Welcome to Des Moines and the 2018 USATF Outdoor Championships!

USA Track & Field, the Des Moines Area Sports Commission, a division of the Greater Des Moines Area Convention & Visitors Bureau and Drake University, welcome you to the 2018 USATF Outdoor Track & Field Championships. It is our goal to provide each athlete with an athlete-friendly competition experience that is of the highest quality. We wish you the best of luck in your competition.

Please read this document carefully. You will find information regarding the 2018 USATF Outdoor Track & Field Championships.

ATHLETE SERVICES DESK

An athlete services representative will be available at the Des Moines International Airport Information Desk, Des Moines Marriott Downtown and Hilton Des Moines Downtown.

Des Moines International Airport Information Desk (located at the bottom of the escalators)

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<tr>
<th>Day</th>
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<tbody>
<tr>
<td>Tuesday, June 19</td>
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<td>Wednesday, June 20</td>
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<td>Friday, June 22</td>
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<td>Saturday, June 23</td>
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<tr>
<td>Sunday, June 24</td>
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Des Moines Marriott Downtown & Hilton Des Moines Downtown (located in the lobby)

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<tr>
<td>Tuesday, June 19</td>
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HEADQUARTER HOTELS

Hilton Des Moines Downtown
435 Park Street
Des Moines, IA 50309

Des Moines Marriott Downtown
700 Grand Avenue
Des Moines, IA 50309

Additional hotel accommodations can be found: www.catchdesmoines.com/usatf/hotels

CREDENTIALING (FORMERLY KNOWN AS PACKET PICK-UP)

Athlete packet pick-up and credential pick-up (athlete-A, coach-RC, support persons-WP/SP and athlete representative-AR) will take place based on the following schedule at Shivers Courtside Club. Parking is available on the East side of the basketball arena.

Shivers Courtside Club Packet Pick-Up Schedule:

- Tuesday, June 19: 12:00 PM – 6:00 PM
- Wednesday, June 20: 9:00 AM – 6:00 PM
- Thursday, June 21: 9:00 AM – 6:00 PM
- Friday, June 22: 9:00 AM – 6:00 PM
- Saturday, June 23: 9:00 AM – 5:00 PM
- Sunday, June 24: 9:00 AM – 12:00 PM

Shivers Courtside Club
25th St & Forest Ave: Enter off Forest
CREDENTIALS & GUEST PASSES

Credential distribution process on-site:
The Championship is a controlled access event. Admission to all practice, warm-up and competition facilities, including the athlete shuttle, athlete lounge and athlete/athlete support seating is by credential only. Athletes must be declared for their event in order to receive a credential. Credentials must be worn for admittance to any area other than public areas.

- Athletes must appear as “qualified” or “accepted” and “declared” on the “Status of Entries” page of the USATF website in order to receive a credential.
- All athlete support persons must be designated to receive an athlete support credential by an athlete who is “qualified” or “accepted” and “declared” per the “Status of Entries” page.

In addition, the athlete must have checked in at credentialing prior to support person’s arriving to receive their credential. This ensures the athlete has made the necessary changes and/or validated the support person they want to receive this credential. Athletes and support persons will be required to show a photo ID to pick up their credential.

Credential and Passes (RC, SP, WP)
Registered Coach “RC”, Warm-up Pass “WP”, and Stadium Pass “SP” credentials are designed to allow an athlete’s coach and/or personal support access to the warm-up area, athlete seating or practice track for the purpose of preparing for competition. Credentials are non-transferrable and each support person will only be allowed to receive one credential.

- Individual must be 18 years of age or older to receive a credential.
- Individual must be a current (2018) member of USA Track & Field.
- Individual receiving the “RC” Registered Coach’s credential must also be a current (2018) member of USA Track & Field’s Coaches Registry Program, which now includes completing the Safe Sport training courses. **View the Registered Coach section below for more information on the application process.
- Individuals receiving the "WP" Warm-Up Pass credential must also be currently listed on USATF's SafeSport list. **View the Warm Up Pass section below for more information on the process for receiving this credential.

Credentials can be obtained at Credentialing/Packet Pick Up on-site for the following events:
- 2018 USATF Outdoor Championships (Des Moines, IA)

Athletes will have the following credential options for their support persons:

1. One Complimentary Credential Option (pick one of the following):
   - RC - Registered Coach - coach of record (warm-up area and stadium only)
   - WP - Warm-up Pass (no stadium access; warm-up area access only)
   - SP - Stadium Pass (stadium seating access only; no warm-up area access)

Each participating athlete may request one of the above options for his or her personal support by specifying the name of the individual designated to receive that credential on his or her on-line registration (entry form). After the on-line Registration closes, USATF will not be accepting any updates for registration via email. Athletes who still need to designate (add/update) coaches/athlete support names for credentials can complete this on-site. There will be a USATF verification station that can validate which credential option the coach/athlete support is eligible for.
2. Second Credential Option for purchase (pick one of the following):
   - **WP - Warm-up Pass** (no stadium access; warm-up area access only)
   - **SP - Stadium Pass** (stadium seating access only; no warm-up area access)

There is a fee for the second credential option, which is in addition to USATF membership fee and/or background screen fees.

**Price for 2nd credential:**
2018 USATF Outdoor Championships (Des Moines, IA):
   - $80 (4 Day Pass)

Each participating athlete may request one of the above options for his or her personal support by specifying the name of the individual designated to receive that credential on his or her on-line registration (entry form). *After the on-line Registration closes, USATF will not be accepting any updates for registration via email. Athletes who still need to designate (add/update) coaches/athlete support names for credentials can complete this on-site. There will be a USATF verification station that can validate which credential option the coach/athlete support is eligible for.*

**Credential category details below:**
Individual must be 18 years of age or older to receive a credential.

**RC - Registered Coach Credential (best option for coach)**
All coaches designated to receive a “RC” credential must be a current (2018) member of USATF and must be a current member of the USATF Coaches Registry, prior to receiving a “RC” credential. Individuals must have completed and been approved (be listed on the USATF Coaches Registry) prior to their arrival in Bloomington, IN and/or Des Moines, IA. Only the individuals specified by participating athletes for this purpose will be allowed to receive an “RC” credential. You will not have the option to sign up for the Coaches Registry on-site to obtain a coach credential. Please view the following link for more details on the USATF Coaches Registry: [http://www.usatf.org/Resources-for---/Coaches.aspx](http://www.usatf.org/Resources-for---/Coaches.aspx)

**WP - Warm-up Pass Credential (best option for personal medical)**
Personal support designated to receive a “WP” must be a current (2018) member of USATF and be currently listed on USATF’s SafeSport list. Inclusion on the USATF SafeSport list requires individuals to submit an application at Coaches.aspx. The Coaches Registry will require you to:
   1. Be a current USATF member
   2. Complete the SafeSport training courses to be SafeSport trained. [https://safesport.org/](https://safesport.org/)
   3. Pass the USATF criminal background screen through NCSI at a cost of $16.

