



**2026 CCAA Men's & Women's  
Track & Field Championships**  
*presented by Pollo Campero*

# Participant Manual

April 30-May 2, 2026 | San Marcos  
Mangrum Track



Hosted by Cal State San Marcos

Updated: March 19, 2026

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## At a Glance

The CCAA Track & Field Championships determine the team and individual champions. The three-day meet will result in 38 individual champions with four relay teams earning the title, as well as team championships being crowned.

## Key Contacts

CCAA Staff (*-staff on site)			
Allen Hardison*	O: (949) 430-0040	ahardison@goccaa.org	Commissioner
Carol Rivera*	O: (949) 430-0040	crivera@goccaa.org	Associate Commissioner
Danny Barnts*	O: (949) 430-0040	dbarnts@goccaa.org	Director of Communications
Hung P. Tsai*	O: (949) 430-0040	htsai@goccaa.org	Director of Championships
Kim Duyst*		kduyst@yahoo.com	CC/T&F Coordinator
Audrey Salvador		asalvador@goccaa.org	Athletics Leadership & Development Intern
CCAA Council Administrative Liaisons			
Pam Donnelly	O: (909) 869-3778	pdonnelly@cpp.edu	Track & Field Liaison Sr. Assoc. AD/SWA (CPP)
Host Staff - Cal State San Marcos			
Morod Shah	O: (760) 750-7102	mshah@csusm.edu	Director of Athletics
Todd Snedden	O: (760) 750-7109	tsnedden@csusm.edu	Associate A.D.
Jason Stock	O: (760) 750-7101	jstock@csusm.edu	Associate A.D., Compliance
Lisa Dickinson	O: (760) 750-7407	ldickins@csusm.edu	SWA
Mindy Mills	O: (760) 750-7114	mmills@csusm.edu	Sports Information Director
Tyler Morrison	O: (760) 750-7122	tmorrison@csusm.edu	Assistant Sports Information Director
Paul Signorelli	O: (760) 750-7111	psignorelli@csusm.edu	Head Athletic Trainer
Armando Lara	O: (760) 750-7206	arlara@csusm.edu	External Operations Coordinator
Jordan Friske	O: (760) 750-7412	jfriske@csusm.edu	Operations & Event Coordinator
Anthony Heredia	O: (760) 750-7105	aheredia@csusm.edu	Interim Head Coach

## Key Dates

Date	Activity
Wed., April 22	<u>First date</u> for submission of team roster for credentials to Hung P. Tsai   <a href="mailto:htsai@goccaa.org">htsai@goccaa.org</a>
Thurs., April 23	Entries may be submitted beginning at 12:01 a.m. on DirectAthletics.com
Mon., April 27	<u>Entries close</u> at 3:00 p.m. Pacific Time  <u>Final date</u> for submission of team roster for credentials via email to Hung P. Tsai   <a href="mailto:htsai@goccaa.org">htsai@goccaa.org</a> (due by 3 p.m.)  List of declared athletes available at 9 p.m. at <a href="http://GoCCAA.org/TFChamps">GoCCAA.org/TFChamps</a>
Tues., April 28	Virtual Technical Meeting on Zoom, time 10 a.m.
Wed., April 29	<u>Deadline</u> to submit Code of Conduct attestation form (due by Noon)
Thurs., April 30	Decathlon & Heptathlon Events begin at 10 a.m.
Fri., May 1	Day 2 of Track & Field Championships
Sat., May 2	Third & Final Day of Track & Field Championships

## Awards

The Conference Championship team will receive a CCAA Championship banner and plaque and the individual members shall receive a championship T-shirt.

The All-Conference team shall consist of the top three finishers in each event at the Conference Championships and each shall be provided an award from the Conference during the course of the meet.

The men's competitor and women's competitor who score the most points at the Conference Championships shall be recognized with the **High Point Award**.

