



**POLICIES & PROCEDURES
FOR THE STAGING OF
PROVINCIAL CHAMPIONSHIPS**

2015

Effective Date: 2015 01 01

**POLICIES AND PROCEDURES FOR THE STAGING OF PROVINCIAL
TRACK & FIELD, ROAD RACE AND CROSS COUNTRY CHAMPIONSHIPS**

January 2015

| <u>CONTENTS</u> | <u>Section</u> |
|--|-----------------------|
| Competitions | 001 |
| Sanctioning of Competitions and Insurance | 002 |
| Age Group and Event Abbreviations | 003 |
| Events | 004 |
| Bidding For and Awarding of Championships | 006 |
| Technical Delegate | 007 |
| Sponsorships | 008 |
| Facilities - Minimum Requirements | 009 |
| Entry Form and Information Sheet | 010 |
| Entry Deadlines | 011 |
| Entry Fees | 012 |
| Late Entries | 013 |
| Mode of Entries | 014 |
| Seed Performances | 016 |
| Eligibility | 020 |
| Entry Standards and Guidelines | 025 |
| Competing in More than One Age Group | 027 |
| Mixed Competitions | 028 |
| Rules of Competition | 030 |
| Number Bibs/Hip Numbers | 035 |
| Relay Events | 040 |
| Starts and Starting Blocks | 050 |
| Officials | 055 |
| Schedule of Events | 060 |
| Sequence of Timed Finals | 070 |
| Non-Championship Events | 080 |
| Equipment | 090 |
| First Aid | 100 |
| Event Specifications | 105 |
| Spectator Admission Fees | 107 |
| Meet Organization and Management | 109 |
| Pre-Competition Meeting | 110 |
| Meet Programme/Heat Sheets | 120 |
| Provincial Records | 125 |
| Vertical Jumps Starting Heights and Increments | 130 |
| Special Warm up Provision in Pole Vault | 132 |
| Seeding of Heats | 135 |
| Advancement Procedures: | |
| Non-AO, Out-of-Province Entries | 140 |

| | |
|---|-----------------------------|
| Advancement Procedures – General | 145 |
| Drawing For Lanes | 150 |
| Vacant Lanes – Indoor Competitions | 152 |
| 800m Start | 153 |
| Start for Indoor Events of 1200m and Longer | 154 |
| Start for 300m and 300m Hurdles Events | 157 |
| “Extra” Runs | 170 |
| Athlete Check-In Protocol | 190 |
| Hurdle Preparation Time | 191 |
| Staying on Schedule | 195 |
| Failure to Participate | 196 |
| Protests and Appeals | 197 |
| Awards | 200 |
| Results | 210 |
| Cross Country | 220 |
| Assessment and Evaluation | 225 |
| | |
| Coordinator of Officials | Appendix 1 |
| Club Scoring Rules | Appendix 2 |
| Event Specifications | Appendix 3 |
| Results Preparation Guide | Appendix 4 |
| Medal Ceremony Script | Appendix 5 |
| Financial Report | Appendix 6 |
| Standard Schedule of Events | Appendix 7 (in preparation) |

001. COMPETITIONS

001.1 The following championships will be staged on an annual basis, the dates to be set by the Competitions Committee:

- a) Indoor Relays
- b) Indoor Combined Events
- c) Indoor Track & Field: i) Bantam
 ii) Midget
 iii) Youth
 iv) Junior
 v) Senior
- d) Outdoor Relays
- e) Outdoor Combined Events
- f) Outdoor Track & Field: i) Bantam
 ii) Midget
 iii) Youth
 iv) Junior
 v) Senior
- g) Long Walks (Road or Track)
- h) Cross Country
- i) Road Running Races*

* Road race championships shall be conducted as determined from time to time by AO and its designate.

001.2 Indoor and Outdoor Club champions in each of the five age divisions plus overall shall be declared based on results achieved in championships included in Section 01.1, a-c (Indoor) and 01.1, d-f and g (10km walk) (Outdoor). See Appendix 2 for rules.

001.3 An Overall Cross Country Club champion shall be declared based on individual and team results achieved at the AO Cross Country Championships. See Appendix 2 for rules.

001.4 Two or more of the competitions in Section 01.1 may be combined at the discretion of the AO Manager, Competitions, Technical Specifications and Logistics in consultation with the AO Board and/or the AO Technical Committee.

001.5 Any of the Championships may incorporate a dual meet versus another branch. Any additional costs associated with inclusion of the additional competition will be the responsibility of AO.

002. SANCTIONING OF COMPETITIONS AND INSURANCE

002.1 Championship competitions are automatically sanctioned by AO. Insurance coverage is provided as per AO insurance policy.

002.2 It is the responsibility of the HOC to understand the insurance policy

provided by AO to ensure that additional activities undertaken by the HOC in connection with the meet have proper coverage in place.

003. AGE GROUP AND EVENT ABBREVIATIONS

003.1 Official abbreviations for age groups are as follows:

| | | | |
|--------------|----|-------------|----|
| Bantam Girls | BG | Bantam Boys | BB |
| Midget Girls | MG | Midget Boys | MB |
| Youth Girls | YG | Youth Boys | YB |
| Junior Women | JW | Junior Men | JM |
| Senior Women | SW | Senior Men | SM |

003.2 Official abbreviations for events are as follows:

| | |
|-----|---|
| M | metres |
| H | Hurdles |
| S/C | Steeplechase |
| W | (Race) walk |
| DMR | Distance Medley Relay (1200m-400m-800m-1600m) |
| SMR | Sprint Medley Relay (200m-200m-400m-800m) |
| HJ | High Jump |
| PV | Pole Vault |
| LJ | Long Jump |
| TJ | Triple Jump |
| SP | Shot Put |
| DT | Discus Throw |
| JT | Javelin Throw |
| HT | Hammer Throw |

004. EVENTS

004.1 The following events shall be conducted at the respective competitions:

a) Indoor Relays

| | BG | MG | YG | JW | SW | BB | MB | YB | JM | SM |
|--------|----|----|----|----|----|----|----|----|----|----|
| 4X200m | X | X | X | X | X | X | X | X | X | X |
| 4X400m | | | X | X | X | | | X | X | X |
| 4x800m | X | X | X | X | X | X | X | X | X | X |
| SMR | | | X | X | X | | | X | X | X |

b) Indoor Combined Events

| | |
|----|--------------------------------------|
| MG | Tetrathlon (60mH, HJ, SP, 200m) |
| YG | Pentathlon (60mH, HJ, SP, LJ, 800m) |
| JW | Pentathlon (60mH, HJ, SP, LJ, 800m) |
| SW | Pentathlon (60mH, HJ, SP, LJ, 800m) |
| MB | Tetrathlon (60mH, SP, HJ, 200m) |
| YB | Pentathlon (60mH, LJ, SP, HJ, 1000m) |
| JM | Pentathlon (60mH, LJ, SP, HJ, 1000m) |
| SM | Pentathlon (60mH, LJ, SP, HJ, 1000m) |

c) Indoor Track & Field

| | BG | MG | YG | JW | SW | BB | MB | YB | JM | SM |
|--------|----|----|----|----|----|----|----|----|----|----|
| 60m | X | X | X | X | X | X | X | X | X | X |
| 150m | X | | | | | X | | | | |
| 200m | | X | X | X | X | | X | X | X | X |
| 300m | | X | | | | | X | | | |
| 400m | | | X | X | X | | | X | X | X |
| 800m | X | X | X | X | X | X | X | X | X | X |
| 1200m | X | X | | | | X | X | | | |
| 1500m | | | X | X | X | | | X | X | X |
| 2000m | X | X | | | | X | X | | | |
| 3000m | | | X | X | X | | | X | X | X |
| 60mH | X | X | X | X | X | X | X | X | X | X |
| 800mW | X | | | | | X | | | | |
| 1500mW | | X | | | | | X | | | |
| 3000mW | | | X | X | X | | | X | | |
| 5000mW | | | | | | | | | X | X |
| HJ | X | X | X | X | X | X | X | X | X | X |
| PV | | X | X | X | X | | X | X | X | X |
| LJ | X | X | X | X | X | X | X | X | X | X |
| TJ | | X | X | X | X | | X | X | X | X |
| SP | X | X | X | X | X | X | X | X | X | X |
| Weight | | X | X | X | X | | X | X | X | X |

d) Outdoor Relays

| | BG | MG | YG | JW | SW | BB | MB | YB | JM | SM |
|--------|----|----|----|----|----|----|----|----|----|----|
| 4X100m | X | X | X | X | X | X | X | X | X | X |
| 4X200m | X | X | X | X | X | X | X | X | X | X |
| 4X400m | | | X | X | X | | | X | X | X |
| 4x800m | X | X | X | X | X | X | X | X | X | X |
| SMR | | | X | X | X | | | X | X | X |
| DMR | | | | X | X | | | | X | X |

e) Outdoor Combined Events

| | |
|----|--|
| BG | Tetrathlon (80mH, HJ, SP, 200m) |
| MG | Pentathlon (80mH, HJ, SP, LJ, 200m) |
| YG | Heptathlon (100mH, HJ, SP, 200m; LJ, JT, 800m) |
| JW | Heptathlon (100mH, HJ, SP, 200m; LJ, JT, 800m) |
| SW | Heptathlon (100mH, HJ, SP, 200m; LJ, JT, 800m) |
| BB | Tetrathlon (80mH, SP, HJ, 200m) |
| MB | Pentathlon (100mH, LJ, SP, HJ, 1000m) |
| YB | Decathlon (100m, LJ, SP, HJ, 400m; 110mH, DT, PV, JT, 1500m) |
| JM | Decathlon (100m, LJ, SP, HJ, 400m; 110mH, DT, PV, JT, 1500m) |
| SM | Decathlon (100m, LJ, SP, HJ, 400m; 110mH, DT, PV, JT, 1500m) |

