

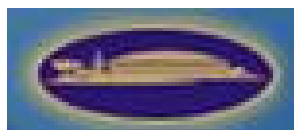


22 CENTRAL AMERICAN AND CARIBBEAN TRACK AND FIELD CHAMPIONSHIP

3-5 July, 2009, Havana, Cuba

TECHNICAL HANDBOOK

REVISED JUNE 3, 2009



“CENTRAL AMERICAN AND CARIBBEAN FRIENDS”

Dear friends, the Cuban Track and Field Federation is please to welcome you on the occasion of the 22 Central American and Caribbean Championship to be held in Havana city, the capital of the Republic of Cuba.

While continuing to develop these championships, we are strengthening the friendship bonds between the Central American and Caribbean federations and youngsters; hence, we foster the development of Track and Field in the area to continue being at the head of World track and field.

Be welcomed to Havana, Cuba

Organizing Committee

22 Central American and Caribbean Track and Field Senior Championship

**CENTRAL AMERICAN AND CARIBBEAN CONFEDERATION (CACAC)
EXECUTIVE BOARD**

Víctor López (PUR)– President
 Alaín Jean-Pierre (HAI) – Vice President
 Jesús Molina (CUB) – Vice President
 Alpheus Finlayson (BAH) – Vice President
 Evelyn Caludio López (PUR) – Secretary - Treasurer
 Neville McCook (JAM) – Ex Officio Member (NACAC – IAAF Representative)
 Esther Maynard (BAR) – Vocal
 Rey O’Neal (IVB) – Vocal
 Ramiro Varela (COL) – Vocal

MEMBER COUNTRIES (35)

NC	SC	CA	EC
BERMUDA	BARBADOS	MEXICO	USA VIRGIN ISLANDS
BAHAMAS	TRINIDAD & TOBAGO	GUATEMALA	GBR VIRGIN ISLANDS
CUBA	ARUBA	BELIZE	SAINT LUCIA
JAMAICA	NETHERLANDS ANTILLES	EL SALVADOR	DOMINICA
CAYMAN ISLANDS	VENEZUELA	NICARAGUA	SAINT KITTS & NEVIS
PUERTO RICO	COLOMBIA	HONDURAS	SAINT VINCENT
HAITI	GUYANA	COSTA RICA	GRANADA
DOMINICAN REPUBLIC	SURINAM	PANAMA	ANTIGUA
TURK & CAICOS	ANGUILLA	-	MONTSERRAT

**CUBAN FEDERATION (FCA)
EXECUTIVE BOARD**

Alberto Juantorena Danger – President
 Enrique Figuerola Camué – Vice President
 Jesús Molina Hernández – Vice President
 Javier Sotomayor Sanabria – Vice President
 Esteban Brice Nichols – General Secretary

1. Date and Venue of the Championship

Competitions will take place in the Pan American Stadium, in Havana city, Cuba. The facility has been entirely remodeled and has a new MONDO track, certified by the IAAF (International Association of Athletics Federation).

It has 8 lanes and all jump and throwing areas; the warming-up track is nearby.

2. On Participation.

2.1. General Regulations

The Central American and Caribbean Championship will be ruled by the IAAF 2008/09 official regulations. Cases not foreseen herein will be solved by the IAAF – NACAC/CACAC Technical Delegate.

2.2. Participants.

Athletes from countries affiliated to the Central American and Caribbean Confederation (CACAC) and from National Federations affiliated to IAAF are eligible to participate. Each country will register up to two (2) athletes per event and in a relay team six (6) athletes.

In the half marathon, three (3) athletes per country are able to participate.

2.3. Participation Requirements.

- a) To have born in the country s/he represents.
- b) To be a natural citizen of the country s/he represents and to be a resident of this for at least five (5) years.
- c) To be duly registered in his/her country Federation.
- d) To be duly registered in the competition by his/her National Federation.

2.4 Preliminary Registration.

All CACAC-member countries shall send the number registration in the preliminary registration forms, to be electronically sent, by May 31 (12:00 a.m. Cuban time).

By April 12, 2009, countries must send a confirmation of participation in the Championship.

