2018-2019
Track & Field Coaches Manual
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INDOOR IMPORTANT DATES

**Indoor Track and Field**

**IMMEDIATELY:** TFRRS is open to start entering team rosters ([www.tfrrs.org](http://www.tfrrs.org)). It is recommended that coaches set up rosters as soon as possible.

**PRIOR TO ENTERING FIRST MEET:** TEAM ROSTER MUST BE SUBMITTED TO TFRRS. All eligible athletes must be on your TFRRS roster with a TFRRS ID before you enter your first competition.

**AFTER EVERY MEET:** Meet directors are required to upload complete meet results to TFRRS by midnight (Central) the day following the conclusion of the meet.

- **Dec. 20** NAIA-Track & Field Coaches Association Business Meeting; San Antonio, Texas
- **January 2** INITIAL POP SUBMISSION DEADLINE to submit marks for 1) “non-traditional” multi events and 2) hand-timed race walk-only event marks attained during the current 24-week season of competition. After this date, a 5-day submission deadline is in effect for the remainder of the season for these events only.
- **February 18** FINAL DEADLINE for meet directors to upload results, and for coaches to submit non-traditional multi/hand-timed race walk performances by NOON (CST)
  - POSTING of final indoor performance list by 1:00pm (CST)
  - ONLINE DECLARATION of multi-event entries for indoor national championships 1:00 to 5:00pm (CST)
  - POSTING of final multi-event qualifiers by 5:30pm (CST)
- **February 19** ONLINE DECLARATION OPENS for individual and relay event entries at 8:00am (CST)
- **February 21** ONLINE DECLARATION CLOSES for individual and relay event entries at 5:00pm (CST)
  - RECEIPT DEADLINE for Champions of Character Individual Award nominations
- **February 22** POSTING of final event entries and institution rosters by 10:00am (CST)
  - CORRECTIONS to rosters must be entered online by 5:00pm (CST)
- **February 28** TEAM CHECK-IN Indoor National Championship
- **Feb. 28-March 2** INDOOR TRACK AND FIELD NATIONAL CHAMPIONSHIPS – Brookings, South Dakota
- **March 3** RELEASE of Men’s and Women's Indoor Track and Field Coaches of the Year, Outstanding Performers and Most Valuable Performers
- **June 30** RECEIPT DEADLINE for scholar team nomination forms (indoor and outdoor)

**Five-Year Championship Calendar**

<table>
<thead>
<tr>
<th>Year</th>
<th>Indoor</th>
<th>Outdoor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>February 28-March 2</td>
<td>May 23-25</td>
<td>Brookings, SD</td>
</tr>
<tr>
<td></td>
<td>May 25-27</td>
<td>Gulf Shores, AL</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>March 5-7</td>
<td>May 21-23</td>
<td>Site TBA</td>
</tr>
<tr>
<td></td>
<td>March 26-28</td>
<td>Site TBA</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>March 4-6</td>
<td>May 27-29</td>
<td>Brookings, SD</td>
</tr>
<tr>
<td></td>
<td>May 27-29</td>
<td>Site TBA</td>
<td></td>
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<tr>
<td>2022</td>
<td>March 3-5</td>
<td>May 26-28</td>
<td>Site TBA</td>
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<tr>
<td></td>
<td>May 26-28</td>
<td>Site TBA</td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td>March 2-4</td>
<td>May 25-27</td>
<td>Site TBA</td>
</tr>
</tbody>
</table>
OUTDOOR IMPORTANT DATES

Outdoor Track and Field

IMMEDIATELY: TFRRS is open to start entering team rosters (www.tfrrs.org). It is recommended that coaches set up rosters as soon as possible.

PRIOR TO ENTERING FIRST MEET: TEAM ROSTER MUST BE SUBMITTED TO TFRRS. All eligible athletes must be on your TFRRS roster with a TFRRS ID before you enter your first competition.

AFTER EVERY MEET: Meet directors are required to upload complete meet results to TFRRS by midnight (Central) the day following the conclusion of the meet.

Dec. 20  NAIA-Track & Field Coaches Association Business Meeting; San Antonio, Texas
Feb. 4-8  INITIAL POP SUBMISSION WINDOW OPENS to submit marathon marks (and hand-timed race walk-only marks for teams that do not sponsor indoor) attained during the current 24-week season of competition. After this date, submission 5-day submission deadline is in effect for the remainder of the season.
March 3  Official start of Outdoor Track and Field season for institutions sponsoring indoor track and field
April 15  RECEIPT DEADLINE for track and field Daktronics-NAIA Scholar-Athlete nominations
May 13  FINAL DEADLINE for meet directors to upload results, and for coaches to submit hand-timed race walk performances and marathon qualifying marks by NOON (CST)
       POSTING of final outdoor performance list by 1:00pm (CST)
       ONLINE DECLARATION of multi-event entries for outdoor national championships 1:00 to 5:00pm (CST)
       POSTING of final multi-event qualifiers by 5:30pm (CST)
May 14  ONLINE DECLARATION OPENS for individual and relay event entries at 8:00am (CST)
May 16  ONLINE DECLARATION CLOSES for individual and relay event entries at 5:00pm (CST)
       RECEIPT DEADLINE for Champions of Character Individual Award nominations
May 17  POSTING of final event entries and institution rosters by 10:00am (CST)
       CORRECTIONS to rosters must be entered online by 5:00pm (CST)
May 22  TEAM CHECK-IN Outdoor National Championships – Gulf Shores, AL
May 23-25  OUTDOOR TRACK AND FIELD NATIONAL CHAMPIONSHIPS – Mickey Miller Blackwell Stadium, Gulf Shores, AL
May 25  RELEASE of Track and Field Daktronics-NAIA Scholar-Athlete Award Recipients
       RELEASE of Men's and Women's Outdoor Track and Field Coaches of the Year, Outstanding Performers and Most Valuable Performers
June 30  RECEIPT DEADLINE for scholar team nomination forms (indoor and outdoor)
RULES AND REGULATIONS

RULEBOOK

Track and field rules as specified in the NCAA Men's and Women's Track and Field/Cross Country Rule Book shall be followed. The rulebook can be downloaded from http://www.ncaapublications.com/

Exception

By vote of the TFCA and CAA approval, effective fall 2007 NAIA track and field adopted the following honest participation rule in lieu of the Failure to Participate Rule which was adopted by the NCAA in 2006-07 (Rule 4-2-2):

1. Athletes must participate honestly in all trials and finals of all track or field events in which they legally are declared or they shall be barred from all remaining events in the current meet. Athletes must compete with maximum effort and/or qualify from trials into the finals.

2. Athletes must participate honestly in the finals of all events in which they are legally declared and qualified, and in which such participation is criteria for entry in a subsequent meet.

Note 1: It is understood that passing on trials in field events is a strategy available in those events and is not considered a question of honest effort, provided at least one trial has been made.

Note 2: Failure to complete a combined event competition shall not affect subsequent participation in an open event.

NAIA modifications to NCAA rules may be implemented by the appropriate Games Committee with input from NAIA-TFCA.

*NAIA Games Committee Members shall serve as the Jury of Appeals at the Indoor and Outdoor National Championships

POSTSEASON COMPETITION

QUALIFYING PROCEDURES

General – Indoor and Outdoor

1. Standards. Individuals must meet or exceed the qualifying standards (“A" or “B") as set by the Standards Committee of the NAIA-TFCA (see Appendix B). Field event standards are set in metric. Imperial distances must be the minimum needed to reach the metric mark. Submission of invalid marks may lead to disqualification of the entire team.

2. Right-of-Membership Entries for “B" Standard Marks. Three right-of-membership entries may be used for men and three for women. Refer to Postseason Competition Section II for right-of-membership entry procedures.

3. Marks must be performed in a scheduled collegiate or open track and field meet. Practice marks or relay splits may not be used. A meet is defined as two or more collegiate teams competing in six or more events per gender. The exceptions are field meets, multi-event meets, marathons and race walk events (contested on the track).

Indoor-Specific Procedures

1. Qualifying marks for the indoor national championships can be established anytime during the institution's indoor track and field season, but prior to the entry deadline.

2. Marks may be set in an indoor or outdoor facility.

3. Hand times are not accepted in events of 200 meters or less.

4. Multi-events:
   a. The top 16 marks for men and women will qualify for the indoor championships.
   b. Practice marks or combined marks from more than one heptathlon/pentathlon cannot be used.
   c. Pentathlon marks cannot be used to qualify for the heptathlon.
   d. The 55 meter hurdles/dash may be used instead of the 60 meter hurdles/dash.
   e. Marks for the pentathlon and heptathlon events must be set in a single competition in which participants from two or more institutions compete in and finish the event.

