

Panamerican Combined Events Cup

Open / U20 / U18 Divisions

Canadian Combined Events Championships
Junior / Senior Divisions

Open Festival Combined Events Invitational
Open / Jr-U20 / Youth-U18 Divisions

Ottawa, Canada
June 17-19, 2016



Team Manual

(version 25 March 2016)

Canada

1 General Information

1.1 Association of Panamerican Athletics – Executive Council

President:	Victor Lopez – PUR – Member IAAF Council
Vice President:	Julio Roberto Gomez – COL
Treasurer:	Alain Jean Pierre – HAI
General Secretary:	Evelyn Claudio Lopez – PUR
Member at Large:	Claude Blackmore – GUY
Member at Large:	Rob Guy – CAN
Member at Large:	Esther Maynard – BAR
Consudatle Representative:	Marcos Oviedo – VEN
Member Ex Officio:	Roberto Gesta de Melo – BRA – IAAF Council

1.2 The Federation of Athletics Canada – Board of Directors

Chairman:	Gordon Orlikow
Treasurer	Sean Holman
Director at Large:	Tim Barrett
Director at Large:	Grant McDiarmaid
Director at Large:	Ann Peel
Director at Large:	Helen Manning
Director at Large:	Dave Thomas
Athlete Representative:	Inaki Gomez
Athlete Representative:	Jillian Drouin
Director Emeritus:	Dr. Danny Daniels
Member ExOfficio:	Abby Hoffman – Member IAAF Council

1.3 Local Organizing Committee (LOC)

LOC Chairman / Meet Director:	Andy McInnis
Assistant Meet Director / Entries Manager:	Ryan Rowat
Athletics Canada:	Scott MacDonald
Technical Officials Manager:	Ken Porter
Facilities Manager:	Anne Lapointe
Technical Volunteers Manager:	Andrew Page
Accommodations/Transport Manager:	Paul Bedard
Technical Field Events / Equipment:	Joe Burke
Volunteer Support / Security:	Melissa Sweet
Language Services:	Javier Clavelo
IAAF/APA Technical Delegate	Richie Mercado

1.4 General Program

Date	Time	Event	Place
Wednesday 15 June	15:00 – 19:00	General Training	Terry Fox AF
Thursday 16 June	12:00	Technical Meeting	Algonquin College – room to be posted
	14:00 – 18:00	General Training	Terry Fox AF
Friday 17 June	09:00 – 18:00	Day 1 Open Division Competition	Terry Fox AF
	16:00	Youth/Junior Division Technical Meeting	Terry Fox AF
	18:00 – 20:00	High Performance Meet – Individual Events	Terry Fox AF
Saturday 18 June	09:00 – 19:00	Day 2 Open Division Day 1 Junior/Youth Competition	Terry Fox AF
	12:00 – 18:00	High Performance Meet – Individual Events	Terry Fox AF
Sunday 19 June	09:00 – 17:00	Day 2 Youth/Junior Competition	Terry Fox AF
	12:00 – 16:00	High Performance Meet – Individual Events	Terry Fox AF

1.5 General Communications E-mail: panamcup@ottawalions.com

1.6 Final BBQ

A BBQ for all participants will take place Saturday 18 June following the completion for the OPEN DIVISON Mens' Decathlon and Women's Heptathlon.

This will be hosted at the Terry Fox Athletics Facility

2. Travel to Ottawa

2.1 Official Airport and Arrival Information

The official airport is MacDonalcd Cartier International Airport (YOW) where the Local Organizing Committee (LOC) will provide adequate welcome services. Arrival in Ottawa should normally be on Wednesday 15 June and departure on Sunday 19 June. Please note travel must be arranged directly to Ottawa. If you are planning to arrive in Ottawa earlier and/or leave later, you must clearly indicate this in your entry in order for the LOC to arrange your extra accommodation (at your own cost) and to organize transfers from the

airport to the hotels. Foreign delegates must notify the Local LOC of their arrival date, time and flight number, by Friday, June 10, 2016.

2.2 Entry Visas

Some foreign nationals are required to have entry visas to travel to Canada. For those countries who do require a VISA - We STRONGLY recommend that you send a list of names of the potential members of your delegation as soon as possible. This way, the LOC can start preparing the official invitation letters so that you will be in a position to start the visa application as early as possible. Please note the application requirements may vary according to the country in which you make your application so it is VERY IMPORTANT that you check the details before you proceed with your application and that you make your application as early as possible.

