



**2018 RUNNING ROOM
ACAC INDOOR TRACK CHAMPIONSHIP**

March 9 - 10, 2018

TECHNICAL PACKAGE

HOSTED BY:



SANCTIONED BY:



**2018 RUNNING ROOM
ACAC INDOOR TRACK CHAMPIONSHIP**

Hosting Committee

Shawn Eckford	Meet Organizer	eckfords@macewan.ca	780-819-6299
Drew Carver	Technical	carverj4@macewan.ca	780-918-5113
Lindsay Schulha	Eligibility and Finances	schulhal@macewan.ca	
Jaelyn Birch	Medal Ceremonies	birchj6@macewan.ca	
Jefferson Hagen	Sports Information	hagenj23@macewan.ca	
Jennifer Dunn	Athletic Therapy	dunnj27@macewan.ca	
Adam Loga	Awards Banquet	logaa@macewan.ca	
Vernon R.J. Schmid	Timing and Results	vernon@ellistiming.ca	

Host Hotel

Hotel: Sutton Place Hotel Edmonton

Address: 10235 101 St, Edmonton, AB T5J 3E9, <https://www.suttonplace.com/Edmonton>

Phone: 780-428-7111

Parking: Paid by user

Distance from Kinsmen Field House: 10 minutes - see <https://goo.gl/maps/dUFaQCGX9CQ2>

Competition Site

Kinsmen Field House

9100 Walterdale Hill, Edmonton, AB T6E 2V3 – see <https://goo.gl/maps/tpw9h3aiAks>

Parking: Free

Dressing rooms: General change rooms available

Track Dimensions: 6 lanes and 200 metres

Track Etiquette

- The Centre of the Track is for participating teams only.
- Chairs will be available for spectators and they must be seated on the perimeter of the track.
- Boots and outdoor shoes must be removed before entering the track area. Kinsmen Centre and MacEwan University request we all do our part in keeping the facility clean by utilizing the boot wash at the entrance to the facility.
- Coaches are responsible for ensuring that officials have a clear line of sight of the entire track, and that athletes are sitting when on the infield (other than warmups).

Spikes

Standard spikes only of **five millimetres or shorter** can be used, understanding that the rubber floor is about ½ inch thick.

Food Policy

No food is permitted on the track.

The Kinsmen Centre cafeteria is available for nutrition breaks.

Media and Sports Information

All photographer and media members (institutional or otherwise) must contact MacEwan University Sports Information. This event will have event photography and by registering for the event, participants

agree to permit Ellis Timing Canada, MacEwan University, and the ACAC to use their photograph, likeness and name in event reporting, publicity. This event may be broadcast on local and other media.

Competing institutions are to provide a brief paragraph about their team and individual athletes, and a quote from the head coach and email them to Jefferson Hagen at hagenj23@macewan.ca for media purposes. Please include a high-resolution team photo with names listed from front to back and left to right. Rosters must be provided and include phonetic pronunciations.

Deadline for submission is Monday February 26th 2018.

Tentative Event Schedule

Day 1	March 9	Day 2	March 10
Time	Event	Time	Event
4:30 p.m.	Warm Up	8:00 a.m.	Warm Up
	Coaches' Technical Meeting	8:30 a.m.	Women's 600 m (4 sections)
5:30 p.m.	Women's 3000 m (2 sections)	9:00 a.m.	Men's 600 m (4 sections)
6:00 p.m.	Men's 3000 m (2 sections)	9:30 a.m.	Women's 1500 m (2 sections)
6:30 p.m.	Women's 300 m (5-6 heats)	10:00 a.m.	Men's 1500 m (2 sections)
6:50 p.m.	Men's 300 m (5-6 heats)	10:30 a.m.	600 m Medal Ceremonies
7:10 p.m.	3000 m Medal Ceremonies	10:40 a.m.	1500 m Medal Ceremonies
7:15 p.m.	Women's 1000 m (2 sections)	11:00 a.m.	Women's 4 x 400 m (3 sections)
7:30 p.m.	Men's 1000 m (2 sections)	11:15 a.m.	Men's 4 x 400 m (3 sections)
7:45 p.m.	1000 m Medal Ceremonies	12:00 p.m.	4 x 400 m Medal Ceremonies
8:00 p.m.	Women's 300 m Finals (2 sections)	3:00 p.m.	Awards Dinner
8:15 p.m.	Men's 300 m Finals (2 sections)		
8:25 p.m.	300 m Medal Ceremonies		
9:00 p.m.	Coaches' Committee Meeting		

Registration - ACAC Teams

Entries must be submitted directly on the "Trackie" website by 5:00 p.m. on Thursday March 1, 2018 - <https://www.trackie.com/online-registration/find-event/>

IAAF conversion tables will be used - <https://www.iaaf.org/about-iaaf/documents/technical>

All competitors must be on their institution's eligibility certificates as submitted to the ACAC Office.

