2019 CHAMPIONSHIP POLICIES
AND PROCEDURES

Updated – April 18, 2019
SECTION 1 - FORMAT

Championship Date
The conference championship will be conducted in the spring four weeks prior to the NCAA championship (usually the last weekend in April). For 2019, the championship will be conducted on Saturday, April 27 at Middlebury. Both the men’s and women’s championships will be conducted at the same site on the same day.

SECTION 2 - PARTICIPANTS
All NESCAC institutions that sponsor either a men’s or women’s track & field team shall participate in the championship.

Entrants
The host institution will distribute pertinent entry and meet information no later than three weeks prior to the championship. Entries must be submitted to the host institution by Wednesday at 11:59 p.m. prior to the championship.

Qualifying Procedure
Qualifying standards for the NESCAC Track and Field Championships must be met during the current season in outdoor competition. Qualifying performances must be made during a regularly scheduled outdoor meet using an outdoor facility unless events (high jump and pole vault only) are moved indoors for safety reasons/weather conditions.

A school may enter up to three athletes per event if all entries have met the qualifying standard. A fourth athlete may be entered in an event if all four entries have met the standard and are ranked in the top 16 in the conference. Athletes may qualify for the 10K with a 5K qualifying mark.

An institution may enter a total of three “wild card” entries, per gender, into the meet. Those entries may be made regardless of having met the qualifying standards. Wild Card entries may be submitted with “no mark.” Athletes entered into the championship event with “no mark” will be placed in the slowest section if there is more than one section of a running event. In field events, athletes will be placed in a flight as follows: For seeded flights, a “no mark” athlete must be placed in the first flight. Otherwise, the athlete is placed randomly in and within any flight.

Qualifying Standards
Qualifying standards are set by the NESCAC Track and Field Coaches during the fall coaches’ meeting prior to the championship. For a complete list of qualifying standards for the NESCAC Track and Field Championships, see Appendix A.

SECTION 3 – FACILITY REQUIREMENTS & EQUIPMENT

Facility
The track and its field components shall be ready at least one hour prior to the start of the championship. The facility used for the championship shall have running lanes of at least 42 inches. Throwing circles and jumping approaches shall conform to all NCAA Track and Field guidelines. Horizontal jump pits must conform to NCAA specifications regarding sand levels.

Starting Blocks
Use of non-host starting blocks will be at the discretion of the host institution.

SECTION 4 - PLAYING RULES

General
The championship will be conducted according to NCAA Men’s and Women’s Track and Field/Cross Country rules. The NCAA false-start rule will be in effect.
Coaches Meeting
There will be a coaches meeting one hour prior to the start of the championship.

Track Event Seeding
Heats will be seeded based on final declaration list as of 12 noon on Friday. Heats will be re-seeded if any scratches are received by 6 p.m. on Friday. The 200m may be re-seeded after further scratches at the host’s discretion. The 4x400m will be seeded after last call for check-in (per current policy). No other track events will be re-seeded regardless of further scratches that occur.

Disputes
All cases of dispute and any questions that arise and are not provided for in the NESCAC Track and Field Championship Manual, the NESCAC Manual, or the NCAA Track and Field Rulebook shall be referred to and decided by the referee, or in the case of no referee, the Games Committee.

The seed list will be made available to the institutions between 12 noon and 1 p.m. on Friday. A coach whose team is departing campus prior to 12 noon on Friday may request that the seed list be sent to him/her by email sooner, but his/her team will not be allowed to make any late entries after being sent the seed list. Protests of entries shall be acted upon by the Games Committee and must be submitted in writing to the head coach of the host institution prior to the coaches meeting held one hour before the start of the championship.

Entries
An individual late entry submitted before 12 noon on Friday shall be assessed a $50 fine per entry up to $200. A team entry submitted late, but before 12 noon on Friday shall be assessed a $200 fine.

An individual that is not properly entered shall result in disqualification plus a $50 fine and a letter of explanation to the institution’s athletic director. All fines and fees are payable before the start of the championship or will be included in the institution’s expense report.

