USTFCCCA
NCAA DIVISION I
TRACK AND FIELD
HANDBOOK
2017

Effective Date: July 5, 2017
Changes since last revision are in red.
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**USTFCCCA DIVISION I TRACK AND FIELD HANDBOOK**

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Association Contacts
# USTFCCCA Board of Directors

<table>
<thead>
<tr>
<th>Officer</th>
<th>Name</th>
<th>Institution</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>President</td>
<td>Dennis Shaver</td>
<td>Louisiana State University</td>
<td>225-578-8627</td>
<td><a href="mailto:shaver@lsu.edu">shaver@lsu.edu</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Dr. Martha Brennan</td>
<td>University of Central Oklahoma</td>
<td>715-307-2566</td>
<td><a href="mailto:Mbrennan2@uco.edu">Mbrennan2@uco.edu</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Clyde Morgan</td>
<td>Wabash College</td>
<td>765-361-6279</td>
<td><a href="mailto:morganc@wabash.edu">morganc@wabash.edu</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Division I Cross Country President</td>
<td>Dave Smith</td>
<td>Oklahoma State University</td>
<td>405-744-8765</td>
<td><a href="mailto:dave.smith@okstate.edu">dave.smith@okstate.edu</a></td>
</tr>
<tr>
<td>Division I Track &amp; Field President</td>
<td>Connie Price-Smith</td>
<td>Ole Miss</td>
<td>662-915-7506</td>
<td><a href="mailto:cmprices@olemiss.edu">cmprices@olemiss.edu</a></td>
</tr>
<tr>
<td>Division I At-Large</td>
<td>Steve Keith</td>
<td>Vanderbilt University</td>
<td>615-343-8558</td>
<td><a href="mailto:steven.keith@vanderbilt.edu">steven.keith@vanderbilt.edu</a></td>
</tr>
<tr>
<td>Division I At-Large</td>
<td>Joseph Franklin</td>
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<td><a href="mailto:jbfrankl@unm.edu">jbfrankl@unm.edu</a></td>
</tr>
<tr>
<td>Division II Cross Country President</td>
<td>Jim Vahrenkamp</td>
<td>Queens University</td>
<td>704-688-2814</td>
<td><a href="mailto:vahrenkampj@queens.edu">vahrenkampj@queens.edu</a></td>
</tr>
<tr>
<td>Division II Track &amp; Field President</td>
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<td>Texas A&amp;M University-Kingsville</td>
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</tr>
<tr>
<td>Division II At-Large</td>
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</tr>
<tr>
<td>Division III Cross Country President</td>
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<td><a href="mailto:dford@otterbein.edu">dford@otterbein.edu</a></td>
</tr>
<tr>
<td>Division III Track &amp; Field President</td>
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<td>Ohio Northern University</td>
<td>419-772-2451</td>
<td><a href="mailto:j-maus@onu.edu">j-maus@onu.edu</a></td>
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<tr>
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</tr>
<tr>
<td>NAIA</td>
<td>Michael Holman</td>
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<td>317-955-6585</td>
<td><a href="mailto:mholman@marian.edu">mholman@marian.edu</a></td>
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<th>Institution</th>
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<tbody>
<tr>
<td>Past President</td>
<td>Damon Martin</td>
<td>Adams State University</td>
<td>719-587-7266</td>
<td><a href="mailto:ddmartin@adams.edu">ddmartin@adams.edu</a></td>
</tr>
<tr>
<td>CEO</td>
<td>Sam Seemes</td>
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<td>504-599-8900</td>
<td><a href="mailto:sam@ustfccca.org">sam@ustfccca.org</a></td>
</tr>
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</table>
USTFCCA National Office

Mailing / Shipping Address
USTFCCA
1100 Poydras Street, Suite 1750
New Orleans, LA 70163

Telephone and Fax
Main office line: 504-599-8900
Fax: 504-599-8909

National Office Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>E-mail</th>
</tr>
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<tbody>
<tr>
<td>Sam Seemes</td>
<td>CEO</td>
<td><a href="mailto:Sam@ustfccca.org">Sam@ustfccca.org</a></td>
</tr>
<tr>
<td>Mike Corn</td>
<td>Assistant Director</td>
<td><a href="mailto:Mike@ustfccca.org">Mike@ustfccca.org</a></td>
</tr>
<tr>
<td>Tom Lewis</td>
<td>Director of Media, Broadcasting and Analytics</td>
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</tr>
<tr>
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<td>Director of Membership Services and Operations</td>
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</tr>
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<td>Communications Assistant</td>
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</tr>
<tr>
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<td>Communications Assistant</td>
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</tr>
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</tr>
<tr>
<td>Shannon Wright</td>
<td>Committees Administrator</td>
<td><a href="mailto:Shannon@ustfccca.org">Shannon@ustfccca.org</a></td>
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### Officers and Additional Members

