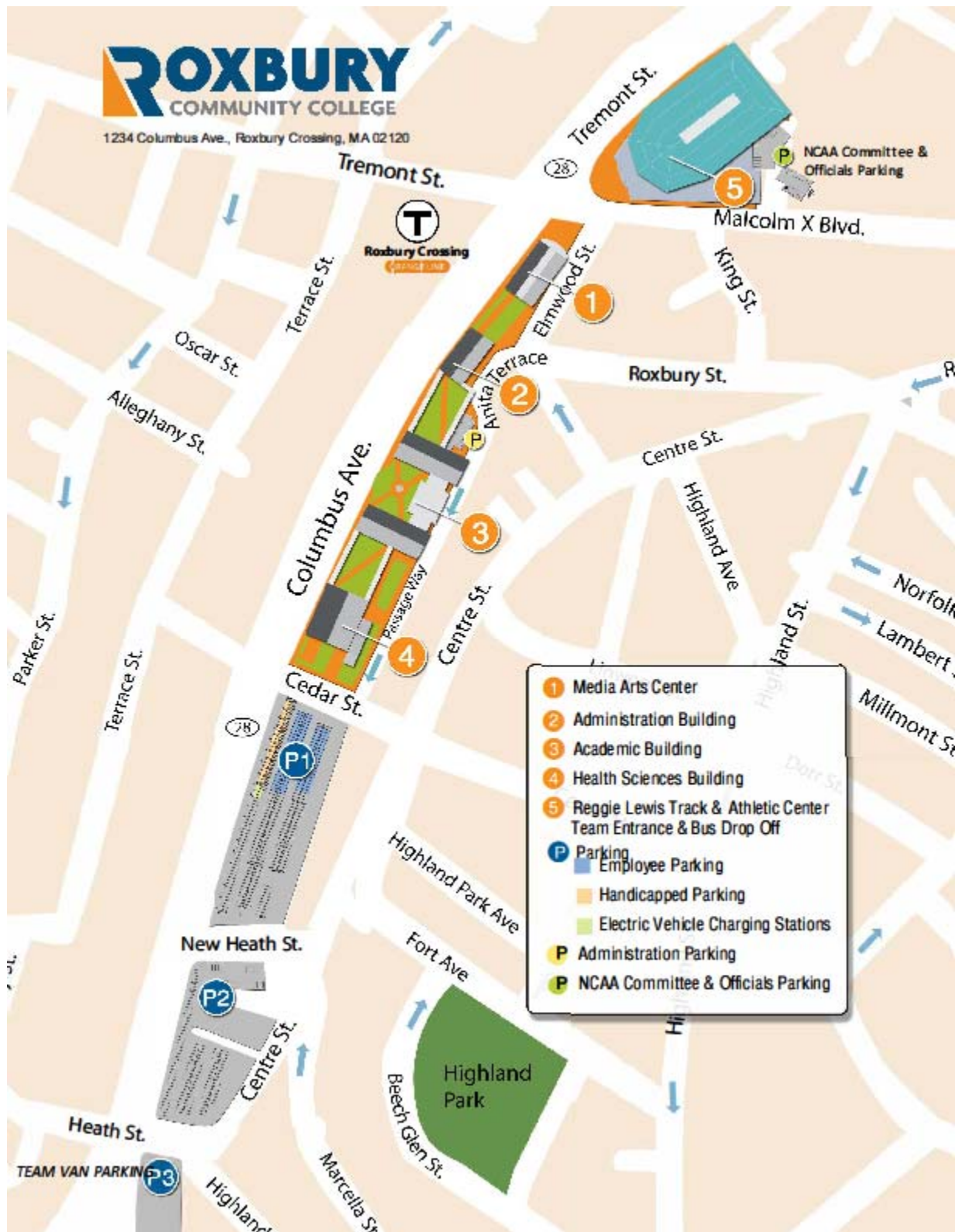
1/23/2019

Appendix D – Warm-Up and Clerking Area



1/23/2019

Appendix E – Parking Layout



Appendix F – Packet Pick-Up Information

Packet pick up will be held Thursday, March 7 from 11 a.m. – 12 p.m., on the second level of the RCC Room 218

Packet pick-up stations are as follows:

1. Team packets;
2. Gill gift;
3. Medallions;
4. Relay cards AND bib info;
5. Banquet tickets and credentials;
6. NCAA committee; and
7. Completed packet check-list return.