The Conference presents the following awards, for each gender (men's and women's) upon the conclusion of the Championships and are selected by the coaches:

- Track Athlete of the Meet
- Field Athlete of the Meet
- Freshman of the Meet

- Newcomer of the Meet
- Coach of the Year

An award from the Conference shall be provided to the honorees at the Championships. Coaches may not vote for themselves but may vote for their own student-athletes for these awards.

The Newcomer of the Meet is awarded to a student-athlete, excluding a true freshman, competing in their sport at a conference institution for the first time.

**The Elite 13 Award** is presented to the student-athlete with the highest cumulative grade-point average participating in each CCAA-Sponsored Championship. The awardee must be at least a junior in academic standing and in at least his or her second year of competition in the applicable sport at his or her current institution. Student-athletes must trigger the use of a season of competition in the year of the award prior to the start of the CCAA championship and must be an active member of the official championship roster for the applicable sport and championship site.

An individual award from the Conference shall be provided to the **Athlete of the Year** in men's and women's track and field. Voting by the coaches shall be completed seven days following the completion of the NCAA Championships. Coaches may vote for their own student-athletes for the Athlete of the Year award.

## Challenges & Protests

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### Challenges

A challenge is a verbal request to the event official by the competitor or their coach in a field event to review the competitor's attempt at the conclusion of their trial. A challenge shall only be allowed from the time the competitor is called up, and the countdown clock starts to the time the next competitor is called up, and their countdown clock starts. Physical evidence related to a competitor's performance shall be measured, recorded, unannounced, and preserved until the referee renders a decision.

NCAA policies and procedures will be followed in the event of a protest. All protests must be filed on the official protest form, available at the assigned protest area. One copy shall be posted in the designated protest area and the other copies shall be given to the referee. A protest must be filed no later than 15 minutes after the official results are posted. All institutions involved in the protest will be notified of the protest and the decision. The referee's decision shall be written on each copy of the protest. One copy shall be returned to the protesting coach and one shall be placed in the committee's files. A \$50 deposit is required for all protests, which will be returned if the protest is successful in reversing the decision. The final decision rests with the referee. No further appeal is available.

[See Protest Form \(Appendix F, page 23\)](#)

## Check-In

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**All running and field event athletes must check in no later than 30 minutes prior to the scheduled start of their event.**

**Athletes competing in running events and field events will check in with the clerk's table**, located at the tent at the west end of the track and will be escorted to the starting line by the starting line clerk or to their event site by a field event official. Field events athletes should check-in no later than 20 minutes prior to warm-ups.

Athletes competing in field events will be allowed 20 minutes flight specific to warm up before their competition, except that pole vault competitors will be allowed 90 minutes to warm up before their event. High jump competitors will be allowed 60 minutes to warm-up before their event.

[See Facility Map \(Appendix A, page 15\)](#)

## Coaches Area

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Coaches will only be allowed on the outside of the track, and in coaching boxes located near all field events. Specific details of coaches areas will be provided at the Technical Meeting.

## Code of Conduct

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Participation in the CCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers.

All members of the travel party must sign the CCAA Championships Code of Conduct form before the start of competition. The institution shall keep the signed form on file and make it available on request by the CCAA staff or the sport committee.

The sport administrator must also complete an online attestation form provided prior to competing in championship competition. The attestation form, available at [GoCCAA.org/CoC](http://GoCCAA.org/CoC), is due by Noon on Wednesday, April 29.

[See CCAA Code of Conduct \(Appendix E, page 21\)](#)

## Competitors Seating

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Team seating (Team Tents) for participants when not competing will be in the designated team tent areas, located around the facility.

[See Facility Map \(Appendix A, page 15\)](#)

## Credentials

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Credentials for coaches, athletes, trainers, and officials will be provided in the meet packet. Credentials must be worn at all times by the coaches and athletes in order to have access into the stadium.

Coaches are reminded to complete the Team Personnel List form with a complete roster of competitors and coaching staff members by 5 p.m. on Monday, April 27. The form should be submitted to Hung Tsai <[htsai@goccaa.org](mailto:htsai@goccaa.org)>.

