

WIAC TRACK & FIELD OPERATING CODE

2020 INDOOR AND OUTDOOR TRACK SEASONS

[Note: The WIAC Sport Codes consist of those policies, procedures and practices unique or specific to the conduct and administration of each conference championship sport and are intended as **supplements** to the *NCAA Manual*, *WIAC Handbook on the Governance of Athletics* and the recognized playing rules of each sport, **not** as replacements for them. In addition, football and men's and women's basketball have manuals that include expectations related to the administration of those sports.]

I. RULES

A. Conference/National Rules

Coaches are expected to be knowledgeable of and abide by all WIAC and NCAA rules. When in doubt, coaches are expected to consult with their athletics director concerning the application of a rule.

B. Contest Rules

The *NCAA Men's and Women's Track & Field and Cross Country Rules* shall govern all WIAC competitions except where otherwise noted in this code.

II. SPORT SEASON

A. Length of Season/Contest Limitations

1. Refer to current *NCAA Manual* [Bylaw 17.23].

B. Eligibility Rules

1. Refer to the current *NCAA Manual* and *WIAC Handbook on the Governance of Athletics*.
2. Indoor track and outdoor track shall be counted as separate sports for eligibility purposes. Eligibility forms must be completed and filed for both seasons. Indoor track season ends with the NCAA indoor championship.

III. CONTEST MANAGEMENT

A. Reporting of Results

1. The host institutions shall provide a full listing of results (both preliminaries and finals) from all meets/invitationals to each participating institution at the conclusion of the meet/invitational or immediately thereafter. In addition, meet results are to be posted on the web site of the host institution and TFRRS no later than 24 hours following the completion of the meet.
2. The WIAC Honor Roll
 - a. DirectAthletics has been designated as the official honor roll site for the WIAC Indoor and Outdoor Honor Roll. All coaches are expected to check and report any errors in the roster and/or results to DirectAthletics. Fees associated with this service will be divided equally among all eight (8) institutions.

- b. The conference office shall be responsible for forwarding the current WIAC Track & Field Code to DirectAthletics prior to the start of the indoor season to ensure that all policies and procedures for the compilation of the honor roll are communicated and implemented.
 - c. Removal of Athletes from the Honor Roll. Any student-athlete removed from the honor roll is ineligible to compete in the championships in any event. Student-athletes ineligible to compete in the conference championship are to be removed from the Honor Roll prior to the submission of the final Honor Roll.
 - d. Submissions for the honor roll must be forwarded by noon on Tuesday of each week with the exception of the week prior to the conference championships at which time the submissions are due by Monday of that week. Weekly corrections are due by 7:00 p.m. on Thursday with the final weekly honor roll posted by noon on Friday. Any corrections submitted after 7:00 p.m. on Thursday will not be eligible for the honor roll.
 - e. Results must be recorded in metric units, but should be publicized in both English and metric units. The host institution is responsible for ensuring that the field event results distributed to the media are listed in English distances.
 - f. The honor roll shall list at least 40 names per event. Performances not submitted to the final honor roll (i.e., the Monday prior to the conduct of the championships) will not be used for seeding purposes in the WIAC Championship.
 - g. All performances are to be submitted for inclusion on the WIAC Honor Roll with the exception of those performances that are unacceptable for submission for qualification into the NCAA championships. Furthermore, only those performances that fall within the wind-aided limits established by the NCAA for Division III should be included on the WIAC Honor Roll.
3. The following statistics shall be kept by the conference office:
- a. Indoor and Outdoor Conference Records
 - b. Indoor and Outdoor Conference Meet Records
 - c. National Indoor and Outdoor Meet Results (conference universities only)

B. Order of Events

Refer to current *NCAA Men's and Women's Track & Field and Cross Country Rules*.

C. Entries

The host university may establish the number of entries per event with the exception of the conference championships.

D. Scoring

The scoring of meets shall be consistent with current NCAA rules.

E. Courtesy Sheets and Maps

The host team shall send courtesy sheets to the officials prior to each home contest. Courtesy sheets should include maps and directions to contest facilities, dressing room assignment(s), training room and restroom location and other information (**refer to Attachment #1**).

F. Events - Indoor and Outdoor

1. Indoor - Events for the season shall include the following:

- | | |
|-------------------------------|--|
| a. 60 Meter Hurdles (33"/42") | j. Triple Jump |
| b. 60 Meter Dash | k. High Jump |
| c. 200 Meter Dash | l. Pole Vault |
| d. 400 Meter Dash | m. Shot Put |
| e. 800 Meter Run | n. 20/35 lb. Weight Throw |
| f. Mile Run | o. Heptathlon (Men) / Pentathlon (Women) |
| g. 3000 Meter Run | p. 4 X 400 Meter Relay |
| h. 5000 Meter Run | q. Distance Medley Relay |
| i. Long Jump | |

It is understood that for certain events, such as the 60 Meter Dash and the 60 Meter Hurdles, the physical limitations of the arena may require other distances.

Any new national meet event may be included as an exhibition event or be included as a new event and as a scored competition.

2. Outdoor - Events for the season shall include the following:

- | | |
|--------------------------------------|---|
| a. 100W/110M Meter Hurdles (33"/42") | l. Triple Jump |
| b. 400 Meter Hurdles (30"/36") | m. High Jump |
| c. 100 Meter Dash | n. Pole Vault |
| d. 200 Meter Dash | o. Shot Put |
| e. 400 Meter Dash | p. Discus |
| f. 800 Meter Run | q. Javelin |
| g. 1500 Meter Run | r. Hammer |
| h. 3000 Meter Steeple Chase | s. Heptathlon (Women) / Decathlon (Men) |
| i. 5000 Meter Run | t. 4 X 100 Meter Relay |
| j. 10000 Meter Run | u. 4 X 400 Meter Relay |
| k. Long Jump | |

The heptathlon and decathlon are two-day events. Therefore, it is recommended that the pentathlon be substituted at one-day meets. The heptathlon/decalathlon will be conducted at the conference meet.

Any new national meet event may be included as an exhibition event or be included as a new event and as a scored competition.

IV. CONFERENCE CHAMPIONSHIPS [See WIAC Appendix O—Guidelines for the Administration of WIAC Championships and Postseason Tournaments]

A. Dates

1. The WIAC Indoor Championship Meet shall be conducted on Friday/Saturday two (2) weeks prior to the NCAA Indoor Championships.
2. The WIAC Outdoor Championship Meet shall be conducted on a Friday/Saturday three (3) weeks prior to the NCAA Outdoor Championship.
3. No team champion will be declared should the indoor or outdoor championship be suspended and not resumed prior to the completion of all events.