Eligibility: ACAC Regulation

The eligibility rules will follow those detailed in the ACAC Operating Code, Section 5.

Institutions must submit their completed main eligibility form before the first Grand Prix race of the season's events and/or the first Athletics Alberta sanctioned event whichever is first, and ensure that supplemental eligibility forms are submitted for runners before they compete in a race representing their institution if they did not compete in the first race.

Any eligible athlete who competes in the Championships, Athletics Alberta sanctioned event, or a Grand Prix event will use a year of eligibility.

To be eligible to participate in the ACAC Indoor Track Championships, the team must participate in a minimum of two ACAC Grand Prix events and/or Athletics Alberta sanctioned events in the current competitive season. At least one event must be an ACAC Grand Prix meet.

A student-athlete must be listed on the original certificate of eligibility or on a supplemental certificate of eligibility to be eligible for ACAC Championships.

Team Roster: A maximum team size will be calculated by the number of approved events, multiplied by two, plus two per approved relay event, per gender.

The international runner limits will be set for indoor track as three international runners per team per gender.

Open (non ACAC) runners are not permitted at this meet.

Seed Times & ACAC Regulations

Seed times submitted for the Championships must be from races from the current competitive season. Competitive season is from December to the Championships and must be an ACAC or Athletics Canada sanctioned race.

If a runner does not have a seed time for that distance then approved conversion tables will be used to determine an equivalent time from a comparable distance. Entries must include the time from the distance raced plus the time for the new distance from the conversion tables.

- For runners who have competed in an equivalent race during the year they must use the time achieved from that season and not an equivalent from a different race.
- All seed times must be verifiable.
- If a runner has not competed over any distance in that season, then they must use no time (NT) as their seed time for the championship meet.
- A converted seed time for the Championships must be taken from the adjacent distance time. For example, if you want to have a seed time for the 600 m, the conversion must be taken from 1000 m or 300 m during that season or a race within that range (e.g. 400 m).
- All competitors must be on their institutions eligibility certificates as submitted to the ACAC Office by the set deadline.
- IAAF conversion tables will be used for converted seed times.

Event Timing and Results

This is an Athletics Alberta sanctioned meet. Photo timing will be provided by Ellis Timing Canada. Results will count towards Athletics Alberta rankings. Performance lists will be posted by the evening of Thursday March 8, 2018 on <http://www.ellistiming.ca/ACACChamps>, which will also host live results during the meet. Results will be posted in the facility on race day.

Competition

The meet will use IAAF rules with the exception of rule notifications indicated below.

- 3000 m, 1500 m, 1000 m, and 600 m will be timed finals.
- 300 m will qualify through heats, top 12 fastest times advance to the finals.
 - There is no limit as to how many participants from an institution can qualify for the finals.
 - If necessary for team scoring, times from the preliminary heats will count for points.
 - 300 m will run in the lanes for the entire race.
 - 300 m heats will be organized from slowest to fastest seed time.

- Top 12 times will advance to the A and B final with the B final being the 6 slowest qualifying times and the A final being the 6 fastest qualifying times. The A final will be run second.
- Points will be decided by either the A or B final. For example, a runner in the B final could win if they run a time faster than all other runners in both finals.
- 300 m will use all 6 lanes for heats and finals.
- Lanes for A and B final will be determined by:
 - 2 fastest qualifying times in section: Randomly assigned to lanes 4 or 5
 - Next 3 fastest qualifying times in section: Randomly assigned to lanes 2, 3 or 6
 - Last qualifying time in section: lane 1
- Starting blocks are optional and will be available.
- 3000 m, 1500 m, and 1000 m will be a waterfall start and starting position will be random.
- 600 m and 4x400 m will be staggered start with running in lanes for first two corners and then cut in. All 6 lanes will be used for the start.
- Heats will be filled in a zig-zag seeding with the fastest seed times getting preferred lanes based on facility. The winners of each heat and the next fastest times qualify for the finals. The runners with fastest heat times get preferred lanes in the finals. Medals will be awarded to the three fastest times in the finals which may include runners not earning points.
- Athletes must check in at the start line and remain in the area 10 minutes prior to scheduled race start time.
- Maximum two scoring runners per team per race for individual races and 1 scoring team per school for relays.

Maximum number of starters in a section:

- **3000 m:** 12
- **1500 m:** 12
- **1000 m:** 10
- **600 m:** Sections will be balanced but are subject to entry numbers and available time during the meet (Runners with slowest seed times will share lanes if and when necessary).

