

NCAA DIVISION I MEN'S AND WOMEN'S OUTDOOR TRACK AND FIELD



2009 REGIONAL ADMINISTRATIVE MANUAL

Updated May 6, 2009

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Responsibilities for Championships Conduct.

Event director. The event director is appointed by the host institution and has the responsibility of preparing pre-meet information for participating institutions, organizing personnel and assigning responsibilities for all aspects of meet management in accordance with the 2009 and 2010 NCAA Track and Field/Cross Country Rules Book, the 2009 NCAA Division I Men's and Women's Outdoor Track and Field Championships Handbook and this manual. Communication with the NCAA championships staff, as well as the Division I track and field committee member responsible for the outdoor championships, is a critical part of assuring success for hosting a championship. Questions that cannot be answered by materials provided in these resources should be directed to the NCAA championships staff.

NCAA Division I Track and Field Committee.

The committee will provide assistance and guidance prior to and during the meet. The committee actively supervises the conduct of the regional meets and the championships meet. The following duties have been assigned or will be performed by the committee or the committee liaison:

1. Appoints liaisons to assist the host with preparation and conduct of the 2009 regional meets:

East region	John Weaver (Appalachian State); Robyne Johnson (Boston University)
Midwest region	Rich Ceronie (Miami Ohio); Dave Walker (East Tennessee State)
Midwest region	Marc Ryan (Minnesota); TBD
West region	Don Bocchi (Arizona State); Gregg Gensel (Utah State)
2. Supplies the meet schedule.
3. Establishes all entry and declaration deadlines.
4. Approves selected officials for the regional meets.
5. Conducts conference calls with the event director prior to and during the championships to discuss any concerns. (Please see Appendix D for a schedule of all regional host teleconferences.)
6. Coordinates the declaration and seeding of qualifying entries.
7. Establishes and posts performance and entry lists.

8. Instructs key officials prior to and during the championships.
9. Adjudicates protests during championships.

2009 NCAA Division I Outdoor Track and Field Regional Championships Timeline/Checklist

The following timeline/checklist will help you plan for the 2009 NCAA Division I Men's and Women's Outdoor Track and Field regional meet.

Winter Months

- _____ Arrange location of meet headquarters, coaches meeting and packet pick-up.
- _____ Plan coaches meeting agenda and have it reviewed by NCAA championships manager.
- _____ Discuss plans with key members of your athletic department and institutional staff members regarding promotion of the meet. Review 2008-09 NCAA Championships Promotions Playbook (<http://www.ncaa.org/wps/ncaa?ContentID=2658>). Contact NCAA championships managers to assure compliance with NCAA procedures for ALL promotional ideas.
- _____ Review list of equipment required and make plans to acquire any necessary items.
- _____ Submit list of suggested key officials to committee for approval **no later than April 17, 2009.**
- _____ Prepare list of officials (other than key officials) and support staff required. Begin to assign persons to specific positions. Request assistance of officials and support staff in regular season meets to assure familiarity with tasks assigned.
- _____ Compile list of available rates, location and telephone numbers for hotel/motels, car rental companies and restaurants.
- _____ Provide statement from track surveyor regarding certification of track measurements. Send copy to Maisha Palmer at the national office.
- _____ Arrange for medical services on site throughout the competition - athletic trainers, EMT, physician, and ambulance.
- _____ Establish a process to retain all mailings, press releases, memoranda and other pertinent materials for future hosts.

- _____ Confirm security arrangements with campus security and police.
- _____ Print tickets and promotional literature.
- _____ Make arrangements for possible drug testing. (e.g., site, couriers, etc.)
- _____ Contact meet officials via letter; include a return card for attendance confirmation.
- _____ Finalize meet information which will be placed on the Web. Email the information to the NCAA managers and the subcommittee chair for approval before posting on the Web.
- _____ Send a promotional/ticket mailing to targeted groups and individuals.
- _____ Make arrangements with NCAA manager to use video board for regional competition

March

- _____ Post to the web approved meet information.
- _____ Determine role security agencies will play during championships, i.e., parking, crowd control, traffic, ticket area.
- _____ Finalize inventory of all equipment.
- _____ Construct an awards stand for top five place finishers (automatic qualifiers to NCAA championship meet).
- _____ Issue press release with meet information.