## **Electronic Devices**

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During competition, only coaches may use smart phones and portable computers (e.g., iPads, tablets, etc.) for purposes of video review in field events and for timing in track events. Coaches, athletes, competitors and officials shall not use video or audio communication devices [e.g., radio transmitters or receivers, mobile phones, smart watches, computers, unmanned aerial systems (e.g., drones) or any similar devices in the competition area] except as authorized by the games committee for meet administration. (NCAA Rule 14, Section 3, Article 2)

## **Entries**

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Entries for CCAA Track and Field Championships will be through DirectAthletics with seeding completed by Alex Case, (585) 635-7777, [case@finishedresults.com](mailto:case@finishedresults.com) of Finished Results.

The instructions for completing entries are as follows:

- Entries may be submitted at DirectAthletics, beginning at 12:01 a.m., Pacific Time, Thursday, April 23.
- Entries will close at 3 p.m. Pacific Time Monday, April 27.
- The CCAA Performance list posted on TFRRS by midnight Sunday, April 26 will be considered the final CCAA Performance list.
- Each team may enter 32 athletes per gender including relays athletes and rights of entries (ROEs).
- All entries submitted at the time of 3 p.m. Pacific Time Monday, April 27 deadline will be considered final and declared.
- The list of declared athletes will be posted on CCAA website after 9 p.m. on Monday, April 27.
- Rights of Entries (ROEs) must be designated as such and submitted including the name of the student-athlete and the event in which the student-athlete will be entered to Alex Case, (585) 635-7777, [case@finishedresults.com](mailto:case@finishedresults.com) by 3 p.m., Monday, April 27.
- Late ROEs submissions will not be entered in the meet.
- ROEs count against the 32 student-athlete limit.
- No more than four ROEs per gender per team are permitted.
- No more than two ROEs may be entered in a single event.
- Finished Results will enter the ROEs manually.

## **ENTRY FEES**

**Team payment procedures:** Team entry fee is \$50.00 per athlete, with a cap of \$500.00 per team, per gender. Teams can make payments on Direct Athletics during registration



**Saturday, May 2**

9 a.m. - 1 p.m.

Shot Put, Javelin (women &amp; men)

Throwing implements must be brought to the event site no later than one hour prior to the start of competition.

**Locker Rooms**

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General men's and women's locker rooms are located in the Sports Center, by request only. Participants must bring their own towels.

[See Parking Map \(Appendix B, page 16\)](#)

**Lodging**

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Institutions are responsible for securing their own lodging arrangements.

**Media**

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Contact CCAA Director of Communications Danny Barnts <[dbarnts@goccaa.org](mailto:dbarnts@goccaa.org)> for sports information needs, including request for credentials to cover the event. All photographers must have a credential.

The announcer's area will be used for public address event production. Media seating space will be available in this area also.

**Medical Services**

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Paul Signorelli at Cal State San Marcos will serve as coordinator for all sports medicine needs during the meet. The on-site Athletic Training Tents will be located at the South end of the stadium (track level). Limited treatment modalities will be available in the Stadium.

The Athletic Training Room at The Sports Center will open one hour prior to the start of the competition each day. All team athletic trainers/student athletic trainers and competitors are welcome. If an athletic trainer will not be traveling with your team, please send a fully stocked athletic training kit and notify CSUSM athletic training staff in advance by emailing Paul at [psignorelli@csusm.edu](mailto:psignorelli@csusm.edu). If therapeutic modalities other than ice or moist heat are needed, please send written protocol from the team certified athletic trainer for each athlete.

