



Information Package for Zone Coordinators and Coaching Staff

2017 Provincial Track & Field Championship

Host: Metro Athletics – Edmonton Zone

June 2 & 3, 2017

Foote Field - University of Alberta

11601 68th Avenue, Edmonton, Alberta

Meet Director: Craig Harle
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Tournament Chair: Michelle Ross
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Entries/Results: Vernon R.J. Schmid
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Track Committee: Spruce Grove: Sue McIntyre
Strathcona: Chris Douglas
Parkland Immanuel Christian: Brad Van Raalte
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ASAA PROVINCIAL TRACK AND FIELD CHAMPIONSHIP ACCOMMODATIONS
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Please limit your bookings to participants and not for parents/spectators. Identify yourself as an ASAA Track and Field Provincials participant when booking.

PLEASE BE ADVISED THAT THE HOST TOURNAMENT COMMITTEE RESERVES THE RIGHT TO LIMIT THE NUMBER OF HOTEL ROOMS IF OVERBOOKING OCCURS

This information is only for coaches and athletes. Parents and spectator must find and book their own accommodations. **We will book rooms separately for officials and dignitaries.** Please limit your bookings to participants and not for parents/spectators. Identify yourself as an ASAA Track and Field Provincials participant when booking.

Host Hotels:

Delta Edmonton South

Rate - \$129.99/Night - Hot Breakfast included - 10 Minutes from Foote Field - Group Rate held until May 15th for any available rooms.

The Delta has a wide range of room types available. From standard 2 Queen rooms, to a King + Queen pull out. As well as suites for those interested in larger rooms.

Free Parking & WiFi, as well as Equipment storage and Bus Parking.

Please contact Marie Hyar at 780-431-3452, or marie.hyar@deltahotels.com

Best Western Cedar Park Inn

5116 Gateway Blvd, Edmonton, AB T6H 2H4

Phone: 780-434-7411

\$99.99 plus tax - includes complimentary breakfast

60 rooms are blocked

Ramada Edmonton South

Calgary Trail and 53rd Ave Edmonton

Phone 1-780-434-3431

91.99 + tax - no breakfast

40 rooms are blocked

1) ENTRY FORMS:

Entries must be completed by a ZONE representative or designate & emailed to ESQ@telus.net

- a) Using the Hy-Tek Team Manager OR
- b) Using the Hy-Tek Meet Manager (Note: For those zones with non-school specific relay teams you will be unable to advance the team using this method. It is important that the athletes on a specific team are registered and then use the Athlete Addition form to place them on either an A or B team) OR
- c) Trackie Reg

Links to meet files or Trackie Reg page will be available on www.ellistiming.ca/ASAATF

Individual schools and athletes do NOT submit a registration form.

The following entry procedures will be strictly adhered to for entries. Additional information is contained within the technical package in the following pages.

- a) Entry deadline is **12:00 Noon Monday, May 29th, 2017**
- b) No athlete additions will be accepted after **12:00 P.M. Wednesday, May 31st, 2017**. (including relay alternates-see 2.d below for clarification)
- c) Athlete event changes/additions/deletions for registered athletes only will be allowed up to and including competition days. Only the Zone designated Head Coach or Assistant will be allowed to make changes. Please insure that you email Vernon Schmid, ESQ@telus.net your changes as they come in. Changes can be made up to **8:00 P.M. on Thursday, June 1**. Any deletions on Friday or Saturday will be considered “no shows” (see 1.d. below); however, event substitutions can be made without penalty on either competition day providing they are made one (1) hour prior to the scheduled start for the event. **Forms are included in this package and will be available at the coaches meeting and daily at the Registration Tent.**
- d) Individuals failing to show: In the event an athlete(s) fails to show, the offending athlete’s school will be penalized an additional \$50 per no show to a maximum of \$250. The ASAA Executive will have the sole discretion to impose the penalty based on the rationale provided by the school for the late withdrawal (ASAA policy – page 63).

2) GENERAL REGISTRATIONS FOR ATHLETE ENTRIES:

- a) Two (2) entries are allowed per zone in all events. Each zone may enter an A and a B team for both relays. The ‘A’ team should be the faster of the two teams.
- b) Each competitor may enter a maximum for four (4) events. Relays are considered an event.
- c) Competitors in the 4x400 relays can be Junior, Intermediate or Senior.
- d) One alternate can be listed for each relay team. That alternate must have competed in the zone championships and is only permitted to participate in a relay if required and is not permitted to substitute for any athlete in any other event. This change must be made one hour prior to the event.