<table>
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<tr>
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<tbody>
<tr>
<td>President</td>
<td>Connie Price-Smith</td>
<td>Ole Miss</td>
<td>662-915-7506</td>
<td><a href="mailto:cmprices@olemiss.edu">cmprices@olemiss.edu</a></td>
<td>12/2019</td>
</tr>
<tr>
<td>Vice President</td>
<td>David Shoehalter</td>
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<td>12/2019</td>
</tr>
<tr>
<td>Secretary</td>
<td>Kathleen Raske</td>
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<td>618-453-5460</td>
<td><a href="mailto:raske@siu.edu">raske@siu.edu</a></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Past President</td>
<td>Dennis Shaver</td>
<td>Louisiana State University</td>
<td>225-578-8627</td>
<td><a href="mailto:shaver@lsu.edu">shaver@lsu.edu</a></td>
<td>12/2017</td>
</tr>
<tr>
<td>At-Large Representative</td>
<td>Harlis Meaders</td>
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<td><a href="mailto:meaders@uncaa.unc.edu">meaders@uncaa.unc.edu</a></td>
<td>Ongoing</td>
</tr>
<tr>
<td>At-Large Representative</td>
<td>Ben Paxton</td>
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<td><a href="mailto:paxtonb@winthrop.edu">paxtonb@winthrop.edu</a></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Conference</td>
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<tr>
<td>American Athletic</td>
<td>Leroy Burrell</td>
<td>University of Houston</td>
<td>713-743-9467</td>
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<td>8/31/2019</td>
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<tr>
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<td>8/31/2019</td>
</tr>
<tr>
<td>Atlantic 10</td>
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<td><a href="mailto:jb30@slu.edu">jb30@slu.edu</a></td>
<td>8/31/2019</td>
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<tr>
<td>Atlantic Coast</td>
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<td>434-243-1067</td>
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<td>8/31/2019</td>
</tr>
<tr>
<td>Atlantic Sun</td>
<td>Andy Eggerth</td>
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<tr>
<td>Big 12</td>
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<td>8/31/2019</td>
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<tr>
<td>Big East</td>
<td>Dave Dopke</td>
<td>DePaul University</td>
<td>773-325-4474</td>
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<td>8/31/2019</td>
</tr>
<tr>
<td>Big Sky</td>
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<td>970-988-4919</td>
<td><a href="mailto:tcauley@uidaho.edu">tcauley@uidaho.edu</a></td>
<td>8/31/2019</td>
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<tr>
<td>Big South</td>
<td>Michael Kelly</td>
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<td>910-893-1356</td>
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<tr>
<td>Big Ten</td>
<td>Lonnie Green</td>
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<td>765-494-1584</td>
<td><a href="mailto:rolandogreene@purdue.edu">rolandogreene@purdue.edu</a></td>
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<tr>
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<td>John Elders</td>
<td>California State University Fullerton</td>
<td>657-278-3490</td>
<td><a href="mailto:jelders@exchange.fullerton.edu">jelders@exchange.fullerton.edu</a></td>
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<tr>
<td>Colonial Athletic</td>
<td>Ta’ Frias</td>
<td>James Madison University</td>
<td>540-568-6544</td>
<td><a href="mailto:friastb@mu.edu">friastb@mu.edu</a></td>
<td>8/31/2017</td>
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<tr>
<td>Conference USA</td>
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<td>8/31/2017</td>
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<tr>
<td>Horizon League</td>
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<tr>
<td>Ivy League</td>
<td>Dan Ireland</td>
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<td>8/31/2017</td>
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<tr>
<td>Metro Atlantic Athletic</td>
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</tr>
<tr>
<td>Mid-American</td>
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<td>Bowling Green State University</td>
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<td>8/31/2017</td>
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<tr>
<td>Mid-Eastern Athletic</td>
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<td>8/31/2017</td>
</tr>
<tr>
<td>Missouri Valley</td>
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</tr>
<tr>
<td>Mountain West</td>
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<td>8/31/2017</td>
</tr>
<tr>
<td>Northeast</td>
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<td>8/31/2017</td>
</tr>
<tr>
<td>Ohio Valley</td>
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<td><a href="mailto:molnard@apsu.edu">molnard@apsu.edu</a></td>
<td>8/31/2018</td>
</tr>
<tr>
<td>Pacific-12</td>
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<td>206-543-9880</td>
<td><a href="mailto:jzdrake@uw.edu">jzdrake@uw.edu</a></td>
<td>8/31/2018</td>
</tr>
<tr>
<td>Patriot League</td>
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<td><a href="mailto:kdonner@bucknell.edu">kdonner@bucknell.edu</a></td>
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</tr>
<tr>
<td>Southeastern</td>
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<td><a href="mailto:dwaters@ia.ua.edu">dwaters@ia.ua.edu</a></td>
<td>8/31/2018</td>
</tr>
<tr>
<td>Southern</td>
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<td>Wofford College</td>
<td>864-597-4109</td>
<td><a href="mailto:bomarjc@wofford.edu">bomarjc@wofford.edu</a></td>
<td>8/31/2018</td>
</tr>
<tr>
<td>Southland</td>
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<td>University of New Orleans</td>
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<td><a href="mailto:bdalton@my.uno.edu">bdalton@my.uno.edu</a></td>
<td>8/31/2018</td>
</tr>
<tr>
<td>Southwestern Athletic</td>
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<td><a href="mailto:banksp@tsu.edu">banksp@tsu.edu</a></td>
<td>8/31/2018</td>
</tr>
<tr>
<td>Sun Belt</td>
<td>Kelly Carter</td>
<td>Georgia Southern University</td>
<td>912-478-0784</td>
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<td>8/31/2018</td>
</tr>
<tr>
<td>The Summit League</td>
<td>Lucky Huber</td>
<td>University of South Dakota</td>
<td>605-677-5939</td>
<td><a href="mailto:Lucky.Huber@usd.edu">Lucky.Huber@usd.edu</a></td>
<td>8/31/2018</td>
</tr>
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<td>Darren Flowers</td>
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<td>8/31/2018</td>
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## Standing Committees

### Awards Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Office</th>
<th>E-mail</th>
</tr>
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<tbody>
<tr>
<td>Chair</td>
<td>David Shoehalter</td>
<td>Yale University</td>
<td>203-432-1405</td>
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### Law and Legislation Committee

<table>
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<th>Name</th>
<th>Institution</th>
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<th>E-mail</th>
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<tr>
<td>Chair</td>
<td>Kathleen Raske</td>
<td>Southern Illinois University</td>
<td>618-453-5460</td>
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<td>Jon Bell</td>
<td>St. Louis University</td>
<td>314-977-3253</td>
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<tr>
<td></td>
<td>Lucky Huber</td>
<td>University of South Dakota</td>
<td>605-677-5939</td>
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### Nominations and Election Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Office</th>
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<tr>
<td>Chair</td>
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Division I Track and Field Executive Committee
Division I Track and Field Officers

General Eligibility Requirements:  
Only Coaches who are members of the Division I Program Membership Division in good standing with the USTFCCCA may be nominated for, elected to, appointed to, or serve in any office of Division I Track and Field. The Officers of Division I Track and Field shall be elected by the membership and must be Head Coaches who have previously served on the Executive Committee.

Number of In-Person Meetings per Year:  
Division I Track and Field Officers meet three (3) times per year, at the Division I Indoor Track and Field Championships, at the Division I Outdoor Track and Field Championships, and at the USTFCCCA annual convention.

Number of Conference Calls per Year:  
Division I Track and Field Officers participate in eleven (11) regularly scheduled conference calls per year. Currently, Division I Track and Field conference calls are scheduled for the third Wednesday of the months of January through November, inclusive.