April

- _____ Send final assignment to officials, including arrival schedule, where to check in, etc. Prepare final assignment list of officials for subcommittee chair.
- _____ Send final assignment list to support staff including arrival schedule, where to check in, etc.
- _____ Obtain PA script from NCAA manager (video board script or general PA script)

3 Weeks Before Championship

- _____ Meet with local organizing committee, conduct final run-through of all preparations for the meet.
- _____ Confirm meeting rooms, declarations, and reserved rooms for NCAA representative.
- _____ Finalize preparations for awards area.
- _____ Finalize facility setup.
- _____ Prepare signage for championship ("results," "concessions," etc.).
- _____ Assemble coaches' packet of information. The packet should include the information listed in coach's section.

Championship Week Checklist

Tuesday

- _____ Receive meet information from committee.
- _____ Prepare material to be included in coaches' packets.

Wednesday

- _____ Facility competition-ready at noon.

Thursday

- _____ Facility opens for practice.
- _____ Meet with NCAA representatives for walk through of the competition facility (a.m.).
- _____ Meet with NCAA representatives to review coaches' packet, packet pick-up procedures and any last minute details.
- _____ Registration, packet pickup and challenges. Recommend eight individuals to assist with the process.
- _____ Technical meeting (mandatory attendance for coaches with student-athletes in the championships).
- _____ NCAA representatives meet with running and field referees and umpire chief.

Friday/Saturday

- _____ Meet with officials and referees.

_____ Meet with NCAA representatives regarding day's events.

_____ Competition begins.

SECTION 1 – Awards

No NCAA individual awards or team trophies will be presented during or after the regional meets. The host should construct an awards stand to accommodate recognition of the top five individual event place finishers (and the top three relay teams) who automatically qualify to the championship meet. No commercial logos may appear on the stand; however, NCAA and institutional logos may appear.

SECTION 2 – Commercialism/Contributors

Commercial Identification, Signage and Official Marks.

1. No advertisements of any kind shall be displayed in the competition venue (including ancillary areas such as warm-up and clerking).
2. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the championships. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the competition area shall be covered by the facility at its expense, as designated by the NCAA.
3. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the facility during the championships without the prior approval of the NCAA.
4. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system. The NCAA will provide each site with a Public Address script (PA). The type

of script a host will receive is dependent upon whether a video board will be utilized during the competition.

Institutional Signage.

You should keep in mind that the regional championship is not a home event; therefore, such items as your school colors and institutional signage should be used sparingly and after consultation with the NCAA office and the championships manager.

NCAA Corporate Partners.

The NCAA administers a national corporate partner program, under the direction of the NCAA branding, broadcasting and communications group and has established guidelines pertaining to corporate involvement by these partners and local commercial entities. These guidelines are outlined in Section 10 of the [NCAA Championships Promotion Manual](http://ncaa.org/sports_and_championships/general_information) (ncaa.org/sports and championships/general information). Please see Appendix A for additional information regarding NCAA Corporate Alliances.

Local Contributors.

Local sponsorship programs using the NCAA's registered marks, logos, name of reference to the championships, tickets or involving any tournament function are strictly prohibited unless specifically approved in advance by the NCAA.

SECTION 3 – Critical Incident Response/Emergency Plan

Please review the NCAA Critical Incident Response Plan (Appendix B).

Medical Procedures.

- _____ 1. The host is responsible for maintaining a medical log of all student-athletes that appear in the training area seeking medical attention or rehab assistance. This log must be presented to the NCAA representatives on site at the end of competition.

- _____ 1. Arrange for the presence of a trainer or EMT qualified to render emergency care to a stricken student-athlete during hours of scheduled practice and competition.

- _____ 2. Provide for medical coverage during the competition by a physician or EMT. Include a plan for communication and transportation between the competition site and a nearby medical facility for prompt medical services.

- _____ 3. Ensure information has been provided to all affected parties, including the visiting teams and medical personnel, regarding

medical services and procedures involved. (Note: See the indoor championships handbook for more information.)

- _____ 4. Arrange for an ambulance to be present on site throughout the competition.
- _____ 5. Present the site representative with precise directions to the hospital that the ambulance services.

Preparation.

The facility manager, site representative and NCAA staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the meet. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to participating student-athletes and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
 - NCAA.
 - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
 - Incident Commander (second in command).
 - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' actions.

In the event of a critical incident, contact the NCAA championships manager immediately before any decisions are made.

Interruption of the Meet. The officials and games committee have the authority to interrupt competition. If necessary, the remaining schedule shall

be adjusted by the games committee. The committee should review the following procedures for interruption of a meet:

Field of Play. Assure that the competition in action is accurately recorded (field event measurements, time recorded in event of track event interruption, etc).

