



Technical Package for Zone Coordinators and Coaching Staff

**2009 PROVINCIAL TRACK AND FIELD**  
**June 5<sup>th</sup> and 6<sup>th</sup>**  
**Glenmore Track 50<sup>th</sup> Avenue and 19<sup>th</sup> Street SW**  
**Calgary**

Meet Director:	Stu Holtan 403-277-9650 Email: <a href="mailto:srholtan@telusplanet.net">srholtan@telusplanet.net</a>
Competition Entries and Results	Doug Lamont 403-220-2479 Email: <a href="mailto:lamont@ucalgary.ca">lamont@ucalgary.ca</a>
ASAA Executive Director	John Paton 780-427-8182 Email: <a href="mailto:john@asaa.ca">john@asaa.ca</a>
Provincial Commissioner	Bruce O'Neil 403-932-2542 Email: <a href="mailto:boniel@rockyview.ab.ca">boniel@rockyview.ab.ca</a>

Provincial Track and Field Website: <http://provincials.asaa.ca>

## 1. Entry Forms

Entries must be completed by a ZONE representative or designate and returned by email using either;

- a) the Hy-Tek Team Manager or,
- b) 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.) to;

**Doug Lamont 403-220-2479 [lamont@ucalgary.ca](mailto:lamont@ucalgary.ca)**

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 closing pages.

- a) Entry deadline is **12:00 Noon Monday June 1<sup>st</sup>**.
- b) No athlete additions will be accepted after **12:00 PM Wednesday June 3<sup>rd</sup>** (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 Doug Lamont your changes as they come in. Changes can be made up to 8:00 PM on the Thursday night, at the coaches meeting and are allowed during the competition days 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 data center.**

## 2. General Regulations for Athlete Entries

- a) Two (2) entries are allowed per zone in all events. Each zone will Enter an A and a B team for both relays.
- 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**

Competition numbers will be assigned numerically starting with #1. Numbers will be assigned alphabetically by zone and by athlete. Order of assignment is; Calgary, Edmonton, South, South Central, Central, North Central, North East and North West.

Numbers will be worn by **ALL** competitors.

Numbers on the back for; sprint events (up to 400m). sprint hurdles, pole vault and the last runner on either the 4x100 or 4x400 relay.

Numbers on the front for; distance events (800-1500-3000), throwers, Horizontal jumps and high jump.

Hip numbers will be provided at the Marshalling area for all track events as required by the marshal.

**Note: An athletes competition number will be their accreditation for accessing the competition areas.**

### **4. Competition Fees and Appeals Deposits**

The entry fee will be \$15.00/competitor. The total amount per zone will be based upon the zone final entries as of the coaches meeting on Friday. Two (2) cheques will be submitted per zone at the Friday's meeting; both will be made out to the Calgary Senior High Schools Athletic Association. One cheque is for entries,; the second is \$50.00 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 \$50.00 cash.

### **5. Awards and Photographs for Competitors**

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

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.

Team photos for 1A, 2A, 3A, and 4A school championships will be taken at the conclusion of the meet.

## **6. Competition Scoring**

Points will be awarded to all competitors numerically starting at 16 for 1<sup>st</sup> through to 1 point for 16<sup>th</sup> place.

- a) In running events where there is a preliminary heat, the athletes ranked 9<sup>th</sup> through 16<sup>th</sup>, will receive points accordingly.
- b) All field events and 800-1500 -300 and 4 x 400 will have competitors ranked 1<sup>st</sup> through 16<sup>th</sup>.
- 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.

## **7. Coaches Meeting**

There will be a coaches meeting on Friday at 7:15 AM at Glenmore track in the west soccer change room located at the south end of the track. This meeting is for all ZONE designated heads coaches and an assistant.

Agenda for Friday Meeting

- Issuance of Meet Information
- Opening ceremony information
- Protest and Appeal Procedure and Committee
- Coaching Staff Accreditation
- Coaching areas
- Uniform Policy
- Names and numbers of the confirmed scratches and substitutions
- Relay confirmation
- Other clarification

## **8. Athlete Registration**

All competitors will pick up their competition numbers at registration. Registration is located in the Glenmore hockey arena on the south end of competition area. A competitor's competition number will be their accreditation for access the competition area.

