

**NEW ENGLAND DIVISION III TRACK & FIELD AND XC ASSOCIATION
CONSTITUTION OF THE NEW ENGLAND DIVISION III
TRACK AND FIELD AND CROSS COUNTRY ASSOCIATION**

LAST EDITED December 2008

ARTICLE I: Name and Objective

Section 1 The name of this association shall be the New England Division III Track and Field Association.

Section 2 The objective of the association shall be the promotion of men's intercollegiate competition in Cross Country, Indoor and Outdoor Track and Field among the member colleges and to conduct a championship in each season.

ARTICLE II: Membership

Section 1 Membership in the association shall be restricted to colleges who meet the following requirements:

- A. Located within the New England six-state region
- B. Membership in the ECAC
- C. Conduct cross country and/or track & field programs at the NCAA Div. III level

Section 2 Any university or college desiring to be admitted to the association shall make application for admission to the Secretary-Treasurer at least four (4) weeks in advance of the Fall Convention. Admission will take place the following year.

Section 3 Admission to the association shall require a two-thirds vote of the membership represented at a Fall Convention. Voting may be done by closed ballot.

Section 4 Each university or college upon joining the association thereby agrees to accept the constitution, by-laws, and rules of the association.

ARTICLE III: Jurisdiction

Section 1 This association shall be an independent organization governed entirely by its own constitution, by-laws, and rules of athletics.

Section 2 All competitions held by the association shall be in accord with the Constitution and the Official Collegiate Track and Field Guide (NCAA rule book). If the two are in conflict, the Constitution takes precedent.

Section 3 All track and field meets between colleges belonging to this association shall be conducted in accord with ARTICLE III Section 2.

ARTICLE IV: Government and Management

Section 1 The management and general supervision of the association shall be entrusted to an annual convention composed of the coaches, or a representative of the universities or colleges which are members of the association.

Section 2 The officers of this association, who shall act as the Executive Committee, shall be a President, a Vice-President, and a Secretary-Treasurer. The President and Vice-President are elected for two year terms at the Convention. When the President retires after a two year term, the Vice-President becomes the new President and a new Vice-president is elected. The Secretary-Treasurer shall be elected by the association for a three year term, receiving a stipend of \$200.00 per year.

Section 3 Nominating committees.

- A. A nominating committee (3) composed of the past president, secretary-treasurer, plus one coach appointed by the president shall prepare a slate of officers for president and vice president.
- B. The nominating committee (3) for secretary-treasurer shall include the past president, vice-president, plus one coach appointed by the president.
- C. Voting is one vote per school, by the head coach. Another representative must have authorization of the head coach.

Section 4 As of 2000-01, the Association will house the history of the conference as well as important information regarding the member institutions on a webpage set up by the Associations webmaster. The fee for this service was \$500 at startup and \$150 annually thereafter. The site is <http://abacus.bates.edu/~afereshe/homesite.html>

ARTICLE V: Finances

Section 1 The yearly dues shall be one hundred dollars per sport per school billed once per year directly to each member's Director of Athletics. Billing will occur during the Fall semester.

Section 2 Expenses incurred in conducting the championship meets will be met in the following manner:

- A. Entry Fees will be as indicated in Article V Section 1.
- B. Expenses to be borne by the association: Awards (medals, plaques).
- C. A flat fee not to exceed \$2500.00 will be paid by the Association to the host school of the indoor and outdoor Championships.
- D. Admission fees charged by the host school may be used to defray their expenses. The host school shall submit an itemized statement of expenses to the secretary-treasurer.
- E. All expenses incurred by the cross country championship shall be borne by the association unless the race is run on a member's campus, whereby financial responsibility will be similar to track and field.

Section 3 The Secretary Treasurer will bill each member institution for any outstanding (dues, fines & penalties) once per year after the completion of the outdoor championship and must be paid prior to the Fall Conference.

Section 4 All bills against the association shall be submitted to the Secretary-Treasurer for payment.

Section 5 A committee of three members shall be appointed by the President at the annual Fall Convention to audit the books of the Secretary-Treasurer.