Officials. Assure that the officials know the exact situation when competition was halted.

Student-Athletes and Coaches. Participants await instruction from meet management.

Power Source/Public Address. Facility management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

Responsibility. Facility security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if the meet is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the committee work area with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Participants and meet officials must be kept informed throughout the delay.

Meeting. The NCAA representatives and meet-management staff (facility manager, meet management liaison and senior law-enforcement officer) should assemble immediately at the committee work area to assess the situation. A call should be made to Maisha Palmer at the NCAA to join the discussion before any decisions are made.

Normal Conditions. The committee shall determine when conditions have returned to normal.

Resumption of Competition. As soon as possible, competition shall be resumed from the point of suspension. The games committee shall determine the revised schedule. If possible, the meet should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialed individuals, other individuals designated by each institution's director of athletics, and required facility operations personnel. Also, the games committee has the authority to reschedule the meet or session in a nearby facility (e.g., on campus or elsewhere in the city,) provided the alternate facility meets the provisions of NCAA competition rules.

Spokesperson. The committee chair or his or her designee, working with the facility management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.

SECTION 4 – Drug Testing

Drug-Testing Procedures.

The Center for Drug Free Sport (the Center) will conduct drug testing at selected championships, and the assistance of the host institution will be a vital part of the testing. Information regarding drug testing is available on the NCAA Web site at <http://www.ncaa.org/wps/ncaa?ContentID=282>.

Notification.

The event director will be notified 30 days in advance of the competition as to whether drug testing will be conducted. This information must be kept **strictly confidential**.

Site Coordinator.

The event director is responsible for designating an individual to serve as the site coordinator for drug testing. This individual will work closely with The Center staff; responsibilities are outlined in the site coordinator's manual. This shall be their only responsibility during the championships.

Testing Area.

Any participating student-athlete may be tested. Accordingly, one testing area with separate facilities for men and women should be provided in the event drug testing is conducted. It is suggested that the site coordinator arrange to provide a closed-circuit television in the drug-testing room so student-athletes who are waiting to be tested can watch the ongoing meet.

SECTION 5– Facility, Equipment & Space Requirements

- _____ 1. Ensure that track and field event areas have been set up according to specifications in the NCAA Rules book.
- _____ 2. Develop a diagram of the facility, as it will be configured for all competitive events for review by the championships manager. Include games committee location, training room area, drug-testing facility, clerking area, media area, results area, warm-up area and suggested protest table area.
- _____ 3. Provide a written statement from track surveyor that track has exact measurements; all markings are correct, takeoff and landing areas are level, etc. Send copy to Maisha Palmer at the national office.
- _____ 4. Obtain necessary equipment to conduct the meet, ensure that NCAA regulations are followed regarding permissible logos.
- _____ 5. Arrange for sufficient personnel to set up and remove equipment before and during competition: hurdle crew, maintenance personnel, etc.
- _____ 6. Be prepared to set up and staff the drug-testing facility as instructed by the national office.
- _____ 7. Provide area for student-athlete's warm-up, with 10 or more hurdles, starting blocks, etc.
- _____ 8. Set up athletic training area on track level. Coordinate with meet physicians, EMT and athletic training staff.
- _____ 9. Designate press/interview area.
- _____ 10. Provide area away from the infield for officials to view the meet when not actively working an event.

Alcoholic Beverages.

On the dates of competition or practice, no alcoholic beverages or "non-alcoholic" beer shall be sold or dispensed for public or private consumption anywhere in the facility, or on facility property, other than in privately-owned suites specifically exempt by facility contracts. Such beverages may not be delivered/brought to the suite during the championships (i.e. during the period of time when the facility is under NCAA control).

Americans with Disabilities Act.

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championships and to advise the NCAA national office by November 1 before the championships if it will NOT be in compliance.

Competition Equipment.

Bib and Hip Numbers. The NCAA will purchase bib and hip numbers for all participating student-athletes. Bib numbers for both the front and back of student-athlete uniforms, as well as both hips, will be supplied. Dimensions for the bib numbers will be as follows:

Front Bibs – 7.5" x 5.75"
Back Bibs – 9" x 7"

NCAA Logos. The placement of NCAA logos in the competition venue shall be as specified unless otherwise approved by the NCAA staff.

Photo Boxes. Specified areas should be identified to designate photographer's boxes.

Radios. The event director should provide each NCAA site representative with a handheld radio to use throughout the competition. Earpieces are preferred to headset.