The following items and services will be available:

- Water and cups (Also available at sites around the track)
- Bags of ice and ice cups
- Moist heat
- Limited Therapeutic Modalities
- Foam rollers
- Biohazard containment materials
- Emergency equipment

If you have any questions, or need additional accommodations, please contact the host athletic trainer Paul Signorelli at (760) 750-7111 or Email: [psignorelli@csusm.edu](mailto:psignorelli@csusm.edu)

Local hospitals and pharmacies in the area include the following

**Palomar Medical Center Escondido**

2185 Citracado Parkway  
Escondido, CA 92029

**Scripps HealthExpress San Marcos**

111 Campus Way, Suite 301  
San Marcos, CA 92078

**CVS Pharmacy**

320 S. Twin Oaks Valley Rd.  
San Marcos, CA 92078  
(760) 471-8019

**Meet Officials**

The meet officials for the 2026 CCAA Track and Field Championships are:

Allen Hardison	CCAA Commissioner
Kim Duyst	CCAA Coordinator of Track & Field/Cross Country
Pamela Donnelly	CCAA Administrative Liaison (Track & Field)
Robert Benoy, Jim Manha	Head Referees
Anthony Heredia	Meet Director
Alex Case	Head Timer/Results

**Merchandise**

CCAA merchandise and championship T-shirts will be on sale at the spectator entrance of Mangrum Track & Field.

[See Facility Map \(Appendix A, page 15\)](#)

**Opening Heights, Vertical Jumps**

Opening heights and incremental increases for the vertical jump events shall be established at the technical meeting. Increments of five centimeters for the men's and women's high jump, and 15 centimeters for the men's and women's pole vault will be made. If one competitor remains in the competition, NCAA Track and Field Rules for increments shall be followed.

**Parking**

Complimentary parking for teams during the tournament will be available in Lot X, Y, Z, located next to Magrum Track & Field. This same parking will be available during practice sessions.

In all other campus lots, parking is enforced 24 hours a day, 7 days a week. Please visit <https://www.csusm.edu/parking/visitors.html>

[See Parking Map \(Appendix B, page 16\)](#)

## Qualifications for Finals

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Qualifications for finals are as follows:

### Track events

- In the steeplechase, when 18 or fewer competitors declare, the event shall be run as single race final. If more than 18 competitors declare, a second heat will be added to the final with the top 12 heat times running in the fast heat and the remaining entrants running in the slower heat. The slower heat shall be conducted first, followed by the faster heat. Any Rights of Entry (ROE's) or athletes with "No Time" will be placed in the slow heat.
- In the 5000 meters, the event shall be run as a single race final.
- The men's and women's 4x400 meters relays shall be run as a two-heat timed final with a minimum of three in the second heat (if there are more teams than the number of lanes on the track).

### Field Events

Athletes in the qualifying round will receive three attempts. The top nine will advance to finals for an additional three attempts.

## Qualifying Times/Marks/Rights of Entries (ROEs) Limit

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The following qualifying standards shall apply. In addition, four rights of entry (ROEs) per gender with no more than two ROEs per event shall be permitted. The ROEs are for athletes who did not have a mark or time, or qualifying mark or qualifying time in that event on the Track and Field Results Reporting System list. ROEs without a mark or time would be entered and seeded with "no mark".

<u>Event</u>	<u>Men</u>	<u>Women</u>
100m	11.25	12.75
200m	23.00	25.85
400m	51.00	60.30
800m	1:58.00	2:22:00
1500m	4:10.00	4:55.00
3000m Steeplechase	9:55.00	11:50.00
5000m	15:30.00	18:30.00
10000m	NA	NA
100 Hurdles	—	16.50.00
110 Hurdles	16.50.00	—
400 Hurdles	60.00	70.00
400 Relay	NA	NA
1600 Relay	NA	NA
High Jump	1.73m (5-8)	1.48m (4-10)
Pole Vault	3.96m (13-0)	2.9m (9-6)
Long Jump	6.1m (20-0)	4.88m (16-0)
Triple Jump	12.19m (40-0)	10.36m (34-0)
Shot Put	12.19m (40-0)	9.75m (32-0)

Discus	38.1m (125-0)	30.48m (100-0)
Javelin	42.67m (140-0)	27.43m (90-0)
Hammer	39.62m (130-0)	30.48m (100-0)
Decathlon	NA	—
Heptathlon	—	NA

Rights of Entries (ROEs) must be designated as such and submitted including the name of the student-athlete and the event in which the student-athlete will be entered to Alex Case, (585) 635-7777, [case@finishedresults.com](mailto:case@finishedresults.com) by 3 p.m. Pacific Time Monday, April 27.

