

National Capital High School Track & Field Classic

Thursday, May 9th, 2013

Terry Fox Athletic Facility, Mooney's Bay Park, Ottawa

10:00 am - Registration Opens - Team Packet Pick-Up / Pay Entry Fees
11:30 am - Competition Start
7:00 pm - Estimated Finish

Five easy steps to participating in the meet

1. Send a Request for an Invitation to the meet.
 2. Receive entry files one week prior to the meet.
 3. Complete your entries and send in the entry file.
 4. Review of entry list - make necessary changes
 5. Come to meet, pay entry fees and participate
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Step 1: Request an Invitation

- ★ Send an email to meetentry@ottawalions.com with a "best guess" of your team size.
- ★ The "subject" line in your email should read "School name - uOttawa Invitational"!
- ★ We will send you a confirmation of acceptance for your team and your team size.
- ★ Actual team size for the meet may vary by (+/-) 5 athletes with no consequence. Where actual team size varies by more than 5 athletes, organizers reserve the right to charge a minimum entry fee or refuse entries in excess of the accepted team size.

Requests for an Invitation will be accepted as of **Monday, March 4th**

- Invitations are accepted on a "first come" basis until the meet is full. The meet has a maximum capacity of 1000 athletes.
- If the meet is full, the school will be advised by email that it is on a waiting list or is refused entry.

Step 2: Receive your Meet Entry Files

- ★ Schools will receive an email by the Friday preceding the meet containing two entry files, each works with a different entry system.
- ★ The email will contain instructions on using the different entry systems and completing your chosen entry file.
- ★ If your school was accepted but has not received your entry information by the Friday prior to the meet - please contact us immediately.

Step 3: Enter the Meet

2 Entry Systems

1. Microsoft EXCEL Spread Sheet System - many schools used this successfully last year.
2. Hy-Tek Team Manager Lite - as per OFSAA entry protocol and the National Capital Championships (East / West) Entry System.

NO FAXED ENTRIES - NO TELEPHONE ENTRIES. CALL or EMAIL US IF YOU ARE HAVING CHALLENGES WITH YOUR TEAM ENTRY.

Track Events: **unlimited** individual entries, **2 relay teams** per age group

Field Events: limit of **2 athletes** in each event by gender and age group

- ★ All athletes must be entered by their “School Coaches” or a properly school appointed “Coach” for each competition.
- ★ Seed times may be included (see info below)

- ★ **FIRST ENTRY DATE: MONDAY, May 6 @ Noon**
- ★ **\$4.00** per athlete per event entered, **\$8** per relay team.
- ★ **MAXIMUM FEE PER SCHOOL: \$300** with volunteer

- ★ **FINAL ENTRY DEADLINE: TUESDAY, May 7 @ Noon**
- ★ **\$5.00** per athlete per event entered, **\$10** per relay team
- ★ **MAXIMUM FEE PER SCHOOL: \$350** with volunteer

- ★ ****To Qualify for the School Maximum Entry Fee**** - schools must provide 1 “Meet Assistant / Volunteer” for the entire Meet. We will provide a meal to them. This person is preferably a physically fit adult or mature high school student. Please indicate in your email entry that your school will be bringing a “meet assistant / volunteer” so that we know to collect only the team max entry fee.

- ★ **ALL Entries to be sent as file attachments to: meetentry@ottawalions.com**
- ★ Coaches will receive confirmation within 24 hours of receipt of their entries.

Step 4: Review of Entry List - Scratches and other changes

- ★ Coaches will receive an email by Noon on the day prior to the meet that will contain their team entry information. **PLEASE REVIEW YOUR ENTRIES!**
- ★ We will accept any corrections (**Adds / Scratches / Spelling / Gender / Events**) if sent

to us **by email before 4:00 pm on the day BEFORE each meet.**

- ★ **PLEASE - NEVER RE-SEND** a new meet entry file, just spell out all corrections in your email.
- ★ Coaches should bring a copy of their team entry information and any emails containing corrections to the meet for verification purposes, if required.
- ★ **ONLY scratches sent by email before 4:00 pm the DAY BEFORE THE MEET** will not be included in the calculation of the school's final team fees.
- ★ No entries will be accepted on the day of the meet!

Step 5: Come to meet, pay entry fees and participate

* **10:00 am** Registration Desk Opens for Entry Fee Payment & Team Packet Pick-up

* **11:30 am** Competition Starts

- ★ Entry fees are paid when the team arrives at the Terry Fox Athletic Facility on the day of the competition. Cheques, cash or credit card (**VISA or MasterCard** only) will be accepted. Receipts will be provided at this time.
- ★ **All Fees Payable to: Ottawa Lions Track & Field**

Awards	The first three place finishers in all individual events & winning relay teams will receive most excellent uOttawa Track & Field T-Shirts
Age Groups	Midget / Junior / Senior / HS Open
Events	All events (note that the Open Boy's steeple is 1500m)
Entry Limits	Track Events - Unlimited athlete entry Relay Events - Max of 2 Teams per age group . Field Events - Max of 2 athletes per age group (athletes can move up to older classifications as long as the 2 per event maximum is maintained.)

