



SPORT TECHNICAL PACKAGE

ATHLETICS



EVENT:
PLACE:
DATE:



SONL PROVINCIAL ATHLETICS CHAMPIONSHIP TECHNICAL PACKAGE

Technical Packages are a critical part of Special Olympics Newfoundland & Labrador Championships. They prescribe athlete, coach, Chef de Mission and mission staff quotas (where applicable) as well as eligibility requirements. They also assist the organizing committee by detailing tournament formats and scoring procedures, assist Head Coaches in verifying eligibility, help with budgeting by describing the number of participants permitted, and advance coaching certification by stating minimum requirements.

Every championship coach, Chef de Mission, sport chairperson and club coordinator/chair has an obligation to read and understand every aspect of the Technical Package. Failure to do so could cost an athlete his or her eligibility for the championship or could affect final standings or the conduct of the competition. If someone does not understand an aspect of a Technical Package, he or she is to seek clarification from SONL through his or her head coach.

Technical Packages are developed primarily by SONL, in consultation with Special Olympics Canada, Provincial/Territorial Chapters and National Sport Organizations (where applicable), following the principles, guidelines and requirements of SONL. As the overall governing body of the championship, SONL has the ultimate authority for Technical Packages, but this authority is exercised only with the knowledge and understanding of the clubs concerned.

If an individual wishes to initiate a change to a Technical Package leading up to a championship, the desired change should be first directed to the club coordinator/chair or Head Coach/Chef de Mission. They will evaluate the merits of the change and will, if it has merit, submit the requested change, with rationale to SONL. Minor corrections will be considered at almost any time. These time frames reinforce the importance of a complete understanding of the Technical Package early.



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Venue

The following facilities should be available:

- Practise Area
- Medical Area
- Scoring/Timing Area
- Wheelchair Accessible

Parking:

Participants

Competitors

All SONL athletes 10 or older who are registered in an athletics (track and field) program may compete.

Staff

- Coach quotas are allocated as per Provincial Policy 5000-07
- The athlete to coach ratio for Athletics is a maximum of 4:1
- The ratio of mission staff to coach is a maximum of 4:1
- All Teams may have 1 Chef de Mission
- Teams who have 12 or more athletes may have a Team Manager

Age Category

All athletics athletes must be 10 years of age or older as of the first day of competition

Eligibility

Coaches

Any coaches listed on the official registration form must obtain the following certification prior to the championship.



- SOC/NCCP Level I Technical OR
- SOC/NCCP Community Course

Exemption Process

All coaches selected to attend the championship must provide proof of certification to the Provincial Office no later than *30 days prior* to the championship. Should a coach fail to meet the required certification, he/she may apply to the Provincial Office for an exemption. The application must outline the reasons for the exemption, and detail the reason(s) for incomplete certification. Should an exemption be granted, the coach will be eligible to attend the respective championship. It should also be noted that a coach who received an exemption would not be eligible for any further exemptions in the respective sport (i.e. he/she must meet all certification requirements prior to the next championship).

Appendix VII Coach Exemption Form

Competitors

1. Athletes must be registered with an accredited Special Olympics Club, and be active in a Special Olympics program
2. The athlete must have been training in athletics for a minimum of 1-sport season (the season prior to the championship in the same Special Olympics year)
3. Head Coaches must submit to SONL an athlete qualifying time/height/distance as outlined on the sport specific registration form

Competition

Equipment/Safety Requirements

All athletes must arrive at the competition venue prepared and equipped to compete

Rules

The competition will be run according to Internationale Amateur Athletic Federation (IAAF) and the Athletics Canada (AC) rules for athletics, except when they are in conflict with Special Olympics Canada (SOC) rules. In such case SOC rules (<http://www.specialolympics.ca/learn/official-sports-and-rules>) shall apply.