2.5 Final Registration.

The final name registration, with all data requested in the official form, and to be electronically sent, shall reach the Organizing Committee and the CACAC headquarters by June 25, 2009 at the latest.

In case there is not enough participants to hold an event, NO LESS THAN FIVE (5) COMPETITORS FROM THREE (3) COUNTRIES, the Organizing Committee will immediately inform those countries whose athletes were registered to the said event.

2.6 Championship Events.

MEN

RACES	100 – 200 – 400 – 800 – 1500 – 5000 - 10000 – ½ Marathon
HURDLE RACES	110 – 400 meters
STEEPLECHASE RACES	3000 meters
JUMPS	High Jump, Pole Vault, Long Jump, Triple Jump
THROWING	Discus, Javelin, Shot-put, Hammer
WALK	20 Km
RELAY	4x100 – 4x400 meters
COMBINED EVENTS	DECATHLON

WOMEN

RACES	100 – 200 – 400 – 800 – 1500 – 5000 - 10000 – ½ Marathon
HURDLE RACES	100 – 400 meters
STEEPLECHASE RACES	3000 meters
JUMPS	High Jump, Pole Vault, Long Jump, Triple Jump
THROWING	Discus, Javelin, Shot-put, Hammer
WALK	10000 meters in Track.
RELAY	4x100 – 4x400 meters
COMBINED EVENTS	HEPTATHLON

2.7 Participation Confirmation.

The Head of the Delegation or the official representative shall confirm in writing, in the organization forms, the list of athletes participating in each event, by 12:00 hours of the day prior to the holding of the event. This will be done at the Technical Information Desk at the Pan American Stadium. Confirmation of all the days can also be handed in during the Technical Meeting.

Only athletes duly registered in the corresponding events will be confirmed. The withdrawal forms will be provided to the Head of Delegations at the Technical Meeting.

3. **Schedule.**

3.1. **Each of the events will take place in the established time, as per the following schedule.**

First Day

Morning Session

FRIDAY, JULY 3 2009

No.	TIME	EVENT	GENDER	PHASE
101	07:00	20 Walk	Men	Final
102	08:00	10000 m	Women	Final
103	09:00	100 m	Men	Decathlon
104	09:15	1500 m	Women	Semi-Final
105	09:40	1500 m	Men	Final
106	09:45	Long Jump	Men	Decathlon
107	10:00	400 m	Women	Semi-Final
108	10:20	400 m	Men	Semi-Final
109	11:00	Shot-put	Men	Decathlon

First Day

Afternoon Session

FRIDAY, JULY 3 2009

No.	TIME	EVENT	GENDER	PHASE
110	16:00	High Jump	Men	Decathlon
111	16:00	100 hurdle	Women	Semi-Final
112	16:00	Discus throwing	Men	Final
113	16:20	110 hurdle	Men	Semi-Final
114	16:30	Shot-put	Men	Final
115	16:40	100 m	Women	Semi-Final
116	17:00	100 m	Men	Semi-Final
117	17:00	Pole vault	Women	Final
118	17:00	Triple Jump	Women	Final
119	17:00	Discus throwing	Women	Final
120	17:30	110 hurdle	Men	Final
121	17:40	100 hurdle	Women	Final
122	17:55	400 m	Women	Final
123	18:10	400 m	Men	Final
124	18:20	400 m	Men	Decathlon
125	18:30	10000 m	Men	Final
126	18:45	100 m	Women	Final
127	19:25	100 m	Men	Final

Second Day

Morning Session

SATURDAY, JULY 4 2009

No.	TIME	EVENT	GENDER	PHASE
201	07:00	10 Km Walk	Women	Final
202	08:30	110 hurdle	Men	Decathlon
203	08:50	100 hurdle	Women	Heptathlon
204	09:10	1500 m	Women	Final
205	09:15	Discus throwing	Men	Decathlon
206	09:25	1500 m	Men	Final
207	09:45	High Jump	Women	Heptathlon
208	10:30	Pole vault	Men	Decathlon
209	10:30	Hammer	Men	Final
210	10:30	4x100 m	Women	Semi-Final
211	10:45	4x100 m	Men	Semi-Final