Section 6 A stipend of up to \$200.00 will be given to the Regional Track and Field Representative of the USA Track Coaches Association, to offset travel expenses to the annual convention not paid by the representative's institution. A detailed account of such expenses must be turned in to the treasurer. This sum would be withdrawn by the treasurer from the annual interest being generated by the Association's Certificate of Deposit.

ARTICLE VI: Expulsions

Section 1 Any member may be expelled from the association at any regular convention by the vote of two-thirds of all of the members present. The Secretary-Treasurer must serve an official notice upon the member against which the charges are referred, and must notify all other members of such proceedings at least one week before the convention.

Section 2 Causes for which a member may be expelled from the association are: violations of ARTICLE II,

Section 3, failure to pay all assessments and fines as herein specified, refusal to abide by the decisions of the Games Committee, Referee or Jury of Appeal, or any conduct by a coach, athlete, or other representative that is considered to be detrimental and not in the best interest of the association. Any member so expelled may be readmitted only in the manner in which new applicants become members.

ARTICLE VII: Conventions

Section 1 There shall be a Fall Convention held, preferably, in conjunction with the Fall NEIAAA meeting.

Section 2 Special conventions of the association may be called by the President or at the request of any three member schools of the association, provided that a notice of such a meeting is sent by the Secretary-Treasurer to each member at least fifteen days before the date assigned for the meeting.

Section 3 The order of business for a convention shall be as follows: (1) roll call (2) reading, correction and adoption of the minutes of the previous meeting (3) unfinished business (4) reports of committees (5) new business (6) election of officers.

Section 4 In decision matters requiring a vote, each member school shall be entitled to one vote.

Section 5 When the President of the Association is the only representative of his school, that member school shall lose its vote, except if a tie or when one vote will have an impact on the majority occurs in which case the President may cast his vote.

ARTICLE VIII: Eligibility

Section 1 All competitors in the championships must comply with the standards of the ECAC as stated under the Rules of Eligibility in the handbook of that conference.

Section 2 To compete in any championship a member college must be listed by the NCAA as sponsoring the sport (cross country, indoor or outdoor track) for that season at the Div. III level.

ARTICLE IX: Championships

Section 1 The annual Indoor and Outdoor Track & Field Championships shall be held on the Saturday preceding by one (1) week the annual Indoor and Outdoor Track & Field Championships of the NEIAAA at such location and under such auspices as decided by the association at a convention.

Section 2 The annual Cross Country Championship shall be held in conjunction with the NCAA Div. III qualifying meet for District I unless otherwise voted by the membership.

Section 3 It is strongly recommended that the host school of the annual Cross Country Championship conduct an open meet on the championship course sometime during the season.

Section 4 The Meet Director shall mail or email entry blanks and other pertinent information to each member of the association at least three weeks before the annual Cross Country and the annual Indoor and Outdoor Track & Field Championships. Declarations of actual competitors shall be received by the Tuesday prior to the championship. Qualified and entered meet entries will be posted on a designated web site on the Wednesday evening preceding the championship.

Section 5 The final date to qualify for the indoor and outdoor track and field Championships will be the preceding Sunday. No performance may be upgraded due to a mark achieved after that Sunday.

Section 6 Protests of entries shall be acted upon by the Games Committee. Such protests shall be submitted in writing to the Chairman within 24 hours of the posting of accepted qualified athletes. All entries will become final after the 24 hour protest period has expired.

Section 7 Late Entries:

A. Alphabetical roster - late team \$5 per day; individuals added up to final entry deadline at double original entry fee.

B. Late final entries - up to Wednesday prior to Championship

1. Team - \$10 per day

2. Individuals

a) if on alphabetical roster-\$5 penalty fee (not to be used for switching or adding events petition to Games Committee necessary in such cases)

b) if not on alphabetical roster-\$15 penalty plus entry fee if approved by Games Committee

c) \$10 penalty plus entry fee for an on-time final entry who does not appear on the alphabetical roster.

C. The penalty for using a competitor not properly entered is disqualification plus a \$25 penalty fee and a letter of explanation to the school's Athletic Director.

