



Technical Manual
Version: June 15, 2017

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1.0 WELCOME TO OTTAWA 2017

Athletics Canada and the local organizing committee are excited to welcome you to Ottawa July 3 through 9 for an incredibly exciting 2017 Canadian Track & Field Championships. Building on an award-winning event in 2016, we will celebrate Canada’s 150th birthday with a weeklong athletics festival in the Nation’s Capital.

The 2017 edition will begin with the NACAC Combined Events Championships and Para-Athletics events Monday through Wednesday, while Thursday through Saturday will feature the U20 and Senior National Championships with exciting featured events that will bring you to your feet.

You will see Paralympic and Olympic medallists showcase their talents, and the next generation aspiring to follow in their footsteps. The Championships will also serve as the selection trials for the IAAF World Championships in London.

2.0 CHAMPIONSHIP CONTACTS

HOST ORGANIZING COMMITTEE	ATHLETICS CANADA
Andy McInnis, Meet Director amcinnis@ottawalions.com 613-852-6783	Scott MacDonald, Competition Director smacdonald@athletics.ca 613-260-5580 ext. 3306
Officials Coordinators Ken Porter: kenporteryow@gmail.com Noah Houlton: nhoul031@uottawa.ca	Andrew Cameron (entries) IT, Membership Services & Statistics acameron@athletics.ca 613-260-5580 ext. 3320

3.0 TRANSPORTATION

Airport

Ottawa International Airport - <https://yow.ca/en>

Car rentals

Special rates are available from National and Enterprise. To make a reservation, click on one of the links below.

[National Car Rental](#)

[Enterprise](#)

Shuttles

There will be a regular shuttle between the official meet hotel (Delta Ottawa City Centre for U20 and Senior, and the Hampton Inn by Hilton Ottawa/Courtyard by Marriott Ottawa East for Para and Combined Events) and Terry Fox Athletic Facility during the competition.

Transportation of sport equipment

Athletes/clubs are responsible for transporting their own equipment (i.e. poles, wheelchairs, etc.). Below is some basic information.

1. Travel with your equipment on your air carrier and transport to the Terry Fox Athletic Facility on your own where it will be stored in a safe, secure and dry storage space.
2. Ship your equipment directly to Ottawa using the following address:

Terry Fox Athletic Facility
Mooney's Bay Park
2960 Riverside Drive
Ottawa, ON K1V 8N4

If you require a solution for the shipment of your equipment, please contact Joerg Hess at:

BMCI Ltd. Global Sports Logistics
P.O. Box 633
Mt. Forest, ON N0G 2L0
519 261 1146 / joerg@bmciltd.com
www.bmciltd.com

4.0 ACCOMMODATIONS

When booking by phone, fax or e-mail, reference the **2017 Canadian Track & Field Championships**.

Please note the **reservation deadlines** and **booking codes** listed below as they vary by location.

The summer of 2017 is extremely busy in Ottawa, especially around Canada Day and Canada's 150th celebrations. Do not wait to book your accommodations. Many of our hotel partners, and others within the city, already have rates three or four times the rates listed below that are outside of the Championships room blocks. Availability can also be an issue if you wait until the last minute to book accommodations.

OFFICIAL HOST HOTEL DOWNTOWN OTTAWA U20 & Senior Championships: July 5-9		
Delta Ottawa City Centre 101 Lyon Street Ottawa, ON K1R 5T9 Reservation deadline: June 12	\$154/night Mode/Mode Deluxe Shuttle service provided July 6 - 9	Phone: 1-888-890-3222 Fax: 1-613-688-6821 dot.reservations.sm@deltahotels.com Book online Delta's group rooming list (to be used for group bookings via email)
COMBINED EVENTS & PARA-ATHLETICS CHAMPIONSHIPS July 2-7		
Hampton Inn by Hilton Ottawa 100 Coventry Road Ottawa, ON K1K 4S3 Reservation deadline: May 19	\$145/night Standard Two Queens Standard King with pull-out Shuttle service provided July 3 - 5	Phone: 1-613-741-2300 (group #3174) Toll-free: 1-877-701-1281 (group #3174) Book online (group code CTF)
Courtyard by Marriott Ottawa East 200 Coventry Road Ottawa, ON K1K 4S3 Reservation deadline: June 2	\$159/night Standard Two Queens Standard King with pull-out Shuttle service provided July 3 - 5	Phone: 1-613-741-9862 Book online Group code: PCT Para-athletes are encouraged to make a reservation at this location, in particular guests who require an accessible room.

