

## **ANNUAL NATIONAL AND INTERNATIONAL COMPETITION PLANNING**

- 001** In the fall of each year, the Athletics Canada Competitions Manager shall draw up and publish a planned programme of National and International Competitions to be held in Canada two (2) years later. Member Branches wishing to hold any of the non-rotational planned Competitions in their territory shall make application to Athletics Canada National Office prior to 31 January of the year preceding the proposed Competitions. The application shall include:
- a) A proposed budget for the Competition, indicating income and expenditure, and stating expenses which have been assumed to be covered by other bodies.
  - b) What housing arrangements will be made for athletes, coaches, and officials.
  - c) The distance from the Competition site to the housing locations, and the transportation arrangements, if needed, between the housing and Competition site.
  - d) Name of the Officials Manager and Press Relations Officer.
- 002** At the Annual General Meeting of Athletics Canada, the Athletics Canada Competitions Manager shall present for approval a completed program of National and International Competitions for the following calendar year, including dates and locations of Competitions. Where subsequently any additions or changes to the proposed program must be made, the Athletics Canada Competitions Manager shall approve the changes or additions.
- 003** All Championships require the organizers to have proven organizational ability to conduct the Competition, facilities for press, access to major media markets, accessibility to all competitors from all parts of the country, accommodation available within reasonable distance of the Competition site at reasonable rates, and climatic conditions conducive to good performances.
- 004** The current technical requirements are shown in the Championships Bid Process.

**005** The time lines for National and International Competitions are:

- a) By 31 January of the year preceding the event, the submission of a bid to the Athletics Canada Competitions Manager by interested Member Branches shall include initial plans in which:
  - i) the meet site is identified
  - ii) the Organizing Committee is identified
  - iii) basic information about access to Competition site, transportation system, accommodation/prices, meals, press facilities, special events planned, is provided
  - iv) a projected budget is presented.
- b) The decision on bids will be made at the spring Competitions Committee meeting.
- c) By 30 September of the year prior to the staging of the Competition, the successful hosting Member Branch shall:
  - i) submit an application for the sanctioning of the Competition
  - ii) provide detailed information about travel, accommodation, meals, media facilities, special events schedule, etc.
  - iii) submit a detailed budget
  - iv) sign an agreement with Athletics Canada and the Organizing Committee
- d) By 31 October, Athletics Canada will name the Technical and Organizing Delegates.
- e) Three (3) months prior to the 1<sup>st</sup> day of the Championships, submit the entry form to the Athletics Canada National Office for approval and translation and shall pay the applicable sanction fee.
- f) Two (2) months prior to the 1<sup>st</sup> day of the Championships, distribute entry forms to all Member Branches.

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## NATIONAL CHAMPIONSHIPS

- 011** Proposed entry forms for National Championships shall be submitted to the Athletics Canada Competitions Manager for approval *before* printing at least ninety (90) days prior to the date of the Competition. The entry form shall include the proposed Schedule of Events. In addition, where the rules of Athletics Canada require qualifying standards to be set for a Championship, such standards shall be shown on the entry form.
- 012** The entry deadline for National Championships shall be established by the Competitions Manager within the following limitations: the latest postmark for entries sent by first class mail shall be a minimum of ten (10) and a maximum of seventeen (17) days before the Competition; the deadline for receipt of entries sent other than by first class mail shall be a minimum of seven (7) and a maximum of fourteen (14) clear calendar days before the Competition.
- NOTE:** Where entry to a National Championship is by qualifying Competition or by standard, athletes who have not qualified, but who are expected to qualify prior to the Competition, should be entered. If such an athlete fails to qualify, he must be scratched at the earliest possible time, and, in any case, no later than at the Technical Meeting prior to the Competition.
- 013** Irrespective of any other method of distribution, entry forms shall be sent by first class mail by the Athletics Canada National Office to all Athletics Canada Directors, the chairman of the Athletics Canada National Officials Committee, and the President and Branch Office of each Branch at least two (2) months prior to the date of the Competition.
- 014** **Spare**
- 015** National Championships shall be conducted over one (1) to four (4) days. The duration of the meet and the order of events shall be approved by the Athletics Canada Competitions Manager.
- 016** The Events indicated in **Rules 201 - 209** as compulsory for National Championships shall be contested at National Championships; with the permission of the Athletics Canada Competitions Manager, a limited number of additional events may be included in the Schedule of Events.
- 017** A Technical Meeting shall be held prior to the start of any National Championships, at which shall be present representatives of each team, together with the Athletics Canada Technical Delegate, Competitions Manager and Competitions Director, senior technical officials (including at least the chief starter, referees and starter's assistant) and the Jury of Appeal.

