

Big West Conference
TRACK & FIELD CHAMPIONSHIPS
Technical Manual

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INTRODUCTION

The Big West Conference has developed this manual to outline the technical procedures for all competitions at the Big West Track & Field Championships. These technical procedures have been developed in order to provide consistency for current and future Championships. This manual contains the following sections:

- General administrative procedures for the Championship
- Procedures for administrating all preliminary and final track competitions.
- Procedures for administrating all preliminary and final field competitions.

The administration and conduct of the Big West Conference Track and Field Championships are under the joint jurisdiction of the Big West Conference, host institution and Games Committee. Championship duties specifically include the oversight of event management and the authority to handle incidents of misconduct.

Readers should note that the Big West Track & Field bylaws contains details specific to the declaration process and host institution duties pertinent to the Championship.

Although this manual and the Big West Track & Field bylaws attempt to cover all phases of the Big West Track & Field Championships, any questions that arise prior or during the Championship should be directed to the Big West Conference office.



GENERAL ADMINISTRATIVE PROCEDURES FOR THE CHAMPIONSHIP

I. General Administration

- a) Meet Director - The meet director shall be appointed by the host institution.
- b) Games Committee - A four member Games Committee shall be appointed by the host institution for the Conference Championship Meet. Three of the appointees shall have recognized experience at the NCAA level, be knowledgeable of rules and/or have previous or comparable experience in that capacity. The fourth member shall be a Conference Office representative who will serve as an ex-officio member. The Games Committee shall have the powers and duties that are delegated to the referee as outlined in the NCAA Track and Field Guide in the absence of the referee. The Games Committee will also serve as the Jury of Appeal for the meet.
- c) Competition Format - The approved NCAA order of events shall be followed. The host institution, in consultation with the Conference Office, shall set the order of events no later than January 31 of the competition year. Exceptions for weather related constraints, broadcast coverage and any other concerns will be relayed to all participants teams via the host institution and Conference Office.
- d) Referees - All referees are to be appointed by the designated assigner. This assigner will be appointed by the host institution in consultation with the Conference Office. Referees shall be responsible for the recording of all marks in field events and shall be responsible for all official duties (lap counting, etc.) in running events.
- e) Sports Medicine - The host institution must have a certified athletic trainer on site and a team physician on call. Each participating team must provide an athletic trainer. The host certified athletic trainer will provide all specifics for sports medicine, including training room hours, at the pre-Championship technical meeting.

II. Games Committee Duties

- a) Appointment - A Games Committee shall be appointed by the Conference Office for the Conference Championship Meet. The appointees shall have recognized experience at the NCAA level, be knowledgeable of rules and/or have previous or comparable experience in that capacity. The Conference liaison for Track & Field shall serve as an ex-officio member.
- b) Have the powers and duties that are outlined in the NCAA Track and Field Guide in the absence of the referee.
- c) Serve as the Jury of Appeal for the meet.



- d) In consultation with the meet referee and host institution, shall designate running event direction no later than 45 minutes before event competition begins. The coaching group can request wind reversal by majority decision no later than 30 minutes prior to the start of the event.
- e) In consultation with the meet referee and host institution, shall designate field event runway direction at least one hour before event competition begins. The exception being the pole vault which shall be set 90 minutes prior to the start of competition.
- f) In consultation with the host institution in the week prior to the Championship, determines if the steeplechase start time changes due to weather/air quality issues.
- g) Determine and approve any time schedule and/or changes in order of events during the Championship. This will supercede any televised entity event schedule.
- h) Determine the size of the heats for the 4x100 and 4x400 relays once entries are received. The second heat shall have no fewer than three teams in competition.
- i) Address challenges to any meet procedures, entries or event seedings prior to the start of competition.

III. Competition Management

- a) **Qualifying** - Qualifying standards for the Big West Championships must be met during the current season in outdoor competition using an outdoor facility from March 1 through Sunday prior to the Championship. There is no qualifying mark to enter the Big West Combined Event Championship. **Seed times must be made during the track season and must be listed on TFRSS. Anyone without a performance on TFRSS from the season must be seeded with No Mark.**
- b) **Entrants** - The minimum number of entrants is 14, while the maximum number of entrants is 32. Multi-event athletes are included in this figure.
- c) If an event does not have enough qualified entrants in an event, the top 12 legal performances in that event may be entered without using a Wild Card or Right of Entry.
- d) Eight wild card entries are permitted per team, provided they don't exceed the 32-person squad size limit. A Right of Entry can be used if an institution does not have an athlete qualified in an event. Teams are limited to one Right of Entry per event. Wild Cards, Right of Entries, and Top 12 Verified Performers do not bump athletes



out of the competition who have achieved a qualifying standard or are themselves Wild Cards, Right of Entries, or Top 12 Verified Performers.

