

2011-2012 Outdoor Track and Field Operating Code

1. ORGANIZATION STRUCTURE

1.1 CONFERENCE STRUCTURE

1.1.1 The Conference Competition structure for Men's and Women's Outdoor Track and Field is an open-format.

1.1.2 A Conference Champion is determined at the annual championship meet. The meet is open to those schools that have a varsity outdoor track and field program as set forth in the NCAA regulations.

1.2 CONFERENCE COMMITTEES

1.2.1 Sports Chairperson: The Conference shall appoint two Athletics Administrators to serve as the link between the athletics administrators and the coaches. The Track and Field Chairperson shall be responsible for communicating the concerns and recommendations of both groups thus insuring that all parties are fully informed.

1.2.2 Games Committee (Attachment A): The primary purpose of the games committee will be to give specialized assistance and guidance to the meet director in situations highlighted in the NCAA rulebook. The games committee will be responsible along with the meet director for the organization and conduct of the Outdoor PSAC Championships. The games committee shall act as the jury of appeals and their decisions in all matters shall be final and without appeal.

1.2.2.1 2011-13: Bloomsburg, East Stroudsburg, Kutztown, Slippery Rock, West Chester

1.3 MEETINGS

1.3.1 Annual Meeting: The annual joint business meeting for the PSAC Track and Field and Cross Country Coaches will be held at the discretion of the conference office. Voting rights will be given only to those institutions represented by individuals representing a specific program (one vote per program per school).

1.3.2 Games Committee: The Games Committee shall convene the Tuesday prior to the Outdoor Track and Field Championships via conference call to organize and coordinate the entries, seeding, flights, and any other concerns for the championships. At the Championships each assigned committee member will meet before the start of their respective assigned events (Throws, Horizontal Jumps, Vertical Jumps, Track/Advancement, Timing, and Track/Inspectors) to make sure the officials understand all rules, advancement procedures, safety concerns, crowd control, starting times, opening heights etc.

1.3.3 Outdoor Track and Field Championships: The outdoor track and field coaches' meeting will be held the Thursday evening prior to the start of the meet or the host shall schedule an informational meeting when appropriate to provide meet and facility information. This meeting will be chaired by the meet director and the Track and Field Chairperson.

1.4 PERSONNEL

1.4.1 Staff Limitations

- a. 1 head coach
- b. 1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer
- c. 1 paid part-time assistant (half time or less) or graduate assistant or volunteer
- d. 1 volunteer
- e. **4 TOTAL COACHES**

1.4.2 Additional Staffing Notes: In addition to the above limitations, an institution is permitted to utilize an unlimited number of full-time undergraduate students with no limitation of duties. In addition to the above limitations, an institution is permitted to utilize a maximum of four (4) social equity positions with a maximum of one (1) per sport. These positions shall be determined by the President and reported to the Commissioner.

1.5 NATIONAL LETTER OF INTENT: Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.

1.6 STATEMENT OF PURPOSE: The Pennsylvania State Athletic Conference (PSAC) and its member schools offer a broad and comprehensive track and field program to provide opportunities for student-athletes to strive for excellence and to experience the benefits of wholesome competition as part of their total higher education. The PSAC Outdoor Track and Field Operating Code serves as the guidelines for the Outdoor PSAC Track and Field Championships. The PSAC coaches recognize that these guidelines are neither perfect nor complete and are not intended to cover all unusual situations. Decisions made by applying these guidelines and those situations not covered by these guidelines must be reached consistent with the spirit of fair play, safety and in the best interests of the student-athletes within the PSAC. The spirit of this PSAC Outdoor Track and Field Operating Code will be to follow the NCAA rulebook as closely as possible in all applicable situations for the Outdoor PSAC Track and Field Championships. This operating code should be reviewed and updated on a yearly basis at the PSAC coaches meeting.

2. REGULAR SEASON PROCEDURES

2.1 GAME DAY PROCEDURES

2.1.1 Uniforms: Per NCAA regulations.

2.1.2 Complimentary Passes: A minimum of two complimentary admissions will be provided to a visiting PSAC student-athlete at any member institution when admission is charged. The complimentary admission list is available online.