President  
1. Selection:  
   a. Elected at the annual general meeting.  
   b. When possible, the position should alternate between a head Coach of a men's program and a head Coach of a women's program.
2. Term: Three (3) year term.
3. Duties:  
   a. Preside over all general, special, or annual meetings and ensure they are called in a timely manner to conduct business.
   b. Act as the Division I Track and Field representative before the USTFCCCA and serve on the USTFCCCA Board of Directors. The Board of Directors may meet in-person twice per year:  
      i. In the summer
      ii. In the winter during the USTFCCCA annual convention
   c. In conjunction with the chief executive officer (CEO) of the USTFCCCA, act as the representative of the Division I Track and Field Coaches before the NCAA.  
      i. Meet with the NCAA Track and Field Sport Committee annually at a time determined by the USTFCCCA National Office.
      ii. Assist in lobbying the NCAA Track and Field Sport Committee on issues of importance to Division I Track and Field.
   d. Establish all committees of the Association and appoint committee members.
   e. Serve as an ad hoc member on all committees.
   f. Appoint any vacancy on the Executive Committee.
   g. Establish the agenda for and conduct periodic conference calls with the Executive Committee, including Conference Representatives, regarding Associational business.
   h. Establish the agenda for in-person meetings of Division I Track and Field.
i. Establish a tentative Convention agenda by November 1 of each year.
ii. Establish a final Convention agenda by December 1 of each year.

i. Attend the Division I Indoor Track and Field and Division I Outdoor Track and Field National Championships.
ii. Present USTFCCCA awards at NCAA Division I Indoor and Outdoor Track and Field Championships.

j. Perform any other duty as may be necessary to carry out the directives of the Division I Track and Field Operating Bylaws and the Articles of Incorporation and Bylaws of the USTFCCCA.

**Vice President**

1. Selection: Elected at the annual general meeting.
2. Term: Three (3) year term.
3. Duties:
   a. Perform the duties of the President in the absence of the President.
   b. Serve as the Chair of the Awards Committee.
   c. Attend the Division I Track and Field annual general meeting and any other scheduled Executive Committee meetings.
   d. Participate in Division I Track and Field Executive Committee conference calls, as established by the President.
   e. Carry out any other duties the President may from time to time assign.

**Secretary**

1. Selection: Appointed by the President.
2. Term: Serves at the pleasure of the Executive Committee.
3. Duties:
   a. Serve as the chair of the Law and Legislation Committee.
   b. Keep a true record of the proceedings of all meetings of the Association.
   c. Verify Qualified Members with the USTFCCCA.
   d. Ensure that proper notice of all meetings is sent to all members.
   e. Ensure notification of all members of any committee appointments or duties assigned to them.
   f. Be knowledgeable in matters of parliamentary procedure and advise the other Officers or members in such matters.
   g. Keep an election schedule approved by the Executive Committee for the election of Conference Representatives.
   h. Attend the Division I Track and Field annual general meeting and any other scheduled Executive Committee meetings.
   i. Participate in Division I Track and Field Executive Committee conference calls, as established by the President.
   j. Carry out any other duties the President may from time to time assign.
Other Members of the Division I Track and Field Executive Committee

General Eligibility Requirements:
Only Coaches who are members of the Division I Program Membership Division in good standing with the USTFCCCA may be nominated for, elected to, appointed to, or serve in any office of Division I Track and Field.

Number of In-Person Meetings per Year:
Division I Track and Field Executive Committee members meet three (3) times per year, at the Division I Indoor Track and Field Championships, at the Division I Outdoor Track and Field Championships, and at the USTFCCCA annual convention.

Number of Conference Calls per Year:
Division I Track and Field Executive Committee members participate in eleven (11) regularly scheduled conference calls per year. Currently, Division I Track and Field conference calls are scheduled for the third Wednesday of January through November, inclusive.

Conference Representatives
1. Number: One (1) per Division I Track and Field conference, one (1) representing Independents according to restrictions set forth in the Operating Bylaws.
2. Selection: Selected according to the procedures set by each conference.
3. Term:
   a. Three (3) year terms.
   b. Conference Representatives may not serve more than two (2) consecutive terms.
4. Duties:
   a. Represent their conference on the Executive Committee.
   b. Attend all official meetings of the Association and the Executive Committee.
   c. Conduct conference Coaches or independent meetings of the Association as necessary.
      i. Prepare an agenda for conference Coaches or independent meetings of the Association.
      ii. Ensure that the conference or independent meeting agenda is distributed to the respective conference’s or independent Coaches prior to the meeting.
      iii. Keep a true record of the proceedings of respective conference or independent meetings of the Association.
      iv. Ensure that the minutes of these meetings are distributed to the respective Coaches.
      v. Forward agenda items and minutes of conference or independent meetings to the President and National Office.
   d. Assist in the process of filling Conference Representative or Independent Representative vacancies according to the procedure adopted by Qualified Members of Division I Program Membership Divisions in their respective conferences, or in the case of the Independent Representative, by Qualified Members of Division I Program Membership Divisions who do not have a conference affiliation.
   e. Communicate information from the Association and/or the USTFCCCA to members of the respective conference or to independent institutions.
f. Participate in Division I Track and Field Executive Committee conference calls, as established by the President.

g. Carry out any other duties the President may from time to time assign.

At-Large Representatives
1. Number: Two (2).
2. Selection: Appointed by the President.
3. Term: Serve at the pleasure of the Executive Committee.
4. Duties:
   a. Serve on the Executive Committee.
   b. Work with the President as advisors.
   c. Attend the Division I Track and Field annual general meeting and any other scheduled Executive Committee meetings.
   d. Participate in Division I Track and Field Executive Committee conference calls, as established by the President.
   e. Carry out any other duties the President may from time to time assign.

Past President
1. Selection: The most recent outgoing President serves in the role of Past President.
2. Term: One (1) year.
3. Duties:
   a. Work with the President as an advisor.
   b. Attend the Division I Track and Field annual general meeting and any other scheduled Executive Committee meetings.
   c. Participate in Division I Track and Field Executive Committee conference calls, as established by the President.
   d. Carry out any other duties the President may from time to time assign.
Division I Track and Field Committees
Standing Committees

◊ Awards Committee
◊ Law and Legislation Committee
◊ Nominations and Election Committee

Awards Committee
1. Chair: Vice President
2. Members: Voluntary service and appointed by the President.
3. Duties:
   a. Monitor the awards system.
   b. Keep accurate records of the number and type of awards distributed.
   c. Adjust these records as necessary based on legislative action of the membership.
4. Meetings:
   a. The committee meets at the direction of the President and/or the Committee Chair.
   b. Other conference call and/or e-mail communication may be necessary throughout the year.