Second Day

Afternoon Session

SATURDAY, JULY 4 2009

No.	TIME	EVENT	GENDER	PHASE
212	16:30	Shot-put	Women	Heptathlon
213	16:30	200 m	Women	Semi-Final
214	16:30	Pole vault	Men	Final
215	16:30	Javelin throwing	Men	Decathlon
216	16:50	200 m	Men	Semi-Final
217	17:00	High Jump	Women	Final
218	17:00	800 m	Women	Semi-Final
219	17:10	800 m	Men	Semi-Final
220	17:30	Long Jump	Men	Final
221	17:40	3000 steeplechase	Men	Final
222	17:45	Javelin throwing	Men	Final
223	18:00	400 hurdle	Women	Semi-Final
224	18:15	400 hurdle	Men	Semi-Final
225	18:30	200m	Women	Final
226	18:40	200 m	Men	Final
227	18:50	200 m	Women	Heptathlon
228	19:00	1500 m	Men	Decathlon
229	19:15	4x100 m	Women	Final
230	19:30	4x100 m	Men	Final

Third Day

Morning Session

SUNDAY, JULY 5 2009

No.	TIME	EVENT	GENDER	PHASE
301	07:00	½ Marathon	Women	Final
302	07:00	½ Marathon	Men	Final
303	08:30	Long Jump	Women	Heptathlon
304	09:30	Javelin Throwing	Women	Heptathlon
305	09:50	4x400 m	Women	Semi-Final
306	10:00	4x400 m	Men	Semi-Final

Third Day

Afternoon Session

SUNDAY, JULY 5 2009

No.	TIME	EVENT	GENDER	PHASE
307	16:00	Long Jump	Women	Final
308	16:30	Hammer	Women	Final
309	16:45	400 m hurdle	Women	Final
310	17:00	400 m hurdle	Men	Final
311	17:00	High Jump	Men	Final
312	17:00	800 m	Women	Final
313	17:10	800 m	Men	Final
314	17:20	800 m	Women	Heptathlon
315	17:30	Shot-put	Women	Final
316	17:30	Triple Jump	Men	Final
317	17:30	Javelin Throwing	Women	Final
318	17:40	5000 m	Women	Final
319	18:10	5000 m	Men	Final
320	18:40	3000 m steeplechase	Women	Final
321	19:15	4x400 m	Women	Final
322	19:20	4x400 m	Men	Final

3.7 Technical Information Center (CIT).

The Technical Information Center will be located in the first floor of the Pan American Stadium, duly identified. There, delegates can obtain the competition results, file claims, request information on the competition, the transportation, official communications, etc. Participants must bear their identification accreditations.

4. Guidelines for the Heads of Delegations

4.1 Arrival

The Organizing Committee shall have available an Information Desk at the Airport for welcoming, transferring, accreditation and accommodation after completing all foreseen requirements.

4.2 Accommodation

Participants shall stay at the Meliá Habana Hotel from two days before and one day after the Championships (5 nights total). Each delegate or head of delegation shall pay US \$25 in cash per member per day of each athlete, coach and official before the accreditation. This is under the Financial Obligation of the CACAC Regulations, Rule 4.3 according to the quota in the following table.

Athletes	Officials	Athletes	Officials
1 – 5	1	35 -40	7
6 – 10	2	41 – 46	8
11 -16	3	47 – 52	9
17 – 22	4	53 – 58	10
23 – 28	5	59 -64	11
29 -34	6	65 - 70	12

The extra days or athletes and officials not included in the competition shall be cancelled upon the accreditation.

4.3 Accreditation

The Organizing Committee shall make the accreditation of all athletes and members of delegations duly registered by each Federation. These ID must be carried for your identification and access to places during the event.

4.4 Transportation

Participants shall be guaranteed with transportation upon their arrival at the “José Martí” Airport. Likewise, a transportation system shall be arranged for competitions, official visits, official functions and departure to the airport.

4.5 Participant Numbers – Dorsal

The Organizing Committee shall designate a number to each athlete. Four numbers shall be given and must be used in the following way:

- (1) For warm up uniform
- (2) For competition jersey, one in the front and one in the back.
- (1) For the suitcase

Numbers can not be folded, cut or modified under any circumstances in accordance with the IAAF Regulations on pain of disqualification of the athlete.

