

# NEW YORK STATE COLLEGIATE TRACK CONFERENCE



## CONSTITUTION AND BY-LAWS

VERSION 2.0 - 1/06/06

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**NEW YORK STATE COLLEGIATE TRACK CONFERENCE**

**Constitution**

**ARTICLE I**

**Name**

The name of this Association shall be the New York State Collegiate Track Conference (hereafter referred to as the NYSCTC).

**ARTICLE II**

**Philosophy....Purpose**

Section 1.

The philosophy of this association shall be to foster and maintain intercollegiate competition in men's and women's track and field and in cross country running, and to promote a high level of sportsmanship and friendly relationships among its' members.

Section 2.

The purpose of this association is to conduct these five championship events: 1) cross country, 2) indoor multi-event, 3) indoor track and field, 4) outdoor multi event, 5) outdoor track and field.

**ARTICLE III**

**Government**

Section 1.

The government and general supervision of the affairs of this association shall be entrusted to a convention composed of delegates regularly appointed by the associate colleges.

Section 2.

The annual meeting of the association shall be held on the second Monday in June at a centrally located site. All official business of the association shall be transacted at this meeting.

Section 3.

Special conventions of the association shall be called by the President at the request of any three associate members of the association, provided that notice of such meeting shall be sent to each college at least 21 days before the date assigned for such meeting.

Section 4.

The immediate management of this association shall be entrusted to an Executive Committee consisting of the officers of the association and the past president. No college shall have more than one representative on the Executive Committee and gender representation shall not fall below two fifths of the committee.

Section 5.

There shall be no voting by proxy only.

Section 6.

Each member college shall be permitted to appoint either one or two representatives with voice and vote at all meetings, but with power to cast only one vote for each gender represented.

Section 7.

A quorum at all meetings shall consist of two thirds of the members of the association.

**ARTICLE III - Government (cont'd)**

Section 8.

The association shall have four standing committees: a Competition Committee, a Constitution-Long Range Planning Committee, Public Relations and Recognition Committee and Budget/Finance Committee.

Section 9.

For the annual meeting of the association only, there shall be an Audit Committee and a Nominating Committee.

**ARTICLE IV**

**Membership**

Section 1.

Membership in this association shall be limited to NCAA Division III, four-year degree granting colleges and universities located in New York State.

Section 2.

Membership shall be limited to those schools who adhere to NCAA Division III financial aid regulations. Talent grants based on athletic ability are not permitted. Athletic grant recipients in other sports will not be eligible for association championships.

Section 3.

All members must:

1. Have institutional representation at the annual meeting.
2. Pay all financial obligations.
3. Meet participation standards spelled out in the by-laws.
4. Participate in the management and/or hosting of championship events.
5. Award financial aid based on NCAA Division III financial aid regulations.
6. Participate in the cross country, indoor and outdoor championships unless granted relief from participation per By-Law Article II, Section 6.

Section 4.

A college desiring to be admitted to the association shall present to the secretary of the association a written application to be received no later than thirty (30) days prior to the annual meeting.

Section 5.

Applications for membership shall be acted upon at the annual meeting of the association, following consideration by the Executive Committee. Applicants shall answer such questions and furnish information and data as required by the association.

Section 6.

When a quorum is present an applicant may be accepted by a two-thirds vote of all members present at the annual meeting.

Section 7.

Upon joining this association, each member thereby agrees to accept and abide by the rules and regulations of the association as set forth in the Constitution, By-Laws, and Rules.

Section 8.

Upon approval of the Executive committee, a member college may be granted a leave of absence, not to exceed two (2) consecutive years.

**ARTICLE IV - Membership (cont'd)**

Section 9.

A member may become subject to probation, suspension, or expulsion from the association:

1. Through any such change in standards of conduct as shall be deemed incompatible with the best interests of and standards of membership in the association.
2. Through failure to meet obligations referred to in Section 3 of this article.

Section 10.

A member may be placed on probation for any infraction of Association rules by vote of the Executive Committee. Probation shall be for a period not to exceed one year. When a member is placed on probation, letters explaining the action will be sent to the coach involved and to the athletic director of the member school. Any institution placed on probation twice in a five year period, will have its membership reviewed and may be subject to suspension or expulsion.

Section 11.

A member may be suspended for infraction of association rules by vote of the Executive Committee. The suspension period shall not exceed one year, and will commence thirty (30) days following written notice to the coach involved and the athletic director of the member school. Suspension is subject to appeal at any regular or special meeting of the association. Suspended members may not participate in association championships. A member will automatically be suspended for non-payment of financial obligations.

Section 12.

A member may be expelled from the association for infraction of association rules by a two-thirds vote at the annual meeting.

**ARTICLE V**

Officers

Section 1.

The officers of this association shall be a President, a Vice-President, a Secretary, and a Treasurer.

**ARTICLE VI**

Election of Officers

Section 1.

The officers of this association shall be elected at the annual meeting by a majority vote of the members present, and will take office on at the conclusion of that meeting.

**ARTICLE VII**

Finance

Section 1.

Between July 1st and October 15th member colleges will pay to the Treasurer annual dues of seven hundred dollars (\$700) for the current school year. An institution represented by a single gender program shall pay three hundred fifty dollars (\$350). A "users" fee of two dollars (\$3.00) per athlete entered on the initial entry roster, in the championship meets, must be paid at registration.

Section 2.

A member college on an approved leave of absence is obligated to pay to the Treasurer one half (½) the annual dues.

Section 3.

Financial obligations incurred by the association shall be paid by the treasurer.

**ARTICLE VII - Finance (cont'd)**

Section 4.

Upon approval, at the annual meeting of the association, member colleges may be assessed an additional fee to meet any financial deficiencies incurred by the association.