2.2 GAME OFFICIALS

2.2.1 For regular season competition, institutions are responsible for obtaining their own officials.

2.3 GAME ENVIRONMENT

2.3.1 Sportsmanship: The PSAC is committed to developing sportsmanship and creating healthy environments for competition. We believe that part of the role of education through sports is to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

2.3.2 Crowd Control Statement: Each member institution is expected to have the following announcement read prior to each contest (at a minimum). Institutions are encouraged to develop a format in which participating student-athletes or other enrolled student-athletes recite this (or a similar statement) prior to competition. "The PSAC and (host institution) 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. Thank you for your support of the PSAC and (host institution)."

2.3.1 Artificial noisemakers are permitted at outdoor athletic events except those devices (i.e. whistles, air horns) that would interfere with the conduct of the contest or those already prohibited by NCAA regular season playing rules.

2.3.2 The director of athletics or the designated representative is responsible for removing such instruments from the competition area.

2.3.3 Game Environment, The PSAC and Division II: Institutions have a unique opportunity to establish the link between the educational purpose of Division II athletics and the competition environment at Division II events. Game Environment goes beyond the behavior of players and coaches to include all that surrounds the event, including game administration, fans and student supporters. Sportsmanship should be regarded as a mandatory subset of game environment. That is, an institution can exhibit great sportsmanship without having a great game environment. However, it is not possible to have a great game environment without sportsmanship.

3. CHAMPIONSHIP PROCEDURES

3.1 TOURNAMENT FORMAT

3.1.1 Date: The Outdoor PSAC Track and Field Championships shall be held over 3 days (Thurs-Sat) and two weeks prior to the NCAA Division II Outdoor National Championships. The meet must be concluded before the deadline to submit entries for the National Championships.

3.1.2 Site: The site of the PSAC Outdoor Track and Field Championships shall be determined by the Conference upon the recommendation of the coaches. The site of the meet to be recommended to the athletics administrators shall be determined by a majority vote of the coaches at the annual meeting and shall be made two years in advance if possible. Any member institution with adequate facilities may host the championships.

3.1.2.1 Future Sites: 2012: Bloomsburg, May 3-5; 2013 – TBD

3.1.3 Championships Time Schedule (Attachment B): Each year the time schedule will rotate between genders in accordance with Outdoor NCAA Championships time schedule. In the event that the current schedule needs modification, the PSAC coaches, with the help of the games committee, shall approve any changes and create a definite time schedule well in advance of the meet (preferably during the fall coaches meeting).

3.1.4 Championships Qualifying Standards: The qualifying standards for the PSAC Outdoor Track and Field Championships shall be established to ensure that competitive fields exist in all events. The games committee will take into account factors such as field size, graduating seniors, and strength of national standards, to ensure competitive fields exist in all events. Changes will be made as necessary and reviewed by the games committee.

3.1.4.1 The games committee shall be responsible for establishing the qualifying standards and shall submit the qualifying standards to the Track and Field Chairperson following the annual meeting. Approved qualifying standards shall then be distributed to the member schools by the host school prior to the first day to qualify for the championships.

3.1.4.2 Direct Athletics, or other similar service, will be hired to host the PSAC performance list throughout the year, and will also facilitate the declarations/entries for the PSAC Championship.

3.1.4.3 All schools shall receive one right of entry for the relays. The top 14 entered scores will be accepted into the combined event competition.

3.1.4.4 Qualifying times for the 5K and 10K at PSAC Outdoor Championships must be run in that specific event; there is no provision for automatic qualification between the two events.

3.1.5 Championships Entry Procedures (Attachment C): The host school shall be responsible for preparing and distributing all entry and meet information well in advance of the championships.

Qualifying marks must meet requirements established by the NCAA and only qualifying marks made within the time frame established by the NCAA at an accepted meet will be accepted in to the championships.

3.2 TOURNAMENT PROCEDURES

3.2.1 Meet Director: The head track and field coach (es) of the host school or the designee of the host school shall serve as the Outdoor PSAC Track and Field Championships meet director. The meet director is responsible to the games committee and with the help and guidance of the games committee shall conduct and organize the championships.