*Coaches meeting to follow in upstairs room 216 at 12 p.m.

Appendix G – Directions

Directions to Reggie Lewis Center 1350 Tremont Street Boston, MA 02120-3400

From Southeast Expressway

Southeast Expressway to Mass. Ave./Roxbury Exit--straight off ramp--- through lights (Mass. Ave.) on to Melnea Cass Boulevard. Follow to end and go left onto Tremont Street. RLTA is 1/4 mile on left.

From the Boston Logan Airport

25 Logan Airport, East Boston, MA 02128

When leaving the airport, follow signs to Boston and go thru the toll booth. The toll fee is \$3.00. After the toll booth, enter the tunnel and follow the directions toward 93 South/Southeast Expressway.

Follow directions above.

South of Boston

Route 93 North to Southeast Expressway:

Take exit 16 and turn Left at the lights at the end of the off ramp. Follow Southampton St., which converges into Massachusetts Ave. At the intersection of Massachusetts Ave. and Melnea Cass Blvd., turn left through the lights onto Melnea Cass Blvd. You will see the Hampton Inn on your right. Follow Melnea Cass Blvd. until you reach Shawmut Ave, which is one street after Washington Street as you are traveling on Melnea Cass Blvd. Take a left onto Shawmut Ave and at your second traffic light, take a right onto Malcolm X Blvd. The RLTA will be a ½ mile on your right.

North of Boston

Route 93 South/ Route 1 to Southeast Expressway:

Take exit 18 and follow the directions to Massachusetts Ave. At the intersection of Massachusetts Ave, pass through the lights onto Melnea Cass Blvd. You will see the Hampton Inn on your right. Follow Melnea Cass Blvd. until you reach Shawmut Ave, which is one street after Washington Street as you are traveling on Melnea Cass Blvd. Take a left onto Shawmut Ave and at your second traffic light, take a right onto Malcolm X Blvd. The RLTA will be a ½ mile on your right.

West of Boston

Mass. Pike East to the last exit (Southeast Expressway)

DIRECTIONS BY T:

Take the Orange Line to Roxbury Crossing. The Center is directly across the street from the station.

WHERE TO PARK:

RLTA/RCC Lot 1- Free Parking

Proceed on Malcolm X Boulevard to the intersection of Columbus Ave and Tremont Streets where you'll come to a traffic light. Take a left onto Columbus Ave and proceed to the next set of traffic lights. At the traffic light take a left onto Cedar Street. Go 30 yards and take a right into Parking Lot 1 at Roxbury Community College. Go to the far end and park in an available space. If Lot 1 is FULL, proceed to Lot 2 (New Heath Street) and park there.

RLTA/RCC Lot 2- Free Parking

To get to Lot 2, take a right out of Lot 1 onto Cedar Street and take a left onto Columbus Avenue. Then, take the next left onto New Heath Street. Go 30 yards and take a right into Parking Lot 2.

Renaissance Parking Garage @ Northeastern University for Spectators

835 Columbus Avenue. Parking fee: [visit their website](#)

Take Exit 18 (Massachusetts Avenue/Roxbury/Frontage Road). Turn left at the third light, staying in one of the two left lanes. Proceed straight onto Melnea Cass Boulevard. Continue for approximately two miles and turn left onto Columbus Avenue. The Renaissance Parking Garage is at 835 Columbus Avenue.

Appendix H – Implement Shipping Directions

All implements must be shipped directly to the following address:

Reggie Lewis Center
Attention: Sherman Hart
1350 Tremont St
Boston, MA 02120

Phone number, if required by shipping company, 857-701-1704

Please do not call to verify that your shipment has arrived, use the shipping company's on-line tracking information. It is your responsibility to arrange for shipping your implements home.

Please fill out your contact information and place the bottom half of this sheet on the outside of the shipping box or pole bag. If you have any questions, email Sherman Hart (shart@rcc.mass.edu).

