



**ATHLETICS CHAMPIONSHIPS
FINAL INFORMATIVE TEAM MANUAL**

**By: Cándido Vélez
International Technical Delegate
July 21, 2018**

SPORTS AUTHORITIES CACSO

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COBAR 2018

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Mr. Alexander González Vidal	Technical Secretary
Mr. María Llinas Bermejo	Attention Olympic Committees
Mr. Jorge Cotte Bruges	Entries Coordinator
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IAAF
INTERNATIONAL ASSOCIATION OF ATHLETICS FEDERATIONS

President: Sebastián Coe

NACAC
NORTH AMERICAN CENTRO AMERICAN AND CARIBBEAN ATHLETICS
ASSOCIATION

President: Prof. Víctor M. López

FECODATLE
COLOMBIAN ATHLETICS FEDRATION

President: Lino Ramiro Varela Marmolejo

INTERNATIONAL TECHNICAL DELEGATE

Prof. Cándido Vélez
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CHAMPIONSHIPS DIRECTOR

Julio Roberto Gómez
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COMPETITION SYSTEM

Track events:

The qualification rounds and semifinal series will be prepared by the secretary of competition under the supervision and approval of the international technical delegate.

Field events:

The throwing and jumps events are final.

PROGRESSION HEIGHTS IN THE VERTICAL JUMPS

MEN HIGH JUMP STARTS AT 1.90

FROM	TO	INCREASE IN CMS
1.90	2.10	5
2.10	2.22	3
2.22		2

WOMEN HIGH JUMP STARTS AT 1.60

FROM	TO	INCREASE IN CMS
1.60	1.70	5
1.70	1.82	3
1.82		2

MEN POLE VAULT STARTS AT 4.60

FROM	TO	INCREASE IN CMS
4.60	4.90	15
4.90	5.20	10
5.20		5

WOMEN POLE VAULT STARTS AT 3.00

FROM	TO	INCREASE IN CMS
3.00	3.75	15
3.75	4.05	10
4.05		5

Note: Combined Events (Heptathlon and Decathlon) starting heights will be agreed in the Technical Meeting between all the delegates that have athletes in these events.

COMPETITION PROGRAM

SPORT: ATHLETICS
SPECIALITY: RACE WALK
VENUE: DEL RÍO AVENUE

DATE	TIME	EVENT	GENDER	PHASE
July 29	07:00	50km Race Walk	Men	Final
August 1	07:00	20km Race Walk	Men	Final

SPORT: ATHLETICS
VENUE: ATHLETICS STADIUM

DATE	TIME	EVENT	GENDER	PHASE
July 29	16:00	Hammer Throw	Women	Final
	16:00	100 meters	Men	1 st Decathlon
	16:40	Long Jump	Men	2 nd Decathlon
	17:00	100 meters	Men	1st Round
	17:20	100 meters	Women	1st Round
	17:45	400 m hurdles	Women	Semifinal
	17:55	Shot Put	Men	3 rd Decathlon
	18:00	400 m hurdles	Men	Semifinal
	18:00	Discus Throw	Men	Final
	18:15	800 meters	Women	Semifinal
	18:35	800 meters	Men	Semifinal
	18:35	Pole Vault	Women	Final
	18:55	10,000 meters	Women	Final
	19:15	High Jump	Men	4 th Decathlon
	19:45	10,000 meters	Men	Final
	20:30	100 meters	Women	Semifinal
20:45	100 meters	Men	Semifinal	
21:00	400 meters	Men	5 th Decathlon	

DATE	TIME	EVENT	GENDER	PHASE
July 30	16:00	110 m hurdles	Men	6 th Decathlon
	16:40	Discus Throw	Men	7 th Decathlon
	17:50	Pole Vault	Men	8 th Decathlon
	18:10	Shot Put	Men	Final
	18:30	100 m hurdles	Women	Semifinal
	18:50	110 m hurdles	Men	Semifinal
	18:50	Long Jump	Women	Final
	19:10	400 meters	Women	Semifinal
	19:25	400 meters	Men	Semifinal
	19:30	Javelin Throw	Men	9 th Decathlon
	19:45	800 meters	Women	Final
	20:00	800 meters	Men	Final
	20:10	100 meters	Women	Final
	20:25	100 meters	Men	Final
	20:35	1,500 meters	Men	10 th Decathlon Final