B. Sites/Hosts

Championship host sites will be rotated in the order listed below, except when circumstances necessitate a change. Any change requires approval of the athletics directors and faculty athletics representatives. [See **Attachment #8 – Checklist for Hosting the WIAC Track & Field Championships**]

Indoor site rotation is as follows:

2020 – UW-Oshkosh	2024 – UW-Stevens Point
2021 – UW-Platteville	2025 – UW-Oshkosh
2022 – UW-Stout	2026 – UW-Platteville
2023 – UW-Whitewater	2027 – UW-Stout

Outdoor site rotation is as follows:

2020 – UW-La Crosse	2023 – UW-Platteville
2021 – UW-River Falls	2024 – UW-La Crosse
2022 – UW-Whitewater	

C. Facility Considerations/Order of Events

1. Refer to the order of events as reflected in the following attachments:
 - a. Indoor Championships (see **Attachment #3**).
 - b. Outdoor Championships (see **Attachment #4**).
2. Indoor and Outdoor Facility Issues. Host institutions are required to prepare and submit a site plan for review by the Track & Field Sport Committee at its annual meeting to determine what space and/or scheduling accommodations should be considered.
3. The host institution shall send the pre-meet information to each men's and women's head coach at least three (3) weeks prior to both the indoor and outdoor championships.
4. When the facility allows, two pits in the same wind direction are to be utilized for the pole vault at the outdoor championships; one pit for the men and one pit the women.
5. Changes to the established schedules as reflected in this Sport Code are to be included and highlighted in the pre-meet information. Schedule changes that occur after the pre-meet information has been distributed must be sent to the sport chair for review and distribution to each head coach with the expectation that sport chair will receive confirmation of receipt from each coach.

D. Entries

1. All entries (including wild card entries) must be submitted via DirectAthletics by noon on the Tuesday prior to the meet. The host institution is required to distribute a performance list and preliminary heat sheet to the head coaches no later than 4 p.m. on Tuesday. All changes must be submitted to the host institution by 10 a.m. on Wednesday and the final heat sheets posted and distributed by 2 p.m. on Wednesday. A final (official) copy of all flights and heats will be distributed at the pre-meet coaches' meeting.
2. All sub-event marks for multi-events must be submitted to meet directors via e-mail at the time entries are due. Multi-event wildcards can use sub-event marks for seeding purposes.

3. Delinquent entries may be requested from the athletics director of the university (not the coach). A \$50 fine will be levied and paid to the conference office for each delinquent entry to the indoor and outdoor championships with a maximum fine of \$150 per championship. The authority to levy a fine and admit a delinquent entry into the championships shall rest with the commissioner (or designee). Both the chancellor and athletics director of the offending institution are to be notified of the fine.
4. Athletes scratched after the entry deadline must be scratched from all events.
5. NCAA conversion times will be employed for the honor roll and for seeding the conference championships. Entries must be submitted with the actual race time. The honor roll manager and the meet director will do all conversions. Coaches need to provide Proof of Performance upon request.
6. Track performances obtained on an oversized or banked track must be converted by the maintainer of the conference honor roll to a flat 200 meter or 60 meter (sprint & hurdles) track time using NCAA Division III conversions.
7. Number of entries allowed:
 - a. Entries into the conference meet must be listed in the top-24 declared performances (plus ties for the 24th spot) on the final WIAC Honor Roll. In addition, each institution will be allowed to enter one (1) relay team in each relay event and up to four (4) wild card participants into the conference indoor and outdoor championships.
 - b. No institution is permitted more than eight (8) indoor and eight (8) outdoor declared athletes in any event.
 - c. Wild card entries must be identified on the list of entries submitted by each coach to the meet director. Marks should not be submitted for wild card entries.
 - d. No wild card entries will be allowed in the fast heat in the indoor mile, 3,000m, 5,000m, and the outdoor 1,500m whenever it is necessary to conduct two (2) heats, even if the total number in the first heat drops below the minimum of 12 competitors.
 - e. A full-performance (i.e., start) is required for multi-event submissions.
8. The official heat/flight sheets shall contain the best times/distances in the current season beside each competitor's name. For the indoor championships, only the current indoor season performances can be utilized; for the outdoor championships, only the current outdoor season performances can be utilized. During the outdoor season, qualifying marks and inclusion on the WIAC Honor Roll must be made using an outdoor facility except for those field events that are moved indoors for safety reasons by a decision of a competition's games committee.
9. NCAA qualifying tie-breaker procedures will be used to break ties for lane assignments, heats and flights.
10. Conference records are to be based on performance in the conference championship meets only. The meet director (or designee) shall verify and approve all conference records in running and field events in accordance with NCAA rules. The meet director shall also be responsible for ensuring that all conference records are reported to the WIAC office.

E. Expenses/Timing Systems

1. All expenses and payments for conference championships (with the exception of awards) shall be the responsibility of the host institution. This includes fully automatic timing (FAT) equipment/expenses.
2. A fully automatic timing system (selected at the discretion of the host institution) must be used for both the indoor and outdoor championships. A fully automatic and independent back-up timing system must also be available.

F. Officials

1. The conference office shall be responsible for contracting the positions/officials listed below. Host institutions are responsible for the issuance of all W-9's (where necessary), the payment of all stipulated fees and the issuance of invoices to the other participating institutions for the shared costs. Individuals assuming two or more of the positions listed below are to be paid the fee as stipulated for each event/position. Any lodging or mileage is at the discretion of the host institution with the exception of the two (2) starters (See #3 below).

Starters (2): \$250 + mileage & lodging (See #3 below for mileage rates and the provision of lodging)

Field Referee: \$200

Track Referee: \$200

Clerk of the Course: \$100

Men's Multi-Event Coordinator/Judge: \$200

Women's Multi-Event Coordinator/Judge: \$200

Long Jump Judge: \$150

High Jump Judge: \$150

Triple Jump Judge: \$150

Pole Vault Judge: \$150

Shot Put Judge: \$150

Weight Throw Judge: \$150^

Discus Judge: \$150#

Javelin Judge: \$150#

Hammer Judge: \$150#

^ Indoor championship only

Outdoor championship only

2. Each participating institution (including the host school) will share equally in the total costs for the officials as follows: Indoor (\$287.50) and Outdoor (\$325). Mileage paid to the two (2) starters is the responsibility of the host institution and is not factored into the shared costs.
3. The host institution will be responsible for the starters' fees, lodging and mileage. Mileage and/or lodging for the two (2) starters only will be provided as follows:

<u>Travel Distance (one way)</u>	<u>Mileage</u>	<u>Lodging</u>
0-24 miles	\$ 0	No
25-49 miles	\$25	Yes
50-99 miles	\$40	Yes
100-199 miles	\$60	Yes
200-249 miles	\$80	Yes
250-299 miles	\$90	Yes
300 or more miles	\$115	Yes

G. Rules

1. Current *NCAA Men's and Women's Track & Field and Cross Country Rules* shall be followed for the competitions.

[Note: The conference has established a more restrictive application of the "failure to participate" rule by stipulating that any student-athlete who voluntarily removes himself/herself during a competition (other than a combined event) shall be precluded from competing in any subsequent events.]

