

**CONSTITUTION OF THE NEW ENGLAND DIVISION III
CROSS COUNTRY AND TRACK & FIELD ASSOCIATION**

Ratified on September 11, 2018. Last updated on September 10, 2019.

ARTICLE I NAME AND OBJECTIVE

- Section 1 The name of the Association shall be the New England Division III Men's and Women's Cross Country and Track & Field Association.
- Section 2 The objective of the Association shall be the promotion of men's and women's intercollegiate competition in cross country, indoor track & field, and outdoor track & field among the member colleges and to conduct a championship in each season.

ARTICLE II MEMBERSHIP AND ELIGIBILITY

- Section 1 Membership in the Association shall be restricted to colleges or universities that are located within the six-state New England region and conduct cross country and/or indoor track & field and/or outdoor track & field at the NCAA Division III level.
- Section 2 Any college or university desiring to be admitted to the Association shall pay the applicable yearly membership dues to the Secretary/Treasurer.
- Section 3 Admission to the Association shall take place upon receipt of the applicable membership dues and a two-thirds vote by the membership represented at the fall convention.
- Section 4 Each college or university, upon joining the Association, thereby agrees to accept the Constitution, By-Laws, and rules of the Association.
- Section 5 To compete in any championship of the Association a member college or university must be listed by the NCAA as sponsoring that sport (cross country, indoor track & field, outdoor track & field) for that season at the Division III level.
- Section 6 All competitors must be in compliance with the standards of eligibility set forth by the NCAA.
- Section 7
- A. Any member may be expelled from the Association by a two-thirds vote by the membership represented at the fall convention.
 - B. The Secretary/Treasurer must serve an official notice upon the member against which the charges are referred and must notify all other members of such proceedings at least 15 days before the date assigned for the meeting.
 - C. Causes for which a member may be expelled from the Association are violations of any section of Article II, failure to pay all dues, fines and penalties as herein specified, refusal to abide by the decisions of the Games Committee, the Referee, or the Jury of Appeal, or any conduct by a coach, athlete or other representative that is considered detrimental and not in the best interest of the Association.
 - D. Any member so expelled may be readmitted only in the manner in which new applicants become members of the Association.

ARTICLE III JURISDICTION

- Section 1 This Association shall be an independent organization governed entirely by its own Constitution, By-Laws, and rules of athletics.

Section 2 All competitions held by the Association shall be conducted in accordance with the Constitution and the NCAA Cross Country/Track & Field Rulebook(s).

ARTICLE IV GOVERNANCE

Section 1 The management and general supervision of the Association shall be entrusted to an annual fall convention composed of head coaches or other designated representatives of the colleges and universities that are members of the Association.

Section 2 A. The officers of the Association, who shall act as the Executive Committee, shall be a President, a First Vice President, a Second Vice President, and a Secretary/Treasurer.

B. The President, the First Vice President, and the Second Vice-President shall be elected by the Association for consecutive two-year terms as follows. When the President retires after a two-year term, the First Vice President becomes the new President, the Second Vice President becomes the new First Vice President, and a new Second Vice President is elected at the fall convention. The outgoing President is not eligible for immediate election as the Second Vice President but will become eligible after a minimum of one calendar year after his/her previous term has ended.

C. The Secretary/Treasurer shall be elected by the Association for a three-year term. When the Secretary/Treasurer retires after a three-year term, a new Secretary/Treasurer is elected at the fall convention. The Secretary/Treasurer may be re-elected to an unlimited number of consecutive terms.

D. At least two of the four officers must coach men's cross country and/or men's track & field, and at least two of the four officers must coach women's cross country and/or women's track & field.

Section 3 A. A three-person nominating committee composed of the past (previous) President, the First Vice President, and one coach appointed by the President shall prepare a slate of candidates for Second Vice President for election at the fall convention in those years when the position is open.

B. A three-person nominating committee composed of the past (previous) President, the Second Vice President, and one coach appointed by the President shall prepare a slate of candidates for Secretary/Treasurer for election at the fall convention in those years when the position is open.

C. If and when the President resigns in the middle of a term, the First Vice President shall become the President, the Second Vice President shall become the First Vice President, and a new Second Vice President shall be elected. These three officers will then complete the remainder of the existing term plus the normal ensuing two-year term in these respective roles before the next election takes place.

D. If and when the First Vice President resigns in the middle of a term, the Second Vice President shall become the First Vice President, and a new Second Vice President shall be elected. These two officers will then complete the remainder of the existing term in these respective roles before the next election takes place.

E. If and when the Second Vice President resigns in the middle of a term, a new Second Vice President shall be elected. This officer will then complete the remainder of the existing term in this role before the next election takes place.

F. If and when the Secretary/Treasurer resigns in the middle of a term, a new Secretary/Treasurer shall be elected. This officer will then complete the remainder of the existing term in this role before the next election takes place.