Actual events that will be offered are dependent upon registration, time & facilities



Events

1. 50 metres
2. 100 metres
3. 200 metres
4. 400 metres
5. 800 metres
6. 1500 metres
7. 3000 metres
8. 5000 metres
9. Running Long Jump
10. Standing Long Jump
11. Shot Put
12. Mini Javelin
13. 25 metre Wheelchair Race
14. 30 metre Wheelchair Slalom

NOTE:

- Athletes shall enter a minimum of three (3) official events and a maximum of five (5) official events.
- Athletes may register in either the 50 metre **OR** 100 metre, **NOT** both.
- Athletes who do the 50 metre **cannot** do any other track event.
- Athlete may register in either the Standing Long Jump **OR** the Running Long Jump, **NOT** both.
- Athlete may register in just Track or just Field disciplines

Schedule

The athletics competition should take place over a three (3) day period with possible scheduling changes for longer distance races.

Practice/Warm Ups

Competitive Attire

Special Olympics Newfoundland & Labrador (SONL) Policy 3000-01, Use of Commercial Messages on Uniforms or Equipment will be adhered to at the championship. (*Appendix D*)

NOTE: Athletes are not allowed to use/wear iPods, headphones, Mp3 players etc. during races.



NOTE: Regular track or running shoes must be worn during the competition.

Competitive Equipment

The organizing committee (OC) in conjunction with SONL will provide the following implements for competition:

- Shot Puts (as per SOC Summer Sport Rules
<http://www.specialolympics.ca/learn/official-sports-and-rules>)
- Blocks (if available, clubs may also bring their own)
- Mini Javelins (as per SOC Summer Sport Rules
<http://www.specialolympics.ca/learn/official-sports-and-rules>)
- Timers/Stop watches

NOTE: All club teams must supply their own timing devices for practise sessions.

Divisioning/Seeding

Divisioning races will be held for the following track distances.

50m
100m
200m
400m
800m
25m Wheelchair Race
30m Wheelchair Slalom

Divisioning rounds will be held for the following field events.

Standing Long Jump
Running Long Jump
Shot Put
Mini Javelin

Divisioning races will not be held for the following track distances.

1500m
3000m
5000m

Divisioning for these distances will occur after the track race or field event has been completed. Each athlete's time/distance/height will be entered into the GMS and the divisioning protocol as outlined in Policy 5000-02 will be followed. The GMS allows the divisioning process to take place without



revealing athlete's names, thus ensuring a fair and equitable process. The Maximum Performance Rule (MPR) will be in effect for this competition.

Please refer to (*Appendix C*) for divisioning procedures and MPR

Marshalling

Athletes will be called to the marshaling area approximately 15 minutes before their event with a second call at 10 minutes, a third call at 5 minutes and a final call at 2 minutes.

Coaches should be with athletes in the marshaling area to help keep athletes warmed up (to help prevent injury if athletes are waiting for a while).

Starts

The start command will be as follows:

- On your mark
- Set
- Starting Gun or Clapper

In races longer than 400m, the start command will be as follows:

- On your marks
- Starting Gun or Clapper

A competitor shall not touch the ground with his or her hands.

Technical Officials

The host committee will select technical officials who are experienced with athletics and/or times sports.

Protest Procedures

All protests must be endorsed by the Head Coach and submitted **in writing** by the **Head Coach** to the **Athletics Sport Chair or SONL staff** within 30 minutes following the posting of results. The protest fee of \$50.00 must accompany all protests. Any discrepancies in results (as posted) should first be checked with **Results Personnel** (located in the results/timing area at the venue.)

Please find attached (*Appendix A*) a copy of the Protest Form to be utilized for Provincial Athletics Championship.



Head Coaches Meetings

Schedule

The head coaches meeting will take place on prior to the start of competition

Meeting Attendance

Clubs are not limited to the number of representatives they can send to the coaches meetings, yet only **ONE** representative is permitted to speak.

The speaking representative will be asked by the chair to introduce themselves along with the rest of the representatives from their club at the beginning of each meeting.

Results

Unofficial results will be posted in a designated area immediately following the track/field event. Once the results are official they will be posted again in a designated area and made available to the media and posted online as time allows. A full results package will be provided to all Head Coaches upon completion of the championship.