Relay cards and protest forms. The NCAA will be provided relay cards and protests forms. The championships manager will send these materials to the event director at least one week prior to the start of championships competition.

Video Screens. If electronic video replay screens are available, they may be used at the facility's expense. Video screens may not display advertising. The NCAA will provide video screen content through NCAA partner Big Screen Network (BSN).

Hosts must consult with the NCAA representative(s) before replaying any performances under review by the meet officials. Use of video playback for the purposes of rendering a judgment in a protest will be determined by the NCAA championships manager and sport committee prior to the start of regional competition.

Water Equipment. Depending on the Championship, the NCAA and Coca-Cola - a Corporate Champion supporting all NCAA championships for 11 years - will provide drinking cups, water coolers and when applicable

(depending on the sport), water (squeeze) bottles and cooler carts for the Championship. This equipment shall be used for all championship warm-up and competition. In some instances, vitaminwater® revive, smartwater products and POWERade powder mix may be provided. If you do not receive these products, hosts shall use Coca-Cola products (e.g., smartwater, vitaminwater revive, POWERade) for all championship warm-up and competition. If the NCAA and Coca-Cola do not provide the equipment (as defined above), the host institution may use other items. However, those items must be absent of any commercial marks or such marks must be covered completely. The host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

Concessions.

Food and beverage prices shall be no higher than similar events or primary tenants in the facility.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before the meet begins. During competition, selling is restricted to the concourse and established selling locations.

Decorating and Advertising.

Banners inside facility. The following banners are permissible inside the facility:

- NCAA Banners

Covering. The facility shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the competition area, including the videoboard, during the championship session or practices, other than NCAA, and radio banners, as specified by the NCAA. No local /school radio banners are allowed.

Institutional Signage. Institutional signage does not need to be covered. Championships banner may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale; or any public-services announcements or promotional messages specifically

provided by the NCAA. The NCAA will provide programming upon request.

Facility Use.

It is recommended that the host make accommodations for teams to have access to the facility for practice beginning the Monday before the start of the meet. The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. one day before the competition through the conclusion of the final event (i.e., Friday through Saturday). All space shall be available and the facility set up no later than 1 1/2 hours prior to the beginning of the first practice session.

Hospitality.

NCAA championships policy does not allow banquets at individual-team regional competition. The NCAA does not provide reimbursement for hospitality functions at regional meets. Please check with the national office regarding all hospitality plans. The committee does recommend meals for the officials during the regional meet.

Neutrality.

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of student-athletes on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pre-meet or between-meet activities are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

SECTION 6 – Financial Administration

Championships Budget.

As approved by the NCAA Division I Championships/Competition Cabinet, each regional host will receive a stipend of \$10,000 to cover a portion of the costs of conducting the championships. All other costs of conducting the regional championships are the responsibility of the host institution. The hosts do not need to submit a budget form to the NCAA office.

SECTION 7 – Lodging

The host institution is responsible for advising participating institutions of available hotel/motel accommodations. The host shall reserve two single hotel rooms from Thursday through Sunday for the NCAA representative attending the meet. The NCAA representatives lodging expenses shall be paid by the host institution from the stipend provided by the NCAA. Each competing institution is obligated to make its own reservations. If possible, block a number of rooms at local hotels for participating teams.

SECTION 8 – Meet Management

Clerking.

- _____ 1. Clerking should occur outside and immediately adjacent to the track area.

- _____ 2. Assign at least one support staff member in the clerking area to assist with the issuing of hip numbers and checking in relay teams.

Coaches Information.

IMPORTANT: Please email a copy of this information to your NCAA representative, Maisha Palmer, at the NCAA office for approval **PRIOR** to posting it on the Web. You are responsible for posting the information no later than six weeks prior to the start of competition.

At a minimum the information should include the following:

- ___ 1. Hotel accommodations, room rates, directions, distance to site and phone numbers;
- ___ 2. List of local restaurants, phone numbers and hours of operation;
- ___ 3. Transportation information (airport with distances to the site, limo service, rental car and van information, vaulting pole shipping arrangements, etc.);
- ___ 4. Map of facility with directions from airport likely to be used;
- ___ 5. Description of the facility (surface type, allowable spike length, shot surface, runway surfaces and lengths, board distances, etc.);
- ___ 6. Schedule of practice hours and competition;
- ___ 7. Schedule and location of implement certification;
- ___ 8. Schedule of coaches' meeting;
- ___ 9. Host's fax number;
- ___ 10. Review of the process for proof-of-performance and entry/declaration procedures -- refer to NCAA correspondence;
- ___ 11. Athletic training information -- key phone numbers, treatments available;

___ 12. Ticket prices; and

___ 13. Packet pickup time and location.

Coaches Packets.