f) Outdoor Track & Field

| | BG | MG | YG | JW | SW | BB | MB | YB | JM | SM |
|----------|----|----|----|----|----|----|----|----|----|----|
| 80m | X | | | | | X | | | | |
| 100m | | X | X | X | X | | X | X | X | X |
| 150m | X | | | | | X | | | | |
| 200m | | X | X | X | X | | X | X | X | X |
| 300m | | X | | | | | X | | | |
| 400m | | | X | X | X | | | X | X | X |
| 800m | X | X | X | X | X | X | X | X | X | X |
| 1200m | X | X | | | | X | X | | | |
| 1500m | | | X | X | X | | | X | X | X |
| 2000m | X | X | | | | X | X | | | |
| 3000m | | | X | X | | | | X | | |
| 5000m | | | | X | X | | | | X | X |
| 10,000m | | | | | X | | | | X | X |
| 80mH | X | X | | | | X | | | | |
| 100mH | | | X | X | X | | X | | | |
| 110mH | | | | | | | | X | X | X |
| 200mH | X | X | | | | X | X | | | |
| 300mH | | | | | | | | | | |
| 400mH | | | X | X | X | | | X | X | X |
| 1500mS/C | | X | | | | | X | | | |
| 2000mS/C | | | X | | | | | X | | |
| 3000mS/C | | | | X | X | | | | X | X |
| 800mW | X | | | | | X | | | | |
| 1500mW | | X | | | | | X | | | |
| 3000mW | | | | | | | | | | |
| 5000mW | | | X | X | X | | X | X | X | X |
| HJ | X | X | X | X | X | X | X | X | X | X |
| PV | | X | X | X | X | | X | X | X | X |
| LJ | X | X | X | X | X | X | X | X | X | X |
| TJ | | X | X | X | X | | X | X | X | X |
| SP | X | X | X | X | X | X | X | X | X | X |
| DT | X | X | X | X | X | X | X | X | X | X |
| HT | | X | X | X | X | | X | X | X | X |
| JT | X | X | X | X | X | X | X | X | X | X |

g) Long Walks

Junior Women's 10km Walk
Senior Women's 10 km Walk
Senior Women's 20 km Walk

Junior Men's 10km Walk
Senior Men's 10km Walk
Senior Men's 20km Walk
Senior Men's 30 km Walk
Senior Men's 50 km Walk

h) Cross Country

BG, MG, YG, JW, SW - Individual and Team
BB, MB, YB, JM, SM - Individual and Team
See Section 220.2 for distances of races.

i) Road Running

Senior Women's 5km
Senior Women's 8km
Senior Women's 10km
Senior Women's Half Marathon
Senior Women's Road Race Series
Senior Men's 5km
Senior Men's 8km
Senior Men's 10km
Senior Men's Half Marathon
Senior Men's Road Race Series

004.2 From time to time, it may be necessary to modify the specifications or distance of an event due to competition scheduling considerations or difficulty in introducing a new event (e.g., 3000m steeplechase for women). The AO Technical Committee via the AO Manager, Competitions, Technical Specifications and Logistics will review considerations. All proposed modifications are subject to approval by the Board of Directors. Any modifications accepted should be communicated to the membership as soon as possible.

Note: In addition, due to the lack of participants, suitable hosts or facilities, some events may not be held in some years.

006. BIDDING FOR AND AWARDING OF CHAMPIONSHIPS

006.1 A notice to all clubs calling for bids for the various championships to be held in the following year shall be issued in the late summer or early fall.

006.2 The Competition Committee shall receive the bids, make selections and recommend the Host Organizing Committees to the Board of Directors.

006.3 The Host Organizing Committee shall receive a Championship Agreement following the Bid Selection announcements. The agreement shall be signed by the AO Manager, Competitions, Technical Specifications and Logistics and the Competition Director of the Host Organizing Committee. AO will retain the original copy and return a scanned copy to the HOC for their records.

007. AO TECHNICAL DELEGATE

007.1 An AO Technical Delegate shall be in attendance at all provincial championships to ensure that technical arrangements are in conformity with AO/AC/IAAF Rules. In addition, the Technical Delegate will decide on issues of eligibility, assist with organizational matters and ensure that the procedures within this document (“Policies and Procedures for the Staging of Provincial Championships”) are appropriately observed.

Note: Normally the role of Technical Delegate is assumed by the AO Manager, Competitions, Technical Specifications and Logistics.

008. SPONSORSHIPS

008.1 The HOC shall not enter into a sponsorship agreement with a company or organization which offers a product or service (e.g. alcohol, tobacco) which is not condoned by AO. See also 035.6.

008.2 AO shall provide a list of AO sponsors to the HOC not less than 6 months prior to the date of the competition.

008.3 The HOC shall not enter into a sponsoring agreement with a company that competes with AO sponsors without the written permission of AO. The HOC shall ensure that AO sponsors and the Championship sponsors will solely receive exposure.

008.4 AO shall provide banners and other recognition materials for AO and, as required, AO sponsors, including the Government of Ontario.

008.5 The HOC shall display banners and other recognition materials for AO, as per 008.4.

008.6 AO shall include sponsor logos in the Technical Package.

009. FACILITIES - MINIMUM REQUIREMENTS

009.1 For all Indoor championships the oval track along the theoretical line of running shall measure no less than 180m and no greater than 201.168m (220 yards) in lane 1 and shall have a minimum of 4 lanes.

009.2 For the Outdoor Track & Field Championships (001.1 f) the track shall have an all-weather surface, a raised inner curb, a steeplechase water jump, and a minimum of 8 lanes, each lane having a width of 1.22m.

009.3 All discus, hammer and weight throws shall be made from an enclosure or cage to ensure the safety of spectators, officials and athletes.

009.4 The Director of Technical Services shall :
Inspect, in cooperation with the HOC and AO Officials the competition facility and all equipment at least eight (8) weeks prior to the competition to ensure that Provincial Championship standards are met and that the competition can be conducted safely.
Provide a report to the Competition Director, Facility Manager and Competition Committee as soon as possible after the inspection.

009.5 For Road Walking events a certified course must be provided. (For more information on road course certification please contact the AO Manager, Competitions, Technical Specifications and Logistics.)

Note: The AO Facilities Grading and Classification Chart, available on the AO website, will be used as a guide in selection of sites for Championships.

010. TECHNICAL PACKAGE

010.1 The Technical package shall be prepared by the AO Manager, Competitions, Technical Specifications and Logistics in conjunction with the Competition Director and shall be made available to the clubs via the AO website a minimum of 4 weeks prior to the event.

010.2 The Technical package shall contain information on the following:

- a) name of the competition
- b) date and place of meet
- c) the words "Sanctioned by Athletics Ontario"
- d) the name of host organization
- e) a description of the venue:
 - i) name of venue
 - ii) exact location
 - iii) description of facility including track surface, number of lanes, type of runways and circles, change room, washrooms, etc.
For Cross Country Championships, easy-to-follow course maps should be provided.
- f) maximum spike length and any other facility rules or restrictions.
- g) age groups, including years of birth
- h) name address and contact information for the Competition Secretary for the Championship if different from the Competition Director.
- i) entry deadline and procedure re: post entries.
- j) entry fee (including late entry fee)
- k) a statement of eligibility
- l) registration/check-in procedure at meet
- m) vertical jumps and starting heights and progressions
- n) awards

- o) accommodation information
- p) tentative schedule of events
- q) a waiver
- r) club championship information (scoring system, etc.)
- s) instructions for online or computer-assisted entries
- t) admission fees, if applicable, for spectators and information on how AO-registered coaches and club administrators may receive passes
- u) Trackie entry information
- v) sponsors' logos

010.3 The AO Manager, Competitions, Technical Specifications and Logistics shall determine, in conjunction with the HOC, a tentative event schedule that meets the needs of all parties. The schedule shall be distributed to AO-registered via the Technical package a minimum of 4 weeks prior to the competition.

010.4 The Competition Director shall provide, at least eight (8) weeks prior to the meet:

- 1) a list of hotels and or other accommodations near the competition site
- 2) a plan or satellite view of the venue
- 3) directions and map to venue
- 4) admission fees and other participant services information

011. ENTRY DEADLINES

011.1 Except in the competition categories 001.1 g) and i) and as provided for in 013.1, the entry deadline shall be 11:59 pm (est) on the Monday immediately prior to the Championships.

011.2 In the relay events the entry deadline shall be as stated in 011.1. The names of all possible runners on all relay teams entered shall be included with the entries. However, the names of the four runners on each team and the running order need not be provided until the day of the meet (but prior to the team declaration cut-off time announced in the meet information package.)

012. ENTRY FEES

012.1 Entry fees received by the deadline shall not exceed \$25.00 per athlete per event except as indicated otherwise below:

- a) Relays (indoor & outdoor) \$35.00 per team
- b) Decathlon \$35.00
- Heptathlon \$32.00
- Pentathlon \$30.00
- Tetrathlon \$25.00

c) category 001.1 g and i competitions: as determined by the HOC and approved by the AO Manager, Competitions, Technical Specifications and Logistics .