2. The official heat sheets shall contain the best times and distances beside each name. These times must be listed in both English and metric units.
3. Special Rules
 - a. Indoor: Special rules for heats in the preliminaries and sections in the finals appear in **Attachment #2**.
 - b. Outdoor: Special rules for heats in the preliminaries and sections in the finals appear in **Attachment #2**.
4. There shall be a minimum of three (3) inspectors on the corners for a total of six (6) inspectors.

Field events:

- a. Must be conducted as per current NCAA rules.
 - b. Must (absolutely) be recorded in metric units first then published in metric and English units.
 - c. Use the five-alive method in all vertical jumps for both open and combined events.
5. Hurdle judges are required for all "open" hurdle events.
 6. The indoor and outdoor championships shall be scored to eight (8) places.
 7. Scoring must follow current *NCAA Men's and Women's Track & Field and Cross Country Rules* for both the indoor and outdoor meet.
 8. The starting heights for the men's and women's high jump are to be established by reducing the height by two (2) increments from the 10th place performance mark on the last honor roll prior to the championships.
 9. The starting heights for the men's and women's pole vault are to be established at three (3) heights below the predicted national qualifying mark with a progression of 15 cm. If the established starting height does not capture the seed mark of 16 competitors, an additional height shall be added until the seed mark of 16 competitors is captured.
 10. All head coaches are required to submit their preferred national qualifying marks for the men's and women's high jump and pole vault competitions to the meet director by NOON on the Tuesday prior to the championship. The games committee will assume responsibility for determining the starting heights based on the preferences forwarded by the coaches.
 11. The determination of an acceptable spike for use at the WIAC Indoor Track & Field Championships is left to the discretion of the host institution. The type and maximum length (the length of spike protruding beyond the sole of the shoe) is to be stipulated clearly in the pre-meet information distributed by the host institution.
 12. A period of 20 minutes shall be established for flight-specific warm-ups which may be shortened if all competitors agree.

13. Check-in for field events shall occur by flight as opposed to event.
14. Pole Vault Precautions. The host institution is responsible for ensuring that those individuals responsible for setting-up, inspecting, conducting and/or judging the pole vault competition have sufficient experience, knowledge and qualifications to perform their assigned duties. In addition, the host institution is expected to ensure that the landing pads and standards meet NCAA specifications and that (at a minimum) the following precautionary tasks have been fulfilled:
 - a. Check wind direction and weather for setup of mats. If conditions are deemed to be unsafe, a decision to cancel, suspend or move (i.e., outdoor to indoor) the competition should be made by the games committee.
 - b. Flag vaulting areas (e.g., pit and runway) from spectators and other unauthorized personnel.
 - c. Inspect and clean out the vaulting box.
 - d. Inspect area around the vault venue for obstructions and possible safety hazards.
 - e. Inspect and sweep runway.
 - f. Set up mats and inspect. Make sure mats are strapped and secured, no holes or weak spots, adequate top cover, proper size, and no foreign objects around or under mats.
 - g. Set up standards (must have base protectors installed, make sure fasteners are secured and standards move freely).
 - h. Once mats and standards are in place, take video or still photographs from various angles to verify proper placement and size of mats. These images are to be kept on file until such time the competition has been completed and no questions or concerns with respect to the set-up are warranted.
 - i. Periodically check the placement of the pit relative to the back of the box; make adjustments as necessary.
15. Throwing Event Precautions. The host institution is responsible for ensuring that all reasonable precautions are taken to protect competitors, coaches, workers/volunteers and spectators in and around the throwing areas. These precautions should include, but are not limited to, the following:
 - a. To the extent possible, only those individuals with prior experience and/or knowledge of the assigned event should be utilized to oversee or assist with the event.
 - b. Throwing areas should be roped off to alert individuals to the impact/landing areas.
 - c. Cages and cage doors must be inspected to ensure they are in proper working condition. Cage doors are to be properly set during competitions and warm-ups.
 - d. Throwing implements must be properly checked and weighed-in.
 - e. Javelin run-ups, and discus, shot and hammer throwing circles are to be kept dry and clear of foreign objects.
 - f. Throwers must be reminded to never throw toward anyone and to be sure to check to ensure that the landing area is clear before throwing.
 - g. Event workers need to put away and not be using cell phones while working throwing events.

h. Event workers are to be instructed to:

- (1) never stand in front of the thrower or in the cage.
- (2) never run with a javelin or run to collect it.
- (3) carry javelins vertically with the point down in front.
- (4) never collect implements until all have been thrown and then collect together.

H. Resumption of Events Suspended in Progress

1. A final event that is suspended in progress after a competitor has completed the event, but before all other competitors have finished, will be considered a completed event and all places determined as of the point of suspension.
2. A final event conducted on Day One of the championship that is suspended before the leader crosses the half-way mark of the event, shall be rerun on Day One with a recommended two-hour delay. If a Day One event is suspended after the leader has crossed the half-way mark, the event will be rerun on Day Two of the championship.
3. A Day Two event that is suspended (regardless of whether the leader has passed the half-way mark) shall be rerun on Day Two following a two-hour recommended delay.
4. Any athlete that chooses to remove him/herself from an event that is suspended on Day One and rescheduled for Day Two shall not be penalized under the "honest effort rule".

I. Updating Team Scores During the Meet

Team scores are to be announced during the meet and posted following the official certification of the results from each event.

J. Posting of Results During the Competition

Results should be posted as soon as possible after the completion of each event in an area designated for coaches and meet officials only.

K. Final Results

Final printed results should recognize/list every competitor. Results should be listed in English and metric units.

L. Games Committee

1. A games committee shall be convened to address and take action on issues that arise prior to or during the conference championship which are not explicitly covered in this Sport Code or are otherwise determined by the commissioner to require discussion and clarification. If the issue in question affects both men and women, the matter will be discussed by representatives of both committees.
2. A separate games committee shall be in place for both men and women, and each committee shall be comprised of the head coaches of: (1) the institution that hosted the championships the year before; (2) the institution currently hosting, and (3) the institution hosting the following year. The running & field event referees shall be added to the games committee once the meet is underway. The commissioner (or designee) shall serve as an ex-officio member of the committees.

