

# PRECHAMPIONSHIPS 2024-25 MANUAL

## **NCAA General Administrative Guidelines**

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#### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222 Indianapolis, Indiana 46206-6222 317-917-6222 ncaa.org September 2024

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## **Section 1 • Introduction**

During the 2024-25 academic year, the Association will sponsor 90 national championships - 42 for men, 45 for women and three for both men and women. Of the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Prechampionship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information and Appendixes.

Sections one through nine apply to policies applicable to all 90 championships, while the remaining sections are sport specific.

### Section 1.1 Definitions

Prechampionship Manual. Resource for institutions to prepare for the championship.

Administrative Meeting. Prechampionship meeting for coaches and/or administrators.

Appendixes. Any supplemental documents to be provided and distributed through the various resources.

Championship Manager. The NCAA staff member(s) responsible for the operational oversight of the championship.

**Games Committee.** The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.

NCAA National Committee. The sport committee with direct oversight responsibilities for the championship.

**Non-predetermined Sites.** Those sites that are selected to host at the time of the participant/team selections announcement.

Playing Rules. The rules under which the competition will be conducted.

Predetermined Sites. Those sites that are selected to host before the participant/team selections announcement.

Preliminary Rounds. The rounds of the championship before the final or championship round.

Regional Alignment. The geographic location of institutions or regional advisory committees.

Schedule of Events. Official event schedule - includes all required activities (e.g., practices, banquets).

Selection Criteria. Policies and procedures in place to guide the team selection process.

Site Selection Criteria. Policies and procedures in place to guide the site selection process.

**Squad Size.** In any championship in which a squad limit has been established by the governing sport committee or by the bylaws, the number of eligible student-athletes in competitive uniform eligible to participate at the start of competition.

**Tournament Physician.** The physician designated by the host institution/conference to serve as the chief medical advisor for the championship event(s) to be hosted at the host venue.

## Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

Ensuring student-athletes' optimal experience.

**Executing** championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

**Coordinating** all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

**Integrating** championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

Assuring effective management of the business aspects of the operation.

**Enhancing** the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries).

## **Section 3 • Conduct**

## Section 3.1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Bylaws 12, 13, 14, 15, 16, 20.2.4, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Bylaws 7.3.1.5 and 18.2.1 in the NCAA Division II Manual and Division II Championships Committee Policy and Bylaws 31.2.1.5, 31.2.1.5.2, and 31.2.2 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

#### DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

## Section 3.2 Drug Testing

As part of preparation and planning to participate in championship events, member institutions are reminded and encouraged to review all applicable policy and legislative requirements pertaining to banned substances, drug testing and related eligibility requirements with their student-athletes. Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with legislation 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.

## Section 3.3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that

intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

### Section 3.4 Misconduct/Failure to Adhere to Policies

#### **MISCONDUCT**

Misconduct in an NCAA championship is 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. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

#### FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. Click here to see the full misconduct/failure to adhere to policies and procedures online.

## Section 3.5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; mobile betting; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

#### STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

#### **POSTSEASON**

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

#### **HOSTING OPPORTUNITIES**

It is permissible for NCAA championships to be conducted at locations in states that permit sports wagering.

### Section 3.6 Student-Athlete Experience Survey

During the NCAA championships, the student-athlete experience is paramount. NCAA staff and hosts dedicate themselves to planning the best experiences for all involved. As part of our commitment to getting better, following the championship, participants will receive a survey to provide feedback on their experience and input on how championships can be improved for future NCAA student-athletes. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to forward the survey to student-athletes. Additionally, this survey will be accessible via QR code found on the back of NCAA-issued championship credentials.

We also understand that sometimes certain circumstances or conditions occurring during the events may require real-time consideration. When this is the case, student-athletes may reach out to their site representative or NCAA national office staff on-site.

## Section 4 • Elite 90™ Award

The Elite 90 award was created to recognize the true essence of student-athletes by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes competing at the finals site. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or to access the online form and submit a nomination, **click here**.

## Section 5 • Fan Travel

Through support from Marriott International as the Official Hotel Partner of the NCAA, NCAA championships are pleased to provide easy and affordable accommodations for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through Marriott and NCAA Travel help support NCAA student-athletes. Please direct your fans to <a href="mailto:ncaa.com/travel">ncaa.com/travel</a> to search and book online hotel reservations.

## Section 6 • Health and Safety

As part of preparation and planning to host and/or participate in championship events, member institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the **Health**, **Safety & Performance website**. In addition, a summary of some of the key health and safety considerations related to traveling to championship events can be found in the **NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events**.

## **Section 7 • Logo Policy**

[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 17.1.10 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

- 1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- 2. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2-1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

### Section 8 • Research

In order to avoid inappropriate and unnecessary participant distraction and disruption of championship events, it is expected any data collection or other research efforts conducted at or during championship events will be coordinated through the national office, with notice and a description of any research proposal to be submitted to the NCAA research staff at least six weeks before the championships event begins.