More detailed visa information is provided in Appendix 1.

2.3 Insurance

All Member Federations must ensure medical insurance to cover illness or injury to any member of their delegation and/or team.

3. Financial Support

Local Travel and Accommodation Support

The LOC will offer accommodation in double room suites for a maximum of 4 nights during the period of the Championships (arrival Wednesday 15 June, departure Sunday 19 June). Supported Panamerican Combined Events Cup athletes and team staff will also receive a per diem of \$100 each for the duration of the championship.

Support provided by the LOC will pertain to “Pan Am Cup Open Division” Federation Athletes and Staff. In some cases we may offer this support to outstanding Open, Junior or Youth Division entries. Please email us with this inquiry.

4. Accommodation

4.1 General

The LOC has made accommodation arrangements for athletes and team officials at the Algonquin College Residence. The residence will be open for the championships on 15 June. If competitors are planning to arrive in Ottawa earlier than 15 June, please contact the LOC (panamcup@ottawalions.com) well in advance to make sure specific arrangements are made.

4.1.1 Team / Event Hotel

Algonquin College Residence - 1385 Woodroffe Ave, Ottawa, ON, K2G 1V8
Reservations: 1 (613) 727-7698 / Email: Sales Contact: evandiik@stayrcc.com
Group Code: Pan Am Cup

Accommodations (recently renovated) include 2 private double beds, 1 bathroom, and 1 kitchenette (fridge, microwave). WIFI internet access, parking – no fee. There is a College

Campus “food-court” , other restaurants and a major grocery store within a very short (3 to 5 min.) walk from the residence.

4.1.2 Costs

The LOC will offer accommodation in double room suites for the period of 4 nights during the period of the Championships: check-in on 15 June and check-out on 19 June. Additional costs will be applicable in the following cases:

- Stay outside the official period (Before June 15 or after June 19 - CAD \$95 + Taxes per room per night.
- Extra rooms for Extra officials – between June 15 and June 19 - CAD \$95 + Taxes per room per night. Each room can accommodate 2 adults in 2 separate bedrooms
- Domestic athletes or member athletes and staff of other Federations that are NOT SUPPORTED directly by the LOC will be required to make their own reservations and payments. The cost will be CAD \$95 + Taxes per room per night. Each room can accommodate 2 adults in 2 separate bedrooms

Payment of extra accommodation costs can be made in one of the following ways:

- Cash: Canadian Dollars (no other currency will be accepted)
- Credit Card: Visa, MasterCard or American Express

4.1.3 Reservations

International Federation Reservations will be made by the LOC and based on entries communicated with the LOC.

Domestic athletes or member athletes and staff of other Federations that are not supported directly by the LOC will be required to make their own reservations and payments.

5. Transportation

Transportation between the Championship accommodation and the stadium will be arranged by the LOC bus service. A detailed specific timetable will be posted on notice boards at the hotel. All participants (Cup / Open / Junior / Youth) and coaches and staff in this event are welcome to use this transportation / shuttle between the Residence and the Terry Fox Athletics Facility.

5.1 Travel Times

A championship bus will transport athletes from the hotel to the stadium. The approximate travel time is 15 mins / Distance is 3.0 km. A transportation schedule will be distributed and posted at both destination and departure points

6. Information Centres

6.1 Technical Information Centre (TIC):

The location of the Technical Information Centre (TIC) will be identified at the Technical Meetings scheduled for Thursday June 16 and Friday June 17.

Starting Lists will be posted daily at the TIC; a copy will be given to Team Leaders. Results and scoring updates will be posted once each event has been concluded. All results will be posted by LIVE RESULTS on Athletics Canada's web site and the Championship Home Page.

6.2 Championship Information Board

This will be situated in the hotel and shall display the following:

- All official communications to the teams, including Start Lists and Results
- Information for issues relating to accommodation, meals, transport and the Championships in general.

7. Competition and Training Venues, Equipment and Implements

7.1 Terry Fox Athletic Facility

The event takes place at Terry Fox Athletic Facility, Mooney's Bay Park, 2960 Riverside Drive, Ottawa. This was the venue of the 2001 Jeux de la Francophonie and the 2012, 2013 and 2014 Panamerican Combined Events Cup and offers adequate facilities for the competition, warm up and training.