3.2.2 Physical Considerations of PSAC Outdoor Track and Field Venues: Hosts of the PSAC Outdoor Track and Field Championship must have an eight-lane track and it is strongly recommended, as per NCAA rule Section 12, Article 1, that the host site has a javelin runway composed of an artificial surface.

3.2.3 Track Events (General): Before the start of the meet (preferably during the conference call) the games committee with the help of the meet director shall decide the ranked order of preferred lanes event by event. All ties will be broken by reading the photo-timing devices to the 1/1,000th of a second and then, if needed, a runoff.

3.2.4 Conduct of the Championship

3.2.4.1 Scoring: In alignment with the NCAA Championships, the top eight finishers in each event will score (10-8-6-5-4-3-2-1).

3.2.4.2 Failure to Participate (NCAA Rule 4, Section 2, Article 2; a-d):

a. Competitors or relay teams must participate in the trials and/or finals of all events in which they are declared. Declaration procedures and deadlines for individual and relay team members, excluding alternates, must be published. Such participation is also required in subsequent rounds as a result of qualifying, or when participation is a criterion for entry in a subsequent meet.

b. Participation is the expectation that a competitor start the athletic challenge requirements of the event, according to the rules of the event. Qualification to the next round of an event is, in itself, satisfaction of participation within the qualifying round.

Note: A combined-event (e.g. decathlon) is one event. Failure to participate occurs only if the competitor fails to start the first event within a combined event competition.

c. 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.

d. The referee, upon proper protest, based upon all authorized evidence and with consideration given to circumstances beyond the control of the competitor, including documented severe medical conditions, shall determine whether circumstances clearly demonstrate that a violation of this rule has occurred.

3.2.5 Officials: Each school participating in the championships is required to provide one individual per program to help officiate/work at the championships. These individuals may not be athletes entered or competing in any part of the championships. The names of these individuals are to be submitted to the host institution well in advance of the championships. Any team failing to fulfill the above requirement must pay a fee of \$150 per team to the host institution.

3.2.6 Track Events (Specific):

3.2.6.1 Guidelines for Forming Heats in races starting and finishing in lanes (100m, 200m 400m 100m & 110m Hurdles and 400m Hurdles): NCAA rule 5-11 shall be followed.

Competitors shall be assigned to first-round heats in the order their names are listed on the ranked performance list, working alternately from left to right and right to left. Lane assignments shall be drawn by lot (Rule 5-11 Article 4a).

3.2.6.2 Guidelines for Finals (100m, 200m 400m 100m & 110m Hurdles and 400m Hurdles): NCAA rule 5-11 Article 9 shall be followed. The heat winners shall advance to the finals. All other qualifiers shall advance on the basis of time in the preliminary heats. Lane assignments will follow rule 5-11 Article 4b.

3.2.6.3 Guidelines for Forming Heats in races not finishing in lanes (800m) NCAA rule 5-11 shall be followed. Competitors shall be assigned to first-round heats in the order their names are listed on the ranked performance list, working alternately from left to right and right to left. Lane assignments shall be drawn by lot (Rule 5-11 Article 4a).

3.2.6.4 Guidelines for Finals (800m): NCAA rule 5-11 Article 9d shall be followed.

3.2.6.5 Guidelines for Finals (1500m and 3000m steeplechase): The 1500 and 3000 steeplechase will be run as a single round timed-section final with the sections seeded slow to fast. Preferably the 15 fastest seed times will run in the final (fast) section with a minimum of 12 runners in the final (fast) section. The number of sections will be determined by the games committee. A waterfall or box alley start will be used as determined by the games committee. The games committee may also determine to assign starting positions based on entry seed times in order to make the event safe and equitable.

3.2.6.6 Guidelines for Finals (3000m): The 3000m will be run as a single round, times section final. There will be a maximum of 18 runners in a heat with the fastest seed times running in the final (fast) section, unless the games committee determines it is safe and equitable for all competitors to run one larger heat. The games committee may also determine to assign starting positions based on entry seed times in order to make the event safe and equitable.