- e) Legal Marks – Marks are deemed legal if achieved with a wind up to +4.0. Hand timed and non-legal (wind-aided) marks may not be used for official declarations. Record marks may not have a wind exceeding +2.0.
- f) Wind reversal – In facilities that are equipped for wind reversal changes, the meet referee has the authority to change directions of competitions. The Games Committee, in consultation with the host institution, shall set the direction for competition no later than 45 minutes prior to the start of running events, 60 minutes prior to field events and 90 minutes prior to the pole vaults. The coaching group can request a wind reversal for track events by majority decision no later than 35 minutes prior to the event with a decision to come no later than 30 minutes prior.
- g) Coaching Areas – The host institution shall designate coaching areas in the competition venue. No more than one coach per institution may be in the designated area and event officials are responsible for oversight of the coaching areas. Electronic devices are permitted in coaching areas including cellular devices for call, text and video.
- h) Video Technology – The use of technology to view video for coaching purposes is permitted. All video must be viewed in the designated area set by event management and the Games Committee. No video may be viewed in the competition area.
- i) Protests – Coaches wishing to protest results during track events must do so prior to the start of the next event/heat. Protests of marks during field events must be done prior to the next competitor's attempt. Protests of results must be made no later later than 15 minutes following the posting of those results on an event board. Coaches who choose to protest an official's decision must have their \$50 appeal fee and written appeal to be heard by the Games Committee, which will post the protest and decision. The forms will be available at the clerk of the course. The committee's decision will be final and the \$50 is refundable only if the decision is reversed in favor of the coach.
- j) Footwear – It is the responsibility of the host institution to determine what is the acceptable spike length/makeup for its facility.
- k) Warm Up – A suitable, secured warm up area must be made available for competitors. This area shall also contain a suitable number of hurdles.

IV. Athlete Protocols



- a) Check In – All running event competitors must check in at the clerk of the course no later than 30 minutes prior to the start of their events. Coaches may check in their athletes as well. Field event competitors will check in at their respective field event site. No athletes will be permitted in the arena of competition until the time of their event.
- b) No electronic devices are permitted in the area of competition at any time.
- c) Sweats must be off once athlete have checked into the bullpen area.
- d) Upon check in for running events, competitors will be allowed to move freely until the final call for their event. Competitors will then be escorted to the start line. A competitor that fails to check in will be disqualified for the remainder of the Championships.

ADMINISTRATION OF MULTI-CHAMPIONSHIPS

- a) The Multi-Championship will be run the weekend prior to the Championship meet.
- b) The decathlon shall consist of events in the following order: Day 1 - 100 Meters, Long Jump, Shot Put, High Jump, 400 Meters; Day 2 – 110 Meter Hurdles, Discus, Pole Vault, Javelin, 1500 Meters.
- c) The heptathlon shall consist of events in the following order: Day 1 – 100 Meter Hurdles, High Jump, Shot Put, 200 Meters; Day 2 – Long Jump, Javelin, 800 Meters.
- d) Flights shall be seeded worst to best with the lower flight competing first. Order of competitors in flights shall be random.
- e) Once an event has concluded, the Meet Referee shall determine the start time for the ensuing event.
- f) The host head coach shall send out recommended starting heights the Tuesday prior to the start of the meet. Increments for the high jump and pole vault will be verified at the pre-Multis technical meeting 45 minutes prior to the start of competition. The increments will be 3cm for the high jump and 10cm for the pole vault.
- g) Freedom of movement for coaching purposes will be decided at the discretion of the host institution at the technical meeting.