G. All terms of office begin on October 1 and conclude on September 30.

- Section 4 Voting is one vote per gender per school by the head coach(es). For another representative to vote, he/she must have written authorization from the head coach(es) or Athletic Director for that privilege.
- Section 5 When the President of the Association is the only representative of his/her school, that member school shall lose its vote(s), except that in the case of a tie or when his/her vote(s) will impact the majority, the President may cast his/her vote(s).
- Section 6 The annual convention of the Association shall be held in September on a date selected by the President. Whenever possible the convention should be held in conjunction with the NEICAAAA meeting. The agenda for the convention is to be sent by the Secretary/Treasurer to each member at least 15 days before the date assigned for the meeting.
- Section 7 Special conventions of the Association may be called by the President or at the request of any three member schools of the Association, provided that a notice of such a meeting is sent by the Secretary/Treasurer to each member at least 15 days before the date assigned for the meeting.
- Section 8 The order of business for a convention shall be as follows: (1) roll call, (2) reading, correction and adoption of the minutes of the previous meeting, (3) unfinished business, (4) reports of committees, (5) selection of future championship sites, (6) new business, and (7) election of officers.
- Section 9
- A. The President shall appoint a person to the position of Rankings Coordinator. This person shall then serve until resignation or removal by majority vote of the Association.
- B. Qualifying standards for the indoor and outdoor track & field championships shall be presented annually by the Rankings Coordinator for approval of the Association at the fall convention.
- C. The Rankings Coordinator shall act as the Association liaison to DirectAthletics (or another designated on-line service provider). He/she will be responsible for providing the indoor and outdoor track & field qualifying standards to the on-line service provider, monitoring the performance lists for accuracy, and communicating unique championship meet entry procedures as needed.
- D. The President shall appoint a person to the position of Historian/Webmaster. This person shall then serve until resignation or removal by majority vote of the Association.
- E. The Historian/Webmaster shall maintain a web page that houses the Association's Constitution, indoor and outdoor track & field championship qualifying standards, links to indoor and outdoor track & field performance lists, links to weekly regional cross country team rankings, and general historical information including championship results and meet records.
- F. The USTFCCCA Regional Representatives for cross country shall be responsible for conducting the weekly regional polls and representing New England in voting for the national polls. The Regional Representatives shall provide the results of the weekly

regional polls to the Historian/Webmaster each Monday during the cross country season.

ARTICLE V FINANCES

- Section 1 The yearly dues shall be \$150 per gender per season per school (i.e. \$450 per gender for all three seasons). This bill shall be sent directly to the Athletic Director of each member institution during the fall semester. There shall be no additional entry fees for the Association's championship meets.
- Section 2
- A. The host institution shall receive a stipend of \$3000 (cross country if held in conjunction with the NCAA regional), \$6000 (indoor or outdoor track & field if meets are held separately by gender; cross country if not held in conjunction with the NCAA regional), or \$9000 (indoor or outdoor track & field if meets are held with both genders together) to defray the cost of putting on the championship. If the cost of hosting the championship is less than the stipend received, the host institution may keep the balance as an honorarium.
 - B. Expenses for awards shall be borne by the Association (e.g. medals, plaques, t-shirts, certificates).
 - C. Admission fees charged by the host institution may be used to defray their expenses.
 - D. The host institution shall submit an itemized statement of expenses to the Secretary/Treasurer. This statement shall become part of the Association's permanent financial records.
- Section 3 The Secretary/Treasurer shall send an invoice to each member institution with outstanding bills (dues, fines & penalties) once per year after the completion of the outdoor championship and no later than June 1. Such bills must be paid prior to the fall convention in order to be eligible for voting purposes, and must be paid prior to participation in any future championships of the Association.
- Section 4 All bills against the Association shall be submitted to the Secretary/Treasurer for payment.
- Section 5 A committee of three coaches may be appointed by the President at the annual fall convention to audit the books of the Secretary/Treasurer.
- Section 6
- A. The Rankings Coordinator shall receive an annual stipend of \$500 from the Association.
 - B. The Historian/Webmaster shall receive an annual stipend of \$500 from the Association.
 - C. The Secretary/Treasurer shall receive an annual stipend of \$500 from the Association.
 - D. Each of the two USTFCCCA Regional Representatives for cross country shall receive an annual stipend of \$500 from the Association.
 - E. The USTFCCCA Regional Representative for track & field shall receive an annual stipend of \$500 from the Association.
 - F. The host school of any championship of the Association may request approval from the membership to hire a meet photographer at the Association's expense.