M. Infield Management

It is the responsibility of everyone connected with the championships (e.g., event management, meet officials, coaches) to ensure that non-competitors are kept out of the infield area with the exception of those areas that may be designated for spectator seating/viewing.

V. AWARDS [See WIAC Administrative Regulation Article 25]

A. Conference Championship

1. A championship award (plaque or trophy) will be awarded to both the men's and women's championship team. Members of the championship teams will receive a certificate.
2. Medals will be presented to the top-eight (8) individual finishers in each event as well as the top-six (6) relay teams. **Only those individuals and relay teams receiving medals will be recognized on the awards stand.** Event winners and runners-up earn first team and second team all-conference recognition, respectively. Third-place finishers in each event will be designated as honorable mention all-conference.
3. The awards will be presented immediately following the conclusion of the finals for each event and are to be awarded on the day of the event unless otherwise specified by the commissioner.

Note: A sequence for the presentation of the awards will be developed and will be included in the sport code and in the pre-meet information.

4. The host institution must designate an awards custodian(s), who is responsible for ushering competitors to the awards area immediately following the conclusion of each event. The host institution shall also provide for "runners" to shuttle results from the scoring area to the awards area.

B. Athlete of the Week

Each week during the season, the Track & Field Sport Committee will select (i.e., vote) a male and a female track athlete of the week and a male and a female field athlete of the week for both indoor and outdoor track & field when nominations and data are sufficient within the timelines stipulated by the conference office. A relay team may be nominated to receive this award. The recipients will receive a certificate from the conference distributed to the head coaches at the conference championship.

C. Coaching Staff of the Year

A coaching staff of the year will be selected by the coaches for both men's and women's track & field on the Monday following the completion of the championships in accordance with the criteria established in WIAC Administrative Regulation 25.4. The selected staff will receive an award from the conference office.

D. Scholar-Athlete Award

A scholar-athlete will be selected for both men's and women's track & field at the conclusion of the indoor and outdoor seasons in accordance with the criteria established in WIAC Administrative Regulation 25.6. In men's sports, the award shall be entitled the **Max Sparger Scholar-Athlete Award**. In women's sports, the award shall be entitled the **Judy Kruckman Scholar-Athlete Award**. Each nominee will receive a certificate and the recipient a plaque and will be recognized at the conference championships.

E. Track Performer of the Meet/Field Performer of the Meet

A male and female track performer and field performer of the meet for both the indoor and outdoor championships will be selected by the head coaches. All nominations must be submitted on the prescribed form (see **Attachment #6**) and received by the conference office by noon of the Monday following the championship. The conference office will compile and distribute the nominations to all head coaches on that Monday afternoon with the head coach(es) of the host institution responsible for totaling the points (see **Attachment #5**). The votes will be tabulated by the conference office by noon on Tuesday. The recipients will receive an award from the conference.

F. Newcomer of the Year

A male and female Newcomer of the Year will be selected as voted by the head coaches in the same manner used to select the Performers of the Meet. A Newcomer of the Year is defined as a student-athlete who has used her first season of participation in the sport of track & field that season.

G. All-Sportsmanship Team

An All-Sportsmanship Team will be named at the conclusion of the indoor and outdoor seasons. The team will consist of one (1) member from each team (as selected from that team) who displays exemplary sportsmanship throughout the season. Each member of the All-Sportsmanship Team will receive a certificate from the conference office as presented at the championships. In outdoor track & field, the award will be presented in memory of **Larry Zirgibel**.

VI. SPORT CHAIR/SPORT COMMITTEE MEETING

A. Sport Chair

The sport chair will be elected at the end-of-the-season coaches' meeting. [See WIAC Administrative Regulations 24.2 for duties and responsibilities of sport chairs.]

B. Track & Field Sport Committee Meeting

1. The Track & Field Sport Committee shall conduct its regular business meeting on the Thursday prior to the WIAA State Track & Field Meet at the site of that meet.
2. All WIAC track & field coaches' actions/motions that have impact on both the women's and men's groups must be made at a joint meeting of both groups. Examples: order of events, meet schedule, financial matters, etc.
3. Scheduling for the following year(s) shall also take place at this meeting.

2020 INDOOR CHAMPIONSHIP

Date:	Friday and Saturday, February 28-29, 2020
Site:	UW-Oshkosh
Meet Director(s):	Darryl Sims, Justin Kinseth

2020 OUTDOOR CHAMPIONSHIP

Date:	Friday and Saturday, May 1-2, 2020
Site:	UW-La Crosse
Meet Director(s):	Kim Blum, Josh Buchholtz, Nickolas Davis

Sport Chair:	Kyle Steiner, UW-Stout July 1, 2019 to June 30, 2020
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Athletics Directors' Liaison: Erin Thacker, UW-La Crosse

Sport Committee Meeting: 11:00 a.m., Thursday, June 4, 2020, UW-La Crosse

WIAC INDOOR and OUTDOOR TRACK & FIELD COURTESY SHEET

Contest Information	
UW - _____	vs. _____
Date _____	Time _____
Site _____	
Officials _____	
Uniform Color:	
Game Ball:	
Bench Location:	
Dressing Room:	
Restrooms:	
Training Rooms:	
Publicity:	
Parking:	
Housing:	
Restaurants:	
Campus Map:	
If you have any questions, please write or call:	
Name: _____	
Address: _____	

