



POLICIES & PROCEDURES FOR THE STAGING OF PROVINCIAL CHAMPIONSHIPS

2014

Effective Date: 2014 01 01
AMMENDMENTS FOR 2014 in Blue

These policies were approved by the Athletics Ontario Board of Directors in October 2013. They will be reviewed periodically. They may be amended, deleted or replaced by a resolution of the Board.

Foreword to Version 1.0 (2006)

The last edition of the *Policies and Procedures for the Staging of Provincial Championships* was published in February of 1997. Many changes have occurred in the sport since then. Rapid advances in technology have resulted in new ways of communication and meet administration; computers and meet management programmes have become the norm.

In 1997 the *Policies* handbook had to be printed in a shop and could only be distributed to a limited number of club contacts and coaches via the regular mail system. Today, the entire handbook is available on the AO website in downloadable form to the entire membership as well as the general public. This is a good thing, because the more people that are aware of how our championship competitions should be conducted the more efficient the sport will become in delivering this part of our programme.

The new technology will also allow our sport to make policy changes quickly and to communicate these to our members online almost immediately in the form of version updates.

Policies and procedures will always be changing in response to an organization's evolution and to advances in technology. We are forever looking for suggestions to improve our championships, so please feel free to contact us if you have any in this programme area.

Roman Olszewski, Editor

Acknowledgement

Thank you to the following members of the (OTFA) AO Board of Directors, (OTFA) AO Technical Committee and staff for contributing to this latest edition of the *Policies and Procedures for the Staging of Provincial Championships*:

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

January 2014

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001. COMPETITIONS

001.1 The following championships will be staged on an annual basis, the dates to be set by the AO Director of Technical Services in consultation with the AO Board and/or AO Technical/Road Race Committees:

- 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 Director of Technical Services in consultation with the AO Board and/or the AO Technical Committee.

002. SANCTIONING OF COMPETITIONS

002.1 Championship competitions are automatically sanctioned by AO.

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 (400m–200m–200m-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 Octathlon (100m, LJ, SP, 400m; 110mH, HJ, JT, 1000m)
 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	
200mH	X	X				X	X			
300mH			X					X		
400mH				X	X				X	X
1500mS/C		X					X			
2000mS/C			X	X				X		
3000mS/C					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). Any proposals for modification should be directed to the AO Director of Technical Services who, after consultation with the AO Board of Directors and the AO Technical Committee, will announce the decision. 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 Championship Committee shall receive the bids, make selections and recommend the Host Organizing Committees to the Board of Directors.
Note: traditionally AO has mandated the coordination of the road race championship programme [see section 004.1(i)] to the Ontario Roadrunners Association.
- 006.3 The Host Organizing Committee shall receive a Championship Agreement following the Bid Selection announcements. The agreement shall be signed by the AO Director of Technical Services and the Competition Director of the Host Organizing Committee.

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 Director of Technical Services or designate.
- 007.2 If the AO Technical Delegate is not also working as an official at the competition his/her costs shall be covered as follows:
Travel: by the Ontario Officials Championships Travel fund in the same manner as for a technical official at the competition
Accommodation and Meals: by the meet organizers.

008. SPONSORSHIPS

- 008.1 The meet organizers 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 035.5.

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 At his/her discretion, the AO Director of Technical Services or designate may do an on-site inspection of the facility before the date of the competition with the costs being borne by the host organizing committee. The Competition Director and facilities manager shall be invited to join the inspection. A report shall be provided to the Competition Director and facility manager as soon as possible after the inspection.

Note: The AO Facilities Grading and Classification Chart 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 Director of Technical Services in conjunction with the Competition Director and shall be distributed to the clubs via the AO newsletter a minimum of 4 weeks prior to the event. In addition, the information package shall be downloadable from the AO website.

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.
- 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 **Entry 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** or Hy-Tek entry information and events file

011. ENTRY DEADLINES

011.1 Except in the competition categories 001.1 g) and i) and as provided for in 013.1, there shall be one entry deadline set by the Competition Director. The entry deadline shall be 3:00 pm 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) Heptathlon \$25.00
- Octathlon \$25.00
- Decathlon \$28.00
- c) category 001.1 g and i competitions: as determined by Organizing Committee and approved by the AO Director of Technical Services.