## Section 9 • Travel Party

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. NCAA Travel policies are updated annually and can be found online here. Please reference Appendix A of the travel policies for reimbursable travel party numbers. The travel policies supersede all other documents.

## **Section 10 · Division III**

### Section 10.1 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams within a regular-season philosophy that emphasizes regional competition and minimizes missed class time; and to provide representation in NCAA championship competition by allocating berths to eligible conferences and at-large teams.

## **Section 10.2** Commencement Conflicts

[Reference: Bylaw 31.1.4.5 in the NCAA Division III Manual.]

If an institution's commencement conflicts with participation in the championship, it shall inform the NCAA championship manager in writing one week before the selection date for the governing sport committee to consider an accommodation and a change to the championship schedule.

The following guidelines apply to commencement requests:

- Applies to team sports only.
- The governing sport committee, in consultation with participating institutions, may reschedule the game on the nearest possible date.

- · Does not apply to predetermined finals sites.
- The governing sport committee shall make a good-faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site.

## Section 10.3 Gameday the DIII Way

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

## Section 10.4 Religious Conflicts

[Reference: Bylaws 31.1.4.1 and 31.1.4.2 in the NCAA Division III Manual.]

**Institutional Policy**. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office before May 1 of the preceding academic year to be excused from competing on that day. The notification shall be valid for a period of two years. The championship schedule shall be adjusted to accommodate that institution, and such adjustment shall not require its team or an individual competitor to compete before the time originally scheduled.

**Individual Championships**. In individual championships, a student-athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the student-athlete shall compete Sunday if required by the schedule).

## **Division III Indoor Track & Field**

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## Section 1 • General Administration

## Section 1.1 NCAA Championship Operations Staff Contact Information

#### Laura Peterson-Mlynski

Director, Championships and Alliances NCAA

P.O. Box 6222 / Indianapolis, Indiana 46206-6222 317-917-6477 / Ipeterson@ncaa.org

#### Margaret Gaines-Hornberger

Assistant Coordinator, Championships and Alliances NCAA

P.O. Box 6222 / Indianapolis, Indiana 46206-6222 317-917-6450 / mgaines@ncaa.org

### Section 1.2 National Committee

#### **REGION I**

#### Jason Linders

Director of Athletics Gordon College

#### **REGION III**

#### **Jackie Nicholson**

Director of Athletics

Rochester Institute of Technology

#### **REGION V**

#### Jon D'Ottavio

Assistant Cross Country/Track and Field Coach Widener University

#### **REGION VII**

#### **Andrew Marrocco**

Head Men's Cross Country Coach Shenandoah University

#### **REGION IX**

#### Denise Udelhofen

Director of Athletics Loras College

#### **REGION II**

#### **David Nicholson**

Head Coach Cross Country/Track and Field Eastern Connecticut State University

#### **REGION IV**

#### Jessica Cooper, chair

Director of Cross Country/Track and Field Grove City College

#### **REGION VI**

#### **Ayanna Tweedy**

Director of Athletics Rose-Hulman Institute of Technology

#### **REGION VIII**

#### Josh Henry

Head Men's Cross Country and Track and Field Coach Carthage College

#### **REGION X**

#### Kennadi Bouyer

Senior Woman Administrator Pacific Lutheran University

## For additional information about the NCAA Men's and Women's Indoor Track Championships, contact the following:

#### Laura Peterson-Mlynski

Associate Director, Championships and Alliances NCAA

P.O. Box 6222 / Indianapolis, Indiana 46206-6222 317-917-6477 / Ipeterson@ncaa.org

#### Jessica Cooper, chair

Director of Cross Country/Track and Field Grove City College 724-264-4726 / cooperjl@gcc.edu

## Section 1.3 Important Dates

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March 14-15, 2025 Golisano Training Center, Rochester, New York; hosted by Nazareth University and

Rochester NY Sports Commission

#### **DATE FORMULA**

Second weekend in March (Friday-Saturday).

#### **FUTURE DATES**

March 13-14, 2026 Birmingham Crossplex; Birmingham, Alabama; hosted by the city of Birmingham.

March 12-13, 2027 The Podium; Spokane, Washington; hosted by Whitworth University and the Spokane

Sports Commission.

March 10-11, 2028 Virginia Beach Sports Center; Virginia Beach, Virginia; hosted by Virginia

Wesleyan University.

#### OTHER IMPORTANT DATES

Sunday, Dec. 1 Start of qualifying period.

Wednesday, Jan. 15 Deadline for hosts to notify the NCAA of their intentions to host an indoor final

qualifying meet to be held between March 3-8, 2025.

Saturday, March 8 Last date a qualifying mark may be made. Mandatory meet result submission deadline, midnight Eastern time. Marks submitted after midnight Eastern time will not be eligible

for qualifying purposes.

Sunday, March 9 Final descending-order lists posted by 9 a.m. Eastern time. Declaration forms open at

this time.