ARTICLE VI CHAMPIONSHIPS

- Section 1 The annual New England Division III Cross Country Championship shall be held in conjunction with the NCAA Division III New England Regional Championship unless voted otherwise by the membership. If held separately, the date and site shall be selected at a fall convention no later than one full year in advance. The host institution is encouraged to schedule an in-season pre-regional meet on the championship course.
- Section 2 The annual New England Division III Indoor Track & Field Championship shall be held on the Friday and Saturday of the weekend that is two (2) weeks prior to the NCAA Division III Indoor Track & Field Championship unless voted otherwise by the membership. The men's and women's championships shall be held at separate sites that are selected at a fall convention no later than one full year in advance.
- Section 3 The annual New England Division III Outdoor Track & Field Championship shall be held on the Thursday, Friday and Saturday of the weekend that is three (3) weeks prior to the NCAA Division III Outdoor Track & Field Championship unless voted otherwise by the membership. The men's and women's championships shall be held together at one site that is selected at a fall convention no later than one full year in advance.
- Section 4 The meet director shall provide entry materials and other pertinent information to each member of the Association at least three weeks before the annual cross country, indoor track & field and outdoor track & field championship meets.
- Section 5 Entries shall be submitted electronically for the cross country championships as follows:
- A. If the cross country championship is conducted in conjunction with the NCAA Regional qualifying meet, entries shall be made according to NCAA procedures.
 - B. If the championship is not conducted in conjunction with the NCAA Regional qualifying meet, a final roster of no more than ten (10) athletes must be submitted by 12:00 midnight five days prior to the championship. Any seven of those ten athletes may then compete.
- Section 6 Entries shall be submitted electronically for the track & field championships as follows:
- A. Entries (final declarations) for all individual events and relays must be submitted by 12:00 midnight on the Monday prior to the championship.
 - B. All athletes listed on a team's official TFRRS roster are eligible to run on any relay regardless of whether they have been otherwise entered into the meet in any individual event or relay.
 - C. Any athlete scratched from an individual event after the entry (final declaration) deadline becomes ineligible for participation in any event in the championship including relays.
- Section 7 Late entries for the cross country championship shall be handled as follows:
- A. If the championship is conducted in conjunction with the NCAA Regional qualifying meet, late entries shall be made according to NCAA procedures.
 - B. If the championship is not conducted in conjunction with the NCAA Regional qualifying meet, late entries are permitted until 12:00 midnight four days prior to the championship.

- Section 8 Late entries for the track & field championships shall be handled as follows:
- A. Late entries (final declarations) for all individual events and relays are permitted until 12:00 midnight on the Tuesday prior to the championship.
 - B. The entry list (final declarations) shall not be made public until after the late entry deadline.
- Section 9 Fines and penalties for late entries shall be as follows:
- A. There shall be a \$200.00 fine for a late team entry that is not submitted by the entry (final declaration) deadline.
 - B. There shall be a \$50.00 fine per event entry that is left off the original team entry and not submitted by the entry (final declaration) deadline, up to a maximum total penalty of \$200.00.
 - C. The penalty for using a competitor not properly entered is disqualification of that athlete/relay team/cross country team plus a \$50.00 fine and a letter of explanation to the school's Athletic Director.
 - D. All fines and penalties shall be handled as indicated in Article V Section 3.
 - E. All fines and penalties are computed separately for men's and women's teams from the same institution.
- Section 10 Protests of entries shall be acted upon by the Seeding Committee (see Article VI, Section 12, Part A). Such protests shall be submitted electronically to the Seeding Committee Chair within 24 hours of the on-line posting of the entry (final declaration) list. The Seeding Committee shall act upon the protest and their decision whether to allow the entry is final. All entries shall become final after the 24-hour protest period has expired.
- Section 11
- A. If the cross country championship is conducted in conjunction with the NCAA Regional qualifying meet, the Games Committee shall be the same as appointed for that competition.
 - B. If the cross country championship is not conducted in conjunction with the NCAA Regional qualifying meet, the Games Committee shall consist of the Executive Committee members who will be in attendance and one coach from the host institution plus additional coach(es) as needed (appointed by the Meet Director) to make it a committee of five. The highest-ranking member of the Executive Committee shall act as Chair.
 - C. The Games Committee for any single gender or combined track & field championship shall consist of the Executive Committee members who will be in attendance and one coach from the host institution plus additional coach(es) as needed (appointed by the Meet Director) to make it a committee of five. The highest-ranking member of the Executive Committee shall act as Chair.
 - D. The Games Committee shall serve as the Jury of Appeal at each championship.
- Section 12
- A. The Seeding Committee for the indoor and outdoor track & field championships shall consist of the four Executive Committee members and the Rankings Coordinator. If any member(s) cannot participate in the seeding call, the President shall appoint

replacement(s) from among the remaining Games Committee members for a committee of five. The President of the Association shall act as Chair.

B. The Seeding Committee shall convene by conference call on the Wednesday morning prior to the championship at a time before 12:00 noon to be determined by the President. In addition to the five members of the Seeding Committee, the host coach(es) and all remaining members of the Games Committee(s) shall participate in the conference call as non-voting advisors.

C. The Rankings Coordinator shall confirm the validity of all entered performances prior to the Seeding Committee's conference call and shall provide the performances for seeding individual events within the pentathlon/heptathlon/decathlon where applicable.

D. All events shall be seeded and conducted in accordance with the recommendations in the NCAA Track & Field Rulebook unless other policies are established by the Association and are amended to this document.

E. The accepted entry (final declaration) list with seeding shall be posted on-line by the host institution no later than 2:00 pm on Wednesday after the Seeding Committee completes its conference call.

Section 13

A. For the annual indoor track & field championship, each school may enter and compete all those athletes who meet the qualifying standards. Standards may be achieved in any indoor track & field meet that complies with all requirements per the NCAA Track & Field Rulebook between December 1 and the Sunday prior to the indoor championship.

B. Qualifiers for the women's pentathlon and for the men's heptathlon must have posted their scores in an actual multi-event competition, and all entered qualifiers shall be accepted into the meet. If the declared entry field is smaller than 12, non-qualifiers shall be added in descending order from the ranked entry list to fill a field of 12.