Coaches' packets should be distributed during packet pickup. At a minimum the following items should be included:

___ 1. Schedule of events (including time and place for mandatory coaches' meeting and any coaches association meetings and clinics);

___ 2. List of host institution's phone numbers and home numbers, where applicable, for the following: athletics office, director of athletics, event director, sports information director and trainer;

___ 3. List of restaurants (phone numbers, hours of operation) and churches;

___ 4. Local map, directions to facility, parking information and parking passes;

___ 5. Practice hours of facility (if applicable);

___ 6. Training room hours, if any and hospital arrangements (see medical procedures section);

___ 7. Race numbers and pins for each declared student-athlete;

___ 8. Final information from host regarding result pick up, clerking area, seating areas and warm up facilities;

___ 9. Final information from the NCAA representatives;

___ 10. Relay cards; and

___ 11. Coaches' credentials.

Entry and Declaration Procedures.

The coaches' information must be POSTED ON THE Web no later than six weeks prior to the championships (April 24, 2009) and must include proof-of-performance and declaration processes provided by the NCAA.

Packet pick-up.

___ 1. Arrange for an area large enough to accommodate packet pickup procedures.

- ___ 2. Coaches are to complete a locator form indicating where they are staying during the championship.

Results.

- ___ 1. E-mail complete results (including data back-up) to Sean Laughlin (sean@recordtiming.com) immediately after the conclusion of the meet.
- ___ 2. Formulate a flow plan for producing quick and accurate results as soon as possible after each event. Include a means to get the result forms distributed to the following: announcers, computer programmer, award stand and committee.
- ___ 3. Following the first day's competition, results and heat sheets for the following day's competition must be available at an announced location and time.
- ___ 4. Results from each day of competition should be available to coaches within an hour after the conclusion of the final event at a designated area.
- ___ 5. Following the meet, please forward a copy of the complete meet results, including student-athletes' first and last names to Maisha Palmer at the NCAA office. (E-mail: mpalmer@ncaa.org; Fax: 317/917-6235)
- ___ 6. The host sports information director, media coordinator or designee is responsible for reporting official championships results to the NCAA Web site, www.ncaa.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date, official results and provide a brief game/event summary with photos (if available).

Please be sure to submit all information in the following manner:

- Send the information to updates@ncaa.com, mpalmer@ncaa.org and kbuerge@ncaa.org;
- Specify the sport (Division, Championships, Round) in the SUBJECT area;

- Paste the text directly into an e-mail or send e-mail as an attachment in an MS Word document or Windows Notepad text document;
- Please convert photos to JPEG format and attach to the e-mail.

SECTION 9 – Meetings/Schedule of Events

Coaches Meeting.

The NCAA site representatives and event director will conduct a mandatory coaches meeting before the start of competition to review championship matters and distribute heat sheets. This meeting is normally held the afternoon before championship competition begins. It is mandatory that each institution is represented at the meeting. (Please see Appendix C for a sample agenda.)

Key Officials Meeting.

The NCAAA site representatives and the event director will conduct a mandatory key officials meeting the night before championship competition begins to review championships matters.

National Anthem.

The national anthem shall be sung or played just prior to the first track event of each day (unless otherwise determined by the committee and host).

Schedule of Events.

The track and field committee will approve the schedule of events prior to the championships. Once determined, the schedule of events will be posted on the NCAA Web site.

SECTION 10 – Media/Credentials

Credentials.

Regional hosts are required to provide credentials for student-athletes, coaches, medical trainers and meet personnel. The following guidelines set forth for the national championships should be used when issuing credentials for regional competition.

Pursuant to NCAA Bylaw 11.7.4, single gender programs are limited to THREE Head/Assistant Coaches and up to THREE Volunteer Coaches (one for sponsoring each of the following sports: cross country, indoor track and field, and outdoor track and field). Combined gender programs are limited to SIX Head/Assistant Coaches and up to SIX Volunteer Coaches (one for

sponsoring each of the following sports per gender: cross country, indoor track and field, and outdoor track and field). Please note that each institution can use the services of ONE volunteer coach (to coach both genders) limited to coaching pole vault. Institutions will receive credentials based on the above policy without exceptions.