## Restrooms

Temporary restroom areas are located throughout Mangrum Track & Field is located at the West end of the track.

[See Facility Map \(Appendix A, page 15\)](#)

## Schedule of Events (updated 1/28/2026)

Please see complete list of schedule of events on page 18 (Appendix C).

Teams will be notified by email by 5 p.m. Tuesday, April 28 if preliminary heats in any races are canceled. The time schedule will not change if heats are canceled. The list of declared athletes will be posted on [GoCCAA.org/TFChamps](http://GoCCAA.org/TFChamps) after 9 p.m. on Monday evening, April 27.

[See Schedule of Events \(Appendix C, page 17\)](#)

## Scoring

The Conference Championships meet shall be scored in accordance with the NCAA Championships rules. All events shall be scored on a 10-8-6-5-4-3-2-1 basis.

## Shoe and Spike Requirements

Only ¼ inch Pyramid spikes or smaller will be allowed.

### Shoe Requirements

In accordance with World Athletics/USATF requirements, **AND NOW NCAA RULES**, in order for performances to count at the NCAA championships and be recognized by both World Athletics and USATF (e.g., ranking points, event qualification, and records) legally worn shoes are required during competition as recognized by World Athletics. Shoe checking will occur during pre-competition clerking and also post event competition. A full list of approved shoes can be found at <https://certcheck.worldathletics.org/>.

### World Athletics/USATF Requirements

Additionally, per World Athletics/USATF requirements, in order for marks to be recognized by both World Athletics and USATF (e.g., ranking points, event qualification, and records) in laned track events, any two steps on the inside lane line

while running on the bend at any point during a competition, including across multiple rounds of the same event in a meet, will result in WA/USATF mark disqualification.

*Note: This item does NOT supersede NCAA rules for conduct of NCAA championship competition and would only disqualify athletes' marks for consideration for WA/USATF purposes.*

### Shoe Check Process at CCAA Championships

For both track and field events, top three finishers of each event will report directly to the shoe control tent in the infield for shoe check prior to the medal ceremony.

[See Facility Map \(Appendix A, page 15\) & Shoe Control Process \(Appendix G, page 24\)](#)

### Team Entrance

Teams may use the main spectator entrance to enter the track. Team tents are only allowed in on the south ends of the track, as designated by meet management.

[See Facility Map \(Appendix A, page 15\)](#)

### Team Personnel & Roster

Each team may enter up to 32 student-athletes per gender. Please use the Team Personnel Form to list student-athletes competing as well as list of coaches, administrators and other support staff.

[See Team Personnel Form \(Appendix D, page 18\)](#)

### Technical Meeting

The technical meeting for coaches will be held virtually on Zoom on Tuesday, April 28, at 10 a.m.. Zoom link information will be provided the week of the meet.

Attendance of each institution's head coach is mandatory. Attendance of administrators, assistant coaches, trainers and sports information personnel are recommended but not required. Host and CCAA staff will also be in attendance.

### Tickets

All CCAA Championship advance ticket sales will be paperless and delivered electronically through HomeTown Ticketing, the official partner of the CCAA Championships. Advance ticket sales will be available on [GoCCAA.org/Tickets](http://GoCCAA.org/Tickets) beginning April 21.

Admission prices are as follows:

Ticket	1-day	2-day	3-day
General Admission	\$15	\$27	\$40
Seniors (60 & older), Active Military, Children (3-12)	\$10	\$17	\$25

Students with ID (non-CCAA)	\$7	\$12	\$15
Students with ID (host and visiting CCAA schools)	\$5	\$7	\$10
Children under 3	FREE	FREE	FREE

Tickets can be purchased at Mangrum Track, when the spectator gates are open. Spectator gates will open at 8 a.m. on Thursday and 9 a.m. on Friday and Saturday.