- h) No electronic devices are allowed in the competition area by student-athletes. Coaches are permitted to have electronic devices including video however cellular phone usage during an event is prohibited.
- i) All competitors with a previous mark in a laned running event will be seeded into that event. If a competitor does not have a mark for the event, that athlete will be placed at random into flights. All marks must be achieved during the current outdoor season, have a legal wind up to +4.0 and non-legal marks (wind-aided over +4.0, hand timed) will not be permitted.

ADMINISTRATION OF ALL TRACK COMPETITIONS

I. Preliminary Track Events

- a) The following individual events shall be run: 100 Meters, 100/110 Hurdles 200 meters, 400 Meters, 400 Hurdles, 800 Meters, 1500 Meters, 3000 Meter Steeplechase, 5000 Meters, 10000 Meters.
- b) All declared athletes must check in at the clerk of the course no later than 30 minutes prior to the start of the event. Coaches may also declare athletes in this time frame.
- c) Any athlete that does not start a competition in which he/she is declared for, barring injury, shall be disqualified from the remainder of the Championship meet.
- d) All preliminary running events are to be run on the first day of the Championship meet.
- e) In preliminary races of the 200 meters, 400 meters and 400 meter hurdles, lane 1 shall not be used.
- f) The top seeds shall not be placed in the same heat. Lane assignments are random. Distribution of athletes in each heat should be as equal as possible. The fastest seed shall run in the final heat, and the second fastest seed shall run in the second-to-last heat, and so on.
- g) Any scheduled preliminary event that doesn't have enough runners to compete in two heats shall automatically be run as a final on the following day.
- h) The sprint races (100, 100H, 110H, 200, 400, 400H) shall use the following formula for advancement to finals:



Number of Competitors (8 laned track):

1-8 Finals only seeded by time

9-16 Two heats; qualify top 2 from each heat and next 4 fastest times.

17-24 Three heats; qualify heat winners and next 5 fastest times.

25-32 Four heats; qualify heat winners and next 4 fastest times.

Number of Competitors (9 laned track):

1-9 Finals only seeded by time

10-18 Two heats; qualify top 2 from each heat and next 5 fastest times.

18-27 Three heats; qualify heat winners and next 6 fastest times.

28-36 Four heats; qualify heat winners and next 5 fastest times.

- i) Lane one is not to be used during the preliminaries for the 200, 400, and 400H.
- j) 800 Meters – One runner per lane, using a one-turn stagger at the start, will be utilized at the start. **NCAA advancement formula will be used.**
- k) 1500 Meters – A single waterfall start will be used. Starting positions will be drawn by lot. **NCAA advancement formula will be used.**

I. Final Track Events

- a) All final track events shall be run on the final day of the Championships, with the exceptions being the 3000 Meter Steeplechase and 10000 Meters.
- b) All qualified athletes must check in at the clerk of the course no later than 30 minutes prior to their scheduled event.
- c) Final running events shall feature no fewer than eight competitors. Facilities with nine lanes may feature nine competitors, with eight scoring, in the final at the discretion of the coaching group. This will be decided in the pre-Championship technical meeting.
- d) Advancing competitors will be placed in preferred lanes based on time.
- e) Steeplechase – The steeplechase shall be the first running event on the first day of the Championship and shall be a final. A single waterfall shall be used. Starting positions will be drawn by lot.
- f) 5000 Meters – A double-waterfall shall be used, with two-thirds of the full field on the main waterfall, across the entire width of the track. The remainder of the field shall be on the one-turn staggered waterfall. Starting positions will be drawn by lot.



- g) 10000 Meters – The 10000 Meter run shall be run on the first day of the Championship and shall not be scheduled before 4:30 p.m. Up to the fastest seeded 18 competitors shall occupy the front row of the main waterfall start. Up to the next seeded nine competitors will occupy the front row of the one-turn staggered waterfall start. Up to the next 18 competitors will be the second row of the main waterfall line and up to the next nine competitors will be the second row of the staggered waterfall line. There will be no more than 18 competitors in any row at the main waterfall line. If more than one row is necessary, competitors will be assigned to their rows/waterfall line, seeded by their entry times. The front row will be the fastest, second row the next fastest. Starting positions within each row/waterfall will be drawn by lot. Lap counters will be the responsibility of the meet assigner to designate.
- h) The 4x100 and 4x400 relays shall be run on the final day of Championship competition. Relay cards are due to the clerk of the course no later than 30 minutes prior to the start of each race. The top 8 teams shall be placed in the second heat. The remaining institutions shall compete in the first heat. If the NCAA minimum number of competitors is not met for the first heat then 8th seeded team will move to first heat.
- i) In the two relays, institutions are allowed to make substitutions from outside the declared 32-athlete squad for a documented injured athlete.