At this meeting, the procedures to be used in running the Competition including, in the case of a Track and Field competition, the method of advancement from qualifying to subsequent rounds and the starting heights and increments for vertical jumps, shall be confirmed. The entry lists for each event shall be presented in written form, and any scratches not previously reported, and any errors or omissions, shall be indicated.

Where possible, the meeting shall be held on the day preceding the first event. It is recommended at Competitions of more than one (1) day that additional meetings be held before each subsequent day of Competitions to ensure correct start lists.

**018** For Canadian Cross-Country Championships, the Meet Director should ensure that:

- a) The major portion of the course consists of loops of two to five (2-5) kilometers in length.
- b) The race be run over a course confined to open country, fields, parkland, or forest trails. A limited amount of ploughed land may be included, but the course shall not include stretches of paved or gravel road. The crossing of roads of any description should be limited to a minimum and, where roads are crossed, the road surface shall be covered by soil, peat, sawdust or similar material.
- c) When laying out the course, high obstacles should be avoided, as well as deep ditches, dangerous ascents or descents, thick undergrowth, fences, rocky trails, loose stones, tree stumps or other similar hazards. Narrow, shallow water crossings may be included.
- d) The course may include one or two obstacle jumps per lap, the height of which shall not exceed sixty (60) centimeters. Such obstacle jump should, if necessary, be made to simulate natural obstacles.
- e) Narrow gaps or other hindrances must be avoided for the final 200 metres. It is recommended that the width of the course be a minimum of four (4) metres and, if absolutely necessary that nowhere should it be narrower than two (2) metres of similar running surface. These limitations may be increased in the start and finish areas if the length of the loop makes this feasible.
- f) The course shall be clearly marked with red flags on the left and white or yellow flags on the right, all of which must be visible from a distance of 125 metres. Additional indicators must be used and marshals located at key directional points.

- 019** At the Canadian Cross-Country Championships, there shall be two types of competition:
- a) The Individual Championship event, which may be used for international team selection purposes.
  - b) The Team Championship event.

**020** In the Canadian Team Cross-Country Championship event;

- a) Teams shall consist of up to six (6) members to start, of whom the first four (4) finishers are to score, except that for the Senior Men, the team shall consist of up to seven (7) starters with the first five (5) finishers to score.
- b) Teams may represent a Club, a Member Branch, a region of a Member Branch, the Prairie or Atlantic regions, or a National Club. Athletes may score in all three categories of such Team Competition (Club, Branch or Region, or National Club) but only for one team in each category.
- c) The intent to enter a team shall be declared on the Entry Form, along with the appropriate fee. The final team composition shall be declared at the Technical Meeting, which will be held at a time and place specified on the Entry Form. No changes in team composition will be permitted after the Technical Meeting.
- d) A National Cross-Country Championship for Masters Men and Masters Women, ages as of the day of competition to determine age categories, may be contested over distances to be specified by the CMAA (Canadian Masters Athletic Association) in conjunction with the Canadian Cross-Country Championships. No other race may be contested in conjunction with these Championships without the prior approval of the Athletics Canada National Team Manager. Such approval should be requested when submitting the sanction application form.

### **PROCEDURES FOR COMPETITION ORGANIZERS**

- 021** All open amateur Athletics Competitions in which athletic members of Athletics Canada take part shall be sanctioned by Athletics Canada, or by the Member Branch of Athletics Canada within whose territory they are held. Member Branches shall set the sanction fee for all Competitions other than National and International Competitions held under their jurisdiction.