Please renew or sign-up for a membership at the following link: [http://www.usatf.org/Products---Services/Individual-Memberships.aspx](http://www.usatf.org/Products---Services/Individual-Memberships.aspx). Only the individuals specified by participating athletes for this purpose will be allowed to receive a “WP” credential. There is no stadium access with this credential.

**Stadium Pass Credential (best option for family member or friend)**
Personal support designated to receive a “SP” must be a current (2018) member of USATF. Please renew or sign-up for a membership at the following link: [http://www.usatf.org/Products---Services/Individual-Memberships.aspx](http://www.usatf.org/Products---Services/Individual-Memberships.aspx). Only the individuals specified by participating athletes for this purpose will be allowed to receive an “SP” credential. There is no warm-up access with this credential.

Any unauthorized person in possession of a credential and any unauthorized person in a credential-restricted area (the athlete warm-up areas, or other restricted zones) will be immediately escorted from the facility, the
credential will be revoked, and the unauthorized person may be subject to discipline. Credential Terms and Conditions can be found at https://www.usatf.org/Credentials.aspx.

DECLARATION INFORMATION
Once properly entered, all athletes must complete the declaration process during the designated time. This process confirms your intention to compete in the Championships.

Declarations deadlines and fees:

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Saturday, 6/16/18, from 12:01 AM – Monday, 6/18/18 by 11:59 PM EST</td>
<td>$0</td>
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Late petition by email ONLY: Tuesday, 6/19/18 from 9:00 AM - 2:00 PM ET $100

- Online is the only method of declaration. No other form of declaration will be accepted.
- Each athlete or his representative must declare whether that athlete will or will not compete during the designated time.
- **Athletes not declaring by the declaration deadline will be scratched.**
- A Help Line is available for those who need help with the declaration process. For assistance call 317-713-4689 during normal business hours, 8:30 a.m. - 5:00 p.m. EST, Monday through Friday.

Late petition appeals will be accepted by email ONLY: Tuesday, 6/19/18 from 9:00AM - 2:00PM ET

- Petitions may be filed by emailing the following information to: Duffy.Mahoney@usatf.org
  - Athlete Name
  - Athlete Event(s)
  - Explanation for late declaration
  - Call back number (cell number preferred)
- Athletes submitting a petition for late declaration will be assessed a $100 late declaration fee. Late declaration fees can be paid by credit card only. "Visa, the only card accepted by USATF."
- Decisions on late declaration petitions will be acted upon by a special committee that same day/afternoon.
- Late declaration petition fees are non-refundable regardless of the decision of the committee.

LOCAL VOLUNTEER/STAFF/VIP CREDENTIAL PICK-UP
Local volunteer, staff and VIP credential pick-up will be located at Shivers Courtside Club. Parking is available on the South side of the basketball arena, Lot 13.

Credential Hours are as follows:

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<tr>
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<td>9:00 AM - 12:00 PM</td>
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ATHLETE MEDICAL

Competition Emergency Center
The LOC medical staff will use the athletic training room and offices to triage emergency cases. The locker room in the northwest corner of the stadium will serve as the competition emergency center for injured competing athletes. Only emergency situations that occur on the track will be treated in this room. All other medical services will be available in the Fieldhouse (Wednesday & Thursday) or Knapp Center (Friday-Sunday).

Auxiliary Medical Treatment
Auxiliary Medical treatment will occur in the Fieldhouse and Knapp Center throughout the week. It has a full range of medical professionals including athletic trainers, physical therapists, chiropractors, massage therapists and physicians.

The health care professionals can provide athletes with modality treatments including deep and superficial heat, cold, and electrical stimulation as well as their hands-on treatment methods, ice baths, stretching, manual therapy, neuromuscular strategies, injury assessment and triage. A medical surveillance team consisting of trainers and doctors will be on the field of play always during competition.

The Athlete Warm-Up area and Treatment hours at the Fieldhouse are as follows:
- Wednesday, June 20: 9:00 AM - 6:00 PM
- Thursday, June 21: 11:00 AM - 8:30 PM

The Athlete Warm-Up area and Treatment hours at the Knapp Center are as follows:
- Friday, June 22: 7:30 AM - 11:00 PM
- Saturday, June 23: 8:00 AM - 8:00 PM
- Sunday, June 24: 9:00 AM - 4:00 PM

Personal Medical Professionals – Drake Stadium
Space will be available within the Athlete Hospitality tent on the north edge of the track for personal medical professionals who have an Athlete Support (WP) credential. Personal medical professionals must provide their own massage tables and supplies. The individuals should identify themselves to the medical staff to avoid confusion and should only treat athletes that they are contracted to provide services for.

Personal Medical rooms have been arranged at both hotels. These rooms are open for use at the below times.

Hilton Des Moines Downtown (Room: Element)
- Wednesday, June 20: 6:00 PM - 10:00 PM
- Thursday, June 21 - Sunday, June 24: 8:00 AM - 10:00 PM

Dehydration and Fluid Replacement
In emergency circumstances, IVs may also be given by paramedical staff or physicians on the field of play, but an emergency TUE application is required as soon as reasonably possible after treatment has been received. Examples may include a semi- or unconscious athlete, an athlete who cannot tolerate oral fluids, or treatment of an acute injury.
IV infusions during home visits, urgent care or after-hours clinics, boutique IV and rehydration services, and doctor’s office visits are not hospital admissions and would require an approved TUE in advance.

For additional information on dehydration and fluid replacement, please see: https://www.usada.org/resources/nutrition/fluids-and-hydration/

For additional information on IV infusions, please see: https://www.usada.org/wp-content/uploads/General-Information-on-IV-Infusions.pdf

**After-Hours Medical**
After-hours sick call service will be provided by Lynn Lindaman or Michael Donahue C - 515-975-3913.
In the event of a medical emergency, please dial 9-1-1.