Measurements
Qualifying times for all events may be attained using either fully automatic timing (FAT) or hand timing (HT), although FAT is preferred and must be used when available. For purposes of seeding, hand times will be converted by adding .24 seconds. Qualifying performances will not require wind readings, and wind-aided performances will be accepted. Field-event marks may be measured and recorded either metrically or imperially, although metric is preferred and must be used when available. A certified device must be used to weigh and measure all implements.

Order of Events
The standard order of events is located in Appendix B. The time schedule for field events may be changed based on the facility used for the championship. Alterations to the standard schedule must be submitted by the host institution one week prior to the annual December coaches meeting for approval.

Squad Size
There is no limit to the number of individuals that can travel with an institution to the championship.

Uniforms
Uniforms shall follow NCAA Men’s and Women’s Track and Field guidelines.

Honest Effort Rule
The former NCAA Honest Effort Rule shall be in effect for the championship.

Article 2.a – Athletes must participate honestly in all trials and finals of all track and field events in which they legally are declared or they shall be barred from all remaining events in the current meet. Athletes must compete with maximum effort and/or qualify from trials into the finals.

Other Regulations
The following regulations apply to specific events:
All timed-section finals shall be run slowest section first to fastest section last. All seeded field event flights shall be conducted from lowest seed to highest seed. All vertical jump events shall be conducted from lowest seed to highest seed.

**100-Meters, 100/110-Meter Hurdles** – Competitors shall be assigned to trial heats per NCAA recommendations, and lane assignments shall be drawn randomly. The heat winners and the next fastest times shall advance to an 8-person final, and preferred lanes shall be assigned per NCAA recommendations.

**200-Meters, 400-Meters, 400-Meter Hurdles, 4x100-Meter Relay, 4x400-Meter Relay** – These events shall be run as timed-section finals. All lanes on the track shall be filled in all sections working from fastest to slowest. All timed-section finals, including relays, which start in lanes will have a minimum of three competitors in the slowest section. Lane assignments shall be drawn randomly. The 4x400-Meter Relay shall be seeded after the last call to check-in for the event. There will be no “B” Relay teams.

**800-Meters** - The 800 meters will be run with a one-turn stagger starting in lanes. The seeded heat (contested last) will have a minimum of 8 competitors. Each heat will have a minimum of 6 competitors and a maximum of 10 competitors. Heats with 9 or 10 will have 2 competitors share a lane as needed (drawn randomly). If some heats have 9 and some have 8, the extra competitors go in the slower heats. Heats will be determined by the following formula (listed from slow to fast):

- 16 athletes = 2 heats of 8
- 17 athletes = 1 heat of 9, 1 heat of 8
- 18 athletes = 2 heats of 9
- 19 athletes = 1 heat of 10, 1 heat of 9
- 20 athletes = 2 heats of 6, 1 heat of 8
- 21 athletes = 1 heat of 6, 1 heat of 7, 1 heat of 8
- 22 athletes = 2 heats of 7, 1 heat of 8
- 23 athletes = 1 heat of 7, 2 heats of 8
- 24 athletes = 3 heats of 8
- 25 athletes = 1 heat of 9, 2 heats of 8
- 26 athletes = 2 heats of 9, 1 heat of 8
- 27 athletes = 3 heats of 9
- 28 athletes = 1 heat of 6, 2 heats of 7, 1 heat of 8
- 29 athletes = 3 heats of 7, 1 heat of 8
- 30 athletes = 2 heats of 7, 2 heats of 8
- 31 athletes = 1 heat of 7, 3 heats of 8
- 32 athletes = 4 heats of 8
- 33 athletes = 1 heat of 9, 3 heats of 8
- 34 athletes = 2 heats of 9, 2 heats of 8
- 35 athletes = 3 heats of 9, 1 heat of 8
- 36 athletes = 4 heats of 9
- 37+ athletes = add 10th competitor as needed from slow to fast

**1,500-Meters** – If 15 individuals or fewer are declared, the event shall be run in one section. If 16-30 individuals are declared, the race shall be run in two evenly divided sections, and if an odd number of entries are declared, the higher number of individuals shall run in the seeded section. If more than 30 individuals are declared, the event shall be run in two sections, with 15 competitors in the fast section and the remainder in the slow section.