3.2.6.7 Guidelines for Finals (5000m): The 5000m will be run as a single round timed-section finals with the sections seeded slow to fast. A maximum of 24 runners with the fastest seed times will run in the final (fast) section with a minimum of 18 runners in the final (fast) section. The number of sections will be determined by the games committee. The games committee may determine to run one larger heat if safe and equitable for all competitors. A waterfall or box alley start will be used as determined by the games committee. The games committee may also determine to assign starting positions based on entry seed times in order to make the event safe and equitable.

3.2.6.8 Guidelines for Finals (10,000m): The 10,000m will be run as a single round, one-section final. A waterfall or box alley start will be used as determined by the games committee. The games committee may also determine to assign starting positions based on entry seed times in order to make the event safe and equitable.

3.2.6.9 Guidelines for 4x100m Relay: All teams have a right of entry. NCAA rule 5-11 Article 9 shall be followed for advancement. The heat winners shall advance to the finals. All other qualifiers shall advance on the basis of time in the preliminary heats. Lane assignments will follow rule 5-11 Article 4b.

3.2.6.10 Guidelines for 4x400m Relay: All teams have a right of entry. The 4x400m relay will be run as a single round timed-section final with the sections seeded slow to fast. There will be a maximum number of teams in the fast heat to fill the lanes, with a mandated minimum of two teams in the slow section. Lane assignments will be drawn by lot.

3.2.6.11 Guidelines for Canceling and Redrawing Heats in Running Events: If heats are drawn for a race but the number of competitors who report to run is small enough to run in one race, the heats shall be canceled and the race shall be run as a final at the originally scheduled final time. The games committee will then seed the final according to the qualifying marks of athletes or teams for all events.

3.2.7 Field Events

3.2.7.1 Guidelines for the Shot Put, Discus, Hammer and Javelin Throws: Competitors will be arranged in flights not larger than 16 and not smaller than five. The competitors will be

assigned to flights based on entry performance. The games committee shall determine the order in which the flights are contested. The order of competition within a flight shall be drawn by lot. The top nine competitors from the preliminaries will advance to the finals for three more throws.

3.2.7.2 Guidelines for the Long Jump and Triple Jump: Competitors will be arranged in flights not larger than 16 and not smaller than five. The competitors will be assigned to flights based on entry performance. The games committee shall determine the order in which the flights are contested. The order of competition within a flight shall be drawn by lot. The top nine competitors from the preliminaries will advance to the finals for three more jumps.

3.2.7.3 Guidelines for the High Jump and Pole Vault: The starting height shall be determined by the games committee with attention paid to the NCAA provisional qualifying standard. The crossbar in the high jump will be raised in increments of 5 centimeters (2 inches) and the crossbar in the pole vault will be raised in increments of 15 centimeters (6 inches). The five-alive system will be used in the high jump and pole vault until there are fewer than nine competitors.

3.2.7.4 Guidelines for the Combined Events: All competitors in the 800m and 1000m shall run in one section with preferred starting position determined by point total.

3.2.8 Awards

3.2.8.1 Trophies shall be awarded to the top two schools scoring the highest number of team points in both the women's and men's meets.

3.2.8.2 Each championship qualifying and participating member of the first place team shall be provided an individual award after the championship upon determination on the number required.

3.2.8.3 Awards shall be given to the top place finisher in all individual events and to each member of the first place relay teams.

3.2.8.4 A most valuable track and a most valuable field athlete for men and women from the Outdoor Conference Championship shall be selected by a vote of the coaches after the conclusion of the championships. Additionally, an overall championship most valuable athlete for men and for women will also be selected by a vote of the coaches. No co-most valuable athletes shall be selected.

3.2.8.5 Awards Ceremony Protocol: The second place team is required to remain present at the site of competition until they are presented with their runner-up trophy.

4. ALL-CONFERENCE AWARD PROCEDURE

4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS

4.1.1 All-Conference certificates shall be awarded to the top three place finishers in each event at the Conference Championship. No more than one certificate shall be awarded per individual.