The venue is a Mondo track, installed in 2010, with 8 lanes in both the straight and oval.

Track – Mondo Super X – IAAF Class II Certified Facility

2 - LJ runways – Mondo

2 - PV runways – Mondo

2 - SP circles – Concrete

2 - DT circles – Concrete

2 - JT runways – Mondo

Spike lengths – 7mm for all events

**** Proper replacement spikes will be available for those athletes whose footwear is not compliant. Organizers will NOT BE RESPONSIBLE for the changing of spikes****

The warm-up facilities will include the main stadium track along with a grassed soccer pitch adjacent to the track, which also includes a 3 lane 90 meter straightaway (Mondo) with adjacent washrooms and medical area.

7.2 Athlete Control Centre (ACC) or Call Room & Athlete Uniforms

The ACC will be located within the vicinity of the Track and will be properly identified during the Technical Meeting. All athletes must report to the ACC or Call Room bearing their Championship identification and competition bibs as provided by the LOC for the first event for each day of competition.

International Guest Federations: Dress must be the official uniform approved by their national federation. In the case of unsupported international athletes or domestic Canadian athletes, the dress must be representative of their affiliated school or club.

7.3 Training

The Terry Fox Athletic Facility will be the sole dedicated training venue, which will operate from June 15 (after 5pm). In case of earlier arrivals, it will be possible to use the Terry Fox Athletic Facility where training sessions will be organized as required.

7.4 Sports Equipment

7.4.1 Vaulting Poles

Decathlon Pole Vault: Poles from the LOC / Local Club will be made available for rental to decathletes from other federations at a cost of CAD \$150 per athlete, **payable at the technical meeting by cash or credit card**. Federations should directly contact the LOC for an inventory of poles and to make arrangements at panamcup@ottawalions.com.

7.5 Implements

7.5.1 Official Implements

The LOC will provide official implements for the competition.

7.5.2 Personal Implements

Personal Implements will be allowed, providing that:

- they are readily identifiable and are IAAF certified
- they have been checked for compliance with IAAF Rules
- they are made available to all the other athletes until the end of the event

The checking procedure will be as follows:

Checking	Location & Time	Return
Personal Throwing Implements are to be checked prior to the event. When submitted, a receipt will be given.	Technical Information Centre no later than 18:00 the day before the event.	Implements are returned in exchange for the receipt after the event's Final at the Technical Information Centre

8. MEET Entries and Final Confirmations

8.1 Entry Standards and Entry Rules for All Divisions

The recommended performance standards for the Panamerican Combined Events Cup are as follows:

Pan Am Cup Divisions

- Decathlon – Open - 6500 pts / U20 – 6000 pts / U18 – 5500 pts
- Heptathlon – Open - 4500 pts / U20 – 4000 pts / U18 – 3800 pts

Open Entry Divisions & Canadian Championships Divisions

- Decathlon – Open - 5800 pts / U20 – 5500 pts / U18 – 5000 pts
- Heptathlon – Open - 4000 points / U20 – 3800 pts / U18 – 3500 pts

* Contact Meet Director Andy McInnis (amcinnis@ottawalions.com) if your performance is below the recommended performance standard.

The qualifying period runs from **January 1, 2015 to June 1, 2016**.

8.2 Registration for all participating Panamerican Member Federations – Pan Am Cup Division

- All countries / federations are asked to email the Ottawa LOC their preliminary “intent to compete” in the Pan Am Cup and indicate the number of athletes (male / female) and staff (male / female) that they are intending to send. If the federations are able to supply the athlete names at this point, please do so. This should be sent electronically to: Meet Director - Andy McInnis, amcinnis@ottawalions.com and to Ryan Rowat, panamcup@ottawalions.com.

DEADLINE: May 1st, 2016 - Federation Intent to Compete & request for Visa support letters (Athletes / Staff names required) – See Appendix 1 & 2.

FINAL ENTRY DEADLINE: June 1st, 2016 – Federation Entries & Staff for Pan Am Cup support.

- All supported “International Athlete” Entries for the Pan Am Cup will be entered online by the LOC Entries Manager and posted on the Championships web site. There will be no entry fees for supported Cup athletes.