**ARTICLE VIII**

**Officials of Championship Meets**

Section 1.

The officials shall be selected by the college at which the annual championship are being held.

**ARTICLE IX**

**Amendments**

Section 1.

When a quorum is present this Constitution may be amended by a two-thirds vote of the association membership present at the annual meeting provided at least thirty days notice has been given all members of the association.

**By-Laws**

**ARTICLE I**

**Duties of Officers and Standing Committees and Sub-Committees**

Section 1.

The President shall preside at all meetings of the association and the Executive Committee, and shall be an ex-officio member of all committees. He/she shall appoint all sub-committees, including a Newsletter Editor, an Auditor and an Historian whenever necessary. He/she shall call special meetings of the committees or the Association whenever he/she deems necessary. The President shall send an agenda of all business to all association schools at least ten (10) days prior to any business meeting. The President shall continue to serve on the Executive Committee during the term immediately following his/her term of office.

Section 2.

The Vice-President shall preside at all meetings in the absence of the President. He/she shall be chairperson of the Competition Committee.

Section 3.

The Secretary shall keep the minutes of all meetings of the association and The Executive Committee. He/she shall conduct all correspondence and shall have charge of and be responsible for records including the Constitution, Minutes, and all material pertinent to the duties of the office.

Section 4.

The Treasurer shall collect and have charge of all monies belonging to the association. He/she shall keep an accurate account of all monies received and disbursed, and shall submit a report thereof to the association at the annual meeting, or whenever called upon to do so. The treasurer shall chair the budget/finance committee.

1. All bills shall be presented to the Treasurer who shall be authorized to disburse the funds of the association by check in accordance with the terms approved at meetings of the association.
2. The Treasurer's Financial Report shall be audited by the association Auditor before the annual meeting of the association. The report shall then be submitted to the association for approval. The Treasurer's books shall be the property of the association.
3. The Treasurer shall issue notices of annual dues and any special assessments to member colleges.

Section 5.

The Auditor shall audit the annual financial report of the Treasurer.

Section 6.

The Historian shall keep all records of a permanent nature of the association. He/she shall properly document all new records established at each association championship. It shall be understood that if he/she is unable to be present at an association championship, he/she shall designate a representative to carry out acceptable wind velocity measurements with a reliable wind instrument at the outdoor track and field championship meet.

Section 7.

The Competition Committee shall be composed of four (4) members, appointed by the President to serve two year rotating terms (50% of committee appointed each year). This committee shall be charged with oversight of meet management considerations on a continuing basis. Gender representation shall not fall below 50% of the appointed committee. This committee shall be chaired by the Vice President.

**ARTICLE I - Duties of Officers and Standing Committees and Sub-Committees (cont'd)**

## Section 8.

The Constitution-Long Range Planning Committee shall be composed of four (4) members, appointed by the President to serve a two year rotating term (50% of committee appointed each year). The chair of this committee will be the immediate past President. Gender representation shall not fall below 50% of the appointed committee. This committee shall be charged with:

1. Identifying and examining trends and problems of intercollegiate track & field, recommending goals and suggesting to the membership courses of action which the association may wish to pursue.
2. Reviewing all proposed constitution and by-law changes and making recommendations to the membership at the annual meeting.
3. At the conclusion of the annual meeting and prior to the cross country championship, distributing to the membership an addendum of current constitution and by-law changes.
4. The Committee shall be charged with developing and distributing to the membership a revised and updated constitution and by-laws every fourth (4th) year.

## Section 9.

The Budget/Finance Committee shall be comprised of two members, appointed by the President to serve a five year term. The committee shall be charged with formulating long and short term financial plans for the association. Gender representation shall not fall below 50% of the appointed committee. This chair shall be the Treasurer.

## Section 10.

The Executive Committee, together with the Constitution-Long Range Planning Committee, will also serve as a Membership Committee, whose duty it will be to review membership applications, interview the appropriate coaches and athletic directors and make appropriate recommendations to the association at the annual meeting.

1. The Executive Committee will also be empowered to review any deficiencies in conduct of participating members and make appropriate recommendations to the association at the annual meeting.

**ARTICLE II****Championship Competition**

## Section 1.

The association shall, during the fall of each year, conduct a Cross Country Meet. The date of the Cross Country Championship shall be the Saturday one week prior to the NCAA Division III Regional qualifying meet in November, unless otherwise stipulated at the annual meeting of the association. The starting times of the race shall be 11:00 and noon. Women will race first in odd years and men will race first in even years.

## Section 2.

The association shall conduct an Indoor Track and Field Championship two weekends preceding the NCAA Division III Indoor Track and Field Championship, unless otherwise stipulated at the annual meeting of the association.

## Section 3.

The date of the Outdoor Track and Field Championship shall encompass the first Saturday in May.

## Section 4.

The association shall conduct a multi-event Championship. The multi-event scoring place winners will be counted in the Outdoor Track and Field Championship.

1. The Multi-event Championship shall be held on the Sunday and Monday prior to the outdoor championship meet.



**ARTICLE II - Championship Competition (cont'd)**

## Section 5.

The association shall conduct an Indoor Multi-event Championship the Sunday prior to the Indoor Championship Meet. The multi-event scoring places will be counted in the Indoor Track and Field Championship.