C. For the annual outdoor track & field championship, each school may enter and compete all those athletes who meet the qualifying standards. Standards may be achieved in any outdoor track & field meet that complies with all requirements per the NCAA Track & Field Rulebook between March 1 and the Sunday prior to the outdoor championship.

D. Qualifiers for the women's heptathlon and for the men's decathlon must have posted their scores in an actual multi-event competition, and all entered qualifiers shall be accepted into the meet. If the declared entry field is smaller than 14, non-qualifiers shall be added in descending order from the ranked entry list to fill a field of 14.

Section 14

For the annual indoor and outdoor track & field championship, each institution may enter and compete one team in each relay event. Relays must be entered with season-best performances. Coaches may request demotion to the slowest section, however, by contacting the Rankings Coordinator prior to the Seeding Committee's conference call on the Wednesday morning prior to the championship. The Rankings Coordinator shall provide this information to the Seeding Committee during the conference call.

Section 15

Qualifying marks achieved in alumni meets that are conducted by certified officials and comply with all requirements per the NCAA Track & field Rulebook shall be accepted into the championships.

Section 16

Annual qualifying standards adjustments shall consider the previous standards and the number of qualifiers and entries from at least the previous two years. The qualifying

standards will target declared field sizes of 18-24 per event with the exception of multi-events. The multi-event target field size will be 12 indoors and 14 outdoors, and if a smaller field is achieved the provisions of Article VI, Section 13, Parts B & D, shall be implemented.

Section 17 A. Relay cards must be turned in to the Clerk prior to the start of the first section of the event if, and only if, any of the personnel who will compete are different from the four who were declared during the entry (final declaration) process. If the four runners who will compete are the same as those who were initially declared, then no relay card is required.

B. Failure to submit a relay card when required or the use of an ineligible runner shall result in the disqualification of the relay team.

C. Relays shall be seeded on the basis of season-best performances, not the personnel who will compete. Coaches must declare their best time of the season during the entry (final declaration) process, but it is not required that the personnel who achieved that time actually compete in the relay during the championship, and demotion to the slowest section is permitted per Article VI, Section 14.

Section 18 A. In indoor track & field, qualifying marks for the 60 meters may be achieved by running the equivalent performance in the 55 meters using the accepted standard conversion.

B. In indoor track & field, qualifying marks for the 60 meter hurdles may be achieved by running the equivalent performance in the 55 meter hurdles using the accepted standard conversion.

C. In indoor track & field, qualifying marks for the 600 meters may be achieved by running the equivalent performance in the 500 meters using the accepted standard conversion.

D. In indoor track & field, performances in all circular running events will be indexed according to current NCAA protocols for qualifying and seeding purposes.

E. In outdoor track & field, qualifiers for the 5000 meters automatically qualify for the 10,000 meters and may be entered with "No Time" into that event.

F. In outdoor track & field, entries for the 4x800 meter relay are submitted with the best performance achieved during the full indoor and outdoor seasons.

Section 19 A. The indoor championship may contest the 55 meters and 55 meter hurdles in place of the 60 meters and the 60 meter hurdles if the host facility dictates.

B. The women's indoor championship host facility must be marked for a 3-turn stagger in the 4x200m relay.

C. The indoor championship host facility must have a minimum of six 42" lanes on the oval and eight 42" lanes on the straight.

D. The outdoor championship host facility must have a minimum of eight 42" lanes on the oval and on the straight.

E. The indoor and outdoor championship host facilities must have all field event venues in compliance with all requirements per the NCAA Track & Field Rulebook.

F. The outdoor championship host facility must have the ability to run the 100 meters, the 200 meters, the 100 meter hurdles, and the 110 meter hurdles races in either direction.

G. The outdoor championship host facility must have the ability to contest the long jump and the triple jump in either direction.

H. The outdoor championship host facility must have the ability to contest the high jump and the pole vault indoors.

I. The indoor championship host facility must provide a suitable means (e.g. sawdust, chalk) to definitively identify the mark left by the implement in the shot put and the weight throw.

J. A preliminary check-in stating an affirmative intent to compete must be made by all entrants in those running events with trials (60m & 60HH indoors, 100m & 100/110HH outdoors), plus the 200 meters and all subsequent running events at both the indoor and outdoor championships. This preliminary check-in must be completed at least 30 minutes prior to the published start time for each respective event. Entrants who have not completed the preliminary check-in on time will be scratched, and the events shall be re-seeded accordingly. Preliminary check-in may be made by any representative of the athlete's team. Other events shall not be re-seeded during the meet.

K. Final check-in for all athletes in all events (track, field, individual, relay) shall be 20 minutes prior to the listed time for that event. Final check-in may be made by any representative of the athlete's team.