Award Presentations

Award presentations for athletics will be determined based on the sport schedule. Gold, silver and bronze medals will be awarded to the first, second and third place athletes respectively in each division.

Ribbons will be given out in reverse order at the podium prior to the medal winners. Medal recipients stand in their respective places on the podium while athletes who earn ribbons stand to the side of the podium.

Heat Sheet Distribution

Pre-competition: Heat/divisioning sheets will be distributed to each team's Manager/Head Coach prior to the championship via email. It is the responsibility of the Manager/Head Coach to review the heat/divisioning sheets and make sure that all information contained within is correct.

Once a Manager/Head Coach reviews the heat/divisioning sheets no dispute can be made on site as to what events or times/heights/distances have been submitted.



During competition: Heat/divisioning sheets will be distributed during the social Saturday evening for any Sunday events and throughout the day Saturday as needed to Manager/Head Coach. It is the responsibility of the Manager/Head Coach to review the heat/divisioning sheets upon receipt.

Appendix A – Protest Form

Club: _____

Date of Incident: _____

Time of Incident: _____

Event: _____

Heat Number: _____

Name and number of athlete(s) involved:

1. Name: _____ Club: _____ Bib Number: _____

2. Name: _____ Club: _____ Bib Number: _____

3. Name: _____ Club: _____ Bib Number: _____

4. Name: _____ Club: _____ Bib Number: _____

List of Rule(s) Alleged To Have Been Infringed:

Statement Of Facts:

Request Of The Referee:

Signed by:

Head Coach (or designate)

Club

Received by:

Athletics Sport Chair

Time

Date

PROTEST COMMITTEE USE ONLY

Protest Fee Paid: Yes _____ No _____

Protest Committee Decision: Accepted _____ Rejected _____

Protest Committee Initials: _____

Note: A protest, signed by the Head Coach (or designate), must be made to SONL within 30 minutes following the posting of results and/or the end of a game. A protest fee of \$50 must accompany all written protest.



Appendix B - Protest and Appeal Procedure

A reminder that all protests must be endorsed by the Head Coach and submitted **in writing** by the **Head Coach** to the **Sport Specific Manager/SONL** within 30 minutes following the posting of results.

The protest fee of \$50.00 must accompany all protests.

Any discrepancies in results (as posted) should first be checked with the **Results Centre**.

The protest committee will be comprised of:

1. Sport Manager
2. Head Official
3. SONL Designated Representative

Protest forms to be utilized for the 2016 SONL Provincial Athletics Championship were included in the technical package.

The results of the protest committee will be rendered to the Head Coach immediately following the review and follow-up in writing.

Should a Club wish to appeal a protest, decision, the Head Coach must submit a request in writing to SONL Staff. The Appeals Committee will review the request for an appeal to determine if there are grounds for an appeal. If satisfied that there are not sufficient grounds for an appeal, the Committee will notify the Club in writing of its decision. This decision is discretionary and cannot be appealed.

If deemed to have sufficient grounds, the Club will be notified immediately and the appeal will be heard as soon as time permits. Once the appeal has been heard the committee will notify the Club in writing of its decision.

The Appeals Committee will be composed of:

1. A Chair
2. SONL Representative
3. OC Representatives

Grounds for Appeal

An appeal of a protest decision shall only be heard if there are sufficient grounds for the appeal. Sufficient grounds include, but are not limited to:

- a) failing to follow procedures as outlined above
- b) making a decision which was influenced by bias
- c) failing to consider relevant information or taking into account irrelevant information in making the decision
- d) availability of new information not heard during the appeal



Appendix C – Maximum Performance Rule

Divisioning heats are conducted to ensure that athletes compete against athletes of a similar ability level in their final competition. To ensure that athletes compete at the best of their ability during the divisioning round, the maximum performance rule will be implemented.

Maximum performance would indicate that there should be no more than 15% difference in performance between divisioning and final events. If an athlete exceeds their divisioning event performance by 15% in the final round of competition the following shall occur.