## 1. The order of events shall be:

## a. Indoor:

<i>Men:</i>	1.	55 Meter Hurdles	<i>Women:</i>	1.	55m Hurdles
	2.	Long Jump		2.	High Jump
	3.	Shot Put		3.	Shot Put
	4.	High Jump		4.	Long Jump
	5.	1000 Meter		5.	800 Meter

## b. Outdoor:

<i>Men:</i>	<u>Day 1</u> (12:00 Noon)	<i>Women:</i>	<u>Day 1</u> (1:00 P.M.)
1.	100 Meter	1.	100m Hurdles
2.	Long Jump	2.	High Jump
3.	Shot Put	3.	Shot Put
4.	High Jump	4.	200 Meters
5.	400 Meter		
	<u>Day 2</u> (10:00 A.M)		<u>Day 2</u> (11:00 A.M.)
6.	110m Hurdles	5.	Long Jump
7.	Discus	6.	Javelin
8.	Pole Vault	7.	800 Meter
9.	Javelin		
10.	1500 Meter		

\*Men will start one hour prior to the start of the women's multi-event.

## Section 6.

All member institutions must compete in the Cross Country, Indoor Track, and Outdoor Track Association Championships unless:

1. The association championship is in direct conflict with a recognized national organization championship.
2. The institution withholds all eligible competitors from competition on the dates of the association championship competition.
3. The institution does not sponsor a team in that season.
4. The institution's primary All Sports conference conflicts.
5. When a quorum is present the institution is granted relief from this section of the By-Laws by a two-thirds vote of the membership present at the annual meeting.
6. This article of the by-laws does NOT include the multi events championships.
7. Participation only in the multi-event competition does not fulfill championship obligations.

## Section 7.

If a College or University is interested in hosting a Championship Meet, it should submit a bid to the Competition Committee.

## Section 8.

Following the championship event, final meet results consistent with NCAA rules and financial accounting of users fees must be submitted to the President within three weeks.

### ARTICLE III

#### Rules Governing Championship Competition

##### Section 1.

Except where herein provided, the Championship Meets of this association shall be governed by the rules of the NCAA.

### ARTICLE IV

#### Championship Meet Standards

##### Section 1.

A cross country team shall consist of no more than ten competitors. Only the top seven finishers will effect team scoring but all competitors are eligible for individual awards.

##### Section 2.

At the annual meeting, a Committee on Championship Meet Standards shall present to the membership, for their approval, qualifying standards for Championship Meets.

1. Any athlete who meets an event standard within the designated indoor or outdoor season, but no later than the Monday prior to the respective championship, will be eligible to compete provided the athlete's performance is published in the Association's performance list. Performances published in the newsletter must meet the following criteria:
  - a. All performance updates must be submitted to the performance list coordinator by 12:00 noon on Monday. Results may be submitted by sending the official results web link or by faxing official results. Any problem in obtaining complete results at this time must be reported to the list coordinator by noon on Monday. Failure to submit results/report difficulties may result in a \$50.00 fine.
2. To fill the fields, the performance list will be used to provide for a field of 18 athletes per event indoors and 24 athletes per event outdoors. The field size includes all declared qualified athletes and declared athletes from the performance list up to the stated field size, if needed.

##### Section 3.

Each institution may have up to two (2) "wild card" entries in the indoor and outdoor championship. These two (2) entries may be entered anywhere in the meet. Wild card entries may be added in excess of the stated field sizes. Wild cards appearing on the performance list or having a verifiable time/distance will be seeded as such. Wild cards not appearing on the performance list or having no verifiable time or distance shall be seeded as NT or NM.

##### Section 4.

The automatic qualifying standard and minimum standard for all events shall be reviewed annually by the Meet Standards Committee.

##### Section 5.

Qualifying times in meets conducted under IAAF Rules are acceptable in meeting the qualifying standards for the championship meets. Qualifying performances must have been made in a meet with a minimum of ten (10) events and where men and women don't compete together (except 10K). Implements must be certified and at least one (1) other school must be in attendance.

**ARTICLE V**

List of Entries

Section 1.

A complete list of entries must be posted or faxed to the Meet Director and the Association Treasurer two (2) weeks before the date of the respective championship.

Section 2.

This list of entries shall be alphabetically listed and year of projected graduation specified. No contestant will be permitted to compete unless he/she is so entered.

**ARTICLE VI**

Eligibility

Section 1.

A member Institution, in order to be eligible for the Association championships, must conduct its' program of Cross Country and Track & Field (indoor and outdoor), on a philosophy compatible with the eligibility regulations of the NCAA Division III.

**ARTICLE VII**

Finalizing Entries

Section 1.

The Meet Director shall follow the following declaration procedures:

1. Cross Country: In cross country, final declarations (up to 10 athletes) shall be made at the starting line.
2. Indoor/Outdoor Track & Field: In track and field, the following declaration procedure will be used:
  - a. Email or fax any final performance updates and additions to the performance list editor by 6:00 p.m. the Monday prior to the championship.
  - b. The final performance list will be posted (web) emailed or faxed by noon on Tuesday.
  - c. Email or fax final declaration to meet director or seeding coordinator between 9:00 a.m. and 12:00 noon on Wednesday prior to championship.
  - d. The seeding coordinator will send a receipt verifying entries to each coach by 3:00 P.M. on Wednesday. Each institution has until 4:00 P.M. to verify entries.
  - e. The official seeding of events entries begin at 4:00 P.M. on Wednesday.
  - f. Final list of entries will be emailed or faxed to coaches by 12:00 noon on the Thursday prior to the start of the championship.
3. Multi-event Championships: The declaration procedure for the multi-event championships are as follows:
  - a. Final declarations must be faxed by 5:00 p.m. the day prior to the start of the multi-event.

**ARTICLE VII - Finalizing Entries (cont'd)**

Section 2.

In Cross Country, late entry petitions may be made until the beginning of declarations. Late declaration petitions may be made until starting line assignments begin. If the petition is approved by the Games Committee, a fifty dollar (\$50) fine shall be assessed and a letter will be sent to the Director of Athletics of the petitioning institution describing the petitioning circumstances.