There are no complimentary admission or guest list entries. CCAA Athletic Pass (2025-26) will be accepted to admit the bearer and one guest.

## Timing and Results

Timing and results are provided by Finished Results <[finishedresults.com](https://finishedresults.com)>. Links to live results will be available at [GoCCAA.org/tfchamps](https://GoCCAA.org/tfchamps)

## Warm-Up Area & Practices

All Warm-ups will be at the CSUSM Baseball Field. No warm-ups will be allowed inside Mangrum Track & Field during the meet.

Mangrum Track & Field is available for practices on Wednesday. Please contact Anthony Heredia if teams wish to practice. Practices and shake-out runs are available on Thursday at the track except when running events for Decathlon and Heptathlon are taking place. For field events, only the shot put and pole vault are available on Thursday when the Heptathlon shot put and discus events are completed. All other field event areas are not available for practices.

[See Facility Map \(Appendix A, page 15\)](#)

## Weather & Air Quality Policy

In the event of inclement weather and lightning, NCAA policy on lightning safety will be in effect. The on-site meet officials listed on page 10 will determine the course of action. The policy and procedures can be referenced on the NCAA website: <https://bit.ly/3wTitW0>

In the case of poor air quality due to environmental concerns (e.g. fires), a designated host athletics trainer will monitor the US Air Quality Index (AQI) using the modalities used by campus risk management plans for determining air quality numbers as outlined in the CSU Wildfire Smoke Events: Considerations for Curtailing Campus Activities Resource Guide, for implementation of the CCAA Air Quality Policy. Please refer to Appendix G of the CCAA Manual for additional information.



## Appendix B - Parking Map



## Appendix C - Schedule of Events

Draft as of Jan. 28, 2026

### Thursday, April 30

#### Combined Events

10:00 a.m.	Decathlon	100 Meters
10:40 a.m.	Decathlon	Long Jump
11:00 a.m.	Heptathlon	100 M Hurdles
11:40 a.m.	Heptathlon	High Jump
11:55 a.m.	Decathlon	Shot Put
1:15 p.m.	Decathlon	High Jump
1:25 p.m.	Heptathlon	Shot Put
2:15 p.m.	Heptathlon	200 Meters
3:15 p.m.	Decathlon	400 Meters

#### Field Events (All Events are Finals)

Noon	Women's	Pole Vault
1:00 p.m.	Men's	Discus
2:00 p.m.	Women's	Long Jump
4:00 p.m.	Women's	Discus
5:00 p.m.	Men's	Long Jump
3:50 p.m.	<i>National Anthem</i>	

#### Running Events (All are Prelims except noted)

4:00 p.m.	Women's	1500 Meters
4:15 p.m.	Men's	1500 Meters
4:30 p.m.	Women's	400 Meters
4:45 p.m.	Men's	400 Meters
5:00 p.m.	Women's	100 Meters
5:15 p.m.	Men's	100 Meters
5:30 p.m.	Women's	400m Hurdles
5:45 p.m.	Men's	400m Hurdles
6:00 p.m.	Women's	10,000 Meters (Final)
6:45 p.m.	Men's	10,000 Meters (Final)

### Friday, May 1

#### Combined Events

11:00 a.m.	Decathlon	110 M Hurdles
11:00 a.m.	Heptathlon	Long Jump
11:40 a.m.	Decathlon	Discus
12:30 p.m.	Heptathlon	Javelin
12:35 p.m.	Decathlon	Pole Vault
2:00 p.m.	Heptathlon	800 Meters
4:00 p.m.	Decathlon	Javelin
5:20 p.m.	Decathlon	1500 Meters

#### Field Events (All Events are Finals)

Noon	Women's	Hammer
Noon	Women's	Triple Jump
3:00 p.m.	Men's	Hammer
4:00 p.m.	Men's	Triple Jump