- e) Races up to and including the 400m and the 4x100 m relay will be divided into two (2) preliminary semi final heats with a maximum of one zone athlete (team) per heat. All lane assignments for heats will be random. Advancement to an event final will be determined based upon the top three from each preliminary heat and the next two fastest times. Lane assignment for the 4 x 400 relay will be random with one zone team per timed final.
- f) The 800m race will be run two athletes per lane using a staggered start and a cut in zone at the first curve.
- g) All competitors in throwing and horizontal jumping events will receive three (3) trials. The top eight (8) competitors from the first round will advance and receive three (3) additional trials.

3) COMPETITION NUMBERS

- a) Competition numbers will be assigned numerically starting with #1. Numbers will be assigned by zone and alphabetically by athlete. Order of assignment is: Calgary, Central, Edmonton, North Central, North East, North West, South Central and South.
- b) Numbers will be worn by **ALL** competitors.
- c) All lane finish races have the number on back (400 m or less). Non lane finish races have the number on front and the 4x400 last runner should also have the number on front.
- d) **Numbers on the back for:** pole vault
- e) **Numbers on the front for:** throwers, horizontal jumps and high jump.
- f) Hip numbers will be provided at the Marshalling Area for all track events as required by the marshal, including the Para events.

Note: An athlete's competition number will be their accreditation for accessing the competition areas.

4) COMPETITION FEES and APPEAL DEPOSITS

The entry fee will be \$16.00/competitor. The total amount per zone will be based upon the zone final entries as of Wednesday, May 31st. **Two (2) cheques will be submitted per zone at the Friday meeting; both will be made out to Metro Edmonton High School Athletic Association.** One cheque is for entries; the second is \$100.00 and is to cover one (1) appeal made by zone based upon an officials ruling and the protest procedure being followed. Additional appeals must be accompanied by \$100.00 cash.

5) AWARDS and PHOTOGRAPHS FOR COMPETITORS

- a) ASAA medals will be presented to the gold, silver and bronze recipients.
- b) Presentation will take place immediately after the final for track events and the completion of rounds for field events, following receipt of the official results. The top three (3) competitors are required to report to the awards presentation area. Where possible in the field events, an official will escort the three winners to the podium area.

- c) All gold medal competitors in individual and relay event(s) will have their picture(s) taken immediately after the conclusion of their awards presentation. Pictures will be taken with the athlete(s) wearing the champion t-shirt and the medal(s) awarded by the ASAA. Please remind your athletes that baseball caps, hats of any style, sunglasses, warm up suits etc. are not to be worn during the photograph. Photos will take place at the awards area.
- d) Team photos for 1A, 2A, 3A, and 4A school championships will be taken at the conclusion of the meet.

6) COMPETITION RULES AND SCORING

Rules: IAAF Rules will be followed for this meet with the exception of the False Start Rule. The ASAA Provincials allows for one false start which, if it occurs, will be charged to the field. Second and subsequent false starts will result in disqualification of the athlete or team (relay) involved.

Points: Points will be awarded to all competitors numerically starting at 16 for 1st through to 1 point for 16th place.

- a) In running events where there is a preliminary heat, the athletes ranked 9th through 16th, will receive points accordingly.
- b) All field events and 800-1500 - 3000 and 4 x 400 will have competitors ranked 1st through 16th.
- c) Both relay competitions will have points allocated depending upon the number of competitors representing a particular school. Each athlete from a school will be awarded $\frac{1}{4}$ of the allocated points for finish position.
- d) In Pentathlon, **only one athlete per zone per gender can compete**, and the points will be awarded as follows:
 $1^{\text{st}} - 24$ points; $2^{\text{nd}} - 21$; $3^{\text{rd}} - 18$; $4^{\text{th}} - 15$; $5^{\text{th}} - 12$; $6^{\text{th}} - 9$; $7^{\text{th}} - 6$; $8^{\text{th}} - 3$.
- e) In Para Events, the scoring is as follows:
 5 competitors or less: $1^{\text{st}} - 8$ points; $2^{\text{nd}} - 6$; $3^{\text{rd}} - 4$; $4^{\text{th}} - 3$; $5^{\text{th}} - 2$.
 $6-10$ competitors: $1^{\text{st}} - 16$ points; $2^{\text{nd}} - 14$; $3^{\text{rd}} - 12$; $4^{\text{th}} - 10$; $5^{\text{th}} - 8$; $6^{\text{th}} - 6$; $7^{\text{th}} - 4$; $8^{\text{th}} - 3$; $9^{\text{th}} - 2$; $10^{\text{th}} - 1$.
 11 or more competitors – use scoring system as per all events.

7) COACHES MEETING

There will be a coach's meeting on **Friday, June 2 at 7:15 A.M. at Foote Field Alumni Lounge**. This meeting is for all ZONE designated head coaches only (not all coaches). Please do not bring athletes with you to the meeting. The following items will be covered.