DOWNTOWN OTTAWA		
July 4-9		
Residence Inn by Marriott 161 Laurier Ave. W. Ottawa, ON K1P 5J2 Reservation deadline: June 4	\$175/night One Bedroom Suite \$289/night Two Bedroom Suite	Phone: 1-613-231-2020 Toll-free: 1-877-478-4838 Book online
Les Suites 130 Besserer Street Ottawa, ON K1N 9M9 Reservation deadline: May 19	\$189/night One Bedroom Suite \$289/night Two Bedroom Suite	Phone: 1-613-232-2000 Toll Free: 1-800-267-1989 Fax: 1-613-232-1242 reservations@les-suites.com Book online Group code: CTFC2017
AIRPORT/OTTAWA SOUTH		
July 4-9		
Residence Inn by Marriott Ottawa Airport 1172 Walkley Road Ottawa, ON K1V 2P7 Reservation deadline: June 3	\$154/night Studio Suite Group code: ATHATHA \$164/night One Bedroom Suite Group code: ATHATHB	Phone: 1-613-523-9600 (Reservation code: Athletics Canada) Book online -Include the group code as noted under the rate (please note they are different based on room type)
Hampton Inn by Hilton Ottawa Airport 2869 Gibford Drive, Ottawa, ON K1V 2L9 Reservation deadline: June 4	\$149/night Standard Two Queens \$154/night Standard King	Phone: 1-613-248-1113 Book online -Enter city and dates -Click on “add special rate codes” -Enter appropriate block code in the “group code” section Block code: ACT
Holiday Inn Express & Suites Ottawa Airport 2881 Gibford Drive Ottawa, ON K1V 2L9 Reservation deadline: June 4	\$144/night Standard Double \$149/night Standard Single	Phone: 1-613-247-9500 Book online -Insert check-in and check-out date -Under the box for Group ID enter the block code Block code: ATC

WEST OTTAWA		
July 4-9		
Travelodge Hotel Ottawa Hotel & Conference Centre 1376 Carling Ave. Ottawa, ON K1Z 7L5 Reservation deadline: June 5	\$145/night Two Double Beds or Queen with pull-out	Phone: 1-613-722-7600 Toll-free: 1-800-267-4166 info@travelodgeottawa.com
EAST OTTAWA		
July 4-9		
Holiday Inn Ottawa East 1199 Joseph Cyr Rd. Ottawa, ON K1J 7T4 Reservation deadline: June 5	\$149/night Two Double Beds or Queen with pull-out	Phone: 1-613-744-1060 Toll-free: 1-877-660-8550 reservations@hioottawaeast.com

5.0 TICKET INFORMATION

There are several options for tickets from single day passes to a full event pass. Visit www.athletics.ca/ottawa2017 for more information and to buy tickets.

6.0 COMPETITION INFORMATION

Competition Venue: The Championships take place at Terry Fox Athletic Facility

- Eight (8) lane Mondo Super X track surface
- Two (2) bi-directional horizontal jumps runways – outside the back straight
- Dedicated high jump and pole vault areas – two (2) pits each
- Four (4) shot put circles and two (2) javelin throw runways
- Discus/hammer circle and cage – outside the main stadium
- Steeplechase – outside water jump
- Spike lengths – 7mm (no needle spikes); 9mm for high jump and javelin throw
- Warm-up area – soccer field, in addition to a three (3) lane 90m straightaway (Mondo)

A map of the facility can be found in [Appendix A](#).

Entry rules

Athlete eligibility

For rules relating to eligibility to compete for National Championships and/or Trials, please refer to Athletics Canada's Rules and Bylaws (page 18, rule 86) <http://athletics.ca/wp-content/uploads/2015/02/Rules-and-Bylaws.pdf>

Note: Foreign athletes wishing to compete must submit an application for entry by Friday, June 2, and will be notified by Friday, June 9, whether their application has been approved. Approval is at the discretion of the Competition Director.

Entry qualification process

All members in good standing are eligible to compete in Ottawa. Athletes who have made standard within the Qualifying Period (Appendix B) will automatically advance to the championship portion of the meet (semi-finals for track events, and finals for field events). Athletes without standard will compete in the qualification round in order to advance to the championship. There will be at least one (1) spot per event available for athletes to advance from the qualifiers into the championship.