Section 3.

In Indoor and Outdoor Track and Field, late entry petitions may be made until the beginning of the declaration period. Late declaration petitions may be made until the beginning of the seeding process. If the petition is approved by the Executive Committee, a fifty dollar (\$50) fine shall be assessed and a letter will be sent to the Director of Athletics of the petitioning institution describing the petitioning circumstances.

**ARTICLE VIII**

**Protest Procedures**

Section 1.

All protests must be submitted in writing by the Head Coach or Authorized Representative to the referee.

Section 2.

To be officially considered, all protests must be filed within one half hour following the posting of results of an event or ruling associated with the protest.

Section 3.

All protests of the seeding procedures or petitions for acceptance of late declarations will be heard by the Executive Committee of the association.

Section 4

After the scheduled beginning of competition, the Referee shall be the sole and final arbiter of all protests.

Section 5.

Finally declared contestants must honestly participate in all the events in which they are declared, or be barred from all remaining events in the current meet.

**ARTICLE IX**

**Championship Procedures**

Section 1.

All Championship Cross Country Meets shall be 8,000 meters in length for men and 5000m in length for women, unless otherwise mutually agreed upon by the Association.

Section 2.

All events conducted at the NCAA Indoor Championship shall be conducted at the NYSCTC Indoor Championship.

**ARTICLE IX - Championship Procedures (cont'd)**

## Section 3.

The order of events for Indoor Championship shall be:

**FRIDAY**

<b><u>FIELD EVENTS:</u></b>	2:00 P.M.	Long Jump - Trials/Finals (M-W)
	2:00	Shot Put - Trials/Finals (M-W)
	2:00	High Jump - Trials/Finals (W-M)
<b><u>RUNNING EVENTS:</u></b>	3:00 P.M.	3000m Racewalk (M&W) - Exhibition
		55m Hurdle (W) - Trials
		55m Hurdle (M) - Trials
		400m Dash (W) - Trials
		400m Dash (M) - Trials
		55m Dash (W) - Trials
		55m Dash (M) - Trials
		Distance Medley Relay - (W)
		Distance Medley Relay - (M)
		200m Dash (W) - Trials
		200m Dash (M) - Trials
		5000m (W) - Sections
		5000m (M) - Sections
		4 x 200m (W) - Sections
		4 x 200m (M) - Sections

**SATURDAY:**

<b><u>FIELD EVENTS:</u></b>	10:00 am	Pole Vault (M) - Trials/FINALS
	10:00 am	Weight (M) - Trials/FINALS
	10:00 am	Triple Jump (W) - Trials/FINALS
	12:00 noon	Triple Jump (M) - Trials/FINALS
	12:00 noon	20# Weight (W) - Trials/FINALS
	12:00 noon	Pole Vault (W) - Trials/FINALS
<b><u>RUNNING EVENTS:</u></b>	10:00	Mile (W) - Sections
		Mile (M) - Sections
		55m Hurdles (M) - FINAL
		55m Hurdles (W) - FINAL
		400m (W) - Finals
		400m (M) - Finals
		500m (W) - Sections
		500m (M) - Sections
		55m Dash (W) - FINAL
		55m Dash (M) - FINAL
		800m (W) - Sections
		800m (M) - Sections
		1000m (W) - Sections
		1000m (M) - Sections
		200m (W) - Finals
		200m (M) - Finals
		3000m (W) - Sections
		3000m (M) - Sections
	4 x 800m RELAY (W) - Sections	
	4 x 800m RELAY (M) - Sections	
	4 x 400m RELAY (W) - Sections	
	4 x 400m RELAY (M) - Sections	

**ARTICLE IX - Championship Procedures (cont'd)**

- Final time schedule will be based on the number of entries in each event.
- 1500/3K/5K shall run in sections if more than 15 competitors are declared. Twelve (12) will run in fast section.
- Opening heights for the pole vault and high jump will be two heights below the established qualifying standard. The executive committee has the authority to change the opening heights based on final performance list.
- Following the general warm-up, the warm-up period between flights in all field events must be equal.
- In the running events, ties for the last qualifying place (semi-final an/or final) shall be broken by reading the fully automatic timing device to the maximum time increment possible (1000<sup>th</sup>, 10,000<sup>th</sup> of a second).
- Lane gaps in trial assignments shall be closed whenever possible, working from the preferred lanes outward.
- The 4 x 200m is to be run in alternating lanes starting with lane two.

**Section 4.**

All events conducted at the NCAA Outdoor Championship shall be conducted at the NYSCTC Outdoor Championship

**Section 5.**

The order of events for Outdoor Championship shall be:

**FRIDAY**

<b><u>FIELD EVENTS:</u></b>	1:00 PM	Long Jump (W)
	1:00	Shot Put (M)
	1:00	Discus (W)
	1:00	Javelin or Hammer (M)
	1:00	Pole Vault (M)
	3:30	Long Jump (M)
	3:30	Javelin or Hammer (W)
	3:30	Pole Vault (W)
	3:30	Discus (M)
	3:30	Shot Put (W)
<b><u>RUNNING EVENTS:</u></b>	2:00	5000m Racewalk (M &W) - Exhibition
		100m Hurdle Trials(W)
		110m Hurdle Trials(M)
		400m Dash (W) - Trials
		400m Dash (M) - Trials
		100m Trials(W)
		100m Trials(M)
		4 X 800m Relay (W)
		4 x 800m Relay (M)
		200m Trials(W)
		200m Trials(M)
		10,000m (W)
		10,000m (M)

**SATURDAY**

<b><u>FIELD EVENTS:</u></b>	10:00 AM	Hammer or Javelin(M)
	10:00	High Jump (M)
	10:00	Triple Jump (W)
	12:30 PM	Hammer or Javelin (W)
	12:30	Triple Jump (M)
	12:30	High Jump (W)

