

2018 NORTH AMERICA, CENTRAL AMERICA AND
CARIBBEAN CHAMPIONSHIPS

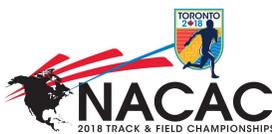
3rd Edition



TECHNICAL MANUAL

*August 10-12, 2018
Varsity Stadium, Toronto, Canada*

Revised: 30JUN18 12:00hrs.



NACAC EXECUTIVE COUNCIL

President: Mr. Víctor López (PUR)

Vice-President: Ms. Stephanie Hightower (USA)

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Mrs. Geen Clarke (CRC)

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EX OFICIO

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Mr. Alberto Juantorena (CUB) – IAAF Vice-President

Mrs. Pauline Davis-Thompson (BAH) – IAAF Council Member

Ms. Abby Hoffman (CAN) – IAAF Council Member



LOCAL ORGANIZING COMMITTEE

Working Committees

- | | |
|---|-----------------------|
| 1. Event Management, Administration & Accommodations: | Nicole Clarke |
| 2. Meet Director, Field of Play & Security: | Chris Reid |
| 3. Athlete Services: | Dave Reid |
| 4. Timing & Results: | Delta Timing |
| 5. Race-walk: | Stafford Whalen |
| 6. Facilities and Stadium: | University of Toronto |
| 7. Logistics: | Kevin Sheridan |
| 8. Volunteers: | Jenna Bell |
| 9. Officials: | Ian Reid |
| 10. Medical: | Andrea Prieur |
| 11. Transportation: | Justin Duncan |
| 12. Food and Beverages: | Denise Perrier |
| 13. Award Ceremonies: | Molly Killingbeck |
| 14. Spectator Services & Media: | Amanda Nigh |
| 15. Finances: | Athletics Canada |
| 16. Coaches Conference: | Carl Georgevski |



INTERNACIONAL DELEGATES AND IAAF/NACAC INTERNATIONAL OFFICIALS

NACAC Organizational Delegate: Alain Jean Pierre (HAI)

NACAC Technical Delegate: Michael A. Serralta (PUR)

Doping Control Delegate: Dr. Adrian Lorde (BAR)

International Technical Officials

Jane Edstrom – ITO (CAN) – Chief

Mike Armstrong – ITO (USA)

John-Paul Clarke – IATO (CAY)

Garth Gayle – IATO (JAM)

Esther Maynard – IATO (BAR)

Janelle Edwards – IATO (TTO)

International Race Walking Judges

Maryann Daniels – IRWJ (USA) – Chief

Daniel Michaud – IRWJ (CAN)

Carlos Barrios – IRWJ (GUA)

Cándido Vélez – IRWJ (PUR)

Patricia Hanna – ARWJ (USA)

Juan H. del Toro – ARWJ (MEX)

International Starter

Lisa Ferdinand – (CAN)

International Photo Finish Judge

David Weicker (CAN)

Jury of Appeal

Alberto Juantorena – (CUB) Chair

Geen Clarke – (CRC)

Stephanie Hightower – (USA)

Pauline Davis-Thompson – (BAH)

Allan Baboolal – (TTO)

Video Referee

Shawn MacFarlane (CAN)



1. SITE AND DATE

The 2018 NACAC Championships will be held in Toronto, CAN from August 10-12, 2018. The event will take place at Varsity Stadium. The Race Walk will take place on Toronto Island.

2. ABOUT TORONTO

Toronto, the largest city in Canada and the capital of the province of Ontario, celebrated its 180th anniversary in March 2014. Located on the picturesque shoreline of Lake Ontario, Toronto is Canada's most populous region and just over an hour's drive from the American border.

- At 112 metres (367 feet) above sea level, Toronto's altitude offers ideal conditions for high-performance athletes.
- Toronto features warm but moderate summer temperatures with an average of fewer than five days in August with temperatures above 30°C (86°F).
- Average monthly rainfall for August is only 50 millimetres. On average, one in three days will offer some precipitation, but only one day in nine has rainfall greater than 5 millimetres.
- Toronto is the third largest financial centre in North America.
- The Economist ranks Toronto as the fifth "most livable" city in the world based on factors including stability, health care, culture, environment, education and infrastructure.
- With a population of 2.6 million people, Toronto is Canada's largest city and the fifth largest in North America.
- Approximately 20 per cent of the region's population was born in the Caribbean, Central America, South America, the United States or Mexico.

