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2020 NJCAA Indoor Track & Field Championships
Liberty Indoor Track Complex, Lynchburg VA

Welcome

Congratulations on your qualification to the 2020 NJCAA Indoor Track & Field Championships! This participant manual will serve as a guide to the policies and procedures governing the administration and conduct of this championship. We wish you continued success throughout your season and look forward to putting on an outstanding championship for all participants.

Contact Information

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NJCAA Representative</td>
<td>Rod Lovett</td>
<td><a href="mailto:rlovett@njca.org">rlovett@njca.org</a></td>
</tr>
<tr>
<td>NJCAA National Office</td>
<td>Shane Larson</td>
<td><a href="mailto:shane.larson@cowely.edu">shane.larson@cowely.edu</a></td>
</tr>
<tr>
<td>Coaches Assoc. President</td>
<td>Dee Brown</td>
<td><a href="mailto:brown_dee@iowacentral.edu">brown_dee@iowacentral.edu</a></td>
</tr>
<tr>
<td>Meet Director</td>
<td>Jaiden Brandt</td>
<td><a href="mailto:jlbrandt@liberty.edu">jlbrandt@liberty.edu</a></td>
</tr>
<tr>
<td>Technical Advisor</td>
<td>Clendon Henderson</td>
<td><a href="mailto:clhenderson@liberty.edu">clhenderson@liberty.edu</a></td>
</tr>
<tr>
<td>Media Coordinator</td>
<td>Shawn Venable</td>
<td><a href="mailto:slvenable@liberty.edu">slvenable@liberty.edu</a></td>
</tr>
<tr>
<td>Officials Coordinator</td>
<td>Jaiden Brandt</td>
<td><a href="mailto:jlbrandt@liberty.edu">jlbrandt@liberty.edu</a></td>
</tr>
<tr>
<td>Athletic Training</td>
<td>Liberty University</td>
<td><a href="mailto:jlbrandt@liberty.edu">jlbrandt@liberty.edu</a></td>
</tr>
<tr>
<td>Timers</td>
<td>Blue Ridge Timing</td>
<td><a href="mailto:blueridgetiming@gmail.com">blueridgetiming@gmail.com</a></td>
</tr>
</tbody>
</table>

Championship Website

Meet information can be found at www.libertyflames.com on the Liberty Track page. You may also visit http://www.njcaa.org/sports/mtrack/mtrack-2019-2020/national_championship/index to be redirected to the championship website.

Facility Information & Layout

Liberty added a state-of-the-art indoor track facility to its list of numerous new athletics complexes in recent years when the Liberty Indoor Track Complex opened in January 2017. The track itself is the facility’s most dynamic feature, and one of only a handful of indoor tracks in the U.S. to offer a six-lane, 200-meter, hydraulically banked oval which features a specially formulated surface manufactured by Beynon.

The new complex is 425 feet long by 300 feet wide, with an arched roof ranging in height from 46-66 feet. The facility is among only a few indoor tracks in the nation large enough to have a second-floor mezzanine area above an eight-lane, 100-meter warm-up track straightaway. The mezzanine is on the opposite side of the track from stands that seat nearly 1,500 fans, with the capacity to hold more than 2,500 when track-level portable bleachers are added. The complex is large enough for a maximum occupancy of 5,000, including 2,500 or more athletes.

Other amenities in the facility include a 6,000-square-foot weight room, a 3,000-square-foot training room and underwater treadmill, a coaches’ hospitality room with windows that overlook the track, a concessions area, a press box, a scoreboard with live results and videoboard showing instant replays, ample restrooms, locker rooms and office space.
Facility Map of Liberty Indoor Track Complex
# 2020 NJCAA Indoor Track & Field Championships

Liberty Indoor Track Complex, Lynchburg VA

## Tentative Schedule of Events

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Gender</th>
<th>Time</th>
<th>Event</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>60 H Pentathlon</td>
<td>Women</td>
<td>9:30 AM</td>
<td>60H Heptathlon</td>
<td>Men</td>
</tr>
<tr>
<td>9:15 AM</td>
<td>60m Heptathlon</td>
<td>Men</td>
<td>10:30 AM</td>
<td>Pole Vault Heptathlon</td>
<td>Men</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>High Jump Pentathlon</td>
<td>Women</td>
<td>2:30 AM</td>
<td>1000m Heptathlon</td>
<td>Men</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Long Jump Heptathlon</td>
<td>Men</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30 AM</td>
<td>Shot Put Heptathlon</td>
<td>Men</td>
<td>10:30 AM</td>
<td>High Jump</td>
<td>Women</td>
</tr>
<tr>
<td>12:30 PM</td>
<td>Shot Put Pentathlon</td>
<td>Women</td>
<td>11:00 AM</td>
<td>Weight Throw</td>
<td>Men</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>High Jump Heptathlon</td>
<td>Men</td>
<td>11:00 AM</td>
<td>Triple Jump</td>
<td>Men</td>
</tr>
<tr>
<td>1:45 PM</td>
<td>Long Jump Pentathlon</td>
<td>Women</td>
<td>1:45 PM</td>
<td>Triple Jump</td>
<td>Women</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>800m Pentathlon</td>
<td>Women</td>
<td>2:00 PM</td>
<td>Weight Throw</td>
<td>Women</td>
</tr>
</tbody>
</table>