**Public Medical Emergency Services**
The first-aid tent for the public will be located behind the press box.

**PRACTICE SCHEDULE & VENUES**
Practice Schedule at Drake Stadium:
Practice for credentialed athletes **only** will be held at Drake Stadium on June 18-19 at the following times:

- **Tuesday June 19, 12:00 PM - 6:00 PM**
- **Wednesday June 20, 9:00 AM - 6:00 PM**

**NOTE:** Practice will NOT be allowed on the competition track on June 21-24.
For safety purposes, practice for field events will be allowed only during the following times:

<table>
<thead>
<tr>
<th>Event</th>
<th>Monday Times</th>
<th>Tuesday Times</th>
<th>Wednesday Times</th>
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<tbody>
<tr>
<td>Track</td>
<td>12:00 PM - 6:00 PM (Tuesday)</td>
<td>9:00 AM - 6:00 PM (Wednesday)</td>
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<tr>
<td>Long Jump</td>
<td>12:00 PM - 3:00 PM (Tuesday)</td>
<td>9:00 AM - 1:30 PM (Wednesday)</td>
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<tr>
<td>Triple Jump</td>
<td>3:00 PM - 6:00 PM (Tuesday)</td>
<td>1:30 AM - 6:00 PM (Wednesday)</td>
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<tr>
<td>Pole Vault</td>
<td>3:00 PM - 6:00 PM (Tuesday)</td>
<td>1:30 AM - 6:00 PM (Wednesday)</td>
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<tr>
<td>High Jump</td>
<td>12:00 PM - 3:00 PM (Tuesday)</td>
<td>9:00 AM - 1:30 PM (Wednesday)</td>
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<tr>
<td>Shot Put</td>
<td>3:00 PM - 6:00 PM (Tuesday)</td>
<td>1:30 AM - 6:00 PM (Wednesday)</td>
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</tbody>
</table>
Javelin Throw
12:00 PM - 3:00 PM (Tuesday)
9:00 AM - 1:30 PM (Wednesday)
9:00 AM - 10:30 AM (Thursday)
9:00 AM - 10:30 AM (Friday)

Hammer Throw
12:00 PM - 3:00 PM (Tuesday) north ring only
9:00 AM - 1:30 PM (Wednesday) north ring only
9:00 AM - 10:30 AM (Thursday) north ring only
9:00 AM - 10:30 AM (Friday) north ring only

Discus Throw
3:00 PM – 6:00 PM (Tuesday) north ring
1:30 PM – 6:00 PM (Wednesday) north ring
10:30 AM - 12:00 PM (Thursday) north ring
10:30 AM - 12:00 AM (Friday) north ring
11:00 AM -12:00 AM (Saturday) north ring

All competition equipment and medical services will be available for athlete use during these Drake Stadium practice periods.

**Knapp Center Weight Room Hours:**
Athletes will have access to the weight room located in the Knapp Center at the competition track. Below are the open weight room dates and times:

<table>
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<tr>
<th>Date</th>
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<tr>
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<td>Saturday, June 23</td>
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**Alternate Practice Facilities:**
The LOC has made arrangements for the athletes of the 2018 USATF Outdoor Championships to utilize one Greater Des Moines Area high school track for practice purposes.

East High School (Williams Stadium) 1591 E University Ave, Des Moines, IA 50316

1. **Days of track availability:** Thursday, June 21 – Sunday, June 24
2. **Hours of track availability:** East High School (Williams Stadium) 9 AM – 6 PM
3. **Equipment availability:** High Jump pit – standards and crossbar
   30 – 40 hurdles
   4 – 5 starting blocks

5. Facility Usage: Only Athletes and Coaches that are entered in the competition can use the track and must have their credential.

6. Directions:

**East High School (Williams Stadium) – 1591 E University Ave, Des Moines, IA 50316**

**From the Hilton Des Moines Downtown:** Head east on Park Street toward 4th street. Turn left onto 2nd avenue, then turn right onto University Avenue. Turn right to merge onto I-235 E. Take exit 9 towards US-69/E 14th St./E 15th Street. Keep right to continue toward Lyon Street. Continue onto Lyon Street and turn left onto E 15th St. Continue onto Johnston Ct. and continue onto E 14th St. Turn right onto E University Avenue and you will arrive at Williams Stadium.

**From the Des Moines Marriott Downtown:** Head west on Grand Avenue toward 8th Street. Turn right onto 8th Street, then continue onto 9th Street and turn right onto University Avenue and you will arrive at Williams Stadium.

**Important Note:** Once an implement is checked in at “Implement Check-in”, it may not be checked out again for practice.

**East High School Practice Transportation**
An on-call shuttle service will be available for athletes interested in utilizing East High School. The OnCall # will be available at Headquarter hotels and within the Knapp Center.

**There is NO shuttle from Drake University to Practice Facilities. Please utilize the on-call transportation if needed.**

**Parking at East High School (Williams Stadium)**
Parking at the Practice Track is free and convenient. The stadium is surrounded by one large parking lot. Athletes should park in the south end lot for easy access into the track. The south end gate will be the only gate open.

**Warm-up Facility Hours of Operation:**
The athlete warm-up area on Thursday at Drake University features the indoor facility at the Fieldhouse.

**Fieldhouse hours:**

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<tr>
<td>Thursday, June 21</td>
<td>11:00 AM - 8:30 PM</td>
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The athlete warm-up area on Friday-Sunday at Drake University features the Knapp Center indoor warm-up area.

**The Knapp Center hours:**

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<th>Day</th>
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<tr>
<td>Friday, June 22</td>
<td>9:30 AM - 7:30 PM</td>
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</table>
The day-of-competition warm-up area is located at the northeast corner of Drake Stadium. This area houses the tent for the Clerks and will serve as the final call area before the competitors are escorted into Drake Stadium prior to their event.

Only athletes on that day’s start list will be permitted to enter the day-of-competition warm-up area. **Credentialed athlete support personnel WILL NOT have access to the day-of-completion warm-up area but will be permitted around the perimeter of the area and will be able to communicate with their athlete until the athlete is escorted to the field of play.**

No competitor is allowed onto the field of competition without an escort once competition begins.