Phone: _____	

**WIAC INDOOR TRACK & FIELD CHAMPIONSHIP
RULES FOR PRELIMINARY AND FINAL HEATS**

- A. The number of finalists for all field events shall be nine (9) (ties per NCAA rules).
1. The time between flights and between preliminary flights and finals should begin as soon as the qualifiers are announced at the competition venue. This announcement should be made as soon as possible following the completion of the final preliminary flight.
 2. All timed finals are to be run slow to fast including the 200 & 400.
- B. Track event finals shall qualify finalists as follows:
1. Events with preliminaries.
 - a. 60M & 60M hurdle = 1 section of 8.
 - b. Runners will advance to finals in accordance with NCAA Rule 10-5.1d.
 2. Finals only events.
 - a. Mile, 3000M and 5000M: finals only, sections based on time, fast section runs last, one section for 15 or fewer competitors; two sections for more than 15 competitors with 12 in the fast section.
 - b. Distance Medley Relay: 1 section of 8.
 - c. 4 X 400M Relay: 2 sections (4-4 women) (4-4 men), fast section runs last.
- C. All oval races shall start as follows:
1. 400M and 4 x 400M Relay: 2 turn stagger by lanes.
 2. 800M: 2 turn stagger by alleys.
 3. Distance Medley Relay: waterfall.
 4. 3000M and 5000M : double waterfall.
 5. Mile: double waterfall. The top seeded runners are to be randomly seeded on the front line with the remainder of the field randomly seeded on the second line. The number of runners that can be accommodated on the front line will be determined by the host institution based on its facility and reflected in the championship manual distributed to the head coaches prior to the championship.
- D. Seeding the running events:
1. All running events (prelims and finals) contested at the indoor championships shall be seeded in accordance with NCAA Rules 5-10, 5-11 & 10-5.
 2. The heat assignments for the 200m and 400m events shall be determined on a 1-2-5-7, 3-4-6-8 basis. The last two heats of the 200m & 400m are to be seeded as follows:
 - 5 competitors remaining—1 heat of 5 competitors.
 - 6 competitors remaining—2 heats of 3 competitors seeded by protocol.
 - 7 competitors remaining—2 heats comprised of 4 competitors (faster heat) and 3 competitors (slower heat) seeded by protocol.”
 3. There should be eight (8) competitors in each heat of the 800m. However, if fewer than four (4) competitors remain to fill the final heat, the number of competitors in the slowest of two (2) heats will be combined and divided equally among those two (2) heats.
- E. Seeding of combined events:
1. All combined events are to be grouped and seeded in accordance with NCAA Rules 9-2.4 and 9-2.5.
 2. Individual event marks can be used to seed wild card entries into combined events.
- F. Seeding the relays:
1. Relays with an even number of participating teams should be divided equally between the two (2) heats (e.g., eight (8) teams participating would require four (4) teams in each heat).
 2. Relays with an odd number of teams shall seed the larger number of teams into the fast heat (e.g., seven (7) teams participating would require four (4) teams in the fast heat and three (3) teams in the slow heat).
- G. Seeding field events:
1. The number of flights and the seeding for all field events shall be done in accordance with NCAA Rule 6-4.
 2. Field events with 30 or fewer entries are limited to two flights with an additional flight added if there are more than 30 entries.
- H. The indoor championships time schedule (**see Attachment #3**).

WIAC OUTDOOR TRACK & FIELD CHAMPIONSHIP
RULES FOR PRELIMINARY AND FINAL HEATS

- A. The number of finalists for all field events shall be nine (9) (ties per NCAA rules).
- B. All sprints (100, 100 hurdles, 200, 400, 400 hurdles) at the outdoor championships shall be contested and seeded in accordance with NCAA Rules 5-10 and 5-11.
- C. Seeding running events:
 - 1. Preferred lanes for the 200m, 400m, 400h, 4x100 relay and 4x400 relay are (4,5,6,3,7,2,8,1,9) for a nine-lane track and (5,6,7,4,8,3,9,2,10) for a ten-lane track.
 - 2. All relays contested at the outdoor championships shall be seeded into “preferred lanes.” Lane #1 is not be used for a 9-lane track while Lanes #1 and #2 are not be used for a 10-lane track.
- D. In instances in which it has determined that unfavorable wind or weather conditions exist, the games committee may reverse the direction of running events (provided it is at least ½ hour prior to the start of the event) and designate the site or runway of field events (provided it is at least one hour prior to the start of the event. track
- E. The distance races shall be seeded as follows:
 - 1. 1500M: One (1) section for 15 or fewer competitors; two (2) sections for more than 15 competitors with 12 in the fast section.
 - 2. The 5000M and 10,000M: One (1) section only.
 - 3. Steeplechase: The steeplechase will be conducted in one (1) section regardless of the location of the barrier.
- F. Advancing to finals:
 - 1. The method for advancing runners to finals in events with preliminaries at distances of 400m or less will be to advance heat winners and all others on times.
 - 2. The method for advancing runners to finals in the 800m will be to advance the top two (2) place finishers in each heat and all others on times.
- G. Seeding combined events:
 - 1. All combined events are to be grouped and seeded in accordance with NCAA Rules 9-2.4 and 9-2.5.
 - 2. Individual event marks can be used to seed wild card entries into combined events.
- H. Field event flight limits: Field events with 30 or fewer entries are limited to two flights with an additional flight added if there are more than 30 entries.
- I. The outdoor championship time schedule (**see Attachment #4**).

#

**WIAC INDOOR TRACK & FIELD CHAMPIONSHIPS EVENT/TIME SCHEDULE
(ODD YEARS)**

FRIDAY

10:30am	WIAC Coaches Meeting (See Attachment #9)
11:30am	Men's Heptathlon 60m Dash Women's High Jump (F) Women's Pole Vault (F)
12:00pm	Men's Long Jump (T/F) Men's Shot Put (T/F)
1:40pm	Women's Mile Run (F)
2:00pm	Men's Mile Run (F)
2:20pm	Women's 60m Hurdles (T)
2:30pm	Women's Long Jump (T/F) Women's Shot Put (T/F)
2:35pm	Men's 60m Hurdles (T)
2:50pm	Women's 60m Dash (T)
3:05pm	Men's 60m Dash (T)
3:20pm	Women's 400m Dash (F)
3:30pm	Men's Pole Vault (F)
3:45pm	Men's 400m Dash (F)
4:10pm	Women's 5000m Run (F)
5:00pm	Men's 5000m Run (F)
5:45pm	Women's DMR (F)
6:05pm	Men's DMR (F)

Men's Heptathlon Order

60m Dash (11:30am)
Long Jump (Long Jump Pit #2)
Shot Put (Throws Circle #2)
High Jump
(allow ½ hour between events)

SATURDAY

9:30am	WIAC Coaches Meeting (if necessary)
10:00am	Women's Pentathlon 60m Hurdles
10:20am	Men's Heptathlon 60m High Hurdles
11:00am	Women's 20lb Weight Throw (T/F) Men's Triple Jump (T/F)
1:30pm	Men's High Jump (F)
1:40pm	Women's 60m Hurdles (F)
1:50pm	Men's 60m Hurdles (F)
2:00pm	Women's Triple Jump (T/F) Men's 35lb Weight Throw (T/F) Women's 60m Dash (F)
2:05pm	Men's 60m Dash (F)
2:10pm	Women's 800m Run (F)
2:40pm	Men's 800m Run (F)
3:10pm	Women's 200m Dash (F)
3:35pm	Men's 200m Dash (F)
4:00pm	Women's 3000m Run (F)
4:30pm	Men's 3000m Run (F)
5:00pm	Women's 4x400m Relay (F)
5:15pm	Men's 4x400m Relay (F) Presentation of Team and Special Awards

Women's Pentathlon Order

60m Hurdles (10:00am)
High Jump
Shot Put
Long Jump
800m Run
(allow ½ hour between events)

Men's Heptathlon Order

60m High Hurdles (10:20am)
Pole Vault
1,000m Run
(allow ½ hour between events)

NOTES:

- The Men's Heptathlon start time may be required to move earlier in the meet if the facility has only one jump pit. Otherwise conflict may develop with the open long jump.
- The Men's or Women's 4x400m Relay will be contested as scheduled regardless of whether all other events of the same gender have been completed.
- All running events are run slow to fast, including the 200m Dash and 400m Dash.
- Flighted field events go shortest distance to longest.
- T = Trials; F = Finals; T/F = Trials followed by Finals

ATTACHMENT #3 (Cont.)