Law and Legislation Committee
1. Chair: Secretary
2. Members: Voluntary service and appointed by the President.
3. Duties: Assume the responsibility to review, interpret, and maintain the Operating Bylaws of the Association.
4. Meetings:
   a. The committee meets via teleconference prior to the annual USTFCCCA Convention.
   b. The committee meets at the direction of the President and/or the Committee Chair.
   c. Other conference call and/or e-mail communication may be necessary throughout the year.

Nominations and Election Committee
1. Chair: Appointed by the President.
2. Members: Voluntary service and appointed by the President.
3. Duties:
   a. Develop, evaluate, and bring forth qualified candidates to present for a vote to the Qualified Membership of the Association at the annual convention.
   b. Solicit individual members who possess exceptional skills and attributes that would enable them to carry out the goals and mission of the Association and the USTFCCCA.
   c. Determine procedure for voting and eligibility of candidates for election.
4. Meetings: The Committee meets as necessary to fill Division I Cross Country Officer vacancies and at the direction of the President or the Committee Chair.

Working Committees
The President may establish committees to study topics or perform specific duties. These committees may be established at any time throughout the year and may remain intact until their charge has been
accomplished. Such committees shall have the authority to make recommendations and carry out any directives issued by the President and/or Executive Committee.
Division I Track and Field Meetings
Convention/Annual Meeting

Purpose
There is an annual meeting of the Division I Coaches Association at the site of the annual USTFCCCA convention. The meeting includes a business meeting and other pertinent information.

Attendance Requirement
Attendance at the convention/annual meeting is mandatory for all Division I Track and Field Officers, Regional Representatives, and other members of the Executive Committee. Those who will not be able to attend should notify the Division I Track and Field President as soon as possible.

Business
The order of business is:
1. Report of the Secretary
2. Report of the President
3. Other Committee Reports
4. Old Business
5. New Business

Division I Track and Field business meetings follow the Operating Bylaws of the NCAA Division I Program Membership Divisions (Track and Field), the Bylaws of the USTFCCCA, and this handbook. When a procedural question is not defined within these documents, Division I Track and Field business meetings follow Robert’s Rules of Order, Newly Revised.

Items of Business
Submission of Proposals
The Secretary shall ensure that proposals may be submitted online at any time, through the USTFCCCA website, and that calls for proposals are made once per quarter throughout the year.

The Division I Track & Field President shall ensure that all submitted proposals are distributed to the Executive Committee and that the submitter of each proposal is scheduled to present their proposal to the Executive Committee. The Executive Committee shall review and discuss each proposal after it has been presented by the submitter.

The Executive Committee has three possible actions to take following their discussion of the proposal:
1. The Division I Track and Field President may assign the proposal to a standing committee or create a committee or working group to review the proposal and provide a recommendation to the Executive Committee
2. The Executive Committee may table the proposal until a future meeting in order to allow more time for discussion, to gather additional information, or to gather feedback from the membership or an outside party
3. The Executive Committee may vote on the proposal (a quorum is required)
When the Executive Committee takes action on a proposal, the secretary shall ensure that the proposal and said action are made available to the membership through the USTFCCCA web site.

Once the Executive Committee votes upon a proposal, said proposal is deemed an agenda item and will be assigned to a member(s) of the Executive Committee to present the agenda item, and the Executive Committees position on said proposal to the membership. Presentation of agenda items to the membership will occur at the following USTFCCCA Convention, unless the item has a response deadline prior to the next convention.

The Executive Committees action shall stand as the position of the membership on any proposals that require a response prior to the next convention. A majority vote of the Executive Committee members present under a quorum may move to designate a proposal as requiring a response prior to the next convention. The Secretary shall ensure that the proposals requiring a response prior to the next convention and the Executive Committee’s decision are made available to the membership prior to the next Executive Committee meeting.

For all other proposals, once the Executive Committee votes upon a proposal, said proposal is deemed an agenda item and will be assigned to a member(s) of the Executive Committee to present the agenda item, and the Executive Committee’s position on said proposal, to the membership.

Once an agenda item has been presented to the membership at convention, the Division I Track and Field President shall allow for a pre-determined period of discussion on the item. If the Executive Committee had previously voted in favor of the agenda item, then said item would be placed on the voting ballot for the membership at the current Convention. If the Executive Committee voted to oppose an agenda item or takes no action on an agenda item, then opinion of the Executive Committee stands as the position of the membership; unless the agenda item receives a motion from the floor to place the item on the voting ballot at that convention, a second, and a majority vote from members present at the meeting (vote shall be conducted by voice, if the decision of the membership is not clear then a vote shall be conducted by rising).

All proposals received prior to the final Executive Committee conference call of the calendar year to be considered at convention shall be made available to the Division I general membership prior to the start of the convention.

**Voting**

Members of USTFCCCA Division I Track and Field must be present to vote at convention. Voting is by membership, unless the President and/or a plurality of the Executive Committee call for a Unit Vote.

**Quorum**

A minimum of seventy-five (75) eligible members shall constitute a quorum for voting at the annual convention.
Types
Membership: Voting is conducted by member Coach. Each Division I Coach from a program that sponsors men’s and/or women’s Track and Field, who is present at the voting session(s), receives one (1) vote. Coaches may not cast a ballot for a Coach who is absent from the official voting session(s).

Unit Vote: Voting is conducted by member program. Each institutional program receives one vote, such that a Division I men’s or women’s Track and Field program receives one (1) vote, and a Division I combined Track and Field program receives two (2) votes. Only one designated representative per member program may cast a vote. This designated representative need not be the head Coach. Coaches may not cast a ballot for institutions that have no representatives present at the official voting session(s).

Action
The Division I Track and Field President, along with the USTFCCCA national office, is responsible for ensuring that appropriate action is taken following the annual convention/business meeting, particularly as necessitated by the results of Division I Track and Field voting sessions.

National Championships
Division I Track and Field Officers, Conference Representatives, and other members of the Executive Committee may meet at the sites of the Division I Indoor and Outdoor Track and Field Championships.

