



Event Manual

2012 Indoor Track & Field Championships

Heskett Center
Wichita State University

Dates:
Friday, February 10
Saturday, February 11

2012 KCAC Indoor Track & Field

This manual was comprised using information from the NAIA & [KCAC Sport Guidelines](#) for Men's and Women's Indoor Track & Field.

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2012 KCAC Indoor Track & Field

Admission

- Pricing - Daily
 - \$8 - Adults
 - \$3 - Students, Children 6 – 18 (College students must show ID)
 - \$5 - Senior (55 & Up)
 - Free – Children 5 & Under

Apparel

- Pre-sale information will be available through Mr. Tee

Athletic Training

- KCAC will provide two Athletic Trainers.
 - Schools are required to bring their own athletic training supplies and equipment
 - There will be a designated Athletic Training area at the meet
 - Proper documentation must be provided for student athletes to receive modalities/treatments
 - i.e. Ultrasound, etc...

Awards

- All-KCAC
 - The top 3 finishers in each event, including relays, are designated as All-KCAC.
 - The top 3 finishers in each event are awarded KCAC medals
 - Fourth through sixth place finishers are designated All- KCAC Honorable Mention.
- Team plaques are awarded to the championship team in each race
- The KCAC Indoor Track & Field Coach of the Year for both men and women will be selected by a vote of the head coaches.
- The Women's and Men's high point scorers will be presented KCAC Indoor Track & Field Athletes of the Year Plaques following the final event.
 - Relay runners get credit for .25 of the points scored by the relay team.
- Presentation of Awards
 - Recognitions (3:05 p.m., Feb. 11th) – Champions of Character Student-Athletes
 - Completion of Events – Top place holders in events
 - Completion of Meet – Team, High Point, and Coach Awards
 - Podium - TBA

Coaches Meeting

- TBA

2012 KCAC Indoor Track & Field

Contact Information

<ul style="list-style-type: none"> • Indoor Track & Field Chair <ul style="list-style-type: none"> ○ Jim Helmer 	Office: 620-229-6217	jim.helmer@sckans.edu
<ul style="list-style-type: none"> • Athletic Trainer <ul style="list-style-type: none"> ○ Juliann “JP” Plimpton 	Cell: 906 – 399 – 1341	juliann.plimpton@sckans.edu
<ul style="list-style-type: none"> • KCAC Assistant Commissioner/SID <ul style="list-style-type: none"> ○ Robert Brennecke 	Cell: 618-806-5766 Office: 316-337-5999	brennecke@kcacsports.com
<ul style="list-style-type: none"> • KCAC Commissioner <ul style="list-style-type: none"> ○ Scott Crawford 	Cell: 316-425-3460	scott.crawford@kcacsports.com
<ul style="list-style-type: none"> • Meet Announcer <ul style="list-style-type: none"> ○ Carol Swenson 		swensonc@mcpherson.edu
<ul style="list-style-type: none"> • Clerk <ul style="list-style-type: none"> ○ Mike Lynam 		mikelynam@gmail.com
<ul style="list-style-type: none"> • Field Judges <ul style="list-style-type: none"> ○ Mike Holladay 	316-304-5744	holladay02@gmail.com ahollada@sedgwick.gov
<ul style="list-style-type: none"> • Starters <ul style="list-style-type: none"> ○ Mark Isom ○ Jim Krob 		misom@ncra.coop jkrob@fshu.edu
<ul style="list-style-type: none"> • Timing Crew <ul style="list-style-type: none"> ○ Marc Haught ○ Jess Herbig 		

Entries

- The entry deadline shall be 6:00 p.m. on Tuesday (February 7, 2012) prior to the meet.
- After the entry deadline all athletes must compete as entered or they will be disqualified from the meet
- No additions or substitutions are allowed after the confirmation/scratch deadline
- A coach may enter up to six participants per individual event.
- Heats and Scheduled events will be generated on Wednesday, February 8, 2011.
- Finalized Heats will be announced by noon on Thursday, February 9, 2011.
 - Finalized heats will be delivered to the timing crew on the day of the meet.