5:00 p.m. Women's High Jump

2:50 p.m. *National Anthem*

#### Running Events (All are Prelims except noted)

3:00 p.m.	Women's	200 Meters
3:15 p.m.	Men's	200 Meters
3:30 p.m.	Women's	800 Meters
3:45 p.m.	Men's	800 Meters
4:00 p.m.	Women's	100m Hurdles
4:15 p.m.	Men's	110m Hurdles
4:35 p.m.	Women's	Steeplechase (Final)
4:50 p.m.	Men's	Steeplechase (Final)

### Saturday, May 2

#### Field Events (All Events are Finals)

10:00 a.m.	Women's	Javelin
11:00 a.m.	Men's	Pole Vault
11:00 a.m.	Women's	Shot Put
12:30 p.m.	Men's	Javelin
2:30 p.m.	Men's	Shot Put
3:00 p.m.	Men's	High Jump

11:50 a.m. *National Anthem*

#### Running Events (All Events are Finals)

Noon	Women's	4x100 Relay
12:10 p.m.	Men's	4x100 Relay
12:20 p.m.	Women's	1500 Meters
12:30 p.m.	Men's	1500 Meters
12:45 p.m.	Women's	100m Hurdles
12:55 p.m.	Men's	110m Hurdles
1:05 p.m.	Women's	400 Meters
1:15 p.m.	Men's	400 Meters
1:25 p.m.	Women's	100 Meters
1:35 p.m.	Men's	100 Meters
1:45 p.m.	Women's	800 Meters
1:55 p.m.	Men's	800 Meters
2:10 p.m.	Women's	400m Hurdles
2:20 p.m.	Men's	400m Hurdles
2:30 p.m.	Women's	200 Meters
2:40 p.m.	Men's	200 Meters
2:50 p.m.	Women's	5000 Meters
3:15 p.m.	Men's	5000 Meters
3:35 p.m.	Women's	4x400 Relay
3:45 p.m.	Men's	4x400 Relay
4:30 p.m.	<i>Awards Presentation</i>	

*\*If more than 18 competing, there will be two heats*

### Appendix D - Team Personnel Form (Men's & Women's Track & Field)

Please submit this form to Hung P. Tsai <[htsai@goccaa.org](mailto:htsai@goccaa.org)> at the Conference office no later than 3 p.m. on Monday, April 27, 2026.

Name	Institution	Date
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#### Student-Athletes (32)

Each team may enter up to 32 student-athletes per gender.

#### Men's Team

	Name		Name
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16		32	

**Coaches & Support Staff - Men's Team (6)**

	Name		Name
1		4	
2		5	
3		6	

**Women's Team**

	Name		Name
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16		32	

**Coaches & Support Staff - Women's Team (6)**

	Name		Name
1		4	
2		5	
3		6	

**Institutional VIPs & Administrators (8)**

Please list those individuals (e.g., president, faculty athletics representative, director of athletics) who may be admitted to the competition site and will receive VIP credentials

	Name		Name
1		5	
2		6	
3		7	
4		8	

**Vehicle Type**

Vehicle Type (Bus, Van, etc.)	
1	
2	
3	
4	
5	

## Appendix E - CCAA Code of Conduct

### CCAA CHAMPIONSHIPS CODE OF CONDUCT

**Action:** Review form with all individuals traveling to championship competition in advance of departure. The signature page should be signed and kept on file at the institution. **The sport administrator must also complete the online form provided prior to competing in championship competition.**

#### Conduct Policy Statement

The CCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The CCAA Championships Committee expects that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education, and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Each institution is responsible for having all members of its championships travel parties complete the NCAA Code of Conduct form prior to CCAA Championships competition. The forms must be kept on file at the institution and made available to the CCAA office upon request. Prior to championships competition, participating institutions are also responsible for completing the online Code of Conduct signature page provided by the CCAA office for all institutional personnel traveling with the team (official travel party and additional individuals).