**Driving Directions to Drake Stadium**

**From South**
1. Take I-35 north
2. Follow I-35 north to I-235 east
3. Take I-235 east into Des Moines
4. Exit on 42nd Street
5. Turn left on 42nd Street
6. Turn Right on University
7. Turn Left 31st Street
8. Follow 31st Street to Forest Avenue
9. Turn right onto Forest Avenue
10. Follow Forest Avenue to 28th Street
11. Drake Stadium is located on the intersection of 28th Street and Forest Avenue

**From East**
1. Take I-80 west
2. Follow I-80 to I-235 south/west
3. Follow I-235 through downtown Des Moines
4. Exit on 19th Street
5. Turn right on 19th Street
6. Follow 19th Street to Forest Avenue
7. Turn left on Forest Avenue
8. Follow Forest Avenue to 28th Street
9. Drake Stadium is located at the intersection of 28th Street and Forest Avenue

**From West**
1. Take I-80 east
2. Follow I-80 to I-235 east
3. Take I-235 east into Des Moines
4. Exit on 42nd Street
5. Turn left on 42nd Street
6. Turn Right on University
7. Turn left on 31st Street
8. Follow 31st Street to Forest Avenue
9. Turn right on Forest Avenue
10. Follow Forest Avenue to 28th Street
11. Drake Stadium is located on the intersection of 28th Street and Forest Avenue

**From North**
1. Take I-35 south
2. Follow I-35 to I-235 south/west
3. Follow I-235 through downtown Des Moines
4. Exit on 19th Street
5. Turn right on 19th Street
6. Follow 19th Street to Forest Avenue
7. Turn left on Forest Avenue
8. Follow Forest Avenue to 28th Street
9. Drake Stadium is located on the intersection of 28th Street and Forest Avenue

**From Hilton Des Moines Downtown:** Head west on Park Street toward 5th Avenue. Turn right onto 6th avenue, then turn left at the first cross street onto Center Street. Make a light right onto Keosauqua Way and turn right on 19th Street. Turn left onto First Avenue and you will arrive at Drake Stadium.

**From the Des Moines Marriott Downtown:** Head west on Grand Avenue and turn right onto 8th Street. Turn left onto Center Street and make a slight right onto Keosauqua Way. Then turn right onto 19th Street and turn left onto Forest Avenue and you will arrive at Drake Stadium.
ATHLETE TRANSPORTATION – COMPETITION VENUE

Ground transportation, to/from Drake Stadium, for credentialed athletes and athlete support is available from the Hilton Des Moines Downtown & the Des Moines Marriott Downtown Hotels. Athlete pick-up and drop-off from the Hilton and Marriott will be just outside each hotel’s main lobby. Credentials are required to board.

Athlete pick-up/drop-off for Drake Stadium will be located at the east side of Drake Stadium at the corner of 27th and Clark Street.

A detailed shuttle schedule will be posted in the hotel lobby and in the Knapp Center. The athlete shuttle will run as follows:

<table>
<thead>
<tr>
<th>Day</th>
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<tbody>
<tr>
<td>Tuesday, June 19</td>
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Departures from the hotels will be on the hour and half hour.

Parking at Drake Stadium (Warm-up and Competition Facility) – See Appendix C

Parking is limited at the competition/warm-up facility. Parking is $10 per car per day beginning Thursday, June 21 through Sunday, June 24. Regular Drake University parking fees apply all other days. **Athletes are strongly advised to ride the event shuttle buses.**

Athletes not riding the shuttle bus may be dropped off at the Athlete Drop-Off Zone. Athletes will be required to display a valid credential to drive beyond the road closure at 27th and Clark Street on the east side of the stadium. All cars must then return to general the general parking lot on the east side of the stadium.

Other Local Transportation Options

Regional Transit Authority

Des Moines Area Regional Transit provides daily bus transit services to within a few blocks of Drake Stadium from downtown and other areas of the city. Call (515) 283-8100 for route, schedule, and fare information.

<table>
<thead>
<tr>
<th>Taxi Service</th>
<th>Capitol Cab</th>
<th>Alpha Taxi</th>
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</thead>
<tbody>
<tr>
<td>Yellow Cab Co.</td>
<td>(515) 282-8111</td>
<td>(515) 282-8111</td>
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<tr>
<td>(515) 280-1813</td>
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Services from on-demand providers such as Uber and Lyft are also available.

Shuttle and Airport Transportation

Upon arrival at the Des Moines International Airport, athletes will be directed to the Airport Information Desk at the bottom of the escalators on the first floor. At the Airport Information Desk, athletes will have access to a variety of event specific information, including but not limited to, information regarding complimentary hotel shuttles. Athletes should proceed to **Baggage Claim**, collect their belongings, and go to the Information desk where they will be on an athlete listing for transport to their USATF team hotel.
The complimentary hotel shuttle will **ONLY** transport athletes and coaches to the Hilton Des Moines Downtown and Des Moines Marriott Downtown.

**COMPETITION FACILITY AT DRAKE STADIUM**

Drake Stadium on the campus of Drake University will serve as the competition facility. On competition days the spectator gates will open one (1) hour prior to the start of the first event. Jim Duncan Track is on the campus of the Drake University and it will serve as the competition facility.

Mondo Super X track resurfaced installed June 2016  
Eight Lane Track with a 9th (safety) lane  
Width of lanes is 48”  
400.0125m oval: 37.25 radius; steeplechase water hurdle is located inside the track  
Stadium seating capacity is 14,000

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
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</table>
| **Pole Vault**  | Composition - Mondo  
Type of runway - Mondo  
Length - 140 ft  
Width - 48 inches  
Type of pit and standards - Gill International PV landing system and standards - it is located on the east backstretch. |
| **Triple Jump**  | Composition - Mondo  
Type of runway - Mondo  
Length - 140+feet; Width - 48 inches  
Size of landing area(s) - 3 meters x 9 meters  
Type of pits and standards - Sand pit, Gill IAAF take off systems  
Women’s 11 meters and Men’s 13 meters |
| **Shot Put**  | Composition - Toe board Gill aluminum  
Shot toe board for depressed concrete pad - it is located in the South “D” zone |
| **Discus**  | Composition - Poured concrete, recessed ring  
Gill tall HT/DT cage |
| **Long Jump**  | Composition - Mondo  
Type of runway - Mondo  
Length - 140+feet, Width - 48 inches wide  
Size of landing area(s) - 3 meters wide x 9 meters long  
Take-off boards are 3 meters from the pit edge  
Types of pits and standards - Sand Pit |
| **Javelin**  | Composition - Mondo Super X Run  
Type of runway – Mondo  
Length - 108 ft  
Width - 4.5 meters |
| **Hammer**  | Composition - Poured concrete, recessed ring  
Gill tall HT/DT cage  
Conversion Circle |

Though all field events do not occur on the infield of the track, due to the open bowl lay-out of the stadium all field events can be seen from and accessed from inside the stadium. The infield area is composed of field turf.