## 9. Competition Age Groups

Junior: Competitors must be 15 years of age and under as of Sept. 1, 2008.

Intermediate: Competitors must be 16 years of age and under as of Sept 1, 2008

Senior: Competitors must be 18 years of age and under as of Sept. 1, 2008.

## 10. Coach Accreditation

Each zone will receive 13 (thirteen) competition area passes for their coaching staff. These passes are to be shared by the coaches of a particular zone. It

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 insure that his/her assistant coaches are aware of the procedure.

## 11. Competition Site Security and Coaching areas

The infield of the competition site (inside the track surface) will be off limits to athletes not competing and to spectators. Only designated areas set aside to spectators will be accessible. There will be two access points for competitors and coaches to have access to the competition area, one on the south side of the track and one on the north. Each field event will have a coaching area set a side. This area is accessible only to coaches who have accreditation passes. Coaches within these areas will adhere to the following IAF 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. The coaching area is not considered part of the competition area therefore the athlete must remain in the competition area.

## 12. Uniform Policy

Athletes must compete in a uniform top that distinguishes their school or zone. Tops contrary to this rule containing 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. The enforcement of this rule will be adhered to. Zones are to insure that all member schools understand and comply to this rule.

## 13. Protests

Protest concerning results or conduct within an event, will follow IAF 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: Due to the completion time for relays on Friday night, protests can

be made up to 9:00 Am on Saturday

#### **14. 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 remaining zones. The alternate will be used if the athlete(s) involved place the Zone jury member in conflict of interest.
- f) The ASAA Executive Director, who will act as secretary to the Jury of Appeal but does not have a vote.

#### **15. Marshalling Procedures**

##### **Field Events**

- All field events are marshaled 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 in to the field event and then return to compete in the track event. The official at the event may at his or her discretion move a competitor, at their request, in the competition order during a round in order to allow them to complete the track event. If a competitor misses a complete round or rounds of competition in a field event, they are not permitted an extra attempt or attempts to make up that or those rounds

##### **Track Events**

- All running events are marshaled at or near the respective start lines. Competitors and/or teams will locate the track marshal by looking for a banner, sign or distinguishing clothing indicating the marshalling area.
- 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. The exceptions to the rule apply to pole vault and the throwing events where athletes may bring their own personal equipment. For competitors in the throwing events who bring their own implements the following policies apply:

- a) The implement must be weighed in prior to competition. Weigh in will occur at the following times, Thursday 7:00 TO 8:00 PM, Friday 7:30 to 9:30 AM and on Saturday 7:30 to 8:30 AM. The weigh in area is located in the small pan abode at the south end of the track. (Look for sign!)
- b) Once an implement has been weighed in it will stay in the weigh in area until an official from the event moves it to the event site. That implement now becomes part of the competition pool.
- c) If an implement does not pass standard, it will be retained in the weigh in area and the competitor can pick it up after the completion of his or her event.
- d) Once the implement has cleared weigh in, it becomes part of the competition pool and can be used by any competitor in the event. Upon completion of the event the competitor will remove their implement from the competition site.

## **17. Meet General Information**

### **a) Competition Facilities**

All track events will be on a 400 meter, rubberized all weather track. Cone spikes seven (7) mm in length or less will be permitted. Officials in charge may at any time inspect an athletes 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. Their location will be in a tent near the finish line (South end of the track). First aid will respond and administer first aid to an injury. First aid will not have supplies nor be responsible for athletic taping. Ice will be available upon request for injured athletes.

### **c) Warm Up area for Track events**

The area between the east side of the track adjacent to the baseball diamond and directly south of old scoreboard can be utilized for warm up!

### **d) Dressing Rooms and Washroom Facilities**

There are public washrooms available at the south end of the track, and also in the Glenmore area. Portable toilets will be situated at various areas of the competition site. Dressing rooms are available and locate in the Glenmore arena.





### **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.
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 am to 9:00 pm via Email, or
  - a) During the Coaches Meeting on Friday, or
  - b) 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.

**There will be no variance to this policy.**

Forms for substitutions will be distributed in the entries and zone package and will be available at the coaches meeting on Friday 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: Exception 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 coaches 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 coaches 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 Center. Substitutions made after the scheduled marshalling time will not be honored and will be considered a scratch.