- 012.3 Government taxes, if applicable, shall be included in the total of the above fees and surcharges
- 012.4 Payment of entry fees shall be made either via *Trackie* or by cheque in advance of the competition. Only late entry fee payments will be accepted on the day of meet.
- 012.5 All fees are payable whether the entrant participates or not.
- 012.6 In the case of stand-alone competitions*, the HOC shall retain the entire entry fee.
** relay, combined events, long distance track events or walking events that are not supported or only partially supported by other non-championship events are considered stand-alone.*
- 012.7 Entry fees are to be paid prior to release of bib numbers.
- 012.8 HOC (host club) shall pay full entry fees, post entry fees and appeal fees.

013. POST ENTRIES

- 013.1 Post entries in *championship events* are the responsibility of AO. The latest that an athlete or team may post enter is one hour prior to the start of the first day of competition. The fee for post entries *accepted* shall be \$50 per event per athlete and \$60 per event per relay team. Late entry fees are payable at the time of entry. To be considered, the athlete(s) must be registered as a competitive member of AO at the time of late entry. Any entrants accepted shall not be placed in either of the two fastest sections in events of 200m and up in distance.

014. MODE OF ENTRIES

- 014.1 Entries shall be made using *Trackie*.

016. SEED PERFORMANCES

- 016.1 For Outdoor Championship meets the best indoor or outdoor performance achieved during the period May 1 of the previous year to the entry deadline date shall serve as the seeding performance. For Indoor Championship meets the best performance achieved during the previous indoor and outdoor season to the entry deadline date shall serve as the seeding performance.

Only performances that appeared in the Athletics Canada rankings will be accepted.

Wind-assisted or “No Wind Information” jumps or sprints will not be used for seeding purposes.

Conversions from related events (e.g. 1500m and 1200m) will not be

accepted.

There will be no appeals allowed for consideration of special circumstances such as injury during the eligible period, etc.

016.2 The Technical Delegate shall be responsible for resolving any issues with seed performances.

020. ELIGIBILITY

020.1 The following statement shall be included in the Technical Package:
“Athletes residing in Ontario must be registered and their clubs affiliated for the current year with AO by the entry deadline of 11:59pm (est) on the Monday preceding the competition. To be considered registered with AO, the athlete must have properly registered online with Trackie.ca or completed and signed an AO registration form and sent in the form along with payment so that it is in the AO office by 11:59pm (est) on the Monday preceding the competition.

Athletes who are registered as **Unattached** or who have become **Disassociated** do not require a club affiliation.

020.2 All Ontario Championships are open to athletes from other provinces, states or countries. Athletes residing in Ontario, but representing a club from outside the province must be registered with their association and must be entered by their respective clubs. Athletes residing outside of Ontario must be registered for the current year with their provincial, state or national associations by the entry deadline.

020.3 Section 020 may be waived for category 001.1 g), i) and 10,000m track running competitions. However, only AO-registered athletes or athletes registered with other provincial/state or national athletics associations shall be eligible for club championship standings or awards.

020.4 The Technical Delegate shall decide on issues of eligibility.

025. ENTRY STANDARDS AND GUIDELINES

025.1 Except as provided in 025.2 and 025.3 minimum performance standards shall not be set for entry into any championship events.

025.2 Minimum performance standards may be set for athletes younger than the designated championship age group (e.g., standards for Youths and Midgets for entry into Junior or Senior Championships).

025.3 In events of 20km or over in distance a time at which officials will leave the course may be established. Such time shall be included on the entry information sheet.

027. COMPETING IN MORE THAN ONE AGE GROUP

027.1 At any one championship meet an athlete may compete in different age groups, but only in different events. *(Note: different specifications do not make an event “different” as far as this policy is concerned. Example: the YB 110m hurdles at 91 cm and the JM 110m hurdles at 99 cm are considered the same event for purposes of this rule.)*

028. MIXED COMPETITION – BANTAMS AND MIDGETS

028.1 Mixed events between boys and girls competing in the Bantam or Midget age categories are permitted in any track or field event where the number of entries would make it impractical to conduct the events separately.

030. RULES OF COMPETITION

030.1 Except where noted otherwise in the Competition Policy, the rules of the IAAF and Athletics Canada shall apply to all championships. Modifications must be approved prior to the event by the AO Manager, Competitions, Technical Specifications and Logistics.

035. NUMBER BIBS / HIP NUMBERS

035.1 Every athlete shall be provided with a number bib which shall be worn on the front in track events and on the front or back in field events.
AO recommends that athletes in the walking events each be issued two numbers, one to be worn on the front and the other on the back.

035.2 The height of the bib numbers shall be a minimum of 8 cm. *Note: a height of 12 cm is recommended.* The number of digits, where possible, should not exceed 3.

035.3 The numbers should be of a dark colour such as black.

035.4 Tear-proof number bibs shall be provided in longer races.

035.5 Hip numbers, if provided, must be worn as directed.

035.6 AO reserves the right to have a sponsor’s name printed on the number bib.

040. RELAY EVENTS

040.1 AO-affiliated clubs (or clubs affiliated with other AC or USATF branches) only may enter the Relay Championships. Composite of school/university teams are ineligible.

040.2 Clubs must enter teams in the appropriate age category (i.e., they may not move up)

040.3 In Provincial Championship events the four athletes on the team shall

wear identical club tops.

Note: Small differences in design owing to the uniforms having been manufactured at different times or by different suppliers are permitted. In case of a dispute, the Technical Delegate, or in his/her absence, the Track Referee, shall decide.

040.4 In the Sprint Medley Relay event (200-200-400-800m) the first two legs and the first turn of the third leg (400m) shall be run in lanes. There shall be no acceleration zone permitted during the exchange of baton from the second runner to the third runner.

050. STARTS AND STARTING BLOCKS

050.1 Official starting blocks will be supplied by meet management. However, any starting blocks complying with IAAF rules may be used. With the exception of events specifically identified as Bantam or Midget starting blocks are required by all athletes.

050.2 False start rules follow those of the IAAF, with the following exception: in non-combined event competitions staged for Bantams only, one false start will be allowed per race without disqualification of an athlete. Any further false starts shall result in the disqualification of the athlete making a false start.

050.3 Bantam and Midget aged athletes may use a standing start.

055. OFFICIATING

055.1 The AOOEC (Director of Availability) shall obtain the meet availability of officials prior to the start of the season. (indoor and outdoor)

The AOOEC (Director of Availability) shall provide the list of available officials and their contact information to the Competition Director (or HOC Officials Coordinator) two (2) months prior to the meet.

The AOOEC shall be responsible for producing the officials assignments based on the available/confirmed officials and sending it to the Competition Director and the AO Manager, Competitions, Technical Specifications and Logistics for inclusion in the official's information package. The assignments will be made to ensure adequate event coverage by experienced and qualified officials as well attempt to account for any requested mentoring. (See Appendix 1)

055.2 The HOC and AO shall be responsible for inviting/confirming available officials provided by the AOOEC four (4) weeks prior to the meet.

The Competition Director shall be responsible for:

Sending the officials information package to all confirmed officials four (4) weeks prior to the meet. The meet package should include the officials' assignments list, accommodations rooming list, directions to the track and

accommodations, the latest version of the schedule, the meet technical package (highlighting any meet-specific rules or restrictions), food information, etc.

Sending the final schedule to all officials as soon as it is available.

Ensuring that arrangements are made for meals, water and snacks after having consulted on dietary requirements. Depending on the location and meet schedule, a per diem may be provided in place of meals.

Providing a suitable room or tent for officials and volunteers for meals, breaks and storage of clothes/bags.

Providing water and snacks as appropriate to officials and volunteers throughout the meet.

055.25 If fewer AO officials have indicated their availability then the minimum number shown in any particular discipline, the Competition Director may utilize non-AO officials.

055.3 The AO Manager, Competitions, Technical Specifications and Logistics and Competition Director shall ensure that the final schedule accounts for suitable meal and break times for both track and field event officials and volunteers.

055.4 The Competition Director shall be responsible for providing a list of trained and physically capable minor officials and volunteers, including, but not limited to:

- blocks crew (4)
- hurdles crew (8)
- horizontal jumps crew(s) (3-4 per event)
- vertical jumps crew(s) (2 per event)
- long and short throws crew(s) (3-4 per event)
- registration (2 for the duration of the competition)
- check-in (2 for the duration of the competition)
- runners (2 for the duration of the competition)
- wind gauge operator(s) (accounting for the potential running of two horizontal jumps events as well as a track event simultaneously)

The Competition Director shall ensure that volunteer crews, particularly for field events, are committed to the event for its duration. Field event volunteer crews in particular should be physically able to handle the demands of tasks such as pit raking, implement retrieval and bar replacement.

055.5 Any shortages in the number of officials available should be reported to the AO Manager, Competitions, Technical Specifications and Logistics immediately.

055.6 The Competition Secretary shall produce the heat sheets for posting at least 15 minutes prior to the scheduled start of the event.

The Competition Director shall provide tables/boards for posting the track heat sheets at each relevant starting line.

056. ANNOUNCER

056.1 The Competition Director shall provide a knowledgeable announcer for track and field and cross country events and for presentation of awards.

060. SCHEDULE OF EVENTS

060.1 The tentative meet schedule shall be adjusted by the AO Manager, Competitions, Technical Specifications and Logistics based on the actual number of entries received. It shall be posted by AO staff as the final schedule on a website at least 24 hours before the start of the competition. A hard copy shall be posted at the competition site by the Competition Director prior to the start of events and included in the club registration packages. Once the final schedule is issued, it may not be advanced without the approval of the referee and all athletes concerned. To assist athletes in the planning of their warm-ups the final meet schedule shall include the anticipated number of races to be conducted for each event and age group.