Preferred Lane Assignments:

- **1:** L-3 inside position
- **2:** L-4 inside position
- **3:** L-2 inside position
- **4:** L-5 inside position
- **5:** L-1 inside position
- **6:** L-6 inside position
- **7:** L-6 outside position
- **8:** L-1 outside position
- **9:** L-5 outside position

Jury of Appeal:

The ACAC coaches will select a “Jury of Appeal” from their members to manage any track protests, infractions or race results disputes. It will consist of a three member committee working under the direction of the Track Umpire and/or the ACAC’s Indoor Track Convener.

Event Medals:

Event medals will be presented during the meet. Medal presentations will be announced and medal recipients are expected to attend the ceremony in team attire.

Team Scoring

The first two runners per school per race score in the team competition. Schools can enter more than two runners but only the top two will count towards team scoring. All entries after a school's top two finishers will be considered exhibition and will not displace other finishers. Schools do not need to declare their scoring two, their top two placing will simply count as their scoring runners.

There is no limit to the number of events in which an individual may compete, and there is no limit as to how many participants from an institution can qualify for the 300 m finals.

Only one relay team per school will count towards team scores. Schools may enter more than one relay team. A school's second relay team will not displace other teams with respect to scoring. There is no need to declare which relay team will be the scoring team, the top team will simply be the counting team. If institutions have more than one relay team the second or third relays teams must compete in the slower heat.

Relay team members must be from the same institution.

Points shall be awarded as follows for all individual and relay events: 10 points for 1st, 8 for 2nd, 6 for 3rd, 5 for 4th, 4 for 5th, 3 for 6th, 2 for 7th, and 1 for 8th.

Points will be added up for each school to determine the team standings. Team tie-breaker shall be decided by the following:

- a) Total team medals including relay
- b) Most individual gold medals including relays
- c) Most individual silver medals including relays
- d) Most individual bronze medals including relays
- e) Most 4th place finishes including relays
- f) And so on...

Coaches' Technical Meeting

Meet technical issues will be discussed by email with the convener. These issues will be resolved in a short ten minute meeting held on site before the start of the races by the convener, SMT and coaches representative/

Date: Friday, March 9, 2018

Site: Kinsmen Track

Time: 4:30 p.m.

Coaches' Committee Meeting

Date: Friday, March 9, 2018

Time: 9:00 – 11:00 p.m. (required coaches or representative attendance)

Site: Sutton Place Hotel - Boardroom

Agenda: To be circulated by the Convener/SMT. Light appetizers and refreshments will be provided.

Awards Banquet

Date: Saturday, March 10, 2018

Time: 3:00 p.m., dinner and awards to follow

Location: Sutton Place Hotel Edmonton

Address: 10235 101 Street NW, Edmonton, Alberta T5J 3E9

Phone: 780-428-7111

Cost: To be invoiced (\$40 per athlete/coach) by MacEwan University

Dress: Team colors preferred

Note: Please indicate any allergies or special dietary requirements ASAP. Send banquet (meal) registration using the attached form to Lindsay Schulha at SchulhaL@macewan.ca by Thursday March 1, 2018

Therapy, Medical and Massage

There will be one Certified Athletic Therapist and 2-3 student therapists on-site from 30 minutes prior to the first race until 30 minutes after the last race to assist with injury care and taping. Team entries are encouraged to travel with a condensed medical form. If you have any requests or require clarification of services, please to contact Jennifer Dunn via email.

Condensed medical forms should contain the following information so we can appropriately serve you in the event of emergency: athlete's first and last name, provincial health care number, emergency contact name and number, allergies, medications, medical conditions, previous injuries, and special requirements.

If athletes have any medical conditions, allergies or special requirements, these should be emailed prior to the event so our medical staff can prepare accordingly. Otherwise the teams/athletes can travel with the condensed medical and have it readily available should this information be required.

2018 ACAC Indoor Track Championships

March 9 – 10, 2018

Hosted by
MacEwan University
Griffins Athletics

Banquet Registration Form

Institution: _____

1.	12.
2.	13.
3.	14.
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7.	18.
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9.	20.
10.	21.
11.	22.

Please mark athletes or coaches with dietary restrictions with a #, and indicate specific restriction to Lindsay Schulha via email (SchulhaL@macewan.ca).

Coach: _____

(Please Print) Signature

Cell: _____ Email: _____

Deadline: 4:00 PM on March 1, 2018.
Please complete this form and fax to 780-497-5290 or email to Lindsay Schulha (SchulhaL@MacEwan.ca)