Coaches must complete and submit a declaration electronically through Direct Athletics by 1 p.m. Eastern time. All student-athletes must be declared or scratched in every event in which they qualified at this time. Declaration forms submitted after the 1 p.m. deadline and before 3 p.m. Eastern time will be accepted as LATE and the institution will be fined \$400 per gender. There is no opportunity to submit declaration forms after the absolute deadline of 3 p.m. Eastern time. **Any student-athlete not** 

declared by the 3 p.m. deadline will be scratched.

Challenge period ends at 2 p.m. Eastern time. Challenges must be submitted via the NCAA violations portal. Click on the 2024-25 Guidelines for Reporting Qualifying Criteria Violations on the indoor track and field landing page (ncaa.org/championships/division-iii-mens-and-womens-indoor-track-and-

#### field).

All student-athletes must be declared or scratched on the declaration form in every event in which they are listed. A declaration is a firm commitment to compete in every declared event, unless a preference statement is filed during declarations to indicate a choice among several declared events.

The final list of meet participants shall be available via the NCAA website (ncaa.org) by 7 p.m. Eastern time.

Tuesday, March 11 Deadline for medical scratches, 6 p.m. Eastern time. Any scratches

must be reported by phone and emailed to Tylor Knickerbocker (607-591-5964; tylor@leonetiming.com) and Laura Peterson-Mlynski (lpeterson@ncaa.org).

Wednesday, March 12 Championship meet start lists are posted on ncaa.com by 5 p.m. Eastern time.

**Thursday, March 13** Packet pickup, first day that heat/flight sheet will be available to each competing team.

## Section 1.4 Equipment

All student-athletes will be able to use the blocks, batons and throwing weights as supplied by Gill and exclusive for this NCAA championships. Student-athletes will be permitted to use their own weights provided they meet the certification process at the championships. Once a weight has been certified for competition, it will become available to all competitors. A complete listing of the weights that will be supplied will be provided in the participant manual.

Student-athletes may use their own shots as long as they meet the certification process at the championships.

#### Section 1.5 Rules

[Reference: Bylaw 31.1.6 in the NCAA Division III Manual.]

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

The 2024 and 2025 NCAA Men's and Women's Cross Country and Track and Field Rules shall be followed where appropriate. Reference is made in the rules to certain publications of World Athletics, which provide more comprehensive detail in certain instances. Information on obtaining WA publications may be obtained by writing USA Track & Field, 132 East Washington Street, Suite 800, Indianapolis, Indiana 46240, or by accessing its website at usatf.org. The WA website address is worldathletics.org.

In addition, please refer to the Division III Technical Manual for information regarding the technical conduct of the Division III NCAA Indoor Track and Field Championships. (ncaa.org/championships/division-iii-mens-and-womens-indoor-track-and-field)

The Men's and Women's Track and Field and Cross Country Committee has determined that a student-athlete applying paint or any other permanent marking, other than a material approved by the games committee, to any portion of a permanent facility automatically will be disqualified from competition. All markings must be in accordance with NCAA Men's and Women's Cross Country/Track and Field Rules.

### Section 1.6 Uniforms

[Reference: Bylaw 12.5.3 in the NCAA Division III Manual and Rule 4-3 in 2024 and 2025 NCAA Cross Country/ Track and Field Rules. Below includes Articles 1 and 2 of Rule 4-3 for your reference.]

When engaged in competition, each competitor must wear an official team uniform with components governed by these rules or be subject to disciplinary action. Wearing any part of the official team competition uniform illegally (that is, top off or intentionally shortened, shoulder straps lowered) while in the area of competition shall lead to a warning by the nearest official and a report of uncorrected violations shall be made to the games committee, referee and offending competitor's coach.

- 1. On any single day of competition, all team members must wear uniforms clearly indicating through color, logo and combination of all outer garments worn as a uniform, that they are from the same team.
  - a. Teams may change uniform colors from one day to another for multiple-day meets.
  - b. Men's and women's programs are considered separate teams, and are not required to have uniforms of identical color.
- 2. A uniform consists of two school-issued components shorts or briefs, and a top. A one-piece body suit is acceptable as a combination of the two components. Any outer garment (that is, sweat pants, tights) that is school-issued becomes the official uniform, when worn.
  - a. The uniform must be of a material and design deemed to not be objectionable or offensive by the athletics department of the issuing institution.

#### **DIVISION III INDOOR TRACK & FIELD**

- b. The uniform top must, by design and size, cover the full length of the torso, meeting or hanging below the waistband of the bottoms, while the competitor is standing, and allow for the competitor's numbers to be placed above the waist, front and back.
- Uniform tops must be worn so to not obscure hip numbers.
- d. Additional visible clothing is an undergarment. It must be worn under the uniform and be of a solid color.
- 3. Competitors shall not use or wear artificial noisemakers.

NOTE 1: Individual or team uniform, logo, number and shoe rules shall be enforced through inspection by the clerk of the course or the head field event official at initial event check-in. Violators shall be warned, given the chance to correct the violation, and reported as provided in the rule.