- Seed Times**
- ★ Seed times will be accepted for all track events
 - ★ Please (when at all possible) indicate a performance time that has been achieved in the 2013 outdoor season or indoors at one of our Dome Series meets.
 - ★ Athletes with no seed times will be placed together as “unseeded”.
 - ★ Instructions on providing seed times will be provided in the email with the entry files.
 - ★ Field events do NOT require a seed performance.

Uniforms **Please ensure all athletes compete in school team uniforms**

Spikes in Footwear Only cone shaped spikes, maximum length of 7mm, will be allowed. Spikes will be checked at the start line and at field event sites. The proper spikes will be available for sale at the front desk of the Terry Fox Facility at all times.

Check - In **Track Events:** Athletes will report to their event start line areas when called.
Field Events: Athletes report directly to their field event site 30 min. ahead to determine their competition flight assignment. All warm-ups must be completed before the scheduled start time.

Implement Weigh-in @ The competition site before start. Only Certified Implements will be allowed in the competition

Results Posted at the facility during the competition and posted on the web site. www.ottawalions.com - go to “Results and Rankings”

Starting Block Rules Note events / age classes in the meet schedule that do not allow the use of blocks. In most cases, a 4pt start is required

Meet Schedule on the next page below. This is a draft schedule. The final meet schedule will be posted by 12 noon the day before the meet.

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- Notes:
- * Order of Track Event Competition: MG, MB, JG, JB, SG, SB
 - * Final Meet Schedule & Start Lists will posted Wednesday, May 8th by 12:00 pm
www.ottawalions.com Revisions & corrections posted on an ongoing basis.

Track Events:

(we will run ahead of schedule when possible)

11:10	Coaches Meeting - Finish Line	3:00	100m - GIRLS - NORTH SIDE MG & JG - no blocks *4pt. / SG - blocks
11:30	1500m Steeplechase - Open Girls 1500m Steeplechase - Open Boys	4:00	800m - MG / MB 800m - JG / JB 800m - SG / SB
11:50	4 x 100m Relays - no blocks *4pt	4:40	200m - MG / MB - no Blocks *4 pt. start 200m - JG / JB - no Blocks *4 pt. start 200m - SG / SB - Blocks or *4pt. start
12:30	400m - MG / MB - no Blocks *4pt.start 400m - JG / JB - no Blocks *4 pt. start 400m - SG / SB - Blocks	5:35	3000 meters Open Girls
1:20	1500m - MG / MB 1500m - JG / JB 1500m - SG / SB	5:50	300m Hurdles - MG, JG, MB, JB - no blocks 400m Hurdles - SG, SB - blocks
2:15	80m Hurdles - MG / JG 100m Hurdles - SG / MB / JB 110m Hurdles - SB	6:25	3000 meters Open Boys
3:00	100m - BOYS - GRAND STAND SIDE - MB & JB - no blocks *4pt / SB - blocks	6:45	4 x 400m Relay - Open Girls 4 x 400m Relay - Open Boys *no 3-turn start - using 1 turn stagger start

Field Events:

11:10	Coaches Meeting - Finish Line	2:00	Javelin - Senior Girls - 3 throws Discus - Senior Boys - 3 throws Shot Put - Midget Boys - 4 throws
11:30	High Jump - All Girls (open 1.20) High Jump - All Boys (open 1.40) <small>Results will be separated by Age Group for awards</small>	2:30	Long Jump - Senior Boys - 3 jumps
11:30	Javelin - Sr. Boys - 3 throws Discus - Jr. Boys - 3 throws Shot Put - Midget Girls - 3 throws followed by Junior Girls - 3 throws	3:30	Javelin - Midget Girls - 3 throws Discus - Midget Boys - 3 throws Shot Put - Senior Girls - 4 throws
11:30	Long Jump - Midget Girls - 3 jumps Long Jump - Junior Girls - 3 jumps	3:30	Triple Jump - Midget Girls - 3 jumps Triple Jump - Midget Boys - 3 jumps
12:30	Javelin - Junior Girls - 3 throws Discus - Midget Girls - 3 throws Shot Put - Junior Boys - 4 throws	4:15	Triple Jump - Junior Girls - 3 jumps Triple Jump - Junior Boys - 3 jumps
12:45	Long Jump - Senior Girls - 3 jumps	4:30	Javelin - Midget & Junior Boys - 3 throws Discus - Junior & Senior Girls - 3 throws Shot Put - Senior Boys - 4 throws
1:30	Long Jump - Midget Boys - 3 jumps Long Jump - Junior Boys - 3 jumps	5:00	Triple Jump - Senior Girls - 3 jumps Triple Jump - Senior Boys - 3 jumps

All Results @ www.ottawalions.com