EXCEPTION: For the pentathlon, an athlete that completes the five events in one day during a meet, even if it is not an official pentathlon, can use those marks to qualify. For the heptathlon, an athlete that completes the seven events in two days during a meet, even if it is not an official heptathlon, can use
those marks to qualify. However, the athlete must use the first three throws in the shot put, the first three jumps in the long jump and the first dash/hurdle race.

**Outdoor-Specific Procedures**

1. Qualifying marks for the outdoor national championships can be established anytime during the institution’s outdoor track and field season, but prior to the entry deadline. **Please note the outdoor track and field season begins the day after the conclusion of the indoor championships except for programs that do not sponsor indoor track and field.**

2. Road race times are not allowed as entries into the 5,000 meter or 10,000 meter events.

3. Marks for the heptathlon and decathlon events must be set in a single competition where participants from two or more institutions compete in and finish the event.

4. Hand times are not accepted in events of 200 meters or less.

5. Qualifying for the marathon:
   a. Like all other track and field events, the athlete must be certified as eligible to participate in Outdoor Track and Field at the NAIA institution he/she is representing in accordance with NAIA eligibility rules, prior to the qualifying race.
   b. The qualifying race counts as one of the 10 contests (or 12 if indoor track and field is not sponsored) for the individual athlete, as allowed in the frequency of play and scheduling rules. A marathon qualifying race does not count against team contest limitations.
   c. Marks for the marathon or half-marathon may be from races run anytime during the current Outdoor Track and Field 24-week playing season. Application of the 24-Week Playing Season rule (found in the NAIA Association Bylaws Article 1, Section E.) is as follows:
      1. Any week in which marathon training meets the definition of practice as outlined in the NAIA Association Bylaws will count as one of the 24 weeks allowed for the Outdoor Track and Field team.
      2. The week in which an athlete competes in a marathon or half-marathon race will count as one of the 24 weeks allowed for the Outdoor Track and Field team.
   d. Proof of Performance for marathon qualification must be submitted within 5 days of the date the mark was attained.

6. The NAIA uses USATF Competition Rules to govern the marathon.

**RACE WALK PROCEDURES**

The NAIA uses USATF Competition Rules to govern the race walk. (The race walk is not covered in the NCAA Rulebook which governs the remainder of the competition in track and field). For the purpose of posting a qualifying mark in the race walk, the following points of emphasis or exceptions to the rules covered in the USATF Competition Rules will be applied:

1. A minimum of three judges, currently certified as race walk judges by USATF or by another IAAF member federation, must be present to judge a qualifying race. The USATF recommends that there should be five judges for races on a track. Rule 232-3c. At the national championship there should be five judges (including the Chief Judge).
2. Men and women may compete simultaneously together in the same qualifying race.
3. Only marks from race walks conducted on a track are allowed. Road race marks are not to be used.
4. Multiple race walk distances may be contested simultaneously, however, each competitor must declare on the entry form which distance is being entered. (One race may have men and women competing the 3K, 5K, 10K etc. at the same time.) Rule 232-3b. Times for other distances (but not places) are valid only if the competitor finishes the distance declared on the entry form. (Example – the competitor enters a race in which a 3K and 5K being conducted at the same time. The athlete declares the 5K, posts a 3K time and finishes the 5K. The 3K mark may be used as a qualifying mark regardless of whether or not the 5K mark meets the qualifying standard).
5. Only one qualifying mark may be posted per competitor per race. (Example – a competitor enters a race in which the 3k and 5k are being simultaneously contested. The competitor meets the qualifying standard at both distances. Only one of the marks may be submitted as a qualifying mark).
6. For the purpose of qualifying for the NAIA championship, the race walk distance being contested must be an official event listed in the meet schedule and clearly posted in the results. (Example – the 5K race walk is listed in the meet schedule. 3K split times are collected and posted in the results. The 3k split times are not valid as qualifying marks because the 3K was not an official event).
ALTITUDE AND TRACK SIZE ADJUSTMENTS
For qualification procedures, the most current USTFCCCA conversions for altitude and track size adjustments will be used.

RIGHT-OF-MEMBERSHIP ENTRIES
The "A" standard is the automatic qualifying mark for entry into the NAIA National Championship meets. The "B" standard requires a coach to use a right-of-membership entry to gain access to the NAIA National Championship meets.

1. No more than three right-of-membership entries for women and three for men may be used.
2. Right-of-membership entries for individual events can be utilized only if the student-athlete attained a "B" standard for the event during the current season. "B" standards are set by the standards committee of the NAIA Track and Field Coaches Association.
3. One of the three right-of-membership entries per gender may be used to enter one relay team for that gender. The relay must meet the "B" standard for the event in the current season.
4. The final performance lists are available by 1:00 p.m. CST on the Monday following the deadline to submit qualifying marks. The Top 16 marks for both individual events and relays that meet the "B" or "A" standards on the final performance list will automatically qualify for the respective championship; no right-of-membership entry is required.

ENTRY PROCEDURES & FEES
Submission of Performance/Entry Marks – Electronic Meet Results
All performances to be used for qualification for the indoor and outdoor national championships must be submitted using the TFRRS submission process in accordance with the procedures outlined in the Reporting Rosters and Results Section of this manual.

A real-time list of ALL NAIA accepted qualified entries will be available in the performance list section of the TFRRS website at www.TFRRS.org.

A real-time list of YOUR TEAM'S QUALIFIERS will be available in your DirectAthletics and/or TFRRS Account by logging in and going to the POP tab, then "Current Qualifiers".

Maximum Entries Per Event
Institutions may enter as many athletes into an event as there are places to score.

Multi-Event Field
For the multi-events (Indoor – women’s pentathlon/men’s heptathlon; Outdoor – women’s heptathlon/men’s decathlon), the field is limited to the top 16 declared athletes.

Entry Fees
The entry fee for each track and field national championship is $100 per team plus $10 per athlete on the final declared roster, regardless of the number of events. Men and women are considered separate teams. The maximum any one institution pays in entry fees is capped at $400 (combined cost for both men's and women's teams).

Fees are paid at the coaches check-in on site at the respective championship events.
ONLINE DECLARATION PROCEDURES

Prior to the indoor and outdoor national championships, coaches are required to DECLARE every qualified relay and every qualified individual entry that will compete in the championship meet during the designated time period. Coaches must DECLARE multi-event athletes during the designated time period. The top 16 DECLARED multi-event athletes will be accepted into the national championships. Final declarations are processed online using DirectAthletics (www.directathletics.com) in accordance with the directions and timeline below.

There is a maximum of three right-of-membership entries per men’s team and three per women’s team for individual events. For each gender, one right-of-membership entry may be used to enter a relay event.

ALL ATHLETES WHO ARE NOT DECLARED BY THE CLOSE OF THE DECLARATION PERIOD WILL BE SCRATCHED FROM THE MEET.

1. During the Online Declaration window specified below, log into your DirectAthletics account, under "Upcoming Meets", you will see NAIA National Championships Declaration. You may also click SCHEDULE at the top of your screen to see a full list of meets available for registration. Click the green "Register" button that appears next to the meet.

2. All qualified athletes will appear in the Athlete dropdown on the entry screen. Relays will appear in the Relay dropdown.

3. Select an athlete or relay from the dropdown. For each athlete, you will be presented with only eligible events along with the raw qualifying time/mark. Check the box next to the events you want to enter and click Update.

   NOTE: The online declaration page is designed to display only verifiable/accepted qualifying performances already on the NAIA Performance List hosted on DirectAthletics. All appropriate conversions will automatically be applied for seeding purposes.

4. You will see a running tally of your declarations on the right side of your screen. When you are finished with your entries click the Finish button.

5. After clicking the Finish button, you will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation. Coaches are encouraged to print and review final declarations before the deadline to ensure no intended participants are omitted. No entries will be added after the declaration deadline has passed.

6. You may edit your existing declarations at anytime up until the declaration deadline (see below).

DECLARATION TIMELINE (ALL TIMES CENTRAL)

**MONDAY**

**Noon**  Receipt Deadline for meet directors to submit results through TFRRS

**1:00 p.m.**  Final Performance List posted

**1:00-5:00 p.m.**  Online declaration period for multi-events

**5:30 p.m.**  Multi-event Top 16 entered will be posted on NAIA website

**TUESDAY**

**8:00 a.m.**  Online Declaration period starts (individual and relay events)

**THURSDAY**

**5:00 p.m.**  Online Declaration period ends (individual and relay events)

**FRIDAY**

**10:00 a.m.**  Final entries and team rosters posted on the NAIA website for ALL events

**5:00 p.m.**  Deadline for corrections to rosters and entries
MEET ENTRY APPEALS PROCESS

The meet entry process for athletes is based on the guidelines set forth in this manual. Performances not submitted in accordance with the above stated procedures will not be accepted as entry into the national championships.