060.2 In non-championship events conducted in championship competitions the Competition Director, in consultation with the AO Manager, Competitions, Technical Specifications and Logistics, may place limits on the number of entrants and/or the number of races in such events for the purpose of permitting more accurate scheduling and preventing the competition from running late.

070. SEQUENCE OF TIMED FINALS

070.1 Timed section finals shall be scheduled in an order such that the section having the slowest-seeded competitors is conducted first and the section having the fastest-seeded competitors is conducted last.

080. NON-CHAMPIONSHIP EVENTS

080.1 The inclusion of any non-championship events at a provincial championship meet must be approved by the AO Manager, Competitions, Technical Specifications and Logistics. These events must be sanctioned by AO.

090. EQUIPMENT

090.1 All track events at Provincial Championships shall be photo-timed. In competitions in which only one track event at a time is being conducted, a second, working backup camera linked to its own computer shall be in operation for events 400m and under in distance. For events of over 400m in distance hand timers shall be used as a backup.

In competitions in which two track events may be conducted

simultaneously the camera intended for use in timing events over 400m in distance may be considered a backup for the camera used for shorter events. Where two cameras may be in use simultaneously and there is no third, backup camera, provision must be made for adequate hand timers and finish line personnel to service the longer distance races.

If two sets of cameras and computers are to be used simultaneously to time events of 400m or less in distance a third backup camera shall be available on site.

It is the responsibility of the Competition Director to arrange for the provision of Photo-timing personnel and equipment.

090.2 In all outdoor competitions wind gauges shall be utilized to measure wind conditions during sprint, hurdle and horizontal jump events. All wind readings shall appear on the official results.

090.3 The Competition Director shall provide suitable weigh scales and other measuring equipment to ensure that throwing implements meet specifications.

090.4 The Competition Director shall provide at least two legal throwing implements of each mass that will be in use at the competition
Note: The HOC is responsible for the pick-up and return of borrowed AO equipment.

Note: If the HOC does not possess any of the equipment mentioned in 90.2, 90.3 and 90.4 they may make arrangements to rent the equipment from AO.

090.5 All equipment must meet IAAF/AC minimum standards.

090.6 Where available, display boards shall be utilized to indicate height or distance in field events.

090.7 The Competition Director shall provide tables/boards for posting the track heats sheets at each relevant starting area.

100. FIRST AID

100.1 The Competition Director shall provide dedicated trained personnel to handle basic injuries and first aid including CPR (Cardio Pulmonary Resuscitation) and ensure that an operative defibrillator is present at the competition site. The Host Organizing Committee must have on hand the phone number and address of the nearest hospital and have a working telephone.

105. EVENT SPECIFICATIONS

105.1 A list of specifications for the hurdling, steeplechase, and throwing events is provided in Appendix 3.

107. SPECTATOR ADMISSION FEES

107.1 The Organizing Committee may charge a spectator admission fee. The amount of the fee must be approved by the AO Board of Directors.

107.2 If an admission fee is to be charged provision must be made by meet organizers to provide passes for coaches of participating athletes. To be eligible for passes coaches must have registered with AO or their provincial or state associations by the meet entry deadline.

109. MEET ORGANIZATION AND MANAGEMENT

109.1 AO staff shall:

- 1) verify the membership status of all Ontario athletes who seek to enter the Championships
- 2) arrange for the production and delivery, to the HOC, of the Championship competition bib numbers and pins and
- 3) provide entry numbers and entry fee summary to the Competition Director

109.2 The HOC shall prepare registration packages for athletes and coaches and ensure that an organized and efficient registration process is handled by adults. See also 190.3.

109.3 The HOC shall post a hardcopy of the athlete check-in protocol. The location of the check in area is to be identified on a map of the facility and posted at the registration area (preferably on 11 x 17 size paper). The protocol shall also be included in the registration package and announced prior to each day's competition and repeated several times throughout. The HOC shall ensure that that the athlete check-in procedure is administered by adults.

110. PRE-COMPETITION MEETING

110.1 Pre competition meetings shall be held at all AO Championships.

Information to be addressed shall include the introduction of the AO Manager, Competitions, Technical Specifications and Logistics and meet referee(s); review protest and appeal procedures; review check-in procedures; indicate location of results board; announce award presentation protocol and answer questions.

The time and location will be included in the technical package.

120. HEAT SHEETS

120.1 Athletics Ontario shall post the performance lists on AO or another publicized website no later than 24 hours after each entry deadline.

120.2 The Competition Secretary shall, in track events to be conducted as qualifying heats or timed sections, set up the heat sheets based on the latest check-in information for each event. (See 190.1). The Technical Delegate shall ensure that the heats or sections are established according to AO policies.

120.3 The Competition Secretary shall provide the announcer and other officials with a hardcopy of the heat sheets and event competition sheets.

120.4 The HOC shall ensure that the heat sheets are posted (locations to be announced) as soon as possible after the check-in window has closed.

125. PROVINCIAL RECORDS

125.1 The Director of Technical Services shall provide the Competition Secretary with a copy of the current provincial records. Provincial records should be printed at the top of heat sheets and field event reporting sheets.

130. VERTICAL JUMPS STARTING HEIGHTS AND INCREMENTS

130.1 Vertical jumps starting heights and increments shall be determined at the competition site by meet officials after conferring with athletes *in the age group* for which the championship is being conducted, in advance of the start of the event. Starting heights should be set as to allow every jumper in the championship age group a reasonable opportunity to clear at least one height in the competition.

132. SPECIAL WARMUP PROVISION IN POLE VAULT

132.1 If an athlete has been waiting more than one hour to jump, he/she may use the runway for 2 minutes during height changes. Crossbars are not allowed.

135. SEEDING OF HEATS

135.1 In the first qualifying round competitors shall be placed in heats in the order of seeding in a zig-zag distribution, e.g. 3 heats will consist of the following seeds:

A 1 6 7 12 13 18 19 24 etc.

B 2 5 8 11 14 17 20 23 etc.

C 3 4 9 10 15 16 21 22 etc.

The order of running heats A,B,C shall be drawn.

135.2 After the quarter-final round the competitors shall be placed in heats of the semi-final round in accordance with the following procedures:

For all events seeding shall be based upon placings and times of the previous round. For this purpose, competitors shall be ranked as follows:

1. Fastest heat winner
2. 2nd fastest heat winner

3. 3rd fastest heat winner, etc.
 - Fastest 2nd place
 - 2nd fastest 2nd place
 - 3rd fastest 2nd place, etc. . .
 - (Concluding with)
 - Fastest time qualifier
 - 2nd fastest time qualifier
 - 3rd fastest time qualifier, etc.

The competitors shall then be placed in heats in the order of seeding in a zigzag distribution, as in section 135.1. The order of running heats A, B, C shall be drawn.

- 135.3 Whenever possible, representatives of each club shall be placed in different heats.
- 135.4 Prior to the seeding of competitors in events of 400 metres or less hand times shall be converted to the electronic equivalent in the following manner:
 - Outdoor & Indoor events of less than 200m (including hurdles) – add 0.24s.
 - Outdoor & Indoor 200 - 400m (including hurdles) - add 0.14s
- 135.5 The Technical Delegate may amend, with evidence in hand, the seed time provided for a competitor if it can be demonstrated that the change will result in a fairer (i.e., more accurate) seeding of competitors. The competitor concerned and the coach should be informed of any changes as soon as possible.

0140. ADVANCEMENT PROCEDURES - NON-AO, OUT-OF-PROVINCE ENTRIES

140.1 TRACK EVENTS WITH QUALIFYING ROUNDS

- 140.11 In events where there are three rounds all athletes (i.e., AO and non-AO) entered will be eligible to advance to the second round according to the announced advancement procedures.
- 140.12 Non-AO, out-of province athletes who advance from the qualifying round shall be placed in the final. However, if this results in fewer than 4 AO athletes in the final, two timed finals shall be conducted. See Sections 140.13 and 140.14.
- 140.13 If two timed finals are necessary, the second timed final shall consist of the top 4 AO athletes as seeded by the preceding rounds and the top-seeded non-AO, out-of-province qualifiers. See Section 140.14.
- 140.14 The first timed final shall consist of the next fastest qualifiers as seeded by the preceding round, including non-AO, out-of-province athletes.

140.15 Final finish positions in events in which a second timed final is required will be determined on the basis of times.

140.2 TRACK EVENTS WITH TIMED SECTIONS

140.21 Non-AO, out-of province athletes shall be eligible for placement in the timed section with the fastest-seeded athletes except where it would result in there being fewer than:
 3 AO athletes in a race with lanes for 3 competitors
 4 AO athletes in races of from 200m to 800m, indoors or outdoors
 6 AO athletes in races of over 800m, indoors and outdoors
 See Section 140.22

140.22 Any non-AO, out-of-province athlete excluded from the fastest timed section by virtue of Section 140.21 shall be placed in the next fastest section.

140.3 FIELD EVENTS

140.31 In field events all non-AO, out-of-province entrants shall be permitted to advance to the finals if they so qualify. The top 8 AO athletes as determined after the third round of competition shall also be permitted to advance.