3. ABOUT VARSITY STADIUM

The event will be held from Friday, August 10th to Sunday, August 12th at Varsity Stadium, located at the University of Toronto in Toronto, CAN.

The stadium is an IAAF Level II certified facility that offers:

- 400 metre track with 8 synthetic lanes
- 1 long jump / triple jump pit

- 1 high jump area
- 1 pole vault area
- throws area (located adjacent to the main stadium) that includes 1 hammer circle, 1



discus circle, 2 shot put circles, and 1 javelin runway
 The warm-up area will feature 2 – 60 metre synthetic tracks with four lanes, located adjacent to the stadium.



4. COUNTRIES INVITED

1	AIA	Anguilla	17	HAI	Haiti
2	ANT	Antigua y Barbuda	18	HON	Honduras
3	ARU	Aruba	19	ISV	US Virgin Islands
4	BAH	Bahamas	20	IVB	British Virgin Islands
5	BAR	Barbados	21	JAM	Jamaica
6	BER	Bermuda	22	LCA	Saint Lucia
7	BIZ	Belice	23	MEX	Mexico
8	CAN	Canada (Host Country)	24	MNT	Monserrat
9	CAY	Cayman Islands	25	NCA	Nicaragua
10	CRC	Costa Rica	26	PUR	Puerto Rico
11	CUB	Cuba	27	SKN	St. Kitts & Nevis
12	DMA	Dominica	28	TKS	Turks & Caicos
13	DOM	Dominican Republic	29	TTO	Trinidad & Tobago
14	ESA	El Salvador	30	USA	United States of America
15	GRN	Grenada	31	VIN	St. Vincent & Grenadines
16	GUA	Guatemala			

5. VISAS

Countries which do NOT need a VISA

ISV – PUR - USA

Countries which require Electronic Travel Authorization (eTA)

AIA – ARU – BAH – BAR – BER – CAY – IVB – TKS – MEX – MNT

Use the [Government of Canada's official website](#) to apply for an eTA. It costs \$7 CAD. Most eTA applications are approved within minutes of applying.

Countries which need VISA

ANT – BIZ – CRC – CUB – DMA – DOM – ESA – GRN – GUA – HAI – HON – JAM – LCA – NCA – SKN – TTO – VIN

See Appendix A for more information on Visa requirements.

6. IMPORTANT DATES

- Preliminary numeric entries and participation: Friday, March 30, 2018

- | | |
|--|---------------------------------------|
| ▪ Final day to confirm participation: | Friday, May 25, 2018 |
| ▪ Final day for numeric entries | Friday, June 22, 2018 |
| ▪ <u>Last day for final entries</u> | <u>Friday, July 13, 2018</u> |
| ▪ Last day for LOC visa information forms | Monday, July 16, 2018 |
| ▪ Arrival of Delegations | Wednesday, August 8, 2018 |
| ▪ Training Days | Wed. August 8 - Thu. August 9, 2018 |
| ▪ Technical Meeting | Thursday, August 9, 2018 at 4:00pm |
| ▪ Championship Competition Days | Fri. August 10 – Sun. August 12, 2018 |
| ▪ Departure of Delegations | Monday, August 13, 2018 |

NOTE: All the documentation should be sent on the Official Forms to Athletics Canada via electronic mail to: nacac2018entries@athletics.ca.

A copy must also be sent to the Technical Delegate:
Michael A. Serralta mserralta.nacac@gmail.com

7. ACCOMMODATIONS, MEALS, FINANCIAL AFFAIRS

The Delegation from each country **must notify the LOC on the date of the final closing of entries** their arrival date and hour for us to be able to prepare the rooms at each hotel.