There are no entry standards for para-athletes. Competition is open to all members provided they are classified at the time of entry. Wherever possible, classes will be combined to create the most competitive environment for athletes.

Classification

Para-athletes attending Nationals for the first time or that have a national review status, will be required to undergo classification prior to the opening of the event. Classification will take place on Monday, July 3. The classification schedule will be posted as soon as possible after the entry deadline closes. Athletes undergoing classification are requested to appear at the classification room at their allotted time, warmed-up and ready to undertake typical movements for their event. Athletes are required to bring all of their sport equipment (gloves, strapping, throwing frames, racing chairs, etc.) to classification for proper assessment. Athletes may have one person accompany them at the time of classification. Classification results will be posted immediately following observation assessments, which occur after their first event appearance.

Eligibility of entry performances

Athlete performances will be pulled directly from the Athletics Canada ranking system. Only performances listed in the Athletics Canada ranking system will be eligible for entry standard into the Championships. If you have any questions regarding the ranking system, please contact results@athletics.ca.

Entry standards

The entry standards can be found in [Appendix B](#). Those without standard (Olympic Stream) will need to advance through the qualifier portion of the Championships or may be placed in the slower section in timed finals. There are no standards for para-athletic events, however, all competitors must be classified at the time of entry.

Entry system

Registration is now open for athletes and coaches. All entries and confirmations are the responsibility of the athlete (including carded athletes). Entries are not completed until payment is received. Entries can be completed by a club and should be done for each athlete. The final entry deadline is **Wednesday, June 28 (4 p.m. ET)**. NO athlete entries will be accepted after this date, **no exceptions**. Coaches may enter after this date with a late fee of \$50. All entries are non-refundable.

Notes:

Coaches must be registered AC members and provide a valid NCCP # to receive accreditation.

Guides must be registered as a guide attached to a specific athlete, but there is no entry fee.

AC RULE 86e: Athletes may compete a maximum of one age category up at Athletics Canada National Championships. For example, youth aged athletes may move up and compete in National Junior Championships and junior athletes may move up and compete in National Senior Championships.

Qualifying performances must appear in Athletics Canada's online rankings. The qualifying period is **May 1, 2016, to June 28, 2017**. If entry performances cannot be found, the entry may be refused.

Entry fees and deadline

(Visa and MasterCard are the only acceptable methods for payment)

Entries and fees:	First event:	Second event:	Additional events:	Relays	Coach entries:
By June 28*	\$60	\$50	\$15	\$50	\$30 (\$50 for late entries)

*** must be entered online and payment completed by 4 p.m. ET**

Confirmation of entry

The entries can be accessed via www.athletics.ca/ottawa2017.

Combining of para events

Where less than five (5) para athletes are entered in a class, athletes from the event will be combined with athletes from a different class and only one set of medals will be presented. Where practical, the [2017 World Para Athletics Point Scores Calculator](#) will be used for comparative purposes for field events only. In track events, medals will be presented based on a "first past the post" system.

Schedule

The competition schedule can be found at www.athletics.ca/ottawa2017. Please note, the schedule is subject to change based on final number of entries. The final schedule will be available after final scratches are completed.

Technical information

Technical meeting - time and venue

There will be no technical meeting. All information will be available online.

Written questions

All questions concerning the conduct of the competition or questions arising from this technical manual must be submitted to smacdonald@athletics.ca by noon (12 p.m. ET) on Sunday, July 2.

Scratches

Scratches must be submitted via email to smacdonald@athletics.ca by noon (12 p.m. ET) on Sunday, July 2. If an athlete does not scratch and does not present themselves to their event, they will be disqualified from the rest of the meet (unless medical documentation is provided).

Qualifying heights, progressions and advancements

The Competition Director, after the closing date for the final entries, will decide the advancement procedure for track events, and the starting heights and height progression for high jump and pole vault within the qualification rounds.

For the championship portion, wherever possible advancements for track events will follow IAAF Rule 166. Starting heights and progressions for high jump and pole vault will be finalized by the Competition Director after entries are received.

Implements

Implements will be made available by the organizing committee. Personal implements will also be allowed, provided they are checked-in **three (3) hours prior** to the event, pass inspection and are made available to all other competitors until the end of the competition.