### Combined Events

<table>
<thead>
<tr>
<th>Time</th>
<th>Field Events</th>
<th>Gender</th>
<th>Time</th>
<th>Running Events</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 AM</td>
<td>Pole Vault</td>
<td>Women</td>
<td>12:00 PM</td>
<td>Opening Ceremonies</td>
<td></td>
</tr>
<tr>
<td>2:00 PM</td>
<td>Pole Vault</td>
<td>Men</td>
<td>12:30 PM</td>
<td>4x800m</td>
<td>Women</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>Shot Put</td>
<td>Men</td>
<td>12:45 PM</td>
<td>4x800m</td>
<td>Men</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>Long Jump</td>
<td>Men</td>
<td>1:05 PM</td>
<td>60H</td>
<td>Women</td>
</tr>
<tr>
<td>5:30 PM</td>
<td>Long Jump</td>
<td>Women</td>
<td>1:15 PM</td>
<td>60H</td>
<td>Men</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>High Jump</td>
<td>Men</td>
<td>1:25 PM</td>
<td>60m</td>
<td>Women</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Shot Put</td>
<td>Women</td>
<td>1:35 PM</td>
<td>60m</td>
<td>Men</td>
</tr>
</tbody>
</table>

### Running Events (Finals*)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Gender</th>
<th>Time</th>
<th>Event</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 PM</td>
<td>*Distance Medley Relay</td>
<td>Women</td>
<td>1:55 PM</td>
<td>600m</td>
<td>Men</td>
</tr>
<tr>
<td>1:50 PM</td>
<td>*Distance Medley Relay</td>
<td>Men</td>
<td>2:05 PM</td>
<td>Mile</td>
<td>Women</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>*5000m</td>
<td>Women</td>
<td>2:20 PM</td>
<td>Mile</td>
<td>Men</td>
</tr>
<tr>
<td>3:15 PM</td>
<td>*5000m</td>
<td>Men</td>
<td>2:35 PM</td>
<td>400m</td>
<td>Women</td>
</tr>
<tr>
<td>3:50 PM</td>
<td>60H</td>
<td>Women</td>
<td>2:45 PM</td>
<td>400m</td>
<td>Men</td>
</tr>
<tr>
<td>4:05 PM</td>
<td>60H</td>
<td>Men</td>
<td>2:55 PM</td>
<td>800m</td>
<td>Women</td>
</tr>
<tr>
<td>4:20 PM</td>
<td>600m</td>
<td>Women</td>
<td>3:05 PM</td>
<td>800m</td>
<td>Men</td>
</tr>
<tr>
<td>4:35 PM</td>
<td>600m</td>
<td>Men</td>
<td>3:15 PM</td>
<td>200m</td>
<td>Women</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>60m</td>
<td>Women</td>
<td>3:25 PM</td>
<td>200m</td>
<td>Men</td>
</tr>
<tr>
<td>5:10 PM</td>
<td>60m</td>
<td>Men</td>
<td>3:35 PM</td>
<td>1000m</td>
<td>Women</td>
</tr>
<tr>
<td>5:25 PM</td>
<td>400m</td>
<td>Women</td>
<td>3:45 PM</td>
<td>1000m</td>
<td>Men</td>
</tr>
<tr>
<td>5:40 PM</td>
<td>400m</td>
<td>Men</td>
<td>3:55 PM</td>
<td>4x400m</td>
<td>Women</td>
</tr>
<tr>
<td>6:05 PM</td>
<td>800m</td>
<td>Women</td>
<td>4:10 PM</td>
<td>4x400m</td>
<td>Men</td>
</tr>
<tr>
<td>6:20 PM</td>
<td>800m</td>
<td>Men</td>
<td>4:30 PM</td>
<td>Team Awards</td>
<td></td>
</tr>
<tr>
<td>6:35 PM</td>
<td>200m</td>
<td>Women</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:55 PM</td>
<td>200m</td>
<td>Men</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:20 PM</td>
<td>*3000m</td>
<td>Women</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:40 PM</td>
<td>*3000m</td>
<td>Men</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 PM</td>
<td>1000m</td>
<td>Women</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:10 PM</td>
<td>1000m</td>
<td>Men</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* For combined events, a rolling schedule will be used. For back-to-back events, event will start no earlier than 30 minutes after the completion of the previous event.
* Schedule subject to change based on combined events schedule.
* * Denotes Friday events that are timed finals with no prelims
# Qualification Standards