NOTE 2: Clothing defined as an 'undergarment' does not include items commonly defined as 'underwear.'

In addition to the uniform guidelines outlined above, the following shall apply in regard to relay uniforms:

4. All relay team members must wear uniforms clearly indicating, through color, logo and combination of all outer garments worn as a uniform, that members are from the same team. Other visible garments useful in team recognition (that is, T-shirts, arm-warmers, tights of any length, leg-warmers, each taken separately) worn by team members must be of an identical solid color. This does not apply to items of apparel above the shoulder or those covering the hands/feet.

NOTE: The effect of this rule is that no imagination shall be required to justify a clear sense of belonging to a team.

#### LOGOS

Refer to General Administrative Guidelines, Section 7.

## Section 2 • Determination of **Championship Participation**

#### Section 2.1 Selection Criteria

#### **QUALIFICATION PROCEDURES**

Qualifying Period. Qualifying performances for the NCAA Men's and Women's Indoor Track and Field Championships must be met during the current season in indoor competition (see Section 1.3).

Qualifying Criteria. A complete listing of indoor track and field qualifying criteria is on ncaa.org at ncaa.org/ championships/division-iii-mens-and-womens-indoor-track-and-field.

Qualification to the championships is based on the descending-order list for the season and adhering to the qualifying regulations/criteria published on ncaa.org. For each men's individual event contested, including the heptathlon, the top 20 declared student-athletes will be accepted into the competition. For each woman's individual event contested, including the pentathlon, the top 20 declared student-athletes will be accepted into the competition. For each relay event contested, the top 12 declared relay teams will be accepted into the competition. The stated maximums are absolute and will not be extended as a result of ties.

**Ties**. Any descending-order list ties, by mark, for the last position to be accepted will be resolved by examining, of those tied, the second-best valid qualifying meet performance submitted during the season and so on until there is no basis for a mark comparison. For a tie not resolved after all available mark comparisons, acceptance will be awarded to the competitor who achieved the original tying mark later in the season. For a tie still not resolved, acceptance will be awarded to the competitor who achieved the second-best valid qualifying meet performance later in the season, including field event series, and so on, until there is no basis for date comparison. As a last resort, the tie for the last qualifying position will be decided by the toss of a coin. After acceptance, compliance with Rule 4-2-2a, Failure to Participate, and Rule 4-211, Honest Effort, is required.

Any descending-order list ties for combined event student-athletes will be broken by using Rule 7-2.2.

Standards. There are no qualifying standards for the 2025 championships season. There will be a track-indexing standard to delineate the different indexing among flat, undersized, banked and oversized [go to ncaa.org, Division III, Championships, Winter Sports, Indoor Track and Field (M/W)]. Altitude conversions, as well as other conversions, are based on a formula and will be done as results are submitted.

Nullification. (Bylaw 31.02.4)

#### FINAL QUALIFYING MEETS

Division III institutions wanting to host an indoor meet, other than a conference meet, between March 3-8, 2025 must notify the NCAA by Jan. 13. Notifications should be submitted to Laura Peterson-Mlynski (Ipeterson@ncaa.org). Individual institutions may host only one meet during this period and may not be singlegender meets.

#### Section 2.2 Results

#### RESULTS REPORTING

In order to be considered for selection to the 2025 championships, all institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host to TFRRS through the online provider DirectAthletics. Only the official electronically reported meet results as submitted by the meet host in TFRRS will serve as proof of performance for all NCAA Division III track and field times and marks. Season-best descending-order lists by event, as approved by the Track and Field Committee, will be made available on a real-time basis at tfrrs.org.

**Meet Results**. It will be the responsibility of the meet HOST to submit meet results to TFRRS by midnight Eastern time, one day after the completion of a competition. Marks may not be considered for championships selection if meet results are not received from the host within the designated time period. Participating institutions must ensure that the electronic submission of results from any competition in which their student-athletes competed is reported by the meet host within five days of the performance and not later than 11:59 p.m. Eastern time, March 1. Results will be accepted only for student-athletes on the institution's TFRRS roster form. The submission of incorrect performances may result in the disqualification of the student-athlete. If a result is submitted more than five days after the qualifying performance and the performance is the basis for championships selection, the institution of the selected student-athlete will be subject to a fine. The fine assessed will be \$200 per gender. It is the responsibility of each coach to check his or her team's marks after each meet within the five-day window to ensure it was reported correctly.

**Additional Points**. Meet hosts and host institutions need to ensure the following tasks are completed regarding eligibility of performance marks:

- Correct TFRRS IDs for all student-athletes;
- Relay times submitted without the names of the student-athletes that participated or with incorrect names
  will not be accepted for championships consideration. It is recommended that meet hosts require relay cards
  at check-in to assist in this process;
- · English marks will not be accepted;
- Field series must be included as a part of the results reporting in order that performances other than the
  best mark can be considered during the championships selection. Only submitted performances, including
  field series, will be considered for championships selections and tie-breaking; and
- See qualifying criteria on the NCAA DIII indoor track and field landing page for additional information.