In addition, one team manager and one administrator per gender per program may receive a credential.

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.

Media Arrangements.

- ___ 1. Ensure that the facility has accommodations to meet the needs of the media; e.g., area where photographers can cover and not interfere with competition. Arrange for telephones and fax to be available for media use, if requested.
- ___ 2. In coordination with sports information director, provide a pre-meet press release highlighting returning champions, teams, hometowns of competing student-athletes, etc.
- ___ 3. Provide a press packet and vests to media that indicate field access.
- ___ 4. Arrange for distribution of meet results to area media.
- ___ 5. Indicate field access.

Please contact Kristen Jacob (317/917-6584 or kjacob@ncaa.org) at the NCAA National office for assistance.

SECTION 11 – Merchandise

Event merchandising policies are included in the Championships Promotions Playbook at <http://www.ncaa.org/wps/ncaa?ContentID=2658>. Once you are on the Playbook page, scroll down and click on the Corporate Alliances, Local Contributors and Licensees heading.

Exclusive Rights.

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA Championships. Any merchandise or material bearing

any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. For NCAA event merchandising policies and an official licensee list, go to section 8 of the [NCAA Championships Promotional Manual](#).

Participant Orders.

Once participants are selected, a memo will be sent to each institution with information on how to pre-order championship apparel. Orders will be shipped directly to the institution.

SECTION 12 – Officials

Announcers.

The host will recommend the announcers for committee approval as part of the officials list. The individuals must be knowledgeable and experienced track and field individuals who can demonstrate enthusiasm for the competition. The event director should provide the announcers with as much pre-meet information as possible such as former champions, best entering times, student-athlete's year in school, etc. As competition begins, give race reports where possible (i.e., leader at the halfway point, field event bests by round of competition, etc.). The announcers will also announce all results and provide up-to-date team scores throughout the competition. (Review appropriate section in the 2009 and 2010 NCAA Track and Field/Cross Country Men's and Women's Rules book.) The event director should work with the announcers to provide any support personnel.

LODGING

The NCAA does not provide expenses for lodging for any of the officiating crews.

Officials and Supports Staff.

- ___ 1. The committee recommends the following key officials: running referee, field events referee, starter(s), clerk, head implement inspector, head umpire and announcers. The contact information of these key officials must be submitted to the committee for approval. These key officials cannot be under the employ of the host institution or any member of the host institution's conference. The committee strongly urges each host to consider diversity and gender as they select their key officials and the entire officiating crew.
- ___ 2. Designate additional officials to meet championship needs.

- ___ 3. Designate the following support staff to meet championship needs:
- Drug-testing couriers
 - Trainers and assistants
 - Maintenance crew
 - Hurdle crew
 - Concessionaires
 - Facility set-up crew
 - Spotters for announcers
 - Clean-up crew
 - Block holders
 - Marshals
 - Registration - packet pick-up staff
 - Ticket takers – sellers
 - Implement custodians
 - Persons to distribute results/heat sheets
 - Crew to check in officials
 - Runners -- field events to result area, result to announcer, events to award area, finish line to FAT readers, etc.
 - Assistants to the event director - as needed
 - University grounds/maintenance person on duty at all times.
 - Staff for imputing results, copying and collating
- ___ 4. Provide each official with a letter confirming assignment, directions, schedule of events, check-in time and location.
- ___ 5. Notify officials of meeting time and place with referees and NCAA site representatives. These meetings are to review rules and the general conduct of the meet. It is typically held prior to the start of competition each day of the meet. The host will coordinate the time for these meetings.

SECTION 13 – Programs

The NCAA has the exclusive right to distribute the game programs at the arena during the championships. The facility shall sell the programs delivered to it by the NCAA at all public practices and on each day of competition. The facility shall provide all vendors.

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

IMG College will be responsible for publishing the official game program for the championships. A representative of IMG College will contact each media

coordinator. IMG College will contract with a representative in each host city to sell local advertising and will contact the event director for references.

In addition, IMG College will:

1. Send NCAA advertising guidelines as needed.
2. Contact the appropriate sports information director to obtain the required team information.
3. Handle vending and distribution of the programs. A representative of IMG College will contact the championships host with additional information.

LOC Pages. The host institution will be contacted by a representative of IMG College about their pages in the championship program. Host institutions may select between the following three topics – Host Institution(s), Host City or Host Venue. IMG College will provide a deadline and the word count and spec for text and photos. IMG College will contact individuals who are listed on the institution's online key contact form.

Complimentary Programs.

