

**3rd Panamerican Combined Events Cup
Canadian Championship
and Open Festival**
Ottawa, Canada
July 16-18, 2014



Technical Manual

(version 2 January 2014)

1 General Information

1.1 Association of Panamerican Athletics Council & Officials

President:	Victor López (Puerto Rico)
Vice-President:	Ciro Solano (Colombia)
Treasurer:	Alain Jean Pierre (Haiti)
NACAC President:	Victor López (Puerto Rico)
CONSUDATLE President:	Roberto Gesta de Melo (Brazil)
Members:	Esther Maynard (Barbados) Rob Guy (Canada) Claude Blackmore (Guyana) Marcos Oviedo (Venezuela)
General Secretary	Evelyn Claudio (Puerto Rico)
APA Technical Delegate:	Richie Mercado (USA)

Officials

English Announcer:	Ken Porter
French Announcer	Ken Porter
Spanish Announcer:	Javier Clavelo

1.2 Local Organizing Committee (LOC)

LOC Chairman / Meet Director:	Andy McInnis
Assistant Meet Director:	Ryan Rowat
Athletics Canada:	David Weicker
Technical Officials Manager:	Andrew Page
Facilities Manager:	Anne Lapointe
Technical Volunteers Manager:	John Burchill
Accommodations/Transport Manager:	Paul Bedard
Technical Field Events / Equipment:	Joe Burke
Volunteer Support / Security:	Leslie Estwick
Language Services:	Javier Clavelo
Championship Intern	James Holder

1.3 General Programme

Date	Time	Event	Place
Monday 14 July	14:00-18:00	Open Training	Terry Fox AF
Tuesday 15 July	12:00	Junior Technical Meeting	Holiday Inn Downtown
	14:00-18:00	Open Training	Terry Fox AF
Wed 16 July	10:00-17:00	Day 1 Junior Competition	Terry Fox AF
	12:00	Open Technical Meeting	Terry Fox AF
Thursday 17 July	10:00-18:00	Day 2 Junior/Day 1 Senior Competition	Terry Fox AF
Friday 18 July	10:00-17:00	Day 2 Senior Competition	Terry Fox AF
	20:00-22:00	Pan Am CE Cup Banquet	TBA

1.3.1 Final Banquet

A final banquet for all participants will take place Friday 18 July, starting at 20:00 at a venue to be announced. To be noted, dinner will be served and awards will be presented. Dress is Business Casual.

2. Travel to Ottawa

2.1 Official Airport and Arrival Information

The official airport is MacDonalcd Cartier International Airport (YOW) where the LOC will provide adequate welcome services. Arrival in Ottawa should normally be on Monday 14 July and departure on Saturday 19 July. Please note that travel must be arranged directly to Ottawa. If you are planning to arrive in Ottawa earlier and/or leave later, you must clearly indicate this in your Final Entries in order for the LOC to arrange your extra accommodation (at your own cost) and transfers from the airport to the hotels.

LOC Representatives will meet all delegations at the Ottawa International Airport. They will be immediately transported to the Championship accommodations. Federation delegates must notify the Local LOC of their arrival date, time and flight number, by Friday, July 4, 2014.

2.2 Entry Visas

Most foreign nationals are required to have entry visas to travel to Canada. A person with a

valid passport and entry visa is permitted to stay in Canada for a specific period of time. A visa lists entry/exit dates, your vital information, passport details and some information about the inviting party. Please note that your Canadian visa is also an exit permit just like it is an entry permit. We recommend that you send a long list of names of the potential members of your delegation as soon as possible. This way, the LOC can start preparing the official invitation letters so that you will be in a position to start the visa application as early as possible. Please note that the application requirements may vary according to the country in which you make your application so it is VERY IMPORTANT that you check the details before you proceed with your application and that you make your application as early as possible.

More detailed visa information is provided in Appendix 2

2.3 Insurance

All Member Federations are responsible for their own insurance to cover illness or injury to any member of their delegation and/or team when travelling to and from APA competitions and during the event itself.

3. Financial Support

3.1 Local Travel and Accommodation Support

The LOC will offer accommodation in double room suites for a maximum of 4 nights during the period of the Championships (arrival 15 July, departure 19 July). There is financial support for the accommodation of team officials based on the 3:1 ratio of athletes to coaches

4. Accommodation

4.1 General

The LOC has made accommodation arrangements for athletes and team officials at the Holiday Inn & Suites Downtown. The hotel will be open for the championships on 15 July. If members of your Federation are planning to arrive in Ottawa earlier than 15 July, please contact the LOC (panamcup@ottawalions.com) well in advance to make sure specific arrangements are made.