**3,000-Meter Steeplechase** – If 17 individuals or fewer are declared, the event shall be run in one section. If 18-24 individuals are declared, the seeded section shall have a minimum of 12 individuals and the unseeded section shall have a minimum of six individuals. If more than 24 individuals are declared, the event shall be run in two evenly divided sections, and if an odd number of entries are declared, the higher number of individuals shall run in the seeded section.

**5,000-Meters, 10,000-Meters, 4x800-Meter Relay** – These events shall be run in one section.

**Horizontal Jumps and Throws** – Flights will be seeded based on final declaration list as of 12 p.m. on Friday. The seeded flight (contested last) will have a minimum of 9 competitors. Each flight will have a minimum of 6 competitors. No field event will be re-seeded regardless of scratches that occur. Flights will be determined by the following formula (listed from worst to best):

- 1-14 competitors = 1 flight
- 15 competitors = 1 flight of 6, 1 flight of 9
- 16 competitors = 1 flight of 7, 1 flight of 9
- 17 competitors = 1 flight of 8, 1 flight of 9
- 18-26 competitors = 2 equal flights with larger number in seeded flight if not even
- 27+ competitors = 3 equal flights with larger number in seeded flight if not even
- **Vertical Jumps** – The games committee will determine whether to utilize 5-alive following the distribution of the seed list, and notify coaches of their decision no later than the coaches meeting before the start of the championship. Starting heights shall be determined in the following manner: The qualifying standard for the New England Division III Outdoor Track & Field Championship shall be the benchmark for determining the opening height. Progression from the New England qualifying standard shall be worked in reverse in increments of 5 cm (HJ) or 15 cm (PV) until one bar below the NESCAC qualifying standard is reached.

### SECTION 5 – OFFICIALS & MEET PERSONNEL

#### Officials

The host institution is responsible for securing qualified track and field officials. If an institution does not have the personnel to operate a computerized entry/scoring program (e.g. Hy-Tek) and/or other automatic timing devices, additional officials can be hired to perform these functions during the championship.

#### Meet Director

The host institution is permitted to hire a meet director if it chooses to do so at a cost of no more than $400. The meet director can either be affiliated or not affiliated with the host institution; however, the meet director cannot be the head coach of the host institution.

The meet director’s duties include the following:

- Meet management paperwork, emails and correspondence with timing personnel.
- Hire officials and timing staff.
- Designate entry procedures and protocol.
- Proof entries and assign numbers, along with prepare team packets and instructions sheet.
- Ensure that heat sheets and flights are assigned under NCAA guidelines and NESCAC policies and procedures.
- Provide the host sports information director and Conference office championship program content, including the seed list.
- Communicate with coaches on entry issues and questions.
- Arrange packet pickup and any scratches.
- Ensure that all championship rules are enforced.

#### Games Committee

Membership on the Games Committee shall follow the NESCAC Executive Committee rotation. Each institution represented on the Games Committee shall hold one vote and shall rule on all items brought before the committee. If an Executive Committee institution has separate head coaches for the men’s and women’s programs, then one of the two head coaches shall be designated prior to the championship as the representative for the institution.

A member of the Games Committee shall not be involved in the discussion or decision regarding any item involving their institution. The member will be replaced on the Games Committee by the next institution in the Executive Committee rotation.

The Executive Committee Chair rotation is as follows:

- 2017-18 – Williams (Past Chair)
- 2018-19 – Bates (Chair)
- 2019-20 – Bowdoin (Chair-Elect)
- 2020-21 – Hamilton (Alternate)

The Games Committee shall also serve as the protest committee and handle all protests.