Section 20

A. The 55/60 meter dash and the 55/60 meter hurdles (indoors) and the 100 meter dash, the 100 meter hurdles, and the 110 meter hurdles (outdoors) shall be run with trials and finals. Semi-finals shall not be run. The trials shall be run in balanced heats formed with serpentine seeding. Lanes shall be randomly assigned in the trial round. The heats shall be contested in random order. Each heat winner shall advance to the finals with all others advancing on a time basis to an eight-person final. If a tie exists for the final qualifying position, the images shall be re-read to 1/1000th of a second to break the tie. If the tie remains and lanes are available, all tied competitors shall advance. If lanes are not available, a run-off between all tied competitors shall be scheduled for the appropriate time by the Games Committee. Preferred lanes in the finals shall be 4-5-3-6-2-7-1-8.

B. Races of 200 meters or longer that start in or are run entirely in lanes shall be run as timed-section finals. Sections shall be formed by working from fast to slow on the descending order entry list, filling all available lanes in each section. If necessary, the slowest sections shall be divided so that no section has fewer than three competitors indoors or four competitors outdoors. Lanes shall be randomly assigned. The sections shall be contested from slow to fast.

I. Lanes one and two shall be left open in all sections for the indoor 200 meters and the indoor 4x200 meter relay.

II. All lanes shall be used for the outdoor 200 meters, the indoor and outdoor 400 meters, the outdoor 400 meter hurdles, the indoor 600 meters, the outdoor 800 meters, the outdoor 4x100 meter relay, and the indoor and outdoor 4x400 meter relays.

C. Races of 800 meters or longer that do not start in lanes shall be run as timed-section finals. Balanced sections shall be formed by working from fast to slow on the

descending order entry list, dividing the field equally as specified below. When the field cannot be divided equally, the extra competitor(s) shall be placed in the faster section(s). Starting line positions shall be randomly assigned. When a double barrel start is used, two thirds of the field start on the inside barrel and one third of the field starts on the outside barrel. The sections shall be contested from slow to fast.

- I. The indoor 800 meters and the indoor 1000 meters shall have a maximum of 10 competitors in any one section. The fastest section shall have a minimum of 8 competitors even if this results in unbalanced sections.

Up to 10 entries – 1 section

11-15 entries – 2 sections (8 in faster section, remainder in slower section)

16-20 entries – 2 sections (evenly divided, if odd number extra in faster section)

21-23 entries – 3 sections (8 each in faster sections, remainder in slowest section)

24-30 entries – 3 sections (evenly divided, if odd number extra in faster sections)

31-40 entries – 4 sections (evenly divided, if odd number extra in faster sections)

41-50 entries – 5 sections (evenly divided, if odd number extra in faster sections)

- II. The indoor mile, the indoor and outdoor 4x800 meter relays, and the indoor distance medley relay shall have a maximum of 12 competitors in any one section. The fastest section shall have a minimum of 8 competitors even if this results in unbalanced sections.

Up to 12 entries – 1 section

13-15 entries – 2 sections (8 in faster section, remainder in slower section)

16-24 entries – 2 sections (evenly divided, if odd number extra in faster section)

25-36 entries – 3 sections (evenly divided, if odd number extra in faster sections)

37-48 entries – 4 sections (evenly divided, if odd number extra in faster sections)

- III. The outdoor 1500 meters and the indoor 3000 meters shall have a maximum of 14 competitors in any one section.

Up to 14 entries – 1 section

15-28 entries – 2 sections (evenly divided, if odd number extra in faster section)

29-42 entries – 3 sections (evenly divided, if odd number extra in faster sections)

43-56 entries – 4 sections (evenly divided, if odd number extra in faster sections)

- IV. The outdoor 3000 meter steeplechase and the indoor 5000 meters shall have a maximum of 18 competitors in any one section.

Up to 18 entries – 1 section

19-36 entries – 2 sections (evenly divided, if odd number extra in faster section)

37-54 entries – 3 sections (evenly divided, if odd number extra in faster sections)

- V. The outdoor 5000 meters and the outdoor 10,000 meters shall be contested in one section.

D. The indoor and outdoor horizontal jumps and throws shall be contested in seeded flights. Balanced flights shall be formed by working from top to bottom on the descending order entry list, dividing the field equally. When the field cannot be divided equally, the extra competitor(s) shall be placed in the better flight(s). The flights shall be contested from lesser to better. If 14 or fewer competitors are declared, however, the event shall be contested in a single flight, and there shall be a maximum of 14 competitors in any one flight. The top flight shall have a minimum of 8 competitors even if this results in unbalanced flights. The order of competitors within each flight shall be random. Competitors in the trial round shall be permitted to take attempts out of order if they are competing in another simultaneous event, but they may not switch flights. Competitors must take their attempts in order in the finals. There shall be a maximum of 10 minutes of flight-specific warm-up time immediately prior to each flight and prior to the finals. If all competitors are in agreement, a flight or final

may begin before the 10-minute warm-up period has expired. The top nine competitors in the trial round shall advance to the final. Ties for the final qualifying position shall be broken by considering each competitor's second-best attempt. If a tie remains, the third-best attempt by each competitor shall be considered. If a tie remains after all attempts have been considered, the tied competitors shall all advance. Competition in the finals shall be in reverse order of best performance in the preliminary rounds.