Conference Calls

Purpose
Division I Track and Field conference calls serve to inform Division I Track and Field Officers, Regional Representatives, and other members of the Executive Committee of issues affecting the Division I Track and Field membership. These calls also provide a forum for proposal presentation, discussion, and action of Division I Track and Field issues.

Schedule
Division I Track and Field scheduled conference calls take place once per month from January through November. Special conference calls may be scheduled by the President at any time during the year, as needed.

Currently, Division I Track & Field conference calls are scheduled for 10:00AM Central Time on the third Wednesday of the months of January through November.

Attendance Requirement
Attendance on conference calls is mandatory for all Division I Track and Field Officers, Conference Representatives, and other members of the Executive Committee. Those who will not be able to attend should notify the Division I Track and Field President and Secretary as soon as possible.

Business
Monthly conference call agendas shall be of the following format:
USTFCCCA DIVISION I TRACK AND FIELD HANDBOOK

- Roll Call
- Information items
- Continuation of previously addressed proposals
- Proposal Presentations
- Discussion of new proposals
- Questions/Future discussion items
- Comments from the national office

The Division I Track and Field conference calls follow the Operating Bylaws of the NCAA Division I Program Membership Divisions (Track and Field), the Bylaws of the USTFCCCA, and this Handbook. When a procedural question is not defined within these documents, the Division I Track and Field conference calls follow Robert’s Rules of Order, Newly Revised.

**Voting**
The Executive Committee may vote during or in conjunction with a regularly scheduled or special conference call, as necessary. All members of the Executive Committee should be notified in advance of the call, and a necessary quorum of a majority of committee members present must be established in order for a vote to take place.

**Action**
The Division I Track and Field President, along with the USTFCCCA national office, is responsible for ensuring that appropriate action is taken following conference calls, particularly in preparing the agenda for the annual convention/business meeting. Conference Representatives are responsible for informing the Coaches in their conference of any items discussed during conference calls that affect Division I Track and Field generally or the Coaches of their conference specifically.

**Special Meetings**

**Purpose**
In addition to the regular meetings of the Association, the President or the Executive Committee by majority vote may call a Special Meeting whenever the welfare of the Association or sport of Track and Field warrants such an action.

**Voting**
The Executive Committee may vote during a special meeting, as necessary. All members of the Executive Committee should be notified in advance of the meeting, and a necessary quorum of a majority of committee members present must be established in order for a vote to take place.

**Action**
The Division I Track and Field President, along with the USTFCCCA national office, is responsible for ensuring that appropriate action is taken following special meetings. Conference Representatives are responsible for informing the Coaches in their conference of any items discussed during special meetings that affect Division I Track and Field generally or the Coaches of their conference specifically.
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Division I Track and Field Rankings
Outdoor Track and Field
Division I Outdoor Track and Field national rankings and regional team index are released by the USTFCCCA national office on Tuesdays during the Outdoor Track and Field season. Dates are predetermined by the Division I Track and Field Executive Committee.

Preseason Ranking: Released on the Tuesday ten (10) weeks prior to the Division I Outdoor Track and Field Championships.

Regular Rankings: Released weekly on Tuesdays beginning nine (9) weeks prior to the Division I Outdoor Track and Field Championships and ending with the Tuesday one (1) week prior to the NCAA Division I Outdoor Track and Field Regional meets. A final regular season ranking is released on the Tuesday prior to the NCAA Division I Outdoor Track and Field Championships (nine (9) releases). The final two (2) regular season rankings are reflective of entries into the NCAA Division I Outdoor Track and Field Preliminary Rounds of the Championships and qualifiers into the NCAA Division I Outdoor Track and Field Final Rounds of the Championships, respectively. A final regional index will be compiled after the conclusion of the NCAA Division I Outdoor Track and Field Championships.
The national rankings are based on awarding points and bonus points to season-best performances from the NCAA descending order lists of performances. The regional team index is scored using the current national-team ranking formula as if there were separate regional championships across the country. The rankings are compiled using performance data submitted to TFRRS.

**Eligibility:** On a weekly basis, only marks reported to TFRRS by Monday morning at 7 a.m., central time, are eligible for consideration in that week’s national or regional rankings. Programs must be eligible for listing on the NCAA “qualifying lists” to be eligible for national or region rankings. A program must be in good membership standing with the USTFCCCA in order to be eligible for rankings. The preseason ranking and Week 1 rankings are considered a “grace period” for USTFCCCA membership status. Non-member programs will be listed on these reports in RED indicating their non-member status. After these two rankings, non-member programs will not be listed in USTFCCCA rankings.
2017 National Rankings and Regional Team Index Release Dates

Indoor Track and Field

Monday Releases except where noted
January 9, 2017 (Preseason)
January 23, 2017
January 30, 2017
February 6, 2017
February 13, 2017
February 20, 2017
February 27, 2017
March 6, 2017

Outdoor Track and Field

Monday Releases except where noted
March 20, 2017 (Preseason)
April 3, 2017
April 10, 2017
April 17, 2017
April 24, 2017
May 1, 2017
May 8, 2017
May 15, 2017
May 22, 2017
May 30, 2017 (Tuesday)
Division I Track and Field Awards
Indoor Track and Field Awards

◊ Regional Coaches of the Year
◊ Regional Assistant Coaches of the Year
◊ Regional Athletes of the Year
◊ National Men’s Coach of the Year
◊ Beverly Kearney Award Women’s Coach of the Year
◊ National Assistant Coaches of the Year
◊ National Athletes of the Year
◊ All-America
◊ Scholar Athlete of the Year
◊ Scholar Teams of the Year

Regional Coaches of the Year

Selection
1. Selected by a vote of regional USTFCCCA Division I Track and Field member Coaches and awarded to one (1) head Coach per gender per region for the Division I Indoor Track and Field season.
2. Institutions are divided according to the NCAA Division I Cross Country regions.
3. Nominations and voting are conducted online via a ballot compiled by the national office.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their head Coaches to be eligible for this award.

Award Distribution
Awards are distributed at the NCAA Division I Indoor Track and Field Championships.