<table>
<thead>
<tr>
<th>WOMEN</th>
<th>MEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event</strong></td>
<td><strong>Metric</strong></td>
</tr>
<tr>
<td>60m</td>
<td>7.83</td>
</tr>
<tr>
<td>60mH</td>
<td>9.15</td>
</tr>
<tr>
<td>200m</td>
<td>25.11</td>
</tr>
<tr>
<td>400m</td>
<td>58.59</td>
</tr>
<tr>
<td>600m</td>
<td>1:39.40</td>
</tr>
<tr>
<td>800m</td>
<td>2:24.39</td>
</tr>
<tr>
<td>1000m</td>
<td>3:10.86</td>
</tr>
<tr>
<td>Mile</td>
<td>5:21.69</td>
</tr>
<tr>
<td>3000m</td>
<td>10:53.74</td>
</tr>
<tr>
<td>5000m</td>
<td>19.06.41</td>
</tr>
<tr>
<td>4x400m Relay</td>
<td>4:04.57</td>
</tr>
<tr>
<td>4x800m Relay</td>
<td>10:04.27</td>
</tr>
<tr>
<td>Distance Medley Relay (DMR)</td>
<td>13:18.32</td>
</tr>
</tbody>
</table>

Nine Contestants will qualify for the finals in each field event.

*composite times for 4x800m relays can be used to compute total time (no splits, actual timed event)

**NOTE: STANDARD MAY BE MET AT INDOOR OR OUTDOOR EVENTS.**

## Coaches Responsibility

1. Submit all possible competitors on the alphabetical roster sheet whether they have met the qualifying standards or not, through the TFRRS website (www.tfrrs.org) to be received no later than the entry deadline.
2. Make final declarations in the manner determined by the NJCAA Committee on Track & Field as outlined in this manual.
3. Entering teams and/or individuals. It is the responsibility of the coach to submit correct performances. Submission of incorrect performance standards may be cause for disqualification of athletes.
4. Be present at the meeting where the heat sheets will be provided to the coaches.
5. Be aware of information in NJCAA handbook concerning track and field competitions.

## Entry Requirements and Deadlines

Direct Athletics (www.directathletics.com) will be used to register for the 2020 NJCAA Men's and Women's Indoor Track & Field Championships.

**NJCAA Performance List** - Hosted by TFRRS

a. To be entered into the NJCAA National Championship Meet, the athletes and their marks must be entered in TFRRS (www.tfrrs.com)

b. All performances that will be used for entry into the NJCAA Indoor National Championships must appear on the NJCAA Performance List within 14 calendar days of date of the performance.

c. Each listed performance mark with place and date established will be time stamped to verify time of posting.
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Championship Declaration Process - Hosted by Direct Athletics: Entry Procedures for all events except Multi Events.
  a. All entries will enter through www.Directathletics.com website (including any White Card entries)
  b. Entry page will open a minimum of 10 days prior to the first day of competition. All coaches are encouraged to check entries for accuracy before the deadline.
  c. Entries will be due at NOON (EST) Monday, March 2nd, 2020.
  d. Entry Fee will be $25.00 for each individual including relay members plus alternates and paid when entered on the Direct Athletics site.
  e. Meet Director or Direct Athletics will notify each program through email of all their team entries by 6pm (EST) on the day the entries are due. This will occur before any rank order list is made.
  f. Late entries (any entries that may have been inadvertently left off the original entry deadline list) will be due at NOON (EST) Tuesday, March 3rd, 2020. A late entry fee of $100 per event will be charged. Individuals will also need to pay the $25 entry fee per athlete unless already entered in the meet.
  g. After the late entry deadline, the rank order list be posted at www.libertyflames.com and www.directathletics.com.

Entry Procedures for Multi Events – top 16 entries will be accepted.
  a. All entries will enter through www.directathletics.com.
  b. Entry page will open minimum of ten (10) days prior to the first day of competition.
  c. Entries will be due at noon (EST) Saturday, February 29th, 2020.
  d. Entry Fee will be $25.00 for each entry accepted.
  e. There will be no late entries for the multi events.
  f. The accepted multi event athlete list will be emailed by 6pm (EST) Sunday, March 1st, 2020.

White Card Entries – (three per college per gender)
  a. These entries will be declared at the same time as performance declarations via DirectAthletics.
  b. All white card entries will have time/marks listed and would be transferred with the proof of performance data to the entry list.
  c. A team using more than three white cards will cause all athletes entered from that team on white cards to be disqualified.

Coaches’ Meeting
There will be a mandatory coaches meeting on Thursday, March 5th at 5pm (EST) at the Liberty Indoor Track Complex in the Team Room located on the track level. All USTFCCCA Region Coach of the Year (COY) Awards will be presented during the meeting. Coaches can pick up all USTFCCCA Region Athlete of the Year (AOY) Awards during this time as well.