D. All fines and penalty fees will be handled as indicated in Article 5 Section 3.

E. All entries must be in writing or made electronically (penalty fees will not be eliminated by telephone information).

Section 8 For the annual indoor and outdoor track & field meets, each school may enter and compete as many athletes as there are scoring places in the individual events.

Section 9 For the annual cross country meet, there are no limits on entries; however, a team may start not more than seven (7) runners.

Section 10 Standards for the championships shall be established by a committee appointed by the President, will be reviewed annually and approved at the Fall convention. Standard recommendations will consider previous standards, numbers of qualifiers and entries from the previous two years. Standards will be used that will target field sizes of 18-24 entries per event. No indoor marks shall qualify for the Outdoor Championship.

Section 11 The Rankings Chair, or in his stead, the Vice-President will be responsible for providing rankings, via the internet, to the membership. A stipend of \$750.00 dollars per year (or \$250.00 per season) shall be paid for this service. These rankings are a list of official meet results that must be received by the seeding meeting prior to the annual indoor and outdoor championships. Any athlete whose performance cannot be verified will be scratched from that event.

A. A \$25.00 fine will be imposed on any team whose individual proof of performance or meet results are not received by the first Tuesday following a meet.

Section 12 There will be no seeding committee. The seeding committee was abolished at the Fall Convention 2008.

Section 13 The Games Committee shall consist of the Executive Committee plus the host coach and one other coach appointed by the host coach (if the host coach is a member of the Executive Committee, two appointments should be made to make a committee of five). In the event members of the Executive Committee cannot attend the meet or games committee meeting, the host coach will appoint substitutes from the member coaches who will be in attendance.

Section 14 The Games Committee shall serve as the Jury of Appeal.

Section 15 Meet Schedules

A. The Order of Events for the annual Indoor Track & Field Championship shall be as listed below (facilities may dictate a change in field event times):

FRIDAY 12:00 PENTATHLON

SATURDAY 11:00 35LB. WT./TRIALS AND FINAL; LONG JUMP/TRIALS AND FINAL;

SHOT PUT FOLLOWS WEIGHT.

11:30 55 METER TRIALS (Heats as needed qualifying to Finals)

11:30 POLE VAULT FINAL

12:00 55 METER HH TRIALS (Heats as needed qualifying to Finals)

12:30 200 Meter Trials (Heats as needed qualifying to Finals)

1:00 HIGH JUMP FINAL

1:15 MILE RUN UNSEEDED SECTION

1:25 MILE RUN SEEDED SECTION

1:35 55 METER HH FINAL

1:45 400 METER FINAL (SECTIONS ON TIME)

1:45 TRIPLE JUMP/TRIALS AND FINAL

1:55 600 METER FINAL (SECTIONS ON TIME)

2:10 55 METER FINAL

2:20 800 METER FINAL (SECTIONS ON TIME)

2:35 1000 METER FINAL (SECTIONS ON TIME)

2:50 200 METER FINAL (SECTIONS ON TIME)

3:00 3000 METER FINALS ON TIME

3:15 5000 METER FINAL

3:35 DISTANCE MEDLEY RELAY - SEEDED SECTIONS, TIME BASIS, FASTEST SECTION LAST

3:50 1600 METER RELAY - SEEDED SECTIONS, TIME BASIS, FASTEST SECTION LAST

4:05 3200 METER RELAY - SEEDED SECTIONS, TIME BASIS, FASTEST SECTION LAST

B. The order of events for the annual Outdoor Track & Field Championship shall be the same as listed will be determined by the host school and published at the Fall Convention.

Section 16 Special Championship Regulations

A. The outdoor championships shall be held only on tracks with a minimum of six 42" lanes. The throwing circles and jumping approaches shall be as regulated by the NCAA Guide.

B. The indoor meet may be run in yards if the host facility dictates.

C. Semi finals will not be held in any event. Events with trials and finals will be run in balanced sections as needed, qualifying at least each heat winner to the finals with all other advancing on time.