Accommodations for athletes and team staff will be in the following locations:

CHESTNUT RESIDENCE at UNIVERSITY OF TORONTO

Website: <http://www.chestnut.utoronto.ca>



VICTORIA UNIVERSITY IN THE UNIVERSITY OF TORONTO

Website:

<http://www.vicu.utoronto.ca/hospitality/resaccommodations/SummerAccommodations.htm>



VIP accommodations will be at the following hotel:

CHELSEA TORONTO HOTEL

Website: <http://www.chelseatoronto.com/en/>



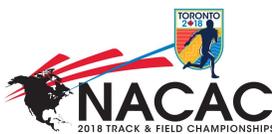
MEALS SCHEDULE

Athletes and team staff will eat their meals in their respective dining halls. Meal times will be:

- Breakfast: 7:00am to 10:30am
- Lunch : 11:30am to 2:30pm
- Dinner : 6:00pm to 10:00pm

FINANCIAL OBLIGATIONS

All the athletes and official personnel from each delegation (coaches, officials, delegates) must pay \$50.00 USD per night upon arrival and before accreditation (more details to be provided in bulletin prior to the Championships). This amount will cover the cost for accommodations, meals, and ground transportation starting on Wednesday, August 8, 2018



(dinner only) until Monday, August 13, 2018 (breakfast only). All the athletes and/or official personnel who arrive or depart before these dates, must pay \$100.00 USD per day and per person.

The Local Organizing Committee will not be responsible for Delegations who do not comply with the designated dates or do not provide complete information for Arrivals, Departures, Airlines and Flight Numbers. If their arrival is by ground transportation, the delegations must also send this information.

8. ATHLETES AND OFFICIALS PER TEAM

The maximum number of officials depends on the quota of participating athletes in the sports event. Please refer to the following chart:

ATHLETES	OFFICIALS	ATHLETES	OFFICIALS
1	1	25 – 30	6
2 – 6	2	31 – 36	7
7 – 12	3	37 – 42	8
13 – 18	4	43 – 48	9
19 - 24	5	49 – 54	10
		55 +	1 per each 10

NOTE: Only officials included in this chart will be allowed to participate and be accredited. Officials not included in this chart will not be allowed to be accredited, and will need to purchase tickets to enter the stadium. Upon arrival of the athletes in Toronto, the information on this chart will be applied to guarantee the number of officials previously assigned and authorized.

9. ARRIVALS TO TORONTO

Official Airport: Toronto Pearson International Airport (YYZ) is the official airport for all delegations who come by airplane. It is located approximately 45 minutes away from the athlete’s accommodations.

Upon arrival, the delegations will be received at the exit of the luggage claim area. Volunteers will guide the delegations to the ground transportation for transportation to the accommodations.



Transportation in Toronto: The Organizing Committee will offer ground transportation from Wednesday August 8 until Monday August 13, 2018. The ground transportation schedule will be available at the Welcome Reception table at each of the accommodations and at the TIC.

Airport: The ground transportation services from the airport will be available at the airport only for the delegations who have completed the Arrival Forms with the names of the Member Federations and sent them to the Local Organizing Committee.

This will also apply to the Departure Date on Monday, August 13. Team Leaders will need to confirm departure information at their respective Welcome Desk or at the TIC.

Training Transportation: There will be bus transportation to and from Varsity Stadium for training according to the following schedule:

- August 8: From 4:00pm until 8:00pm (Final schedule will be available at each accommodation)
- August 9: From 8:00am to 12:00pm and from 2:00pm to 8:00pm (Final schedule will be available at each accommodation)

Transport for the Competition: The detailed transportation Schedule for competition will be posted at the Welcome Desk in each of the accommodations and at the TIC at Varsity Stadium.

TECHNICAL INFORMATION

1. RULES AND REGULATIONS

The North America, Central America and Caribbean Championships will follow the rules and regulations of the IAAF 2018-2019 Manual, unless otherwise stated.

2. SCHEDULED EVENTS

FEMALE	MALE
21 EVENTS	21 EVENTS
100m	100m
200m	200m
400m	400m
800m	800m
1500m	1500m
5000m	5000m
10000m*	10000m*
100mH (0.84)	110mH (1.06)
400mH (0.76)	400mH (0.91)
3000mSC (0.76)	3000mSC (0.91)
20k RW	20k RW
Long Jump	Long Jump
High Jump	High Jump
Triple Jump (11.00m)	Triple Jump (13.00m)
Pole Vault	Pole Vault
Shot Put (4.0kg)	Shot Put (7.26kg)
Discus (1.0kg)	Discus (2.0kg)
Javelin (600g)	Javelin (800g)
Hammer (4.0kg)	Hammer (7.2kg)
Relay 4x100**	Relay 4x100**
Relay 4x400**	Relay 4x400**

*In order for the 10000m events to be conducted at the Championships, a minimum of 6 athletes per gender from a minimum of 3 countries must be entered by the deadline. If not, the event will be cancelled.