Packet Pick-Up
Packet pick-up will be held at the Liberty Indoor Track Complex, at the lower level lobby. Pick-up times are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, March 5th</td>
<td>11:00 AM to 4:30 PM</td>
</tr>
<tr>
<td>Friday, March 6th</td>
<td>8:00 AM to 11:00 AM</td>
</tr>
</tbody>
</table>

Credentials
All coaches and athletes will be issued credentials that must be worn at all times for entry into the facility. Coaches’ credentials will be distributed by team according to the following formula:

<table>
<thead>
<tr>
<th>Number of Athletes</th>
<th>Number Coaches’ Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>1</td>
</tr>
<tr>
<td>4-6</td>
<td>2</td>
</tr>
<tr>
<td>7-12</td>
<td>3</td>
</tr>
<tr>
<td>13+</td>
<td>4</td>
</tr>
</tbody>
</table>
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Each student-athlete registered to compete will receive ONE credential. Athlete credentials will give athletes access to the venue as well as the track level of the facility. Additional credentials can be obtained for official members of a participating team’s institution. Please contact Jaiden Brandt (jilbrandt@liberty.edu) with the number of credentials needed (include name and title of individual needing a credential). ID will be required when picking up credentials and are non-transferable.

(If you are certified athletic trainer traveling with your team, please contact Jaiden Brandt (jilbrandt@liberty.edu) to request an athletic trainer credential for the competition venue).

Practice Schedule
Practice will be permitted at the times listed below. The indoor track WILL NOT be open at any time for practice during competition, March 6-7, 2020.

<table>
<thead>
<tr>
<th>Practice Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, March 4th</td>
</tr>
<tr>
<td>Thursday, March 5</td>
</tr>
<tr>
<td>6:00 PM to 9:00 PM</td>
</tr>
<tr>
<td>10:00 AM to 3:00 PM / 5:30 PM to 8:00 PM</td>
</tr>
</tbody>
</table>

*VHSL State Championships will be held at the Liberty Indoor Track Complex, March 2nd and 3rd. Practice times on Wednesday March 4th will be as scheduled unless the VHSL Championship is pushed back due to weather. Any changes to practice time will be communicated.

Weight Room
There is a weight room located at the Liberty Indoor Track Complex. For access please contact Clendon Henderson, clhenderson@liberty.edu. A waiver needs to be signed and submitted for any groups or individuals to lift during the championship.

Check-in and Clerking
Athletes must check-in for their events with the clerk at the Check-In table no less than 60 minutes prior to the time listed on the schedule of events. All relay cards must be completed and submitted at this time. Uniform, spike check and instructions will be given. No warming up will be allowed on the track. Warm-up is only allowed on the warm-up straight away under the team camp area.

Final check-in will take place in the following order:
Running Events – Athletes must report to the clerking area ready to run when your event is called approximately 20 minutes prior to the start. Athletes must be in clerking area fifteen (15) minutes before the start of the event and will be escorted to the starting line.
Field Events – Athletes must report to the event site no less than forty-five (45) minutes prior to the start of the event. Access to field event sites will be available sixty (60) minutes prior to the start of the event. The final fifteen (15) minutes will be reserved for competitors in the first flight. The remaining competitors can return to the warm up straight away. A report call for the next flight will be given at the end of the flight in progress.

• Pole Vault – Athletes will be allowed at the competition site seventy five (75) minutes prior to the start of the event.

Coaching Boxes
Coaches’ boxes for field events are accessible with coaches’ credentials.

Bib/Hip Numbers
Athletes must wear the competitor bibs on the front of their jersey/singlets (or back for horizontal jumpers). Bibs may not be altered in any manner. Hip numbers will be issued upon final check-in at the clerking area.

Uniforms
All uniforms must comply with the NCAA Men’s and Women’s Cross Country and Track and Field Rules, (Rule 4, Section 3 - Article 1, 2, and 3.)
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**Implement Check-In**
Implement will be measured at the implement inspection area (storage room on the northeast end of the track). Implements need to be dropped off at least 90 minutes before the start of competition. Implements will be accepted starting Thursday, March 5th, 2020 during practice times. Implements need to be signed out and picked up at the conclusion of the event at the implement inspection area. Implements cannot be signed out during the competition.

**Warm-up Area**
The warm-up area is located on the west side of the building on the lower level. Access will be granted to the warm-up area to athletes and coaches only with proper credentials. The warm-up area will have all equipment needed to prepare for races including hurdles and starting blocks. Warm ups for hurdles will take place on the north end of the warm-up straight away. Please do not move hurdles to the south side end which will be designated for flat running only. The warm-up area is reserved for student-athletes with upcoming events and will be monitored at all times. All team camps need to be in the team camp area only. No team camps on the lower level at any time.