145. ADVANCEMENT PROCEDURES – GENERAL

145.1 Maximum Number of Rounds to be conducted:
 3 rounds: QF, SF, F
 2 rounds: SF, F
 1 round: F or Timed Finals

| Event | B | M | Y | JR | SR | 145.5 |
|----------------|---|---|---|----|----|-------|
| 60 m Indoor | 3 | 3 | 3 | 3 | 3 | A |
| 100m Outdoor | 3 | 3 | 3 | 3 | 3 | A |
| 200m Indoor | 1 | 1 | 1 | 1 | 1 | |
| 200m Outdoor | 2 | 2 | 2 | 2 | 2 | B |
| 400 m Indoor | 1 | 1 | 1 | 1 | 1 | |
| 400m Outdoor | 1 | 1 | 1 | 2 | 2 | B |
| 800m Indoor | 1 | 1 | 1 | 1 | 1 | |
| 800m Outdoor | 1 | 1 | 1 | 1 | 1 | |
| 1500m | 1 | 1 | 1 | 1 | 1 | |
| 3000m | 1 | 1 | 1 | 1 | 1 | |
| 5000m | - | - | - | 1 | 1 | |
| Sprint Hurdles | 3 | 3 | 3 | 3 | 3 | A |
| Inter Hurdles | 1 | 1 | 1 | 1 | 1 | |
| Steeplechase | 1 | 1 | 1 | 1 | 1 | |
| Walk | 1 | 1 | 1 | 1 | 1 | |

145.5 Qualifying For Subsequent Rounds:

Table A *8 lane track*

| # on start list | QF heats | Qualify to SF* | SF Heats | Qualify to F* |
|-----------------|----------|----------------|----------|---------------|
| 9 – 16 | - | - | 2 | 3+2 |
| 17 – 24 | - | - | 3 | 2+2 |
| 25 – 32 | 4 | 3+4 | 2 | 3+2 |
| 33 - 40 | 5 | 4+4 | 3 | 2+2 |
| 41 - 48 | 6 | 3+6 | 3 | 2+2 |
| 49 – 56 | 7 | 3+3 | 3 | 2+2 |
| 57 – 64 | 8 | 2+8 | 3 | 2+2 |
| 65 - 72 | 9 | 2+8 | 3 | 2+2 |

* First number indicates the number of competitors qualifying in each heat by place; the second number refers to the additional number from all heats qualifying by time.

Table B *8 lane track*

| # on Start List | SF Heats | Qualifying to F |
|-----------------|----------|-----------------------|
| 9 – 16 | 2 | 3+2 |
| 17 – 24 | 3 | 2+2 |
| 25 – 32 | 4 | 1+4 |
| 33- 40 | 5 | 2+6 (2 timed finals) |
| 41 – 48 | 6 | 1+10 (2 timed finals) |
| 49 – 56 | 7 | 1+0 (2 timed finals) |
| 57 – 64 | 8 | 1+8 (2 timed finals) |
| 65 - 72 | 9 | 1+7 (2 timed finals) |

When 2 timed finals are necessary athletes shall be ranked as per the procedure outlined in 135.2. The Top 8 ranked athletes shall be placed in Timed Final 2 while the lowest 8 ranked athletes shall be placed in Timed Final 1. Lanes shall be assigned in accordance with Policy 150.1b.

145.6 When there are more competitors tying by virtue of time than the number of lanes available in the next round the tie shall be broken in favour of the competitor having the fastest time as read to the 1000th of a second.

145.7 Heats or finals shall not normally exceed the following number of competitors:

| | Bantams/Midgets | Youths/Juniors/Seniors |
|----------------|-----------------|------------------------|
| 800m indoors | 10 | 8 |
| 800m outdoors | 12 | 12 |
| 1500m indoors | 12 | 10 |
| 1500m outdoors | 16 | 16 |
| 3000m indoors | 12 | 12 |
| 3000m outdoors | 16 | 16 |

| | | |
|--------------|----|----|
| 5000m + | - | 20 |
| Steeplechase | 18 | 18 |

Note: In making up heats or timed finals the Competition Director may increase the above numbers by approximately 10-20% to allow for no-shows.

150. DRAWING FOR LANES

150.1 A draw shall take place for all lanes or starting positions. Except as provided in 150.2, where there are preliminary rounds of a race the lanes shall be drawn as follows:

- a) in the first round, each competitor will draw for lane order
- b) for the following rounds, competitors shall be ranked after each round in accordance with the procedure set forth in 135.2. Three draws will then be made:

| <u>No. Lanes</u> | <u>Rank of Competitor</u> | <u>Draw for Lanes</u> |
|------------------|--|-----------------------|
| 8 | Amongst top 4 | 3, 4, 5 and 6 |
| | 5 th and 6 th ranked | 7 and 8 |
| | 7 th and 8 th ranked | 1 and 2 |

150.2 In the indoor 150m, 200m, 300m and 400m a draw for lanes will be made for:

- a) the outer two lanes between the two highest seeded athletes or teams
- b) the next two lanes between the 3rd and 4th seeded athletes or teams
- c) any remaining inner lanes between the other athletes or teams

152. VACANT LANES - INDOOR COMPETITIONS

152.1 In the Youth, Junior and Senior 200m events lane 1 shall remain vacant. On an unbanked six lane track, lane 1 shall remain, where practical, vacant in the 200m for all age groups and in the 400m for Youths, Juniors and Seniors.

153. 800m START

153.1 The 800m event shall be run in lanes as far as the nearer edge of the break-line, where the athletes may leave their respective lanes. This rule applies to all age categories.

154. START FOR INDOOR EVENTS OF 1200m AND LONGER

154.1 Where there are more than 9 athletes in a race, they shall be divided into two groups with one group of approximately two thirds of the athletes on the regular arced start line and the other group on a separate arced start line marked across the outer half of the track, which shall be marked by cones or flags as set out in 153.2. The faster seeds shall be placed in the outer group.

157. START FOR OUTDOOR 300m EVENTS

157.1 At outdoor championships the start lines for all lanes in the 300m events shall be on the straight.

170. "EXTRA" RUNS

170.1 In the Senior 60m or 60m Hurdles event indoors or the Senior 100m or 100/110m Hurdle events outdoors when there are fewer starters than there are lanes on the track, two races will be conducted: the first race will be considered the championship and a second, non-championship race will be conducted later in the schedule for any entered athlete wishing to run again for time.

190. ATHLETE CHECK-IN PROTOCOL

190.1 Athletes entered in track events shall check in at the start of the event site or designated area no sooner than 90 minutes and no later than 30 minutes prior to the scheduled or re-scheduled start time of the race.

190.2 Athletes entered in field events must check in at their event site before the start of the first trial for any competitor in the event.

190.3 A hardcopy of the athlete check-in protocol and location map shall be posted and included in the club registration envelope. A large map of the check in location and check in procedure shall be posted at the registration area and noted to registrants. The site will also be announced prior to the start of each day's competition and repeated several times throughout. Athletes who fail to check-in as required are subject to disqualification from the event.

191. HURDLE PREPARATION TIME

191.1 In the hurdle events provision shall be made to allow athletes a minimum of 20 minutes preparation time with hurdles on the competition surface.

195. STAYING ON SCHEDULE

195.1 The AO Technical Delegate, with the cooperation of the Competition Director and referees, shall endeavour to keep the competition on schedule.

196. FAILURE TO PARTICIPATE

196.1 At all competitions, an athlete shall be excluded from participation in all further events (including other events in which he/she is simultaneously participating) in the competition, including relays, in cases where a) an athlete qualified in a preliminary round of an event for further participation in that event but then failed to participate further; b) an athlete failed to compete honestly with a bona fide effort. The relevant referee shall decide on this.

Note: an athlete may scratch, without penalty, from the *first* round of an event for which he/she checked.

197. PROTESTS AND APPEALS

197.1 All protests concerning a result or the conduct of an event must be made as outlined in IAAF Rule 146. In all cases, protests must be filed within 30 minutes of the official announcement or release of the results. If no protest is stand. If a protest changes a result, 30 minutes will be allowed following the announcement or release of the decision for appeals to be brought forward. The decision of the referee may be appealed to the Jury of Appeal, whose decision is final unless new evidence is presented. In that case, the Jury may review the case and change its decision. The cost of \$25.00 (payable to Athletics Ontario) will be returned if the appeal is upheld or not considered frivolous by the Jury.

200. AWARDS

- 200.1 The Host Organizing Committee shall provide only AO-approved awards. Awards shall be provided to the first three AO finishers in individual events, to all members of the first three AO relay teams and to all scoring members of the first three AO cross country teams (see 200.2 below).
- 200.2 In cross country events clubs may purchase additional awards for all non-scoring members on placing teams who finished the race.
- 200.3 Under no circumstances shall AO Championship awards be given out except as provided for in Sections 200.1 and 200.2.
- 200.4 The HOC shall have an Awards Coordinator with an assistant available for the duration of the competition.
The Awards Ceremony is to be scheduled into the competition schedule, as close to the end of the event as possible.
Field Events are to be walked over to the podium for medal presentation and the conclusion of the event.
The HOC shall provide a sound system which can be heard from all competition areas. Wireless mics shall be available for use in the competition and awards areas.
The Host Organizing Committee shall arrange for formal award presentations, including the announcement of the names of award winners and presenters.
See Appendix 5 for the Awards Presentation Script.
- 200.5 The Host Organizing Committee shall be responsible for ensuring that surplus AO awards are returned to the AO office within ten (10) days of the conclusion of the competition.
- 200.6 The Host Organizing Committee is responsible for the cost of medals distributed to athletes by the AO office after the conclusion of the competition.