**Relays will be run as Timed Finals. The fastest 8 seed times will be placed in the fastest section. Performance times will be pulled from the rankings and based on the qualifying period (May 1, 2017 – July 13, 2018).

3. PARTICIPATION AGE

- Participants must be at their Senior Level Age Category (20 years or more, born in 1998 or before).
- Junior Athletes (18 or 19 years old, born in 1999 and 2000) will be able to participate in all the events if they use the heights, weights and distances of the Senior Category.
- Youth Athletes (16 or 17 years old, born in 2001 and 2002) will be able to participate using the Senior heights, weights and distances with the exception of the Male throws, the 20km RW, and the 3,000 steeplechase.
- Athletes (15 years old or less, born in 2003 or after) **WILL NOT BE ABLE TO PARTICIPATE.**
- To certify the ages of the participants, the Local Organizing Committee will request their Passports at Accreditation upon arrival. The Technical Delegate will certify all the ages of the athletes participating in this event.

4. ATHLETES ENTRIES

Entries will be accepted using the following criteria:

- By event: Maximum of two (2) athletes per country, with the exception of events not run in lanes (1500m, 5000m, 3000mSC, 20km RW) which is a maximum of three (3) athletes per country.
 - For those events with three (3) entries per country, the top 2 athletes per member federation will be counted for medal standings (as per NACAC rules).
- For relays: Only one (1) team per country.
- There are no minimum standards.
- The qualification period (for seed performances) is May 1, 2017 to July 13, 2018.

Final entries will be completed online. For more information, refer to Appendix C

5. PARTICIPATION CONFIRMATION

Upon arrival, the Delegations will receive several forms which should be completed and returned to the Technical Information Centre (TIC). In the relays, each country will ratify a team of six (6) runners but only four (4) of them will be able to participate. The forms to declare and confirm the final list of participating athletes will be distributed to each

Delegation at the TIC. The forms must be completed and returned to the TIC following the Timetable:

Competition Day	Final Confirmation Date
Friday, August 10	Thursday, August 9 – At the end of the Technical Meeting
Saturday, August 11	Friday, August 7 by 15:00 hrs.
Sunday, August 12	Saturday, August 8 by 15:00 hrs.

6. QUALIFICATION HEATS

The qualification heats will be done in those events where entries are expected to be higher than 24. Athletes ranked in the Top 16 will automatically advance to the semi-finals. Those not ranked in the Top 16 will compete in the qualification heats to determine the remaining 8 spots.

7. STARTING HEIGHTS FOR VERTICAL JUMPS

Below are the preliminary starting heights for the vertical jumps. The final starting heights and increments will be finalized by the Technical Delegate after all entries are received.

HIGH JUMP	WOMEN	MEN
	Starting at 1.60m, 1.65m, 1.70m, and then by 3 until one (1) athlete is left	Starting at 1.90m, 1.95m, 2.00m, 2.05m, 2.10m, and then by 3 until only one (1) athlete is left
POLE VAULT	WOMEN	MEN
	Starting at 3.00m and raising by 10cm until 3.50m and then by 5cm until only one (1) athlete is left	Starting at 4.00m and raising by 10cm until 5.00m and then by 5cm until only one (1) athlete is left

8. ENTRANCE CONTROL

The Athlete Control Centre (ACC) will be located south of the stadium, just east of the warm-up area. Athletes will present their personal accreditation and competition number in order to be able to enter the competition area in the track. The athletes must have spikes

(maximum 7mm) except Javelin and High Jump (9mm), previously declared, and with the official uniform of the country he or she represents. The time for the entrance and exit to and from the Call Room will be the following:

#	Event	# of Calls	Exit from the Warm up Area	Entering the Competition Zone before the beginning of the event
1	Races	2	15 minutes before	5 minutes before
2	Hurdles	2	15 minutes before	10 minutes before
3	Relays	2	15 minutes before	7 minutes before
4	High Jump	2	15 minutes before	30 minutes before
5	Pole Vault	2	15 minutes before	45 minutes before
6	Triple and Long Jump	2	15 minutes before	30 minutes before
7	Throws	2	15 minutes before	30 minutes before

Two calls will be done before the athletes go to the competition area. There will be 15 minutes between one call and the other and then the athlete will enter the track.