**WIAC INDOOR TRACK & FIELD CHAMPIONSHIPS EVENT/TIME SCHEDULE
(EVEN YEARS)**

FRIDAY

10:30am	WIAC Coaches Meeting (See Attachment #9)
11:30am	Men's Heptathlon 60m Dash Women's Pole Vault (F) Women's High Jump (F)
12:00pm	Men's Long Jump (T/F) Men's Shot Put (T/F)
1:40pm	Men's Mile Run (F)
2:00pm	Women's Mile Run (F)
2:20pm	Men's 60m Hurdles (T)
2:30pm	Women's Long Jump (T/F) Women's Shot Put (T/F)
2:35pm	Women's 60m Hurdles (T)
2:50pm	Men's 60m Dash (T)
3:05pm	Women's 60m Dash (T)
3:20pm	Men's 400m Dash (F)
3:30pm	Men's Pole Vault (F)
3:45pm	Women's 400m Dash (F)
4:10pm	Men's 5000m Run (F)
4:55pm	Women's 5000m Run (F)
5:45pm	Men's Distance Medley Relay (F)
6:05pm	Women's Distance Medley Relay (F)

Men's Heptathlon Order

60m Dash (11:30am)
Long Jump (Long Jump Pit #2)
Shot Put (Throws Circle #2)
High Jump
(allow ½ hour between events)

SATURDAY

9:30am	WIAC Coaches Meeting (if necessary)
10:00am	Women's Pentathlon 60m Dash
10:20am	Men's Heptathlon 60m High Hurdles
11:00am	Women's 20lb Weight Throw (T/F) Men's Triple Jump (T/F)
1:30pm	Men's High Jump (F)
1:40pm	Men's 60m Hurdles (F)
1:50pm	Women's 60m Hurdles (F)
2:00pm	Women's Triple Jump (T/F) Men's 35lb Weight Throw (T/F) Men's 60m Dash (F)
2:05pm	Women's 60m Dash (F)
2:10pm	Men's 800m Run (F)
2:40pm	Women's 800m Run (F)
3:10pm	Men's 200m Dash (F)
3:35pm	Women's 200m Dash (F)
4:00pm	Men's 3000m Run (F)
4:30pm	Women's 3000m Run (F)
5:00pm	Men's 4x400m Relay (F)
5:15pm	Women's 4x400m Relay (F) Presentation of Team and Special Awards

Women's Pentathlon Order

60m hurdles (10:00am)
High Jump
Shot Put
Long Jump
800m Run
(allow ½ hour between events)

Men's Heptathlon Order

60m High Hurdles (10:20am)
Pole Vault
1,000m Run
(allow ½ hour between events)

NOTES:

- The Men's Heptathlon start time may be required to move earlier in the meet if the facility has only one jump pit. Otherwise conflict may develop with the open long jump.
- The Men's or Women's 4x400m Relay will be contested as scheduled regardless of whether all other events of the same gender have been completed.
- All running events are run slow to fast, including the 200m Dash and 400m Dash.
- Flighted field events go shortest distance to longest.
- T = Trials; F = Finals; T/F = Trials followed by Finals

**WIAC OUTDOOR TRACK & FIELD CHAMPIONSHIPS EVENT/TIME SCHEDULE
(ODD YEARS)**

FRIDAY

1:30pm	WIAC Coaches Meeting	<u>Women's Heptathlon Order</u>
2:30pm	Men's Decathlon 100m Dash	100m Hurdles (2:45pm)
	Men's Pole Vault (F)	High Jump
	Women's Hammer Throw (T/F)	Shot Put
	Men's Javelin Throw (T/F)	200m Dash
2:45pm	Women's Heptathlon 100m Hurdles	
3:00pm	Women's Long Jump (T/F)	<u>Men's Decathlon Order</u>
3:30pm	Women's 3000m Steeplechase (F)	100m Dash (2:30pm)
3:50pm	Men's 3000m Steeplechase (F)	Long Jump
4:10pm	Women's 100m Hurdles (T)	Shot Put
4:25pm	Men's 110m Hurdles (T)	High Jump
4:40pm	Women's 400m Dash (T)	400m Dash
4:55pm	Men's 400m Dash (T)	
5:10pm	Women's 100m Dash (T)	
5:15pm	Men's Hammer Throw (T/F)	
	Women's Javelin Throw (T/F)	
5:25pm	Men's 100m Dash (T)	
5:30pm	Women's Pole Vault (F) – if second pit not available, otherwise 6:30pm start is more likely	
5:40pm	Women's 800m Run (T)	
5:45pm	Men's Long Jump (T/F)	
6:00pm	Men's 800m Run (T)	
6:20pm	Women's 400m Intermediate Hurdles (T)	
6:40pm	Men's 400m Intermediate Hurdles (T)	
7:00pm	Women's 200m Dash (T)	
7:20pm	Men's 200m Dash (T)	
7:40pm	Women's 10,000m Run (F)	
8:25pm	Men's 10,000 Run (F)	

NOTES:

- Schedule will need to be adjusted for facilities that don't have lights. One hour earlier would probably be sufficient.
- Flighted field events go shortest distance to longest.
- T = Trials; F = Finals; T/F = Trials followed by Finals

WIAC OUTDOOR TRACK & FIELD CHAMPIONSHIPS EVENT/TIME SCHEDULE
(ODD YEARS)

SATURDAY

10:30am	Coaches Meeting (if necessary)
11:00am	Men's Decathlon 110m Hurdles
12:00pm	Women's Heptathlon Long Jump
	Women's Triple Jump (T/F)
	Women's Shot Put (T/F)
	Men's Discus Throw (T/F)
	Men's High Jump (F)
2:30pm	Women's 4x100m Relay (F)
	Women's Discus Throw (T/F)
	Men's Triple Jump (T/F)
	Men's Shot Put (T/F)
2:35pm	Men's 4x100m Relay (F)
2:45pm	Women's 1500m Run (F)
3:00pm	Men's 1500m Run (F)
	Women's High Jump (F)
3:15pm	Women's 100m Hurdles (F)
3:25pm	Men's 110m Hurdles (F)
3:35pm	Women's 400m Dash (F)
3:45pm	Men's 400m Dash (F)
3:55pm	Women's 100m Dash (F)
4:00pm	Men's 100m Dash (F)
4:05pm	Women's 800m Run (F)
4:15pm	Men's 800m Run (F)
4:25pm	Women's 400m IH (F)
4:35pm	Men's 400m IH (F)
4:45pm	Women's 200m Dash (F)
4:50pm	Men's 200m Dash (F)
4:55pm	Women's 5000m Run (F)
5:20pm	Men's 5000m Run (F)
5:40pm	Women's 4x400m Relay (F)
5:50pm	Men's 4x400m Relay (F)
	Presentation of Team and Special Awards

