

NORTHWEST CONFERENCE



— 2008 —

NWC

**Track & Field Championship
Meet Handbook**

TABLE OF CONTENTS

1.	Important Dates	2
2.	General Administration	3
3.	NWC Championship Handbook Procedures	4
4.	NWC Championship Meet Entry Procedures	4
	▪ Meet information	4
	▪ Entry procedures and complete entry lists	4
	▪ Entry updates, corrections and additions	4
	▪ Final updated entry list	4
	▪ Final declaration by the host institution	4
	▪ Final declaration	4
5.	Instructions to Participants	4
	▪ Meet Date and Times	4
	▪ Awards	4
	▪ Training Facilities	5
	▪ Medical Arrangements	5
	▪ Media Arrangements	5
	▪ Lodging and Restaurants	5
	▪ Meetings	5
	▪ Results	5
	▪ Rules	5
6.	Determination of Participants	6
	▪ Qualifying period	6
	▪ Qualifying standards	6
7.	Administration and Management	6
	▪ Meet host rotation schedule	6
	▪ Host institution's responsibilities	7
	▪ Meet information	7
	▪ Seeding for NWC track and field events	7
	▪ Coaches Meeting	7
	▪ The Meet Program	8
	▪ Officials	8
	▪ Protests	8
	▪ Crowd Control	8
	▪ Awards Ceremony	8
8.	Appendices	9
	Appendix A - Timetable	9
	Appendix B - Qualifying standards	10
	Appendix C - Opening heights	10
	Appendix D - Meet schedule	11

IMPORTANT DATES

Monday	March 3	WEEKLY BEST LIST must be sent to the NWC Sports Information Director (Steve Flegel) by 5:00 PM each Monday and will be posted on the internet by NWC Meet Director each Wednesday.
Friday	March 21	MEET INFORMATION PACKET mailed to all conference institutions for both multi-events and open meet.
Monday	March 31	DEADLINE FOR RECEIPT by Noon of Conference Entry Forms for the Multi-Events.
Mon.-Tues.	April 7-8	NWC MULTI-EVENTS , George Fox University, Newberg, OR.
Monday	April 7	ENTRIES - DEADLINE FOR RECEIPT by Noon of complete Team Rosters by NWC Meet Director.
Sunday	April 13	FINAL UPDATE by 5:00 PM of entry updates, corrections and additions received by NWC SID.
Monday	April 14	ENTRIES POSTED on internet by 5:00 PM and declaration page faxed to each institution.
Tuesday	April 15	HOST TEAM final declaration faxed to NWC Track & Field Liaison by 10:00 AM.
Tuesday	April 15	FINAL DECLARATION by NOON of Conference entries received by NWC Meet Director.
Tuesday	April 15	FINAL MEET ENTRY POSTED on internet by 8:00 PM.
Fri.-Sat.	April 18-19	NWC CHAMPIONSHIPS , George Fox University, Newberg, Oregon



NWC GENERAL ADMINISTRATION

2008 NWC Meet Director:

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2008 NWC Trainer:

Dale Isaac, Head Trainer
George Fox University
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2008 NWC Publicity Chair:

Blair Cash SID
George Fox University
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NWC Track & Field Chair:

Matt McGuirk, Head XC/T&F Coach
Willamette University
Salem, OR 97301
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Athletic Dept. FAX: 503-370-6379
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NWC Track & Field Liaison:

Laurie Turner, Athletic Director
Pacific Lutheran University
Tacoma, WA 98447
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Athletic Dept. FAX: 253-535-7584
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Games Committee:

Conference Cross Country Head Coaches



NWC CHAMPIONSHIP HANDBOOK PROCEDURES

HANDBOOK CHANGES

Changes to the NWC Track & Field Handbook will be voted on by the coaches at the December business meeting and submitted for the NWC Board of Athletic Directors approval. After approval, any "emergency" changes must be approved by a two-thirds majority of the NWC track coaches, before being submitted for immediate consideration through the administrative chain.

NWC ENTRY PROCEDURES

MEET INFORMATION

The meet information packet will be mailed by the meet director by March 22 to all conference institutions.

ENTRY PROCEDURES AND COMPLETE ENTRY LISTS

Team entry will consist of a complete team rosters (including eligibility year, hometown. Rosters are to be emailed using Hytek to the meet director on Monday, April 7 by noon. A complete entry list will be faxed back to each institution on Tuesday, April 8.

