

## **20. NEWMAC Track & Field Policy Manual**

### **20.1. Policies and Procedures**

#### **20.1.1. General Policies**

##### **20.1.1.1. 2016-17 Key Dates**

- Preseason Meeting: February 7 – 1 p.m.
- Pre-Championship Meeting: April 18 – 7 p.m.
- Championship: April 24 – 12 p.m.
- Postseason Meeting: May 17 – 11 a.m.

#### **20.1.2. Coach Chair**

- 20.1.2.1. *Sport Chair*: One coach from the sport committee will serve as sport chair, serving a two-year term. Chair will be appointed by the NEWMAC President. Sport chair will be responsible for the planning and facilitation of pre and post-season meetings, representing the sport committee in front of Directors Group or other administrative bodies and ensuring all information within sport manual and handbook is accurate.

#### **20.1.3. Meetings**

- 20.1.3.1. *Preseason Meeting*: Sport committee will convene a conference call prior to the start of each season

- Agenda:
  - Confirm NEWMAC Directory information.
  - Review changes in handbook from previous year.
  - Review results of post-season coaches' proposals.
  - Review NCAA rule changes if any.
  - In-season make-up game procedures including inclement weather policy.
  - Review championship information including dates, times; if applicable, seeding brackets and officials.
  - Reminder of gag rule.
  - Review of sportsmanship and code of conduct.
  - Reminder of pre-championship and post-season meeting dates and times.
  - Suggestions for recommendation/legislation development during the current season.
  - A timed schedule of track & field events for the NEWMAC championship shall be provided by the host institution on the pre-season conference call. Any changes to this schedule, based on entry numbers, will be discussed on the pre-championship conference call.

- 20.1.3.2. *Postseason Meeting*: Sport committee will meet in person, two weeks after the conference championship, at a central location.

- Agenda:
  - Evaluation of Conference Championship:
    - Site
    - Administration
    - Officials
  - Recommendations for Directors Group
  - Review of operating procedures

#### **20.1.4. Rules of Competition**

- 20.1.4.1. NCAA rules will govern conference competition unless otherwise noted.

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20.1.4.2. Any changes to the rulebook or conduct of the championship should be determined by the games committee and announced prior to the start of the meet.

20.1.4.3. *Noisemakers*: NEWMAC sponsored sports must adhere to their governing body's rules and regulations regarding artificial noisemakers.

**20.2. Championships**

**20.2.1. Championship Format**: The NEWMAC Track & Field Championship will be conducted as a one-day, combined, co-ed meet with a pre-determined hosting rotation, as determined by the NEWMAC Athletic Directors.

20.2.1.1. *Championship Schedule*: The NEWMAC Championship shall each be held Saturday prior to the New England Division III Championship. The championship meet should begin at 11:00 a.m. [See appendix for full schedule of events.](#)

20.2.1.2. *Entries and Scoring*: Entries are limited to four (4) individuals per team per an individual event. Each team is limited to one relay per relay event.

Entrants in events over 200 meters will be seeded in sections according to ability. These events will be run as finals based on time, slower sections first. Athletes in the 100m and 110m hurdles will be seeded in flights for trials and finals.

Direct Athletics should be used for all entries and results/performance lists updates for all NEWMAC Championship meets. The NEWMAC Track and Field Results Reporting System (TFRRS) account will be used for results. *[Updated 8/10/15]*

Rosters must be submitted by Friday of the week prior to the meet. Entries are due to the Meet Director on Wednesday preceding the meet by 6:00 p.m. Each coach should be given a list of their team's entries to review the morning after initial deadline. Coaches should sign off on list, acknowledging all entries are correct by 12:00 p.m. Thursday. Seedings should be made available by the host institution to coaches of participating institutions by 7:00 p.m. Thursday evening prior to the meet

The eight place scoring system will be used (10-8-6-5-4-3-2-1) in individual and relay events.

For the men's championship where there are six (6) teams, eight (8) places will score.

20.2.1.3. *Officials*: The host institution should hire eighteen (18) officials for the championship. The officials will be assigned in the following areas: field events (13); clerk and head finish (2); starting officials (2); referee (1).

20.2.1.4. *Games Committee*: The role of conference office, as an ex-officio member of the Games Committee, is to ensure that the Committee is not acting contrary to existing NEWMAC policy, as doing such is outside its jurisdiction. The host administrator is an ex-officio member of the Games Committee. The composition of the Games Committee, including number of coaches, officials, etc., is at the discretion of the particular sport. Conference office will serve as the tiebreaking vote on all Games Committee decisions.

The games committee will be made up of the head coach of the host institution, the head coach of one men's team and the head coach of one women's team, using the following rotation.

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<b>Year</b>	<b>Host Coach</b>	<b>Men's Coach</b>	<b>Women's Coach</b>
2015	MIT	Babson	Springfield
2016	Coast Guard	Wheaton	Wellesley
2017	WPI	Springfield	Smith
2018	Springfield	MIT	Mount Holyoke
2019	Smith	Coast Guard	Babson
2020	TBA	WPI	Wheaton
2021	TBA	Babson	MIT
2022	TBA	Wheaton	Coast Guard
2023	TBA	Springfield	WPI

When an issue concerns a member of the games committee's institution, that coach will remove themselves from the meeting.