If there is misapplication of NAIA policy and procedures regarding championship qualification, a coach may appeal to the Track and Field Jury of Appeals (comprised of the respective games committee for the indoor and outdoor track and field championships). To file an appeal, the coach must provide a written request to the NAIA track and field administrator, who will then forward it to the Jury for review and ruling. The Jury's ruling will be communicated to the appealing coach through the track and field administrator.

If the Track and Field Jury of Appeals denies an appeal, an institution may then appeal to the national office of the NAIA.

Criteria for filing an appeal for entry into the national meet

1. A written appeal citing the specific NAIA policies and/or procedures that have been misapplied must be submitted to the NAIA National Office, Department of Championships by noon on Monday following the posting of Team Rosters/Final Event Entries.
2. Once an appeal has been submitted a response will be provided within 24 hours from receipt of appeal.

Appeals must be submitted and signed by the Athletics Director and President of the institution.

NATIONAL CHAMPIONSHIP PROTESTS, APPEALS & DISQUALIFICATION

Protest/Challenge of Marks

Protests are to be submitted to the Games Committee by the close of registration for the indoor and outdoor national championships. A fee of $50.00 per protest/challenge shall be charged.

Appeal Procedure – During the National Championships

Appeal forms are available in coaches’ packets and must be submitted to the designated protest table for processing within 30 minutes after the results are official. A $50.00 fee for any appeal shall be charged. If the appeal is won, the fee will be returned to the coach who made the appeal.

Review of Photographs

A $10.00 fee shall be charged for a request for the reader/referee to review a photo-finish picture. A fee of $25.00 will be charged for a coach to review the photo.

Disqualification

The Games Committee, after consultation with the NAIA Track and Field Sport Manager, has the authority to remove any athlete and/or coach from national competition or may recommend to the appropriate council any or all of the following:

1. A reprimand (public or private).
2. Disqualification from future participation in championships.
3. Banning from participation in subsequent championship qualification, a student-athlete or a representative of an institution who is guilty of misconduct occurring at any time preceding or subsequent to the competition during the official dates of the championships.

"Misconduct" shall mean any act of dishonesty, unsportsmanlike conduct in practice or competition, or breach of policy which tends to discredit the championship and intercollegiate athletics that may be found upon an informal hearing granted the student-athlete or institutional representative involved.

Any action hereunder may be reviewed by the governing sports committee upon request of any institution participating in the championship. The Games Committee Chair will review and explain the policy at the championship meeting with all of the coaches.

The NAIA will not consider a protest regarding the eligibility of a student-athlete within 15 calendar days prior to the beginning of postseason competition. The protest shall be investigated following the event.
ADDITIONAL NATIONAL CHAMPIONSHIP INFORMATION

Management

NAIA meets are intended to provide national championship competition among the best eligible student-athletes and teams at the conclusion of the respective sport season.

The Games Committee shall be selected by the membership at the annual meeting of the NAIA-Track and Field Coaches Association.

Practice

Participants will be allowed to practice on the host track before the competition begins. Practice times will be specified in the coaches’ championship qualifier packet.

Publicity and Program Material

It shall be the duty of each institution entering participants to see that complete information is sent to the host sports information director or designated media coordinator by the posted deadline.

Athletic Training

Athletic training facilities and athletic trainers will be made available to the competing teams by the host.

Uniforms

In all competition, competitors must wear the proper uniform of the institution they represent in the championships. All uniforms must allow competitors’ numbers to be placed above the waist (front and back). All applicable rules as printed in the NCAA Track and Field Rule Book shall be followed. Failure to comply with this regulation may jeopardize the student-athletes’ eligibility.

Admission

The head coach and designated official party shall be admitted to the championships upon presenting a coaching credential received at the time of registration. Competitors shall be admitted to the event by showing their running numbers or participant credential, if applicable. All members of coaches associations and standing committees shall be admitted to the championships upon presentation of their NAIA membership card.

TRAVEL

HOUSING

The host institution or community shall be responsible for advising participating institutions of available housing accommodations at the site of the championships. Each competing institution is obligated to make its own reservations. Lists of approved housing will be distributed with the national championship entry material. Participating institutions MUST stay at an NAIA-approved property in order to be eligible to compete at the championships and MUST stay at said property for the duration of the event.

TRANSPORTATION

The Official Travel Bureau of the NAIA is Short’s Travel Management. Please visit http://www.shorts.travel.com/NAIAchamps to upload team rosters and contact information, then call Short’s Travel at 844-619-7044 to book your travel arrangements. Short’s Travel has contacts with Charter air travel as well as charter buses for ground travel. Short’s Travel Management can also be used for regular season travel planning.

National Car Rental

National Car Rental/Enterprise Rent-a-Car is offering special rates for the NAIA National Championship. Teams will be able to access these special rates by providing the special NAIA contract ID #: XZ05146.

Master’s transportation

Master’s Transportation is the official provider of all shuttles/buses for your sales, lease and rental needs. Please contact Matthew Winston at (816) 651-7121 or Matthew@MastersTransportation.com for more information.

All travel expenses incurred to attend the men’s and women’s cross country championships shall be the financial responsibility of the institution.
DRUG TESTING

Drug testing may be done at any randomly selected NAIA National Championship competition for performance enhancing drugs. In accordance with the guidelines set forth by the National Drug Testing and Education Committee, the National Office will select which championships will incorporate drug testing each year. Student-athletes may be tested before, during and/or after NAIA National Championships.

For more information regarding championship drug testing, the National Administrative Council Drug Testing Policy Manual, the safety of supplements and over-the-counter medications and resources to increase awareness on your campus, please visit – www.naia.org/wellness.

DRUG TESTING CONSENT FORM

Each academic year all eligible NAIA student-athletes must sign a Drug Testing Consent Form in which he or she consents to be tested for the use of drugs prohibited by the NAIA Banned Substance List to participate in any NAIA National Championship competitions. This consent form shall be administered by the institution.

To ensure all student-athletes participating in NAIA National Championship competitions have signed a consent form and such form is on record with the institution, a representative of each institution participating in any NAIA National Championship competition must sign an Official Certification of Student-Athlete Consent Form at check-in. An institution has not completely checked in at a NAIA National Championship until this form is signed and submitted along with a copy of the institution's official postseason roster.

It is recommended that before the season begins that an institution has all student-athletes complete the form to minimize the possibility of issues occurring when the postseason roster is submitted at a NAIA National Championship.

MEDICAL EXEMPTION FORM

The NAIA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NAIA allows exemptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exemptions may be granted for substances included in the following classes of banned drugs – Stimulants, anabolic agents, beta blockers, diuretics, peptide hormones, anti-estrogens, and beta-2 agonists.

Medical Exemption Form
NAIA Policy Handbook Information

The NAIA POLICY HANDBOOK can be found at www.naia.org. Please refer directly to the NAIA policy handbook for the following:

**Competition:**
A. Declaration of Intent to Participate – Bylaws, Article I, Section L
B. Frequency of Play and Scheduling – Bylaws, Article I, Section F
C. Criteria for Countable Contests – National Administrative Council, Article XXV, Section A, Item 12
D. Reporting Results – National Administrative Council, Article XXV, Section A
E. Forfeits – National Administrative Council, Article XI
F. Conduct in Competition Guidelines – National Administrative Council, Article IV
G. Ejection Policy – Bylaws, Article VI Section B Item 7
H. Drug Testing and Reinstatement Procedures – Bylaws, Article VIII

**Eligibility:**
A. Definitions for Eligibility – Bylaws, Article V, Section B
B. Eligibility Requirements – Bylaws, Article V, Section C
C. Transfer Rules – Bylaws, Article V, Sections F-H
D. Amateur Rules and Reinstatement – Bylaws, Article VII

**Recruiting & Financial Aid:**
A. Recruitment – Bylaws, Article II, Section D
B. Campus Visitations and Tryouts of Prospective Students – Bylaws, Article II, Section C
C. Financial Assistance – Bylaws, Article II, Section B
D. Financial Aid Limits – Council of Presidents, Article XII

**Sunday Play Policy**

As a matter of policy, NAIA national qualifying and national championship competition will not be scheduled on Sunday. See NAIA Policy Handbook, National Administrative Council, Article XXIII for additional information.
REPORTING ROSTERS AND RESULTS

The NAIA compiles and releases top performances throughout the indoor and outdoor track and field season. Effective in 2010-11 and beyond, the list is compiled using results reported electronically to the Track and Field Results Reporting System (TFRRS) of the U.S. Track and Field and Cross Country Coaches Association (USTFCCCA) through the online provider, DirectAthletics.

TEAM ROSTER FORMS

All track and field programs are required to register and maintain their official team roster with TFRRS prior to the team’s first competition. The team roster can be amended to include additional student-athletes after it has been submitted, but it is imperative that any new student-athletes are added on the TFRRS Team Roster Form before they are entered in their first competition.

To set up and maintain your roster, go to www.TFRRS.org and use your DirectAthletics user name and password to log in.