**ARTICLE IX - Championship Procedures (cont'd)**

<u>RUNNING EVENTS:</u>	10:00 AM	3000 Meter Steeplechase (W) - Sections 3000 Meter Steeplechase (M) - Sections 4 X 100 Meter Relay (W) - Sections 4 X 100 Meter Relay (M) - Sections 1500 Meter Run (W) - Sections 1500 Meter Run (M) - Sections 100 Meter Hurdle (W) - Final 110 Meter Hurdle (M) - Final 400 Meter Dash (W) - Finals 400 Meter Dash (M) - Finals 100 Meter (W) - Final 100 Meter (M) - Final 800 Meter Run (W) - Sections 800 Meter Run (M) - Sections 400 Meter Hurdles (W) - Sections 400 Meter Hurdles (M) - Sections 200 Meter (W) - Final 200 Meter (M) - Final 5000 Meter Run (W) - Sections 5000 Meter Run (M) - Sections 4 X 400 Meter Relay (W) - Sections** 4 X 400 Meter Relay (M) - Sections**
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\*\* = events would be moved up if two sections per gender in the 5000m is not needed

- Final time schedule will be based on the number of entries in each event.
- Hammer and javelin will be contested on separate days. Host will determine event order.
- 1500/Steeplechase/5K will be run in sections if more than 15 competitors are declared. Twelve (12) will run in fast section.
- Opening heights for the pole vault and high jump will be two heights below the established qualifying standard. The executive committee has the authority to change the opening heights based on final performance list.
- Following the general warm-up, the warm-up period between flights in all field events must be equal.
- In the running events, ties for the last qualifying place (semi-final an/or final) shall be broken by reading the fully automatic timing device to the maximum time increment possible (1000<sup>th</sup>, 10,000<sup>th</sup> of a second).
- Lane gaps in trial assignments shall be closed whenever possible, working from the preferred lanes outward.

Section 6.

In the indoor and outdoor championships, the number of competitors advancing to the final round in the horizontal jumping events and the weight events shall be the greater of the following:

1. The number of final competitors in the longest track race run in lanes.
2. One more than the number of scoring places in the meet.

Section 7.

In the Indoor and Outdoor Championships, in all running events having more than two rounds of competition, advancement shall be on a combined place-time basis, with at least fifty percent (50%) for the next round advancing by place. In events having only two rounds of competition, heat winners and next fastest times will advance.

Section 8.

In events where two or three rounds of competition need to be run, the first round WILL ALWAYS BE COMPETED AT THE FIRST SCHEDULED TIME FOR THAT EVENT. If originally scheduled races are eliminated, the order of elimination will be semi-finals, trials. Rounds are limited to the fewest needed within NCAA rules and facility potential. On a six lane track, in running events which start in lanes if 13 or 14 athletes are declared the event will be run in two rounds of competition.

Section 9.

It is the host school’s responsibility to display and secure the championship banners provided by the NYSCTC.

## ARTICLE X

### Rules Governing Awards

#### Section 1.

Each year a trophy shall be awarded to the winner and runner-up of the Cross Country, Indoor, and Outdoor Track and Field Championship. These trophies will be furnished by the association and their design decided upon by the Executive Committee.

#### Section 2.

All scoring events, including relays, will be awarded medal in the Track and Field Championship Meets. Medals for the first twenty one (21) place winners shall be awarded in the Cross Country Championship Meet.

#### Section 3.

All medals shall be inscribed to show the place won or tied for, the event and the date of the competition. Medal material and ribbon colors shall be as follows:

- First Place - Gold Medal/Blue Ribbon
- Second Place - Silver Medal/Red Ribbon
- Third Place - Bronze Medal/White Ribbon
- Fourth Place - Bronze Medal/Yellow Ribbon
- Fifth Place - Bronze Medal/Green Ribbon
- Sixth Place - Bronze Medal/Orange Ribbon
- All succeeding places - Bronze Medal/Orange Ribbons

#### Section 4.

In Indoor and Outdoor Track the Association will award a plaque to the Outstanding Performer in the running events and the Outstanding Performer in the field events.

#### Section 5.

The first twenty-one (21) finishers in the Cross Country Championships will be designated as the First Team (1-7), Second Team (8-14) and Honorable Mention (15-21) All NYSCTC Cross Country Team and will be awarded certificates signifying this honor.

#### Section 6.

In Indoor and Outdoor Track the Association will designate the All NYSCTC Track and Field Team. This team will include the first, second and third place finishers in each individual event in the championship, as well as the first place team in each relay event.

#### Section 7.

At each of the three team championship meets of the Association the coaches will select by ballot the NYSCTC Coaches of the Year. The designated coach will receive a plaque.

#### Section 8.

All athletes competing at the association championship, achieving a 3.20 G.P.A. semester or higher, will receive All NYSCTC Scholar Athlete Honors (i.e. Fall and Spring Scholar Athlete Teams). Nominations should be submitted to the Association Secretary by the following dates: Cross Country - January 31<sup>st</sup> & Track & Field - Annual Meeting Date

#### Section 9.

Nominations for the Lifetime Achievement Award must be submitted prior to the outdoor track and field championship. Candidates will be voted upon (majority vote) at the annual meeting and the award will be presented at the following outdoor championship.



**ARTICLE X - Rules Governing Awards (cont'd)**

Section 10.

At the conclusion of the final event at each of the three Association championships, the coaches will meet to select award winners by ballot. The awards include rookie of the year (xc, indoor track & field and outdoor track & field), top running event performer (indoor and outdoor track and field), and top field event performer (indoor and outdoor track and field).