**TRACK EQUIPMENT**

**General Equipment**

Most track equipment will be provided by Drake University. This includes all pits, standards, bars and starting blocks.

**Throwing Implements**

**Personal Implements**
Athletes will be permitted to use their own implements for competition provided they pass implement inspection. All personal implement should have the name of the athlete on them. Please do not leave implement bags or containers. Meet organizers will provide a limited supply of implements for use by competitors, during competition, not wishing to use their own implements or whose implements have not passed inspection.

All throwing implements must be inspected prior to competition. Personal implements, once approved for competition, lose their identity as privately-owned implements for the duration of the competition and may be used by any competitor. Once implements are checked in they are impounded.

Athletes may pick up their implements at the Implement Inspection Room about a half hour after the completion of the competition. Implements not picked up by Sunday at 3 pm will be retained by the LOC. No modification may be made to any implement during the competition. Implements that do not comply with certification specifications shall be impounded for the duration of the event. A list of non-certified implements will be available at the Implement Inspection Room as the information becomes available. An implement to be used in more than one event must be picked up and then turned in again.

Equipment bags will be inspected. Athletes will not be allowed to have any implements in equipment bags taken to the Field of Play. Athletes should not bring practice implements to Drake Stadium, particularly on the day of their competition. Any implements will be removed when the athlete first checks-in at the clerking area. Implements may be retrieved after competition is completed. All implements must be marked with the athlete’s name.

**Implement Check-In**

Implement must be presented at the Implement Inspection Room, located in the Northeast building on the track. All implements must be turned in no later than 3 hours prior to the scheduled start of the event. In some cases, the three hours minimum may mean that an athlete must turn his/her implement in the night before the event. will be impounded until completion of competition. All implements must be marked with the athlete’s name. Athletes must provide their own implements for practice.

**Implement Inspection Room Hours of Operation:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours of Operation</th>
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<tbody>
<tr>
<td>Wednesday, June 20</td>
<td>2:00 PM – 6:00 PM</td>
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<tr>
<td>Thursday, June 21</td>
<td>8:00 AM – 7:30 PM</td>
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<tr>
<td>Friday, June 22</td>
<td>8:00 AM – 7:30 PM</td>
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<tr>
<td>Saturday, June 23</td>
<td>8:00 AM – 6:30 PM</td>
</tr>
<tr>
<td>Sunday, June 24</td>
<td>8:00 AM – 2:00 PM</td>
</tr>
</tbody>
</table>

**POLE VAULT TRANSPORTATION AND STORAGE**

**Athletes Traveling with Their Vaulting Poles**

For those athletes traveling with their poles, the local organizing committee (LOC) will provide transportation from the airport to the stadium once per day beginning June 19th. Athletes will verify that their poles arrived and then provide the claim check to LOC staff at the Airport Information Desk located in baggage claim.

Athletes must provide their baggage claim check with an LOC staff at the Airport Information Desk located in both terminals. Poles will be delivered to the venue and will be available for use the next morning.

The LOC will provide return service of pole vault equipment to the airport. Vaulting Poles will be transferred back to the airport where the athlete can pick them and route them to their destination. Athletes must submit
a completed pole vault transfer form at the venue, and LOC staff will provide information on the specific pick-up location.

Athletes can choose to transfer their vaulting poles independently of the LOC. Poles can still be stored onsite.

**Athletes Shipping Vaulting Poles**
Athletes shipping their vaulting poles must fill out the following Shipping and Delivery Form found in Appendix X. Please email the completed form no later than **Friday, June 15th at 5:00 PM** to Zach Elsbecker—Drake University (See Appendix E).

Delivery acceptance for Pole Vault equipment is as follows:

- Monday through Friday ONLY June 11-June 22 – 8:00 AM to 4:30 PM
- **No deliveries will be accepted on the weekends**

All equipment must be picked up for return shipment no later than **5:00 PM on Monday, June 25th**. The University cannot accept poles earlier than **Monday, June 11th** or store them after **Monday, June 25th**. The athlete will need to make other accommodations if they need to ship them outside that window.

**Pole Vault Poles Storage**
Pole vault poles will be stored on site and locked in Drake University athletics storage sheds adjacent to the warm-up track. To avoid storage confusion, athletes must clearly identify poles bundles with a label that includes the competitors’ name and the divisions that he/she will be competing in prior to arrival.

For questions please contact Zach | Drake University | (515) 271-3849

**SCHEDULE OF EVENTS**
For the most up to date schedule, visit:

*Schedule is subject to change.*

**TELEVISION BROADCAST**
The 2018 USATF Outdoor Track & Field Championships will be shown at the following times:

- **NBCSN, June 22** 9:30 PM - 11:30 AM (Delayed)
- **NBC, June 23** 3:00 PM - 5:00 PM (LIVE)
- **NBC, June 24** 3:00 PM - 5:00 PM (LIVE)

**ATHLETE/ATHLETE SUPPORT SEATING**
Athlete and Athlete Support seating is in the east stands. Seating is on a first come, first served basis in areas not reserved and is accessed by credential only.
Special Coaches Areas
There will be coach’s boxes in the stands in Row 1 near the long/triple jump runways (west side: south pit – Section V; north pit - Section Z) and the pole vault runway (north side/middle box – Section E, F; north side/north box – Section B; south side/middle box – Section B, C; south side/south box – Section F).

For the shot put, coaches may sit in Section Q for the southwest ring and Section L for the southeast ring. For the high jump, Section N is available for coaches seating. For all athletes competing in each of these events, one coach per athlete will be allowed in these areas.

START LISTS & RESULTS POSTINGS

Start List Postings
Daily start lists will be posted at the following areas as soon as they become available:
   ● Athlete Area in the Knapp Center & Fieldhouse (Thursday)

Results Posting
Official results for each day will be posted only online at www.flashresults.com

COMPETITION PROCEDURES

Severe Weather
In the event of severe weather, although unlikely, athletes, coaches and officials will be advised via a public-address announcement to seek shelter.

ATHLETE FLOW

Athlete Drop-Off/Pick-Up
Athletes riding the event shuttle buses to the warm-up and competition facilities will be dropped off and picked up at the Athlete Competition Gate located on the East side of Drake Stadium at the corner of Clark and 27th Street.