Regional Assistant Coaches of the Year

Selection
1. Selected by a vote of regional USTFCCCA Division I Track and Field member Coaches and awarded to one (1) assistant Coach per gender per region for the Division I Indoor Track and Field season.
2. Institutions are divided according to the NCAA Division I Cross Country regions.
3. Nominations and voting are conducted online via a ballot compiled by the national office.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their assistant Coaches to be eligible for this award.

Award Distribution
Awards are distributed at the NCAA Division I Indoor Track and Field Championships.
Regional Athletes of the Year

**Selection**
1. Selected by a vote of regional USTFCCCA Division I Track and Field member Coaches and awarded to two (2) student-athletes (one (1) track events student-athlete and one (1) field events student-athlete) per gender per region for the Division I Indoor Track and Field season.
   a. Multi-events (i.e., pentathlon and heptathlon) are considered field events for the purposes of this award.
2. Institutions are divided according to the NCAA Division I Cross Country regions.
3. Nominations and voting are conducted online via a ballot compiled by the national office.

**Eligibility**
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

**Award Distribution**
Awards are distributed at the NCAA Division I Indoor Track and Field Championships.

National Men's Coach of the Year

**Selection**
1. Selected by a vote of USTFCCCA Division I Track and Field member Coaches and awarded to one (1) head men’s Coach for the Division I Indoor Track and Field season.
2. Nominees are the Regional Coaches of the Year, the head Coach of the National Championship team, and a write-in.
3. Vote is conducted online via a ballot compiled by the national office after the conclusion of the championships.

**Eligibility**
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their head Coaches to be eligible for this award.

**Award Distribution**
Award is mailed by the USTFCCCA national office.

National Women’s Coach of the Year

**Selection**
1. Selected by a vote of USTFCCCA Division I Track and Field member Coaches and awarded to one (1) head women’s Coach for the Division I Indoor Track and Field season.
2. Nominees are the Regional Coaches of the Year, the head Coach of the National Championship team, and a write-in.
3. Vote is conducted online via a ballot compiled by the national office after the conclusion of the championships.
Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their head Coaches to be eligible for this award.

Award Distribution
Awards are mailed by the USTFCCCA national office.

National Assistant Coaches of the Year

Selection
1. Selected by a vote of USTFCCCA Division I Track and Field member Coaches and awarded to one (1) assistant Coach per gender for the Division I Indoor Track and Field season.
2. Nominees are the Regional Assistant Coaches of the Year and a write-in.
3. Vote is conducted online via a ballot compiled by the national office after the conclusion of the championships.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their assistant Coaches to be eligible for this award.

Award Distribution
Awards are mailed by the USTFCCCA national office.

National Athletes of the Year

Selection
1. Selected by a vote of USTFCCCA Division I Track and Field member Coaches and awarded to two (2) student-athletes (one (1) track events student-athlete and one (1) field events student-athlete) per gender for the Division I Indoor Track and Field season.
   a. Multi-events (i.e., pentathlon and heptathlon) are considered field events for the purposes of this award.
2. Nominees are the Regional Athletes of the Year and a write-in.
3. Vote is conducted online via a ballot compiled by the national office after the conclusion of the championships.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution
Awards are mailed by the USTFCCCA national office.
All-America

Selection
1. First Team All-America status is awarded to finishers 1-8 in each event at the NCAA Division I Indoor Track and Field Championships.
2. Second Team All-America status is awarded to finishers 9-16 in each event at the NCAA Division I Indoor Track and Field Championships.
3. Honorable Mention status is awarded to any remaining competitors in each event at the NCAA Division I Indoor Track and Field Championships.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution
Two (2) All-American certificates are mailed by the national office to the qualifying student-athlete’s program. One of these certificates should be given to the qualifying student-athlete.

Scholar Athlete of the Year

Selection
1. Awarded to two (2) men’s Division I (one (1) track events and one (1) field events) and two (2) women’s Division I (one (1) track events and one (1) field events) Indoor Track and Field student-athletes each year.
   a. Multi-events (i.e., pentathlon and heptathlon) are considered field events for the purposes of this award.
2. Student-athletes must meet the criteria for the USTFCCCA Division I All-Academic Track and Field Individual awards.
3. From among the student-athletes who meet the All-Academic Individual Track and Field criteria, the one (1) men’s student-athlete and the one (1) women’s student-athlete with the highest finish in an individual track event and the one (1) men’s student-athlete and the one (1) women’s student-athlete with the highest finish in an individual field event at the most recent NCAA Division I Indoor Track and Field Championships shall be named the USTFCCCA Track Scholar Athletes of the Year and USTFCCCA Field Scholar Athletes of the Year, respectively.
4. Multiple event performances may be considered only if the student-athlete won more than one (1) national championship, in which case a student-athlete with more than one (1) national championship at the most recent indoor championships would rank ahead of a student-athlete with one (1) national championship. Otherwise, only the student-athlete’s top performance at the most recent indoor championships shall be considered.
5. If more than one (1) student-athlete in a gender and event area is ranked equally after consideration of their performances at the most recent NCAA Division I Indoor Track and Field Championships, GPAs are considered. The student-athlete with the higher GPA shall be named the award winner.
6. If two (2) or more student-athletes are tied after the consideration of both national championships performance and GPA, then these student-athletes shall be named co-winners of the award.

**Eligibility**
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

**Scholar Teams of the Year**

**Selection**
1. Awarded to one (1) men’s and one (1) women’s Division I Indoor Track and Field team each year.
2. Teams must meet the criteria for the USTFCCCA Division I All-Academic Track and Field Team awards.
3. From among the teams who meet the All-Academic Team criteria, the men’s team and the women’s team with the highest finishes at the most recent NCAA Division I Indoor Track and Field Championships receive the designation of USTFCCCA Scholar Team of the Year for Division I Indoor Track and Field.
4. If more than one (1) team in a gender is ranked equally after consideration of their performances at the most recent NCAA Division I Indoor Track and Field Championships, GPAs are considered. The team with the higher GPA shall be named the award winner.
5. If two (2) or more teams are tied after the consideration of both national championships performance and GPA, then these teams shall be named co-winners of the award.