**Spikes**
Only 1/4 –inch pyramid spikes will be allowed during the championship. No needle or Christmas tree spikes allowed. Shoes will be checked at the check-in area and prior to getting on the track.

**Pole Storage**
Poles may be stored at the Liberty Indoor Track Complex overnight in the implement inspection area. Any overnight storage of equipment is at your own risk. Liberty University does not assume any liability for damage or theft to property. If shipping pole vault poles, ship to the following name and address, Attn: Clendon Henderson, Liberty Track & Field, 1531 Liberty Mountain Drive, Lynchburg VA, 24502.

**Rules and Heats/Seeding**
The 2020 NJCAA Indoor Track and Field Championships will be conducted according to the NCAA Men’s and Women’s Cross Country and Track and Field 2019 and 2020 Rules rulebook. The following heating and seeding guidelines are taken from the NJCAA track and field handbook.

**Running Events:**

**55 & 60 Meters/55 & 60 Meter Hurdles/200 Meters/400 Meters/600 Meters**
Heats and lanes assignment for incoming performances will be seeded randomly. This means that the fastest time could be in lane one if the computer picks it that way.

*Top 9 advance to finals (for the 55 & 60 Meters/55 & 60 Meter Hurdles – The number of advancers is based on the number of lanes available (8 for an 8 lane track and 9 for a 9 lane track)

*In the 200/400/600 finals, there will be a fast heat (4 runners) and a slow heat (5 runners). The slow heat will run first and the fast will run immediately after. Note: Lanes 1 and 2 closed for preliminaries

**800 Meters**
Heats and Lanes are random (See Above)

*Heat Winners Advance plus next fastest times (up to 9 runners). So, if there are 4 heats, there would be 4 heat winners plus the next 5 fastest times.

*Prelims and finals can be run in alleys or a waterfall start. The finals will be run in 1 heat.

**1000 Meters**
Heats and Lanes are random (See Above)

*Heat Winners Advance plus next fastest times (up to 9 runners). So, if there are 4 heats, there would be 4 heat winners plus the next 5 fastest times.

*Prelims and finals will be a waterfall start. The finals will be run in 1 heat.
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**Mile**
This is run as a *final only*. If there are 15 runners or less, then it will be run as a 1 heat final. If there are more than 15 athletes then it will be run as a 2 heat final (a slow heat first and the fast heat immediately after).

*If there are more than 15 athletes entered into the race, then the fast heat will be 12 runners and the slow heat will contain the rest of the field. (Recommended)*

• NCAA Rules as follows: If 12 or fewer competitors report for the Mile, it is recommended that the event is run as a final.

**3K & 5K**
This is run as a *final only*. If there are 18 runners or less, then it will be run as a 1 heat final. If there are more than 18 athletes then it will be run as a 2 heat final (a slow heat first and the fast heat immediately after).

*If there are more than 18 athletes entered into the race, then the fast heat will be 14 runners and the slow heat will contain the rest of the field. (Recommended)*

• NCAA Rules as follows: If more than 16 competitors for the 3K, it is recommended that the event be contested as a timed-section final.

**4X400 or Mile Relay**
Heats will be decided by incoming performances. The fastest 4 incoming times will be run in the final heat. The next to last heat will have the next 4-6 (no more than 6 in a heat) fastest times and so on. The Lanes within the Heat will be a random draw.

*Places will be determined on time*

**4X800 Relay/DMR**
Heats will be decided by incoming performances. The fastest 8 incoming times will be run in the final heat. The next to last heat will have the next 8-10 (no more than 10 in a heat) fastest times and so on. The position of the first runner will be a random draw.

**Field Events:**
All Field Events will follow NCAA Rules (See Rule 6 Section 4)

*No flights will have more than 16 competitors and no flight will have less than 5 competitors*

*The final preliminary flight will contain the competitors with the best incoming marks, but they will throw in an order that is a random draw. In the finals, all field events (except high jump and pole vault) will be competed in reverse order.*

*When more than 15 athletes compete in the high jump or pole vault, then the official running the event will have the option to do 5 alive (according to Rule 6 Section 4) if they so choose.*

**Pentathlon & Heptathlon** NCAA rules shall be followed for the combined event. See NCAA Rules (Rule 9)

*In all hurdle races for the combined events, there shall be 1 empty lane on each side of the competitor. For example: On an 8-lane track, there can be a maximum of 4 runners per heat (lanes 1,3,5,7 or 2,4,6,8). On a 6-lane track, there can be a maximum of 3 runners per heat (lanes 1,3,5 or 2,4,6).*

**Protests**
All protests will be handled in accordance with the *NCAA Men’s and Women’s Cross Country and Track and Field 2019 and 2020 Rules* rulebook. Protest table will be located in the lower level lobby at the packet pick up table.

• Coaches and competing athletes can protest a call to preserve evidence used in determining and appropriately filing an official protest. Only coaches may submit an official protest form.