Athletes being dropped off and dropping off an implement or checking in can drive to the drop off point if anyone in the car has an athlete or a “RC” or “WP” credential. They can then turn around and leave the area. There is only passenger unloading, no parking at all.

Warm-Ups
Competitors may warm up in the Knapp Center located on the east side of the Bell Center. Hurdles and blocks will be available in the Knapp Center. Athletes may also warm-up in the Check-In Area located just east of the stadium if within 60 minutes of the competition.

KNAPP CENTER RULES

1. Everybody that enters the Knapp Center must have the proper credentials.
2. NO equipment or throwing implements permitted in the facility.
3. Warm-ups are permitted only on the track.
4. Training tables can be set up on the main floor and track level as long as foot traffic is not impeded.
5. Ice is to be used only in the bleachers, track, and in the medical areas.
6. Spikes (5 or 7 mm) are to be worn only on the track (no Christmas trees or needles) and not in the bleachers or on the Knapp Center floor.
7. Food and drink are to be contained to the bleachers or on the track and are not allowed on the Knapp Center floor.

Check-In and Clerking
The check-in and clerking area is located in the parking lot just east of the stadium. All bags will be subject to search as they enter the check-in area.
Three calls will be given from the clerk for each running and field event. For running events, the TENTATIVE call schedule is listed below:

1st Call – will be made 30 minutes prior to the event. The initial check-in area will be the tent in the parking lot on the northeast side of the stadium.

2nd Call, REPORT CALL – will be made 20 minutes prior to the start of each individual event. At this time athletes will make their way to the Clerks tent located within the Check-in tent area.

3rd Call/Final Call – Will be made 15 minutes before each individual event. Competitors can be escorted to the pre-competition tent on the northeast corner of the stadium, just off the track.
Here they will receive their hip numbers and any final instructions from the clerk.
Heat and Flight sheets will be posted outside of the check-in tent at the Knapp Center lobby.
For Field Events – Athletes should check-in at the clerks tent in the Check-in area located in the parking lot just east of the stadium a minimum of 60 minutes prior to the scheduled start of the competition in all events except the pole vault which should report 2 hours prior to the scheduled start of the competition. Athletes may check-in up to two hours before the start of their event.

Mixed Zone
The Mixed Zone is located in the southwest corner of Drake Stadium. After the completion of their heat or flight, running event and field event athletes will be brought directly to the Mixed Zone from their competition venues. The Mixed Zone will be split in half – on one half will be for athletes collecting baskets and the other half will be an area for media members to contact individual athletes. Competitors who did not finish in the top EIGHT (8) places will be escorted out of the Mixed Zone to the field house tunnel for exiting.

Athletes selected for drug testing will be assigned escorts in the Mixed Zone. Selected athletes must report to USADA’s testing center (located in the Tennis Center) no later than one hour after notification of selection for testing.

Stadium Entry
Credentialed athletes, coaches, and support staff may enter through all four gates of Drake Stadium; 1) Southwest Gate; 2) Southeast Gate; and 3) Northwest Gate and 4) Northeast Gate. All participating athletes will only enter the Jim Duncan Track via escort after the check-in and clerking process.
For security purposes, all athletes and athlete support personnel entering the warm-up or competition stadium will have any bag inspected by security. It is suggested that you bring as little as possible to the track so that your entry will be timely. Please allow enough time to clear security when planning your warm-up.
**Competition Bibs**

Competition bibs for each participating athlete will be picked up upon check-in at the clerking tent. These bibs must be worn on the front of the uniform jersey during competition. In the pole vault, the bib should be worn on the back only. In the high jump, the bib should be worn on the front only.

**Spike Regulations**

**SPIKES AND TRACK SURFACES:** The running track, high jump, long jump and javelin runways are Mondo surface. **ONLY ¼ inch spikes are permitted.** NO Christmas trees or candles permitted. ONLY 3/8 inch pyramid spikes for **high jump** and **javelin** allowed. All other events will need ¾ inch pyramid. No needles or Christmas tree spikes allowed. Please make arrangements for this specific spike in advance as spikes will be checked before competition. Shot put, discus and hammer rings are concrete.

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**Awards Ceremonies**

The top three finishers in each event will be escorted from the Mixed Zone to the Award Ceremonies Staging Area, located in the middle of the football field, following the final round of competition. Generally, the ceremonies will occur within an hour of the completion of the event. In a few cases recognition ceremonies will occur the next day or later during the meet. In those cases, athletes will be given reminder slips with the time they should report back to the Awards Ceremonies Staging Area. Awards for places 4 through 6 will be given privately in the Awards Tent immediately before the athletes leave the Post Event Area.

**PROTESTS AND APPEALS**

**Protest Procedures**

Initial protests related to events occurring during the competition should be oral voiced by the athlete to the head of the event as soon as possible. Subsequently the protest must be formally made in writing, either by the athlete or an athlete's representative with an athlete support type credential on behalf of the athlete. The
protest must be completed, signed and submitted at the protest table no later than 30 minutes after the official posting of the results on the Flash Results website at [www.flashresults.com](http://www.flashresults.com) and must be accompanied by a $50.00 cash protest fee. The protest fee is non-refundable unless the decision is reversed. Protest forms will be available at the protest table which is located across from the Recovery Tent just south of the west grandstands. The referee's decision will be posted at the protest table and a copy will be made available for the athlete filing the protest as soon as the information is available.

**Appeal Procedures**

If an athlete or his or her representative with an athlete support type credential wishes to appeal the referee's decision, an appeal must be submitted in writing, signed and accompanied by a $100.00 cash appeal fee at the protest table, immediately and within 30 minutes after the action by the referee has been officially posted. The appeal fee is non-refundable unless the appeal is upheld. Appeal forms will be available at the Protest Table located at the entrance to the Coaches Hospitality area. An appeal must be filed only by an athlete or an athlete's representative on behalf of the athlete. The jury of appeal's decision will be posted at the Protest Table and a copy will be available for the athlete or athlete representative filing the appeal as soon as a decision regarding the appeal is made.

**DRUG TESTING**

Athletes who participate in National Championships and Team USA competitions are subject to drug testing performed by the U.S. Anti-Doping Agency (USADA) in accordance with the USADA Protocol for Olympic and Paralympic Movement Testing.

**BE ALERT** - Knowing your rights and responsibilities may save you from making a mistake that could jeopardize your athletic career. The use of ALL dietary supplements is "at the athlete's own risk of committing a doping violation."