012.3 Government taxes, if applicable, shall be added to the total of the above fees and surcharges

012.4 Payment of entry fees may be made by personal or certified cheque, money order or cash. However, individuals or clubs who have previously presented cheques which were returned as "Non-Sufficient Funds" in the previous three years shall be required to pay entry fees, surcharges and taxes by cash, certified cheque or money order only. At its discretion, the Organizing Committee may also accept payment by credit card or on-line payment.

012.5 All fees are payable whether the entrant participates or not.

012.6 Except in the case of stand-alone competitions*, the Organizing Committee shall remit \$7.50 of each entry fee to AO within 30 days of the conclusion of the competition. **relay, combined events, long distance track events or walking events that are not supported by other non-championship events are considered stand-alone.*

012.7 Entry fees are to be paid prior to release of bib numbers.

013. POST ENTRIES

013.1 Post entries in *championship events* may be accepted at the discretion of the Competition Director. The fee for post entries accepted shall be \$50 per event per athlete. To be considered, the athlete must have been registered as a competitive member by the registration deadline. 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](#) or the HyTek Meet Management programme or other programme compatible with Athletics Canada or AO results/rankings systems and approved by the Director of Technical Services.

016. SEED PERFORMANCES

016.1 Seed performance standards shall be established in certain events which are conducted as timed finals. Seed performances submitted which are superior to the standards must be supported by an actual recent performance and documentation such as name, date and place of competition must be provided at the time of entry. When documentation is not provided the seed performance shall be considered the same as the standard.

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, which is 3:00 pm on the Monday preceding the competition. No AO Membership registrations from competition entrants will be accepted after this date either at the AO office or at the site of the Championships. To be 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 3:00 pm 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 20__ with their provincial, state or national associations by the final deadline.

020.3 The Competition Director or designate shall provide the AO office with a list of entrants with surnames in alphabetical order by 4:00 p.m. of the day following the entry deadline in the agreed upon format.

020.4 The Competition Director or designate shall reject any entries from non-registered athletes or from athletes who are otherwise ineligible to compete. Entry fees received from the above shall not be returned to the sender.

020.5 Section 020 may be waived for category 001.1 g) and i) competitions. However, only AO-registered athletes or athletes registered with other provincial/state or national athletics associations shall be eligible for championship awards.

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.)*

030. RULES OF COMPETITION

- 030.1 Except where noted otherwise in this handbook, the rules of the IAAF and Athletics Canada shall apply to all championships. Modifications must be approved prior to the event by the AO Director of Technical Services.

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. UNIFORMS IN RELAY EVENTS

040.1 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.

050. STARTS AND STARTING BLOCKS

050.1 The use of starting blocks is optional for age groups below Youth. Official blocks will be supplied by meet management. However, any starting blocks complying with IAAF rules may be used.

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.

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 Technical Delegate 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 mentorings. (See Appendix 1)

055.2 The Competition Director shall be responsible for inviting/confirming available officials provided by the AOOEC four (4) weeks prior to the meet, including whether they require accommodations or have any dietary restrictions. The invitation should also include relevant meet details (draft schedule, location).

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.

The Competition Director shall be responsible for sending the final schedule to all officials as soon as it is available.

The Competition Director shall be responsible for providing meals as appropriate. Depending on the location and meet schedule, a per diem may be provided in place of meals.

The Competition Director shall be responsible for providing a suitable room or tent for officials and volunteers for meals, breaks and storage of clothes/bags.

The Competition Director shall be responsible for providing water and snacks as appropriate to officials and volunteers throughout the meet.

055.3 The AO Technical Delegate 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 an appropriate number 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 Director of Technical Services 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.

060. SCHEDULE OF EVENTS

- 060.1 The AO Director of Technical Services shall provide a standard schedule of events to be followed for each championship. See standard schedules in [Appendix 7](#). Minor changes may be proposed by the Competition Director but these must be cleared by the AO Director of Technical Services.
- 060.2 The tentative meet schedule shall be adjusted based on the actual number of entries received. It shall be posted 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 prior to the start of events. 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.
- 060.3 In non-championship events conducted in championship competitions the Competition Director, in consultation with the AO Director of Technical Services, 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 Director of Technical Services. 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.

- 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 Suitable weigh scales and other measuring equipment shall be provided by the Competition Director to ensure that throwing implements meet specifications.
- 090.4 At least two legal throwing implements of each mass that will be in use at the competition shall be provided by the Competition Director for use by competitors.
- 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.

100. FIRST AID

- 100.1 All competitions shall have dedicated trained personnel to handle basic injuries and first aid including CPR (Cardio Pulmonary Resuscitation). 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.