**Eligibility**
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order to be eligible for this award.
Outdoor Track and Field Awards

◊ Regional Coaches of the Year
◊ Regional Assistant Coaches of the Year
◊ Regional Athletes of the Year
◊ National Coaches of the Year
◊ National Assistant Coaches of the Year
◊ National Athletes of the Year
◊ All-America
◊ Scholar Athletes of the Year
◊ Scholar Teams of the Year

Regional Coaches of the Year

Selection
1. Selected by a vote of regional USTFCCCA Division I Track and Field member Coaches and awarded to one (1) head Coach per gender per region for the Division I Outdoor Track and Field season.
2. Institutions are divided according to the NCAA Division I Cross Country regions.
3. Nominations and voting are conducted online via a ballot compiled by the national office.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their head Coaches to be eligible for this award.

Award Distribution
Awards are distributed at the NCAA Division I Outdoor Track and Field Championships.

Regional Assistant Coaches of the Year

Selection
1. Selected by a vote of regional USTFCCCA Division I Track and Field member Coaches and awarded to one (1) assistant Coach per gender per region for the Division I Outdoor Track and Field season.
2. Institutions are divided according to the NCAA Division I Cross Country regions.
3. Nominations and voting are conducted online via a ballot compiled by the national office.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their assistant Coaches to be eligible for this award.

Award Distribution
Awards are distributed at the NCAA Division I Outdoor Track and Field Championships.
Regional Athletes of the Year

Selection
1. Selected by a vote of regional USTFCCCA Division I Track and Field member Coaches and awarded to two (2) student-athletes (one (1) track events student-athlete and one (1) field events student-athlete) per gender per region for the Division I Outdoor Track and Field season.
   a. Multi-events (i.e., heptathlon and decathlon) are considered field events for the purposes of this award.
2. Institutions are divided according to the NCAA Division I Cross Country regions.
3. Nominations and voting are conducted online via a ballot compiled by the national office.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution
Awards are distributed at the NCAA Division I Outdoor Track and Field Championships.

National Coaches of the Year

Selection
1. Selected by a vote of USTFCCCA Division I Track and Field member Coaches and awarded to one (1) head Coach per gender for the Division I Outdoor Track and Field season.
2. Nominees are the Regional Coaches of the Year, the head Coach of the National Championship team, and a write-in.
3. Vote is conducted online via a ballot compiled by the national office after the conclusion of the championships.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their head Coaches to be eligible for this award.

Award Distribution
Awards are mailed by the USTFCCCA national office.

National Assistant Coaches of the Year

Selection
1. Selected by a vote of USTFCCCA Division I Track and Field member Coaches and awarded to one (1) assistant Coach per gender for the Division I Outdoor Track and Field season.
2. Nominees are the Regional Assistant Coaches of the Year and a write-in.
3. Vote is conducted online via a ballot compiled by the national office after the conclusion of the championships.
Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their assistant Coaches to be eligible for this award.

Award Distribution
Awards are mailed by the USTFCCCA national office.

National Athletes of the Year

Selection
1. Selected by a vote of USTFCCCA Division I Track and Field member Coaches and awarded to two (2) student-athletes (one (1) track events student-athlete and one (1) field events student-athlete) per gender for the Division I Outdoor Track and Field season.
   a. Multi-events (i.e., heptathlon and decathlon) are considered field events for the purposes of this award.
2. Nominees are the Regional Athletes of the Year and a write-in.
3. Vote is conducted online via a ballot compiled by the national office after the conclusion of the championships.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution
Awards are mailed by the USTFCCCA national office.

All-America

Selection
1. First Team All-America status is awarded to finishers 1-8 in each event at the NCAA Division I Outdoor Track and Field Championships.
2. Second Team All-America status is awarded to finishers 9-16 in each event at the NCAA Division I Outdoor Track and Field Championships.
3. Honorable Mention status is awarded to finishers 17-24 and any remaining competitors in each event at the NCAA Division I Outdoor Track and Field Championships.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution
Medals are distributed on site to the First Team recipients during the National Championships competition in conjunction with the NCAA awards. In addition, two (2) All-American certificates are mailed by Pel Hughes to the student-athlete’s program. One of these certificates should be given to the qualifying student-athlete.
Scholar Athletes of the Year

Selection
1. Awarded to two (2) men’s Division I (one (1) track events and one (1) field events) and two (2) women’s Division I (one (1) track events and one (1) field events) Outdoor Track and Field student-athletes each year.
   a. Multi-events (i.e., heptathlon and decathlon) are considered field events for the purposes of this award.
2. Student-athletes must meet the criteria for the USTFCCCA Division I All-Academic Track and Field Individual awards.
3. From among the student-athletes who meet the All-Academic Individual Track and Field criteria, the one (1) men’s student-athlete and the one (1) women’s student-athlete with the highest finish in an individual track event and the one (1) men’s student-athlete and the one (1) women’s student-athlete with the highest finish in an individual field event at the most recent NCAA Division I Outdoor Track and Field Championships shall be named the USTFCCCA Outdoor Track Scholar Athletes of the Year and USTFCCCA Outdoor Field Scholar Athletes of the Year, respectively.
4. Multiple event performances may be considered only if the student-athlete won more than one (1) national championship, in which case a student-athlete with more than one (1) national championship at the most recent outdoor championships would rank ahead of a student-athlete with one (1) national championship. Otherwise, only the student-athlete’s top performance at the most recent outdoor championships shall be considered.
5. If more than one (1) student-athlete in a gender and event area is ranked equally after consideration of their performances at the most recent NCAA Division I Outdoor Track and Field Championships, GPAs are considered. The student-athlete with the higher GPA shall be named the award winner.
6. If two (2) or more student-athletes are tied after the consideration of both national championships performance and GPA, then these student-athletes shall be named co-winners of the award.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Scholar Teams of the Year

Selection
1. Awarded to one (1) men’s Division I and one (1) women’s Division I Outdoor Track and Field team each year.
2. Teams must meet the criteria for the USTFCCCA Division I All-Academic Track and Field Team awards.
3. From among the teams who meet the All-Academic Team criteria, the men’s team and the women’s team with the highest finishes at the most recent NCAA Division I Outdoor Track and

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Field Championships receive the designation of USTFCCCA Scholar Team of the Year for Division I Outdoor Track and Field.

4. If more than one (1) team in a gender is ranked equally after consideration of their performances at the most recent NCAA Division I Outdoor Track and Field Championships, GPAs are considered. The team with the higher GPA shall be named the award winner.

5. If two (2) or more teams are tied after the consideration of both national championships performance and GPA, then these teams shall be named co-winners of the award.