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2025 indoor track and field results are available for meet hosts, meet directors and timers at **tfrrs.org** (select the link for Meet Director/Timer information). Take particular note of the Frequently Asked Questions document posted which highlights the following:

- Meet hosts may use their method of choice to manage meet entries;
- It is the responsibility of the meet directors/timers to collect valid TFRRS IDs from their entering teams, regardless of the meet entry method;
- For the purpose of running a meet, any meet director/timer can download the rosters of TFRRS teams (with valid single-meet TFRRS IDs) at no cost to the meet director/timer; and
- Institutions registered with TFRRS can print out or download their TFRRS rosters (with IDs) to facilitate the entry process.

If you experienced difficulty using the TFRRS system, please contact DirectAthletics (support@directathletics.com; phone: 617-285-0455) and notify the NCAA national office (lpeterson@ncaa.org or 317-917-6477) if the difficulty will trigger a late fine.

#### ADJUSTED PLACE STANDINGS

[Reference: Bylaw 31.2.2.4-(a) in the NCAA Division III Manual.]

If a student-athlete is found to be ineligible, that individual's performance shall be stricken from the championships record, the points the student-athlete has contributed to the team's total shall be deleted, the team standings shall be adjusted accordingly, and any awards involved shall be returned to the Association. Further, the placement of other competitors shall be altered and awards presented accordingly.

### Section 2.3 Selections Information

#### **DECLARATIONS**

**Student-Athletes**. A student-athlete whose institution does not comply with the provisions below will not be allowed to compete in the championships.

Championships Declarations. At the end of the season's qualifying period, the final descending-order lists will be posted at tfrrs.org and coaches will declare student-athletes for the championships. [Note: The declarations form will be provided through DirectAthletics - the same password for roster submission will enable access to the declarations form.] As a reminder, the qualifying window for the indoor championships is December 1, 2024, through March 8, 2025.

Performance Challenge Guidelines. One role of the NCAA Track and Field and Cross Country Committee is to review and act upon performance challenges throughout the indoor and outdoor track and field seasons. Coaches and student-athletes are afforded the opportunity to monitor effective meet management and officiating by following the protest process outlined in Rule 4-1.15a in the NCAA Cross Country and Track & Field Rules Book. Challenges should be submitted via the online NCAA violations portal (forms.ncaa.org/qcvp/new). See guidelines at the following link: ncaa.org/championships/division-iii-mens-and-womens-indoor-track-and-field

The challenge period begins December 1, 2024, and ends at 2 p.m. Eastern time, March 8, 2025.

Late Declarations. Any institution declaring a student-athlete after the deadline of 1 p.m. Eastern time and before 3 p.m. Eastern time Sunday, March 9, will be charged \$400 per institution per gender. There is no opportunity to submit declaration forms after 3 p.m. Eastern time Sunday, March 9.

Sponsoring institutions must complete the online declaration form and adhere to the guidelines below when declaring student-athletes for the indoor championships.

- The committee will authorize an online posting of a declaration form for each institution by 9 a.m. Eastern time Sunday, March 9.
- A declaration is a firm commitment to compete in every declared event, unless a preference statement is filed during declarations to indicate a choice among several declared events.
- Access to the declaration form is controlled through the use of the same username and password assigned for team roster form submission. Any coach unable to access the online declaration form by 3 p.m. Eastern time Sunday, March 9, must notify DirectAthletics at 347-674-3002 and should contact Laura Peterson-Mlynski, championships administrator, at 317-544-9425.
- Coaches must complete and submit a declaration electronically through DirectAthletics by 3 p.m. Eastern time Sunday, March 9. All student-athletes must be declared or scratched in every event in which they qualified at this time. Declaration forms submitted after the 1 p.m. deadline and before 3 p.m. Eastern time will be accepted as LATE and the institution will be fined (see above). There is no opportunity to submit declaration forms after 3 p.m. Eastern time. All student-athletes not declared by their institution will be scratched from the national championships competition. Coaches will have access to their declaration form at directathletics.com and can make changes up to the deadline of 3 p.m. Eastern time.
- The final list of participants will be available Sunday, March 9 by 7 p.m. Eastern time on the track and field landing page at ncaa.org/championships/division-iii-mens-and-womens-indoor-track-and-field.
- Coaches are responsible for including a mobile/cell number on the declaration form at which the committee can reach him or her, or his or her representatives, if questions arise.
- Medical Scratch: For a student-athlete who was declared and is accepted into the meet but is unable to compete, the deadline for medical scratches is 6 p.m. Eastern time, Tuesday, March 11. Any medical scratches must be reported by phone and emailed to Tylor Knickerbocker (607) 591-5964 (tylor@leonetiming.com) and Laura Peterson-Mlynski (lpeterson@ncaa.org). Failure to notify the committee could result in a fine.