Any marks attained by a student-athlete prior to being registered on the TFRRS Team Roster Form WILL NOT be included on the TFRRS performance list and will not be used for qualification for the national championships.

Each student-athlete is assigned a unique TFRRS tracking ID that identifies the student-athlete throughout his or her collegiate career. This ID will not change from season to season; however, institutions are required to register their rosters each season. Access to and instructions for roster submission can be found at www.TFRRS.org.

MEET DIRECTOR REPORTING RESPONSIBILITIES

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading track and field results are available for meet hosts, meet directors, and timers at www.TFRRS.org (select the link for Meet Director/Timer Information). Meet hosts should note the following:

- Meet hosts may use their method of choice to manage meet entries. It is NOT required to use DirectAthletics for meet entries.
- It is the responsibility of the meet directors/timers to collect valid TFRRS IDs from their entering teams, regardless of the meet entry method.
- For the purpose of running a meet, any meet director/timer can download the rosters of TFRRS teams (with valid single-meet TFRRS IDs) at no cost to the meet director/timer.
- Institutions registered with TFRRS can print out or download their TFRRS rosters (with IDs) to facilitate the entry process.

For problems using the TFRRS system, please contact DirectAthletics via email at support@directathletics.com or by phone at (617) 879-1797.

It is the responsibility of the meet HOST to electronically submit meet results to TFRRS by midnight Central time, no later than one day after the completion of a competition. Marks submitted more than 5 days after the conclusion of the meet cannot be added to the performance list nor can they be used for entry into the NAIA National Championships.

ONLINE PERFORMANCE LIST

Only the official, electronically-reported meet results as submitted by meet hosts to TFRRS are accepted as proof of performance for NAIA track and field times and marks. The former POP submission process is eliminated except for “non-traditional” multi-events for indoor, marathon qualifying events for outdoor and race walk-only events that do not have electronic results.

Coaches are no longer required to submit verification of qualifying performances. Season-best descending order lists, by event, will be available on a real-time basis at www.TFRRS.org.

Marks submitted to the performance list via TFRRS along with the exceptions specified above, serve as the entry submission for the indoor and outdoor track and field national championships.

Results will be accepted only for student-athletes on the institution’s TFRRS roster form.
EXCEPTIONS: Marks for a “non-traditional” indoor pentathlon/heptathlon, race walk-only meets that do not use upload-able electronic results, and marathon qualifying events can be submitted to the NAIA Performance List without using the TFRRS reporting system.

1. “Non-traditional” indoor pentathlon/heptathlon: Submit Appendix C along with meet results to Hannah Harmon, the performance list administrator within 5 days of the conclusion of the meet in which the mark was achieved.

   To be included on the performance list, non-traditional multi-event marks must meet minimum standards in Appendix B.

2. Race walk-only or marathon events that do not have upload-able electronic results: Coaches can submit qualifying performances for approval at any time within 5 days of the date the mark was attained by following these steps:
   
   (a) Log into your DirectAthletics account
   (b) click on ”TEAM”
   (c) click on ”Add Performances”.
   (d) Select the type of track (indoor or outdoor) and the event type (race walk, marathon or half marathon) and click Submit.
   (e) Fill out the form with the athlete, event, venue, time/mark**, date of performance, and meet name.
   (f) When you are satisfied with the form, click ”Submit”. **Always enter the RAW time.
   (g) Repeat steps 1-2 to add additional performances.

   All performances submitted by coaches will have a “Pending” status and will not appear on the NAIA list until approved by the NAIA list administrator. You will receive an email confirmation each time a submitted performance is approved. Keep this email for your records. Approved performances will automatically appear on the NAIA performance list.

   Performances that are submitted but not approved ("Pending") can be viewed by logging into your DirectAthletics account and going to the POP tab, the ”Pending Submissions”.

   The submission of incorrect performances (false marks) may result in the disqualification of the student-athlete.

   NO LATE ENTRIES OR PERFORMANCE UPDATES WILL BE ACCEPTED.

   The indoor performance list is available starting no later than December 1. For teams that sponsor indoor, marks attained during the indoor season will be posted only on the indoor performance list, regardless of the venue (except marathon marks for the outdoor championships— see next paragraph).

   The outdoor performance list is available starting February 1. Any outdoor qualifying performances attained during the current 24-week season but prior to February 1 (for the marathon and for teams that do not sponsor indoor) must be submitted by February 3.

**NOTIFICATION OF MISSING RESULTS**

It is the coaches’ responsibility to review the TFRRS website to confirm results from the events in which their athletes compete are posted by the deadline.

In the event that meet results are not submitted by meet management before the deadline, participating NAIA institutions must notify the meet host AND the NAIA Sport Manager within 5 days of the completion of the meet and no later than noon (Central time) February 22 for indoor, and noon (Central time) May 17 for outdoor.

If the meet director is unresponsive, then the NAIA Sport Manager will investigate further and contact the meet host as necessary.
AWARDS

ALL-AMERICA

All-America status is awarded to the scoring finishers at the indoor and outdoor national championships.

DAKTRONICS-NAIA SCHOLAR-ATHLETE

Criteria:
- Nominee is junior or above in academic standing.
- Nominee has been in attendance at the nominating institution two full academic years as a non-transfer student or a minimum of one full academic year as a transfer student.
- Nominee has a minimum grade point average of 3.50 (on a 4.0 scale) at the time of the nomination deadline (for transfer students the GPA is only at current NAIA institution).
- Nominee has been certified as eligible and is listed on the eligibility certificate submitted to conference eligibility chair.
- Nomination form is complete and submitted through SIDHelp.
- All the above information is to be received by May 1 to be eligible for national press release/website, certificate and honors database. All criteria must be met by this date.
- NOTE: There are no statistical/playing requirements needed to receive this award.

Daktronics-NAIA Scholar-Athlete nominations will continue to be filled out via the SIDHelp admin website at www.naiasports.org/admin. You must have an account in order to fill out nomination forms as the forms are no longer available through coaches’ manuals. SIDHelp is the only way to nominate student-athletes as a Daktronics-NAIA Scholar-Athlete. If you don’t have an account, please sign up and create your own. Your access will be granted (usually) within 24 hours.

Nominations will be processed entirely electronically. In order to complete a nomination, the student-athlete must have approved and signed a release of their cumulative grade point average for nominating purposes. If you or your sports information office does not have a signed release form from the nominated student-athlete on file, a blank document (PDF) will be available for download. This release form does not need to be turned into the NAIA National Office. You are asked to retain it for your institutional records. The administrator nominating the student-athlete will sign electronically.

To be eligible for listing on website, honors database or receive a certificate, forms MUST BE SUBMITTED BY May 1 LATE nominations will be accepted through June 30th of each year, but will not be listed on the website, honors database or receive a certificate.

NOMINATIONS MUST BE COMPLETED ELECTRONICALLY FOR CONSIDERATION. PAPER COPIES ARE NOT TO BE SENT TO THE NAIA NATIONAL OFFICE VIA EMAIL, POSTAL MAIL OR FAX. (THIS IS A CHANGE FROM LAST YEAR)

SCHOLAR TEAM

In recognition of academic achievement, the NAIA names a Scholar Team for all sports in which Scholar-Athletes are recognized. Based on a 3.0 season GPA on a 4.0 scale, all members of the team who appear on the eligibility certificate will be included in the GPA compilation.

Online nomination form must be submitted by the institution’s registrar only. NAIA Scholar Team Award Form

COACH OF THE YEAR

The NAIA-Track and Field Coaches Association recognizes conference/independent and national track and field coaches of the year for men and women for both the indoor and outdoor seasons. Coaches vote in their respective conferences and the A.I.I. prior to each national championship. Indoor honorees are then recognized at the indoor coaches meeting and outdoor honorees are recognized at the awards luncheon during the outdoor championships.
National Coach of the Year ballots are distributed at the national championship meets and must be returned to the Games Committee one hour prior to the conclusion of each championship. National Coach of the Year awards are presented during closing ceremonies at each championship.

**NATIONAL CHAMPIONSHIP MEET AWARDS**

The NAIA maintains a standardized awards program for the national championship events. National championship certificates are provided to all participating student-athletes. The top eight finishers in individual events and the members of the top eight relay teams at the indoor and outdoor national championships are awarded individual plaques. The top four teams are awarded trophies at the conclusion of each championship. The national championship teams for men and women receive the traditional NAIA championship banner.

At both the indoor and outdoor national championships, a Most Outstanding Performance and a Most Valuable Performer are selected for each gender by the Games Committee and select media. Each winner receives a trophy.

**ORDERING AWARDS**

Conference/independent/unaffiliated awards are ordered by the Conference/Independent Commissioner or unaffiliated representative and are the financial responsibility of the conference/independent/unaffiliated group or postseason host institution.