The athletes will enter the track accompanied with officials and will not be able to come out unless they are accompanied by an official.

9. COMPETITION NUMBERS

Each athlete participating will receive four (4) bibs, one with their name, and three with their competition number. The name bib will be worn on the front, one number on the back (except jumping events), one number will be placed on the warm up uniform and the other will be attached to the bag or backpack. At the Call Room somebody will check the correct placement of all these numbers to ensure they belong to the athlete.

10. START LISTS AND OFFICIAL RESULTS

The start lists should be picked up at the TIC before each competition day.

The results will be given only to the official delegate after each competition day or the person designated by each country during the Technical Meeting.

The updated information previous, during and after each event will be on the website <http://athletics.ca/championnat/toronto2018>. You will find news, entry lists, results and photos, etc.



The TIC will be located in the Warm up area and you will find there all the information related to the event.

A complete Results Report will be distributed at the end of the Championship.

11. QUALIFICATION FOR THE 2019 IAAF WORLD CHAMPIONSHIPS & 2019 PAN AM GAMES

The winner of each event will qualify with the A Standard for the 2019 IAAF World Championships in Qatar and 2019 Pan Am Games in Peru. It is the National Federation who will decide if they enter or do not enter the athlete.

12. PRIZE MONEY

Prize money will be distributed in all events. The breakdown is as follows (all amounts are in CDN funds):

38 Individual Events:

- 1st - \$2,000
- 2nd - \$1,000
- 3rd - \$350

4 Relay Events:

- 1st - \$4,500
- 2nd - \$2,000
- 3rd - \$1,000

PUMA Premier Event Bonus

PUMA will select 5 events that will receive a \$10,000 bonus in addition to allocated prize money. These events will be announced at a later date. The breakdown is as follows (all amounts are in CDN funds):

- 1st - \$6,000
- 2nd - \$3,000
- 3rd - \$1,000



13. ACCREDITATION & TECHNICAL INFORMATION CENTRE

The athlete's accreditation will be done at their respective accommodations and their Passports verified upon arrival.

The Technical Information Center will be located at Varsity Stadium and each hotel will have an Information Desk located near the lobby.

Permanent personnel will be at each location to receive and distribute information. The TIC, near the warm up area at Varsity Stadium, will distribute and receive the following information:

- Technical Information
- Official messages for the Delegates
- Distribution of the official results
- General information (Transportation, meals, accommodations)

14. MEDICAL SERVICES

During the competition, medical and paramedics will provide continuous services. Physiotherapy will be available for all the delegations.

15. POST COMPETITION PROCEDURES

15.1 General: All the athletes will leave the track through the mixed zone. Within the mixed zone the media may perform short interviews. After leaving the mixed zone, the athletes chosen for doping will be escorted to Doping Control, attend their Award ceremony, or return to the warm-up area.

15.2 Exit procedures in Track & Field:

15.2.1 Track Events: Immediately after the finish line

15.2.2 Final Rounds for Field Events: at the end of the first 3 rounds and at the end of the final 3 attempts

15.2.3 Long Jump and Triple Jump: Athletes will go directly to the mixed zone and then if they are chosen, they will be escorted to Doping Control or the Award Ceremony.



15.2.4 High Jump and Pole Vault: Athletes will leave the competition zone after they finish or are excluded and will exit together toward the mixed zone at the end of the event and, if chosen, to the Doping Control or Award Ceremony.

16. PROTOCOL CEREMONIES

AWARD CEREMONY

All the athletes who finish in the Top 3 in each event will go to the podium in the order of their respective position. It is mandatory to wear the official uniform of their country. The awards ceremonies will be held after each event and after the official results have been posted. The IAAF/NACAC protocol procedures will be used.

A detailed Award Ceremony schedule will be available at the TIC.