Relay Declarations. With regard to relay events, please refer to the Technical Manual listed on ncaa.org.

#### TRAVEL INFORMATION

Institutions with individuals competing in the championships must request reimbursement through the online Travel Expense System (TES) in order to receive appropriate reimbursement for their trip to the championships site. For individual-team championships, transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible nonathletes. The TES and per diem allowance policies are located on the NCAA website (ncaa.org) under Division III, Championships, Division III Championships Resources.

## Section 2.4 Championships Format

#### SCHEDULE OF EVENTS

The full schedule of events for the 2025 Division III Indoor Track and Field Championships is available at ncaa.org.

#### **SCORING**

The men's and women's championships will use the eight-place scoring system (10-8-6-5-4-3-2-1) in individual and relay events (i.e., first place earns 10 team points, second place earns eight team points, etc.).

#### **TEAM ROSTER FORMS**

NCAA Division III men's and women's track and field programs will be required to register and maintain their official team roster with TFRRS before entering their first competition. Each student-athlete will be assigned a unique TFRRS tracking ID that will identify the student-athlete throughout his or her collegiate career. This ID will not change from season to season; however, institutions will be required to register their roster each season to confirm eligibility status. Access to and instructions for roster submission can be found at **tfrrs.org**.

#### TRAVEL PARTY

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at ncaa.org/championships/travel/championships-travel-information.

## Section 2.5 Protest Procedure and Appeals

#### CHAMPIONSHIPS PROTEST PROCEDURE

All protests must be filed on the official protest form, available at the assigned protest area, along with payment of a \$100 protest fee. 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 not later than 15 minutes after the official results have been posted (per Rule 4,-1.15). The fee shall be refunded if the decision is reversed in favor of the coach.

The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach, and the other copy shall be placed in the subcommittee's files.

#### **JURY OF APPEALS**

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 \$100 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 indoor track and field championships.

#### **VIDEO REVIEW LANGUAGE**

Rule 4-1.15c allows an official video to be designated by the games committee (before the meet) to be used during protests and appeals to aid in the decision-making process. This stipulation and use of an official video will be up to each individual games committee at each regular-season meet, as to ensure the video is useful in providing the proper angle and is in the proper location at the event to be effective in ruling on a protest.

For Division III, this rule will apply to each regular-season meet and it will be up to each games committee to determine if the ability to have a video is necessary and feasible.

## Appendix A • Sport Sponsorship

#### MEN'S SPORT SPONSORSHIP

Adrian College Albion College Albright College Alfred State College Alfred University Allegheny College

Alma College Alvernia University **Amherst College** 

Anderson University (Indiana)

Arcadia University **Asbury University** Augsburg University Augustana College (Illinois)

**Aurora University Averett University** 

**Baldwin Wallace University** 

**Bard College Bates College** Belhaven University Beloit College

Benedictine University (Illinois)

Berea College Berry College

Bethany College (West Virginia) Bethany Lutheran College Bethel University (Minnesota)

**Bluffton University Bowdoin College Brandeis University** 

Bridgewater College (Virginia) Bridgewater State University

Buena Vista University

Buffalo State, State University of New York

California Institute of Technology California Lutheran University

Calvin University Capital University Carleton College Carlow University

Carnegie Mellon University Carroll University (Wisconsin)

Carthage College

Case Western Reserve University

Catholic University Central College (Iowa) Centre College Chapman University Chatham University

Christopher Newport University

Claremont McKenna-Harvey Mudd-Scripps Colleges

Coe College

Colby College

Colby-Sawyer College Colorado College

Concordia College, Moorhead Concordia University Chicago Concordia University Wisconsin

Connecticut College Cornell College Covenant College

Crown College (Minnesota) Delaware Valley University

Denison University DePauw University DeSales University Dickinson College

Dominican University (Illinois)

**Drew University** Earlham College

East Texas Baptist University

Eastern Connecticut State University

Eastern Mennonite University

Eastern University **Edgewood College** Elizabethtown College Elmhurst University

Emmanuel College (Massachusetts)

**Emory University** 

Fairleigh Dickinson University, Florham

Farmingdale State College

Ferrum College

Franklin College

Fitchburg State University Fontbonne University

Franciscan University of Steubenville

Franklin & Marshall College

Gallaudet University Geneva College George Fox University Gettysburg College Gordon College Goucher College Greenville University Grinnell College Grove City College Guilford College

Gustavus Adolphus College

Hamilton College Hamline University

Hampden-Sydney College

Hanover College

Hardin-Simmons University

Haverford College

#### **DIVISION III INDOOR TRACK & FIELD**

Heidelberg University

Hiram College Hood College Hope College

Houghton University Hunter College Husson University Illinois College

Illinois Institute of Technology Illinois Wesleyan University Immaculata University

Ithaca College

John Carroll University Johns Hopkins University

Juniata College Keene State College Kenyon College Keystone College

King's College (Pennsylvania)