ENTRY UPDATES, CORRECTIONS AND ADDITIONS

Updates, corrections and additions are to be emailed using Hy-Tek to the NWC SID on Sunday, April 13 by 5:00 P.M. No additions will be allowed after this time.

FINAL UPDATED ENTRY LISTS

The final entry list will be posted on the internet Monday, April 14 by 5:00 P.M. and a declaration page faxed to each school.

FINAL DECLARATION BY THE HOST INSTITUTION

The final declaration by the host institution will be faxed to the NWC Track liason by Tuesday, April 15 by 10:00 AM.

FINAL DECLARATION

Final declarations must be faxed to the meet director on Tuesday, April 15 by NOON. A complete final declaration list will be posted on the internet by 8:00 PM.

INSTRUCTIONS TO PARTICIPANTS

MEET DATE AND TIMES

The NWC Track & Field Championship meet will be held on a date and times determined at the Track & Field business meeting at approved by the NWC Board of Athletic Directors.

AWARDS



The host school will be in charge of the awards ceremony following the last event and the completion of the championship meet results.

The first three (3) placers in each event will be recognized as all-Conference and will receive Conference medals.

The Coach of the Year for men and women will be recognized with Conference plaques.

The outstanding performers of the meet will be voted on by the head coaches in a meeting following the completion of the last event and will receive Conference plaques.

TRAINING FACILITIES

Training facilities will be made available to the competing teams by the host institution. The training facilities will be available a minimum of two hours prior to the start of the first event. The head trainer from each institution should notify the host institution's head trainer of any special treatments needed by a participant.

MEDICAL ARRANGEMENTS

Both during the warm-up period and the competition period of the Championship meet there will be: (1) A person qualified and delegated to render emergency care to a stricken athlete or spectator, preferably a certified and/or licensed athletics trainer; (2) planned access to a physician, preferably a team physician, by phone or nearby presence for prompt medical evaluation including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; and (4) a thorough understanding by all affected parties, including the leadership of visiting teams, of the personnel and procedures involved.

MEDIA ARRANGEMENTS

The host institution's Sports Information Director is responsible for the disbursement of all pre-meet publicity and the final results to media outlets identified by each institution, including the NWC Sports Information Director.

Requests for media related items and procedures should be made in writing to the host institution's Sports Information Director.

LODGING AND RESTAURANTS

The host institution will advise participating institutions, as early as possible, of available hotel and motel accommodations and restaurant information at the site of the championships. Each competing institution is responsible for making its own reservations.

MEETINGS

A mandatory meeting for head coaches of all competing teams and individuals will be conducted at the competition site the Friday morning before the championships at Noon. The host institution will notify the coaches of the location of the meeting.

RESULTS

Final results will be available at the awards ceremony following the meet. Multiply copies should be available for each institution.



RULES

The NCAA rules book will serve as the official rules for the championship meet.

DETERMINATION OF PARTICIPANTS

QUALIFYING PERIOD

Qualifying standards for the NWC Conference Championships are accepted if met during a regularly scheduled outdoor meet after February 1.

QUALIFYING STANDARDS

The qualifying standards listed in Appendix B have been established for the 2008 NWC Championship Meet.

Women's formulas for calculating standards

Track: Average 20th season best last 4 years

Field: Average 14th season best last 4 years

Men's formulas for calculating standards

Track: Average 18th season best last 4 years

Field: Average 12th season best last 4 years

In addition, each team is allowed three wildcard entries into the meet. These wildcard entries must be with a seasonal performance mark.

ADMINISTRATION AND MANAGEMENT

MEET HOST ROTATION SCHEDULE

NWC T&F Championship rotation

Year	NWC	Multi
2008	GFU	GFU
2009	PAC	GFU
2010	WHW	PAC
2011	LIN	WHW
2012	PLU	LIN
2013	WU	PLU
2014	UPS	WU
2015	GFU	UPS

THE ROTATION FOR HOSTING THE CONFERENCE TRACK & FIELD CHAMPIONSHIPS

The rotation for hosting the Conference TF Championship and Multi-Event Championships should follow the following format; Rotation based on Valley-WA with adjustment for 4:3 ratio with school hosting Multi Championship in the year following their hosting the NWC Championship.

The format will be followed unless the hosting school is unable to host due to various circumstances (suitable track not available, new coaching staff, etc). If the scheduled host passes, the next school in line will have first right of acceptance/refusal before moving to the next school in line. If the scheduled host passes, they move to the back of the rotation.