DATE	TIME	EVENT	GENDER	PHASE
July 31	17:00	Hammer Throw	Men	Final
	17:30	100 m hurdles	Women	1 st Heptathlon
	17:45	100 m hurdles	Women	Final
	18:00	110 m hurdles	Men	Final
	18:10	High Jump	Women	2 nd Heptathlon
	18:15	200 meters	Men	1st Round
	18:30	200 meters	Women	1st Round
	18:35	Discus Throw	Women	Final
	18:45	5,000 meters	Women	Final
	19:20	5,000 meters	Men	Final
	19:20	Long Jump	Men	Final
	19:20	Shot Put	Women	3 rd Heptathlon
	19:50	200 meters	Men	Semifinal
	20:15	200 meters	Women	Semifinal
	20:40	200 meters	Women	4 th Heptathlon
	20:55	400m hurdles	Women	Final
21:10	400m hurdles	Men	Final	

DATE	TIME	EVENT	GENDER	PHASE
August 1	16:30	Long Jump	Women	5 th Heptathlon
	17:00	Javelin Throw	Women	Final
	17:00	High Jump	Men	Final
	17:20	4 x 100 meters	Women	Semifinal
	17:25	Shot Put	Women	Final
	17:35	4 x 100 meters	Men	Semifinal
	17:50	4 x 400 meters	Women	Semifinal
	17:50	Javelin Throw	Women	6 th Heptathlon
	18:00	Triple Jump	Women	Final
	18:10	4 x 400 meters	Men	Semifinal
	18:30	1,500 meters	Men	Final
	18:45	1,500 meters	Women	Final
	19:00	200 meters	Women	Final
	19:10	200 meters	Men	Final
	19:20	800 meters	Women	7 th Heptathlon Final
	19:40	400 meters	Women	Final
19:55	400 meters	Men	Final	

DATE	TIME	EVENT	GENDER	PHASE
August 2	17:30	Pole Vault	Men	Final
	17:45	Javelin Throw	Men	Final
	17:45	Triple Jump	Men	Final
	18:00	High Jump	Women	Final
	18:00	3,000 steeplechase	Women	Final
	18:30	3,000 steeplechase	Men	Final
	19:00	4 x 100 meters	Women	Final
	19:10	4 x 100 meters	Men	Final
	19:25	4 x 400 meters	Women	Final
	19:45	4 x 400 meters	Men	Final

SPORT: ATHLETICS
SPECIALITY: MARATHON
VENUE: DEL RÍO AVENUE

DATE	TIME	EVENT	GENDER	PHASE
August 3	07:00	Marathon	Men	Final
	07:15	Marathon	Women	Final

Note:

The race walking events of 20km and 50km will be held in a course of 1km in the Río Magdalena/Malecón Avenue.

The marathon event will be held in a course of 4 laps of 10.547km (Malecón Turístico, Del Río Avenue, Intendencia Fluvial, Vía 40, Estadio E. Rentería, Base Naval, Batallón Paraíso y Calle 71).

Training Place

Access will be allowed only to members of the accredited team. The entrance to the public will not be allowed.

Program and schedule of training: it will be established once. It's already established. The trainings will take place in the athletics competition stadium and the Metropolitan Stadium.

Installations: May only be used in the schedules designated by the Organizing Committee.

Warm-up area: It is located in the Metropolitan Stadium next to the Athletics competition stadium. It has an eight (8) lanes track and areas for horizontal and vertical jumps.

Technical Meeting

The technical meeting for track and field events and race walk events will be held on July 28th at 9:00 a.m. at the Auditorium of the University Caribbean Corporation. **A maximum of two (2) representatives from each National Olympic Committee or Member Federation will be able to attend.** In order to expedite the meeting and following the established standards of the most important international events, the questions presented in writing to the technical delegate will be taken into account until 15:00 on 27 July.