### Championship Suspended or Not Completed (due to inclement weather, etc.)

Every effort shall be made to conduct the championship on the scheduled day. Prior to any rescheduling, there shall be a meeting of the Athletics Director of the host institution and the meet director/host head coach to determine the best course of action. The Athletics Director of the host institution shall consult with the Conference office. If the championship is suspended and not completed, the championship shall not be awarded unless it is mathematically impossible for any team to overtake the leading team at the time of suspension.
SECTION 6 – MEDICAL PERSONNEL
The host institution is required to have a certified athletic trainer on site throughout the championships. The host institution should be contacted by visiting staffs to alert hosts if no athletic trainer is traveling with a team in order to assist the host institution in planning appropriate athletic training coverage.

SECTION 7 – PRACTICE
No team is permitted to practice at the host site on the day prior to the championship (except for the host team practicing at home). Teams will be provided warm-up time in conjunction with championship competition immediately prior to the event.

SECTION 8 – TRAVEL
Travel: Teams are responsible for making their own travel arrangements and must adhere to the travel regulations as stipulated in the NESCAC Manual.

Lodging: Traveling teams are responsible for making their own lodging arrangements. Andrea Casperson with BookMyGroup will be available to assist traveling teams with lodging arrangements. If assistance is desired, contact Andrea Casperson at 888-832-6745 (acasperson@bookmygroup.com).

SECTION 9 - AWARDS
- The champion and runner-up teams each will receive an award.
- Awards will be shipped to the Athletics Director of the institution hosting the championship.
- If awards have not been received by 12:00 noon on Wednesday, the Conference office should be notified immediately.
- The Conference office will provide the host institution a short script for the awards ceremony.
- All-Conference honors shall be awarded based upon championship finish.
- The Conference office will coordinate nominations and voting for the Sabasteanski Award (Most Outstanding Performer), the Most Outstanding Rookie Performer, and the Coaching Staff of the Year.

SECTION 10 - PROGRAMS
See Appendix A of the Host Institution Responsibilities Manual for program specifics.

SECTION 11 - RESULTS
A copy of the official results of all championship competition shall be filed with the Conference office. Official results will include a neutral release and final results from the championship at the host institution.

The host institution SID is responsible for sending the final results and post-meet release to the Conference office and competing teams. If you encounter problems forwarding information, contact Lisa Champagne, NESCAC Assistant Director for Media Relations (lisa.champagne@trincoll.edu or (413) 587-2078).

SECTION 12 – FINANCES
Hosting
The eleven teams participating in the championship will share the cost of conducting the championship. The host institution shall have 30 days following the completion of the championship to submit a financial statement detailing all expenses to the Conference office. Once the Championship Financial Report Form has been reviewed, the host institution shall distribute it to participating teams to indicate each institution’s share of the cost of the championship.

Traveling
All expenses associated with traveling (travel, meals, lodging) are the responsibility of the respective team.
Appendix A

Qualifying Standards

<table>
<thead>
<tr>
<th>Event</th>
<th>Women</th>
<th>Men</th>
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<tbody>
<tr>
<td>100m</td>
<td>14.00</td>
<td>11.80</td>
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<tr>
<td>100m/110m Hurdles</td>
<td>17.80</td>
<td>17.50</td>
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<tr>
<td>200m</td>
<td>29.30</td>
<td>23.80</td>
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<tr>
<td>400m</td>
<td>1:05.70</td>
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<tr>
<td>400m Hurdles</td>
<td>1:16.20</td>
<td>1:02.20</td>
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<tr>
<td>800m</td>
<td>2:30.00</td>
<td>2:04.00</td>
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<td>1500m</td>
<td>5:15.00</td>
<td>4:20.00</td>
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<td>3000m Steeplechase</td>
<td>13:30.00</td>
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<tr>
<td>5000m</td>
<td>20:15.00</td>
<td>16:30.00</td>
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<tr>
<td>10,000m</td>
<td>44:30.00</td>
<td>35:45.00</td>
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<tr>
<td>High Jump</td>
<td>4’8” / 1.42m</td>
<td>5’8” / 1.73m</td>
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<tr>
<td>Pole Vault</td>
<td>7’6” / 2.29m</td>
<td>11’ / 3.35m</td>
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<tr>
<td>Long Jump</td>
<td>15’ / 4.57m</td>
<td>18’6” / 5.64m</td>
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<tr>
<td>Triple Jump</td>
<td>31’ / 9.45m</td>
<td>39’ / 11.88m</td>
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<tr>
<td>Shot Put</td>
<td>30’ / 9.14m</td>
<td>38’ / 11.58m</td>
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<tr>
<td>Discus</td>
<td>85’ / 25.90m</td>
<td>110’ / 33.52m</td>
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<tr>
<td>Hammer</td>
<td>110’ / 33.52m</td>
<td>120’ / 36.58m</td>
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<tr>
<td>Javelin</td>
<td>85’ / 25.90m</td>
<td>135’ / 41.14m</td>
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<td>4x100</td>
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<td>4x400</td>
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<td>4x800</td>
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PROCEDURES