HOST INSTITUTION'S RESPONSIBILITIES



The host institution of the NWC Track & Field Championships has the responsibility to provide the following for the championship meet:

1. A suitable facility as deemed by the games committee, which can be competed on a minimum of one season prior to the Championship meet.
2. Mail complete meet information to all Conference institutions by April 1st.
3. Provide all publicity related to the meet.
4. Print a meet program.
5. Arrange a time and place for the coaches' meeting.
6. Arrange for an awards ceremony immediately following the championship meet.
7. Process all entry information.
8. Provide final results.
9. Provide all meet officials.
10. Provide training and medical arrangements.
11. Provide all equipment.

MEET INFORMATION

The NWC Track & Field Championship meet information provided by the host institution will include the following:

1. Roster forms for eligibility year.
2. Meet entry process. Must use www.directathletics.com
3. Declaration forms.
4. Motel and restaurant information.
5. A map of the general area highlighting the meet site and the coaches' meeting location.
6. Championship site entrance fee and/or parking regulations.
7. Timing systems (2) to be utilized.
8. Training facilities location and time availability.

SEEDING FOR NWC T&F EVENTS

The following procedures shall be followed by the host school when seeding the events of the Northwest Conference T&F Championship meet:

1. Field events with 12 or fewer competitors shall be contested in one flight.
2. Flight assignments shall be by seed marks, order is random.
3. Flight order shall be worst to best.
4. Relay lane assignments shall be by seed times, best to worst.
5. Heat assignments shall be by seed time. Lanes are random, heat order is random.

COACHES MEETING

The meet director will begin the coaches meeting and have the following agenda:

1. Distribute coaches meet packets.
2. Discuss the meet management and administration.
3. Protest procedures.
4. Medical availability.
5. Parking.
6. Results availability.



7. Awards ceremony.
8. Field questions.

The meet director will turn the meeting over to the NWC track & field chair for the following:

1. Urgent business.
2. Review items to be discussed at the December meeting.

THE MEET PROGRAM

It is the responsibility of the host institution to print an official meet program for the NWC championships. The program content should include, but not be limited to:

1. Team rosters including eligibility year.
2. NWC Track & Field Championships history (team and individual).
3. Event time schedule.
4. Meet officials.
5. Previous year's team scores and returning top runners.
6. Meet records.
7. Event entry listings.
8. A neutral cover.

OFFICIALS

All meet officials for the NWC Track & Field Championships will be coordinated by the host institution. The duties of each of these officials are specified in the NCAA Rule Book.

PROTESTS

If a protest is initiated, the Jury of Appeals will consist of the coaches not involved in the protest.

CROWD CONTROL

The responsibility for crowd control rests with the Director of Athletics or designated representative of the host institution. Host institutions must provide adequate security and marshalls, preferably in uniform, for effective crowd management. Attention should be given to a course configuration that will alleviate crowd-control problems.

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the race site. Bands, or any component thereof, shall not play while the race is in progress.

AWARDS CEREMONY

The NWC Track & Field host school will conduct the awards ceremonies and have the following presentations:

1. First-Team All-Conference (1st, 2nd, 3rd / stand in front).
2. Conference Athlete of the Year.
3. Team scores (9th through 2nd).
4. Team Champions (to front).
5. Coaches of the Year (to front).
6. Distribute results to coaches (designate an area).



TIMETABLE APPENDIX A

- Previous Year Host a meet at the conference facility.
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- September 1st If off-campus facilities are used, a contract or letter of commitment must be acquired from the outside agency (e.g. City Recreation Dept.) which guarantees specific dates and times of use for all involved facilities.
- Check facility for any major work necessary.
 - Begin routine facility care.
 - Reserve meeting room for Friday coaches meeting.
 - Review list of equipment required and make plans to obtain any necessary items.
 - Order competitor numbers and pins.
-
- January 1st Coordinate media needs with SID.
- Begin working on meet program.
 - Contact NWC Commissioner for delivery of trophies and conference awards.
 - Host a meet during the regular season at facility.
 - Solicit officials for championship meet and ask for their assistance in regular season meet to practice routines.
 - Make arrangements for medical services.
 - Arrange for fully automatic timing system if necessary.
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- March 1st Begin posting event rankings.
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- April 1st Mail meet information packet to all conference institutions.
- Confirm key officials.
 - Finalize inventory on all equipment.
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- Last 14 days Download entries into computer meet management/results program.
- Fax initial entry list to all teams.
 - Fax final updated entry list to all teams.
 - Fax final declared entry list to all teams.
 - Verify entered wild card marks for all schools
 - Complete meet program.
 - Assemble coaches meeting packets.
 - Make final preparations of facility.
 - Confirm delivery of trophies and awards.
-
- Meet - First Day Set-up facility for first day competition.
- Begin coaches meeting agenda.
 - Conduct championship events.
 - Compile first day results and seeding for finals.
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- Meet - Second Day Set-up facility for second day competition.
- Conduct championship events.
 - Compile final results.
 - Release results to media outlets.
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- Dec. Meeting Make suggestions about meet organization at December coaches meeting.