• A $50.00 sincerity fee will be charged for all appeals and protests. The sincerity fee will be returned to the coach if the appeal or protest is upheld. In the event the appeal or protest is disapproved, the fee will be included in the receipts of the meet.

• The appeal or protest shall be presented in writing, on an official form, to the Jury of Appeals who will render a final decision. The jury may hear oral comments from the coach and/or meet officials to assist in arriving at its decision.
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Results/Heat Sheets
Heat sheets will be distributed at the coaches’ meeting on Thursday, March 5th, 2020. Live results and updated heat sheets will be available throughout the competition at www.blueridgetiming.com. Hard copies of results and protests will be posted throughout the duration of the competition.

Awards
The following awards will be distributed as per NJCAA guidelines:
1. Awards shall be given to first and second teams.
2. Gold medals shall be awarded to the first place winners in all events, including relays.
3. Silver medals shall be awarded to the second place winners in all events, including relays.
4. Bronze medals shall be awarded to the third, fourth, fifth and sixth place winners in all events, including relays.
5. Seventh and eighth place winners will be awarded certificates denoting placements.
6. There shall be a Coach of the Meet award given.
7. Male/Female Track Athlete of the Meet
8. Male/Female Field Athlete of the Meet

Hospitality
A coaches’ hospitality will be located in the Hospitality Room on the upper level of the Liberty Indoor Track Complex, on the southeast corner of the track. Meal times will be posted prior to the event. Credentials should be worn accordingly at all times.

Media Relations
Credentials will be granted to authorize working press, SID’s, and media outlets. Anyone requesting media credentials should contact Jaiden Brandt, 434-582-2135, jlbrandt@liberty.edu.

Medical/Athletic Training
If your team is not traveling with a certified athletic trainer, please send them with a fully stocked medical kit. The Liberty University Training Staff will be available throughout the competition.

If you are a certified athletic trainer traveling with your team, please contact Jaiden Brandt (jlbrandt@liberty.edu) to request an athletic trainer credential for the competition venue. Unless otherwise requested, only one athletic trainer pass per school will be provided.

Admission
Tickets will be on sale to the public on the dates of competition.

Single Day Ticket Prices
Adults – $20.00
Children (ages 15-5) – $5.00
Kids (ages 5 and under) – FREE
*Two Day Floor Level Pass – $150.00 (limited quantity)
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Transportation
Airports

Airport (Code) – Distance to Liberty University
Lynchburg Regional Airport (LYH) – 10 minutes
Roanoke-Blacksburg Regional Airport (ROA) – 1 hour
Charlottesville Albemarle Airport (CHO) – 1.5 hours
Richmond International Airport (RIC) – 2 hours
Piedmont Triad International Airport (GSO) – 2 hours

Car Rentals – Located at the Lynchburg Regional Airport
Budget Rent A Car (434) 237-5626 www.budget.com
Avis Rent A Car (434) 239-9826 www.avis.com
Hertz (434) 237-6284 www.hertz.com
National Car Rental (434) 239-5785 www.nationalcar.com

Entrances
Participating teams should enter the facility through the south side of the building on the lower level. The upper level entrance will be for spectators. All student-athletes, coaches, and institutional personnel must present a credential or wristband for access to the facility.

Programs, Merchandise and Concessions
Programs, merchandise and concessions will be available during the practice and competition days.

Merchandise and apparel is available through our partner TEAM IP. Merchandise can be purchased in advance by visiting www.teamip.com/njcaa. For questions email presales@teamip.com.
BE THE FIRST
PREORDER

$1 OFF
PER ITEM FOR TEAM ORDERS OF 10 OR MORE

Gear up for game day in style with 2020 NJCAA Men’s & Women’s Indoor Track & Field Championships Merchandise!

Deadline to preorder is Monday, February 24th
Discount prices starting at $21

AVAILABLE AT TEAMIP.COM/NJCAA
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Lodging

Fairfield Inn by Marriott
3777 Candlers Mountain Road
Lynchburg, VA 24502
Phone: 434-845-1700

Kirkley Hotel
2900 Candlers Mountain Road
Lynchburg, VA 24502
Phone: 434-237-6333

Hampton Inn & Suites by Hilton
3600 Liberty Mountain Drive
Lynchburg, VA 24502
Phone: 434-608-1238

La Quinta
3320 Candlers Mountain Road
Lynchburg, VA 24502
Phone: 434-847-8655

Hilton Garden Inn Lynchburg
4025 Wards Road
Lynchburg, VA 24502
Phone: 434-239-3006

Microtel Inn & Suites
5704 Seminole Ave
Lynchburg, VA 24502
Phone: 434-239-2300

Holiday Inn Lynchburg
601 Main Street
Lynchburg, VA 24504
Phone: 434-239-3006

Springhill Suites by Marriott
15171 Wards Road
Lynchburg, VA 24502
Phone: 434-237-5848

