

October 2, 2013

To: Chuck Mitrano, Empire 8 Commissioner  
Janelle Zera, Empire Eight Associate Commissioner & Coaches

From: Jim Nichols, Chair Empire 8 Cross Country, Track & Field

RE: Minutes Empire 8 Coaches Conference call October 2, 2013

On Wednesday October 2, 2013, the cross country, track and field coaches of the Empire Eight conference held a conference call at 11:00 AM to review our policy and procedures for cross country and track and field. We discussed future championships sites and dates for the Empire Eight cross country, indoor and outdoor track and field championships. We also discussed indoor and outdoor schedule of events and time schedule. The following coaches and administrators were in on the conference call:

Bill Sortore (Alfred University), Matt Pohren (Hartwick College), Matt Dougherty (Houghton College), Erin Dinan (Ithaca College), Jennifer Potter (Ithaca College), Jim Nichols (Ithaca College), James Goss (Nazareth College), Michael Henchen (St John Fischer), Justin Wood (Stevens Institute of Technology), and Jason Rose (Utica College). Also on the call was Janelle Zera, Associate Commissioner of the Empire Eight.

Our meeting began at 11:00 AM with brief introductions of all present on the call and a review of our committee voting procedures.

Sports Committee Chair Jim Nichols discussed the status of Houghton College with in our championships. Houghton College is in the second year of a four year transition of moving to NCAA Division III.

Houghton College is currently not eligible for any E 8 conference team championships, but Houghton athletes are eligible for all conference awards. If any Houghton athletes receive an all-conference award we would increase the number of awards given to make up for the Houghton athletes given an award.

For example in cross country if a Houghton athlete finished in 6th place they would be first team Empire Eight. The athlete finishing 8th would also be first team Empire Eight as we added one place from top seven to top eight. If two athletes from Houghton also finished in 10th and 14<sup>th</sup> place we would go to top 17 for second Team Empire Eight.

My understanding is that for cross country, indoor and outdoor track and field Houghton will compete as if they are a full member, receiving a team score, and athletes earning all-conference honors. They just cannot be declared team champions if they finish in first place team score wise. Any athlete "displaced" from conference honors due to a Houghton athlete would still receive the conference honor, along with the Houghton athlete(s).

After a brief discussion and review, the minutes of our last conference call on September 26, 2012 were unanimously approved. We immediately shifted our discussion to the review of the current Policies and Procedures for the Empire Eight Cross Country Championships.

Discussion began on the 2013 cross country championship at Saratoga Springs with Ithaca College serving as host. There was a request for all coaches to check with their schools athletic training staff to provide athletic training coverage for the 2013 championship. There was discussion and agreement to change the wording concerning our championship date in the E 8 Cross Country Policy and Procedures to - The men's and women's competition will be held two weeks prior to the NCAA Regional Cross Country Championship at Saratoga Performing Arts Center State Park in Saratoga Springs, New York. It was also recommended that we add to the E 8 Cross Country Policy and Procedures - that the responsibility to provide Athletic Training coverage and to provide Sports Information coverage, specifically event programs, rotate among participating schools. Ithaca College request that another school provide athletic training coverage for the 2013 championship, if possible. The starting times for the 2013 championship will remain the same as they were in 2012, Women starting at 10:45 AM, Men starting at 11:30 AM. Also Michael Hennen of St John Fisher volunteered to be responsible for providing some post race refreshments - apples, fruit, juice, Gatorade - for all participants. Coaches were reminded that as in the past a Certificate of Liability Insurance from each participating institution listing SPAC, Saratoga Springs is required. You may contact Jim Nichols if you have questions about this.

Once again, Sports Committee Chair Jim Nichols and Ithaca College will be responsible for future meet management and results of future Empire Eight Cross Country championships to be held at Saratoga Springs, two weeks prior to the NCAA regional championships. Dates for future cross country championships were discussed and are covered later in this report.

We immediately moved on to review the Policies and Procedures for the Empire Eight Indoor Track and Field Championships. There was discussion and full agreement to change the wording concerning our championship date in the Indoor Policy and Procedures to - The men's and women's competition will be held four weeks prior to the NCAA Indoor Track and Field Championships beginning in 2015. Also, beginning with the 2014 indoor championship we will use the Direct Athletics / TFERRS performance list for all of our seeding. Seeding will come straight from the performance list or an athlete is listed with no performance. It was determined that for the 200, 400 and 4 x 400 meter indoors we would run heats of four in lanes 3 - 6, with preferred lanes (at Ithaca) of 5,6,4,3 - assigned straight off the performance list. We will power seed all field events and assign preferred lanes in all running events, running fast to slow, based on the performance list. This will be done for both the Indoor and Outdoor Championships. Finally there was discussion concerning the addition of the 4 x 200 relay to the indoor championship, but this failed to win support.

There was agreement that the host institution would be able to charge an entry fee for the Empire Eight Track and Field Championship to help defray the cost of meets officials. The entry fee would range from \$100.00 - \$200.00 per gender per school. Ithaca College will be charging an entry fee of \$175.00 per gender per school for the 2014 E 8 Indoor Championship.