Women's Heptathlon Order

Long Jump (12:00pm)
Javelin Throw
800m run

Men's Decathlon Order

110m Hurdles (11:00am)
Discus
Pole Vault
Javelin
1,500m Run

NOTES:

- The Men's or Women's 4x400m Relay will be contested when scheduled regardless of whether all other events of the same gender have been completed.
- Flighted field events go shortest distance to longest.
- T = Trials; F = Finals; T/F = Trials followed by Finals

ATTACHMENT #4 (Cont.)

**WIAC OUTDOOR TRACK & FIELD CHAMPIONSHIPS EVENT/TIME SCHEDULE
(EVEN YEARS)**

FRIDAY

1:30pm	WIAC Coaches Meeting	<u>Women's Heptathlon Order</u>
2:30pm	Men's Decathlon 100m Dash	100m Hurdles (2:45pm)
	Men's Pole Vault (F)	High Jump
	Women's Hammer Throw (T/F)	Shot Put
	Men's Javelin Throw (T/F)	200m Dash
2:45pm	Women's Heptathlon 100m Hurdles	
3:00pm	Women's Long Jump (T/F)	<u>Men's Decathlon Order</u>
3:30pm	Men's 3000m Steeplechase (F)	100m Dash (2:30pm)
3:50pm	Women's 3000m Steeplechase (F)	Long Jump
4:10pm	Men's 110m Hurdles (T)	Shot Put
4:25pm	Women's 100m Hurdles (T)	High Jump
4:40pm	Men's 400m Dash (T)	400m Dash
4:55pm	Women's 400m Dash (T)	
5:10pm	Men's 100m Dash (T)	
5:15pm	Men's Hammer Throw (T/F)	
	Women's Javelin Throw (T/F)	
5:25pm	Women's 100m Dash (T)	
5:30pm	Women's Pole Vault (F) – if second pit not available, otherwise 6:30pm start is more likely	
5:40pm	Men's 800m Run (T)	
5:45pm	Men's Long Jump (T/F)	
6:00pm	Women's 800m Run (T)	
6:20pm	Men's 400m Intermediate Hurdles (T)	
6:40pm	Women's 400m Intermediate Hurdles (T)	
7:00pm	Men's 200m Dash (T)	
7:20pm	Women's 200m Dash (T)	
7:40pm	Men's 10,000m Run (F)	
8:20pm	Women's 10,000 Run (F)	

NOTES:

- Schedule will need to be adjusted for facilities that don't have lights. One hour earlier would probably be sufficient.
- Flighted field events go shortest distance to longest.
- T = Trials; F = Finals; T/F = Trials followed by Finals

ATTACHMENT #4 (Cont.)

**WIAC OUTDOOR TRACK & FIELD CHAMPIONSHIPS EVENT/TIME SCHEDULE
(EVEN YEARS)**

SATURDAY

10:30am	Coaches Meeting (if necessary)
11:00am	Men's Decathlon 110m Hurdles
12:00pm	Women's Heptathlon Long Jump Women's Triple Jump (T/F) Women's Shot Put (T/F) Men's Discus Throw (T/F) Men's High Jump (F)
2:30pm	Men's 4x100m Relay (F) Women's Discus Throw (T/F) Men's Triple Jump (T/F) Men's Shot Put (T/F)
2:35pm	Women's 4x100m Relay (F)
2:45pm	Men's 1500m Run (F)
3:00pm	Women's 1500m Run (F) Women's High Jump (F)
3:15pm	Men's 110m Hurdles (F)
3:25pm	Women's 100m Hurdles (F)
3:35pm	Men's 400m Dash (F)
3:45pm	Women's 400m Dash (F)
3:55pm	Men's 100m Dash (F)
4:00pm	Women's 100m Dash (F)
4:05pm	Men's 800m Run (F)
4:15pm	Women's 800m Run (F)
4:25pm	Men's 400m IH (F)
4:35pm	Women's 400m IH (F)
4:45pm	Men's 200m Dash (F)
4:50pm	Women's 200m Dash (F)
4:55pm	Men's 5000m Run (F)
5:15pm	Women's 5000m Run (F)
5:40pm	Men's 4x400m Relay (F)
5:50pm	Women's 4x400m Relay (F) Presentation of Team and Special Awards

Women's Heptathlon Order

Long Jump (12:00pm)
Javelin Throw
800m run

Men's Decathlon Order

110m Hurdles (11:00am)
Discus
Pole Vault
Javelin
1,500m Run

NOTES:

- The Men's or Women's 4x400m Relay will be contested when scheduled regardless of whether all other events of the same gender have been completed.
- Flighted field events go shortest distance to longest.
- T = Trials; F = Finals; T/F = Trials followed by Finals

#

Men's and Women's Athlete of the Meet Information

Data Entry:

Host school must collect and provide the following information to the timing official prior to the meet. Information is to be entered into the meet software if application allows. All of the following must be indicated in some way on the meet results:

- WIAC meet records;
- WIAC season best mark for each event; and
- Host institution's facility records.

Points Summary:

Following the completion of the men's track events, women's track events, men's field events, and women's field events, *individually*, the timing official will produce a summary of points scored by competing individuals (total of four (4) summaries):

- Sum of points scored, per individual, in all running events including $\frac{1}{4}$ of total relay points scored in given relay (one summary for males and one summary for females)
- Sum of points scored, per individual, in all field events (one summary males and one summary for females)

Multi-Event Athletes designation track OR field:

The designation of a multi-event athlete as a track or a field athlete is left to the discretion of the head coach and points for a season best mark established at a conference championship are to be awarded only to the athlete(s) achieving the "best" mark.

Relays:

Relay cards **must be submitted upon check-in** for that event. If changes to relay are made following check-in, coaches must notify timing official immediately following completion of the race.

Tabulation of Scores:

The head coach(es) of the host institution is responsible for verifying the points. The points are to be tabulated as follows:

- | | |
|--|----------|
| • Total points scored by individual in competition | |
| • WIAC meet records | 5 Points |
| • WIAC season best mark for each event | 3 Points |
| • Host institution's facility records | 1 Points |

When considering multi-event athletes, they must be designated as either a "track" or "field" athlete by their respective head coach.