Official NAIA awards MUST be ordered from:
Collegiate Awards, 18081 E. Trafficway St., Springfield, MO 65802
Contact: Matt Miller, mattm@collegiateawards.com, 417-873-9280
NAIA National Office Staff Awards Liaison – Kelli Briscoe – kbriscoe@naia.org
COACHES ASSOCIATION

NAIA-TRACK AND FIELD COACHES ASSOCIATION

The NAIA-Track and Field Coaches Association (NAIA-TFCA) is an organization of collegiate track and field coaches at NAIA institutions. The NAIA-TFCA meets twice a year, conducting its business meetings in conjunction with the NAIA Indoor and Outdoor Track and Field National Championships.

The NAIA-TFCA elects officers (president, first vice president, second vice president, and secretary) who serve two-year terms and provide the leadership for the Association. The NAIA-TFCA is charged with carrying out programs beneficial to the sports of indoor and outdoor track and field and the member coaches of the sport.

PAST PRESIDENTS

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Institution</th>
<th>Year</th>
<th>Name</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1959-61</td>
<td>Bud Myers</td>
<td>Mankato State MN</td>
<td>1986-88</td>
<td>John Knight</td>
<td>Concordia NE</td>
</tr>
<tr>
<td>1961-62</td>
<td>Alex Francis</td>
<td>Fort Hays State KS</td>
<td>1988-90</td>
<td>Diane Van Arsdale-Phillip</td>
<td>Hillsdale MI</td>
</tr>
<tr>
<td>1962-64</td>
<td>Dick Abbot</td>
<td>Western Illinois</td>
<td>1990-92</td>
<td>Randy Heath</td>
<td>Oklahoma Christian</td>
</tr>
<tr>
<td>1964-65</td>
<td>Eldon Fix</td>
<td>Lewis &amp; Clark OR</td>
<td>1992-94</td>
<td>Terry Franson</td>
<td>Azusa Pacific CA</td>
</tr>
<tr>
<td>1965-67</td>
<td>Stan Wright</td>
<td>Texas Southern</td>
<td>1994-96</td>
<td>Jim Helmer</td>
<td>Southwestern KS</td>
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<tr>
<td>1970-72</td>
<td>Phil Delaven</td>
<td>Emporia State KS</td>
<td>1998-00</td>
<td>Jack Hazen</td>
<td>Malone OH</td>
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<tr>
<td>1972-74</td>
<td>Roger Huffman</td>
<td>Dickinson St. ND</td>
<td>2000-02</td>
<td>John Spatz</td>
<td>Eastern Oregon</td>
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<tr>
<td>1974-76</td>
<td>Hoover Huffman</td>
<td>Prairie View TX</td>
<td>2002-04</td>
<td>Jim McMahon</td>
<td>Midland Lutheran, NE</td>
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<tr>
<td>1976-78</td>
<td>George Glass</td>
<td>Taylor IN</td>
<td>2004-06</td>
<td>Tim Bauer</td>
<td>Siena Heights, MI</td>
</tr>
<tr>
<td>1978-80</td>
<td>Ted Lloyd</td>
<td>Harding AR</td>
<td>2006-08</td>
<td>Kevin Reid</td>
<td>Azusa Pacific, CA</td>
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<tr>
<td>1980-82</td>
<td>Joe Vigil</td>
<td>Adams State CO</td>
<td>2008-10</td>
<td>Ed Fye</td>
<td>Doane, NE</td>
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<tr>
<td>1982-85</td>
<td>Bob Hauver</td>
<td>Kearney State NE</td>
<td>2010-12</td>
<td>Ted Bowers</td>
<td>Taylor IN</td>
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<tr>
<td>1985-86</td>
<td>Bob Gravett</td>
<td>Ouachita Baptist AR</td>
<td>2012-14</td>
<td>John Foss</td>
<td>Indiana Wesleyan</td>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2014-16</td>
<td>Jerry Monner</td>
<td>Grand View IA</td>
</tr>
</tbody>
</table>

NAIA-TFCA VOTING

NAIA Coaches Associations must have a quorum (at least 50% of eligible voters) in order for a sport motion to be heard by the National Administrative Council. All voting will be completed using an online process following the business meeting in order to ensure all head coaches have an opportunity to vote. Motions will still be presented and discussed at the Annual Business meeting. If desired, a “straw poll” can be taken by those present to determine if a motion will be opened for vote to the full coaches association.

ANNUAL BUSINESS MEETING & SPORT MOTIONS

The annual business meeting for the NAIA-TFCA will take place in conjunction with the USTFCCCA Convention. The 2018 USTFCCCA Convention will be held December 18-20 in San Antonio, Texas. Refer to the TFCA Constitution and Bylaws for the organization of the annual business meeting.

Coaches are able to submit sport motions to the NAIA sport manager prior to the annual business meeting. All sport motions from the coaches body affecting the NAIA National Track & Field Championships will be distributed to all head coaches 1 week prior to the annual business meeting.
Appendix A – 2018-19 NAIA-TFCA Standing Committees

OFFICERS
Two of a two year term.

President: Mike McDowell, Olivet Nazarene University (815) 939-5372 mmcdowel@olivet.edu
1st Vice President: Mike Holman, Marian University (317) 955-6585 mholman@marian.edu
2nd Vice President: Mike Collins, Lewis-Clark State College (208) 792-2308 mcollins@lcsc.edu
Secretary: Alan King, Culver-Stockton College (573) 288-6426 aking@culver.edu
Past President: Jerry Monner, Grand View University (515) 263-6046 jmonner@grandview.edu
NAIA ITF & OTF Staff Liaison: Hannah Harmon (816) 595-8156 hharmon@naia.org

COMMITTEES

Hall of Fame
Chair: Rod Wortley, Cornerstone
Members: Russell Smelley, Westmont

Events
Chair: Mike Collins, Lewis-Clark State
Members: Mike Kirkland, Southwestern
Dave Kroker, Tabor

Standards
Chair: Mike Holman, Marian
Members: Seth Roberson, Grand View
Rod Worthly, Cornerstone
Grier Gatlin, Southern Oregon

Past Presidents
Chair: Jerry Monner, Grand View
Members: Ed Frye, Doane College
Tim Bauer, Siena Heights
John Foss, Indiana Wesleyan

Indoor Games (3 year terms)
Co-Chairs: Mason Tangen, Clarke (3rd year)
Mark Nelson, Central Methodist (3rd year)
Caleb Snyder, Indiana Wesleyan (3rd year)
Members: Bernard Gaither, USC-Beaufort (2nd year)

Outdoor Games (3 year terms)
Co-Chairs: James Hall, Langston (3rd year)
Kyle Rago, Saint Xavier, (3rd year)
Members: Jim Simpson, Webber International (2nd year)
Alex Kluchki, Cumberlands (2nd year)
Appendix B – National Championships Qualifying Standards

Timing: Meet directors must report performances as recorded/timed in the competition- if hand timed, report as a hand time to the tenth of a second; if fully automatic timed, report as F.A.T. to the hundredth of a second. DO NOT CONVERT HAND TIMES to F.A.T.

Hand times are not accepted in events 200 meters or less.

For qualification procedures, the most current USTFCCCA conversions for altitude and track size adjustments will be used.