8.3 Registration for all other Combined Events Division Athletes – Canadian Championships and Open, Junior, Youth Festival Division

- All athletes meeting the recommended performance standards (above) shall complete the meet entry registration and entry fee payment online by accessing the championships entry system at TRACKIE.CA and going to TRACKIEREG to locate the event (by calendar date) and complete the process.

Link: www.trackiereg.com/CDNCEChamps2016

REGULAR ENTRY DEADLINE – FRIDAY, JUNE 10 at 23:59 EST – Cost \$50.00 (CDN)

FINAL ENTRY DEADLINE – WEDNESDAY, JUNE 15 at 23:59 EST – Cost \$100.00 (CDN)

- Contact Meet Director Andy McInnis (amcinnis@ottawalions.com) if your performance is below the recommended performance standard to discuss permission to enter the meet.

9. Competition Procedures

9.1 Technical Meeting

The Open Technical Meeting will take place at 12:00 PM on Thursday 16 June at Algonquin College – room location to be determined. The Youth/Junior Technical Meeting will take place at 16:00 / 4:00 PM on Friday 17 June at the Terry Fox Athletic Facility. The meeting locations will be posted in the main entrance area of the Championship Hotel. Translation will be provided consecutively in Spanish. Translation in both French and Portuguese will be provided if requested in advance (24 hours notice).

9.2 Athletes Bib's

9.2.1 General

All athletes will receive three bibs as follows:

- Two bibs for the competition vest, one of which will carry the athlete's name and must be worn on the chest
- One bib for the athlete's bag

The bibs (and the necessary safety pins) shall be distributed during the Technical Meeting. Bibs which are not collected shall be taken to the Stadium ACC. Bibs must be worn in accordance with IAAF Rules and must not be cut, folded or obscured in any way.

9.2.2 Vertical Jumps

In the Pole Vault and High Jump, athletes can decide to wear only one bib on the front OR on the back. In this case it must be the bib with the name.

9.2.3 Hip Numbers for Track Events

For Track Events athletes will also be given two adhesive hip numbers at the start line. The hip numbers must be secured to both sides of the athlete's shorts/legs.

9.2.4 Personal Belongings

A strict inspection shall be made on illegal and prohibited items during check-in for each day's competition at the ACC, which athletes may have in their possession. Cassette recorders, radios, CD/MP3 players, mobile phones, cameras, etc. are not permitted at event sites.

9.3 Protests and Appeals

Protests and Appeals shall be handled according to IAAF Rule 146. Protests and appeals shall be handled by the TIC at the Stadium.

10. Medical Services

10.1 General

Medical Services will be provided to the participants of the 2016 Panamerican Combined Events Cup in accordance with the IAAF Competition Medical Guidelines. All medical issues will be handled and/or supervised by physicians trained in sports medicine (general practitioner or specialist in internal medicine) as well as by orthopedic surgeons.

First Aid treatments for acute injuries and emergency situations at the Championship Facility will be provided by the LOC free-of-charge for all accredited team members. Any further costs incurred must be paid by the patient and/or their teams through appropriate medical insurance coverage. It is strongly advised that each accredited person has its own medical insurance. Teams are also responsible for sufficient medical insurance to cover, for example, any treatment in a hospital, non-urgent treatment, or emergency transport for their team members.

11. Doping Control

The Organizing Committee shall reserve the right to conduct anti-doping tests considered necessary in compliance with the Anti-Doping Control requested by IAAF rules. All competitors must be available for testing when requested

12. Awards and Prize Money

12.1 Awards

Medals will be awarded to the top three finishers in the Canadian Championships and Pan American Combined Events Cup.

12.2 Prize Money

Prize money will only be awarded to the Pan Am Cup Open Division.

Following the 2016 Panamerican Combined Events Cup, the top three senior athletes in each event will be awarded the following prizes by the LOC:

Decathlon / Heptathlon		
1 st Place	CAD	3,000
2 nd Place	CAD	1,500
3 rd Place	CAD	500

13. Departures

Delegations will be returned from Algonquin College Residence to the Ottawa International Airport on Sunday 19 June. Arrangements may also be made to return on Saturday June 18; however these flights should depart at 9:00 PM or later.