The technical meeting will serve to discuss only technical matters related to competition;

Preliminary or semi-final series of races, initial height and progressions of high jumps and pole vault, anti-doping control procedure, publicity in the clothing of athletes, athlete confirmation and answers to the questions of the delegations.

Bib Numbers Distribution: Team leaders may take bib numbers of their athletes when technical meeting finished. Each athlete will receive four (4) bib numbers.

Once the technical meeting is completed, a tour of the athletic stadium and the race walk circuit will take place, where athletes and coaches can participate.

The technical meeting for the marathon will be held on August 2 at 9:00 a.m. at the Centro American and Caribbean Village. **A maximum of two (2) representatives from each National Olympic Committee or Member federation will be able to attend.** In order to expedite the meeting and following the established standards of the most important international events, the questions presented in writing to the technical delegate will be taken into account until 15:00 on 2 August.

After the technical meeting a tour of the route of the marathon, where athletes and coaches can participate will take place.

Invitation cards for technical meetings will be available to team leaders at the Sports Information Center at the Central American and Caribbean Village at the time of arrival.

The **Technical Delegate** and **Competition Director** will conduct the meeting in Spanish and have the English translation.

PROTEST AND APPEALS

The procedure to be followed in the event of any protest shall be as follows:

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 and/or published on the stadium Electronic Board and the Technical Information Center (TIC).

Protests may be verbally to the referee judge in the first instance by an athlete or in-charge official responsible for the team who acted on his behalf or through the TIC. Once the referee has made a decision on the matter, he will be entitled to appeal to the Jury of Appeal.

The appeal to the jury shall be made in writing on a form provided to be obtained at the CIT and signed by a responsible official of the team. This claim will be accompanied by a deposit of US \$ 100.00 which shall be forfeited if the appeal not proceeded. The person who formulates the protest will receive a copy of the signed appeal.

The Jury of Appeal will submit a written response to the appeal as soon as possible which will be delivered to whom the protest was made.

ORDER OF PARTICIPATION FOR ATHLETES

Within the competition process, the order of participation of the athletes will be determined as follows:

Races will be conducted preliminary and/or semi-final in which the number of athletes is too high to allow the competition to develop in a final (direct). Preliminary and/or semi-final rounds will be prepared by the technical delegate.

Competitions (field events) - All the events will be final.

BEVERAGES STATIONS

Marathon

Water and refreshment stations, including isotonic beverages, shall be available at suitable intervals of approximately 5km.

Competitors will be able to bring their own personal drinks which will be delivered to the Central American and Caribbean Village. The schedules and places where they will be placed will be reported at the technical meeting. These beverages must be identified as follows:

Athlete number
Country (with abbreviation)
Km in which the beverage is to be found

Water Station and sponges:

There will be water stations and sponges located as established by the IAAF rules.

Race Walk

For the race walk events will have the same principle applies, but adapted to the conditions of the established circuit.

FINAL PARTICIPATION CONFIRMATION

The final confirmation of participants will be made by the team leaders through the form that will be distributed to each delegation on arrival to the country at the Sports Information Center (SIC) of the Central American and Caribbean Village and at the technical meeting.

For events on the first day of the championship, team leaders or their representatives must confirm their athlete participation until 12:00 on the day before the event. Team leaders will be able to confirm all of their athlete participations before the first day of competition.

The forms to confirm the participation of the athletes must be completed and delivered to the Sports Information Center (SIC) in the Central American and Caribbean Village or the Technical Information Center (TIC) in the stadium, according to the deadlines and timetable indicated in the following table:

Date of the competition	Time	Date of the confirmation
July, Sunday 29	09:00	July, Saturday 28
July, Monday 30	12:00	July, Sunday 29
July, Tuesday 31	12:00	July, Monday 30
August, Wednesday 1	12:00	July, Tuesday 31
August, Thursday 2	12:00	August, Wednesday 1
August, Friday 3	12:00	August, Thursday 2

Once confirmed, the absence of the athletes to any event or abstention to participate will be applied Rule 142.4 IAAF, which states that the athlete will not be able to continue participating in the later events, including the relays.