2019 Indoor Track and Field Qualifying Standards

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>60 Meter Dash</td>
<td>1</td>
<td>6.88 / 6.93</td>
<td>22</td>
<td>7.72 / 7.85</td>
</tr>
<tr>
<td>60 Meter Hurdles</td>
<td>2</td>
<td>8.27 / 8.42</td>
<td>23</td>
<td>9.05 / 9.20</td>
</tr>
<tr>
<td>200 Meter Dash</td>
<td>3</td>
<td>22.26 / 22.38</td>
<td>24</td>
<td>25.60 / 25.90</td>
</tr>
<tr>
<td>400 Meter Run</td>
<td>4</td>
<td>49.55 / 50.00</td>
<td>25</td>
<td>58.40 / 59.40</td>
</tr>
<tr>
<td>600 Meter Run</td>
<td>5</td>
<td>1:22.00 / 1:22.80</td>
<td>26</td>
<td>1:37.50 / 1:38.70</td>
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<tr>
<td>800 Meter Run</td>
<td>6</td>
<td>1:55.95 / 1:56.90</td>
<td>27</td>
<td>2:18.00 / 2:19.85</td>
</tr>
<tr>
<td>1000 Meter Run</td>
<td>7</td>
<td>2:32.00 / 2:33.80</td>
<td>28</td>
<td>3:01.50 / 3:04.00</td>
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<tr>
<td>Mile Run</td>
<td>8</td>
<td>4:19.50 / 4:22.00</td>
<td>29</td>
<td>5:08.00 / 5:14.00</td>
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<tr>
<td>3,000 Meter Run</td>
<td>9</td>
<td>8:40.00 / 8:44.00</td>
<td>30</td>
<td>10:28.00 / 10:35.00</td>
</tr>
<tr>
<td>5,000 Meter Run</td>
<td>10</td>
<td>15:06.00 / 15:20.00</td>
<td>31</td>
<td>18:18.00 / 18:30.00</td>
</tr>
<tr>
<td>3000 Meter Walk</td>
<td>11</td>
<td>14:15.00 / 15:30.00</td>
<td>32</td>
<td>16:30.00 / 17:45.00</td>
</tr>
<tr>
<td>4 x 400 Meter Relay</td>
<td>12</td>
<td>3:22.00 / 3:23.50</td>
<td>33</td>
<td>4:01.00 / 4:04.00</td>
</tr>
<tr>
<td>4 x 800 Meter Relay</td>
<td>13</td>
<td>7:57.50 / 7:59.99</td>
<td>34</td>
<td>9:45.00 / 9:48.00</td>
</tr>
<tr>
<td>Distance Medley Relay (Meters)</td>
<td>14</td>
<td>10:24.00 / 10:26.00</td>
<td>35</td>
<td>12:33.00 / 12:38.00</td>
</tr>
<tr>
<td>Triple Jump</td>
<td>15</td>
<td>14.20m / 14.00m</td>
<td>36</td>
<td>11.35m / 11.10m</td>
</tr>
<tr>
<td>Shot Put</td>
<td>16</td>
<td>15.70m / 15.10m</td>
<td>37</td>
<td>13.45m / 13.10m</td>
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<tr>
<td>Pole Vault</td>
<td>17</td>
<td>4.70m/ 4.60m</td>
<td>38</td>
<td>3.52m / 3.42m</td>
</tr>
<tr>
<td>Long Jump</td>
<td>18</td>
<td>7.05m / 6.95m</td>
<td>39</td>
<td>5.57m / 5.47m</td>
</tr>
<tr>
<td>High Jump</td>
<td>19</td>
<td>2.02m / 1.99m</td>
<td>40</td>
<td>1.65m / 1.62m</td>
</tr>
<tr>
<td>Weight Throw</td>
<td>20</td>
<td>17.10m / 16.25m</td>
<td>41</td>
<td>16.20m / 15.80m</td>
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<tr>
<td>Heptathlon (M) / Pentathlon (W)</td>
<td>21</td>
<td>Top 16 declared – 4,150 min.</td>
<td>42</td>
<td>Top 16 declared – 2,950 min.</td>
</tr>
</tbody>
</table>
National Championships Qualifying Standards

**Timing:** Meet directors must report performances as recorded/timed in the competition; if hand timed, report as a hand time to the tenth of a second; if fully automatic timed, report as F.A.T. to the hundredth of a second. **DO NOT CONVERT HAND TIMES to F.A.T.**

Hand times are not accepted in events 200 meters or less.

For qualification procedures, the most current USTFCCCA conversions for altitude and track size adjustments will be used.

### 2019 Outdoor Track & Field Standards

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>100 Meters</td>
<td>1</td>
<td>10.60 / 10.71</td>
<td>25</td>
<td>11.98 / 12.12</td>
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<tr>
<td>200 Meters</td>
<td>2</td>
<td>21.48 / 21.62</td>
<td>26</td>
<td>24.75 / 24.93</td>
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<tr>
<td>400 Meters</td>
<td>3</td>
<td>48.30 / 48.50</td>
<td>27</td>
<td>56.90 / 57.36</td>
</tr>
<tr>
<td>800 Meters</td>
<td>4</td>
<td>1:52.50 / 1:53.80</td>
<td>28</td>
<td>2:14.40 / 2:16.00</td>
</tr>
<tr>
<td>1,500 Meters</td>
<td>5</td>
<td>3:53.50 / 3:56.50</td>
<td>29</td>
<td>4:36.50 / 4:42.00</td>
</tr>
<tr>
<td>5,000 Meters</td>
<td>6</td>
<td>14:45.00 / 14:59.00</td>
<td>30</td>
<td>17:36.30 / 17:50.00</td>
</tr>
<tr>
<td>10,000 Meters</td>
<td>7</td>
<td>31:16.00 / 31:45.00</td>
<td>31</td>
<td>37:30.00 / 38:13.00</td>
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<tr>
<td>Marathon</td>
<td>8</td>
<td>2:44:00 / 2:50:00</td>
<td>32</td>
<td>3:34:00 / 3:36:00</td>
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<tr>
<td>Half Marathon</td>
<td></td>
<td>1:13:10 / 1:15:00</td>
<td>33</td>
<td>1:30:00 / 1:32:00</td>
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<tr>
<td>110/100 Meter Hurdles</td>
<td>9</td>
<td>14.75 / 14.95</td>
<td>34</td>
<td>14.60 / 14.98</td>
</tr>
<tr>
<td>400 Meter Hurdles</td>
<td>10</td>
<td>53.90 / 54.65</td>
<td>35</td>
<td>1:03.30 / 1:04.70</td>
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<tr>
<td>3,000 Meter Steeplechase</td>
<td>11</td>
<td>9:24.00 / 9:32.00</td>
<td>36</td>
<td>11:18.00 / 11:30.00</td>
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<td>5,000 Meter Walk</td>
<td>12</td>
<td>24:00.00 / 25:45.00</td>
<td>37</td>
<td>27:45.00 / 28:55.00</td>
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<tr>
<td>4 x 100 Meter Relay</td>
<td>13</td>
<td>41.53 / 41.99</td>
<td>38</td>
<td>47.99 / 48.32</td>
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<tr>
<td>4 x 400 Meter Relay</td>
<td>14</td>
<td>3:16.00 / 3:17.70</td>
<td>39</td>
<td>3:55.00 / 3:57.00</td>
</tr>
<tr>
<td>4 x 800 Meter Relay</td>
<td>15</td>
<td>7:44.00 / 7:48.00</td>
<td>40</td>
<td>9:24.00 / 9:29.00</td>
</tr>
<tr>
<td>High Jump</td>
<td>16</td>
<td>2.05m / 2.02m</td>
<td>41</td>
<td>1.67m / 1.64m</td>
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<tr>
<td>Pole Vault</td>
<td>17</td>
<td>4.75m / 4.65m</td>
<td>42</td>
<td>3.60m / 3.50m</td>
</tr>
<tr>
<td>Long Jump</td>
<td>18</td>
<td>7.20m / 7.10m</td>
<td>43</td>
<td>5.75m / 5.65m</td>
</tr>
<tr>
<td>Triple Jump</td>
<td>19</td>
<td>14.50m / 14.30m</td>
<td>44</td>
<td>11.65m / 11.40m</td>
</tr>
<tr>
<td>Shot Put</td>
<td>20</td>
<td>15.85m / 15.25m</td>
<td>45</td>
<td>13.55m / 13.10m</td>
</tr>
<tr>
<td>Discus</td>
<td>21</td>
<td>49.00m / 47.50m</td>
<td>46</td>
<td>44.00m / 42.40m</td>
</tr>
<tr>
<td>Hammer</td>
<td>22</td>
<td>52.75m / 50.50m</td>
<td>47</td>
<td>50.25m / 48.40m</td>
</tr>
<tr>
<td>Javelin</td>
<td>23</td>
<td>57.00m / 55.00m</td>
<td>48</td>
<td>40.50m / 39.10m</td>
</tr>
<tr>
<td>Decathlon (M) / Heptathlon (W)</td>
<td>24</td>
<td>Top 16 declared – 5,600 min.</td>
<td>48</td>
<td>Top 16 declared – 3,900 min.</td>
</tr>
</tbody>
</table>
Appendix C – Indoor Track & Field Non-Traditional Multi-Event Entry Form

For the pentathlon, an athlete that completes the five events in one day during a meet, even if it is not an official pentathlon, can use those marks to qualify for the NAIA Indoor Track and Field National Championships. For the heptathlon, an athlete that completes the seven events in two days during a meet, even if it is not an official heptathlon, can use those marks to qualify. However, the athlete must use the first three throws in the shot put, the first three jumps in the long jump and the first dash/hurdle race.

Only use this form to submit “non-traditional” multi-event entries for indoor track and field. For multi-events officially scored as part of a meet, the TFRRS reporting process must be used.

Proof of Performance, in the form of meet results, must accompany this entry form. All forms are due to Hannah Harmon within 5 days of the conclusion of the meet in which the marks were achieved. DO NOT WAIT until the end of the season to submit this form. Only marks submitted within the 5-day deadline will be accepted for inclusion on the NAIA performance list or for entry into the national championships.

To be included on the performance list, non-traditional multi-event marks must meet minimum standards as specified in Appendix B.