Craddock Terry Hotel
1312 Commerce Street
Lynchburg, VA 24504
Phone: 434-455-1500

Hotel contracts are being handled by our Lynchburg City Representative Lisa Meriwether. Please reach out to Lisa if you have questions related to hotel accommodations. (Email - lisa.meriwether@lynchburgva.gov, Cell - 434-401-0937)
Parking

Team vans and vehicles can park in south parking lot adjacent to the Liberty Indoor Track Complex. Buses will need to park on south side of the parking lot furthest away from the facility. The loading and unloading area is located nearest the team entrance.
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**NJCAA Sportsmanship Policy (Article XVIII – 2015-16)**

A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. The following handbook section applies to all athletic events involving NJCAA member institutions, conferences and regions. Sport rule books may apply rules and regulations that are more restrictive than those found in this section.

A. Participants will recognize their responsibility for proper conduct before, during and after every contest.
B. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.

**Section 1. Ejections:** (The Ejection Form can be found in the “Forms” section of the Handbook & Casebook.)

A. Ejection for violent behavior:
   1. Violent behavior is defined as:
      a. An act in which physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a player, coach, referee, spectator, game management personnel or damage property.
      b. Engaging in hostile or abusive language or harassment that refers to race, religion, sex, sexual orientation and national origin and/or other threatening language.
      c. An act in which any bench personnel other than the head coach (or in the absence of the head coach the acting head coach) leave the bench area or designated warm-up area when a fight may break out or has broken out.
   2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for violent unsportsmanlike behavior:
      a. Immediate ejection and removal from the venue.
      b. Mandatory ejection and removal from the venue for any bench personnel other than the head coach who leaves the bench or designated warm up area when a fight may break out or has broken out.
      c. A two contest suspension to be served during the next two regularly scheduled or postseason contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.
      d. Should the player, coach or team personnel be ejected for violent behavior a second time during the season, that individual shall be prohibited from participating in athletic contests of that institution for the remainder of the academic year, including postseason play.
      e. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next two regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.
      f. The referee may end the contest.
      g. Failure to report and/or comply will result in:
         1. For the first occurrence, the penalties will double, with the head coach serving the double portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
         2. For the second occurrence, the penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
         3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A. must be forfeited.
B. Ejection for non-violent unsportsmanlike behavior:
   1. Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, trash talking, taunting or abusive language directed at players, coaches, referees, game management personnel and/or spectators. The use of tobacco or alcohol during NJCAA sponsored events is prohibited within this rule.
   2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for non-violent unsportsmanlike behavior:
      a. Immediate ejection and removal from the venue.
      b. For the first non-violent ejection of the sport season, a one contest suspension to be served during the next regularly scheduled or postseason contest(s). Suspension of a coach or player at the end of the season of play shall carry over to the following season. For the second non-violent ejection of the sport season, a two game suspension shall be served. For the third non-violent ejection of the sport season, a four game suspension shall be served. Each subsequent ejection will result in a doubling of the suspension previously served.
      c. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contest as appearing on the published schedule of the institution at the time of the ejection.
      d. Failure to report and/or comply will result in:
         1. For the first occurrence, the penalties will double, with the head coach serving the double portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
         2. For the second occurrence penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
         3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A. must be forfeited.

C. Entering spectator area is prohibited: No player, coach or bench personnel may leave the playing area and enter into the spectator area of the facility to engage in any type of verbal or physical conflict. Penalty for violation of this rule shall be immediate ejection from the contest and suspension from all intercollegiate athletic contests of that institution for the remainder of the academic year including playoffs.

D. Ejection of the coach: the game shall be terminated and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team.

E. Reporting structure
   1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region Director (or designee) following the ejection(s) by noon local time of the first business day following the event. (Note: Reporting procedures must be followed for all regular and postseason competition).
   2. Ejection Reports – Ejection reports of violent ejections will include a written notification to the President with a copy sent to the Athletic Director of the offending college. This notification will be sent by the Regional Director or his/her designee in the region where the college of the offending player or coach resides.
   3. The Regional Director or his/her designee shall keep a record of all ejections in their respective region. The record shall include the name and institution of the person ejected, the date of the ejection, the reason for the ejection, and the penalty imposed.
   4. The Regional Director or his/her designee shall supply an end of the year report of the ejections occurring in the Region. The report shall include the number of ejections and the penalties assessed by sport. Copies of the end of the year report shall be given to the Region, the Sport Committee, and the Standards and Ethics Committee by June 15 of that academic year.
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F. Appeals
1. Participants in all NJCAA certified sports are subject to the penalties listed for the ejections.
2. There is no appeal of a game(s) suspension resulting from an ejection by a game official except:
   a. When there is the college’s irrefutable game video evidence that the wrong student-athlete(s)/coach(s) was
      ejected. If the wrong student-athlete/coach was ejected, the penalty will be assessed to the student-
      athlete(s)/coach(s) in violation and he/she will serve the complete suspension.
   b. All game suspensions will be in effect during the appeals process.
   c. Only the institution of the student-athlete(s)/coach(s) that was ejected can appeal.
   d. The NJCAA National Office will rule on all appeals.