TECHNICAL INFORMATION CENTER (TIC) AND SPORTS INFORMATION CENTER (SIC)

For the collection of information from the Sports Information Center (SIC) in the Central American and Caribbean Village and the Technical Information Center (TIC) and the Technical Information Center (TIC) of the Athletics Stadium, special passes will be handed out by delegation.

Technical Information Center (TIC): The main function of the Technical Information Center is to assure a fluid interrelation and communication between the delegations participants and the LOC, the Technical Delegate, the Director of the Championship, the people in charge of their technical matters.

Location and Responsibilities: This center will be located inside the Athletics Stadium and will be open every day of the competition one hour before the start of the first event until one hour after the publication of the results of the last event, during the period comprised of July 29 to August 3, 2018.

The Technical Information Center (TIC) will be in charge, among other aspects, of the following:

Written appeals: Appeals must be made in accordance with the rules of the IAAF (146), and must be accompanied by a \$ 100.00 deposit.

Urgent news: Collection of all urgent information for the Delegations from the Technical Delegate and the Director of the Championship.

Publications of Results: The results will be placed on the bulletin boards located outside the Technical Information Center (TIC).

Technical Information: All the technical information related to the competition will be distributed to the delegations through a system of mailboxes. This information will also be available on the boards or blackboards located near the Office of the Sports Information Center (SIC) of the Central American and Caribbean Village.

Mailboxes: These boxes will be located in the Technical Information Center (TIC). People who have a special card can collect the information for their delegation.

Office in the Sports Information Center (OSIC) in the Central American and Caribbean Village: In the Central American and Caribbean Village an Information Office will be available that will remain open from 08:00 to 22:00 for the period of 27 July to August 3, 2018.

This office will be in charge among other things, of the following:

Technical Meeting: Distribution of admission passes and pertinent papers, distribution and receipt of written questions and others.

Competition Information: List of competitors, the start list of preliminary / semi-final / final rounds and results. Link between the delegations and the Technical Delegate / Organizing Committee / Championship Director regarding technical matters. Responses to technical requirements of delegations and teams.

Final Confirmations: The forms for the confirmation of the participants in the events can be received in the Office of the Sports Information Center (SIC) in the Central American and Caribbean Village.

Technical Information: All technical information about the competition will be distributed to each delegation through a mail box system. This information will also be located on the bulletin boards located next to the Office of the Sports Information Center (OSIC) of the Central American and Caribbean Village.

Mailboxes: Mailboxes will be located in the Sports Information Center (SIC). Each delegation will be assigned a mailbox, and the **Heads of Delegation** deliver all information and notices to team members within 24 hours of delivery. Each delegation will receive a special card that will allow the bearer to collect the information for the rest of the team. The material distributed through this system will include daily programs, departure lists and official announcements by the Technical Delegate / Organizing Committee / Championship Director. The daily mail will also be distributed through the boxes.

PRE-COMPETITION PROCEDURES

Call Room: The control of athletes will be done in the Call Room. This will be located in the tunnel that gives access to the Metropolitan Stadium Track to the Athletics Competition Stadium. All competitors must appear in the Call Room according to the established times.

Competitors who do not show up in time in the Call Room, without a valid reason (e.g. without a medical certificate issued by the official doctor of the championship), will be excluded from participating in that and all the events of the championship, including relays.

Team officials will not be allowed to enter the Call Room. Athletes competing in combined events (heptathlon, decathlon) must be presented in the Call Room the two days of competition before the first event of each session.

The control for subsequent events will take place at the event site. However, for the first event of the afternoon session, competitors must report to the Call Room.

Schedule of Athletes Presentation and Entrance to the Stadium: The schedule of presentation in the Call Room for the athletes is as follows:

Event	1 st Call	2 nd Call	Entrance
Races and Race Walk	45 minutes	30 minutes	20 minutes
Hurdles and Relays	50 minutes	30 minutes	20 minutes
Jumps and Throws	60 minutes	40 minutes	30 minutes
Hammer Throw	70 minutes	60 minutes	45 minutes
Pole Vault	70 minutes	60 minutes	45 minutes

Procedures: The procedures of the Call Room will be the following:

Identification of competitors: It will be done through their accreditation and their bib numbers.