INDIVIDUAL EVENTS

- Gold Medal – First Place
- Silver Medal - Second Place
- Bronze Medal – Third Place

RELAYS

- Gold Medal for each member of the winning team
- Silver Medal for each member of the team who finished second
- Bronze Medal for each member of the team who finished third

17. COMPETITION OFFICIALS (JUDGES)

The Competition Officials and their Assistants will be designated by the Local Organizing Committee (LOC) and the International Organizational and Technical Officials, and International Area Technical Officials by NACAC following the guidelines of the IAAF.

18. JURY OF APPEALS

The Jury of Appeals are members of the NACAC/IAAF Councils. The members are on page 4.



Procedures for the appeals:

Any athletes or their representatives can make an appeal to the Referee of each event. Appeals could be also be presented by the athlete during the event or at the TIC located at Varsity Stadium. If the answer is not considered satisfactory, they could present it to the Jury of Appeals using the following procedures:

- A written official Appeal Form will be given to each Delegation at the Technical Meeting.
- This form must be signed by the Delegate or Team Leader from each country.
- The appeal must be submitted at the TIC located at Varsity Stadium and the Delegate will receive a copy of the time received which must be within 30 minutes after the official results are announced. A deposit of one hundred dollars (USD\$100) must be paid for each Appeal Form.
- The results of the appeal will be posted at the Bulletin Board at the TIC and the Press Center.
- When an appeal is received, we will suspend the Awards Ceremony for that event.

19. DOPING CONTROL

Doping control will be done at the designated area at Varsity Stadium which will be identified and organized according to the IAAF and must be under the supervision of the Delegate assigned by the IAAF/NACAC.

The athletes chosen for doping control will be informed at the end of their event and must be accompanied by a Doping Official during the whole process. They must sign the forms requested by the Doping Control Team.

Each athlete can be accompanied by an official and, if necessary, by a translator from his delegation.

20. FACILITIES AND IMPLEMENTS

- There is a 400 metre track with 8 lanes.
- False start detection system.
- The throws circles are made of concrete.
- The race walk will take place on Toronto Island on an IAAF certified course (2km loop)
- Implements will be provided by the Local Organizing Committee.



- Athletes can bring their own implements to be checked and weighted two (2) hours before their competition event.
- The warm up must be done in the area designated as the warm up area.
- We will provide dressing rooms and showers and a safe place for storage of their personal clothing.
- Each delegation will be responsible to carry their own implements.
- The transportation of the implements to and from the countries is the responsibility of each Delegation.

All the implements must be approved by the IAAF. The athletes who will like to use their personal implements (discus, javelins, shot put, hammers and poles) must inform the Delegate of their country who will inform the Technical Delegate, which will request the measurement, weight and final approval and authorization of the use of each implement which will **be presented previous to the event.**

The implements provided by the Local Organizing Committee will be approved by the IAAF and a list will be sent to all the countries participating in a bulletin prior to the Championships.

For both male and female Pole Vault events, the athletes can bring their own implements which must be entered after the Technical Meeting at the TIC in the Stadium.

For organizational purpose, the implements will be received, and a voucher will be issued and these implements will be returned at the storage room in Varsity Stadium after the event.

List of Implements provided by the LOC.

Implement Description

- Discus 1K UCS Orange Flyer
- Discus 1K Nelco Super Spin Black
- Discus 2K UCS Orange Flyer
- Discus 2K Nelco Super Spin Black
- Shot Put 4K Polanik Competition Shot 100mm
- Shot Put 4K UCS Steel Shots 109mm
- Shot Put 7.26K Polanik Competition Shot 128mm
- Shot Put 7.26K UCS Steel Shot 120mm



Hammer 4K UCS Stainless Steel 95mm Hammer
Hammer 4K Polanik Competition Steel Hammer 95mm
Hammer 7.26K UCS Stainless Steel 110mm Hammer
Hammer 7.26K Polanik Competition Steel Hammer 110mm
Javelin 600gm Nordic Diana Classic 7.7 Flex
Javelin 600gm Nordic Olympia Carbon 5.9 Flex
Javelin 800gm Master 7.5 Flex
Javelin 800gm Nordic Champion Carbon 4.8 Flex

21. RULES FOR THE USE OF THE TRACK

Access to the track and field during the championships will be as follows:

- For athletes in the competition.
- Officials and volunteers required for each event.
- NACAC Council Members authorized and Local Organizing Committee.
- Media authorized such as a limited number of photographers.