- Insurance of Meet
- Protest and Appeal Procedure and Appeal Committee
- Coaching Staff and Accreditation
- Coaching Areas/Warm-up Areas
- Uniform Policy
- Names and Numbers of the confirmed scratches and substitutions
- Relay confirmation/relay appeal deadline (at 9 AM Saturday)

- Other clarifications (Tents)

8) ATHLETE REGISTRATION

- All competitors will pick up their competition numbers at the registration tables.
- Registration is located in the multi-purpose room inside the Foote Field Building.
- A competitor's competition number will be their accreditation for access to the competition area.

9) COMPETITION AGE GROUPS

- Junior: Competitors must be 15 years of age and under as of Sept. 1, 2016.
- Intermediate: Competitors must be 16 years of age and under as of Sept 1, 2016.
- Senior: Competitors must be 18 years of age and under as of Sept. 1, 2016.

10) COACH ACCREDITATION

Each school will receive competition area passes for their coaching staff depending on the number of athletes: 1 coach pass for 1 – 3 athletes, 2 coach passes for 4 – 10 athletes, 3 coach passes for 11- 20 athletes and 4 coach passes for 21 or more athletes. This pass allows them into the competition area, and in the designated coaching areas. Accreditation passes **must be visible always** while a coach is in the competition area or coaching areas. It is the responsibility of the Zone Head Coach to ensure that school coaches use these passes appropriately.

11) COMPETITION SITE SECURITY and COACHING AREAS

The infield of the competition site (grass area inside the track surface) will be off limits to everyone except officials, and athletes actively competing in javelin, at all times.

There will be 2 access point for competitors to have access to the track and throw areas located in the southeast and northeast sides of the spectator bleachers. The gate by the finish line area will also have access for awards area. Athletes can only be in track area when competing.

A number of field events will have a coaching area set aside. This area is accessible only to coaches who have accreditation passes. Coaches within these areas will adhere to the following IAAF guidelines: *athletes are allowed to communicate with their coach during the event as long as the coach remains in the coaching area and there is no physical contact made between coach and athlete. Moreover, coaches can share video footage on tablets, phones or other mobile devices with their athletes, **but ONLY THE COACH can HOLD the device.** The coaching area is not considered part of the competition area therefore the athlete must remain in the competition area.*

12) PROTESTS

Protest concerning results or conduct within an event, will follow IAAF rules and **must be made within 30 minutes of being posted or announced.**

(Note: the designated time that an event is posted is listed on the results sheet). The protest will be given to the Meet Director or ASAA Executive Director who will refer the matter to the appropriate referee. A referee's decision may be appealed to the jury of Appeal whose decision is final. Protest forms will be provided to the head zone coach as required.

Note: Video or digital pictures will not be considered.

Note: Relay protests can be made up to 9:00 AM on Saturday

13) JURY OF APPEALS

A jury of appeals will consist of:

- a) the ASAA provincial track commissioner (chairs jury but does not have a vote, unless to break a tie)
- b) the Meet Director
- c) the appropriate referee
- d) three (3) zone Head Coaches as selected randomly at the coaches meeting on Friday
- e) An alternate as chosen at the coaches meeting from the remaining zones. The alternate will be used if the athlete(s) involvement place the zone jury member in a conflict of interest.
- f) the ASAA Executive Director, who will act as secretary to the Jury of Appeal but does NOT have a vote.

14) WARM-UP AREA

There will not be a warm up area available for the duration of provincials. Athletes and coaches are asked to stay off of the turf field and straight track to the east of the Provincial competition area. Athletes are encouraged to find open space to conduct their warm ups.

15) MARSHALLING PROCEDURES

Field Events:

- All field events are marshalled at the event site.
- There are **no event marshalling announcements**.
- A competitor not checking in with the head official prior to the start of the event will be scratched.
- Track events take precedence over field events. A competitor must report to the field event and then return to compete in the track event. At the competitor's request, the event official may, at his or her discretion, move the competitor in the competition order during a round, to enable the competitor to complete a track event. Should a competitor miss a complete round or rounds in a field event, he/she will not be permitted extra attempt(s) to make up for the lost round(s).

Track Events:

- All running events are marshalled **at the start line for the event in question**.
- There are **no event marshalling announcements**.
- Competitors in running events are required to marshal a minimum of 20 minutes prior to the scheduled start of the event. Start times will be strictly adhered to.

16) COMPETITION EQUIPMENT

All competitors are required to use the equipment provided by the provincial organizing committee with the exception of pole vault poles (**NO EXCEPTIONS**).