Verification of Athletes Uniform: All competitors must wear the official national uniform of their delegation. The clothing will be checked against the photographs of the uniforms taken at the arrival of the delegations to the Central American and Caribbean Village. Athletes who are not wearing their official team uniform will be required to obtain the dress before they can be processed through the Call Room.

Verification of Shoes: The shoes of all athletes will be verified to ensure they are approved by the IAAF.

Inspection of Personal Property: A strict inspection will be done in the legal advertising and prohibited articles that the athletes may have in their possession. The use of cassette radios, radios, mobile phones, cameras, etc. is not allowed. by the athletes. The retained items may be retrieved at the Technical Information Center (TIC) after the event. Any advertising on clothing and packages must obey the rules of the IAAF on advertising regulation. Any illegal advertising will be covered with tape. Athletes should not remove such tape. If they did, this could lead to disqualification.

Team leaders: They must ensure that all their athletes comply with the above before entering the Call Room to avoid any delay.

Athletes shoe spikes: Only shoes with 6mm spikes, pyramid type/Christmas tree on track, including vertical jumps and vertical jump and javelin throw tests will be allowed. Needle spike will not be allowed. Art.143.4 (If the track manufacturer or the stadium operator mandates a lesser maximum, this shall be applied). If they do not obey the rules of the IAAF, the athletes will be asked to change them to the correct sizes.

Track event competitors: adhesive numbers will be provided to be placed on the pants, on both sides.

After the completion of these procedures, and at a certain time, the athletes will enter behind a judge who will accompany them to the exit or area of the competition of their respective event.

COMPETITION PROCEDURES

Bib numbers: All competitors must carry the race number they have received. The numbers will match the numbers in the program. Each competitor must carry two (2) numbers during the competition, on the chest and in the back, except for all jumps, where only one number can be worn on the chest or the back. If you wear sweatshirts during the competition, the numbers must be carried equally in them.

A number must also be affixed to the bag of the athlete entering the competition sector. The bib numbers must be worn in accordance with the rules of the IAAF and must not be cut or bent. Failure to comply with the rules of the IAAF will be grounds for disqualification.

Command Judges of the Exit Judge: The exit judge's orders will be given in English. Up to 400 meters inclusive, the following command voices will be used:

“on your marks”
“set” (ready)
fire of the gun

For races of 800 m and above, the orders will be:

“on your marks”
fire of the gun

If for any reason the exit judge considers that it is necessary to stop the process, he will say:

“up” (up to 400 m)
“over” (back 800 m and more)

In accordance with the IAAF Rules, a false start detection device will be used.

Official Implements: The Organizing Committee will provide the official implements of competition, except the poles.

Personal Implements: Athletes may use their own implements as long as they are submitted to the Championship Director 24 hours before the event and approved. These implements will be made available to all athletes competing in the event.

Vaulting Poles: All vaulting poles will be stored in a storage room of equipment in the Athletics Stadium store, which will be one of the training venues for the Pole Vault.

All the vaulting poles will be transported by the Organizing Committee to the stadium for inspection on the morning of the competition. All vaulting poles and packers must carry identification of the athletes (name and country). If a vaulting pole does not comply with the rules, the team leader will be informed immediately. The Technical Director will take the vaulting poles inside the stadium in time for the competition.

Markers (track and lanes): No athlete will be allowed to use their own markers. Competitors will be required to use the markers provided by the Organizing Committee for the Long Jump, Triple Jump and Pole Vault. For the High Jump and the relays, adhesive tape will be provided to the athletes. In field trials athletes may use a maximum of two (2) markers, and for relays only one mark is allowed.

Clothing and Shoes: Competitors will participate with the national uniform. The award ceremony and any Olympic round are considered part of the competition. To ensure that such rules are obeyed by competitors, each team leader will be asked to present a complete set of their delegation's official uniform at the Office of the Sports Information Center (OSIC) of the Central American and Caribbean Village. These will be photographed for the inspection and approval of the Technical Delegate and a copy will be given to the officers in the Call Room to allow them to inspect the clothing. Competitors' shoes must be

those approved by the IAAF. Any infraction of the above rules may result in the disqualification of competitors.