D. Trials in the short sprints and short hurdles along with the 200 meters shall be on a place and time basis for advancement to the final(s) with a minimum of one and as many as three participants per heat, per event to qualify on the basis of place. Advancement for events run entirely in lanes will follow NCAA rules. Preferred lanes for the 200 meters indoors shall be 5-4-6-3. Only lanes 3-6 will be used for the 200 meters indoors.

E. There will be 9 finalists in all field events where advancement takes place.

F. Check-in for all athletes in all events, will be 20 minutes prior to the listed time for that event. NOTE: check-in may be made by any representative of the athlete's team.

G. Games Committee Policies and Procedures for Indoor & Outdoor Championships

1. Mile/1500M - If 14 or fewer competitors are declared, the race shall be run in one section. When two sections are necessary, the field is evenly divided. If an odd number of entries, the higher number runs in the seeded section. When this method does not provide for the most reasonably competitive situation, the games committee may make adjustments to the field while assuring at least eight in the seeded section.

2. 800 thru 1000M - If 9 or fewer competitors are declared, the race shall be run in one section. When two or more sections are necessary, the field is evenly divided. If an odd number of entries, the higher number runs in the seeded section. When this method does not provide for the most reasonably competitive situation, the games committee may make adjustments to the field while assuring at least eight in the seeded section.
3. 3000/5000M/Steeplechase/10,000 - Will be run in one section. When this method does not provide for the most reasonably competitive situation, the games committee may make adjustments to the field while assuring at least eight in the seeded section.
4. 3200 Meter Relay - Same as 800M/1000M (one section with 9 or fewer teams). When this method does not provide for the most reasonably competitive situation, the games committee may make adjustments to the field.
5. DMR - If 12 or less teams are declared, the race shall be run in one section. When two sections are necessary, the field is evenly divided. If an odd number of entries, the higher number runs in the seeded section. When this method does not provide for the most reasonably competitive situation, the games committee may make adjustments to the field.
6. PV - 6" increments until 3 or less competitors, then 3" (1 warm-up at entering ht. - no bar). If only two competitors remain and they agree they may change the predetermined height progression.
7. HJ - 2" increments until 3 or less competitors, then 1" (1 warm-up at entering ht. - no bar). If only two competitors remain and they agree they may change the predetermined height progression.
8. Throws & Jumps - Flights of 6-9 (Up to 10 minutes warm-up before flights and before finals with the last 10 minutes prior to the first flight being dedicated to those in the first flight). The number of finalists will be set by the games committee, while keeping in mind to be consistent in their thinking and guaranteeing at least 8 make the finals. When necessary, the Games Committee may have the flexibility to expand or reduce flights to include fewer or greater numbers than prescribed by the Constitution.
9. All field event trials will be seeded in rank order to establish flights. Positions within the flight will be randomly assigned.
10. In races that are run entirely in lanes and are timed finals with no preliminary heats seed times will be used to determine heat assignments, however all lane assignments will be randomized in the first round of competition.

H. The Games Committee shall meet during the afternoon prior to the full meet per direction of the Meet Director. Scratches in events affected by the honest effort rule must be made prior to the final entry deadline. The NCAA honest effort rule is in effect for the championship meets.

I. Relays will be seeded on the basis of qualifying times, not personnel. Coaches may request demotion, not promotion, in the seeding order Relay Cards must be turned at check in no later than 20 minutes before the scheduled start time, however personnel on the Relay Card can be changed up to the start of the race.

J. Scoring will be 10-8-6-5-4-3-2-1 for both the Indoor and Outdoor Championship.

K. Entrants in the pentathlon and decathlon must have met the posted meet standards in a full pentathlon or decathlon. Athletes can qualify for the pentathlon in a heptathlon competition if the combined score of the pentathlon events equals or exceeds the current pentathlon standard.

L. Records may be established at any championship meet of the association. Signatures of the referee and the officials in charge of the event shall be required as evidence of the record for approval by the Executive Committee.

M. Cross Country - The distance of the varsity championship race shall be a minimum of five miles (or 8000 meters).

N. All cases of dispute and any questions that may arise that are not provided for in the constitution, by-laws, or NCAA rule book shall be referred to and decided by the Executive Committee. During the conduct of a track & field championship, all disputes will be settled by the Referee or Jury of Appeal.