- A school may enter up to three athletes per event if all entries have met the qualifying standard. A fourth athlete may be entered in an event if all four entries have met the standard and are ranked in the top 16 in the conference.

- Athletes may qualify for the 10K with a 5K qualifying mark.

- A school may enter a total of three “wild card” entries, per gender, into the meet. Those entries may be made regardless of having met the qualifying standards. Wild Card entries may be submitted with “no mark”.

Note: Only verifiable outdoor marks from the current season may be submitted.
Appendix B

Schedule of Events (even years)

Field Events
9:00 AM  Women's Hammer
          Men's Shot
          Men's Javelin
          Men's Long Jump
10:00 AM  Women's Pole Vault
          Women's High Jump
11:00 AM  Men's Hammer
          Women's Long Jump
          Women's Javelin
          Women's Shot
1:00 PM   Men's Pole Vault
          Men's High Jump
          Women's Discus
          Men's Triple Jump
3:00 PM   Men's Discus
          Women's Triple Jump

Running Events
9:00 AM  Women's 10,000-meters
         Men's 10,000-meters
9:45     Men's 10,000-meters
10:25    Women's 100-meter Hurdles – Trials
10:40    Men's 110-meter Hurdles – Trials
10:55    Women’s 100-meters – Trials
11:05    Men’s 100-meters – Trials
11:15    Women’s 3,000-meter Steeplechase
11:45    Men’s 3,000-meter Steeplechase
12:15 PM  Officials Lunch Break
12:25    National Anthem
12:30    Women’s 4 x 100-meter Relay
12:40    Men’s 4 x 100-meter Relay
12:50    Women’s 1,500-meters
1:10     Men’s 1,500-meters
1:30     Men’s 110-meter Hurdles – Final
1:40     Women’s 100-meter Hurdles – Final
1:50     Women’s 400-meters
2:00     Men’s 400-meters
2:10     Women’s 100-meters – Final
2:20     Men’s 100-meters – Final
2:30     Women’s 800-meters
2:45     Men’s 800-meters
3:00     Women’s 400-meter Hurdles
3:15     Men’s 400-meter Hurdles
3:30     Women’s 200-meters
3:40     Men’s 200-meters
3:50     Women’s 5,000-meters
4:15     Men’s 5,000-meters
4:35     Women’s 4 x 400-meter Relay
4:45     Men’s 4 x 400-meter Relay
4:55     Women’s 4 x 800-meter Relay
5:10     Men’s 4 x 800-meter Relay
### Schedule of Events (odd years)

#### Field Events

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<td>Women’s Triple Jump</td>
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<td>Women’s Discus</td>
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<td>Men’s Triple Jump</td>
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<td>Women’s Discus</td>
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</tbody>
</table>