The **Marshall** will be responsible for clearing the competition area of any athlete or personnel who is not participating in the events. Coaches or any other non-authorized personnel will not be allowed in the area. They should use the areas where they are allowed to be present.

22. TECHNICAL MEETING

The Technical Meeting location will be notified in the next News Bulletin, and will be at a location near to Varsity Stadium. The Technical Meeting will be held on Thursday, August 9, 2018 at 4:00pm.

Prior to the meeting (3:00pm), in the same location, the LOC will distribute competition numbers and preliminary entries so that delegates can review and revise prior to the Technical Meeting.

Written questions from the teams need to be submitted by 12:00pm on Thursday, August 9, 2018 to the TIC on the Form attached in Appendix E (also available at the TIC). No questions from the floor will be addressed at the Technical Meeting.

The Technical Delegate will preside over the Technical Meeting which will be in English and translated to Spanish.



Two Delegates from each country will attend the Technical Meeting which will have the following Agenda:

- Quorum
- Welcome by the Local Organizing Committee and NACAC
- Introduction of the International Technical Officials
- General Information
- Answers to the written questions received previously in the appropriate forms
- Heights for the vertical jump events
- Confirmation of the athletes participation
- Closing

23. NACAC COACHES CONFERENCE

The NACAC Coaches Association, in partnership with the University of Toronto, will be organizing a NACAC Coaches Conference during the week of the NACAC Championships. Further details will be released at a later date.



APPENDICES

- APPENDIX A VISA REQUIREMENTS
- APPENDIX B NUMERICAL ENTRY FORM
- APPENDIX C PROCESS FOR FINAL ENTRIES
- APPENDIX D SCHEDULE OF EVENTS
- APPENDIX E TECHNICAL MEETING QUESTION FORM



Appendix A: Visa Requirements

2018 NACAC Championships – 3rd Edition Toronto, CAN

Do I need a Visa?

Most NACAC 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 neighboring 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 Local Organizing Committee (LOC)

For each individual or group who will require a visa, the LOC Visa Information Form 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:

Nicole Clarke (nicole.clarke@athletics.ca)

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.asp>

After receipt of the completed LOC Visa Information Form, the LOC will issue, and email you, 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 August 8 to 13, 2018.



Category 1 – List of Countries whose Citizens need an Electronic Travel Authorization to enter Canada (Click [here](#) for the Government of Canada official website)

Anguilla, Aruba, Bahamas, Barbados, Bermuda, British Virgin Islands, Cayman Islands, Mexico, Montserrat, Turks and Caicos Islands

Category 2 – List of Countries whose Citizens need a Visa to enter Canada

Antigua and Barbuda, Belize, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Nicaragua, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago



2018 NACAC Championships – 3rd Edition
Toronto, CAN

LOC Visa Information Form

Send to nicole.clarke@athletics.ca by July 16th, 2018

COUNTRY					
Full Name	Position	Date of Birth (mm/dd/yy)	Passport Number	Date of Issue (mm/dd/yy)	Date of Expiry (mm/dd/yy)
e.g. John James Smith	Athlete	12/01/81	FH849372	03/09/2013	03/09/2018



Appendix B: Numerical Entry Form

2018 NACAC Championships – 3rd Edition
Toronto, CAN

Numerical Entry Form

Country: _____

To be forwarded to the Local Organizing Committee (nacac2018entries@athletics.ca) no later than **midnight EST, Friday, June 22nd, 2018.**

Category	Gender	Total
Athletes	Female	
	Male	
Officials	Female	
	Male	

Signature: _____
President/General Secretary

Date: _____



Appendix C: Process for Final Entries

2018 NACAC Championships – 3rd Edition Toronto, CAN

Process for Final Entries

1. Final entries will be processed online
2. Each Federation will be provided with a link by June 1, 2018 to complete their entries.
3. A username will be provided to each Federation to access the online entry system.
4. Each Federation is responsible for completing their entries by the stated deadline (July 13, 2018 – midnight EST)



Appendix D: Schedule of Events

2018 NACAC Championships – 3rd Edition

Toronto, CAN

Schedule of Events (As of March 4, 2018. Schedule is subject to change)