4.2 Teams

4.2.1 Hotel

Teams shall be accommodated at the following location:

Holiday Inn & Suites Downtown
111 Cooper Street
Ottawa, ON K2P 2E3
+1 613 238-1331 or +1 800 267-8378 (Canada & USA)
<http://www.hiottawa.com/>

4.2.2 Costs

The LOC will offer accommodation in double room suites for the period of 4 nights during the period of the Championships: check-in on 15 July and check-out on 19 July. Additional costs will be applicable in the following cases, stay outside the official period, single room, extra officials.

For cases of supplementary stay, please be advised the cost for a two room suite is as follows: CAD \$90.00 per night plus applicable taxes of 16%.

Payment of extra accommodation costs can be made in one of the following ways:

- Cash: Canadian Dollars (no other currency will be accepted)
- Credit Card: Visa, MasterCard or American Express

4.2.3 Reservations

Reservations will be based on preliminary entry registration.

4.2.4 Meals

Championship athletes and supported team staff will receive a per diem of \$80 for duration of championship.

4.2.5 Check in Procedure

Upon arrival, team members must report to the residence check-in desk where, according to the rooming list previously provided, the check-in procedures will be completed and the room keys delivered.

5. Transportation

Transportation between the Championship accommodation and the stadium will be guaranteed by the LOC bus service. A detailed specific timetable will be posted on notice boards at the hotel.

5.1 Travel Times

A championship bus will transport athletes from the hotel to the stadium. The approximate travel time is 15 mins.

6. Information Centres

6.1 *Technical Information Centre (TIC):*

The exact location of the Technical Information Centre (TIC) will be identified at the Technical Meeting scheduled for Tuesday 15 July and Wednesday 15 July at the Championship hotel.

Starting Lists will be posted daily at the TIC; a copy will be given to the Team Leaders. Results and scoring updates will be posted once each event has been concluded. All results will be posted by LIVE RESULTS on Athletics Canada's web site and the Championship Home Page.

6.2 Championship Information Board

This will be situated in the hotel and shall display the following:

- All official communications to the teams, including Start Lists and Results
- Information for issues relating to accommodation, meals, transport and the Championships in general.

7. Competition and Training Venues, Equipment and Implements

7.1 Terry Fox Athletic Facility

The Panamerican Combined Events Cup will take place at Terry Fox Athletic Facility, Mooney's Bay Park, 2960 Riverside Drive, Ottawa. This was the venue of the 2001 Jeux de la Francophonie and the 2012 and 2013 Panamerican Combined Events Cup and offers adequate facilities for the competition, warm up and training.

The venue is a Mondo track, installed in 2010, with 8 lanes in both the straight and oval.

Track – Mondo Super X – IAAF Class II Certified Facility

- 2 - LJ runways – Mondo
- 2 - PV runways – Mondo
- 2 - SP circles – Concrete
- 2 - DT circles – Concrete
- 2 - JT runways – Mondo

Spike lengths – 7mm for all events

**** Proper replacement spikes will be available for those athletes whose footwear is not compliant. Organizers will NOT BE RESPONSIBLE for the changing of spikes****

The warm-up facilities will be a grassed soccer pitch adjacent to the track, which also includes a 3 lane 90 meter straightaway (Mondo) with adjacent washrooms and medical area.

7.2 Athlete Control Centre (ACC)

The ACC will be located within the vicinity of the Track and will be properly identified during the Technical Meeting. All athletes must report to the ACC bearing their Championship identification and competition bibs as provided by the LOC for the first event for each day of competition. Dress must be the official uniform approved by their national federation.

7.3 Training

The Terry Fox Athletic Facility will be the sole dedicated training venue, which will operate from July 14. In case of earlier arrivals, it will be possible to use the Terry Fox Athletic Facility where training sessions will be organised as required.

7.4 Sports Equipment

7.4.1 Vaulting Poles

Decathlon Pole Vault: Poles from the LOC / Local Club will be made available for rental to decathletes from other federations at a cost of USD \$150 per athlete, **payable at the technical meeting**. Federations should directly contact the LOC for an inventory of poles and to make arrangements at panamcup@ottawalions.com

7.4.2 Markers

Athletes will not be permitted to use their own markers during the Championships. Those athletes wishing to use a marker will be required to use the markers provided by the LOC.

7.5 Implements

7.5.1 Official Implements

The list of Official Implements can be found in Appendix 4.