**BE AWARE** - Testing may take place at any time or after any round - preliminary, qualifying, or final - USADA typically selects place finishers and random athletes. Athletes will be notified by a chaperone in the athlete recovery area and must report immediately to the Doping Control Station. Athletes who have media or medical obligations will be granted consideration on a case-by-case basis. Reasons for delay that will be considered include, but are not limited to, retrieving identification, attending an awards ceremony, locating an Athlete Representative, cooling down, media obligations and preparing for another event.

**BE CLEAN** - Checking to see if the medication you take is allowed could be the difference between passing your test and serving a doping ban. A search on USADA's easy-to-use Drug Reference Online™ (www.usada.org/dro) or a quick call to USADA's Drug Reference Line™ (1-800-233-0393), or a review of the Therapeutic Use Exemption (http://www.usantidoping.org/tue/) procedure will help you understand if a medication is allowed or prohibited.

**BE INFORMED** - Watching USADA's short testing video (http://www.usantidoping.org/collection/) will familiarize you with the drug testing process (www.usada.org/what/process/). When making travel
arrangements please allow enough time for drug testing at the end of your event. This will include providing a sample and processing paperwork.

The adjudication of anti-doping rule violations or refusals to test will be carried out by USADA. Athletes found to have committed a doping violation will be disciplined according to penalties specified by the World Anti-Doping Code and, if appropriate, applicable IAAF rules. Such penalties may result in a period of ineligibility as well as disqualification from the event.

** All athletes in the Registered Testing Pool should make sure to update their whereabouts prior to attending USATF Outdoor Championships.

BE AWARE. BE INFORMED. BE ALERT. BE CLEAN.

LOST AND FOUND
During the day/evening of the event schedule:
Items lost in the stadium seating areas will be taken to the Western Union Room by the elevator on the west side of the stadium. Items lost on the Jim Duncan track and the throwing venues will be taken to the Northeast building on the track. Items lost in the Knapp Center will be taken to the Knapp Center Ticket Office.

Please bring passports to National Team Sign-Up!
The 2018 USATF Outdoor Championships will serve as the selection events for the international competitions listed below for Open athletes. All athletes are required to complete team sign-up to be eligible for 2018 USA National Teams. Those who do not complete team processing during the timeframes listed below will forfeit their rank for selection to national teams for 2018 season.
The following teams will draw their rosters for the 2018 USATF Outdoor Championships:
- 2018 Athletics World Cup (July 14-15; London)
- 2018 Thorpe Cup (July 27-28, 2018; Fayetteville, Arkansas)
- 2018 NACAC Senior Championship (August 10-12; Toronto, Canada)

Athletes should bring the following to team processing:
- Cell Phone
- Travel and competition plans for the summer
- Valid U.S. passport*
- Necessary information to complete forms (contact information for agents, coaches, etc.)

*Athletes must have a current passport good for at least six (6) months after the return date from the National Team event.

Reminder: without exception, those not completing team processing will not be eligible for 2018 outdoor national teams.

Team Sign-up Schedule
Athletes will be directed by a 2018 National Team staff member to the team sign-up area located Cloud Ballroom C in the Hilton Des Moines Downtown (435 Park Street | Des Moines, IA | 50309) immediately after the final of their event.

The Team Processing Schedule is as follows:
Thursday, June 21 6:00 PM - 10:00 PM
TIE BREAK PROCEDURES FOR RUNNING, FIELD AND COMBINED EVENTS

If there is a tie for any rank position that affects team selection, the tie shall be broken by the following procedures, in order, as they apply.

**Running Events**

1. For all running events, with the exception of the marathon and 50K race walk;
   1. The athletes affected, and/or their respective representatives will receive, from a USATF official, written notification that the race results are in question and that tie breaking procedures must be initiated. The athletes and/or representatives must acknowledge in writing their receipt of the notification.
   2. If all affected athletes agree to a run-off, the run-off will be held within the most time allowed before the roster deadline, but not later than 72 hours, after the last day of the selection competition. The athlete’s decision to compete in the run-off, must be communicated in writing to USATF within two hours from which the last athlete was notified. Failure to do so will be construed as a decision to decline participation in a run-off.

2. Any athlete that agrees to run-off, and then changes his/her mind after the two-hour deadline, forfeits any rights to the higher place.

3. If all affected athletes do not agree to do a run-off, the tie shall be broken by lot. For the purposes of the tie-break procedure, “by lot” will be defined as follows:
   1. For two persons, the tie shall be broken via coin toss.
   2. For three or more persons, the tie shall be broken by drawing names from a bowl. The names shall be written on paper of the same size and folded in the same manner.

4. Any athlete who refuses to participate in the tie-break procedure forfeits any rights to the higher place.

**Field Events**

1. Athletes participating in the final round of competition will be assigned a rank based upon their place-finish in the finals.

2. Athletes that do not qualify for the finals will establish their rank order position based on the athlete's best mark achieved in the qualifying round. An athlete's ranking will be based upon the highest round completed by an athlete.

If after exhausting Rule 180.14 there remains a tie for the last team position in a field event other than the high jump and pole vault, there shall be an additional round of jumping/throwing immediately after the event. If that round does not break the tie, one or more additional rounds shall be held until one round breaks the tie. If, after exhausting Rule 181.9, there remains a tie for the last team position in the high jump and pole
vault, the tie will be broken by a jump-off, using the rules and procedures normally applicable to jump-offs to break ties for first place.

Field event jump-offs will take place, if possible,
   1) Immediately after the event
   2) No later than the morning following the event.

Any athlete who refuses to participate in the tie-break procedure forfeits any rights to the higher place.

**Combined Events**
If after exhausting Rule 200.12 there remains a tie for the last team position in a combined event, the tie shall be broken by lot.
Any athlete who refuses to participate in the tie-break procedure forfeits any rights to the higher place.

**AWARDS & PRIZE MONEY (Seniors/Elites ONLY)**

**Awards**
A Gold Medal, emblematic of the Championships of the United States of America, will be given to the winner of each Championship event, a Silver Medal to second place, and Bronze Medals to third through sixth place finishers. USATF will recognize the top 3 finishers following their respective competition, fourth through sixth place finishers can pick up their respective medals in the mixed zone following competition.

