



VIA ELECTRONIC MAIL

MEMORANDUM

May 15, 2007

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TO: Directors of Athletics, Senior Woman Administrators, Men's and Women's Head Track and Field Coaches, Sports Information Directors, and Conference Commissioners of Institutions Sponsoring NCAA Division I Men's and/or Women's Outdoor Track and Field.

FROM: DeTrease Harrison, chair
NCAA Division I Men's and Women's Track and Field Committee.

SUBJECT: NCAA Division I Men's and Women's Outdoor Track and Field Championships Reminders.

This is a reminder of the following deadlines:

- Sunday, May 13 Final day to achieve a qualifying performance for the 2007 NCAA Division I Men's and Women's Outdoor Track and Field Championships.
- Wednesday, May 16 6 p.m. deadline for submitting a Proof of Performance (POP) form.

The procedures governing the NCAA championship qualifying process are outlined in the 2007 NCAA Men's and Women's Cross Country and Track and Field Rules book, beginning on page 151. Coaches and staff should be familiar with these procedures prior to submitting potential qualifying marks through the online POP form.

Challenge Period. Challenges to marks made outside of these procedures, as well as outside of competition rules, must be submitted no later than 4 p.m. Eastern time, May 17, via e-mail to Bob Podkaminer, Tournament Specialists, Inc. manager, at rpodkam@aol.com. The committee reviews the challenges and renders the decision on potential qualifying mark.

Institutional Credential Request Form. Each institution requesting credentials to the outdoor championships must complete the institutional credential request form located on the NCAA Web site at www1.ncaa.org/main/membership/champadmin/track/2007/D1/Outdoor/07_OUTDOOR_INSTUTIONAL_CRED.FORM.pdf.

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The credentials will be pre-printed with the attendee's name and institution. This form must be signed by the institution's director of athletics or sport administrator and must be submitted by Friday, May 18, to Keanah Smith (e-mail: ksmith@ncaa.org.) **Institutions that fail to submit the credential form will not be issued credentials for the championships and staff members will be required to purchase tickets to access the venue.** Institutional staff credentials will only be distributed on presentation of accepted photo identification (e.g., driver's license, military ID, etc.) Credentials will only be distributed to institutions with student-athletes competing in the championships.

DH:jlj

cc: NCAA Division I Men's and Women's Track and Field Committee