**NOTE:** Competitions not considered open are defined in **Rule 036**.

**022** Competition organizers shall apply for a sanction to the Member Branch of Athletics Canada within whose territory the Competition is to be held, except for National and International Competitions in which case the application is made to Athletics Canada. All applications shall specify:

- a) The proposed date and place of the Competition
- b) The proposed events and time schedule
- c) The names of the proposed sponsor, Organizing Group, Competition Manager, and Competition Director
- d) The proposed scale of entry fees
- e) The type and number of awards for each event
- f) The dressing room accommodation available
- g) A detailed description of the Competition facility, training/ warm-up areas, and the equipment to be used
- h) The proposed scale of admission fees for spectators.

**023** Application for a sanction shall imply acceptance by the Competition Organizer of the following obligations if the sanction is granted:

- a) The Competition will be conducted under the rules of Athletics Canada and the sanctioning Member Branch.
- b) No entry will be accepted except on the official entry form.
- c) Payment of the appropriate sanction fee to the sanctioning body.
- d) Sending to those listed below, within one (1) week of the meet, copies of the official results of each event. The official results shall include: the full names or surnames and initials, Member Branch and Club affiliation, year of birth of competitors, the results of all heats, finals of each trial, and the progression in field events, and a mention of the weather conditions prevailing during the meet. Wind readings must be shown for all outdoor long jump, triple jump, 100m, 200m, and sprints/hurdle events. The type of timing used in the meet shall be specified.

**NOTE:** These official results are to be distributed by the meet organizers to the Member Branch Office, the National Office, the National Records Chairman, the National Statistician, and to each competing Club.

- e) All competing athletes will be registered athletic members of Athletics Canada, or of U.S.A. Track & Field if from a border state, or in possession of an international permit issued by the Governing Body of Athletics of any other foreign country, certifying their eligibility to compete under IAAF rules.
- f) The program shall carry the following statement: 'sanctioned by the (Member Branch) Athletics Association'.
- g) The distribution (with the entry form) of the preliminary time schedule, a statement as to whether team or individual trophies will be awarded, and a definition of the point scoring system to be used.
- h) The decisions of the Jury of Appeal on matters covered by Athletics Canada or IAAF technical rules shall be final.
- i) A report of the Competition, including a financial statement, shall be submitted to the sanctioning body within sixty (60) days of the meet.

**024** Applications for sanction of a Competition shall be considered by the Member Branch and may be accepted, rejected, or accepted conditionally. Upon acceptance of the application, compliance with any technical or other requirements of the Member Branch, and payment of the appropriate sanction fee, the Member Branch shall send an official sanction form, stating that the meet has been sanctioned, to the Competition Organizer.  
(If the sanction fee is in terms of a percentage of the gate receipts, this shall be agreed in advance and paid after the Competition.)

**025** An individual or corporation shall not be given a sanction to conduct an Athletics Competition where any parts of the profits are for the private gain of such individual or corporation.

**NOTE:** This does not restrict Athletics clubs or Member Branches or other non-profit making organizations from conducting and benefiting from Athletic Competitions.

**026** Invitations for foreign athletes to compete in Canadian Competitions must be made through the National Office of Athletics Canada to the Governing Body of Athletics in the foreign athlete's country. After the initial contact is made, the Athletics Canada National Office may authorize the Competition organizer to communicate directly, provided copies of all correspondence are sent simultaneously to the Athletics Canada National Office.

**027** Any Competition Organizer who, having been awarded a sanction, fails to comply with the above conditions, may be refused further sanctions.