Attached find the coaches approved schedule of events for the 2014 E 8 indoor track and field championship which will be held at Ithaca College on Saturday February 1, 2014. Houghton College is in the process of building a new indoor facility and plans to host the 2015 E 8 indoor championship on Saturday February 14, 2015. Bill Sortore asked about the possibility of

Alfred College cohosting with Houghton College. It was recommended that Alfred and Houghton discuss this option and bring details forward during the 2014 - 2015 conference call next fall. Ithaca College will also reserve its facility on this date as a backup in case the Houghton facility is not completed. Ithaca College and Houghton College will then rotate hosting the E 8 indoor track and field championship until other schools develop facilities that can host. Dates for future Indoor Track and Field Championships are covered later in this report.

We then moved on to discuss the Policies and Procedures for the E 8 Outdoor Track and Field Championships. There was discussion and full agreement to change the wording concerning our championship date in the E 8 Outdoor Policy and Procedures to - **The men's and women's competition will be held five weeks prior to the NCAA Outdoor Track and Field Championships beginning in 2014.**

After a brief discussion the following host/ site rotation was approved. St John Fischer will host the 2014 championship on Saturday April 19, 2014, followed by Alfred University on Saturday April 18, 2015, followed by Houghton College on Saturday April 23, 2016. Ithaca College would start this hosting rotation again in 2017. Utica College and Stevens Institute of Technology will be added into the rotation when they have suitable facilities available to host the outdoor track and field championships.

Attached find a list of recommended officials for E8 Track and Field Championships.

Summary of Remaining Empire Eight Championships for 2013 - 2014:

1.) 2013 Cross Country Championships

To be held at Saratoga Springs State Park (SPAC) on Saturday November 2, 2013, Women racing 5,000m at 10:45 AM and the men racing 8,000m at 11:30 AM. Awards presented at 12:30 PM.

2.) 2014 Indoor Track and Field Championship

To hold the Empire Eight Indoor Track and Field Championships on Saturday February 1, 2014 at Ithaca College. This will be a one day championship with the attached time schedule to be followed per NCAA rules.

3.) 2013 Outdoor Track and Field Championship

To hold the Empire Eight Outdoor Track and Field Championships on Saturday April 19, 2014 at St John Fisher College. This would be a one day championship with the attached time schedule to be followed per NCAA rules.

Summary of Recommended Empire Eight Championships for 2014 - 2015:

1.) Cross Country Championship

To hold the 2014 Empire Eight Cross Country Championships on Saturday November 1, 2014 at Saratoga Springs State Park. Jim Nichols and Ithaca College will serve as host, meet director and arrange for results to be compiled from the meet.

2.) Indoor Track and Field Championship

To hold the Empire Eight Indoor Track and Field Championships on Saturday February 14, 2015 at Houghton College. This would be a one day championship with the starting time to be 10:30 AM for field events and 11:30 AM for running events, to be followed per NCAA rules.

3.) Outdoor Track and Field Championship

To hold the Empire Eight Outdoor Track and Field Championships on Saturday April 18, 2015 at Alfred University. This would be a one day championship with the starting time to be 10:30 AM for field events and 11:30 AM for running events, to be followed per NCAA rules.

Summary of Recommended Empire Eight Championships for 2015 - 2016:

1.) Cross Country Championship

To hold the 2015 Empire Eight Cross Country Championships on Saturday October 31, 2015 at Saratoga Springs State Park as a standalone championship. Jim Nichols and Ithaca College will serve as host and meet director. He will arrange for results to be compiled from the meet.

2.) Indoor Track and Field Championship

To hold the Empire Eight Indoor Track and Field Championships on Saturday, February 13, 2016 at Ithaca College. This would be a one day championship, to be followed per NCAA rules.

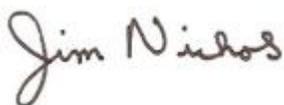
3.) Outdoor Track and Field Championship

To hold the Empire Eight Outdoor Track and Field Championships on Saturday April 23, 2016 at Houghton College. This would be a one day championship with the starting time to be 10:30 AM for field events and 11:30 AM for running events.

The NCAA has required that a pole vault box collar meeting ASTM safety standards must be in place and used in all competitions beginning December 1, 2013. The vault box collar is designed for additional pole vault safety.

Our meeting call concluded at 11:45 AM.

Respectfully submitted.



Jim Nichols, Chair, Empire Eight Conference  
Cross Country, Track and Field Sports Committee  
Men's Cross Country, Track and Field Coach  
Ithaca College  
132 Athletic & Events Center  
Ithaca, New York 14850  
607 274-3745

## *Recommended Officials for Empire Eight Track and Field Championships*

### **General Officials:**

Meet Director

Meet Referee

Meet Doctor and / or certified athletic trainer

Announcer

### **Track and Field Officials:**

Starter

Head finish line evaluator – Fully automatic timing

Timing device operator – Fully automatic timing

Clerk of course / umpires

Manual times / lap counters

Wind gauge operator for outdoor meet

Hurdle and block setters

Running Referee?

### **Field Event Officials:**

Implement Inspector

Head Field Judge & field Judge – per event

Marker – per event

Measurer – per event

Wind gauge operator for outdoor meet

Throws referee?

Jumps Referee?