Each host will receive a number of complimentary programs to be distributed to participating teams during packet pick-up.

Media. An allotment of game programs will be available for the media. Programs shall be distributed to individuals seated in the press area immediately before the start of the championship.

Receipts.

Program receipts should not be included with the championship income. This revenue should be sent immediately following the competition to Operations Manager, IMG College (904 North Broadway, Lexington, Kentucky 40505; 859/226-4556).

SECTION 14 – Security

Crowd Control.

The event director must review crowd control policies with the championships manager and is responsible for strict enforcement of these policies. The following crowd control statement should be read by the public address announcer prior to the start of the event.

"The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for

removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited."

Infield and track areas should remain absolutely clear of all non-competing student-athletes. Only meet personnel performing an assigned task and student-athletes engaged in competition should be within the track and infield area. Make plans to securely tape or barricade all spectator and coaching areas where access to the track and infield could occur. Assign marshals to secure designated areas.

Personnel

Adequate uniformed security (not necessarily uniformed police) must be provided for the participant seating area, press conferences and working press areas, post-event interview room, hospitality areas, warm-up area, and any other area for which a credential is required or where crowd control is necessary. The committee will discuss with the event director specific plans in this regard (e.g., number of security personnel necessary in each area). The event director is responsible for reviewing all credentials with security personnel.

Emergency Plans. Facility management must have specific written policies and procedures outlining the facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The committee and event director should meet with security personnel to discuss existing security procedures and review potential security threats, review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

Local Spokesperson. The host institution, working with facility management and Federal, state, county and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

Open Practices. A sufficient number of uniformed security should be available to check credentials for those requiring access to the venue.

Non-permissible Items.

The event director and facility staff are responsible for enforcing the NCAA's policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.

Laser Pointers. Laser pointers are not permitted.

Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, etc., are not permissible. The facility staff is responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Video Cameras. Ticketed patrons shall not bring video equipment into the facility on competition days. Still cameras are permissible.

Distribution of Materials.

No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

SECTION 15 – Tickets/Seating

Tickets.

- ___ 1. Establish ticket selling procedure and security for receipt of cash.
- ___ 2. Ticket prices are recommended by the host and approved by the committee.

Minimum Ticket prices:

	2-Day Pass	Single Day Pass
Adult	\$15 minimum; \$25 maximum	\$10 minimum; \$15 maximum
Student/Senio	\$10 minimum; \$25 maximum	\$7 minimum; \$15 maximum

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Weather Issues.

The host institution is responsible for having a working weather emergency plan that provides for the safety of the student-athletes, coaches, fans and competition staff. The host shall have weather monitoring equipment at their disposal to assist in any weather-related decision making process.

If inclement weather or extenuating circumstances may delay the start of competition, the NCAA site representatives, in consultation with the meet referees and the event director, shall contact Maisha Palmer, NCAA championships manager, prior to informing the teams of any changes.

Once competition has begun, the meet referees and NCAA representatives shall determine if weather shall cause a delay. If competition is suspended, the meet referees, NCAA representatives and event director will decide if

and when competition can continue. If conditions dictate that the competition cannot be completed that day, the NCAA representatives and event director shall contact Maisha Palmer (office: 317/917-6548; cell phone: 317/614-5626). Only after contacting Ms. Palmer may competition be suspended until the following day.



MEMORANDUM

August 1, 2008

P.O. Box 6222

Indianapolis, Indiana

46206-6222

Telephone 317/917-6222

Shipping/Overnight Address:

1802 Alonzo Watford Sr. Drive

Indianapolis, Indiana 46202

www.ncaa.org

TO: NCAA Championship Host Institutions and Local Organizing Committees.

FROM: Heidi Clarke
Assistant Director of Corporate Alliances.

SUBJECT: Local contributor involvement at NCAA championships.

Thank you for your continued support of the NCAA and NCAA student-athletes through your involvement in hosting an NCAA championship. We greatly value your contributions, time and efforts.

As you draw closer to the date of your championship, we wanted to remind you about local contributor involvement in NCAA championships. Please keep in mind only Official NCAA Corporate Champions, Corporate Partners, Equipment Suppliers, and Licensees can receive on-site recognition or exposure at NCAA championships. This includes activities such as sampling, product booths or displays, branded fan giveaways, distribution of literature, involvement in fan festivals, and recognition on signage or table tents. All of these activities must be approved by the NCAA. Exceptions for certain entities (e.g., Coaches Associations and National Governing Bodies) can be approved on a case-by-case basis. Please note no corporate entities other than the NCAA's broadcast partners (ESPN and CBS) can receive exposure/signage within sight of the playing area and the stands.