2012 KCAC Indoor Track & Field

Events (Scheduled)

Friday, Feb. 10			Saturday, Feb. 11		
4:00	Long Jump	Women then Men	10:00	Shot Put	Women then Men
4:00	Weight Throw	Women then Men	10:00	Triple Jump	Men then Women
4:00	Pole Vault	Men then Women	10:00	High Jump	Women then Men
7:00	4x800 Relay	Women/Men	2:00	Distance Medley Relay	W/M
7:30	5000M	Women/Men	2:30	60 M HH Prelims	W/M
			2:50	60 M Prelims	W/M
			3:05	Recognitions	
			3:20	Mile Run	W/M
			3:40	60 M HH Finals	W/M
			3:50	60 M Finals	W/M
			4:00	400 M	W/M
			4:20	600 M	W/M
			4:40	600 M	W/M
			5:00	1000 M	W/M
			5:15	200 M	W/M
			5:40	3000 M	W/M
			6:10	4x400 Relay	W/M

NOTE: All events will operate as finals, except for 60m Hurdles & 60m Dash

Equipment

- Pits, Hurdles, and Standards are being rented through Wichita State University
- Teams need to provide their own weights, poles, batons, etc

Games Committee

- The Games Committee shall consist of the Meet Director, the KCAC track and field chair, and one additional KCAC head coach selected in alphabetical order by institution. The Games Committee shall make decisions regarding meet procedures, rules violations, disqualifications, order of finish, and any other issues that may arise.
- Inaugural games committee will be: Scott Crawford, Jim Helmer, & Jack Dillard

Fan Seating

- During field events fans may congregate in appropriate areas near those events.
- Fans are limited to the bleacher area during running events.

Hospitality

- A hospitality area will be available for coaches, staff, and volunteers

Meet Director

- The Meet Director shall be the head coach of the host school or a person from the host school designated by the head coach.
 - In the event the meet is hosted by the conference, the commissioner will act as meet director
- The Meet Director's duties include the following:
 - Prepare meet information and entry forms and mail to coaches by mid April.
 - Fax or e- mail heat/flight sheets to all coaches on Thursday prior to the KCAC Meet.
 - Determine the time and location of the coaches meeting, and include this information in the mailing to coaches.
 - Arrange for, supervise, and instruct all meet help.
 - Arrange for FAT timing equipment.
 - Arrange for/schedule the starter.
 - Provide athletic trainers and arrange for emergency care if needed.
 - Arrange for presentation of awards following each event.
 - Supervise the presentation of Most Valuable Athlete plaques, Team Championship plaques, and Coach of the Year plaques immediately following the meet.

Meet Expenses

- Each KCAC institution sponsoring Track & Field will be assessed a \$300 fee to help with costs associated with the Track & Field Championship Meet.
 - Conference members will equally share the cost of the inaugural event after gate fees and sport fees are applied.

Numbering

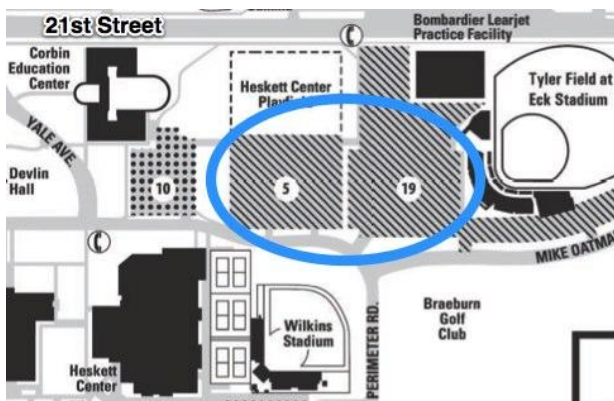
- Running numbers/hip numbers are to be secured through the HOST and are considered an event expense.

Officials/Judges

- The selection and assignment of championship meet officials is the responsibility of the HOST. The HOST shall provide certified officials and trained volunteers as deemed necessary by the HOST and KCAC.

Parking

- “No Permit Required” lots are available adjacent to Eck Stadium for team transportation



Results

- Overall results will be available online directly following the meet
- Printed results will be provided to head coaches
- KCAC Staff will upload meet results to KCACsports.com

Scoring

- The top 6 finishers in each event will score (8- 6- 4- 3- 2- 1)

Signage

- KCAC Signage needs to be displayed

Team Area

- Teams will congregate on the far side of the facility on the red covering.
- No athletes should be on the wood floor infield.

Timing System

- A fully automatic timing system and appropriate backup equipment must be provided at the championship facility.
- Marc Haught and Jess Herbig will implement the timing system.

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Workers Needed

- Volunteers
 - 10 to 12 per day
 - Member schools will be asked to provide 2-3 volunteers to assist with events.

Future Considerations

- Post championship evaluation of competition site and facilities based upon feedback from KCAC coaches and student-athletes.
- Implementation of a sport specific banquet.

Heskett Center Legend

W/M RESTROOMS