<table>
<thead>
<tr>
<th>Your Institution:</th>
<th>State:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Meet:</td>
<td>School Hosting Meet:</td>
</tr>
<tr>
<td>Meet Director:</td>
<td>Meet Director Phone:</td>
</tr>
<tr>
<td>Date(s) of Meet:</td>
<td>Size of Track:*</td>
</tr>
<tr>
<td>Athlete’s Name:</td>
<td>Eligibility Year:</td>
</tr>
<tr>
<td>Coach’s Name:</td>
<td>Coach’s Office #:</td>
</tr>
<tr>
<td>Coach’s Email:</td>
<td>Coach’s Cell #:</td>
</tr>
<tr>
<td>Coach’s Fax #:</td>
<td>Coach’s Home #:</td>
</tr>
</tbody>
</table>

* Do not make conversions when submitting form.

### Fully Automatic Timing*

- [ ] Yes  
- [x] No

### WOMEN’S PENTATHLON

<table>
<thead>
<tr>
<th>Event</th>
<th>Mark</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>60-Meter Hurdles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or 55-Meter Hurdles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Jump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shot Put</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Jump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>800-Meter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SCORE (2950 min.)**

### MEN’S HEPTATHLON

<table>
<thead>
<tr>
<th>Event</th>
<th>Mark</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>60-Meter Dash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or 55-Meter Dash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Jump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shot Put</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Jump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60-Meter Hurdles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or 55-Meter Hurdles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pole Vault</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000-Meter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SCORE (4150 min.)**

I certify that the designated marks were achieved by the athlete listed and that the marks were achieved in an official intercollegiate meet.

Coach’s Signature: ____________________________ Date: __________________

Fax: (816) 595-8200
E-mail: hharmo@naia.org
Phone: (816) 595-8156

Send multi-event entry forms to Hannah Harmon. NO COVER PAGE IS NEEDED!

NAIA National Office • 1200 Grand Blvd., Kansas City, MO 64106 • 816.595.8000 • www.NAIA.org  
Track & Field Coaches Manual / 2018-19 / Appendix C
Appendix F – Track & Field Coaches Association Constitution

Section 1  The name of this association shall be the National Association of Intercollegiate Athletics Track and Field Coaches Association (NAIA-TFCA).

ARTICLE II - ORGANIZATION

Section 1  Coaches membership in NAIA-TFCA is an allied association of the NAIA organization. The NAIA-TFCA is charged with the responsibility of carrying out programs beneficial to the sport of track and field and the member coaches of this sport. The activities of this association shall be in accordance with the aims and objectives of NAIA and under the guidance of the NAIA-Council of Athletics Administrators.

Section 2  The NAIA-TFCA shall submit to the Council of Athletic Administrators statements governing the NAIA-TFCA, plans, and practices for approval in furthering the stated aims and objectives of the parent organization.

ARTICLE III - AIMS AND OBJECTIVES

Section 1  The NAIA-TFCA shall:

a. Help maintain the highest possible standards in the coaching profession;
b. Arrange for clinics in the various activities recognized by the NAIA for the mutual benefit of the membership;
c. Arrange for discussions on various phases of athletics problems that will benefit the organization;
d. Promote professional growth within the coaching profession USTCA and USATF;
e. Establish rules of competition for track and field.

Section 2  An important phase of work of the coaches association is in an advisory capacity in regard to playing rules for the various sports in which the NAIA is active. The coaches association is charged with taking a leading role in the investigation of playing rules deemed desirable by the majority of the membership, and in making recommendations for adoption or revision of rules in accordance with the desires of the majority.

ARTICLE IV - MEMBERSHIP

Section 1  Any track and field coach whose institution holds membership within the NAIA shall be a member of NAIA-TFCA.

ARTICLE V - BUDGET

Section 1  A portion of NAIA membership dues shall be assigned to NAIA-TFCA to conduct their business. The NAIA-TFCA shall submit an annual budget to the NAIA Chief Executive Officer/President by June 1 each year.

ARTICLE VI - VOTING POWER

Section 1  Current membership in NAIA-TFCA entitles the member to one vote in all democratic action held in open assembly of the association. The exception to the preceding statement is stated in Section 3.

Section 2  All NAIA-TFCA members shall be identified before being allowed to vote. Non-members may attend the meeting, but may not vote.

Section 3  Each women's team has one vote in matters pertaining to women's teams. Each men's team has one vote in matters pertaining to men's teams. In matters pertaining to both women and men, each women's team has one vote and each men's team has one vote. If the same person coaches both women and men, that person has two votes.

Section 4  The President of the NAIA-TFCA will decide, in all questionable situations, which group will vote.
ARTICLE VII - OFFICERS

Section 1  Officers shall be elected from the active membership of the Association at the semi-annual outdoor meeting as follows: President, First Vice President, Second Vice President, Secretary. Such elected officers shall be from institutions which are in good standing in the NAIA and must be members of NAIA-TFCA. Men's coaches and women's coaches should be given equal consideration.

Section 2  Terms of office of the President, First Vice President, Second Vice President, Secretary, and Past President shall be for two years.

Section 3  The progression in office shall be from Secretary to Second Vice President to First Vice President to President to Past President. Each office is to be held for two years, from one NAIA-TFCA semi-annual outdoor meeting to the next semi-annual outdoor meeting. In the event a vacancy occurs, the normal progression from Secretary to President will be accelerated to fill the vacant office. The Executive Committee of NAIA-TFCA is empowered to appoint officers from the membership-at-large to fill the remaining vacant position. Such appointee will not succeed in the normal progression of offices unless duly elected by the membership at the next semi-annual outdoor meeting of the NAIA-TFCA.

Section 4  The Nominating Committee shall consist of a chairperson and two or more additional members. The chairperson shall be the immediate Past President. The additional members (two or three) will be selected from the Past Presidents. In addition to nominations from the Nominating Committee, nominations for office may be accepted from the floor. A candidate for the office of Secretary shall be determined by the highest number of votes. The election shall be under the direction of the chairperson of the Nominating Committee.

Section 5  The Indoor Games Committee shall consist of four to five members elected by the NAIA-TFCA. The Outdoor Games Committee shall consist of six members elected by the NAIA-TFCA. Coaches shall not serve on both the Indoor and Outdoor Games Committees in the same academic year, and there should be a fair representation of men's coaches and women's coaches. Each will serve a three year term, with one new member elected each year, and one going off each year. If a Games Committee member is unable to complete his/her three year term, the TFCA Executive Committee shall select a replacement if there are no scheduled TFCA business meetings prior to the affected championships.

Section 6  The Jury of Appeals shall consist of three NAIA-TFCA members whose sole function is to be the final authority on any referee's decision that is appealed. Each member shall serve three years with one being added and one going off each year. The Jury of Appeals will serve at the indoor and outdoor national championships. By vote of the NAIA-TFCA effective 2003 and beyond, the games committee for each championship serves as the Jury of Appeals for their respective championships.

ARTICLE VIII - DUTIES OF THE OFFICERS

Section 1  The duties of the President are to afford leadership and guidance to the NAIA-TFCA through all possible channels, and to direct efforts specifically to conducting general meetings and committee meetings.

The individual serving in the role of President for the NAIA-TFCA during the 2017-18 academic year will also be a member of the Council for Student-Athletes (CSA). This role on the CSA is a two year responsibility. For this two year term, the individual must be the coach of a men's track and field program. If the President of the NAIA-TFCA does not coach men's track and field, the next available officer who fits this criteria will serve on the CSA. If no officers fit the criteria, the NAIA-TFCA President will appoint a men's track and field coach to fill this spot on the CSA.

The individual serving in the role of President for the NAIA-TFCA during the 2021-22 academic year will also be a member of the Council for Student-Athletes (CSA). This role on the CSA is a two year responsibility. For this two year term, the individual must be the coach of a women's track and field program. If the President of the NAIA-TFCA does not coach women's track and field, the next available officer who fits this criteria will serve on the CSA. If no officers fit the criteria, the NAIA-TFCA President will appoint a women's track and field coach to fill this spot on the CSA.
Section 2  The duties of the First Vice President are to assume the leadership at all meetings at which the President is not present. The First Vice President acts as the chairperson of the Standards Committee.

Section 3  The Second Vice President assumes the leadership designated to the President or First Vice President in the event neither is available to serve. The Second Vice President acts as the chairperson for the Events Committee. The Second Vice President is responsible for organizing clinics in conjunction with the outdoor track and field national championships.

Section 4  The Secretary shall make a semi-annual report to the NAIA-TFCA membership, take the minutes of all meetings, supervise the association correspondence, maintain a roster of all coaches in good standing, notify conference and/or regional representatives of meeting, and perform other duties pertinent to the office. The Secretary is an ex-officio member of the NAIA Scholar-Athlete Committee.

Section 5  The immediate Past President of the NAIA-TFCA shall act as the chairperson of the Past President's Committee.

ARTICLE IX - EXECUTIVE COMMITTEE

Section 1  The Executive Committee of the NAIA-TFCA is composed of the officers of the association, the immediate Past President and Games Committee Members.