We understand the importance of your local contributors and regular season corporate supporters. You can recognize local contributors using the approved methods outlined in the "[Corporate Alliances, Local Contributors and Licensees](#)" section of the [NCAA Championships Promotions Playbook](#).

Your local contributors do not have specific on-site rights at NCAA championships nor can they use NCAA trademarks in any way (e.g., they cannot sponsor a halftime contest during the championship even if they have done so throughout your institution's regular season; they can't put up a sign in their business that says "Welcome to the 2007 NCAA Division I Women's Tennis Championship"). Only the official NCAA entities mentioned above who have purchased these rights are afforded such opportunities.

Please feel free to contact me with any questions (hclarke@ncaa.org). Thank you again for your support and best of luck with your championship.

HHC:kr

Equal Opportunity/

Affirmative Action

Employer

National Collegiate Athletic Association

An association of 1,200 colleges, universities and conferences serving the student-athlete



**CRITICAL INCIDENT
RESPONSE PLAN**

***PRELIMINARY ROUNDS
and
NON-PREDETERMINED
FINALS SITES***

October 2008 – Version Two

Critical Incident Preparation

In the event of a critical incident, contact the NCAA championship manager immediately before any decisions are made.

- Develop contact lists.
 - NCAA.
 - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
 - Incident Commander (second in command).
 - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with facility manager.

**CHAMPIONSHIPS CRITICAL INCIDENT RESPONSE TEAM
CONTACT INFORMATION**
(hit tab to move from line to line)

CHAMPIONSHIP(S): _____ **DIVISION:** I

FACILITY NAME: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

CRITICAL INCIDENT RESPONSE TEAM

Name	Position	Cell	Home
	NCAA Championship Manager		
	NCAA Secondary Championship Manager (if applicable)		
	NCAA Site Representative		
	Tournament Director		
	NCAA Media Coordinator (if applicable)		
	Sports Information Director (SID)		
	Athletic Trainer		
	Tournament Physician (if applicable)		
	Facility Manager		

LOCAL EMERGENCY NUMBERS

Local Police Department	
Local Fire Department	
Local EMS	
State Police	
American Red Cross (Local Chapter)	
Poison Control Center	

LOCAL HOSPITALS

NAME	ADDRESS	PHONE NUMBER

2009 NCAA DIVISION I MEN'S AND WOMEN'S TRACK AND FIELD

REGIONAL COMPETITION – COACHES MEETING

AGENDA

- A. Host Meet Director.
1. Welcome.
 2. Introduction of NCAA representatives, key officials and staff.
 3. Schedule of events and practice schedule.
 4. Implement check-in.
 5. Athlete check-in/flow.
 6. National anthem timing – Friday and Saturday.
 7. Recognition ceremonies.
 8. Inclement weather plan.
 9. **Parking.**
 10. Tickets/credentials.
 11. Training/Medical coverage.
 12. Team seating.
 13. Coaches' seating.
 14. Videotaping area.
 15. Sports information.
 - a. Interview policy.
 - b. Photographers.
 - c. Results.
 16. Last minute notes.
- B. NCAA Representatives.
1. Drug testing statement.
 2. Ban on electronic devices.
 3. Protest process.
 4. Official video/playback.
 5. Breaking ties for final automatic qualifier spot (field events and running events).
 6. Requirement to run in finals.
 7. Scratches during competition.
 8. Not necessary to submit a POP form for regional performances.
 9. National championship declarations timeline.
 10. Uniform/Logo policy.
 11. Misconduct policy.
 12. 2010 championships format.

REGIONAL HOST TELECONFERENCE SCHEDULE
2009 NCAA DIVISION I MEN'S AND WOMEN'S OUTDOOR
TRACK AND FIELD CHAMPIONSHIPS

- Wednesday, February 25 – 1 p.m. Eastern time
Wednesday, March 25 – 1 p.m. Eastern time
Wednesday, April 29 – 1 p.m. Eastern time
Wednesday, May 13 – 1 p.m. Eastern time
Wednesday, May 27 – Individual host calls with NCAA site representative
- East Regional Host – 10 a.m. Eastern time
 - Midwest Regional Host – 11 a.m. Eastern time
 - Midwest Regional Host – 1 p.m. Eastern time
 - West Regional Host – 2 p.m. Eastern time