Section 11.

The Public Relations Committee will select a male and female athlete of the week for each season (cross country, indoor track and field, and outdoor track and field). Nominations must be received by designated coach by 12:00 Noon each Monday of the season.

**ARTICLE XI**

**Scoring in Championship Meets**

Section 1.

Scoring in the Cross Country Championship shall be as provided by the NCAA rules.

Section 2.

Eight (8) places will be scored in each event, including relays and multi-events, in the Indoor and Outdoor Track and Field Championships. Scoring shall be on a 10-8-6-5-4-3-2-1 basis.

**ARTICLE XII**

**Rules Governing Records**

Section 1.

The Historian shall obtain affidavits from the officials of any event in case of an association record being established. He/she shall submit these affidavits to the membership and records shall be recorded by the Secretary and filed with the Historian.

**ARTICLE XIII**

**Finances**

Section 1.

The association shall underwrite the expenses incurred by host institutions to the extent of:

1. Cross Country; \$1000.00.
2. Indoor Track and Field; \$2500.00
3. Outdoor Track & Field; \$2500.00
4. Indoor Multi-event; \$250
5. Outdoor Multi-event; \$500.00

Section 2.

The association shall underwrite the expenses incurred by performance list editor and web site coordinator to the extent of:

1. Performance List, \$1150.00
2. Web, \$750.00

**ARTICLE XIV**

Amendments to the By-laws

Section 1.

The By-laws of the Association may be amended by a majority vote of the Association Membership at a convention of the Association.

**ARTICLE XV**

Proposed Site Selection Criteria

Section 1.

All association members are encouraged to host association championships in those sports for which they have facilities meeting the criteria detailed below. In order to be eligible to host an association championship, a member must file with the association a certification that his facilities meet the appropriate criteria.

Section 2.

The Association Cross Country Championship shall be run on a course of 8000 meters for men and 5000 meters for women. The starting area must be large enough to accommodate a starting line 250 ft. long, and if possible have no major restriction or sharp turn in the first 400 meters or cross public roads. Off-pavement courses are preferred, but not mandatory. It is preferred to have an unrestricted path for the last 200 meters to the finish line, and adequate space for a finish chute that will accommodate 200 runners.

Section 3.

The Association Indoor Championship shall be conducted on an indoor track having at least four lanes around the track and six lanes on the straight. The running surface shall be of a synthetic substance. Facilities for all field events must conform to the specifications set forth in NCAA Rule 1.

Section 4.

The Association Outdoor Championship shall be conducted on an outdoor track having at least eight lanes around the track. The running surface shall be of a synthetic substance. Facilities for all field events must conform to the specifications set forth in NCAA Rule 1.

## APPENDIX A

### Criteria for Membership

The following criteria for membership should be effective for all members.

1. An NCAA Div. III four year college or university in New York State.
2. A commitment to fully participate in all Association Championships and other Association activities including meetings.
3. A willingness to host Association Championships as facilities permit.
4. A philosophy of competition based on sportsmanship and friendly competition.

### Criteria for Remaining in Organization

To remain a member in good standing a member institution must abide by the following criteria.

1. Participate in each of the Association Championships unless granted relief at the annual meeting or by action of the Executive Committee. (see Bylaw Article Two, Section 6).
2. Abide by the philosophy and sense of sportsmanship of the Association.
3. Be represented at the annual meeting unless excused by the Executive Committee.
4. Pay the annual dues.

### Criteria for Meets

1. Bids should be submitted at the annual meeting to host an Association Championship. Bids should be submitted at least two years prior to the competition.
2. Sites should conform to Association and NCAA Division III standards for championships.

### Suggestions for Governance

The present governance of the Association is adequate and appropriate, with governance centered on the Executive Committee. The annual meeting should be continued in its present form. Additional meetings should be held as required. Active leadership on the part of the Executive Committee and membership participation through committees should be strongly encouraged.

### Relationships with other Organizations

All members are members of the NCAA Division III and most have affiliation with one or more other organizations. While membership in other organizations is not discouraged, commitment to NYSCTC is considered binding with the exception of primary institutional all sports conferences. All institutions must designate their primary all sports conference if one exist.

**NYSCTC CHAMPIONSHIP HANDBOOK**  
(First Edition - June 1998)

**MEET PREPARATIONS**

**Budget:** Hosts should plan a budget well in advance. The championship budget should adequately cover the cost of hosting a well officiated and well run meet. It is not acceptable to cut corners to save money at the expense of running a quality championship. It should be understood that the lump sum payment from the NYSCTC organization will not in itself cover the total cost of the meet. It should also be understood that if the championship does not meet the criteria set forth in this handbook, some or all the money may be withheld.

**Lodging:** A list of hotels (including host hotel if one is designated) should be provided to coaches at or before the annual meeting. This list should contain addresses, phone numbers, contact person, rates and deadlines. It is also helpful to include a list of area restaurant and their phone numbers.

**Parking:** Directions and maps for parking team vans, buses and cars should be provided in the pre-meet information packet. Parking passes (if needed) should be included in the Coaches' packets. Information about spectator parking is helpful.

**Sports Medicine:** A letter from the host trainer should be included in the Coaches' packets. This letter should include training room hours, phone numbers, treatments available, policies and procedures.

**Facility Diagrams:** A diagram of facilities and weigh-in and clerking sites should be included in the initial mailing. Also include type of track surface, allowable spike lengths/types, field event surfaces (especially javelin runway), board distances and runway lengths. Please make note of any items peculiar to your individual track and field layout (ie: the Rochester throwing area is 1000 meters from the stadium).

**Weigh Ins:** A time and place for weighing and measuring of implements must be specified in the initial mailing. Reasonable time should be allotted and the competition schedule should be considered when establishing weigh in times.