110. PRE-COMPETITION MEETING

- 110.1 The Competition Director may, at his/her discretion, provide a time and place prior to the start of the competitions at which club administrators and coaches may register their athletes, obtain information concerning the meet (e.g., heat sheets, athlete check-in protocol, award presentation protocol, starting heights and increments) and report scratches. The time and place of the meeting shall be communicated to the entered clubs a minimum of 1 week before the first day of competition. The information should be included [in the Technical Package](#).

120. HEAT SHEETS

- 120.1 The Competition **Secretary** 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).
- 120.3 The Competition **Secretary** shall provide the announcer with a hardcopy of the heat sheets and event competition sheets.

125. PROVINCIAL RECORDS

- 125.1 The Director of Technical Services shall provide the Competition Secretary with a copy of the current provincial records.

130. VERTICAL JUMPS STARTING HEIGHTS AND INCREMENTS

- 130.1 Vertical jumps starting heights and increments shall be determined in advance by the AO Director of Technical Services and shall be included on the meet information sheet.

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 this 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 outdoorsSee 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
Int 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 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 (see *Note* below).

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 Athletes in the 800m event, indoors and outdoors, shall be divided into two groups with one group of approximately 65% of the athletes on an arced start line for the inner lanes and the other group on a separate arced start line marked across the outer half of the track.

153.2 Cones shall be placed approximately 3m apart on the inside lane line for the outer half of the track. The break-line for the 800m indicates where the athletes in the outer group may join the athletes using the start line on the inside half of the track.

153.3 If the number of athletes entered is less than or equal to the number of lanes available, the start may be conducted in lanes.

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 65% 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.

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 shall be posted, included in the club registration envelope and/or 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.

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). With the exception of competitions for which the championship levy is waived (see 012.6), all championship medals will be provided free of charge to the Host Organizing Committee.

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 30 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 prepare and make available in electronic form a complete set of results (e.g., Hy Tek backup file), acceptable to the AO Director of Technical Services no later than one day after the completion of the competition. The Competition Director shall check the results to ensure that they are complete and accurate and, if necessary, provide the AO Director of Technical Services, for archival purposes, an amended version in electronic form within one week.
- 210.2 Results shall in general follow the format set down in Appendix 3: "AO Results Preparation Guide". Information relevant to the competition that cannot be stored in or printed from the meet computer programme should be provided on a separate document and sent to the AO office.
- 210.3 Results shall be posted on a website after each day of competition.
- 210.4 Hard copies of results as they are printed shall be available to the AO Technical Delegate upon request.
- 210.5 All original result sheets shall be sent to the AO office within 15 days of the conclusion of the competition.
- 210.6 Electronic Photo-timing files shall be maintained by the Competition Director for a period of not less than 60 days following the competition.

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 Director of Technical Services 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 Director of Technical Services 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 marshalls 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 club teams shall be eligible and more than one team from a club may figure in the team scoring.

If a club is entering more than one team, the team members must be declared one hour prior to the start of the race.

- 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 OOC officials selected for the Championship with an information package containing
- 5.0.3.3.1 List of OOC 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 OOC 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



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APPENDIX 2

2014 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

2014 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) Supermeet 1 e) Supermeet 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 Programme. (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

2014 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).



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APPENDIX 3 SPECIFICATIONS FOR HURDLING EVENTS (October 28, 2013)

Event	Distance (m)	No.	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	11.50	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'	300	7	0.762	50.00	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	11.50	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'	300	7	0.840	50.00	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 Put3.00	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 28, 2013)

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 *As above except obstacles are 76cm in height.*

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 28, 2013)**

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.



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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 phototiming 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



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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)*



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APPENDIX 6 FINANCIAL REPORT TEMPLATE (DRAFT)

MEET	Date:
HOC	
	Expense Income Profit
Media & Communication	
office supplies	
internet connections	
Facility/Equipment	
paint	
signs	
security	
equipment rental	
AO Officials	
meals	
accommodations	
Volunteers	
shirts	
meals	
Medical	
Photo timing	
T shirts	
Gates (wristbands)	
Concession	
TOTALS	
AO	
Media - Banners	
Communication - printing	
Bibs and pins, packages	
Venue	
Awards	
Officials transportation	
TOTALS	
ENTRY REVENUE	Gross AO Levies Net AO 50% HOC 50%



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APPENDIX 7 STANDARD SCHEDULE (TBA)