**Knox College** 

Lake Forest College Lakeland University Lancaster Bible College

Lasell University Lawrence University Lebanon Valley College

Lehman College

LeTourneau University Lewis & Clark College Linfield University Loras College Luther College Lyon College Macalester College

Manchester University
Manhattanville University

Marietta College
Martin Luther College
Mary Baldwin University
Maryville College (Tennessee)

Marywood University

Massachusetts Institute of Technology

McDaniel College McMurry University Medgar Evers College Messiah University Methodist University Middlebury College Millikin University

Milwaukee School of Engineering

Misericordia University

Mississippi University for Women Monmouth College (Illinois) Montclair State University

Moravian University

Mount Saint Mary College (New York)

Mount St. Joseph University

Muhlenberg College Muskingum University Nazareth University

Nebraska Wesleyan University New Jersey City University

**New York University** 

North Carolina Wesleyan University

North Central College North Central University North Park University Oberlin College Occidental College Oglethorpe University Ohio Northern University Ohio Wesleyan University

Otterbein University
Pacific Lutheran University
Pacific University (Oregon)
Penn State Harrisburg

Pennsylvania State Univ. Erie, the Behrend College

Pfeiffer University Piedmont University

Plattsburgh State University of New York

Plymouth State University Pomona-Pitzer Colleges

Pratt Institute Principia College Ramapo College Randolph College

Regis College (Massachusetts) Rensselaer Polytechnic Institute

Rhode Island College Ripon College Roanoke College

Rochester Institute of Technology

Roger Williams University

Rose-Hulman Institute of Technology

Rowan University Russell Sage College

Rutgers, The State Univ. of New Jersey, Camden Rutgers, The State Univ. of New Jersey, Newark

Saint John's University (Minnesota) Saint Joseph's College (Maine) Saint Mary's University of Minnesota

Saint Vincent College Salisbury University Shenandoah University

Simpson College

Southern Virginia University

Spalding University Springfield College St. John Fisher University St. Lawrence University St. Mary's College of Maryland

St. Norbert College

St. Olaf College

State University of New York at Brockport

State University of New York at Cobleskill

State University of New York at Cortland

State University of New York at Delhi

State University of New York at Geneseo

State University of New York at Oneonta

State University of New York at Oswego

State University of New York at Potsdam

Stevens Institute of Technology

Stevenson University

Stockton University

Suffolk University

Susquehanna University

Swarthmore College

Texas Lutheran University

The College of New Jersey

The College of St. Scholastica

The College of Wooster

The State University of New York at Fredonia

The University of Olivet

Thiel College

Thomas College

Transylvania University

Trine University

Trinity College (Connecticut)

Trinity University (Texas)

**Tufts University** 

U.S. Coast Guard Academy

U.S. Merchant Marine Academy

Union College (New York)

University of California, Santa Cruz

University of Chicago

University of Dubuque

University of La Verne

University of Lynchburg

University of Maine, Farmington

University of Mary Washington

University of Massachusetts Boston

University of Massachusetts, Dartmouth

University of Minnesota, Morris

University of Mount Union

University of Northwestern-St. Paul

University of Puget Sound

University of Redlands

University of Rochester

University of Scranton

University of Southern Maine

University of St. Thomas (Minnesota)

University of St. Thomas (Texas)

University of the Ozarks (Arkansas)

University of the South

University of Wisconsin-Eau Claire

University of Wisconsin-La Crosse

University of Wisconsin-Oshkosh

University of Wisconsin-Platteville

University of Wisconsin-River Falls

University of Wisconsin-Stevens Point

University of Wisconsin-Stout

University of Wisconsin-Superior

University of Wisconsin-Whitewater

Ursinus College

Utica University

Vassar College

Vermont State University Castleton

Vermont State University-Johnson

Virginia Wesleyan University

Wabash College

Wartburg College

Washington and Jefferson College

Washington and Lee University

Washington University in St. Louis

Waynesburg University

Webster University

Wentworth Institute of Technology

Wesleyan University (Connecticut)

Western Connecticut State University

Westfield State University

Westminster College (Missouri)

Westminster College (Pennsylvania)

Wheaton College (Illinois)

Wheaton College (Massachusetts)

Whitworth University

Widener University

Willamette University

Williams College

Wilmington College (Ohio)

Wisconsin Lutheran College

Wittenberg University

Worcester Polytechnic Institute

Worcester State University

York College (New York)

York College (Pennsylvania)

#### WOMEN'S SPORT SPONSORSHIP

Adrian College Albion College Albright College Alfred State College Alfred University Allegheny College

Alma College **Alvernia University Amherst College** 

Anderson University (Indiana)

Arcadia University **Asbury University** Augsburg University Augustana College (Illinois)

**Aurora University** Averett University

**Baldwin Wallace University** 

**Bard College Bates College** Belhaven University Beloit College

Benedictine University (Illinois)

Berea College Berry College

Bethany College (West Virginia) Bethany Lutheran College Bethel University (Minnesota)

