

INDOOR TRACK AND FIELD OPERATING CODE

I. 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 Indoor Track and Field Operating Code serves as the guidelines for Indoor 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 Indoor Track and Field Operating Code will be to follow the NCAA rulebook as closely as possible in all applicable situations for the Indoor PSAC Track and Field Championships. This operating code should be reviewed and updated on a yearly basis at the PSAC coaches meeting.

II. TRACK AND FIELD CHAIRPERSON

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

III. TRACK AND FIELD 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 Indoor PSAC Championships. The games committee shall act as the jury of appeals and their decisions in all matters shall be final and without appeal.

2009- 10: Mansfield, Shippensburg, Millersville, Clarion, Lock Haven

2010-11: Millersville, Clarion, Lock Haven, Bloomsburg, East Stroudsburg

IV. MEETINGS

A. 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).

B. Games Committee

The Games Committee shall meet the Wednesday prior to the Indoor 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.

C. Indoor Track and Field Championships

The indoor track and field coaches' meeting will be held Saturday morning prior to the start of the Indoor PSAC Track and Field Championships at a site provided by the host school. This will be an informational meeting only chaired by the meet director and the Track and Field Chairperson.

V. LETTER OF INTENT

Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.

VI. AWARDS

- A. Awards shall be given to the top place finisher in all individual events and to each member of the first place relay teams.
- B. Each championship qualifying and participating member of the first team shall be provided an individual award.
- C. 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.
- D. 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.
- E. Individual awards shall be presented to the women's and men's Athlete-of-the-Year, Freshman-of-the-Year and Coach-of-the-Year. The following is criteria set forth for the awards:
 1. Athlete-of-the-Year The athlete who throughout the year best demonstrates outstanding athletic ability & sportsmanship during the entire indoor track and field season at all levels (state, region, nation, etc.).
 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 as a first year participant (first year of intercollegiate competition).
 3. Coach-of-the-Year The coach who receives the most votes from the balloting.
- F. Voting Procedure (Athlete, Coach and Freshman of the Year)
 1. Head Coaches shall vote during the week following the NCAA Division II Championships.
 2. Recipients shall be selected via votes for the first and second choice for each award.
 3. A Coach shall not vote for his/her own players or himself/herself.
 4. Ties shall be broken by a revote of uninvolved coaches.
- G. Championship Most Valuable Athlete
 1. A most valuable track and field athlete for men and women from the Indoor Conference Championship shall be selected by a vote of the coaches after the conclusion of the championships.

VII. CHAMPIONSHIPS STRUCTURE

- A. **Meet Director (s)**

The head track and field coach(es) of the host school or the designee of the host school shall serve as the Indoor 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.
- B. **Date**

The Indoor PSAC Track and Field Championships shall be held on the weekend two weeks prior to the NCAA Division II Indoor National Championships. The meet must be concluded before the deadline to submit entries for the National Championships.
- C. **Site**
 1. The site of the PSAC Indoor 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.
 2. **Future Sites: 2010 – Edinboro, February 27-28.**

VIII. Championships Qualifying Standards

1. The qualifying standards for the PSAC Indoor Track and Field Championships shall be established to ensure that competitive fields exist in all events. The formula $3x + y$ (x = previous year's standard and y = the eight best performance by an individual in the previous year's championships) shall be used to serve as a guide to establishing the standards. In addition to the formula the games committee will take into account other factors (i.e. field size, graduating seniors, etc.) to ensure competitive fields exist in all events.
2. 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. The PSAC will use the same conversion standards for: undersized, flat, banked and oversized tracks that are used by the NCAA. These conversion standards will be a part of the PSAC qualifying standards and all athletes must be declared for the Indoor Championships using the appropriately converted time.
4. 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.
5. All schools shall receive one right of entry for the relays. The top 12 entered scores will be accepted into the combined events competition. Male athletes must use an actual heptathlon score obtained in a true heptathlon for the championships. Female athletes must use an actual pentathlon score obtained in a true pentathlon competition.
6. Qualifying times for the 5K and 10K at both PSAC Outdoor and Indoor Championships must be ran in that specific event; there is no provision for automatic qualification between the two events.

IX. Championships Time Schedule (Attachment B)

Each year the time schedule will rotate between genders in accordance with Indoor 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 at the fall coaches meeting).