17) MEET GENERAL INFORMATION

- a) **U of A Foote Field Track:** All track events will be on a 400 metre rubberized all weather track. Cone spikes six (6) mm in length or less will be permitted. Officials in charge may at any time inspect athlete's shoes to see if their spikes conform to regulation size. The shot put and discus competition areas have concrete pads. The javelin run up is a rubberized all weather surface. All horizontal and vertical jump surfaces are all weather rubberized.
- b) **Medical Services:** First aid services will be provided on site. (Northeast side of track – see site map). First aid will respond and administer first aid to an injury. First aid will not have taping supplies nor be responsible for athletic taping. Ice will be available upon request for injured athletes.
- c) **Lightning Rule:** The guidelines noted on the Safety Guidelines for Secondary Interschool Athletics will be followed. If in doubt, follow the 30-30 rule:
 - 30 seconds: Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, lightning is still a potential threat. Seek shelter immediately.
 - 30 minutes: After the last lightning flash, wait 30 minutes before leaving shelter. Half of all lightning deaths occur after a storm passes. Stay in a safe area until you are sure it is safe to leave.
- d) **Warm-Up:** see Section 14 above.
- e) **Dressing Rooms and Washroom Facilities:** Bathrooms are available upstairs in the bleacher concourse. There are no change room facilities.
- f) **Water:** there are filling stations outside gate at finish line area, just inside entrance gate, small bleachers, and North berm.

18) UNIFORM POLICY

Athletes must compete in a uniform top that distinguishes their school or zone. Tops contrary to this rule with logos for clubs, athletic supply companies, alcohol etc. will be considered illegal and the athlete will be disqualified from the competition if not corrected after the first warning.

19) PARKING

There is limited parking available for medium sized vehicles by the entrance to Foote Field and more parking is available south of the track by the Saville Sports Centre, follow the road to the west of the Foote Field. On Saturday, parking will be available by the government offices north of Foote Field. Please observe all posted parking rules and restrictions. Parking violations may result in ticketing or potential towing of vehicles.

Bus parking will be available at the Saville Sports Centre, there will be signage out for directions to the bus parking area. Buses may drop off athletes in front of Foote Field parking area but then need to proceed to the bus parking area by Saville sport Centre. **There will be no access to the loop in Foote Field facility. Buses cannot park perpendicularly across stalls.**

20) TENTS

All school or zone tents can be placed in the designated tent area along the North Berm. No tents are allowed in the bleacher area.



Policies for making substitutions in events on day of competition

1. All event registered athletes are considered to be eligible alternates providing they do not exceed the maximum of four (4) events. *Note: Unified events do not count toward the four event limit.*
2. Only a registered Head Coach or Assistant from each zone will be allowed to make substitutions.
3. Substitutions for events will be made either:
 - a) Thursday from 7:00 a.m. to 8:00 p.m. via Email, or
 - b) During the Coach's Meeting on Friday, or
 - c) During competition days but only if the substitution is made a minimum of 60 minutes prior to the scheduled start of the event in question, or at the discretion of the Marshall or Head Official.
 - d) **There will be no variance to this policy.**
 - e) Forms for substitutions will be distributed in the entries and zone package and will be available at the coaches meeting on Friday and throughout the competition days at the data centre.
4. Substitutions for track events will only be allowed during preliminaries and where an event is a timed final. **Note: to substitution rule: alternates for the relay may be substituted to replace an injured athlete in a relay final.**

Procedures for alternates for field events made during competition days and outside the coach's meetings.

The Head Coach/Assistant for that zone will bring a substitute form to the data centre with the information filled in. An event check will be completed for eligibility and the coach will be given a *Field Event Entry form*. The coach will take this form to the head official for the event in question. **This must be done a minimum of 60 minutes prior to the start of the event.**

Procedures for alternates for track events made during competition days and outside the coach's meetings.

The Head Coach/Assistant from the zone in question will inform (no form necessary) the Head Marshall at the event, a minimum of 60 minutes prior to the scheduled start of the event, or at the discretion of the Marshall. The Marshall shall verify the alternate's eligibility via the Results Centre. Substitutions made after the scheduled marshalling time will not be honored and will be considered a scratch.



Pre Competition

Athlete Additions - Event Substitution - Scratch

If you need to make an addition, a scratch, or a change or addition to an athlete's event prior to the meet use this form to email **Vernon Schmid, ESQ@telus.net**. NO LATER than **Wednesday, May 31st, 2017 at 12:00 pm.**

Zone: _____

[illegible]



Competition

Athlete Event Substitution - Scratch

Copies of this form will be available throughout the day at the data centre. Please list the scratch first and the addition second if there are two athletes involved.

Zone:

[illegible]