4.1.2 An Athlete (Track and Field), Coach and Freshman of the Year shall be selected for both men and women and will receive plaques. To be eligible for the Freshman of the Year award a student-athlete should be listed as a freshman or red-shirt freshman and must be competing in their initial year of eligibility for that sport.

4.1.2.1 Track Athlete of the Year/Field Athlete of the Year: The athletes who throughout the year best demonstrate outstanding athletic ability & sportsmanship during the entire indoor track and field season at all levels.

4.1.2.2 Freshman of the Year: The athlete who throughout the year best demonstrates outstanding athletic ability and sportsmanship during the entire indoor track and field season.

4.1.2.3 Coach of the Year: The coach who receives the most votes from the balloting.

4.2 NOMINATION PROCEDURES

4.2.1 Recipients shall be selected via votes for the first and second choice for each award.

4.3 VOTING PROCEDURE

4.3.1 A coach shall **not** vote for his/her own players or himself/herself.

4.3.2 Ties shall be broken by a revote of uninvolved coaches.

4.4 MISCELLANEOUS

4.4.1 Head Coaches shall vote during the week following the NCAA Division II Championships.

4.4.2 The selection process will be conducted by the Conference Media Relations Director in accordance with the PSAC policy.

Attachment A

PSAC Track and Field Games Committee

The PSAC track and field games committee will consist of no less than five and no more than ten members of coaches from the 14 member institutions of the PSAC who sponsor track and field. Once assigned to the games committee each coach will serve a three-year term for both the indoor and outdoor PSAC track and field championships. A head coach must serve as the representative to the games committee unless they have served on the PSAC games committee at any time previously. In this case, the head coach may choose his or her assistant or themselves to fulfill the term. If there is a change of personnel at the university, then the head coach of that university will serve out the remainder of the three-year term. If a school in the rotation does not sponsor an indoor track and field program then an at-large coach will be elected at the fall coaches meeting to serve a three year term on the indoor games committee.

Below is the rotational list drawn by lot by fellow coaches for future service to the Games Committee. Rotation onto the Games Committee will come from the list in the order that they appear below. The year in parentheses next to the current Games Committee member indicates the year that their three year term ends.

Indoor and Outdoor Track and Field Games Committee Rotation

1. Bloomsburg (2013)
2. East Stroudsburg (2013)
3. Kutztown (Fall 2011-2014)
4. Slippery Rock (Fall 2011-2014)
5. West Chester (Fall 2011-2014)
6. California (Fall 2013-2016)
7. Edinboro (Fall 2013-2016)
8. Cheyney
9. IUP
10. Mansfield
11. Shippensburg
12. Millersville
13. Clarion
14. Lock Haven

Attachment B
2012 Pennsylvania State Athletic Conference
Outdoor Track and Field Championships Schedule-SAMPLE ONLY**

Day One: Thursday

11:00am	M Decathlon (100, LJ, SP, HJ, 400)		
11:30am	W Heptathlon (100H, HJ, SP, 200)		
1:00pm	Hammer Throw	Men	(Final)
3:30pm	Hammer Throw	Women	(Final)
8:00pm	10,000	Men	(Final)
8:45pm	10,000	Women	(Final)

Day Two: Friday

10:00am	M Decathlon (110H, DT, PV, JT, 1500)		
10:30am	W Heptathlon (LJ, JT, 800)		

Field Events

12:00pm	Long Jump	Women	(Final)
	High Jump	Men	(Final)
1:00pm	Shot Put	Women	(Final)
	Javelin	Women	(Final)
3:00pm	Pole Vault	Women	(Final)
	Shot Put	Men	(Final)
	Long Jump	Men	(Final)

