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Article 1 – General Policies and Procedures

Section 1 – Scheduling
The NAC Track & Field Championship will be held 4 weeks prior to the NCAA Outdoor Track & Field Championship. Recommended start times are 10:30 a.m. (Field Events) and 12:00 p.m. (Track Events). Alternate start times require permission from Conference Office before publication of the Championship meet packet.

Section 2 – Eligible Teams
All NAC schools that sponsor track & field at the NCAA level are eligible for competition in the Championship.
(2016 was the last year that club teams were permitted to participate in the championship)

Section 3 – Conference Calls
There shall be at least one conference call prior to the Championship meet. All coaches are responsible for being on the conference call or having a representative on the call. The track & field Administrative Liaison and a representative from the Conference Office will also be on the call.

If desired, a Post-Championship conference call can be set-up to discuss running of the meet, future sport guideline changes, etc.

Section 4 – Entry Fees
Host schools may set an entry fee to defray the costs of hosting the Championship. To keep in line with fees from other meets throughout the season, suggested fees are $25 per athlete up to $300 per team (genders calculated separately). The host school should clearly state the fee and payment preferences (cash/check) in the meet packet.

Article 2 - Host School Responsibilities

Section 1 – General Responsibilities
• Provide a track & field facility that meets minimum NCAA regulation standards
• Provide pertinent meet information at least 3 weeks prior to the Championship
• Provide a certified athletic trainer at the Championship
  o All visiting teams must provide their own training supplies
• Select a Meet Director (member of coaching staff or athletic administration) who is responsible for all contact to member schools and the Conference Office
• Provide meet personnel
  o Officials
  o Timer/Scorer
  o Support Staff
• The Championship shall be supervised by an athletic administrator/site director who is responsible for sportsmanship/behavior of fans.
• Pre-Championship Announcements:
  o National Anthem
  o NCAA Sportsmanship Advisory:
    ▪ The NCAA and the North Atlantic Conference promote good sportsmanship by the student-athletes, coaches and spectators at
today’s contest. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from (site of competition). Any spectators that enter the track or field competition area during the meet, will be removed from (site of competition).

Section 2 – Championship Checklist

- Facility Set-Up
- Athletic Training Services
- Championship packet for member schools (e-mail at least 3 weeks before the meet)
- Team packet for meet day
  - Schedule of Events
  - Relay Cards
  - Protest Forms
- Determine Games Committee
- Schedule Meet Officials
  - Recommendations:
    - 1 Head Official/Referee
    - 1 Starter
    - 1 Assistant Starter
    - 1 Clerk
    - 2 High Jump
    - 2 Pole Vault
    - 2-3 per Throws occurring at same time
    - 2-3 per LJ/TJ occurring at same time
- Schedule Timing Service/Scorer
- Parking for teams, officials, spectators
- Support Staff Hiring/Assignments (School staff/student workers)
  - Recommendations:
    - Throws (3-4 per venue)
      - Tape puller (1), Implement retriever (1-3)
    - Jumps (4 per pit)
      - Wind gauge (1), Raking (2), Tape Puller (1)
    - Miscellaneous
      - Announcer (1)
      - Results Runner (1)
      - Clerk/Assistant Clerk (1)
      - Hurdles crew (4+)
      - Finish line help (2-3+)
- PA System
- Results display location
- Championship Program
- Concessions if facility allows
- Hospitality
Section 3 – Facility Usage for Pre-Meet Practice
It will be up to the discretion of the host site to make competition facilities available for inspection and/or practice on the afternoon prior to the beginning of competition. If facilities are open, limitations may be placed on certain areas depending on set-up requirements of the host school.

Section 4 – Concessions/Ticket Sales
Ticket sales and concessions are optional.

- If a gate is charged, institutions are permitted to charge the same prices they utilized during the regular season.
- If a gate is being charged, all institutions must be notified in advance and complementary tickets for each Championship participant must be provided.
- # of complementary tickets will be limited to two institutional representatives and two per roster member/coach.

Article 3 – Awards & Records

Section 1 – Weekly Awards
It is the responsibility of each institution to submit nominations for their student-athletes for weekly (SID’s) and annual (coaches) awards through the NAC website. Weekly awards will begin the Monday following the first week of competition in which at least half of the member schools have competed. Weekly honors will conclude the Monday following the NAC Championship. Weekly nominations are due Monday at 10:00 a.m. and winners will be selected by the conference staff.