Up to 14 entries – 1 flight

15-28 entries – 2 flights (evenly divided, if odd number extra in better flight)

29-42 entries – 3 flights (evenly divided, if odd number extra in better flights)

43-56 entries – 4 flights (evenly divided, if odd number extra in better flights)

E. In the indoor and outdoor vertical jumps, the starting height shall be determined by working down in standard increments from the mark on the current NCAA Division III performance list that is determined by the Seeding Committee to be most likely to guarantee qualification until reaching one bar below the qualifying height. The bar shall be raised in standard increments (5 centimeters in the high jump, 15 centimeters in the pole vault) until one competitor remains. That competitor may then change the predetermined height progression. The jumping order shall be in reverse of the descending-order performance list, with all ties broken at random. The 5-alive method shall not be used.

F. Races run entirely in lanes in the multi-events shall be seeded into sections based on season-best performance in that event. Lane assignments shall be random, and the sections shall be divided so that the number of competitors in each is as equal as possible. The sections shall be contested from slow to fast.

G. Races not run entirely in lanes in the multi-events shall be contested in one section. Starting line positions shall be randomly assigned.

H. The horizontal jumps and throws in the multi-events may be contested in a single flight or in two simultaneous flights provided that equal facilities exist. The jumping or throwing order within flights, and the assignment to flights when two are used, shall be randomly assigned.

I. The vertical jumps in the multi-events may be contested on a single pit or on two pits simultaneously provided that equal facilities exist. The height progression shall be determined by the Seeding Committee, and each competitor shall determine his/her own starting height. The same height progression must be used on both pits when two are used. The bar shall be raised in standard increments (3 centimeters in the high jump, 10 centimeters in the pole vault) and the progression must continue even when a single competitor remains. The jumping order shall be in reverse of the descending-order performance list, with all ties broken at random. The 5-alive method shall not be used.

J. In extraordinary circumstances only, the Seeding Committee shall have the authority to make adjustments to any provision of Article VI Section 20 to provide for the most reasonably competitive situation.

Section 21

A. No athlete shall be allowed to compete in any championship of the Association unless accompanied by a designated representative of his/her institution.

B. When the cross country championship is held in conjunction with the NCAA Regional Championship for New England, the score of that competition shall stand as the score of the Association's championship.

- C. When the cross country championship is not held in conjunction with the NCAA Regional Championship for New England, scoring shall be per the NCAA Cross Country Rulebook.
- D. For the indoor and outdoor track & field championship meets, scoring shall be 10-8-6-5-4-3-2-1 for all events.
- E. When the cross country championship is held in conjunction with the NCAA Regional Championship for New England, the race distances shall be the same as contested in that championship.
- F. When the cross country championship is not held in conjunction with the NCAA Regional Championship for New England, the distance of the women's championship race shall be 6000 meters and the distance of the men's championship race shall be 8000 meters.
- G. Records may be established at any championship meet of the Association. Signatures of the meet referee and the official(s) in charge of the event may be required as evidence of the record for verification by the Historian/Webmaster.
- H. All cases of dispute and any questions that may arise and are not provided for in the Constitution or By-Laws of the Association or the NCAA Cross Country/Track & Field Rulebook(s) shall be referred to and decided upon by the Executive Committee. During the conduct of any championship of the Association, all disputes shall be settled by the meet referee or the Jury of Appeal (Games Committee).

Section 22

Awards shall be presented for the championships as follows:

A. Cross Country

- I. A suitably inscribed trophy or plaque shall be awarded to each championship team. A plaque shall be awarded to each second and third place team.
- II. All-New England plaques shall be awarded to the first 35 finishers in each championship race.
- III. All-New England certificates shall be awarded to the first 35 finishers in each championship race.

B. Indoor and Outdoor Track & Field

- I. A suitably inscribed trophy or plaque shall be awarded to each championship team. A plaque shall be awarded to each second and third place team.
- II. All-New England t-shirts shall be awarded to the first three finishers in each championship event, including all four members of each relay team.
- III. All-New England certificates shall be awarded to the first eight finishers in each championship event, including all four members of each relay team.

IV. Most Outstanding Performer Awards shall be selected as follows:

Men's Indoor (Track)	Gordon Kelley Award
Men's Indoor (Field)	Walter Slovenski Award
Men's Outdoor (Track)	Elmer Swanson Award
Men's Outdoor (Field)	Frank Sebasteanski Award
Women's Indoor (Track)	Carolyn Court Award

Women's Indoor (Field)	Carla Coffey Award
Women's Outdoor (Track)	Debbie Aitken Award
Women's Outdoor (Field)	Branwen King Award

V. The Second Vice President shall solicit nominations via electronic communication from the coaches on the Monday following the annual indoor and outdoor championship meets for the Most Outstanding Performer Awards. The Games Committee shall select the award winners and those shall be announced no later than the following weekend.

- Section 23
- A. New England Division III Women's Indoor Track & Field Championship Schedule - See Appendix I
 - B. New England Division III Men's Indoor Track & Field Championship Schedule - See Appendix I
 - C. New England Division III Men's and Women's Outdoor Track & Field Championship Schedule - See Appendix II
 - D. Alterations to the standard schedule for any championship may be proposed by the host institution if, and only if, facility considerations dictate (e.g. field event venues, no lights for the 10k). Any such alterations shall be presented at the fall convention preceding the championship for approval by the Association.