ARTICLE X - MEETINGS

Section 1  The annual business meeting of the NAIA-TFCA will be held in conjunction with the USTFCCCA Annual Convention. The time and place is set by the Executive Committee of the NAIA-TFCA. All auction items will be finalized through an online vote.

Section 2  An annual clinic may be held in conjunction with the indoor/outdoor track and field national championships at the time and place designated by the Executive Committee of NAIA-TFCA.

Section 3  New business proposals from the NAIA-TFCA membership must be submitted to the NAIA-TFCA president in writing two weeks prior to the annual business meeting. A compilation of all submitted proposals must be provided to NAIA-TFCA head coaches a minimum of one week prior to each annual business meeting. Exception: NAIA-TFCA committees may submit proposals to the NAIA-TFCA president any time prior to each annual business meeting.

Section 4  Voting on all issues shall be by voice or hand in executive sessions or in the open meetings of the association, unless members request a secret ballot on any specific issue. Mail out votes may be used in any situation as determined by the membership or the NAIA-TFCA Executive Committee.

Section 5  Usual order of business at the open business meeting shall be as follows:

a. Reading of Minutes
b. Reports of Officers
c. Committee Reports
d. Old Business
e. New Business
f. Adjournment

ARTICLE XI - CONSTITUTION CHANGE

Section 1  A proposed constitutional amendment shall be presented in writing to the President of NAIA-TFCA. The President must see that the proposal is presented to the membership at the semi-annual outdoor meeting. The amendment must win two-thirds vote of approval by current members of the NAIA-TFCA present at the semi-annual outdoor meeting before the amending of the constitution will occur. All changes of constitution must have approval of the NAIA-Council of Athletics Administrators.
ARTICLE XII - STANDING COMMITTEES

Section 1  The President of the NAIA-TFCA is empowered to appoint committees which will assist in programs designed to produce international, national and conference recognition for teams, competitors, and coaches. The President is also encouraged to appoint competent NAIA-TFCA members who will assist in any and all ways to foster the aims and objectives of NAIA as they relate to the sport of track and field, the participants, the coaches, the spectators, and the institutions represented by these groups.

Section 2  Ad hoc committees will be appointed by the President.

Section 3  Standards Committee: The First Vice President will be chairperson of this committee. The function of this committee is to approve qualifying standards for the indoor and outdoor national championships. The Standards Committee is responsible for reviewing and updating conversion for undersized, oversized and banked tracks for track events, as needed.

Section 4  Events Committee: The Second Vice President will be chairperson of this committee. The function of this committee is to propose additions, deletions, or modifications of events for the indoor and outdoor national championships.

Section 5  Past Presidents Committee: The immediate Past President of the NAIA-TFCA will serve as chairperson of the Past Presidents Committee. The remaining committee members (two or three) will be Past Presidents of the NAIA-TFCA. This committee will serve as the nominating committee and study important issues concerning the NAIA-TFCA, as well as the indoor and outdoor national championships.

Section 6  Hall of Fame Committee: The chairperson and committee members of this committee will be appointed by the President and Executive Committee of the NAIA-TFCA. Their function is to recommend and screen desirable candidates for the NAIA Hall of Fame.

REV.  Aug 2006
      Aug 2007
Appendix I – Statement of Philosophy

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process (NAIA Official Handbook, Section A).

The NAIA Official Handbook begins with the opening statement of philosophy above and follows in Section B with the NAIA Coaches Code and in Section C with the Code of Ethics. Those codes of conduct will follow some more specific concerns for NAIA Track & Field and Cross Country coaches and our relationship together within our sports, the NAIA, and the various organizations around the country.

NAIA Track & Field and Cross Country coaches have enjoyed a unique camaraderie nationwide which has allowed us to have outstanding National Championships and long-term personal friendships. Competition has been something we have been able to enjoy together without having to elevate or diminish the accomplishments of fellow coaches. This camaraderie makes the National Championships a highlight of the academic and athletic year.

With the success we have enjoyed as an NAIA Coaches Association in regards to the conduct of National Championship competitions and the governing of our sports, we must nevertheless continue to remind ourselves and educate new coaches about the responsibilities and duties of being an NAIA coach. It requires the work of many coaches each year to conduct the business of Track & Field and Cross Country and the National Championships. Many are elected to positions, but many are volunteers in the system who give of their time and energy to make our tremendous organization thrive as it does.

Therefore, we as coaches need to be governed, individually and corporately, by a philosophy of competition which surpasses our individual interests. The desire to serve, along with a commitment to involvement nationally, aids each of us in avoiding provincial thinking and actions. We need to look out for the best interests of our sports with progressive ideas that improve each sport as a whole. To promote our sports and to maintain them in a healthy manner takes vigilance, foresight, cooperation, and a willingness to set aside the ever-present desire to protect or promote a personal agenda or provincial idea. To this end, we should continue to promote a strong philosophy that helps us set aside our differences and personal desires in order to maintain the long term viability and health of our sports.

Some suggestions for promoting a philosophy and individual responsibility follow:

1. Attend annual national meetings and become an active participant.
2. Volunteer to assist in the conduct of the national meets.
3. Support the Hall of Fame, the NAIA’s highest honor, with nominations and attendance at the annual Hall of Fame awards ceremonies.
4. Promote ideas and legislation that can spark debate about how our sports might be improved.
5. Be willing to support higher standards that uphold the significance of achievement at the national level.
6. Learn about how the NAIA is organized and governed from the sports level through administration.
7. Seek first to pose questions rather than to level criticism at your peers or administrators of the NAIA or national events.
8. Conduct ourselves in a professional manner which reflects respect for individual dignity.
9. To make no immodest effort to promote an agenda which ignores the national best interests of the sport.
10. Become a member of the United States Track and Field and Cross Country Coaches Association and maintain communication and positive relationships with NCAA, NJCAA, and high school coaches.

As we continue to work together in a profession that promotes the development of Character and achievement, we can have a great and positive effect nationally. As Track & Field and Cross Country coaches we have tremendous opportunities to influence and promote the leaders of tomorrow. Whether an athlete earns the valued distinction of All-American or not, they should have captured a greater vision of the possibilities for their lives by their participation at any level within our sport. Coaching is about more than winning the competition, it involves our assistance in helping students win in their lives. We can and should help one another to achieve this goal for as many students as possible.

Submitted by Ad Hoc Committee on Status of NAIA Track and Field Coaches Association, Russell Smelley (Westmont College), Chair.
Appendix J – Championship Contingency Plans

NAIA Indoor Track & Field Championship Contingency Plan

During each day of the Men's and Women's Indoor Track & Field National Championships, every effort will be made to determine winners during regularly-scheduled competition. Facility and travel conditions should be monitored by the NAIA Sport Manager and the NAIA Games Committee.

The local organizing committee shall identify an alternative or backup facility in the event that competition cannot be conducted in the original facility.

When setting start times of all NAIA National Championship track and field events, the possibility of poor weather conditions, delayed travel or facility emergencies must be taken into account. Start times should be adjusted accordingly, with the approval of the NAIA Sport Manager, working in conjunction with the NAIA Games Committee.

If a team is delayed in reaching the National Championship due to circumstances beyond their control, the NAIA, in conjunction with the NAIA Games Committee, can alter the event(s) start time(s) to reasonably accommodate the delayed team or individual.

In the event that National Championship competition cannot be completed during the regularly scheduled event times, events lost will be added to the beginning or end of the next day's events. If significant amount of time is lost, then events will go straight to prelims or finals with the approval of the NAIA Sport Manager, working in conjunction with the NAIA Games Committee.

For inclement weather and emergencies, the Host shall have an emergency contact for power outages.

NAIA Outdoor Track & Field Championship Contingency Plan

During each day of the Men's and Women's Outdoor Track & Field National Championships, every effort will be made to determine winners during regularly-scheduled competition. Facility, weather and travel conditions should be monitored by the NAIA Sport Manager and the NAIA Games Committee.

The local organizing committee shall identify an alternative or backup facility in the event that track and field events cannot be conducted in the original facility.

If necessary, the following Inclement Weather Policy will be used at the Men's and Women's Outdoor Track & Field National Championships:

1. Competition conditions should be monitored and determined by the NAIA Games Committee, consisting of the NAIA-TFCA Executive Officers, in conjunction with the Meet Director, Head Athletic Trainer and NAIA Track & Field Sport Manager on site.

2. Start times should be adjusted accordingly, with the approval of the NAIA Sport Manager, working in conjunction with the NAIA Games Committee.

3. If a team or individual is delayed in reaching the National Championship due to circumstances beyond their control, the NAIA, in conjunction with the NAIA Games Committee, can alter the event(s) start time to reasonably accommodate the delayed team or individual.

4. In the event that National Championship competition cannot be completed during the regularly scheduled event times, events lost will be added to the beginning or end of the next day's events. If significant amount of time is lost, then events will go straight to prelims or finals with the approval of the NAIA Sport Manager, working in conjunction with the NAIA Games Committee.