**Bluffton University Bowdoin College Brandeis University** 

Bridgewater College (Virginia) Bridgewater State University

Bryn Mawr College Buena Vista University

Buffalo State, State University of New York

California Institute of Technology California Lutheran University

Calvin University Capital University Carleton College Carlow University

Carnegie Mellon University Carroll University (Wisconsin)

Carthage College

Case Western Reserve University

Catholic University Central College (Iowa) Centre College Chapman University Chatham University

Christopher Newport University

Claremont McKenna-Harvey Mudd-Scripps Colleges

Coe College Colby College

Colby-Sawyer College

College of Saint Benedict

Colorado College

Concordia College, Moorhead Concordia University Chicago Concordia University Wisconsin

Connecticut College Cornell College Covenant College

Crown College (Minnesota) Delaware Valley University

**Denison University** DePauw University DeSales University Dickinson College

Dominican University (Illinois)

**Drew University** Earlham College

East Texas Baptist University

Eastern Connecticut State University

Eastern Mennonite University

Eastern University **Edgewood College** Elizabethtown College Elmhurst University

Emmanuel College (Massachusetts)

**Emory University** 

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Farmingdale State College

Ferrum College

Fitchburg State University Fontbonne University

Franciscan University of Steubenville

Franklin & Marshall College

Franklin College Gallaudet University Geneva College George Fox University Gettysburg College Gordon College Goucher College Greenville University Grinnell College Grove City College **Guilford College** 

Gustavus Adolphus College

Hamilton College Hamline University Hanover College

Hardin-Simmons University

Haverford College Heidelberg University

Hiram College Hollins University **Hood College** Hope College

#### **DIVISION III INDOOR TRACK & FIELD**

Houghton University Hunter College **Husson University** Illinois College

Illinois Institute of Technology Illinois Wesleyan University Immaculata University

Ithaca College

John Carroll University Johns Hopkins University

Johnson & Wales University (Providence)

Juniata College Keene State College Kenyon College Keystone College

King's College (Pennsylvania)

**Knox College** Lake Forest College Lakeland University Lancaster Bible College Lasell University

Lawrence University Lebanon Valley College

Lehman College LeTourneau University Lewis & Clark College Linfield University Loras College Luther College

Lyon College Macalester College Manchester University Manhattanville University

Marietta College Martin Luther College Mary Baldwin University Maryville College (Tennessee)

Marywood University

Massachusetts Institute of Technology

McDaniel College McMurry University Medgar Evers College Meredith College Messiah University Methodist University Middlebury College

Milwaukee School of Engineering

Misericordia University

Millikin University

Mississippi University for Women

Monmouth College (Illinois) Montclair State University Moravian University Mount Holyoke College

Mount Saint Mary College (New York)

Mount St. Joseph University

Muhlenberg College Muskingum University Nazareth University

Nebraska Wesleyan University New Jersey City University

New York University

North Carolina Wesleyan University

North Central College North Central University North Park University Oberlin College Occidental College Oglethorpe University Ohio Northern University

Ohio Wesleyan University Otterbein University Pacific Lutheran University Pacific University (Oregon) Penn State Harrisburg

Pennsylvania State Univ. Erie, the Behrend College

Pfeiffer University Piedmont University

Plattsburgh State University of New York

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Rhode Island College Ripon College Roanoke College

Rochester Institute of Technology

Roger Williams University

Rose-Hulman Institute of Technology

Rowan University Russell Sage College

Rutgers, The State Univ. of New Jersey, Camden Rutgers, The State Univ. of New Jersey, Newark

Saint Joseph's College (Maine) Saint Mary's University of Minnesota

Saint Vincent College Salisbury University Shenandoah University Simmons University Simpson College Smith College

Southern Virginia University

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State University of New York at Oneonta

State University of New York at Oswego

State University of New York at Potsdam

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Stockton University

Suffolk University

Susquehanna University

Swarthmore College

Sweet Briar College

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University of Minnesota, Morris

University of Mount Union

University of Northwestern-St. Paul

University of Puget Sound

University of Redlands

University of Rochester

University of Scranton

University of Southern Maine

University of St. Thomas (Minnesota)

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University of Wisconsin-Eau Claire

University of Wisconsin-La Crosse

University of Wisconsin-Oshkosh

University of Wisconsin-Platteville

University of Wisconsin-River Falls

University of Wisconsin-Stevens Point

University of Wisconsin-Stout

University of Wisconsin-Superior

University of Wisconsin-Whitewater

**Ursinus** College

Utica University

Vassar College

Vermont State University Castleton

Vermont State University-Johnson

Virginia Wesleyan University

Wartburg College

Washington and Jefferson College

Washington and Lee University

Washington University in St. Louis

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Wentworth Institute of Technology

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Westminster College (Pennsylvania)

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Willamette University

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Wittenberg University

Worcester Polytechnic Institute

Worcester State University

York College (New York) York College (Pennsylvania)