7.5.2 Personal Implements

Personal Implements will be allowed, providing that:

- they are readily identifiable and are IAAF certified
- they are not already on the official list
- they have been checked for compliance with IAAF Rules
- they are made available to all the other athletes until the end of the Final

The checking procedure will be as follows:

Checking	Location & Time	Return
Personal Throwing Implements are to be checked prior to the event, after which a receipt will be given for the implements	Technical Information Centre no later than 18:00 the day before the first event.	Implements are returned in exchange for the receipt after the event's Final at the Technical Information Centre

8. Entries and Final Confirmation

8.1 Entry Standards and Entry Rules

The 2014 Panamerican Combined Events Cup will feature a new format whereby all member federations from NACAC and CONSUDATLE will **not** be limited by the number of athletes they may wish to enter in both the heptathlon and decathlon, provided the athlete has achieved the appropriate entry standard.

The qualifying standards for the Panamerican Combined Events Cup are as follows:

- Decathlon – 6400 points
- Heptathlon – 4300 points

The qualifying period runs from **January 1, 2013 to July 1, 2014.**

8.2 Preliminary Registration

All countries shall complete and return the preliminary entry form found in Appendix 1. It should be sent electronically to:

Meet Director - Andy McInnis, amcinnis@ottawalions.com

8.3 Open Athlete, Canadian Junior and Canadian Senior Registration

Athletes wishing to enter the Canadian Junior and Senior Championships and the Combined Events Festival (Open & Junior Entry) are to do so through Trackie.ca after March 1, and pay the CAD \$50.00 entry fee. Please note entry standards do not apply for Open & Junior entry. All questions regarding open entry should be directed to Meet Director, Andy McInnis (amcinnis@ottawalions.com).

8.4 Athlete Declaration

8.4.1 Cup Athletes

At the time of the Technical Meeting (Tuesday, July 15) each country will declare the 3 male and 3 female athletes to be included in the scoring for the country for team points and country rankings for the decathlon and heptathlon in the Final Cup Standings. The score will be comprised of the best 2 overall point scores from the 3 selected athletes. The point scores for each country in both the men's and women's events will then be combined for the aggregate score for Best Overall Country Rankings and Cup presentation.

8.4.2 Open Athletes

Athletes in excess of the declared 3 per event per country will then be moved to the category of the "OPEN FESTIVAL" and are not eligible for team scoring or prize monies.

All athletes will compete in the Panamerican Cup Event. There will be no separated division of athletes. Open entry athletes (those not entered formally by their respective countries / federations) will compete on the same schedule and within the Panamerican Combined Events Cup. We are looking to restrict overall entries to a maximum of 60 Heptathletes and 40 Decathletes.

In addition to the intended competition of the Panamerican Combined Events Cup, this event will also serve other purposes such as:

- The Athletics Canada Championships for Senior (20+) & Junior (U20) Men and Women in the Combined Events
- The individual development of combined events athletes and their exposure to a competitive international opportunity

8.5 Final Entries

Final Entries must be submitted by **7 July 2014, 4:00pm, Ottawa time**. It is important that you indicate, as accurately as possible, your arrival and departure dates and the daily accommodation needs at the team hotel.

The entry form can be found in Appendix 1.

If you encounter difficulties when submitting entries, please contact Meet Director, Andy McInnis (amcinnis@ottawalions.com) for assistance.

8.6 Final Confirmations

Upon arrival each team will be provided with a set of Entry lists to confirm their entries and individual event seed performances. These sheets must be filled out and submitted at the Technical Meeting at 12:00 PM.

9. Competition Procedures

9.1 Technical Meeting

The Junior Technical Meeting will take place at 12:00 PM on Tuesday 15 July at the Holiday Inn Downtown. The Senior Technical Meeting will take place at 12:00 PM on Wednesday 16 July at the Terry Fox Athletic Facility. The meeting locations will be posted in the main entrance area of the Championship Hotel. Translation will be provided consecutively in Spanish. Translation in both French and Portuguese will be provided if requested in advance (24 hours notice).

9.2 Athletes Bib's

9.2.1 General

All athletes will receive three bibs as follows:

- Two bibs for the competition vest, one of which will carry the athlete's name and must be worn on the chest
- One bib for the bag

The bibs (and the necessary safety pins) shall be distributed during the Technical Meeting. Bibs which are not collected shall be taken to the Stadium ACC. Bibs must be worn in accordance with IAAF Rules and must not be cut, folded or obscured in any way. Failure to comply with the Rules may result in a disqualification or sanction.

9.2.2 Vertical Jumps

In the Pole Vault and High Jump, athletes can decide to wear only one bib on the front OR on the back. In this case it must be the bib with the name.

9.2.3 Hip Numbers for Track Events

For Track Events athletes will also be given two adhesive hip numbers at the start line. The hip numbers must be secured to both sides of the athlete's shorts/legs.