210. RESULTS

210.1 The Competition Director shall

1) make available in electronic form a complete set of results (e.g., Hy-Tek backup file), to post “live” online in a form acceptable to the AO Manager, Competitions, Technical Specifications and Logistics.

210.2 The Technical Delegate shall:

1) verify event results throughout the competition to ensure they are complete and accurate

2) provide to the Director of Technical Services, for archival purposes, an amended or final version in electronic form.

3) ensure results are posted live on the AO website or, at a minimum, after each day of competition

4) ensure that all original result sheets are scanned and archived by AO staff.

220. CROSS COUNTRY

220.1 Organization

a) Courses shall be designed as to be safe, especially in wet conditions. (For example, there should be no dirt sections on hills or steep slopes or sharp turns at the bottom of hills). The AO Technical Delegate, in consideration of the safety of all participants and in consultation with the referee, shall have the sole authority in the making of decisions with regard to the commencement or continuation of any event.

b) Cross country championships will be awarded to host groups on a conditional basis. At least 6 months prior to the conduct of the event the AO Manager, Competitions, Technical Specifications and Logistics or designate shall conduct a site inspection to ensure that minimum course and facility requirements have been met. Facilities such as washrooms, change rooms and shelters shall be included in the inspection. The AO Manager, Competitions, Technical Specifications and Logistics or designate, shall, following the inspection, complete a written report, including recommendations for distribution to the proposed hosts of the competition and to members of the AO Technical Committee.

c) A *separate* map shall be produced for each race and provided to each club in the meet package.

d) An adequate supply of extra maps shall be available in case of inclement weather.

e) Number bibs shall be of the tear-proof or cloth type.

f) Course markers shall be laid out by noon of the day preceding the competition. Course maps shall be posted or otherwise available for athletes and coaches at that time.

g) A walk-through of the course shall be organized to finish at least one-half hour prior to the start of the first event. Alternatively, the Competition Director may provide marshals whose responsibility throughout the day is to serve as course guides for runners.

- h) The courses shall be adequately marked and marshalled. Any competitor should be able to run through the course for the first time without losing his/her way.
- i) All events shall be timed and the times recorded.
- j) The starting line should be within 150 metres of the finish line and shall be visible to the officials at the finish area.
- k) There should be no abrupt turns or narrowing-in of the course within 300 metres of the start line.
- l) There should be a straightaway of no less than 80m prior to the finish.
- m) Additional portable facilities shall be provided by the Organizing Committee if the main washroom facilities are located more than 200m from the start line.

220.2 Distances

The distances to be conducted shall be approximately as follows:

| | Bantam | Midget | Youth | Junior | Senior |
|-------|--------|--------|-------|--------|--------|
| Men | 2000m | 4000m | 6000m | 8000m | 10,000 |
| Women | 2000m | 3000m | 4000m | 5000m | 6000m |

220.3 Scoring

In assessing the aggregate the finishing position of any individual (non-team) or ineligible runner shall not be eliminated.

In the event of a tie it shall be resolved in favour of the team whose last scoring finisher is nearer the first place.

The number of runners to score shall be the first four finishers.

220.4 Team Declarations

Only AO-(or other provincial or state) affiliated club teams shall be eligible to enter the team competition. Teams need not be declared unless a club intends to enter more than one team in a category. In this case the names of the runners on each team must be emailed to the AO Manager, Competitions, Technical Specifications and Logistics no later than 11:00 pm on the Friday preceding the competition.

With the exception of consolidation to a single team, clubs may not alter the composition of declared teams after 11:00pm on the Friday preceding the competition.

All declared teams shall be eligible for awards.

225. ASSESSMENT AND EVALUATION

225.1 Championship Committee members shall assess the competition with respect to the expectations of the Championship Agreement. Membership feedback will be solicited via Survey Monkey. The survey results will be reviewed by the Competition Committee and shared with the HOC.

225.2 The Competition Director shall complete a meet report as per template

provided.



**POLICIES AND PROCEDURES
FOR THE STAGING OF PROVINCIAL
TRACK & FIELD, ROAD RACE AND CROSS COUNTRY
CHAMPIONSHIPS**

APPENDIX 1 **OFFICIATING**

1.0 Objectives.

- 1.0.1 To ensure Provincial Championships are adequately staffed with trained officials
- 1.0.2 To ensure registered officials equity of opportunity to officiate Provincial Championships.
- 1.0.3 To ensure the needs of officials are met
- 1.0.4 To ensure the information officials require is provided
- 1.0.5 To ensure competition is conducted per IAAF/AC/AO Rules.

2.0 Selection and reporting.

See 055.

3.0 Number of officials.

- 3.0.1 The following is the minimum number of AOO officials at AO Championships. If fewer OOC officials have indicated their availability than the minimum number shown in any particular discipline, meet organizers may utilize non-AOO officials.

Minimum number of officials required for Ontario Championship Events

Outdoor

Field Events

| | |
|----------------|---|
| Jumps Referee | 1 |
| Throws Referee | 1 |
| High Jump | 4 |
| Pole Vault | 4 |
| Long Jump | 4 |
| Triple Jump | 4 |
| Shot | 4 |
| Discus/Hammer | 4 |
| Javelin | 4 |

Track Events

| | |
|---------------------------|----|
| Track referees | 2 |
| Starters | 3 |
| Starter's Assist/check in | 4 |
| Umpire/Lap scorers | 11 |
| Photo Finish | 3 |
| Race Walk Judges | 5 |

General

| | |
|--------------------------|--------|
| Jury | 3 |
| Competition Secretary | 1 |
| Announcers | 2 |
| Combined Events Referees | 2 |
| Technical Managers | 2 |
| Wind Gauge operators | 2 – 3* |

Indoor

Field Events

| | |
|-------------------|---|
| Field Referee | 1 |
| High Jump | 3 |
| Pole Vault | 3 |
| Long Jump/TJ | 3 |
| Shot/Weight throw | 3 |

Track Events

| | |
|---------------------------|---|
| Track Referee | 1 |
| Starter | 2 |
| Starter's Assist/check in | 3 |
| Umpire/Lap scorers | 6 |
| Photo Finish | 2 |
| Race Walk Judges | 4 |

General

| | |
|-------------------------|---|
| Jury | 3 |
| Competition Secretary | 1 |
| Announcer | 1 |
| Combined Events Referee | 1 |
| Technical Manager | 1 |

- Depends on how many short track events and horizontal jumps events are being conducted simultaneously at any given time.

Road and Cross Country Events

| | |
|---------------------|---|
| Referee | 1 |
| Starter | 1 |
| Starter's assistant | 1 |
| Finish Line | 3 |
| Jury | 3 |
| Race Walk Judges | 7 |

- 4.0 Recommended qualification level for Provincial Championships.
 - 4.0.1 The Jury of Appeal to be composed of at least 2 provincial rank jury officials plus one other capable person.
 - 4.0.2 The referees and chiefs to be at least Grade 3 note: lower qualification officials may act as a referee/chief under the supervision of a more highly graded official)
- 5.0 Recommended time-line:
 - 5.0.1 **Six months before**, the COO for the Championship is selected.
 - 5.0.2 **Two months prior**, the COO:
 - 5.0.2.1 Communicates with the Competition Director and the Technical Manager for the Championship to discuss equipment needs and concerns regarding the venue
 - 5.0.2.3 Contacts the OOC Vice-Chair of Availability, for the Availability list for the Championship
 - 5.0.2.4 Prepares an updated list of the officials indicating they are still available to officiate at the meet
 - 5.0.2.5 Discusses with the Competition Director the accommodations and food.
 - 5.0.3 **One month prior**, the COO:
 - 5.0.3.1 Arranges and confirms with the Competition Director all hospitality needs, if provided
 - 5.0.3.2 Confirms hotel booking and hospitality room, if provided
 - 5.0.3.3 Provides AO officials selected for the Championship with an information package containing
 - 5.0.3.3.1 List of AO officials selected by discipline
(The selection of officials for the championship will normally be made from the list of available officials)
 - 5.0.3.3.2 List of AO officials being provided with accommodation
 - 5.0.3.3.3 Contact information for the accommodation provided
 - 5.0.3.3.4 Tentative schedule of events and a copy of the revised schedule of event when available
 - 5.0.3.3.5 Information regarding meals
 - 5.0.3.3.6 Copy of Travel Expense Claim Form
 - 5.0.3.3.7 Uniform information: The standard Provincial uniform is a white shirt, navy or white hat, white/black shoes, navy slacks/skirt/shorts, (shorts/skirts must be less than 10cm above knee cap and must not be either spandex or cycling shorts. Key officials are identified by coloured arm bands as follows:
 - Referee: red.
 - Chief Judge/Umpire: royal blue
 - Starter's Assistant: kelly green
 - Starter: when starting - safety orange half sleeve on gun forearm
 - 5.0.3.3.8 Clinics and Mentoring
 - Clinics (time permitting) should be offered. Mentorships should also be considered. It is the responsibility of the Branch Chair in consultation with the COO to try to ensure that requested mentorships take place. Mentors must be on the Provincial/National approved list.
- 5.0.4 **Two weeks before** the meet the COO and Competition Director revises the list of available officials (replacing any official no longer available) and discusses the number of volunteers required to assist the officials



APPENDIX 2

| |
|--|
| <p style="text-align: center;">POLICIES AND PROCEDURES FOR THE STAGING OF PROVINCIAL TRACK & FIELD, ROAD RACE AND CROSS COUNTRY CHAMPIONSHIPS</p> |
|--|