- Section 24
- Officials shall be hired by the host institution per the following guidelines:
- A. If the cross country championship is conducted in conjunction with the NCAA Regional qualifying meet, the officials shall be the same as hired for that competition.
 - B. If the cross country championship is not conducted in conjunction with the NCAA Regional qualifying meet, the host institution shall hire a reputable timing service that provides chip-timing (with bib chips preferred), a referee, a head starter and at least three recall starters, a head clerk and at least three assistant clerks, a head finish line judge, and as many course umpires as are deemed necessary. All such officials must have sufficient experience and should be certified if possible. Student-workers are not to fill any of these positions. Student workers, however, may serve as course marshals, finish chute/corral assistants, distribute team packets, and perform other similar duties.
 - C. For the indoor and outdoor track & championship meets, the host institution shall hire a reputable timing service, a track referee, a field referee, a head starter, a recall starter, a head clerk, a line/bullpen clerk, a head finish line judge and the number of assistants deemed necessary (including for lap counting), three officials for each horizontal jumping and throwing event, two officials for each vertical jumping event, and a minimum of six track umpires. All such officials must have sufficient experience and should be certified if possible. Student-workers are not to fill any of these positions, nor are they to be the chief recorders of performances, markers of throws or jumps, or readers of tape measures or other measuring devices. Student workers, however, may serve as implement retrievers, tape measure pullers, pit rakers, bar replacers, standards adjusters, assistant clerks, distribute team packets, and perform other similar duties.

ARTICLE VII CONSTITUTIONAL CHANGES

- Section 1
- Changes in the Constitution, By-Laws, and rules to govern the annual meets may be made by a two-thirds vote of the membership represented at any convention of the Association.

- Section 2 No amendment shall be made under Section 1 of Article VII unless written copy of the proposed amendment is sent to all member schools at least 15 days before any convention of the Association. This section may be suspended by a unanimous vote of the membership represented at a convention.
- Section 3 Mail Vote - In an interval between conventions of the Association, the President, after consulting the Executive Committee, may offer a mail/e-mail vote of the membership. The vote shall be conducted by the Secretary-Treasurer and requires a two-thirds vote of the entire membership to effect a change.

BY-LAWS

ARTICLE I DUTIES OF THE EXECUTIVE COMMITTEE

- Section 1 It shall be the duty of the President, and in his/her absence the First Vice President, to preside at all conventions of the Association and all meetings of the Executive Committee.
- Section 2 Meetings of the Executive Committee shall be called by the President whenever he/she deems it necessary. Three of the four members of the Executive Committee must be in attendance at any such meeting for business to be conducted.
- Section 3 The President of the Association shall act as chairperson of the Executive Committee, but in his/her absence, the First Vice President shall be the chairperson.
- Section 4 It shall be the duty of the Secretary/Treasurer to keep an accurate record of all proceedings of the Association and the Executive Committee, to issue notices of meetings, and to keep an account of the expenses for each of the annual championship meets of the association. He/she shall notify the membership immediately of any changes in officers or committee chairpersons. He/she shall notify the membership of any new members joining the Association at least 15 days before the annual fall convention.
- Section 5 It shall be the duty of the Secretary/Treasurer to collect and take charge of the funds of the Association. He/she shall keep an account of all money received and expended by the Association, and his/her accounts shall be open to inspection at all times by any officer of the Association. A Treasurer's report shall be submitted and reviewed at the annual convention.
- Section 6 The Executive Committee shall rule on all matters not covered by the Constitution.

ARTICLE III PARLIAMENTARY PROCEEDINGS

- Section 1 Parliamentary proceedings of this Association, not herein provided, shall be governed by Robert's Rules of Order.

APPENDIX I *(Common schedule, separate sites)*

New England Division III Men's and Women's Indoor Track & Field Championships

Friday

Pentathlon (women only)

- 2:00 pm Pentathlon 60m High Hurdles
 Pentathlon High Jump (30 minutes after completion of 60m HH)

Pentathlon Shot Put	(30 minutes after completion of HJ)
Pentathlon Long Jump	(30 minutes after completion of SP)
Pentathlon 800m	(30 minutes after completion of LJ)

Heptathlon (men only)

2:00 pm	Heptathlon 60m	
	Heptathlon Long Jump	(30 minutes after completion of 60m)
	Heptathlon Shot Put	(30 minutes after completion of LJ)
	Heptathlon High Jump	(30 minutes after completion of SP)

Field Events

4:00 pm	Pole Vault
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Track Events (seeded sections, fast section last)

5:30 pm	Distance Medley	sections
6:00 pm	5000 meters	sections
6:45 pm	4x200 meters (women only)	sections

Saturday

Heptathlon (men only)

10:00 am	Heptathlon 60m HH	
	Heptathlon Pole Vault	(30 minutes after completion of 60m HH)
	Heptathlon 1000m	(30 minutes after completion of PV)

Field Events (seeded flights, top flight last)

10:30 am	Weight Throw
10:30 am	Long Jump
11:30 pm	High Jump
1:00 pm	Shot Put
1:00 pm	Triple Jump

Track Events (seeded sections, fast section last)

11:00 am	60m High Hurdles	trials
11:30 am	60 meters	trials
12:00 pm	Mile	sections
12:15 pm	60m High Hurdles	final
12:25 pm	400 meters	sections
12:40 pm	600 meters	sections
12:55 pm	60 meters	final
1:05 pm	800 meters	sections
1:20 pm	1000 meters	sections
1:35 pm	200 meters	sections
1:50 pm	3000 meters	sections
2:15 pm *	4x400 meters	sections
2:30 pm *	4x800 meters	sections

4x4 & 4x8 times may be adjusted based on the number of sections run in the 3k and the relays.