9.2.4 Athletes Clothing

All athletes in the Pan American Cup Competition must compete wearing the official national uniform approved by their Delegation. This also includes the Lap of Honour and the Medal Ceremonies. Athletes not wearing their official team uniform will be required to acquire the correct attire before they compete.

9.2.5 Personal Belongings

A strict inspection shall be made on illegal and prohibited items during check-in for each day's competition at the ACC, which athletes may have in their possession. Cassette

recorders, radios, CD/MP3 players, mobile phones, cameras, etc. are not permitted at event sites.

9.3 Protests and Appeals

Protests and Appeals shall be handled according to IAAF Rule 146, an extract of which appears hereunder. Protests and appeals shall be handled by the TIC at the Stadium.

9.3.1 Protests

Protests concerning the result or conduct of an event shall be made within 30 minutes of the official announcement of the result of that event. The Organising Committee of the competition shall be responsible for ensuring that the time of the announcement of all results is recorded. Any protest shall, in the first instance, be made orally to the Referee by an athlete, by someone acting on his behalf or by an official representative of a team. Such person or team may protest only if they are competing in the same round of the event to which the protest (or subsequent appeal) relates (or are competing in a competition in which a team points score is being conducted). To arrive at a fair decision, the Referee should consider any available evidence which he thinks necessary, including a film or picture produced by an official video recorder, or any other available video evidence. The Referee may decide on the protest or may refer the matter to the Jury. If the Referee makes a decision, there shall be a right of appeal to the Jury. Where the Referee is not accessible or available, the protest should be made to him through the TIC.

9.3.2 Appeals

An appeal to the Jury of Appeal must be made within 30 minutes of:

- A. the official announcement of the amended result of an event arising from the decision made by the Referee; or
- B. the advice being given to those making the protest, where there is no amendment of any result.

It shall be in writing, signed by the athlete, by someone acting on his behalf or by an official representative of a team and shall be accompanied by a deposit of USD 100, which will be forfeited if the appeal is not allowed. Such athlete or team may appeal only if they are competing in the same round of the event to which the appeal relates (or are competing in a competition on which a team points score is being conducted).

10. Medical Services

10.1 General

Medical Services will be provided to the participants of the 2014 Panamerican Combined Events Cup in accordance with the IAAF Competition Medical Guidelines and under the guidance of the APA Medical Delegate. All medical issues will be handled and/or supervised by physicians trained in sports medicine (general practitioner or specialist in internal medicine) as well as by orthopaedic surgeons.

First Aid treatments for acute injuries and emergency situations at the Championship Facility will be provided by the LOC free-of-charge for all accredited team members. Any costs incurred through additional medical care after transport to the hospital must be paid by the

patient and/or their teams through appropriate medical insurance coverage. It is strongly advised that each accredited person has its own medical insurance. Teams are also responsible for sufficient medical insurance to cover, for example, any treatment in a hospital, non-urgent treatment, or emergency transport for their team members.

10.2 Team Physiotherapy Spaces

Dedicated massage and physiotherapy areas will be made available on the north side of the track, as illustrated in Appendix 5. The spaces will be shared so we ask the teams to be considerate of the other teams setting up physiotherapy spaces and not to monopolise the entire area. To ensure that the space is left clear and tidy for the next team, we also ask that you take responsibility for your waste and litter by disposing of it in the designated areas.

11. Doping Control

The NACAC, the CONSUDATLE and the Organizing Committee shall reserve the right to conduct anti-doping tests considered necessary in compliance with the Anti-Doping Control requested by IAAF rules. All competitors must be available for testing when requested

12. Awards and Prize Money

12.1 Awards

Medals will be presented for Panamerican CE Cup athletes as follows:

- 1st Place: Gold Medal
- 2nd Place: Silver Medal
- 3rd Place: Bronze Medal

Cups will be presented to the winning teams (men, women, and combined) based on aggregate scores of the country's top two finishers.

Canadian Championship medals will also be presented to the top three finishers from Canada in both the heptathlon and decathlon.

12.2 Prize Money

Following the 2014 Panamerican Combined Events Cup, the top six athletes in each event will be awarded the following prizes by the APA:

Decathlon/Heptathlon

1 st Place	USD 3,000
2 nd Place	USD 2,000
3 rd Place	USD 1,000
4 th Place	USD 750
5 th Place	USD 500
6 th Place	USD 250

13. Departures

Delegations will be returned from the accommodations to the Ottawa International Airport on Saturday, July 19. Arrangements may also be made to return on Friday, July 18; however flights should depart at 9:00 PM or later.