Track Events

1:05pm	400m Relay	Men	(Trials)
1:15m	400m Relay	Women	(Trials)
1:35pm	100m Hurdles	Men	(Trials)
1:45pm	110m Hurdles	Women	(Trials)
2:05pm	400m	Men	(Trials)
2:20pm	400m	Women	(Trials)
2:35pm	100m	Men	(Trials)
2:50pm	100m	Women	(Trials)
3:05pm	800m	Men	(Trials)
3:20pm	800m	Women	(Trials)
3:40pm	400m Hurdles	Men	(Trials)
4:00pm	400m Hurdles	Women	(Trials)
4:20pm	200m	Men	(Trials)
4:40pm	200m	Women	(Trials)
5:20pm	5000m	Men	(Final)
5:45pm	5000m	Women	(Final)

Day Three: Saturday

Field Events

10:00am	Discus	Men	(Final)
10:30am	Pole Vault	Women	(Final)
11:00am	Triple Jump	Women	(Final)
11:30am	Discus	Women	(Final)
1:00pm	Triple Jump	Men	(Final)
1:30pm	Javelin	Men	(Final)
2:00pm	High Jump	Women	(Final)

Track Events

12:30pm	400m Relay	Men	(Final)
12:35pm	400m Relay	Women	(Final)
12:45pm	1500m	Men	(Final)
1:00pm	1500m	Women	(Final)
1:15pm	110m Hurdles	Men	(Final)
1:25pm	100m Hurdles	Women	(Final)
1:35pm	400m	Men	(Final)
1:40pm	400m	Women	(Final)
1:50pm	100m	Men	(Final)
1:55pm	100m	Women	(Final)
2:05pm	800m	Men	(Final)
2:10pm	800m	Women	(Final)
2:25pm	400m Hurdles	Men	(Final)
2:30pm	400m Hurdles	Women	(Final)
2:45pm	200m	Men	(Final)
2:50pm	200m	Women	(Final)
2:55pm	3000m Steeplechase	Men	(Final)
3:15pm	3000m Steeplechase	Women	(Final)
3:30pm	3000m	Women	(Final)
3:45pm	1600m Relay	Men	(Final)
3:55pm	1600m Relay	Women	(Final)
4:20pm	Awards Ceremony		

**** Events schedule shall be determined by host institution, with approval of the games committee, as necessitated by the constructs of the facility (ex. lights, location and number of throwing areas, etc.).**

Attachment C

Outdoor PSAC Track and Field Championships Entry Procedures

Coaches and Officials: Please read the following entry information very carefully and adhere to all procedures and deadlines.

Monday before Championships:

- 9 a.m. – 12 p.m. Decathlon and Heptathlon entries/declarations must be entered through Direct Athletics at <http://www.directathletics.com> (please refer to the enclosed instructions for submitting entries online via Direct Athletics).
- 1 p.m. The top 14 combined event scores will be accepted and posted by the timing company.
- By 8 p.m. Entries must be made through Direct Athletics at <http://www.directathletics.com> (please refer to the enclosed instructions for submitting entries online via Direct Athletics). All marks entered must appear on the PSAC Performance list. Marks must have been turned in to the performance list coordinator within two weeks of the performance. Remember that these entries will also serve as your declarations. Any omission must be appealed to the games committee. If approved, the institution's President will be notified by the Commissioner and a \$100 fine per student-athlete (not to exceed \$300 per institution) will be levied by the Conference. Be sure to keep a copy of the entries sent to the timing company for your records.
- 9 p.m. A descending order performance/entry list will be posted directly by the timing company.

Tuesday before Championships:

- Noon – 5 p.m. If a coach sees any mistakes or wishes to challenge any marks made by athletes, the designated games committee member must be contacted. Athletes may be scratched at this time, keeping in mind that an athlete scratched in one event is no longer eligible to compete in any event at the championships. After 5 p.m. all entries are final.
- 7 p.m. The games committee and timing company will have a conference call, at which time the designated games committee member will bring up any mistakes to the posted list. The timing company will check the entries they received to see if they made a mistake or if the institution made a mistake. If it was the timing company's fault, then the corrections will be made. If the mistake or omission was made by the institution, then the appeals process must be followed.
- 8 p.m. The timing company will make hear and flight sheets available to the PSAC coaches through email and by posting on the PSAC website.

Wednesday before Championships:

- 8 a.m. – Noon Coaches should check their entries to this list a final time and contact the designated member of the games committee with any problems.