20.2.1.5. *Scratches*: Scratches may be delivered to the Meet Director at any time. Should the decision be made to withdraw the competitor from the current event, the competitor shall be scratched from any subsequent event(s) in the meet, unless that competitor is medically approved to continue participation by the medical doctor/certified trainer and the referee determines that continued participation is allowable.

20.2.1.6. *Meet Protocol*:

- In the 10K race, the men's and women's race shall be combined if there are 12 or fewer total entrants for both races. A water station will be available.
- Measurements shall conform to metric standards.
- If no outdoor time/height/distance is verifiable then that is what should be entered; no estimations.
- In hurdle trials, women will run first in the followed by the men. In hurdle finals, men will run first followed by the women.
- Eight (8) places will qualify for the finals of running events.
- All finals of events run entirely in lanes should have preferred lanes.
- Field events with more than one flight, will have seeded flights with the seeded flight (best performers) performing last. The order within the flights will be random.
- Fully automatic timing must be used.

20.2.1.7. *Jumps*: Each host institution will include the distance of the jumps boards (i.e., triple and long) from the pit in the pre-championship information packet.

Starting heights and progressions for the vertical jumps will be determined on the pre-championship conference call.

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20.2.1.8. *Coaches Meeting:* A coaches' meeting will occur on the day of the championship, prior to its start.

20.2.1.9. *Music:* The host institution will supply the music for NEWMAC Championships.

**20.2.2. Pre-Championship Calls:** The Conference office will conduct a 30-minute Pre-Championship conference call on Monday two weeks prior to the start of the Championship. Conference Office will walk through a checklist in conjunction with host institution to review specific Championship hosting expectations. One coach or administrator from each participating institution, as well as Tournament Director, Sports Information Director and Certified Athletic Trainer from host institution should participate in call.

The Conference office will distribute call-in information and agenda to participating Institutions prior to the Pre-Championship call.

#### 20.2.3. Host Responsibilities

20.2.3.1. *Tournament Director/Host Institution:* The Championship Director for a conference championship has the overall responsibility for the organization and administration of that championship. It is expected that, if the Athletics Director does not serve as the Championship Director, that the Athletics Director will guide the institution's staff in their duties in line with the directives of the Administrative Group.

The host institution will perform the following duties for the conference championship:

- Prepare and distribute information regarding the championship
  - Hotel Information
  - Officials
  - Facilities and athletic training coverage
  - Identify championship director
- Obtain the official championship program and championship t-shirts from the conference office.
- Compile and distribute Championship Report with Shared Expenses Invoice to all members. Only members sponsoring the sport should pay for shared expenses.
  - Championship host institution will pay all officials.
- Secure contest management staff.
  - See approved shared expenses for staffing expectations for track & field championship.
- It will be the responsibility of the championship HOST to submit meet results to the Track and Field Results Reporting System (TFRRS) by midnight Eastern time, no later than one day after the completion of the championship.
- Meet hosts will be responsible for uploading results electronically with TFRRS ID numbers listed for all eligible NCAA student-athletes, requiring that TFRRS ID numbers be imported or typed in for each student-athlete before running the championship. When official results are uploaded to TFRRS, all performances achieved by eligible NCAA Division III student-athletes will be converted (as needed) and archived in the results-reporting database.
- Coaches will be given a hard copy of results at the conclusion of the meet and results will be posted to [www.coolrunning.com](http://www.coolrunning.com).

20.2.3.2. *Meet Director:* Host institutions may identify someone outside the track & field coaching staff or hire an independent meet coordinator to handle all meet logistics, including officials, entries, etc. Any hiring of an independent meet coordinator would be a shared championship cost. Amount will be approved by Athletic Directors.

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The meet director shall provide all member institutions with appropriate meet information no less than two weeks prior to the meet. Meet information shall include: list of events and times, area motel/hotel list, restaurant list, directions to campus and track & field venue, time and site for the coaches' meeting, information on hospitality, awards and their presentation, contact information for meet director, SID's and athletic training information.