O. An athlete will not be allowed to compete in any of the Association's Championships without the Accompaniment of a designated official of his College.

ARTICLE X: Constitutional Changes

Section 1 Changes in the constitution, by-laws, and rules to govern the annual meets may be made by a two-thirds vote of the membership represented at a convention of the association, provided subject changes were mailed by the Secretary-Treasurer to the members one week in advance of the convention.

A. There will be a two year moratorium on re-votes of constitutional matters unless overturned by unanimous vote to reconsider.

Section 2 No amendment shall be made under Section 1 of this ARTICLE unless written copy of the proposed amendment is sent to the member schools of the association at least one week before a convention of the association. Amendments also require a two-thirds vote of the membership represented at a convention.

A. This section may be suspended by a unanimous vote of the membership present at a convention.

Section 3 Mail Vote - In an interval between conventions of the association, the President, after consulting the Executive Committee, may order a mail vote of the membership. The vote should be conducted by the Secretary-Treasurer and requires a two-thirds vote of the entire membership to effect a change.

ARTICLE XI: Awards

Section 1 Cross Country Championship awards shall be as follows:

A. A suitable inscribed trophy or plaque shall be awarded the championship team. A plaque shall be awarded the second and third place teams. Appropriate awards shall be given to the first 35 finishers in the varsity race.

Section 2 Indoor and Outdoor Track and Field Championship awards shall be as follows:

- A. A suitably inscribed plaque or trophy shall be awarded the top three teams.
- B. Appropriate medals shall be awarded to those competitors finishing 1st, 2nd, and 3rd in each event (including relays).
- C. All New England Certificates will be awarded to the top 8 individuals in each event in the Indoor and Outdoor Championships.
- D. Most Valuable Performer (MVP) Awards for field and track athletes are as follows:
 1. Indoor (track) Gordon Kelly Award
 2. Indoor (field) Walter Slovenski Award
 3. Outdoor (track) Elmer Swanson Award
 4. Outdoor (field) Frank Sebasteanski Award
- E. The Executive Committee will solicit nominations from the coaches following the annual Indoor and Outdoor Championship, the Executive Committee will then select the award winners which is to be completed in time for the announcement of the awards the following weekend at the NEIAAA Championship.

BY-LAWS

ARTICLE I: Duties of the Officers

Section 1 It shall be the duty of the President, and in his/her absence the Vice President, to preside at all conventions of the association and all meetings of the Executive Committee. Meetings of the Executive Committee shall be called by the President whenever he deems it necessary.

- A. The Secretary-Treasurer shall stand-in for the Vice President, if necessary.

Section 2 The President of the association shall act as Chairman of the Executive Committee, but in his/her absence the Vice President shall be Chairman.

Section 3 It shall be the duty of the Secretary-Treasurer to keep an accurate record of all proceedings of the Association and the Executive Committee, to issue notices of meetings, and to keep an account of the annual championship meets of the association. Such an account shall contain an accurate record of competitions including meet records. He/she shall notify the membership of any changes in officers or committee chairmanships. He/she shall notify members of the association of any applications for membership at least one week before the annual Spring Convention.

Section 4 It shall be the duty of the Secretary-Treasurer to collect and take charge of the funds of the association. He/she shall keep an account of all money received and expended by the association, and his accounts shall at all times be open to inspection by any officer of the association. A Treasurer's Report shall be submitted and audited at the annual Fall Convention.

ARTICLE II: Executive Committee

Section 1 The President, Vice President and Secretary-Treasurer form the Executive Committee.

Section 2 The Executive Committee shall rule on all matters not covered by the constitution.

Section 3 The Executive Committee will serve on the Games Committee at the annual championships (the President shall serve as Chairman of both committees).

Section 4 The President shall advise, and if necessary, direct the Meet Director in matters of Championship conduct.

ARTICLE III: Parliamentary Proceedings

Section 1 Parliamentary proceedings of this association, not herein provided, shall be governed by the Robert's Rules of Order.