55m dash/hurdles will replace 60m dash/hurdles if facility dictates.

Field event & Pentathlon/Heptathlon times may be altered if facility considerations dictate. Any such changes are to be presented by the host school for approval at the fall convention.

APPENDIX II *(One schedule, single site)*

New England Division III Men's and Women's Outdoor Track & Field Championship

Thursday

Decathlon (100m & 400m sections seeded on season-best marks)

1:00 pm	Decathlon 100m	
	Decathlon Long Jump	(30 minutes after completion of 100m)
	Decathlon Shot Put	(30 minutes after completion of LJ)
	Decathlon High Jump	(30 minutes after completion of SP)
	Decathlon 400m	(30 minutes after completion of HJ)

Friday

Heptathlon & Decathlon (100m/110m hurdles & 200m sections seeded on season-best marks)

12:00 pm	Decathlon 110m High Hurdles	
	Decathlon Discus	(30 minutes after completion of 110m HH)
	Decathlon Pole Vault	(30 minutes after completion of DT)
	Decathlon Javelin	(30 minutes after completion of PV)
	Decathlon 1500m	(30 minutes after completion of JT)
12:20 pm	Heptathlon 100m High Hurdles	
	Heptathlon High Jump	(30 minutes after completion of 100m HH)
	Heptathlon Shot Put	(30 minutes after completion of HJ)
	Heptathlon 200m	(30 minutes after completion of LJ)

Field Events (seeded flights, top flight last)

3:00 pm	Hammer – W odd, M even
3:00 pm	Long Jump – M odd, W even
5:30 pm	Hammer – M odd, W even
5:30 pm	Long Jump – W odd, M even
5:30 pm	Javelin – M odd, W even

Track Events

4:30 pm	100m/110m High Hurdles – W odd, M even	trials
4:50 pm	100m/110m High Hurdles – M odd, W even	trials
5:10 pm	100 meters – W odd, M even	trials
5:30 pm	100 meters – M odd, W even	trials
6:30 pm	10,000 meters – W odd, M even	final
7:15 pm	10,000 meters – M odd, W even	final

Saturday

Heptathlon

10:00 am	Heptathlon Long Jump	
	Heptathlon Javelin	(30 minutes after completion of LJ)
	Heptathlon 800m	(30 minutes after completion of JT)

Field Events (seeded flights, top flight last)

10:00 am	Discus – W odd, M even
10:00 am	Shot Put – M odd, W even
10:00 am	High Jump – W odd, M even
10:00 am	Pole Vault – M odd, W even
11:30 am	Triple Jump – M odd, W even
1:00 pm	Discus – M odd, W even
1:00 pm	Shot Put – W odd, M even

1:00 pm	High Jump – M odd, W even
1:00 pm	Pole Vault – W odd, M even
2:00 pm	Triple Jump – W odd, M even
2:00 pm	Javelin – W odd, M even

Track Events (seeded sections, fast section last)

10:30 am	3000 meter steeplechase – W odd, M even	sections
11:00 am	3000 meter steeplechase – M odd, W even	sections
11:30 am	4x100 meters – W odd, M even	sections
11:45 am	4x100 meters – M odd, W even	sections
12:00 pm	1500 meters – W odd, M even	sections
12:15 pm	1500 meters – M odd, W even	sections
12:30 pm	100m/110m High Hurdles – M odd, W even	final
12:40 pm	100m/110m High Hurdles – W odd, M even	final
12:50 pm	400 meters - W odd, M even	sections
1:00 pm	400 meters - M odd, W even	sections
1:10 pm	100 meters – W odd, M even	final
1:20 am	100 meters – M odd, W even	final
1:30 pm	800 meters – W odd, M even	sections
1:45 pm	800 meters – M odd, W even	sections
2:00 pm	400 meter hurdles – W odd, M even	sections
2:15 pm	400 meter hurdles – W odd, M even	sections
2:30 pm	200 meters – W odd, M even	sections
2:40 pm	200 meters – M odd, W even	sections
2:50 pm	5000 meters – W odd, M even	final
3:15 pm	5000 meters – M odd, W even	final
3:40 pm	4x800 meters – W odd, M even	sections
4:00 pm *	4x800 meters – W odd, M even	sections
4:20 pm *	4x400 meters – W odd, M even	sections
4:35 pm *	4x400 meters – M odd, W even	sections

* Start times may be adjusted based on the number of entries and sections needed in the relays.

Field event & 10k start times may be altered if facility considerations dictate. Any such changes are to be presented by the host school for approval at the fall convention.