QUALIFYING STANDARDS APPENDIX B

Men's Standards		Event	Women's Standards	
11.51		100m Dash*		13.69
23.49		200m Dash*		27.81
51.89		400m Dash		1:03.99
1:59.72		800m Run		2:25.26
4:08.58		1,500m Run		5:00.19
10:30.00		Steeplechase		13:10.23
15:49.60		5,000m Run		19:26.30
34:41.20		10,000m Run		42:42.73
17.77		110m/100m Hurdles*		18.13
1:03.26		400m Hurdles		1:16.97
1 Team Each		4x100m Relay		1 Team Each
1 Team Each		4x400m Relay		1 Team Each
5' 11.25"	1.81m	High Jump	4' 7.50"	1.41m
12' 10.75"	3.93m	Pole Vault	8' 7.00"	2.62m
20' 7.00"	6.27m	Long Jump*	15' 7.25"	4.76m
40' 00.75"	12.21m	Triple Jump*	31' 5.75"	9.59m
42' 4.75"	12.92m	Shot Put	32' 4.75"	9.87m
130' 5"	39.77m	Discus Throw	101' 7"	30.96m
167' 11"	51.19m	Javelin Throw	105' 9"	32.23m
130' 0"	39.62	Hammer Throw	108' 6"	33.07m
No Standard		Decathlon/Heptathlon		No Standard

* Qualifying marks must be accompanied by a legal wind reading in the printed results— See 2008 NCAA Rule 10, Part III, Item 4.1. (Pg. 152)

OPENING HEIGHTS APPENDIX C

	Men		Women	
High Jump	5' 9.25"	1.76m	4' 5.50"	1.36m
Pole Vault	12' 7.25"	3.84m	8' 1.25"	2.47m



MEET SCHEDULE APPENDIX D

FRIDAY EVENT SCHEDULE

Day 1

2:00pm	Pole Vault (W) Long Jump (M) Javelin (M) **Shot Put (W)
2:30pm	1500m Run Trials (W) if needed
2:45pm	1500m Run Trials (M) if needed
3:00pm	100m Hurdles (W)
3:15pm	110m Hurdles (M)
3:30pm	400m Dash Trials (W)
3:40pm	400m Dash Trials (M)
3:50pm	100m Dash Trials (W)
4:00pm	100m Dash Trials (M)
4:10pm	800m Run Trials (W)
4:25pm	800m Run Trials (M)
4:30pm	Javelin (W) Long Jump (W) High Jump (M) **Shot Put (M)
4:40pm	400m Hurdle Trials (W)
4:55pm	400m Hurdle Trials (M)
5:10pm	200m Dash Trials (W)
5:20pm	200m Dash Trials (M)
5:40pm	3000m SC Finals (W)
6:00pm	3000m SC Finals (M)
6:20pm	10,000m Run (W)
7:10pm	10,000m Run (M)

SATURDAY EVENT SCHEDULE

Day 2

10:30am	Hammer (W) Triple Jump (M) Pole Vault (M) High Jump (W) **Discus (M)
12:00pm	400m Relay (W)
12:05pm	400m Relay (M)
12:10pm	1500m Run (W)
12:20pm	1500m Run (M)
12:35pm	100m Hurdles(W)
12:40pm	110m Hurdles(M)
1:00pm	Triple Jump (W) Hammer (M) **Discus (W)
12:50pm	400m Dash (W)
12:55pm	400m Dash (M)
1:00pm	100m Dash (W)
1:05pm	100m Dash (M)
1:10pm	800m Run (W)
1:20pm	800m Run (M)
1:30pm	400m Hurdles (W)
1:40pm	400m Hurdles (M)
1:50pm	200m Dash (W)
1:55pm	200m Dash (M)
2:05pm	5000m Run (W)
2:35pm	5000m Run (M)
2:55pm	1600m Relay (W)
3:00pm	1600m Relay (M)
3:30pm	Awards Ceremony

** Change for 2008 only, due to facility use conflicts