Friday, August 10, 2018

SESSION 1 – Free Admission

Time	Event
TRACK EVENTS	
10:20am	Women's 100m Qualification
10:34am	Men's 100m Qualification
10:50am	Women's 400m Semi-Finals
11:00am	Men's and Women's 20k Race-walk FINAL (Off-site)
11:17am	Men's 400m Semi-Finals
11:50am	Women's 100m Hurdles Qualification
12:07pm	Men's 110m Hurdles Qualification
12:30pm	Women's 200m Qualification
12:46pm	Men's 200m Qualification
FIELD EVENTS	
10:05am	Women's Long Jump Qualification
11:40am	Men's Long Jump Qualification

SESSION 2 – Ticketed session

Time	Event
TRACK EVENTS	
6:30pm	Women's 400m Hurdles Semi-Finals
6:55pm	Men's 400m Hurdles Semi-Finals
7:20pm	Women's 800m Semi-Finals
7:35pm	Men's 800m Semi-Finals
7:50pm	Women's 3000 Steeplechase FINAL
8:10pm	Women's 100m Hurdles Semi-Finals
8:30pm	Men's 110m Hurdles Semi-Finals
8:50pm	Women's 200m Semi-Finals
9:10pm	Men's 200m Semi-Finals
9:30pm	Women's 5000m FINAL
9:55pm	Men's 10000m FINAL
FIELD EVENTS	
6:00pm	Women's Hammer FINAL
7:00pm	Men's Triple Jump FINAL
7:30pm	Men's Shot-Put FINAL
7:45pm	Women's Discus FINAL
8:00pm	Women's High Jump FINAL



Saturday, August 11, 2018

SESSION 3 – Ticketed session

Time	Event
TRACK EVENTS	
3:15pm	Women's 800m Masters FINAL
3:25pm	Men's 800m Masters FINAL
3:35pm	Women's 100m Masters FINAL
3:45pm	Men's 100m Masters FINAL
3:55pm	Women's 100m Semi-Finals
4:13pm	Men's 100m Semi-Finals
4:35pm	Women's 800m FINAL
4:45pm	Men's 800m FINAL
5:00pm	Women's 100m Hurdles FINAL
5:10pm	Men's 110m Hurdles FINAL
5:20pm	Women's 400m FINAL
5:30pm	Men's 400m FINAL
5:40pm	Women's 100m FINAL
5:50pm	Men's 100m FINAL
6:00pm	Men's 5000m FINAL
6:25pm	Women's 10000m FINAL
FIELD EVENTS	
3:30pm	Men's Hammer FINAL
3:30pm	Men's High Jump FINAL
4:00pm	Women's Long Jump FINAL
5:00pm	Men's Javelin FINAL
5:00pm	Women's Pole Vault FINAL



Sunday, August 12, 2018

SESSION 4 – Ticketed session

Time	Event
TRACK EVENTS	
2:00pm	Women's 400m Hurdles FINAL
2:10pm	Men's 400m Hurdles FINAL
2:20pm	Women's 200m FINAL
2:30pm	Men's 200m FINAL
2:40pm	Men's 3000m Steeplechase FINAL
3:00pm	Women's 1500m FINAL
3:15pm	Men's 1500m FINAL
3:30pm	Women's 4x100m FINAL
3:45pm	Men's 4x100m FINAL
4:10pm	Women's 4x400m FINAL
4:30pm	Men's 4x400m FINAL
FIELD EVENTS	
1:00pm	Men's Discus FINAL
1:00pm	Men's Long Jump FINAL
2:00pm	Men's Pole Vault FINAL
2:00pm	Women's Shot-Put FINAL
3:00pm	Women's Javelin FINAL
3:00pm	Women's Triple Jump FINAL



Appendix E: Technical Meeting Question Form

2018 NACAC Championships – 3rd Edition
Toronto, CAN

Technical Meeting Questions

Country: _____

To be forwarded to the Local Organizing Committee (Nicole.Clarke@athletics.ca) or submitted to the Technical Information Centre (TIC) no later than **12:00pm, Thursday, August 9th, 2018.**

Question 1:

Question 2:

Question 3:

Team Official

Date