- 028** The Competitions Manager shall be responsible for the business and non-technical aspects of the meet and should ensure that the advertising within the arena follows the guidelines as laid out in the current IAAF Rule, unless prior authorization is received from the Athletics Canada Competitions Manager.
- 029** The Meet Director shall be responsible for all the technical aspects of the meet, including facilities and equipment, officials, entries, the direction of the actual Competition, results preparation, etc. subject to the rules of Athletics Canada and the sanctioning Member Branch.
- 030** In addition to the technical officials required for the conduct of a Competition, as laid down in **IAAF Rule 120**, the following officials should be named by the Competitions Manager:
- a) **Entries Secretary** - The Entries Secretary shall receive and check all entries and shall prepare lists by event so that seeding and drawing can be performed. These lists must be distributed to team and/or Club representatives and key officials at the commencement of the technical meeting. The Entries Secretary shall subsequently prepare Competition sheets showing the surname, given name or initials, competitor number, year of birth, and Club/team of the athletes competing in each event with any qualifying or advancement information for the use of the appropriate Competition officials. These Competition sheets (start lists) must be posted for the information of coaches and athletes prior to the Competition.
  - b) **Technical Manager** - It shall be the responsibility of the Technical Manager to carefully check that the weights and measurements of all official implements, including private implements submitted by competitors according to **IAAF Rule 187.2**, comply with the specifications laid down in Section II; and that the official apparatus complies with the specifications as outlined in the appropriate rules of Competition.
  - c) **Official Surveyor** - For a track and field meet, the Official Surveyor shall be responsible for checking the measurements and markings of the track, runways, circles, arcs, sectors, and other measurements relating to the field events. A blueprint prepared by a professional surveyor and showing the start and finish lines of all races and the relay take-over zones, acceleration and cut-in lines should be available to the Official Surveyor. For road races, the Official Surveyor shall ensure that the course has been properly measured and certified.
  - d) Prior to the commencement of National Championships, a list of key officials, including members of the Jury of Appeal, must be posted at the Competition site or included in meet information packages.



**031** The Competitions Manager shall be responsible, after the completion of the Competition, for verifying all results and ensuring that the format conforms with the adopted Meets and Results Management System. The Meet Director shall maintain on file the original results sheets and photo negatives and/or positives of the Competition for at least two (2) years, unless he is given prior permission to destroy them by the Athletics Canada Competitions Manager.

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### **ENTRIES**

**041** All entries for Competitions sanctioned by a Member Branch of Athletics Canada shall be made on the official entry form, which shall contain at least the following items:

- a) Date, place, and time of the Competition
  - b) Entry fee
  - c) Closing date for receipt of entries
  - d) Space for entering the following information for each athlete entered: athlete's name, Member Branch, Club, Athletics Canada membership card number, year of birth, and event(s) entered
  - e) for seeding purposes, space for indicating the athlete's best recent performances in the events in which they are entered. For Combined Events Competitions, the entry form *must* include space for listing best performances in each individual event
  - f) Waiver, to be signed by the athlete, or, if he is a minor, by a parent or guardian, or to be signed on behalf of the athlete by a Club or Member Branch official
  - g) Certification of Club or school eligibility
  - h) Agreement to report all withdrawals of entered athletes to the Competition Director
  - i) The words 'sanctioned by ... (Member Branch) Athletics Association'.
- 042** Member Branches shall establish a schedule of maximum entry fees to be charged for Competitions (other than National Competitions) held under their jurisdiction.
- 043** Member Branches shall establish guidelines for entry deadlines (other than National Competitions) held under their jurisdiction.

- 044** The acceptance of entries received without the required entry fee, or after the closing date for entries, is at the discretion of the Competitions Manager, who may impose a penalty not exceeding four times the entry fee as a condition for accepting such entries.
- 045** An athlete who does not compete after entering an event shall be required to furnish a satisfactory explanation for failure to do so, or render himself liable to censure or suspension by his Member Branch Executive. When it becomes necessary for an athlete to withdraw from a meet, the person who made the entry, or his designate, shall be responsible for reporting immediately such withdrawal to the Competition Director. (This particularly applies in the case of international or national class athletes whose names may have been used for publicity purposes.)
- 046** A fixed time for the final confirmation of entries shall be published in the Technical Package for the Competition.
- 047** An athlete shall be excluded from further participation in a Competition, including relays, in cases where:
- a) After final confirmation of the athlete's entry is given, he fails to participate without provision of a valid reason;
  - b) The athlete qualifies in a preliminary round for further Competition and then does not compete in the subsequent round without provision of a valid reason.
- 048** Entry forms for all Canadian National and International Athletics Competitions shall be printed in English and French.
- NOTE:** Translation service can be obtained through the Athletics Canada National Office and should be requested when submitting the entry form for approval.
- 049** Entry fees for Events at National Competitions shall not exceed the maxima set annually by the Board of Directors as recommended by the Athletics Canada Competitions Manager. The Entry fee is the only fee charged to an individual entering an event at a National Competition.
- 050** Entry fees for Events at National Championships shall not be refundable unless refunds are approved at the sole discretion of the Athletics Canada Competitions Manager upon written request following the Championships.
- 051 – 060 Spare**