**Starting Heights/Increments:** As per the NYSCTC constitution, starting heights and increments should be noted in the initial mailing.

**Foul Weather Plan:** Hosts should be prepared for inclement weather. An alternate cross country course should be designed and mapped well in advance of the competition. Likewise in track and field, plans should be made to move the field events in the schedule or indoors if necessary for the safety of the athletes.

**Officials:** The host school shall provide an adequate number of qualified officials. These officials should be well versed in the NCAA and NYSCTC rules governing their event(s). The officials should be supplied with an adequate number of workers and supplies to run their particular event. A championship host failing to provide proper officials will not receive reimbursement from the association.

**Referee** (no additional responsibilities and familiar with DIII/NCAA/NYSCTC)

**Starter**

**Assistant Starter** (recommended due to length of meet/number of competitors)

**Clerk** (recommend two)

**Timing Device Operator/Assistant**

**Typist** (recommend two)

**Head Finish Line Judge**

**Manual Timers** (minimum 6 indoors, 8 outdoors - cover the number of teams/individuals)

**Inspectors** (minimum of 4)

**Long/Triple Jump** (recommend head official to read names and write marks, one additional to mark in pit, and two workers to pull tape and rake)

**Javelin** (recommend head official to read names and write marks, three to spot in sector, one additional worker to pull tape)

**Hammer** (same as above)

**Discus** (same as Javelin/Hammer)

**Shot Put** (recommend head official to read names and write marks, two to mark in sector, one additional to

pull tape)

**Pole Vault** (head official and two workers) **High Jump** (head official and one worker)

**Announcer**

**Work Crew** (recommend a minimum of 8 to move hurdles/starting blocks, set up and clean up)

**Gopher** (run results from finish line to press box/typist, post results, make copies, etc.)

**Weigh In Clerk** (recommend a minimum of two to weigh, mark and impound implements)

**Awards Steward**

**Results** (recommend two people to copy, collate results for each Head Coach/School)

**Check In / Packet Pick Up** (recommend two people)

**Marshals** (recommended for crowd control)

**Scorer** (recommend that the score be updated and read after each final event, further recommend that a large score sheet be placed near the posted results and updated after each final event)

**Hospitality:** A host may choose to have hospitality areas for officials, coaches and/or athletes. The type and amount to food and beverage provided is up to the host institution. This is optional.

**Locker Rooms:** Availability of locker rooms, assignments, policies and procedures should be provided in the initial mailing.

**Results:** A convenient area should be designated for posting of results. Results should be both posted and announced in a timely fashion. Athletes advancing to the next round of competition should be announced ASAP and should be noted in the results. A complete set of results should be made available to each Head Coach as soon as possible following the completion of each session. A complete set of results (including the multi events, prelims and finals), meet program and final performance list should be set aside for both the Historian and Chair of the Games Committee. A report, stating the number of automatic, provisional and wild card entries should be given to the Chair of the Games Committee within 2 weeks of the championships.

**Awards Presentation:** It is recommended that awards be presented ASAP following the completion of each event final. It is also recommended that an awards platform be used for the presentation. Team and Coaching awards should likewise be presented ASAP following the conclusion of the meet.

**T-Shirts/Concessions:** The sale of t-shirts and/or concessions is entirely at the discretion of the host institution.

**NCAA Proof of Performance Forms:** The host should have a supply of POP forms on hand and be ready to sign them as the meet progresses.

## **PRELIMINARY INFORMATION**

Hosts should plan to provide basic championship information in written form to Coaches and Administrators at the annual association meeting in June. Pertinent information includes:

Meet Director(s)

Dates of competition

Preliminary starting times

Hotel information

Changes to schedule due to facility (ie: one horizontal jumps pit)

Preliminary course map (xc)

## INITIAL MAILING TO COACHES

The initial mailing to coaches should be received no later than four weeks prior to the championship. It is strongly recommended that this information be sent at least 8 weeks prior to the date of the championship.

The initial mailing should include:

- Initial Entry Form** and instructions (due date and time, entry fees, FAX numbers)
- Final Declaration Form** and procedures (procedures in constitution)
- Late Declaration procedures and fines**
- Wild Cards (2)** - procedures
- Late Entry / Declaration** procedures and fines
- Facility Description and Diagram**
- Course Description and Diagram (xc)**
- Spikes/shoes** - list types allowed
- Timing**
- Locker Room** - list accommodations
- Athletic Training letter/procedures**
- Parking** (procedures, could be marked on map)
- Seating** (description of what is available)
- Warm up procedures**
- Clerking area / Check in procedures**
- Weigh ins** (dates, times, places, procedures)
- NCAA rules**
- Scoring**
- Protest procedures**
- Packet pick up**
- Awards and procedures**
- Lodging** (include a list with phone numbers)
- Restaurants** (include a list with phone numbers)
- Insurance**
- Concessions**
- T-Shirt sales** (styles, prices, etc.)
- Hospitality / Coaches' Social** (dates, places, times)
- List of indoor/outdoor standards**
- Schedule of events**
- Emergency / Information numbers**
- SID information form**
- Check List** (optional: it is helpful to coaches to include a check list of due dates)
- Meet Director(s)** (names and phone numbers)

## MULTI EVENT CHAMPIONSHIPS

Hosts for multi event championships are expected to follow championship handbook guidelines as well. Specific guidelines:

**Championship Mailing** should be sent 8 weeks prior to the date of the championship. It should include an entry form and deadline, declaration form and deadline, a time schedule, weigh in procedures, lodging, and etc.

**Entry and declaration procedures** should be clearly indicated in this mailing. Each head coach and institution should receive this mailing. A current mailing list of members and coaches can be obtained from the secretary of the association.