14. Other Information

14.1 Currency

The currency used in Canada is the Canadian Dollar (CAD). The rate of exchange is approximately CAD \$1.05 to USD \$1.00.

15. Weather Conditions

Average July weather conditions in Ottawa from 2006 until 2013

Date	Average Temperature (°C)	Average Precipitation (mm)
July 14	28.5	0.4
July 15	28.7	0.5
July 16	30.3	0.2
July 17	31.0	7.0
July 18	26.8	4.5
July 19	26.3	11.1

16. Schedule

Combined Events Competition Schedule

Tentative Schedule (as of December 10, 2013)

The Final Meet Schedule will be revised based on entries and presented at the Technical Meeting on Tuesday, July 15th and posted on the Championship Web Site

JUNIOR DIVISION

Decathlon – Day 1 - (July 16th)					
Division	100m	Long Jump	Shot Put	High Jump	400m
Panamerican Cup	9:00am				
Decathlon – Day 2 - (July 17th)					
Division	110m Hurdles	Discus	Pole Vault	Javelin	1500m
Panamerican Cup	9:00am				
Heptathlon – Day 1 – (July 16th)					
Division	100mHurdles	High Jump	Shot Put	200m	
Panamerican Cup	10:00am				
Heptathlon – Day 2 – (July 17th)					
Division	Long Jump	Javelin	800m		
Panamerican Cup	9:00am				

OPEN DIVISION

Decathlon – Day 1 – (July 17th)					
Division	100m	Long Jump	Shot Put	High Jump	400m
Panamerican Cup	9:30am				
Decathlon – Day 2 – (July 18th)					
Division	110m Hurdles	Discus	Pole Vault	Javelin	1500m
Panamerican Cup	9:00am				
Heptathlon – Day 1 – (July 17th)					
Division	100mHurdles	High Jump	Shot Put	200m	
Panamerican Cup	10:15am				
Heptathlon – Day 2 – (July 18th)					
Division	Long Jump	Javelin	800m		
Panamerican Cup	10:00am				

Appendix 1. Entry Forms

**PRELIMINARY ENTRY FORM
3rd PANAMERICAN COMBINED EVENTS CUP
OTTAWA, ONTARIO CANADA
JULY 16-18, 2014**

PRELIMINARY TEAM ENTRIES:

PRELIMINARY ENTRIES to be submitted no later than 4:00 PM (EST), **FRIDAY, June 13, 2014**
TO LOCAL ORGANIZING COMMITTEE
EMAIL TO: ANDY MCINNIS – MEET DIRECTOR
amcinnis@ottawalions.com

e.g. 3	3	2	8

Expected Arrival Date:

Expected Departure Date:

Appendix 2: VISAS

Do I need a Visa?

Most APA Member countries require a visa to enter Canada. The list is below. Citizens of countries which require a visa and DO NOT have Canadian Consular Representation in their country of residence, may apply to Consulates in neighbouring countries by submitting postal applications. Check this on the website or ask the Consulate you are planning to apply to. Please check your category and follow up accordingly.

Obtaining a visa invitation letter from the LOC

For each individual or group who will require a visa, the LOC Visa Information Form (found in Appendix X) must be completed in all its sections so that the required invitation letter for the purpose of visa application can be properly issued. This form must be sent to the LOC Teams department:

TO LOCAL ORGANIZING COMMITTEE
EMAIL TO: ANDY MCINNIS – MEET DIRECTOR
amcinnis@ottawalions.com

When completing the LOC Visa Information Form, please make sure that:

- Each passport has two consecutive blank visa-designated pages
- The expiry date of the passport is at least six months after the last day of the expected stay in Canada.
- If the passport does not meet these two requirements, a new passport must be obtained or the existing one is to be prolonged before you can request the invitation letter.
- You indicate in which Consulate you will make your application. Follow this link to find the consular information for Canada <http://www.cic.gc.ca/english/information/offices/apply-where.aspx>

<http://www.cic.gc.ca/english/information/offices/apply-where.aspx>

After receipt of the completed LOC Teams Visa Information Form, the LOC will issue, and email you, a scan of the official invitation letter. You will be able to print as many copies as needed for the members of your group. The visa invitation letter will enable a person to apply for entry visa to Canada for the period from 13 July to 23 July 2014.

Category 1 – List of Countries whose Citizens do not need a Visa to enter Canada

NACAC	Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, Bermuda, British Virgin Islands, Cayman Islands, Montserrat, St. Kitts and Nevis, Turks and Caicos Islands, United States, United States Virgin Islands
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Category 2 – List of Countries whose Citizens need a Visa to enter Canada

NACAC	Belize, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago
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Appendix 4: Official Implements

To be announced.

Appendix 5. Facility Map