## Running Events

<table>
<thead>
<tr>
<th>Time</th>
<th>Events</th>
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<tbody>
<tr>
<td>9:00 AM</td>
<td>Men’s 10,000-meters</td>
</tr>
<tr>
<td>9:40</td>
<td>Women’s 10,000-meters</td>
</tr>
<tr>
<td>10:25</td>
<td>Men’s 110-meter Hurdles – Trials</td>
</tr>
<tr>
<td>10:40</td>
<td>Women’s 100-meter Hurdles – Trials</td>
</tr>
<tr>
<td>10:55</td>
<td>Men’s 100-meters – Trials</td>
</tr>
<tr>
<td>11:05</td>
<td>Women’s 100-meters – Trials</td>
</tr>
<tr>
<td>11:15</td>
<td>Men’s 3,000-meter Steeplechase</td>
</tr>
<tr>
<td>11:45</td>
<td>Women’s 3,000-meter Steeplechase</td>
</tr>
<tr>
<td>12:15 PM</td>
<td>Officials Lunch Break</td>
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<tr>
<td>12:25</td>
<td>National Anthem</td>
</tr>
<tr>
<td>12:30</td>
<td>Men’s 4 x 100-meter Relay</td>
</tr>
<tr>
<td>12:40</td>
<td>Women’s 4 x 100-meter Relay</td>
</tr>
<tr>
<td>12:50</td>
<td>Men’s 1,500-meters</td>
</tr>
<tr>
<td>1:10</td>
<td>Women’s 1,500-meters</td>
</tr>
<tr>
<td>1:30</td>
<td>Women’s 100-meter Hurdles – Final</td>
</tr>
<tr>
<td>1:40</td>
<td>Men’s 110-meter Hurdles – Final</td>
</tr>
<tr>
<td>1:50</td>
<td>Men’s 400-meters</td>
</tr>
<tr>
<td>2:00</td>
<td>Women’s 400-meters</td>
</tr>
<tr>
<td>2:10</td>
<td>Men’s 100-meters – Final</td>
</tr>
<tr>
<td>2:20</td>
<td>Women’s 100-meters – Final</td>
</tr>
<tr>
<td>2:30</td>
<td>Men’s 800-meters</td>
</tr>
<tr>
<td>2:45</td>
<td>Women’s 800-meters</td>
</tr>
<tr>
<td>3:00</td>
<td>Men’s 400-meter Hurdles</td>
</tr>
<tr>
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<td>Women’s 400-meter Hurdles</td>
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<tr>
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<td>Men’s 200-meters</td>
</tr>
<tr>
<td>3:40</td>
<td>Women’s 200-meters</td>
</tr>
<tr>
<td>3:50</td>
<td>Men’s 5,000-meters</td>
</tr>
<tr>
<td>4:10</td>
<td>Women’s 5,000-meters</td>
</tr>
<tr>
<td>4:35</td>
<td>Men’s 4 x 400-meter Relay</td>
</tr>
<tr>
<td>4:45</td>
<td>Women’s 4 x 400-meter Relay</td>
</tr>
<tr>
<td>4:55</td>
<td>Men’s 4 x 800-meter Relay</td>
</tr>
<tr>
<td>5:10</td>
<td>Women’s 4 x 800-meter Relay</td>
</tr>
</tbody>
</table>
Appendix C

Important Dates & Information

Three Weeks Prior to the Championship

Distribution of Entry and Meet Information
The host institution will distribute pertinent entry and meet information no later than three weeks prior to the championship.

Wednesday Prior to the Championship

Entries
Entries must be submitted to the host institution by Wednesday at 11:59 p.m. prior to the championship.

Friday Prior to the Championship

Disputes
The seed list will be made available to the institutions between 12 noon and 1 p.m. on Friday. A coach whose team is departing campus prior to 12 noon on Friday may request that the seed list be sent to him/her by email sooner, but his/her team will not be allowed to make any late entries after being sent the seed list. Protests of entries shall be acted upon by the Games Committee and must be submitted in writing to the head coach of the host institution prior to the coaches meeting held one hour before the start of the championship.

Entries
An individual late entry submitted before 12 noon on Friday shall be assessed a $50 fine per entry up to $200. A team entry submitted late, but before 12 noon on Friday shall be assessed a $200 fine.