Indoor Ontario Team Championships Information Sheet

- Ontario Indoor Club Champions will be determined in the Bantam, Midget, Youth, Junior, Senior and Overall divisions based on results from a) the Ontario Indoor Combined Events Championships, b) the Ontario Indoor Relays Championships, c) the Ontario Indoor Youth-Senior Championships d) the Ontario Indoor Bantam, Midget & Junior Championships and e) other championship events conducted outside of the normal age group championships.
- In each division the point totals of males and females will be combined.
- All AO-affiliated clubs will be automatically entered in all categories. No fees will be assessed.
- The winning club in each age division will be awarded a banner to keep permanently. The winning club in the overall division will have its name inscribed on a trophy to be displayed at the AO office and at provincial championship competitions.
- The top six individual and relay team finishers in each championship event will earn points for their clubs as follows: 1st - 7 points, 2nd - 5, 3rd - 4, 4th - 3, 5th - 2, 6th - 1. Only one relay team per club will score in each event. Second, third, etc. teams from clubs will not influence the scoring.
- Out-of-province, non-AO members will not figure in the scoring (i.e., the top 6 AO members will be scored, regardless of the number of out-of-province, non-AO members in the top 6 in any event). Unattached or disassociated athletes who are AO members will be scored but no totals will be calculated for these categories.
- In the 60m and 60mH and the Junior and Senior 200m events athletes from the penultimate round will NOT be moved up into a scoring position should there be any disqualifications or non-finishers in the final. An exception will be made in the case where there are fewer than 6 AO members in the final. In that case, athletes will be moved up to scoring positions based on their times from the penultimate round.
- Ties for first place in any age division or overall category will be decided in favour of the club which scored points in more events.

APPENDIX 2 CONTINUED

Outdoor Ontario Team Championships Information Sheet

- Ontario Outdoor Club Champions will be determined in the Bantam, Midget, Youth, Junior, Senior and Overall divisions based on results from Championship events conducted outdoors throughout the year: a) 10,000m b) 10km Walk c) National Standards Meet d) Super-meet 1 e) Super-meet 2 and f) various relay events TBA.
- In each division the point totals of males and females will be combined.
- All AO-affiliated clubs will be automatically entered in all categories. No fees will be assessed.
- The winning club in each age division will be awarded a banner to keep permanently. The winning club in the overall division will have its name inscribed on a trophy to be displayed at the AO office and at provincial championship competitions.
- The top eight finishers in each individual and relay championship event will earn points for their clubs as follows: 1st - 10 points, 2nd - 8, 3rd - 6, 4th - 5, 5th - 4, 6th - 3, 7th - 2, 8th - 1. Only one relay team per club will score in each event. Second, third, etc. teams from clubs will not influence the scoring.
- Out-of-province athletes, non-AO members will not figure in the scoring (i.e., the top 8 AO members (or top 8 Ontario relay clubs) will be scored, regardless of the number of out-of-province, non-AO members in the top 8 in any event). Independent athletes who are AO members will be scored but no totals will be calculated for "Independent".
- In track events with qualifying rounds athletes from the penultimate round will NOT be moved up into a scoring position should there be any disqualifications or non-finishers in the final. An exception will be made in the case where there are fewer than 8 AO members in the final. In that case, athletes will be moved up to scoring positions based on their times from the penultimate round.
- In order to score points for their clubs athletes must achieve the minimum standard set for each event and age group. Minimum standards are equivalent to Step 1 in AO's Step Up! To Excellence Program. (See standards below.) Athletes who failed to achieve the standard in a final but did so in a qualifying heat are eligible for scoring based on their finishing position in the final.
- Ties for first place in any age division or overall category will be decided in favour of the club which scored points in more events.

APPENDIX 2 CONTINUED

Ontario Team Cross Country Championships Information Sheet

- Ontario Club Cross Country Champions will be determined based on results from the Ontario Cross Country Championships.
- In each division from Bantam through Senior the point totals of males and females will be combined to produce an overall winner. .
- All AO-affiliated clubs will be automatically entered in all categories. No fees will be assessed.
- The winning club will be awarded a banner to keep permanently. The winning club will have its name inscribed on a trophy to be displayed at the AO office and at provincial championship competitions.
- The top eight individual and team finishers in each division will earn points for their clubs as follows: 1st - 10 points, 2nd - 8, 3rd - 6, 4th - 5, 5th - 4, 6th - 3, 7th - 2, 8th -1. More than one team per club may score in each division.
- Out-of-province, non-AO members or clubs will not figure in the scoring (i.e., the top 8 AO members will be scored, both individual and team, regardless of the number of out-of-province, non-AO individuals or teams members in the top 8 in any event). Unattached or disassociated athletes who are AO members will be scored but no totals will be calculated for these categories.
- Ties for first place will be decided in favour of the club which scored points in more events (individual and team events = 20).



**POLICIES AND PROCEDURES
FOR THE STAGING OF PROVINCIAL
TRACK & FIELD, ROAD RACE AND CROSS COUNTRY
CHAMPIONSHIPS**

APPENDIX 3 SPECIFICATIONS FOR HURDLING EVENTS (October 2, 2014)

| Event | Distance (m) | # | Height (m) | Start to 1st Hurdle(m) | Distance Between |
|-----------------------|---------------------|----------|-------------------|--|-----------------------------|
| <u>INDOOR</u> | | | | | |
| Bantam Girls' | 60 (50) | 5 (4) | 0.762 | 12.00 | 7.50 |
| Midget Girls' | 60 (50) | 5 (4) | 0.762 | 12.00 | 8.00 |
| Youth Girls' | 60 (50) | 5 (4) | 0.762 | 13.00 | 8.50 |
| Junior Women's | 60 (50) | 5 (4) | 0.840 | 13.00 | 8.50 |
| Senior Women's | 60 (50) | 5 (4) | 0.840 | 13.00 | 8.50 |
| Bantam Boys' | 60 (50) | 5 (4) | 0.762 | 12.00 | 7.50 |
| Midget Boys' | 60 (50) | 5 (4) | 0.840 | 13.00 | 8.50 |
| Youth Boys' | 60 (50) | 5 (4) | 0.914 | 13.72 | 9.14 |
| Junior Men's | 60 (50) | 5 (4) | 0.990 | 13.72 | 9.14 |
| Senior Men's | 60 (50) | 5 (4) | 1.067 | 13.72 | 9.14 |
| <u>OUTDOOR</u> | | | | | |
| Bantam Girls' | 80 | 8 | 0.762 | 12.00 | 7.50 |
| Midget Girls' | 80 | 8 | 0.762 | 12.00 | 8.00 |
| Youth Girls' | 100 | 10 | 0.762 | 13.00 | 8.50 |
| Junior Women's | 100 | 10 | 0.840 | 13.00 | 8.50 |
| Senior Women's | 100 | 10 | 0.840 | 13.00 | 8.50 |
| Bantam Girls' | 200 | 5 | 0.762 | 20.00 | 35.00 |
| Midget Girls' | 200 | 5 | 0.762 | 20.00 | 35.00 |
| Youth Girls' | 400 | 10 | 0.762 | 45.00 | 35.00 |
| Junior Women's | 400 | 10 | 0.762 | 45.00 | 35.00 |
| Senior Women's | 400 | 10 | 0.762 | 45.00 | 35.00 |
| Bantam Boys' | 80 | 8 | 0.762 | 12.00 | 7.50 |
| Midget Boys' | 100 | 10 | 0.840 | 13.00 | 8.50 |
| Youth Boys' | 110 | 10 | 0.914 | 13.72 | 9.14 |
| Junior Men's | 110 | 10 | 0.990 | 13.72 | 9.14 |
| Senior Men's | 110 | 10 | 1.067 | 13.72 | 9.14 |
| Bantam Boys' | 200 | 5 | 0.762 | 20.00 | 35.00 |
| Midget Boys' | 200 | 5 | 0.762 | 20.00 | 35.00 |
| Youth Boys' | 400 | 10 | 0.840 | 45.00 | 35.00 |
| Junior Men's | 400 | 10 | 0.914 | 45.00 | 35.00 |
| Senior Men's | 400 | 10 | 0.914 | 45.00 | 35.00 |

APPENDIX 3 SPECIFICATIONS FOR THROWING IMPLEMENTS (October 28, 2013)

| | <u>MEN</u> | | | | | <u>WOMEN</u> | | | | |
|---------------|------------|------|------|-------|-------|--------------|------|------|------|------|
| | BAN | MID | YOU | JUN | SEN | BAN | MID | YOU | JUN | SEN |
| Shot Put | 3.00 | 4.00 | 5.00 | 6.00 | 7.26 | 3.00 | 3.00 | 3.00 | 4.00 | 4.00 |
| Discus | 0.75 | 1.00 | 1.50 | 1.75 | 2.00 | 0.75 | 1.00 | 1.00 | 1.00 | 1.00 |
| Javelin | 400g | 600g | 700g | 800g | 800g | 400g | 500g | 500g | 600g | 600g |
| Hammer | | 4.00 | 5.00 | 6.00 | 7.26 | | 3.00 | 3.00 | 4.00 | 4.00 |
| Indoor Weight | | 9.08 | 9.08 | 11.34 | 15.88 | | 5.44 | 5.44 | 9.08 | 9.08 |

Weight in kilograms except where noted otherwise

Note: More Precise Conversions for Implement Certification Purposes:

- 3 lbs. 9 oz. = 1.616 kg
- 12 pounds = 5.443 kg
- 16 pounds = 7.257 kg
- 20 pounds = 9.072 kg
- 25 pounds = 11.340 kg
- 35 pounds = 15.876 kg

APPENDIX 3 SPECIFICATIONS FOR STEEPLECHASE EVENTS (October 2, 2014)

Midget Boys, Midget Girls

1500m 12 hurdles
 3 complete laps with all obstacles, preceded by a distance of approximately 300m without obstacles.
 Obstacles are 76cm in height.
 No Water jump. Start at flat 1500m start line and run regular 400m oval.