The following weekly awards will be selected for both Men’s and Women’s Track & Field:
- Track Athlete of the Week
- Field Athlete of the Week
- Rookie of the Week

Section 2 – Annual Awards
Nominations for annual awards will be submitted following the conclusion of the NAC Championship. Annual awards will be selected through an online vote by conference coaches during the week following the Championship.

Both the Men’s and Women’s Track & Field coaches will select the following annual awards:
- Track Athlete of the Year
- Field Athlete of the Year
- Rookie of the Year
- Senior Scholar-Athlete of the Year
- Coach of the Year
- Sportsmanship Team

All-Conference Team:
- First and second place finishers in each event will be named to the All-Conference Team.
Section 3 – Championship Awards
It is the responsibility of the conference office to order awards and to have them delivered to the host institution in a timely manner.

Individual Awards
Event winners at the NAC Championship will be awarded with a medal. All medals will sorted and made available after the meet for coaches to pick up prior to departure (after the protest window has closed).

Team Awards
Team awards must be presented by a Conference Representative, the Sport Liaison, the Athletic Director of the host institution or another host institution representative. A script will be distributed to the host for the awards ceremony.

Team awards will be presented to the Team Champion after the Championship contest.

Section 4 – Records
Championship meet records will be kept and updated at each Championship.

Conference records will be kept and updated at the end of each season following the NCAA Championship. These records will track all events no matter what meet the mark was made at throughout the year.
Article 4 – Sportsmanship Initiative

Men’s and Women’s Track & Field

“Creating an Atmosphere of Respect”

At the direction of the North Atlantic Conference Presidents and with the support of the Directors of Athletics, the conference embraces the theme "Creating an Atmosphere of Respect" for each of our sports. The ultimate goal for the NAC is to create an atmosphere that places the highest regard for exemplary behavior of all participants, coaches, administrators, fans and officials.

Behavioral Objectives for “Creating an Atmosphere of Respect” Initiative:

- All conference members will show respect for the opponent, teammates, coaches, and officials.
- Student-Athletes will treat all opponents with the same level of respect, regardless of the score.
- Coaches will establish a welcoming environment for visiting teams and commit to communicating collegially with other coaches and with the intent to enhance sportsmanship in the NAC.
- Conference members will establish high expectations for all remembering that all individuals must represent their team, institution and conference well.
- Following each NAC Conference Match, visiting coaches and event managers will have the option to provide feedback on the behavior of other coaches, student-athletes and fans through the use of an evaluation tool aimed not at punitive action but on the enhancement of all NAC programs. To access the form online, go to http://www.nacathletics.com, and log into the administrative section of the website to obtain the Contest Feedback form. The Commissioner will follow up with appropriate individuals on all feedback submitted.

NAC Expectations for Good Sportsmanship (from NAC Bylaws):

- Observing and supporting the rules of the game.
- Promoting the spirit as well as the letter of the rules.
- Placing fairness first as a goal in all competition.
- Taking personal responsibility for high standards of play and conduct.
- Showing civility toward competitors, coaches and officials.
- Playing cleanly while playing hard.
- Showing maturity and integrity in conduct on and off the field of play.
- Being a gracious competitor and accepting both wins and losses with dignity.
Article 5 - Championship Schedule of Events

Section 1 – Events
Championship Events shall include:

<table>
<thead>
<tr>
<th>100 Meters</th>
<th>100/110 Meter Hurdles</th>
<th>Shot Put</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Meters</td>
<td>400 Meter Hurdles</td>
<td>Discus Throw</td>
</tr>
<tr>
<td>400 Meters</td>
<td>4x100 Meter Relay</td>
<td>Hammer Throw</td>
</tr>
<tr>
<td>800 Meters</td>
<td>4 x 400 Meter Relay</td>
<td>Javelin Throw</td>
</tr>
<tr>
<td>1500 Meters</td>
<td>High Jump</td>
<td></td>
</tr>
<tr>
<td>3000 M Steeplechase</td>
<td>Pole Vault</td>
<td></td>
</tr>
<tr>
<td>5000 M</td>
<td>Long Jump</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple Jump</td>
<td></td>
</tr>
</tbody>
</table>

As the league continues to grow, the conference coaches can determine if additional events should be added to the event list at the end-of-the season conference call for the following year.