Recommendations:

If the timing official is using Hy-Tek Meet Manager (as most do) and has meet records, season's best marks, and facility records entered into the software, the program can indicate all of these listed accomplishments in the results. The software will also give a tabulation of final points upon completion of all running events and at the completion of all field events per gender. Be sure the timing officials UPDATE after Day 1 if records are broken. Also, it may be advantageous to start compiling points scored by meet records, season best, and facility records at the completion of Day 1.



Performer of the Meet Calculation Sheet

Individual Nominated: _____

Points Scored By Individual (Enter Team Points Earned; Relays Awarded 1/4 Points for Team Points)		
		Points Per Item
Event #1		
Event #2		
Event #3		
Event #4		
WИАС Meet Record (5 Points for Indiv. Event; 1.25 Points for Relay)		
		Points Per Item
Event #1		
Event #2		
Event #3		
Event #4		
WИАС Season Best Mark (3 Points for Indiv. Event; .75 Points for Relay)		
		Points Per Item
Event #1		
Event #2		
Event #3		
Event #4		
Facility Record (1 Point for Indiv. Event; .25 Points for Relay)		
		Points Per Item
Event #1		
Event #2		
Event #3		
Event #4		
Overall Point Total For Nominee		

_____ UW- _____
 Your Name Institution

Please EMAIL to Matt Stanek (mstanek@uwsa.edu)
 no later than _____

WIAC TRACK & FIELD
PROTEST FORM

Event _____

Date/Time of Protest _____

Name of Individual Filing Protest _____

Name of Institution of Person Filing Protest _____

Reason for Protest: (Rule Violation) _____

Signature of Protest Person

Action by Referee:

Protests must be filed no later than 30 minutes after the results have been announced.

Checklist for Hosting the WIAC Track & Field Championships

9 months out

- Starters (2) – Collaborate with conference office; Conference office will issue contracts.

4-6 months out (host institution)

- Identify meet officials and provide conference office with names/e-mails (See Section IV-F).
- Arrange for a fully automatic and independent back-up timing system.
- Make lodging accommodations for meet officials.
- Media – Sports Information Director.
- Begin design and production of championship programs – Sports Information Director. Work with conference office on design.
- Meet Information – post on WIAC website (send to Media Relations, Matt Stanek) and e-mail/send to athletic directors and head coaches. This information should include the following:
 - Welcome message – Athletics Director
 - List of Accommodations in the area – restaurants, hotels
 - Evacuation/Severe weather policy
 - Parking – Parking Office
 - Buses, spectator, drop off areas
 - Athletic Training Room
 - Letter from head athletic trainer (own equipment, modalities)
 - Equipment
 - Schedule of Events – in WIAC Code, but determine if modifications need to be made
 - Layout of track and field facility
 - Actual meet logistics – length of runways and distances of takeoff boards from pits
 - Weigh-in of implements (location/times)
 - Spike specifications/allowances
 - Locker rooms
 - Location of Coaches' Meeting and Hospitality Room
 - Determine admission fee
 - Meet entries – who is doing them
- History and Records – Sports Information Director.
- Maps/Directions of campus/facility.
- Website Information (Conference Office) – send items to be posted to Media Relations, Matt Stanek.
- Awards stand – locate or determine what you will use for your awards stand.
- Determine what you will use to barricade off areas.
- Seating – locate bleachers, determine set-up.
- Warm-up location.
- Team camp location.
- Reserve rooms (locker rooms, warm-up area, team camp area, hospitality room, coaches meeting, track).

1-2 months out

- Hospitality Room
 - Who is allowed in/supervision (if anyone).
 - What food/beverage.
- Concessions – who will run concessions and what items will be offered.
- Order hip numbers, blanks for starter's pistol, cross bars, measuring tapes (including steel measuring tape), 6" cones for track, flagging, rakes, brooms, red/yellow and white flags, stop watches.
- Identify Meet workers and figure out their pay.
 - (6) line judges
 - Hurdle judges
 - 20-30 others to work
 - How will you identify staff (t-shirts, wrist band, nothing)
 - Awards custodian, result runners, vest custodian(s)

ATTACHMENT #8 (Cont.)

- National Anthem – determine who is singing or playing on both Day 1 and Day 2.
- Bibs and coaches' credentials – have been going through Electric City Printing (WIAC Template Order #: 43562) – need to have design approved 3 weeks prior to date needed and names 1.5 weeks before date needed.
 - Gather conference team rosters from conference teams
- Order safety pins for bibs.
- Prepare signs to direct teams/spectators, admission price signs.
 - Athlete Check-In, Spectator Entrance, Admission Prices, Hospitality Room, etc.
- Submit names of officials to get paid.
- Extra garbage cans.
- Extra staffing needed for event – Facilities Director/Athletic Director.
 - Custodial, building manager.

1-2 weeks out

- Meet set-up – who will do.
- Meet entries – wild cards and seeding the meet.
- Establish preliminary starting heights for high jump and pole vault – 10th on WIAC list, down two increments.
- Prepare for coaches' meeting (e.g., location, agenda).
- Print heat sheets and time schedule.
- Make sure items for hospitality room and concessions are ordered.
- Coaches' Packets:
 - protest form,
 - heat sheets (2),
 - time schedule,
 - bibs,
 - safety pins,
 - meet programs (5).
- Have NCAA Rule Book and WIAC Sport Code available.
- Get change/money for concessions and meet entries.
- Clipboards, field sheets, and pencils.
- Pass list for free entry (coaches, athletes, press, officials, workers).

Day of Meet

- Post results and team scores
- Clerk (spike check, hip numbers)
- Line judges (6 per running event)
- Conference Office will bring awards, event signs and vests for event workers.

After Meet

- Meet tear down – who will do
- Tabulate scores for athletes of the meet
- Expense report

#

**COACHES' MEETING AGENDA
[SAMPLE]**

- 1. Welcome (Commissioner, Host AD).
- 2. Awards (Commissioner).
- 3. Distribution of "Official" Heat Sheets/Scratches.
- 4. Schedule/Event Changes (if applicable)
- 5. Team Camp Locations.
- 6. Locker Rooms.
- 7. Credentials.
- 8. Hospitality Room.
- 9. Bus Parking.
- 10. Implement Weigh-In Location and Times.
- 11. Athletic Training Services.
- 12. Weather Contingency Plan.
- 13. Starting Heights.
 - ✓ Women's Pole Vault: _____
 - ✓ Men's Pole Vault: _____
 - ✓ Men's High Jump: _____
 - ✓ Women's High Jump: _____
- 14. Miscellaneous.

#