Official Results: The official results of each event will be announced by the announcer in the official languages of the event (Spanish and English). These will be considered official from the moment of their announcement by the official announcer. In the Technical Information Center (TIC) each delegation will have these results and any other additional information.

POST COMPETITION PROCEDURES

General: All athletes will leave the track through the Mixed Zone. In the Mixed Zone, the media will be able to conduct quick interviews. More information about the interviews will be found below. After passing through the Mixed Zone the athletes will go to the Control Area.

Procedure of Exit of the Track:

Track Events: immediately after arrival.

The final rounds in the field events: at the end of the first three rounds or at the end of the last three attempts.

High jumpers and pole vaulter: they will leave the track through the control area accompanied by a judge as soon as they are excluded from the competition, except for the three medalists who will leave together at the end of the race.

Combined Events: at the end of each session in the Heptathlon and the Decathlon.

Post-Event Control Area: All participants, after their participation, must proceed to this area located after the Mixed Zone. In the Control Area, all athletes selected for doping control will be informed.

A doping control judge will be designated for each athlete, who will accompany the athlete throughout the control phase until they go to the doping control room.

Athletes who have not been chosen for doping control and those who do not have to receive medals may leave the area and go to the stands.

Once the athlete has left the area he cannot re-enter. The winners of medals will be escorted to the award area. Those selected for doping control will be escorted to the Doping Control Center.

Interviews: Rapid interviews may be conducted in the Mixed Zone immediately after each event. The winners may be asked to attend a press conference.

Complaints: All claims must be made in the first instance orally to the Referee by the athlete himself or by his delegate.

Appeals related to results must be submitted in writing on forms provided by the Organizing Committee, signed by the official delegate on behalf of the athlete, no more than 30 minutes after the results have been officially announced. In these cases, Art. 146 of the IAAF Regulations will be applied, accompanying the protest with \$ 100.

All appeals must be delivered to the person in charge of the Technical Information Center (TIC). The person filing a claim will receive a copy that will contain the annotation of the reception time.

The Jury of Appeal will respond in writing as soon as possible. The result of the appeal will be made public on the bulletin board of the Technical Information Center (TIC) and in writing to the delegate of the claiming team.

AWARD

The awards will be made in accordance with the Regulation of CACSO chapter XIII.

Individual:

First place - a diploma and a gold medal

Second place - a diploma and a silver medal

Third place - a diploma and a bronze medal

Relays:

First place - a diploma for the team and a gold medal and diploma to each of the athletes

Second place - a diploma for the team and a silver medal and diploma to each of the athletes

Third place - a diploma for the team and a bronze medal and diploma to each of the athletes

The award ceremony will take place according to a previously established and informed itinerary. Medal presentations will normally take place before the doping control procedures.

The first three (3) athletes or relay teams will be gathered by an official in the Control Area and taken to the waiting area for ceremonies. Athletes must wear the official uniform of their delegation to the awards ceremonies.

Award ceremonies will usually not be held less than 30 minutes after the announcement of the results so there is time for any protest that may arise. Award ceremonies will be held the same day of the event, unless it is impossible. In this case, the award will be made the next day.

DOPING CONTROL

Controls and Medical Examinations: Any athlete who refuses to submit to a medical examination or examination or who was found guilty of doping, will be withdrawn from accreditation and will be expelled from the Games and possibly from future international competitions according to the sanctions established by CACSO and the current IAAF Regulation.

Doping Tests: The tests for Doping Control will be carried out by the Medical Division of the Organizing Committee. The current regulations will be that of the Medical Commissions of the International Olympic Committee, the WADA (World Anti-Doping Agency) and CACSO. The selection of athletes for sampling will be carried out by the CACSO Medical Commission in coordination with the Delegate for Doping Control.

Companions: Athletes selected for doping control may be accompanied to the Doping Control Center by an official

MEDICAL ASSISTANCE

Central American and Caribbean Village: There will be medical facilities for support and medical assistance from the Organizing Committee.

Athletics Stadium: There will be a properly equipped medical assistance center inside the stadium. During the competition, medical personnel will be available to provide medical support.

Training Areas / Warm-Up Area: There will be first aid stations available with the necessary equipment and awnings for physiotherapists.