- Athlete is flagged under the Maximum Performance Rule
- The athlete may be re-divisioned and placed in the correct division as indicated by their time/distance.
- The athlete will be eligible for a medal if their time/distance warrants.
- Re-divisioning will not affect the standing of athletes in the division where the flagged athlete is placed. (i.e. re-divisioned athlete places third in new division, current athlete in division will also be awarded third place).
 - Flagged athlete will not receive any selection points (for advancement to higher levels of competition) for the event.
 - The Maximum Performance Rule would not apply if an athlete when re-divisioned would still be placed in the same division.
 - If the coach is of the opinion that his/her athlete has not competed at the best of their ability in the divisioning race, and may be in danger of violating the MPR, they have the option to submit a faster time for their athlete so that they can be placed in a division which reflects their ability

If an athlete falls or is disqualified in their divisioning event the coach has the following options: 1) Submit a faster time or longer distance/greater height 2) Concede the event qualifying time/distance/height 3) Rerun of the event*

IMPLEMENTATION OF THE MAXIMUM PERFORMANCE RULE CANNOT BE PROTESTED.

Maximum Performance Rule In Action

Final Divisions

Based on time from the divisioning race

Division 1	Division 2	Division 3
0:11.00 A	0:21.00 AA	0:51.00 AAA
0:11.89 B	0:22.89 BB	0:52.89 BBB
0:13.00 C	0:23.00 CC	1:03.00 CCC
0:13.76 D	0:23.76 DD	1:11.76 DDD
0:16.00 E	0:24.00 EE	

Final Times

Initial placing's based on times from the divisioning race

Division 1	Division 2	Division 3
0:8.00 E	0:13.25 AA	0:39.00 BBB
0:12.89 B	0:22.00 BB	0:50.89 AAA
0:13.50 C	0:23.00 CC	1:00.00 CCC
0:13.76 A	0:23.76 DD	1:11.76 DDD
0:14.00 D	0:25.00 EE	

Exceeded 15% but since the athlete was already in the highest division racing the highest ability level athletes in the competition, his time did not affect other athletes. The athlete was not DQ'd and keep all selection points.

Athlete finished second in their race but was awarded the gold because athlete AA was moved due to MPR

Final Results – with MPR

Based on times from the final races – Results highlighted in **RED** have been flagged under the MPR Rule

Division 1		Division 2		Division 3	
Gold	0:08.00 E	Gold	0:22.00 BB	Gold	0:39.00 AAA
Silver	0:12.89 B	Silver	0:23.00 CC	Silver	0:50.89 BBB
Bronze	0:13.50 C	Bronze	0:23.76 DD	Bronze	1:00.00 CCC
Bronze	0:13.25 AA	4 th	0:25.00 EE	4 th	1:11.76 DDD
4 th	0:13.76 A				
5 th	0:14.00 D				

This athlete exceeded the 15% MPR rule and was moved from Div 2 into Div 1 for final results. They lose their selection points for this event. Although their time was better than the bronze medalist for Div 1, the original bronze medalist keeps their medal and original selection points. No other athlete will be negatively affected by MPR movement.

This athlete exceeded the 15% MPR rule but their time would still not place them in the next division. As a result they are not penalized under the MPR rule. This is meant to protect athletes in the lowest division **F** who tend to have the greatest fluctuation while not affecting other athletes. The MPR is only enacted if the athletes time would have placed them in another division with athletes of a different ability.



Appendix C – Provincial Policies

Section:	MARKETING AND PUBLIC RELATIONS	3000-01
Topic:	Use of Commercial Messages on Uniforms Or Equipment at Provincial Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

1. Advertising is not permitted on the equipment used or the uniforms and/or numbers worn by athletes or by any person with an official function other than the normal commercial markings on retail goods during the competition.
2. Athletes not actively involved in competition may wear apparel, carry and use non-sports equipment items, such as tote bags, bearing small and attractively designed identification of corporate or organizational sponsors.
3. Volunteers, other than sport officials, may wear jackets, t-shirts, caps and other apparel bearing small and attractively designed identification of corporate and organization sponsors at sports venues.
4. During the Opening and Closing Ceremonies, athletes, coaches, team delegates and other official members in the Parade of Athletes are not permitted to wear uniforms which bear corporate or organizational identification.
5. Athletes may not endorse products by displaying them in interviews or ceremonies