X. 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 and at an indoor facility will be accepted in to the championships. All athletes must be declared for the Indoor Championships using the appropriately converted time (undersized, flat, banked, oversized) from the qualifying standards.

XI. Championships Procedures

A. Providing 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.

B. Physical Considerations of PSAC Indoor Track and Field Venues:

Due to the physical differences of the PSAC venues that could possibly host the PSAC Indoor Championships it is prudent to formulate guidelines that will not deviate too greatly from facility to facility and stay as consistent as possible.

C. Track Events:

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 run off.

D. Scoring:

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

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

1. Competitors or relay teams must participate in the trials and/or finals of all events in which they are declared. 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.
2. 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.
3. 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.
4. The referee, upon proper protest, based upon all authorized evidence and with consideration given to circumstances beyond the control of the competitor, including medical, shall determine whether circumstances clearly demonstrate that a violation of this rule has occurred.

F. Track Events

1. *Guidelines for Forming Heats (55m and 55m 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).
2. *Guidelines for Finals (55m and 55m Hurdles)*: NCAA rule 10-5 shall be followed. The 55m and 55m hurdles will consist of a two heat final with four runners in each heat. 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. *Guidelines for Forming Heats (200m and 400m)*: NCAA rule 10-5 shall be followed. Preliminary rounds that have advancement to finals based on time only shall be formed by seeding competitors from the performance list, left to right throughout the heats (this seeding differs from seeding procedures in rule 5-11 because advancement to finals is based on time only). A maximum of five runners will be assigned to any one heat in the 400m. Lane assignments shall be drawn by lot (Rule 5-11 Article 4a).
4. *Guidelines for Finals (200m and 400m)*: NCAA rule 10-5 shall be followed. Due to the lack of uniformity in the number of lanes and lane width at the potential host sites it has been determined that the 200m and 400m final will consist of a two heat final with four runners in each heat. The competitors shall qualify on the basis of time from preliminary rounds. The competitors with the four slowest times shall run in the first heat and the competitors with the four fastest times shall run in the second heat. Lane assignments will follow rule 5-11 Article 4b.
5. *Guidelines for Finals (800m)*: The 800m will be run as a single round timed-section final with the sections seeded slow to fast. Preferably the eight fastest seed times will run in the final (fast) section with a maximum of nine runners and a minimum of two runners in any 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.
6. *Guidelines for Finals (Mile)*: The mile will be run as a single round timed-section final with the sections seeded slow to fast. Preferably the 12 fastest seed times will run in the final (fast) section with a minimum of 10 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.
7. *Guidelines for Finals (5000m)*: The 5000m will be run as a single round timed-section final. All declared athletes will run in one heat.
8. *Guidelines for 4x800m and Distance Medley Relay*: All teams have a right of entry. Both relays will be run in one section composed of all teams. A waterfall or box alley start will be used as determined by the games committee.
9. *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 of five teams and a minimum of two teams in each section. Lane assignments will be drawn by lot.
10. *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.

G. Field Events

1. *Guidelines for the Shot Put and Weight Throw:* Competitors will be arranged in flights not larger than 12 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.

2. *Guidelines for the Long Jump and Triple Jump:* Competitors will be arranged in flights not larger than 12 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. *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.

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 after the first four events.

Attachment A

PSAC Track and Field Games Committee

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 Indoor PSAC Championships. The games committee shall act as the jury of appeals and their decisions in all matters shall be final and without appeal.

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. The 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.

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

Attachment B
2010 Pennsylvania State Athletic Conference
Indoor Track and Field Championships Schedule*