**Eligibility**
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order to be eligible for this award.
USTFCCCA DIVISION I TRACK AND FIELD HANDBOOK

USTFCCCA Awards

◊ The Bowerman
◊ Track and Field All-Academic Individuals
◊ Track and Field All-Academic Teams
◊ John McDonnell Men’s Program of the Year Award
◊ Terry Crawford Women’s Program of the Year Award

The Bowerman

Selection
1. The Bowerman Advisory Board maintains The Bowerman Women’s Watch List and The Bowerman Men’s Watch List throughout the NCAA collegiate Track and Field seasons, updated from January to June. Placement on the Watch List is based on the top performers in NCAA Track and Field.
2. In early June, the Bowerman Advisory Board selects three (3) Finalists in each gender for The Bowerman. Finalists are the top performers in NCAA Track and Field for that year.
3. From the list of Finalists, The Bowerman Voters vote to determine the men’s and women’s winners of The Bowerman.
4. Finalists are invited to The Bowerman Announcement and Presentation Ceremony.

Eligibility
Programs must be members of a Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution
The winner of The Bowerman is announced and presented at The Bowerman Ceremony.

Track and Field All-Academic Individuals

Selection
1. Awarded to all recommended student-athletes who meet the following criteria:
   a. Cumulative GPA: 3.25 or higher on a 4.0 scale, including the most recent grading period, certifiable by either NCAA Faculty Rep or NCAA Compliance Coordinator or Registrar’s Office.
      i. Institutions utilizing a different GPA scale must convert the GPA to a 4.0 scale using the standard conversion method \[\text{GPA/Scale} \times 4.0\].
   b. Athletic criteria for the award can be met in either the indoor season, the outdoor season, or both:
      i. For the indoor season: must have finished the season ranked in the top 96 in any championship individual event, or in the top 48 in any championship relay event, for the most recent indoor season, certifiable by their place on the NCAA Division I descending order lists on TFRRS for Indoor Track and Field.
ii. For the outdoor season: must have participated in any round of the NCAA Division I Outdoor Track and Field Championships (the Preliminary Championship Competition and/or the Final Championship Competition) or for the multi-events, must have finished the season ranked in the top 48 in the East or top 48 in the West for the most recent outdoor season, certifiable by their place on the NCAA Division I descending order lists on TFRRS for Outdoor Track and Field.

c. Must have completed at least two (2) semesters or three (3) quarters at the certifying institution.

2. Forms are available online at the USTFCCA website and must be submitted to the national office before the deadline published by the national office.

3. All-Academic criteria are not separated into indoor and outdoor seasons.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCA in order for their student-athletes to be eligible for this award.

Award Distribution
Two (2) All-Academic certificates are mailed by the national office to each qualifying student-athlete’s program. One of these certificates should be given to the qualifying student-athlete.

Late Nominations
1. Late nominations will be accepted until 90 calendar days after the deadline published by the USTFCCA national office for All-Academic nominations.

2. Late nominations will not be included in the press release announcing All-Academic selections, but will be included in official records of All-Academic honorees.

3. All late nominations are subject to (1) a flat $50 late fee; and (2) a charge of $20 per set of All-Academic certificates printed. Two (2) All-Academic certificates are included in each set.

Track and Field All-Academic Teams

Selection
1. Awarded to all recommended teams who meet the following criteria:
   a. The cumulative GPA for all student-athletes on the institution’s NCAA Squad List for Indoor and/or Outdoor Track and Field must be 3.0 or higher on a 4.0 scale, including the most recent grading period, certifiable by either NCAA Faculty Rep or NCAA Compliance Coordinator or Registrar’s Office.

   b. The cumulative GPA of all student-athletes on the institution’s NCAA Squad List for Indoor and/or Outdoor Track and Field must be computed by the following method:

      i. Total the cumulative number of semester hours or quarter hours earned for all student-athletes on the NCAA Squad List including the most recent grading period;

      ii. Total the cumulative number of quality points earned by all student-athletes including the most recent grading period;
iii. Divide the cumulative number of quality points earned by the cumulative number of semester or quarter hours earned.
iv. Institutions utilizing a different GPA scale than 4.0 then must convert the GPA to a 4.0 scale using the standard conversion method \[\text{GPA/Scale} \times 4.0\].

2. Nomination forms are available online at the USTFCCCA website and must be submitted before the deadline published by the national office.
3. All Academic criteria are not separated into Indoor and Outdoor seasons.

Eligibility
Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

Award Distribution
Two All-Academic certificates are mailed by the national office to each qualifying program.

Late Nominations
1. Late nominations will be accepted until 90 calendar days after the deadline published by the USTFCCCA national office for All-Academic nominations.
2. Late nominations will not be included in the press release announcing All-Academic selections, but will be included in official records of All-Academic honorees.
3. All late nominations are subject to (1) a flat $50 late fee; and (2) a charge of $20 per set of All-Academic certificates printed. Two (2) All-Academic certificates are included in each set.

John McDonnell Men’s Program of the Year Award

Selection
Award winners are selected annually as follows:
1. Awarded to one (1) men’s Division I Cross Country and Track and Field program each year.
2. Each qualifying men’s program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The men’s program with the fewest total points receives the award.

Eligibility
1. The men’s program must have competed and compiled a team score at the NCAA Division I Cross Country, NCAA Division I Indoor Track and Field, and NCAA Division I Outdoor Track and Field National Championships in the same academic year.
2. Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order to be eligible for this award.

Award Distribution
Award is presented by the USTFCCCA national office at the conclusion of the NCAA Division I Outdoor Track and Field season.
Terry Crawford Women’s Program of the Year Award

Selection
Award winners are selected annually as follows:
1. Awarded to one (1) women’s Division I Cross Country and Track and Field program each year.
2. Each qualifying women’s program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The women’s program with the fewest total points receives the award.

Eligibility
1. The women’s program must have competed and compiled a team score at the NCAA Division I Cross Country, NCAA Division I Indoor Track and Field, and NCAA Division I Outdoor Track and Field National Championships in the same academic year.
2. Programs must be members of a Division I Program Membership Division who are in good standing with the USTFCCCA in order to be eligible for this award.

Award Distribution
Award is presented by the USTFCCCA national office at the conclusion of the NCAA Division I Outdoor Track and Field season.