Hosts can expect to receive assistance from the coaches of competing athletes - but should be well prepared for adequate officiating.

Hosts are expected to fax **results** to the site of the track and field championships so that scores and results can be included in the meet information/results. Results should also be sent to the historian.

## **CHAMPIONSHIP COACHES PACKET**

Coaches packets should be available at a predetermined location at least 2 hours prior to the start of the first session. Packets should include:

- Meet Program
- Schedule of events
- Athletes' numbers and pins
- Heat sheets with advancement procedures
- Last minute information: cancelled heats, where to place numbers, etc.
- Relay Cards
- Protest Form and procedures
- Ballots for Coach of the Year and Athlete of the Year
- Description of Facility with color codes for zones, starting lines, etc.
- Awards procedures
- Box numbers (xc)
- Course map (xc)
- Receipt for entry fee

## **FINAL DECLARATION PROCEDURES**

The final declaration procedure is as follows:

Fax any final performance updates or additions to the Performance List Coordinator by Monday (insert date) at 6:00 pm. Remember your athlete must appear on the performance list or you will have to use a wild card.

The final performance list will be e-mailed to you on Tuesday (insert date) by noon.

Fax your final declarations to the Meet Host (insert name and number) on Wednesday (insert date) between 9 am and noon. (Name of host coach) will fax his/her declarations to association president by 9 am.

The official seeding of events begins at the close of final declarations at noon on Wednesday (insert date).

Final list of event entries will be e-mailed or faxed to you on Thursday (insert date) by noon.

Heat sheets will be available in your packet when you register on Friday (insert date).

## **SEEDING**

Seeding will follow the guidelines established in the NYSCTC Constitution as per Article IX. Those not expressly written in the constitution will be covered by the NCAA rulebook.

## **AWARDS**

Awards will be mailed or delivered to the host institution by the Association President. Additional information about championship awards can be found in the NYSCTC Constitution Article X.

## **EQUIPMENT LIST**

Fully automatic timing system and back up system  
 Trackmaster or similar certified weigh in devices  
 Wind Gauge (optional)  
 Throwing circle(s) in good repair  
 Flagging/fencing for safety in throws area  
 High jump standards in good repair  
 Pole vault standards in good repair (adaptors for Women's event if necessary)  
 Ladder for measuring pole vault  
 Regulation cross bars  
 Starting blocks (number of lanes plus one extra)  
 Hurdles  
 Lap counter and bell  
 Curbing (preferred to cones/markers)  
 PA system  
 Copier  
 Computer or Typewriter  
 Awards stand  
 Metric tape measures (at least one steel tape is recommended)  
 Inspectors' flags (yellow and white)  
 Appropriate safety cage for throwing areas  
 Finish Chute(s) for cross country  
 Directional markers for cross country  
 Hip numbers  
 Competitors' numbers  
 Safety pins  
 Starter's pistol and recall gun  
 Rakes and brooms  
 Foul boards in good condition  
 Towels (wipe off boards in rainy weather)  
 Clip boards  
 NCAA rule book  
 Metric conversion book  
 Performance indicators (if available)

## **FACILITIES**

Host institutions must have a 4/6 lane indoor track and an 8 lane outdoor track to be eligible to host the championship. Host must have a cross country course that is safe, is regulation distance and can easily accommodate an NYSCTC field size.

Event sites must be set up in accordance to specifications in the NCAA rule book (ie: cross country course must have appropriate directional markers, etc.)

Cross country set up must be done so that pre-meet inspection of the course may be done the afternoon prior to the championship. A map of the foul weather or alternate course should be available on the day prior to the championship.

Track and field facilities should be set up and available for practice at least 2 hours prior to the start of the meet. A warm up area should be established for hurdles and starts and should include a few hurdles and a set of blocks. Designated spectator and coaching areas should be well marked. Signage for clerking areas, athletic training areas, etc. should be well marked.



## POST MEET EXPECTATIONS

It will be expected that hosts will provide the association president with the following post meet information within 2 weeks of the championship:

- Number of athletes qualified: 1. Automatically 2. Provisionally 3. Wildcards
- Copy of the meet program
- 2 copies of the final results - multi event results included
- Final scores
- Coach of the Year and MVP noted
- List of association records broken
- Number of NCAA qualifying performances

## AWARDS PRESENTATION PROTOCOL

The presentation of conference awards will be conducted in a manor that reflects the honors earned by recipients. In accordance with this spirit the following criteria are strongly suggested as the minimum standards for a conference awards ceremony. As permitted by each facility:

1. Presentation Area:
  - a. The designated awards area shall be clearly marked by a conference logo.
  - b. The name of the sport shall be displayed (Cross Country, Indoor/Outdoor Track & Field).
  - c. In Track and Field, the name of the event being awarded shall be used.
  - d. In Track and Field an awards stand that reflects the places being awarded shall be used. (6 places indoors/8 places outdoors).
2. Ceremony:
  - a. The names of all place and team winners shall be read publicly as awards are given.
  - b. The presentation of awards shall be conducted by the President of the conference or designee.
  - c. Awards shall be presented in a timely fashion. It is strongly recommended that the ceremony take place as close to the finish of the event as possible. Care should be taken as to not interfere with athletes competing in other events.
  - d. It is strongly recommended that a photographer take a picture at the completion of each presentation.
3. Athlete's Responsibilities:
  - a. Athletes will make every effort to appear for the awards they have earned.
  - b. Athletes will appear in team uniforms to receive their awards if the meet is still in progress. If the meet has concluded, athletes may appear in street clothes. At all times dress shall be respectful of the ceremony (i.e. bare chest and sports bras).
  - c. After each presentation the athletes shall remain until photographs are completed.