Youth Boys, Youth Girls

2000m 18 hurdles and 5 water jumps.
 First obstacle in the race is the hurdle near the 200m start area and the second is the water jump immediately following.
 Obstacles are 91cm in height for boys, 76cm for girls.
 Water jump is 3.66m in length.

Junior Women, Senior Women

3000m 28 hurdles and 7 water jumps.
 First obstacle in the race is the hurdle just beyond the finish line.
 Obstacles are 76cm in height.
 Water jump is 3.66m in length.

Junior Men, Senior Men

3000m 28 hurdles and 7 water jumps.
 First obstacle in the race is the hurdle just beyond the finish line.
 Obstacles are 91cm in height.
 Water jump is 3.66m in length.

**APPENDIX 3 SCORING OF THE HURDLES AND THROWING EVENTS IN AGE CLASS
COMBINED EVENTS COMPETITIONS (October 2, 2014)**

Indoor: Hurdles and Shot Put – use current IAAF Tables, regardless of specifications.

Outdoor:

Bantam Boys' 80m Hurdles - use current IAAF Women's Tables for 80m Hurdles

Midget Boys' 100m Hurdles - use current IAAF Men's Tables for 110m Hurdles

Youth Boys' 110m Hurdles - use current IAAF Men's Tables for 110m Hurdles

Bantam Girls' 80m Hurdles } - use current IAAF Women's Tables for 80m Hurdles

Midget Girls' 80m Hurdles }

Youth Girls 100m Hurdles - use current IAAF Women's Tables for 100m Hurdles

All throwing events, Boys and Girls - use current IAAF Men's and Women's Tables, regardless of implement mass.



**POLICIES AND PROCEDURES
FOR THE STAGING OF PROVINCIAL
TRACK & FIELD, ROAD RACE AND CROSS COUNTRY
CHAMPIONSHIPS**

APPENDIX 4 RESULTS PREPARATION GUIDE

Meet results are an important aspect of the history of our sport and as such should be prepared in a standardized format to include *all* relevant information.

All result sets should be typed or computer-printed and must include the following:

- A. A title page containing:
- i) the full name of the competition
 - ii) the date(s) of the competition
 - iii) the exact location and city of the competition
 - iv) the name of the meet director, along with email address and telephone number.
 - v) the weather conditions
 - vi) the type of timing equipment used (if photo timing equipment specify manufacturer and model name)

If the competition is conducted over a period of more than one day the date on which each event was conducted must be indicated. (The default setting on modern meet programmes can be modified to allow for such dating).

- B. The results of all events, qualifying and finals, by:
gender (female followed by male) and age group (youngest to oldest) in the following sequence

- 100m through 10,000m run;
- 80/100/110m hurdles; 400m hurdles; Steeplechase; Walks; Relays.
- High Jump; Pole Vault;
- Long Jump; Triple Jump;
- Shot Put, Discus, Hammer, Javelin;
- Combined Events (including full event details)

The results of heats and qualifying rounds must be included and should be placed immediately before or after the respective finals.

- C. The full name of the athlete (SURNAME, Given).
- D. The year of birth of the athlete (the final two digits of the year placed in brackets following the athlete's name).
- E. The athlete's club in abbreviated form. If the athlete is from outside of Ontario the provincial (or state or national) abbreviation must precede the club abbreviation. Provincial abbreviations are as follows: BC, AB, SK, MB, ON, QC, NB, NS, NF, PE. National abbreviations should be the same as those used by the IAAF (e.g., USA, GBR). A list of the standard club abbreviations may be obtained from the AO office.

- F. Wind readings for all sprints (100m, 200m), sprint hurdles (80mH, 100mH, 110mH) and horizontal jumps (LJ and TJ) in both individual and combined events.
- G. In the jumps and throws a full recording of the competition, i.e., successful attempts, passes, failures at each height or the series of throws or jumps for each competitor is preferable to listing only the best performance of each athlete. In the long and triple jumps it is mandatory, in the case where the full series of jumps and wind readings is not recorded, that both the best jump and the best legal jump (under 2.1 mps, or under 4.1mps in the case of Combined Events) be included in the results.
- H. The highlighting of all records by means of asterisks and footnotes.
- I. All non-finishers and, if possible, all non-starters.
- J. All disqualified athletes.
- K. The names of all relay runners.

Heats and timed sections must be distinguished. Heats refer to qualifying or preliminary rounds; sections refer to 2 or more races in an event in which times will determine overall event finish position.

Results prepared during a competition may not meet the above standards and cannot therefore be issued as "official". It is the meet director's responsibility to verify all results by checking against the original judges' sheets and to re-arrange the results so that they follow the accepted format. After ensuring that all results are complete and accurate they should be distributed as prescribed by AO. All original result sheets and photo-finish pictures or computer disks must be sent, on request, to the AO office for filing.

Commonly used abbreviations:

| | |
|-----|---------------------------------------|
| DNF | Did not finish |
| NT | No time |
| DNS | Did not start |
| DQ | Disqualified |
| h | Hand Time |
| NWI | No Wind Information |
| NM | No mark |
| Q | Qualifying for next round by position |
| q | Qualifying for next round by time |
| SCR | Scratch |



**POLICIES AND PROCEDURES
FOR THE STAGING OF PROVINCIAL
TRACK & FIELD, ROAD RACE AND CROSS COUNTRY
CHAMPIONSHIPS**

APPENDIX 5 MEDAL CEREMONY PROCEDURE AND SCRIPT

Athletes and medal presenter line up in the order of entry.

Competition Announcer should announce the time frame for the ceremonies to begin.

Awards Announcer: *Honoured Guests, Athletes, Ladies and Gentlemen, welcome to the medal presentation for name of event*

If Medal Presentation ceremony sponsored:

Announcer: *This Medal Presentation Ceremony is brought to you by (name of sponsor)*

Announcer: *Please welcome our medallists.*

Announcer: *Name of presenter will now present the Bronze, Silver and Gold medals respectively to the winners of the competition.*

(Alternative – if there is a different presenter for each medal, introduce them separately before introducing the respective medallist)

Medals are presented as names are called. As the athletes' names are announced, the individual steps onto the appropriate podium section. VIP puts medal around neck and shakes hands with the recipient.)

Announcer: *Receiving the Bronze medal, from Club _____, is _____.*

Announcer: *Receiving the Silver medal, from Club _____, is _____.*

Announcer: *Receiving the Gold medal, from Club _____, is _____.*

Announcer: *Congratulations to all of the winners!*

Announcer: *Ladies and gentlemen, your medal winners of the (event)*



Appendix 6

**FINANCIAL REPORT TEMPLATE
TRACK & FIELD, CROSS COUNTRY AND ROAD RACE
CHAMPIONSHIPS**

| | | |
|--|-----------|----------------|
| MEET: | | DATE: |
| HOST ORGANIZATION: | | |
| EXPENSES | \$ | Details |
| Meet Organization | | |
| HST on Entry fees | | |
| Entry Processing fees (Trackie) | | |
| Media/Promotion | | |
| Office Supplies | | |
| Bib numbers and pins | | |
| Team Packages (envelopes, paper) | | |
| Medals | | |
| Athlete recognition | | |
| Phones/Internet | | |
| Meet Secretary* | | |
| Results* | | |
| TOTAL Meet Organization | \$0.00 | |
| Photo Timing | | |
| Facility and Equipment | | |
| Venue Rental Fee | | |
| Transporting AO equipment | | |
| Equipment rental (tents, fencing) | | |
| Signage | | |
| Sound system | | |
| Security | | |
| Paint | | |
| Starting shells | | |
| Loud Hailer rental | | |
| Other | | |
| TOTAL Facility | \$0.00 | |
| AO Officials + Technical Delegate | | |
| Travel and Parking | | |
| Accommodations | | |
| Food, snacks, beverages | | |
| TOTAL Officials | \$0.00 | |
| Minor Officials and Volunteers | | |
| Parking | | |
| Food, snacks, beverages | | |

| | | |
|-------------------------------------|--------|-----------------|
| Hats or shirts | | |
| TOTAL Minor Officials | \$0.00 | |
| Medical Services / Equipment | | |
| TOTAL EXPENSES | \$0.00 | |
| | | |
| REVENUE | | |
| Individual Entry Fees | | |
| Relay Entry Fees | | |
| Late Entry Fees | | |
| Protest Fees | | |
| TOTAL Fees | \$0.00 | |
| Other Revenue | | |
| TOTAL REVENUE | \$0.00 | |
| NET REVENUE | \$0.00 | HOC 40%; AO 60% |
| | | |
| HOC Optional Expense | | |
| T shirts | | |
| Gate - Wristbands | | |
| Concession | | |
| TOTAL OPTIONAL Expense | \$0.00 | |
| | | |
| HOC Optional Revenue | | |
| T shirts | | |
| Gate - Wristbands | | |
| Concession | | |
| Sponsorships | | |
| TOTAL OPTIONAL Revenue | \$0.00 | |
| | | |
| HOC OPTIONAL NET REVENUE | \$0.00 | HOC 100% |