ADMINISTRATION OF ALL FIELD COMPETITIONS

I. Field Events

- a) The following individual competitions shall be held: long jump, triple jump, high jump, hammer throw, shot put, discus, javelin, pole vault.
- b) Competitors are to check in at their respective field event venues (long jump, triple jump, high jump, hammer throw, shot put, discus, javelin) 60 minutes prior to the start of the event. Pole vault check-in shall occur 90 minutes prior. Competitors will be able to begin warmup once checked in.



- c) Field events which require two or more flights shall be seeded so that the highest-seeded individuals compete in the latest flight. The order within each flight will be drawn by lot. Flights will consist of an equal number of competitors as possible with the maximum number in any flight not to exceed 15 competitors.
- d) Throwing implements must be weighed at a location determined by the host institution. The weigh in may occur the day prior to competition with hours to be determined by the host institution and meet referee. Implements weighed the day prior will be impounded until the warmup for the event. Weigh-ins the day of the event must occur at least two hours prior to the start time of the event. Failure to certify equipment will result in disqualification.
- e) No more than two men's or women's throwing and jump events are permitted in a single day at the championship with the exception of the long and triple jumps.
- f) Starting heights for the high jump and pole vault will be confirmed at the pre-Championship technical meeting. The host institution head coach will send out preliminary height recommendations on the Tuesday prior to the start of the multi-event championship.
- g) Height increments for high jump 5cm up to the projected mark and 3cm beyond the new standard. Pole vault increments will be 15cm up to the projected mark and 10cm beyond the new standard.
- h) Nine top marks after all preliminary flights are advanced to finals. Tiebreakers will be used to advance if needed. No competitor will be given more than the standard three jumps/throws.
- i) All take off boards and runways shall be clearly marked and conform to NCAA specifications.
- j) All sectors must be clearly marked with flagging in the throwing events. Distance markers must also be set up in all field events as well as a wind sock in jumping events.
- k) All field events must have event boards with distance indicator that must be operated by the host institution game management staff. The metric result shall be listed first followed by standard measurement system.



2023 BIG WEST QUALIFYING STANDARDS

Women's Event	Time/Mark	Men's Event	Time/Mark
100 Meters	12.10	100 Meters	10.79
200 Meters	24.80	200 Meters	21.85
400 Meters	57.30	400 Meters	48.99
800 Meters	2:14.50	800 Meters	1:54.00
1,500 Meters	4:38.00	1,500 Meters	3:53.00
Steeplechase	11:20.00	Steeplechase	9:30.00
5,000 Meters	17:25.00	5,000 Meters	14:45.00
10,000 Meters	No Standard	10,000 Meters	No Standard
100 High Hurdles	14.65	110 High Hurdles	15.15
400 Hurdles	64.00	400 Int. Hurdles	55.00
Women's Event	Time/Mark	Men's Event	Time/Mark
High Jump*	5' 3.25" (1.61m)	High Jump*	6' 4.75" (1.95m)
Long Jump	18' 6.5" (5.65m)	Long Jump	22' 11.75" (7.00m)
Triple Jump	37' 6.75" (11.58m)	Triple Jump	45' 11.25" (14.00m)
Pole Vault*	12' 1.25" (3.70m)	Pole Vault*	15' 3" (4.65m)
Shot Put	42' 0" (12.80m)	Shot Put	50' 10.25" (15.50m)
Discus	141' 1" (43.00m)	Discus	155' 10" (47.49m)
Hammer	160' 0" (48.77m)	Hammer	170' 7" (52.00m)
Javelin	120' 0" (36.58m)	Javelin	164' 0.5" (50.00m)

*Bar Raise Progressions - The starting heights in the conference championship for the pole vault and high jump events shall be set at the technical meeting using the following process:

- A. The regional qualifying marks are projected.
- B. Once the projected regional qualifying mark is determined, the new conference standard is set at three bar progressions below that mark.

The starting heights should be set at two bar progressions below the new conference standard.