NOTE: The level of the ejection cannot be appealed (violent vs. non-violent).

Section 2. Game Officials and Game Management Personnel
A. An act in which verbal abuse, physical contact or an attempt to make physical contact occurs with the purpose to do damage,
   harm, intimidate, incite a fight or otherwise injure a game official will lead to a suspension of a minimum of two games and a
   maximum of one year.

Section 3. Suspensions:
A. Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field/complex before or
   during the contest and may not coach or participate before the game, during play, or at half-time. Suspended coaches may
   travel with the team. Suspended athletes may not travel with the team while serving a suspension.

   Article XIX
   Rules of Order for Conducting Meetings
   Section 1. The latest edition of Roberts Rules of Order shall be the manual of procedure for conducting meetings of the NJCAA.

   Article XX
   Code of Conduct for all national events, contests and tournaments sponsored by the
   National Junior College Athletic Association

This code of conduct applies to all region, district and national events, contests and tournaments sponsored by the National
Junior College Athletic Association. Violations of the code of conduct occurring during the regularly scheduled season events shall
be referred to the respective conference or region Standards and Ethics Committee. The jurisdiction of the NJCAA Code of
Conduct ends when colleges competing in such tournaments arrive back on their respective campuses.

Code of Conduct
A. Participants shall recognize the responsibility for proper conduct at any national tournament, event or contest sponsored
   by the NJCAA or its member colleges.
B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members. Each coach
   who has participants competing in the event shall be responsible for informing each participant about the Code of
   Conduct.
Behavior
Coaches, players, and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, administration, and student body. As such they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Student-athletes, coaches and institutional personnel who are participating in NJCAA events are subject to all NJCAA rules, regulations and penalties as stated in the NJCAA Handbook as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during, or after contests; at the hotel or in public while representing their college. This Code of Conduct does not replace Article XVIII of the NJCAA Handbook. Unacceptable forms of behavior include but are not limited to:

1. fighting
2. taunting
3. inappropriate celebration
4. disrespectful attitude toward opponents, officials, tournament administrators
5. use of profane and vulgar language
6. use of tobacco, drugs and/or alcohol
7. disrespectful attitude toward host hotel personnel
8. unlawful activities

Derogatory Comments
Coaches, athletes or institutional personnel shall not make derogatory public comments regarding administration of a tournament or officiating of contests during post game interviews or at other times; to print or broadcast media, in news releases or institutionally produced news releases or under any conditions when their comments may become public. The head coach shall be fully responsible for assuring that no public comments are made by the coaching staff, student-athletes or institutional personnel about officiating, fighting or other incidents which occur during contests. A coach shall not address or permit anyone in the team area to address uncomplimentary remarks to any game official during the progress of a contest or engage in conduct which might incite student-athletes or spectators against officials.

Reporting
Violations of the Code of Conduct may be reported to the Executive Director of the NJCAA or his/her designee.

Procedures and Penalties

Immediate Action
Where immediate action is needed to alleviate or control a situation, the Executive Director or his/her designee shall have the authority to act at his/her sole discretion. Examples of events which would require immediate action include but are not limited to the following:

- Allegation of serious misconduct requiring immediate suspension of institutional personnel or student-athletes from competition. Instances where the Executive Director or his/her designee deems it necessary to protect the equity and integrity of the competition.
- Protection of the event’s officiating program, particularly in an instance where public comments by an institutional representative may affect competition.
- Any instance or circumstance which might affect the safety of officials, participants or spectators attending the event.
Penalties-Immediate Action
The Executive Director or his/her designee may issue any penalty that he/she believes appropriate to any student-athlete or institutional personnel who has violated the regulations pertaining to conduct when the Executive Director or his/her designee concludes that immediate action is required. The actions of the Executive Director or his/her designee shall be final and binding but shall be reported to the Standards and Ethics Committee within one week.

Timely Action
In cases where immediate action is not required but where sanctions are warranted, the Executive Director or his/her designee may issue the following penalties:

Reprimand: The Executive Director or NJCAA Standards and Ethics Committee may issue a letter of reprimand to the coach, player or institutional personnel who violates the regulations pertaining to conduct. Copies of the letter of reprimand will be sent to the Director of Athletics and the President of the institution.

Probation, suspension and other penalties: If the misconduct is serious enough, the Executive Director or his/her designee may issue other penalties which may include but are not limited to probation, suspension or disqualification of the coach, player or institutional personnel from participating in one or more contests.