**Prize Money**
For the 2018 USATF Outdoor Championships, USATF will pay prize money to the first through seventh place finishers in each Championship event. The prize structure is as follows:

- 1st place - $8,000
- 2nd place - $6,000
- 3rd place - $4,000
- 4th place - $3,000
- 5th place - $2,000
- 6th place - $1,000
- 7th place - $1,000

**Notes**
- Athletes are eligible to receive prize money in more than one event.
  - Athletes who are eligible to receive prize money for this event are required to complete the following IRS W-9 form: IRS Form W-9: Request for Taxpayer Identification Number and Certification (PDF, via IRS.gov). When submitting W-9’s via fax (fax number: 317-261-0514) attach a cover page with the following information:
    - Attention: Sariyu "Beka" Suggs
    - Event: 2018 USATF Outdoor Championships
- Payments will be processed via the address provided on the completed IRS W-9 forms on file. If you need to submit an address update, name change, or tax classification update, complete and submit an updated form.
- Athletes with remaining collegiate eligibility please check with your university compliance department to
see if you are eligible to receive this prize money according to NCAA rules.

TRAVEL FUNDING

An allocation of funds will be provided first to the defending US Outdoor Champion in each event, and then to the top four ranked outdoor performers, based on the 2018 U.S. Outdoor List, IAAF Top Marks list, of marks achieved in 2018 as of the on-time entry deadline (Tuesday, June 12, 2018). Please note the qualifying window to achieve marks is not the same as the qualifying window to qualify for travel funding.

If the defending US Outdoor Champion is not entered by the on-time entry deadline (Tuesday, June 12, 2018), funding will then be allocated to the top five (5) ranked performers in each event who have entered by the on-time entry deadline and also met the qualifying mark as of the on-time entry deadline (Tuesday, June 12, 2018).

For all such allocations, funds will be awarded to the top ranked athletes in the distances/disciplines which are being contested at the Championships and NOT FOR TIMES OR DISTANCES ACHIEVED IN ALTERNATE QUALIFYING DISTANCES/TIMES (i.e. rank in the 1500m, but not the MILE). The only exception to this would be in the case of the allocation to the Defending Champion, who simply needs to be ENTERED AND QUALIFIED in order to be allocated and, therefore, could use an alternate distance/time.

In order to be eligible for the USATF Outdoor Championships travel allocations, an athlete must be 1) a current USATF member in good standing; 2) must have entered and met the qualifying mark by the on-time entry deadline (Tuesday, June 12, 2018); and 3) and must be a citizen of the United States of America who is eligible to represent the U.S. in international competition. Dual Citizens please take special notice of #3 above.

Athletes who qualify for pre-allocations will receive their checks on-site (Des Moines, IA) at the Championships in the Athlete Credentialing area.

- For athletes who are entered as representing a college/university, their allocations will be made payable to the college/university.
- Athletes with remaining collegiate eligibility please check with your University’s Compliance department to determine if you are eligible to receive pre-travel funding according to NCAA rules.

Post Travel Funding

In addition to the payments as described above, an allocation of funds will be provided to those athletes who were not allocated funding prior to the USATF Outdoor Championships, but who place in the top four (4) in their event at the 2018 USATF Outdoor Championships.

- Athletes who are eligible for post-allocations will receive additional information via email.

Travel funding breakdown:

- The airfare allocation will be based on a "supersaver" fare (21-day advance purchase/Saturday night stay-over from home city to Des Moines, IA).
- There will be a flat rate of $520 towards per diem/accommodations.

Travel funding processing requirements:

- Athletes who are eligible to receive travel funding for this event are required to complete the following IRS W-9 form: IRS Form W-9: Request for Taxpayer Identification Number and Certification (PDF, via IRS.gov). When submitting W-9’s via fax (fax number:317-261-0514) attach a cover page with the following information:
  - Attention: Sariyu "Beka" Suggs
  - Event: 2018 USATF Outdoor Championships
- Payments will be processed via the address provided on the completed IRS W-9 forms on file for that payment year. If you have an address update, name change, or tax classification update, complete and submit an updated form.

Questions- please contact Sariyu "Beka" Suggs at 317-713-4689 or Sariyu.Suggs@usatf.org.
IMPORTANT NUMBERS

Katie Fencl  
Local Organizing Committee / Catch Des Moines  
816-830-3418 (c)

Adam Schmenk  
Managing Director of Entertainment Properties & Events  
317-563-2674 (c)  
Adam.Schmenk@usatf.org

Karl Eagleman  
Events Manager  
812-223-2864 (c)  
Karl.Eagleman@usatf.org

Zack Raubuck  
Events Coordinator  
812-878-2587 (c)  
Zack.Raubuck@usatf.org

Elizabeth Guarneri  
Events Coordinator  
765-618-5116 (c)  
Elizabeth.guarneri@usatf.org

Nadeige Bailey  
Events Intern  
860-712-8100 (c)  
Nadeige.bailey@usatf.org

Rose Monday  
Women’s Track & Field Chair  
RoseMonday@icloud.com

Andrew Valmon  
Men’s Track & Field Chair

John Nunn  
Race Walking Chair  
Walkmanjohn@yahoo.com

USADA Drug Reference Hotline  
800-233-0393  
www.usada.org/dro

Danielle Domenichelli  
Athlete Services Coordinator  
916-719-0465 (c)

Michael Donahue  
Medical Director  
515-975-3913 (c)
APPENDIX A – MAP OF DRAKE STADIUM
$10 EVENT PAY LOTS - Lots 1, 13
LOC/CORPORATE/VIP PASS LOT - Lot 4
ATHLETIC STAFF PASS LOT - Lot 3
USATF/TV PASS LOT - Lot 33
MEDIA PASS LOT - IM Lot
ATHLETE/ATHLETE STAFF - Lot 2, 24

Pass required to park in all pass lots
Passes for appropriate colored lot only
All equipment and product deliveries for the 2018 USATF Outdoors Championships should be shipped as follows:

**Central Receiving**
Drake University
Des Moines, IA 50309
Attn: Zach Elsbecker

Delivery acceptance Times:
Monday - Friday ONLY; June 11-22 from 8:00am - 4:30pm
No deliveries will be accepted on weekends

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<th>PHONE #</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRODUCT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Include quantity)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT USE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ON-SITE CONTACT</th>
<th>CELL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(person responsible for product on-site)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPECTED DELIVERY DATE</th>
<th>SHIPPING METHOD (Tracking #)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HANDLING INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Include storage req.)</td>
</tr>
</tbody>
</table>

**Insurance** - It is understood that the Des Moines Sports Commission and Drake University are not the insurer. That insurance, if required, is to be obtained by the sender. If required, materials should be insured for the duration of the event, including point-to-point shipping.