Please print clearly or type information below and attach to shipping box or pole bag



Institution _____ Coach's Name _____

Email Address _____ Phone Number _____

Check all that apply for each package (include quantity)

☐ Men's Pole Vault (#) _____

☐ Women's Pole Vault (#) _____

☐ Men's Shot (#) _____

☐ Women's Shot (#) _____

Appendix J – 2019 Clerking Schedule

Friday Field Events

Event	Start Time	Warm-up Begins / Time Allotted	Staging	Final Clerking	Check-in Closes	Check-in Opens
PV (m)	1:00 p.m.	11:30 a.m. (90 min)	11:25 a.m.	11:20 a.m.	11:15 a.m.	10:15 a.m.
LJ (w)	1:00 p.m.	12:15 p.m. (45 min)	12:10 p.m.	12:05 p.m.	12:00 p.m.	11:00 a.m.
20 lb. WT (w)	4:15 p.m.	3:30 p.m. (45 min)	3:25 p.m.	3:20 p.m.	3:15 p.m.	2:15 p.m.
PV (w)	5:30 p.m.	4:00 p.m. (90 min)	3:55 p.m.	3:50 p.m.	3:45 p.m.	2:45 p.m.
HJ (m)	6:00 p.m.	5:00 p.m. (60 min)	4:55 p.m.	4:50 p.m.	4:45 p.m.	3:45 p.m.
LJ (m)	6:45 p.m.	6:00 p.m. (45 min)	5:55 p.m.	5:50 p.m.	5:45 p.m.	4:45 p.m.
35 lb. WT (m)	6:45 p.m.	6:00 p.m. (45 min)	5:55 p.m.	5:50 p.m.	5:45 p.m.	4:45 p.m.

Friday Track Events

Event	Start Time	Warm-up Begins / Time Allotted	Staging	Final Clerking	Check-in Closes	Check-in Opens
60m (m) Hept	10:00 a.m.	30 min	9:25 a.m.	9:20 a.m.	9:15 a.m.	8:15 a.m.
60H (w) Pent	11:00 a.m.	30 min	10:25 a.m.	10:20 a.m.	10:15 a.m.	9:15 a.m.
3000m (w)	12:30 p.m.	15 min	12:00 p.m.	11:55 a.m.	11:50 a.m.	10:50 a.m.
3000m (m)	1:00 p.m.	15 min	12:45 p.m.	12:40 p.m.	12:35 p.m.	11:35 a.m.
60mH (w)	2:00 p.m.	20 min	1:40 p.m.	1:35 p.m.	1:30 p.m.	12:30 p.m.
60mH (m)	2:15 p.m.	20 min	1:55 p.m.	1:50 p.m.	1:45 p.m.	12:45 p.m.
60m (w)	2:30 p.m.	15 min	2:15 p.m.	2:10 p.m.	2:05 p.m.	1:05 p.m.
60m (m)	2:45 p.m.	15 min	2:30 p.m.	2:25 p.m.	2:20 p.m.	1:20 p.m.
Mile (w)	5:00 p.m.	15 min	4:45 p.m.	4:40 p.m.	4:35 p.m.	3:35 p.m.
Mile (m)	5:20 p.m.	15 min	5:05 p.m.	5:00 p.m.	4:55 p.m.	3:55 p.m.
400m (w)	5:40 p.m.	15 min	5:25 p.m.	5:20 p.m.	5:15 p.m.	4:15 p.m.
400m (m)	6:00 p.m.	15 min	5:45 p.m.	5:40 p.m.	5:35 p.m.	4:35 p.m.
800m (w)	6:20 p.m.	15 min	6:05 p.m.	6:00 p.m.	5:55 p.m.	4:55 p.m.
800m (m)	6:35 p.m.	15 min	6:20 p.m.	6:15 p.m.	6:10 p.m.	5:10 p.m.
200m (w)	6:50 p.m.	15 min	6:35 p.m.	6:30 p.m.	6:25 p.m.	5:25 p.m.
200m (m)	7:05 p.m.	15 min	6:50 p.m.	6:45 p.m.	6:40 p.m.	5:40 p.m.
5000m (w)	7:20 p.m.	15 min	7:05 p.m.	7:00 p.m.	6:55 p.m.	5:55 p.m.
5000m (m)	7:45 p.m.	15 min	7:30 p.m.	7:25 p.m.	7:20 p.m.	6:20 p.m.
4 x 400 (w)	8:05 p.m.	20 min	7:45 p.m.	7:40 p.m.	7:35 p.m.	6:35 p.m.
4 x 400 (m)	8:25 p.m.	20 min	8:05 p.m.	8:00 p.m.	7:55 p.m.	6:55 p.m.
DMR (w)	8:45 p.m.	20 min	8:25 p.m.	8:20 p.m.	8:15 p.m.	7:15 p.m.
DMR (m)	9:00 p.m.	20 min	8:40 p.m.	8:35 p.m.	8:30 p.m.	7:30 p.m.