Section:	TRAINING AND COMPETITION	5000-07
Topic:	Regional Team Mission Staff for Provincial Games	
Policy Type:	Provincial	
Effective:	November 2005	Page 1/1

ATHLETE/COACH RATIO The athlete to coach ratio for Summer Games is a maximum of 4:1 (with the exclusion of 5-pin bowling which has a 5:1 athlete coach ratio) and for Winter Games a maximum of 3:1. For the team sports of softball, soccer and floor hockey there shall be a maximum of three coaches per team. Curling shall have a maximum of 2 coaches per team.

CHEF DE MISSION All Regions will be assigned a separate position for the Chef de Mission. This individual will be the Region contact with the Games Organizing Committee and Newfoundland & Labrador Special Olympics. All communication will flow through this individual. The Chef de Mission must be available to participate in the initial chef's meeting at the Provincial conference and monthly conference call in the year leading up to the Games. The Chef de Mission is the 'head of the delegation' and the team spokesperson prior to and during the Games.

TEAM MANAGER To assist with the organization of larger teams, i.e. outfitting, internal travel, parent concerns, etc., a second designation is made for Teams with 12 or more athletes. Each Regional Team with 12 or more athletes will be assigned a separate position of Team Manager.

This position is appointed by the Region *and is included in travel equalization and covered by the Games registration fee.*

MISSION STAFF

It has been found that due to the larger size of Regional Teams, and the variables of on-site Team management, the position of Mission Staff is crucial to the overall management of a Team.

To allow for this Regional Teams may be allocated, as part of their Team quota, Mission Staff positions depending upon the size of their Team.

Mission Staff positions will be allocated based on the number of coaches each Team has. For every four (4) coaches one Team Mission Staff position will be allowed to a maximum of twelve (12) Mission Staff Positions for one Regional Team.

These Mission Staff positions are considered a full member of the Team and included in all official Team functions and privileges, i.e. Opening Ceremonies, Closing Ceremonies, Athlete's Village, meals, etc.). *This position is included in travel equalization and covered by the Games registration fee.*

RESPITE WORKERS

Athletes who require respite workers may apply to the GOC to have them included.

MISSION STAFF:

If a Regional Team requests additional Mission Staff positions, over and above those allocated as part of their original Team quota, Regions will be requested to submit their Regional Team Management Structure and the number of Mission Staff required to manage their Team.

SONL will approve the number of requested Team Mission Staff positions based on the number of coaches and athletes each Team has been allocated and the number of sport venues at the Provincial Games.

Section:	TRAINING AND COMPETITION	5000-08
Policy Type:	Provincial	
	Alcohol Policy	
Effective:	November 2005	Page 1/1

Alcohol shall not be available to, or consumed by, athletes, coaches, mission staff, team managers and chef de missions, from point of departure to return, or at any sporting event organized by Special Olympics in Newfoundland & Labrador (i.e. National, Provincial, or Regional Events).

Appendix D – Re-Submission Form

RE-SUBMISSION OF TIME/DISTANCE/HEIGHT FORM

CLUB: _____

ATHLETE NAME	EVENT	EVENT TIME/DISTANCE/HEIGHT	RE-SUBMITTED TIME/DISTANCE/HEIGHT	COACH INITIALS

FOR OFFICE USE ONLY	ENTERED IN GMS		INITIALS	

Please refer to documents listed below for re-submission procedures

- Athletics Technical Package 2016
- SONL Maximum Performance Rule (MPR) Tip Sheet

Please Note that re-submissions will ONLY be accepted up to 30 minutes after end of competition day, if Final Events are scheduled for the following day.

If Final Events are scheduled for the same day, re-submissions will ONLY be accepted up to 1 Hour prior to event start time.