14. Other Information

14.1 Currency

The currency used in Canada is the Canadian Dollar (CAD). The rate of exchange is approximately CAD \$1.35 to USD \$1.00 as of March, 2016

15. Weather Conditions

Average June weather conditions in Ottawa from 2010 until 2015

The *earliest sunrise* is at 5:14am on June 15; the *latest sunset* is at 8:55pm on June 26; the *latest sunrise* is at 5:18am on June 30; the *earliest sunset* is at 8:43pm on June 1.

Date	Average Temperature (°C)	Average Precipitation (mm)
June 15	23.1	8.3
June 16	25.6	2.9
June 17	25.0	0.3
June 18	25.0	2.5

16. Schedule

Combined Events Competition Schedule

Tentative Schedule (as of March 21, 2016)

The Final Meet Schedule will be revised based on entries and presented at the Technical Meeting on Thursday June 16 and posted on the Championship Web Site

OPEN DIVISION / U20 & U18

Decathlon – Day 1 – (June 17th)					
Division	100m	Long Jump	Shot Put	High Jump	400m
Panamerican Cup	11:00am				
Open Division	11:00am				
Decathlon – Day 2 – (June 18th)					
Division	110m Hurdles	Discus	Pole Vault	Javelin	1500m
Panamerican Cup	11:00am – GrA				
Open Division	9:00am – GrB				
Heptathlon – Day 1 – (June 17th)					
Division	100m Hurdles	High Jump	Shot Put	200m	
Panamerican Cup	12:00pm				
Open Division	12:00pm				
Heptathlon – Day 2 – (June 18th)					
Division	Long Jump	Javelin	800m		
Panamerican Cup	12:00pm				
Open Division	12:00pm				

YOUTH/JUNIOR DIVISION

Decathlon – Day 1 - (June 18th)					
Division	100m	Long Jump	Shot Put	High Jump	400m
U20 / U18	9:30am				
Decathlon – Day 2 - (June 19th)					
Division	110m Hurdles	Discus	Pole Vault	Javelin	1500m
U20 / U18	9:00am				
Heptathlon – Day 1 – (June 18th)					
Division	100m Hurdles	High Jump	Shot Put	200m	
U20 / U18	10:30am				
Heptathlon – Day 2 – (June 19th)					
Division	Long Jump	Javelin	800m		
U20 / U18	11:00am				

Appendix 1: VISAS

Do I need a Visa?

Most APA Member countries require a visa to enter Canada. The list is below. Citizens of countries which require a visa and DO NOT have Canadian Consular Representation in their country of residence, may apply to Consulates in neighbouring countries by submitting postal applications. Check this on the website or ask the Consulate you are planning to apply to. Please check your category and follow up accordingly.

Obtaining a visa invitation letter from the LOC

For each individual or group who will require a visa, the LOC Visa Information Form (found in Appendix X) must be completed in all its sections so that the required invitation letter for the purpose of visa application can be properly issued. This form must be sent to the LOC Teams department:

TO LOCAL ORGANIZING COMMITTEE
EMAIL TO: RYAN ROWAT – ASSISTANT MEET DIRECTOR
panamcup@ottawalions.com

When completing the LOC Visa Information Form, please make sure that:

- Each passport has two consecutive blank visa-designated pages
- The expiry date of the passport is at least six months after the last day of the expected stay in Canada.
- If the passport does not meet these two requirements, a new passport must be obtained or the existing one is to be prolonged before you can request the invitation letter.
- You indicate in which Consulate you will make your application. Follow this link to find the consular information for Canada <http://www.cic.gc.ca/english/information/offices/apply-where.aspx>

<http://www.cic.gc.ca/english/information/offices/apply-where.aspx>

After receipt of the completed LOC Teams Visa Information Form, the LOC will issue, and email you, a scan of the official invitation letter. You will be able to print as many copies as needed for the members of your group. The visa invitation letter will enable a person to apply for entry visa to Canada for the period from 14 June to 20 June 2016.

Category 1 – List of Countries whose Citizens do not need a Visa to enter Canada

NACAC	Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, Bermuda, British Virgin Islands, Cayman Islands, Montserrat, St. Kitts and Nevis, Turks and Caicos Islands, United States, United States Virgin Islands
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Category 2 – List of Countries whose Citizens need a Visa to enter Canada

NACAC	Belize, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago
CONSUDATLE	Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Panama, Paraguay, Peru, Surinam, Uruguay, Venezuela

Appendix 2: LOC VISA Information Form