Saturday Field Events

Event	Start Time	Warm-up Begins / Time Allotted	Staging	Final Clerking	Check-in Closes	Check-in Opens
TJ (w)	11:00 a.m.	10:15 a.m. (45 min)	10:10 a.m.	10:05 a.m.	10:00 a.m.	9:00 a.m.
SP (w)	11:00 a.m.	10:15 a.m. (45 min)	10:10 a.m.	10:05 a.m.	10:00 a.m.	9:00 a.m.
HJ (w)	11:00 a.m.	10:00 a.m. (60 min)	9:55 a.m.	9:50 a.m.	9:45 a.m.	8:45 a.m.
TJ (m)	2:00 p.m.	1:15 p.m. (45 min)	1:10 p.m.	1:05 p.m.	1:00 p.m.	12:00 p.m.
SP (m)	3:15 p.m.	2:30 p.m. (45 min)	2:25 p.m.	2:20 p.m.	2:15 p.m.	1:15 p.m.

Saturday Track Events

Event	Start Time	Warm-up Begins / Time Allotted	Staging	Final Clerking	Check-in Closes	Check-in Opens
60H (m) Hept	10:00 a.m.	30 min	9:30 a.m.	9:25 a.m.	9:20 a.m.	8:20 a.m.
60mH (w)	1:45 p.m.	20 min	1:25 p.m.	1:20 p.m.	1:15 p.m.	12:15 p.m.
60mH (m)	1:55 p.m.	20 min	1:35 p.m.	1:30 p.m.	1:25 p.m.	12:25 p.m.
60m (w)	2:10 p.m.	15 min	1:55 p.m.	1:50 p.m.	1:45 p.m.	12:45 p.m.
60m (m)	2:20 p.m.	15 min	2:05 p.m.	2:00 p.m.	1:55 p.m.	12:55 p.m.
Mile (w)	3:05 p.m.	15 min	2:50 p.m.	2:45 p.m.	2:40 p.m.	1:40 p.m.
Mile (m)	3:15 p.m.	15 min	3:00 p.m.	2:55 p.m.	2:50 p.m.	1:50 p.m.
400m (w)	3:30 p.m.	15 min	3:15 p.m.	3:10 p.m.	3:05 p.m.	2:05 p.m.
400m (m)	3:40 p.m.	15 min	3:25 p.m.	3:20 p.m.	3:15 p.m.	2:15 p.m.
800m (w)	3:55 p.m.	15 min	3:40 p.m.	3:35 p.m.	3:30 p.m.	2:30 p.m.
800m (m)	4:05 p.m.	15 min	3:50 p.m.	3:45 p.m.	3:40 p.m.	2:40 p.m.
200m (w)	4:15 p.m.	15 min	4:00 p.m.	3:55 p.m.	3:50 p.m.	2:50 p.m.
200m (m)	4:25 p.m.	15 min	4:10 p.m.	4:05 p.m.	4:00 p.m.	3:00 p.m.
3000m (w)	4:40 p.m.	15 min	4:25 p.m.	4:20 p.m.	4:15 p.m.	3:15 p.m.
3000m (m)	4:55 p.m.	15 min	4:40 p.m.	4:35 p.m.	4:30 p.m.	3:30 p.m.
4 x 400 (w)	5:10 p.m.	20 min	4:50 p.m.	4:45 p.m.	4:40 p.m.	3:40 p.m.
4 x 400 (m)	5:25 p.m.	20 min	5:05 p.m.	5:00 p.m.	4:55 p.m.	3:55 p.m.

APPENDIX K – Student-Athlete Participant Awards

For 2018-2019, 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.

Examples of Merchandise Selections:

Sony Headphones



Roku Streaming Stick



Bluetooth Speaker & Powerbank



Coleman Chair



PhoneSoap



Jacket + Backpack Bundle

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 his or her 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@maingateinc.com), MainGate Customer Service (866-945-7267) or the NCAA championship manager.

