

REGISTRATION AND PAYMENT

6.1 ENTRY FORMS:

Entries must be completed by a ZONE representative or designate and emailed to Vernon Schmid at ESQ@telus.net

- 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
- Trackie Registration 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.

6.2 ENTRY PROCEDURES:

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

- Entry deadline is Monday, June 3rd, 2019 @ NOON.
- **No athlete additions will be accepted after NOON on Wednesday, June 5th, 2019.**
(including relay alternates - see additional notes below for clarification)
- 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 ensure that you email Vernon Schmid, ESQ@telus.net your changes as they come in. Changes can be made up to 8:00pm on Thursday, June 6th. Any deletions on Friday or Saturday will be considered "no shows" (see 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.
- Substitutions can only be made using the official "Substitution Form" which need to be submitted by the Zone Head Coach. The "Substitution Form" can be found on the last page of the Info Package and under the Registration Tab on the ASAA website. The form must be returned to Vernon Schmid in the Results shed (near the Finish line) at least one hour prior to the scheduled start time for the event.
- Because access to the internet might not be available at the meet, additions and changes during the meet should be made using the scratch/add form available in the Results area. Forms are included in this package and will be available at the coaches meeting and daily at the Registration Tent.
- **NO SHOWS:** In the event an athlete(s) fails to show, the offending athlete's school will be penalized \$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 Handbook – page 67).

Additional Notes:

- Preference is that all additions be created by using the "Export Advancers" function in Meet Manager using the zone's results database, then sending the file created as an attachment. Special entries for some events will be handled using Trackie Reg.
- Ensure all relay teams being entered have athletes indicated for relay names. (The more information that is complete when submitted to the Competition Secretary, the more the announcers can perform research before the meet regarding athletes of any particular interest.)
- For Zone Relay teams, do NOT record the Zone Relay "school" as the school for the athletes running on that relay team. (Doing so places the school that the athlete goes to at a disadvantage insofar as team points are concerned -- the points acquired by that relay team will not be allocated to the athletes' school(s), only to the "Zone Team" school.)
- The advancers file exported from Meet Manager is a ZIP file, something sometimes blocked by school or school board electronic mail or security systems. When you send an attachment to ESQ@telus.net, please copy your personal electronic mail address on the message, send, then check your personal electronic mail. If you did not receive the electronic mail message, neither did the Competition Secretary.
- When you make a request, please include all of the needed information (i.e.: athlete's full name, date of birth (YYYY-MM-DD format), gender, school and zone, and event(s)). (Sending a "May I add...?" message without providing the necessary information means further delays in the electronic mail version of ping pong rather than being able to address the request then and there.) The Competition Secretary does not have access to your zone

meet databases and, therefore, does not know the date of birth (and other) information needed to add an athlete who was not included in the original advancers list from your zone meet.

- Scratches: When you send a message regarding a scratch, please be clear whether the athlete is to be "scratched from the entire meet" or "scratch only from the event" (and indicate the school and zone). Clarity will allow the Competition Secretary to know whether you are keeping the athlete in the meet for other purposes (e.g.: perhaps as a relay alternate).
- Zone Results: The announcers are always interested in having a copy of zone results for their research purposes. Please post a copy of your full zone meet results in PDF format and send either the link for it or a copy of the document to the Competition Secretary.
- Entry Lists and Performance Lists: It is vital that your coaches and athletes check EVERYTHING, every time the documents are updated. (The meet involves a stunning number of adds, changes, and deletes.) Similar consideration for the "live results" page.
- Note for Athletes: **PLEASE** take the time to verify your results using the "live results" page (or the posted result sheets). The best time to bring result-related concerns to the Results Team's attention is then and there (at the meet), **not** "later" and **not** "tomorrow". Protests not submitted within 30 minutes of an event's results being posted will not be considered.

6.3 GENERAL REGISTRATIONS FOR ATHLETE ENTRIES:

- Two (2) entries are allowed per zone in all events. Please note this also includes all Para and Unified events. Each zone may enter an A and a B team for all relays. The 'A' team should be the faster of the two teams.
- Each competitor may enter a maximum of four (4) events. Relays are considered an event.
 - For 2018/19 Provincials, athletes may compete in the mixed 4x400 relay (non-scoring) as a 5th event.
- Competitors in the 4x400 relays can be Junior, Intermediate, or Senior.
- One alternate can be listed for each relay team. That alternate must have competed in the zone championships (any event) 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.
- 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.
- The 800m race will be run with two athletes per lane using a staggered start and a cut in zone at the first curve.
- 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.

6.4 COMPETITION NUMBERS

- 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.
- Numbers must be worn by ALL competitors.
- 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.
- Numbers on the back for: pole vault
- Numbers on the front for: throwers, horizontal jumps and high jump.
- 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.

6.5 COMPETITION FEES and APPEAL DEPOSITS:

- The entry fee will be \$21.00/competitor (\$20.00 Entry plus \$1.00 "Pay It Forward ASAA Scholarship" Fee)
- The total amount per zone will be based upon the zone final entries as of Wednesday, June 5th.
- Two (2) cheques must be submitted per zone at the Friday meeting; both will be made out to **Calgary Senior High School Athletic Association (CSHSAA)**. One cheque is for entries; the second is \$100.00 and is to cover one (1) appeal made by zone based upon an official's ruling and the protest procedure being followed. Additional appeals must be accompanied by \$100.00 cash.

ON-SITE ATHLETE REGISTRATION:

- All competitors MUST pick up their own competition numbers at the registration tables.
- The Registration Tent is located to the right of the Entry Gate at Foothills Park.
- A competitor's competition number will be their accreditation for access to the competition area.
- Individual Schools or Zones will not be permitted to pick up numbers for their athletes to distribute. Athletes must pick up their own number to gain entry into Foothills Park.

ON-SITE TEAM FEE PAYMENT:

- Zone Head coaches are asked to bring their Fee cheques to Ralene Goldade (CSHSAA – Executive Director) at the coaches meeting or the Registration tent on Friday morning. Only one cheque per zone will be accepted and must be made **payable to the CSHSAA**.