Section 2 – Order of Track Events
Track order of events should alternate by gender each year. Men compete first in even years; women compete first in odd years.

a. Exceptions may be made with approval by conference coaches on the pre-Championship conference call.

b. Track Order of Events:
   100/110m Hurdle Semifinals
   100m Semifinals
   3000m Steeplechase
   4 x 100m Relay
   1500m
   100/110m Hurdle Finals
   400m
   100m Finals
   800m
   400m Hurdles
   200m
   5000m
   4 x 400m Relay

Section 3 – Order of Field Events
In accordance with 4-4 of the NCAA Rulebook, field events shall be determined by the host site and games committee so that efficient use is made of time and facilities.

Section 4 – Safety Considerations
Per NCAA rules (6-1.17), it is the responsibility of the field event judge and referee to ensure fair and safe competition. In the event of unsafe conditions (e.g. weather, facility concerns) once competition has begun, competition may be suspended, but the event venue (that is, direction of jumping) shall not be changed.
Should conditions remain unsafe, it will be the determination of the games committee about the cancelation of an event.

**Article 6 – Conduct of Championship**

**Section 1 – Heats and Finals (Track Events)**

*Dash/Hurdle Preliminary Heats:*

Preliminary heats will be formed using the guidelines from 5-11.2 in the NCAA Rulebook.

If fewer athletes than lanes declare entry into the dash/hurdle races, one heat will be run as a timed final.

*Advancing to Dash/Hurdles Finals:*

The winner of each preliminary heat in the dash/hurdles will advance to finals. Additional athletes will be added to finals based on performance in rank order until all lanes have been filled.

*Timed Finals*

All timed finals (200, 400, 800, 1500, 5K, 400H, 3K Steeplechase) will be run slowest to fastest and sections will be based on preferred lanes for races starting in lanes and field numbers in races not starting in lanes.

*Re-Seeding*

For the 200m, there will be a pre-check-in to determine if there are any scratches and lanes need to be filled. It is suggested that pre-check-in occur 45 minutes prior to the start of the race so that with approximately 30 minutes to go, athletes can be called to officially clerk in and receive hip numbers.

*Preferred Lanes:*

Preferred lanes shall be determined by the host institution and games committee. Recommended lane preferences:

- Eight Lane Oval – 5-6-4-7-3-8-2-1
- Eight Lane Straight-Away – 4-5-3-6-2-7-1-8

**Section 2 – Flights and Finals (Field Events)**

*Throws & Horizontal Jumps*

Competitors in the throws and horizontal jumps shall be arranged in flights not larger than 16 and not smaller than five. Flights will be divided by rank order of seed mark. Position within the flight will be determined at random.

Seven athletes will go to field event finals (one competitor more than the number of scoring places, see 6.4).

*High Jump and Pole Vault*

Starting heights and progressions will be determined on the pre-Championship conference call by the coaches. Special consideration should be given to the lowest seed and also a progression that hits close to the New England Championship qualification mark.
Section 3 – Relays
All schools will be allowed to enter 1 relay per relay event (4x100, 4x400). Relays entries are open and do not require a Direct Athletics mark. Teams that have not run the relay during that season will be entered as NT. Relay cards should be provided in the team packet and turned in to the clerk at check-in.

Section 4 – Scoring
In accordance with NCAA Rule 7, Section 1, Article 2 (7-1.2), the meet shall be scored as follows:
- Individual Events: 10-8-6-4-2-1
- Relay Events: 10-8-6-4-2-1
All team individuals are eligible to score. Only 1 relay team per school is eligible to score.

Section 5 – Results
All results shall be posted during competition in a location where coaches and student-athletes have easy access.

Protests (see 9.1) should be made at once upon viewing results and not later than 30 minutes after the results for that event have been posted.

Article 7 – Meet Entries, Declarations & Minimum Marks

Section 1 – Championship Meet Entries
Entries will be due on Direct Athletics on the Wednesday prior to the meet. A performance list will be released on Thursday prior to the meet after 12:00 p.m. Entry deadlines must be clearly stated in the Championship manual.

Schools wishing to use their wildcard entries (see 7.3) must e-mail the timer by the same deadline as the entries. All wildcard entries will be seeded as a NT or ND.

Late entries will be assessed a $50 fine per athlete and will not be accepted once the performance list is released.