Bib numbers

Each athlete will receive two bibs; one with their name and one with a number. All athletes must wear the name bib on their chest and the number bib on their back, except in high jump and pole vault where only the name bib may be worn either on the chest or back. For seated throws, there will also be an additional number provided to be placed on the throwing chair. Bib numbers will be distributed during the registration process. Hip numbers will be provided at the call room.

Registration / Technical Information Centre (TIC)

The Technical Information Centre (TIC) will be located at Terry Fox Athletic Facility and will serve as the link between the organizing committee and athletes/coaches.

1. Athletes and coaches will pick-up their registration packages at the TIC. Once competition begins, any packages that have not been retrieved will be sent to the TIC at the stadium.
2. Questions that arise over the week may be answered at the TIC.
3. All protests must be filed at the TIC.
4. Results and start lists will be available online in an effort to minimize paper. However, paper copies will be made available at the TIC if necessary.

Results

Official results will be available at www.athletics.ca/ottawa2017.

7.0 COMPETITION PROCEDURES

Warm-up

There is a soccer field north of the competition track for athletes that will serve as the warm-up area. In addition, three (3) lanes of Mondo track surface will be controlled for warm-up with equipment provided (blocks, hurdles, etc.). Para-athletes and athletes in field events will warm-up on the field of play. Only accredited coaches will be allowed in the warm-up area.

Call room

All athletes must present themselves at the first call room according to the scheduled check-in times as noted below. Athletes who fail to appear on time in the call room without a valid reason (i.e. medical certificate) may be excluded from participating in this and all further events in the Championships, including relays. Coaches are not allowed to enter the call room.

Athletes' call room reporting times will be according to the following schedule. All times are prior to the actual start time of the event (and not the heat number):

Event	Call room opens (minutes)	Call room closes (minutes)	Entry to stadium
Track events	30	20	10
High jump	60	50	40
Pole vault	80	70	60
Other field events	50	40	30
Relays	35	25	10

Call room officials will check the following in accordance with AC rules:

- Bib numbers
- Shoes and spikes
- Uniforms (Note: In accordance with National Team policies, athletes are not permitted to wear Team Canada uniforms during the Championships. club/branch, or sponsor uniforms only)
- In the interest of time, we recommend open or cinch bags, or bags with limited pockets/zippers. Bags will be inspected to ensure that they do not contain any of the prohibited items listed below.

ITEMS THAT WILL NOT BE ALLOWED BEYOND THE CALL ROOM:
<ul style="list-style-type: none">• All electronic devices (i.e. cell/smart phones, video/audio players, cameras, radio transmitters, etc.)• Aerosols (paint, glue, sunscreen, hair spray, etc.)• All medications (unless accompanied by a doctor's note and TUE)• Powder, chalk or magnesium• All types of tape

Spike length

The maximum spike length allowed on the track and in the field is 7mm. The only exceptions are for high jump and javelin, where the maximum length is 9mm.

Protests and appeals

Protests concerning the result or conduct of an event shall be made within 30 minutes of the official posting of the results at the TIC in accordance with the procedures listed below.

- a. A notice of protest must be presented at the TIC within 30 minutes of the time of the posted results. There will be someone at the TIC at all times who can locate the Competition Director.
- b. The Competition Director, or designate, will explain the process to the athlete, coach or interested person and provide a protest form.
- c. The Competition Director, or designate, takes the athlete/coach/interested person to meet with the appropriate referee (the one who made the decision).
- d. If the referee agrees with the protest the results sheet will be adjusted and results reposted. (NOTE: This provides a 30-minute opportunity for other athletes or interested persons to appeal this decision from the time of posting of the revised result)
- e. If the referee denies the protest, the athlete/coach/interested person can appeal the decision to the jury by completing a protest form that will be taken to the jury.
- f. Upon completion of a protest form, the Competition Director, or designate, will make a copy of the completed protest form and will take one copy to the jury who will then adjudicate upon the issue by reviewing any and all available relevant information. (NOTE: The Competition Director, or designate, accompanies the

protest group and advises them of this option and accepts the completed form and protest fee of \$50)

- g. The jury will then prepare their response, including all relevant information, on the protest form and the Competition Director, or designate, will advise both the protest group and Meet Secretary or Results Manager of the results of the protest.
- h. The jury will remain at the competition site for at least 30 minutes after the completion of the final event or until the Technical Director, or designate, advises them that no further protests have been received and they may leave.