Any institution who fails to submit the required forms before the start of the first competition of the championship will be subject to its team being deemed ineligible for participation in the conference championship.

#### Misconduct

The NCAA Division II Manual Bylaw 18.02.4 defines misconduct as: **"... is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event of intercollegiate athletics."**

#### Expectations

Each games committee shall hold a pre-tournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 18.02.4). The Division II Championships Code of Conduct is to be part of the championships packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (i.e., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and

conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sports committee.

#### **Expectations for Student-Athletes, Coaches and Administrators**

- Have on file at the institution an accurate and complete Division II Code of Conduct signature page before the start of the first competition of the CCAA Championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university, CCAA and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws, and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

#### **Possible Penalties for Misconduct**

In accordance with Division II Championships Committee policy, the governing sports committee (or the games committee authorized to act for it) may impose any one, or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the championship event. The penalties include, but are not limited to:

- Public or private reprimand of the individual;
- Disqualification of the individual from further participation in the CCAA championship involved and/or banishment of the individual from participating in one or more subsequent championships of the sport involved;
- If applicable, cancellation of payment of the Association's travel guarantee to the institution for the individuals involved;
- Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
- Disqualification of an institution for a period of time from serving as host institution for one or more CCAA championships.
- Cancellation of all or a portion of the honorarium for hosting an CCAA championship.
- Financial or other penalties different from above, but only if they have prior approval of the Championships Committee.

All correspondence regarding violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an CCAA championship is an accomplishment, and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such. Again, congratulations to you and your team. We hope this year's championship experience is one that you will cherish for years to come.

Appendix F - Protest Form

**PROTEST FORM**

Event: Flight: Heat:

Time:

Specific Statement of the Protest  
(Reference: Current Issue of NCAA Track and Field Rule Book)

Lined area for writing the protest statement.

Coaches Signature: \_\_\_\_\_

School: \_\_\_\_\_

Referees Decision Based on Current NCAA Track and Field Rule Book

Referees Signature Time

## Appendix G - Shoe Control Process

### Shoe Control for CCAA Championships

1. Per NCAA Rule 14.4.5, Any type of shoe must be reasonably available and listed on the World Athletics approved list. ... If the referee deems that the show does not comply ... the referee shall immediately disqualify the competitor.
- 2.. World Athletics defines the Shoe Control Officer as the “Referee, Judge, or other competition official or a volunteer or member of Staff appointed to ensure that an Athletic Shoe is checked during Shoe Control”.
3. Compliance with the NCAA Rule and other written guidance has developed into the following procedure for use at the CCAA Championships, where there is no ‘mixed-zone’.
  - a. Between 5 and 10 percent of the competitors within each and every event will be selected to have their shoes, used in competition, checked to ensure they comply with the Rule.
  - b. The selected competitors will be randomly chosen. However, to eliminate the possibility of distributing an award earned through competition to a competitor subsequently disqualified, shoe verification will always occur for the first three finishers in an event. Since the identity of these placing competitors is not predetermined, their selection is considered random. Additional competitors may also be selected.
  - c. A form stating the identifying information of the competitor, the make / model of the shoe used in competition and signed by the competitor will be submitted to the Shoe Control Officer for verification. The verification station is in close proximity to the awards area and the verification process occurs before awards are distributed for the event.
  - d. For both track and field events, top three finishers of each event will report directly to the shoe control tent in the infield for shoe check prior to the medal ceremony.
  - e. The finish-line coordinator will direct, at least, the first three finishers of each running event final to the Shoe Control Officer area where, under the direction of that Officer, they complete and sign the verification form. For relay events, all four members of the winning relay team must report for shoe verification. The verification will then be completed before the competitors are allowed to proceed to the awards area. The Referee will direct the finish-line coordinator if the verification process applies to any preliminary running event or more than the first three finishers.
  - f. All verifications will be given to the data processing individual for the competition and stored in the same manner as the event results.