Day One

12:30pm	Facility Opens		
2:00pm	Distance Medley Relay	Men	(Final)
	20 LB Weight Throw	Women	(Trials & Finals)
	Long Jump	Men	(Trials & Finals)
2:15pm	Distance Medley Relay	Women	(Final)
2:35pm	Pentathlon 55m Hurdles	Women	(Final)
2:45pm	Pentathlon 55m Hurdles	Men	(Final)
3:00pm	400m	Men	(Trials)
	Pole Vault	Men	(Final)
3:15pm	400m	Women	(Trials)
	Pentathlon High Jump	Women	(Final)
3:25pm	Pentathlon Long Jump	Men	(Final)
3:30pm	55m	Men	(Trials)
3:40pm	55m	Women	(Trials)
3:50pm	55m Hurdles	Men	(Trials)
4:10pm	55m Hurdles	Women	(Trials)
4:15pm	Pentathlon Shot Put	Men	(Final)
4:25pm	Long Jump	Women	(Trials & Finals)
4:30pm	5000m	Men	(Final)
5:00pm	5000m	Women	(Final)
	Pentathlon Shot Put	Women	(Final)
5:05pm	Pentathlon High Jump	Men	(Final)
5:30pm	200m	Men	(Trials)
5:45pm	200m	Women	(Trials)
5:50pm	Pentathlon Long Jump	Women	(Final)
6:00pm	4x800m	Men	(Final)
6:15pm	35 LB Weight Throw	Men	(Trials & Finals)
6:20pm	4x800m	Women	(Final)
6:50pm	Pentathlon 800m	Women	(Final)
7:00pm	Pentathlon 1000m	Men	(Final)

Day Two

11:00am	Shot Put	Women	(Trials & Finals)
	Pole Vault	Women	(Final)
	Triple Jump	Men	(Trials & Finals)
	High Jump	Women	(Final)
11:30am	Mile	Men	(Final)
11:45am	Mile	Women	(Final)
12:00pm	55m Hurdles	Men	(Final)
12:15pm	55m Hurdles	Women	(Final)
12:30pm	400m	Men	(Final)
12:40pm	400m	Women	(Final)
12:50pm	55m	Men	(Final)
1:00pm	55m	Women	(Final)
	Shot Put	Men	(Trials & Finals)
	Triple Jump	Women	(Trials & Finals)
	High Jump	Men	(Trials & Finals)
1:10pm	800m	Men	(Final)
1:20pm	800m	Women	(Final)
1:30pm	200m	Men	(Final)
1:40pm	200m	Women	(Final)
1:50pm	3000m	Men	(Final)
2:10pm	3000m	Women	(Final)
2:40pm	4x400m	Men	(Final)
2:50pm	4x400m	Women	(Final)
3:15pm	Awards Ceremony		

*Events schedule shall be determined by host institution, with approval of the games committee, as necessitated by the constructs of the facility.

Attachment C
Indoor 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.

Tuesday Before Championships:

- 9:00am – Noon Pentathlon 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).
- 1:00pm The top 12 combined event scores will be accepted and posted by the timing company.
- By 8:00pm All 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 entries submitted 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, these entries will also serve as your declarations. Be sure to keep a copy of the entries submitted to Direct Athletics for your records.

Wednesday Before Championships:

- By Noon A descending order performance/entry list will be posted by the timing company.
- 1:00pm – 7:00pm Any mistakes or omissions on the posted entry list must be reported to the designated member of the games committee (Dave Osanitsch, dmosan@ship.edu 717-477-1284). Any omission or mistake by a school must be appealed to the games committee. If the appeal is approved by the games committee, the school's president will be notified by the Commissioner and a \$100 fine per student (not to exceed \$300 per institution) will be levied by the Conference. Also at this time, any challenges to marks made by athletes should be made to the designated member of the games committee. 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 7:00pm all entries are final.**
- 8:00pm The games committee and timing company will meet via conference call to set up the meet. At this time the designated games committee member will bring up any mistakes to the posted list. The timing company will check the entries they received via Direct Athletics and if the mistake was made by Direct Athletics or the timing company, then the appropriate corrections will be made. If the mistake was made by the institution they can correct it only through the appeals process with the appropriate fines levied.

Thursday Before Championships:

- 9:00am – Noon A corrected descending order performance/entry list will be posted by the timing company. Coaches should check their entries to this list for a final time and contact the designated member of the games committee (Dave Osanitsch, dmosan@ship.edu 717-477-1284) with any problems.
- 1:00pm The timing company will post heat and flight sheets at <http://www.monmouth.com/~scullion>, distribute via email, and have the PSAC office post the information on the conference website.

Saturday Morning:

- Before Noon Any scratches should be reported to the Clerk of the Course. Heats may only be redrawn at the Clerk of the Course's discretion. If an athlete is scratched, he/she is out for the remainder of the meet.