8.0 MEDICAL SERVICES

A medical team will provide the necessary healthcare for the participants and spectators at the Championships. The organizing committee is responsible for providing medical services and facilities for the Championships. The HOC will provide health care and sports medicine services.

Medical services will include the following:

- Medical personnel track side during the event
- Medical area where medical personnel are available during the event
- Integrated support team area for nationally carded athletes
- Area for accredited team therapists to work with their athletes

For those athletes wishing to bring their own medical staff, there will be limited spots available in the medical areas. If you wish to apply for one of these spaces, please contact smacdonald@athletics.ca by June 16. Medical and massage accreditations will not be available on-site.

In the event of weather concerns, the decision to suspend competition will be up to the Competition Director, in consultation with the Meet Director and Technical Delegate.

9.0 DOPING CONTROL

Doping control procedures will be in place according to AC/CCES policies.

APPENDIX A: VENUE MAPS

Please see www.athletics.ca/ottawa2017 to view the most up to date venue and site maps.

APPENDIX B: CHAMPIONSHIP ROUND QUALIFYING STANDARDS

U20

Performances must be achieved outdoors between May 1, 2016, and June 28, 2017.

Any AC registered athlete without standard can register. Athletes without standard are placed in the qualification round and need to earn advancement to the championship round. In events where there is no qualifying round, but may require multiple sections based on entry numbers, only those who achieve these standards are guaranteed to be in the fast section.

Women	Event	Men
12.10	100m	10.90
24.75	200m	22.10
57.00	400m	49.00
2:13.00	800m	1:53.50
4:38.00	1500m	3:57.00
10:10.00 (4:38 / 1500m)	3000m	
19:00.00 (10:10.00 / 3000m)	5000m	15:10.00 (8:35.00 / 3000m)
No standard	Racewalk	No standard
14.80	100mH	
	110mH	15.30 (0.991m)
1:03.50 (45.00 / 300mH)	400mH	57.00 (40.00 / 300mH)
11:50.00 (7:25.00 / 2000mSC)	3000m Steeplechase	9:55.00 (6:20.00 / 2000mSC)
1.65	High Jump	1.95
3.25	Pole Vault	4.10
5.60	Long Jump	6.75
11.50	Triple Jump	13.50
12.00 (4 kg)	Shot Put	14.50 (6 kg)
47.00 (4 kg)	Hammer	48.00 (6 kg)
41.00 (1 kg)	Discus	43.00 (1.75 kg)
39.00 (600 g)	Javelin	52.00 (800 g)

All qualification results for entry into the championships are checked and verified. Any false claims could result in disciplinary actions and/or non-participation in the meet. The achievement of all performances must appear on the official Athletics Canada outdoor performance ranking lists. These results must be achieved at competitions listed on the Athletics Canada or IAAF Member Federation fixtures lists in conformity with IAAF/Athletics Canada rules. Wind readings and implement certification must always be recorded on results to guarantee their validity.

SENIOR

Performances must be achieved outdoors between May 1, 2016, and June 28, 2017.

Any AC registered athlete without standard can register. Athletes without standard are placed in the qualification round and need to earn advancement to the championship round. In events where there is no qualifying round, but may require multiple sections based on entry numbers, only those who achieve these standards are guaranteed to be in the fast section.

Women	Event	Men
11.80	100m	10.45
24.15	200m	21.30
55.00	400m	48.00
2:06.00	800m	1:50.00
4:24.00	1500m	3:46.00
16:40.00	5000m	14:15.00
No standard	Race walk	No standard
13.90	100mH	
	110mH	14.80
1:01.00	400mH	54.50
11:20.00	3000m Steeplechase	9:10.00
1.75	High Jump	2.05
4.00	Pole Vault	4.80
5.90	Long Jump	7.40
11.90	Triple Jump	14.70
14.00	Shot Put	16.00
57.00	Hammer	59.00
45.00	Discus	48.00
47.00	Javelin	63.00

All qualification results for entry into the championships are checked and verified. Any false claims could result in disciplinary actions and/or non-participation in the meet. The achievement of all performances must appear on the official Athletics Canada outdoor performance ranking lists. These results must be achieved at competitions listed on the Athletics Canada or IAAF Member Federation fixtures lists in conformity with IAAF/Athletics Canada rules. Wind readings and implement certification must always be recorded on results to guarantee their validity.