Section 2 – Declarations
All entries will be considered declarations. As stated in 4-2.2 of the NCAA Rulebook, athletes must compete in each event in which they are declared. A failure to participate is considered an assumption that the competitor in violation has abandoned the competition and therefore, shall be barred from all remaining events in the current meet.

Relay team members will not be considered declared until the coach/relay team has submitted a relay card.

Section 3 – Minimum Marks & Wild Card Entries
All individual athletes entered in the NAC Track & Field Championship must have a mark in Direct Athletics from that outdoor season indicating that they have participated in the event they are being entered in.
Relays will be open and will not require a mark in Direct Athletics. All relays that don’t have a mark from the season will be entered at NT.

Each school will be allowed two wild cards per team, genders calculated separately (2 for men, 2 for women) to enter an athlete who has not participated in an event during that outdoor season. See Entries (7.1) for details on wildcard entry submission.

**Article 8 – Games Committee Responsibilities**

**Section 1 – Formation of Games Committee**
Prior to the Championship, the Meet Director shall arrange for the formation of a Games Committee to include:
- NAC Commissioner/Associate Commissioner
- On-Site Athletic Administrator
- Men’s Coach Representative + 1 Alternate Coach*
- Women’s Coach Representative + 1 Alternate Coach*
- Head Official/Referee

*Coach representatives will be determined on the Pre-Championship conference call. An alternate will be selected for each coach in case they have an athlete involved in an incident.

**Section 2 – Responsibilities**
Any issues related to results, athlete conduct, or any other dispute which may require deliberation, will be handled by the Games Committee. Any coach on the Games Committee who has an athlete involved in the dispute may be asked to remove themselves from the deliberations.

**Article 9 – Protests**

**Section 1 – Protests**
Protests that develop during conduct of the meet should be made at once and not later than 30 minutes after the results for that event have been posted. All implicated coaches must be notified of the protest. A 15 minute window will be in effect following the final event of the day prior to awards.

Coaches should be provided with protest forms in their meet packet. The host site will determine the best procedure for alerting the games committee to review the protest.
APPENDIX A - Cold Weather Best Practice

In the interest of health and safety for student-athletes, coaches, athletics staff, and spectators, the NAC has instituted cold weather best practices to prevent cold weather-related injuries and illnesses to all participants. These recommendations are in accordance with the National Athletic Trainers’ Association and the guidelines set forth by the NCAA. The athletic training staffs of the NAC institutions have conferred and agreed upon these standards.

These best practices are to be enforced in instances of conference competitions only. This best practice is not intended to override any school’s practice policy.

The following best practices pertain to “Active” sports (Men’s and Women’s Lacrosse, Men’s and Women’s Soccer, and Field Hockey) and “Limited Activity” sports (Baseball, Softball, Men’s and Women’s Track & Field, Men’s and Women’s Tennis, Men’s and Women’s Cross Country, and Men’s Golf).

The concern for student athletes that participate in Limited Activity sports is the student-athlete will be exposed to wind and cold temperatures during long periods of inactivity. During these times, student athletes may have difficulty maintaining proper body temperature due to exposure and lack of metabolic activity, thus, additional considerations are to be made to protect those student-athletes.

All temperatures indicated below are to represent the Wind Chill Temperature. The effects of the wind are to be taken into account. Ideally, the on-field conditions are to be used to determine the participation status. Furthermore, whenever possible, indoor warming facilities are to be made available to participants and spectators. When indoor warming facilities are not available, postponement is required at the previous step.

**Cold Weather Best Practice for “Limited Activity” Sports**

>40 degrees F – No restrictions on activities are required. Advisement is to be given to coaches to the temperature. Maintain regular hydration breaks.

32-40 degrees F – Recommend skin coverage for all athletes including gloves, hats, long sleeves, and leggings/pants. Monitor for cold weather injuries and have indoor facilities available for rewarming if needed.

25-32 degrees F – Required skin coverage as described above. Indoor rewarming should be available. For timed events, allow indoor rewarming for no less than 15 minutes following on field warmups and during halftime. For non-timed events, allow indoor rewarming for no less than 15 minutes during the first stoppage of play after 45 minutes of activity. *If no indoor rewarming facilities are available, activities are to be postponed at <32 degrees F

<25 degrees F – Postponement of athletic contests are required.