**20.2.3.3.      *Awards Ceremony Guidelines***

- A formal awards ceremony will be conducted at the conclusion of the championship meet.
- Student-athletes should wear their team warm-ups while being recognized during any awards ceremony.
- The final awards presentation may be conducted by the Director of Athletics or a designee. The teams and coaches are positioned so they have a direct view of the presenter and spectators. The game announcer introduces the presenter who will then preside over the ceremony.
- The presenter may acknowledge any of the following:
  - Game Announcer
  - Championship or Tournament Director
  - Facilities Support
  - Sports Medicine Support
  - Family and friends of student-athletes
  - Seniors
  - NEWMAC Athletics Directors of Teams in the finals (if present)
  - Others
- During the final awards ceremony at the conclusion of the championship meet, presenter should introduce and present:
  - The Track and Field Athletes of the Year and the Rookie of the Year
  - The first, second and third place finishers for each event with time, score or record. **(Updated 8/1/16)**
    - The announcer should indicate the all-conference winner when these individuals are recognized after each event.
    - Individual members of relays should be named.
    - During awards ceremony, recognize all the 3<sup>rd</sup> and 2<sup>nd</sup> place finishers of both genders in each event followed by all 1<sup>st</sup> place finishers for both genders in each event. Second and Third place finishers should return to their seats before the 1<sup>st</sup> place finishers are recognized. **(Updated 8/1/16)**
  - The specified teams with time, score, or record from the lowest place to the highest place (where applicable).
  - The Championship Team. The announcement of the championship team can include the introduction of the captains and the Head and Assistant Coach; cite seasonal record of the team; and any special comments regarding the season and championship game play.
  - The championship trophy

**20.2.3.4.      *Admission:* All NEWMAC Institutions shall charge admission of **(Updated 8/1/16)**:**

- \$5.00 for adults
- \$3.00 for seniors
- \$1.00 for students
- Children under 12 free

Each institution (not limited to the competing institutions) may provide a list of up to ten names to the host institution by noon of the game day for complimentary access into NEWMAC championships. Conference

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staff members shall be allowed two complimentary tickets per contest. The pass list should be available at the admissions table.

Institutions should follow NCAA protocol when considering admitting pep bands or cheer squads.

20.2.3.5. *Approved Shared Expenses:* The following expenses are approved for sharing among members sponsoring the sport:

- Officials (18)
  - Field Events (13)
  - Clerk and Head Finish (2)
  - Starting Officials (2)
  - Referee (1)
- Announcer
- Meet Director
- Student-worker positions (excluding federally funded work study students):
  - Assist in field events, (2 per event or 16 total)
  - Runners for results, team scoring, etc. (4 total)
- Scoring/Timing equipment if needed (cost must be approved by conference)
- Competitor numbers
- Tent for timing/computer equipment (cost must be approved by conference)
- Portable toilets
- Hospitality/food (\$300)
- Photography (up to \$500- for NEWMAC Championship semifinal and final rounds only)
- Webcasting (up to \$500- for NEWMAC Championship semifinal and final rounds only)

*(Updated 8/1/16)*

\*All other potential cost share expenses must be submitted to the Directors Group a minimum of 2 weeks prior to the championship for approval.

#### **20.2.4. [Hosting Conflicts Policy and Guidelines](#)**

#### **20.2.5. Scheduling/Rescheduling/Determining Conference Champion**

If inclement weather prevents the start or completion of the championship, the NEWMAC Executive Committee will review and discuss with the Games Committee/Host Institution and potentially revise dates as necessary.

**20.3. Conference Awards:** Coaches of women's teams may vote for the women's awards. Coaches of men's teams may vote for the men's awards. Coaches of both men and women may vote for both the men's and women's awards.

**20.3.1. [All-Conference Team:](#)** The winner of each event, including relays, at the NEWMAC championship will be named to the first team all-conference. The runner-up at each event, including relays, will be named to the second team all-conference.

**20.3.2. [Athlete of the Year:](#)** A Track and Field Athlete of the Year will be recognized for each gender. The Track and Field Athletes of the Year will be presented at the championship awards ceremony and will be based solely on performance at the championship meet. Coaches will be able to nominate student-athletes at any point up until the end of the meet. The host institution or conference office will compile a ballot for the coaches to review at a brief meeting at the end of the meet where they will vote for individual award winners.

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**20.3.3. Rookie of the Year:** The Rookie of the Year will be recognized for each gender. The Track and Field Athletes of the Year will be presented at the championship awards ceremony and will be based solely on performance at the championship meet. Coaches will be able to nominate student-athletes at any point up until the end of the meet. The host institution or conference office will compile a ballot for the coaches to review at a brief meeting at the end of the meet where they will vote for individual award winners.

**20.3.4. Coach of the Year**

**20.3.5. Academic All-Conference**

**20.3.6. Athlete of the Week:** A Track and Field Athlete of the Week will be recognized for each gender. A relay team of the week will also be recognized for each gender.

**20.3.7. Sportsmanship Award**

**20.4. Sports Information**

**20.4.1. Conference Reporting:** Conference SID's must ensure contest results are updated on conference scoreboard in a timely and accurate manner.

**20.4.2. Championship Hosting Responsibilities**

20.4.2.1. Handle all standard sports information duties for championship including compilations of statistics, writing of games stories, and distribution to NEWMAC media list and NEWMAC constituents. Host institution should include [www.coolrunning.com](http://www.coolrunning.com) on list of media outlets where championship results are posted.

20.4.2.2. Update game/match results to composite scoreboard on conference website.

20.4.2.3. Notify conference office of final championship results, send along any necessary/relevant information from championship, including but not limited to game/match/meet story, statistics, champion team photo.

20.4.2.4. Take team photo of NEWMAC champions.