Athletes competing in races shall be given two numbers, to be used in each side of shorts or lycras, in the call room before going to the track.

4.6 Athletes outwear

All athletes must wear the uniforms of their delegation, which should comply with the IAAF Regulations.

4.8. Qualification Round.

Track events: heats shall be prepared by the Technical secretary under supervision and approval of the IAAF, NACAC - CACAC technical delegate. For first heats, better marks set by athletes during the previous 12 months shall be considered. These must be informed in the final name entry form. The advance process shall be under IAAF Rule 166.

4.9 High Jump Progression

Event	Gender	Starting height	1st	2nd
High Jump	Men	1.90 cm	5 cm to 2.10 cm	3 cm
	Women	1.55 cm	5 cm to 1.70 cm	3 cm
Pole Vault	Men	4.30 cm	10 cm to 4.90 cm	5 cm
	Women	3.00 cm	10 cm to 3.60 cm	5 cm

Decathlon and Heptathlon: starting heights in high jump and pole vault shall be agreed on the Technical Meeting among the delegates who register athletes in these events. The IAAF Regulation (article 8) for elevation segments shall apply.

4.10 Judges and officials

Judges and auxiliary staff to officiate during the competition shall be proposed by the Cuban Track and Field Federation, endorsed by the CACAC.

4.11 Awards

Individual and Team medals and trophies shall be awarded for men and women as specified below:

MEDALS	INDIVIDUALS	
1 st Place	Men - Women	Gold
2 nd Place	Men – Women	Silver
3 rd Place	Men – Women	Bronze

TROPHIES	Teams
1 st Place - champion	Men – Women
2 nd Place – runner up	Men - Women
3 rd Place	Men - Women

Trophies for general winner

Champion	Country
Runner-up	Country
3 rd Place	Country

4.12 Scoring

The Delegation achieving the highest score by gender and total in the general scoreboard shall be the winner under the following table:

Place	Score
1	10
2	6
3	4
4	3
5	2
6	1

For combined events and relays scores shall be double.

4.13 Claims

All claims regarding the results should be made verbally, in first instance, by the athlete or his/her delegate to the Judge referee.

Claims must be submitted in writing in the forms given by the Organizing Committee, signed by the official delegate on behalf the athlete, at latest 30 minutes after the official announcement. In these cases, article 146 of the IAAF Regulation shall be applied and claims shall be accompanied by \$100.00 USD or its equivalent in Cuban Convertible Pesos (CUC).

All claims should be handed in to the person in charge of CIT. The person who submits a claim shall receive a copy including the time of reception.

The Jury of Appeal shall reply in writing at the earliest convenience. The results shall be made public in the CIT Board and in writing to the delegate of the team that puts forward the claim.

4.14 National Records.

When a mark for a country (National record) is set, the certificate shall be requested at the CIT.

4.15 Medical services

The Organizing Committee shall provide all medical services for athletes during the competition in the training and competition areas and at the hotel of the event.

4.16 Doping Control

The Organizing Committee shall carry out the doping test under the CACAC Regulations. The athletes shall be randomly selected by the technical delegate and the doping delegate. When an athlete from any country sets a National record, the anti-doping test shall be paid by his/her delegation in order to obtain the certificate of the mark or result achieved.

5. Guidelines for officials and athletes

5.1 Sport equipment

The Organizing Committee shall provide the equipment for every event held during the Championships to all athletes. Official equipment under IAAF Standards.

Organizers shall allow different equipments provided that these be submitted to the Technical Director of the championships two hours before the start of the event. In case of being approved, the equipment shall be available to all athletes of this event. Poles are excluded from this last issue.

5.2 Pole control

Poles shall be handed in to the jump referee two hours before the start of the event.

5.3 Training timetable

Training timetable shall be arranged among the Organizing Committee and delegations according to days and sessions of competitions and requirements of each team.

5.4 Events out of the Stadium

The 20 km men walk and men and women half marathon shall be held under article 240 of IAAF Regulations for out of stadium events, with all requirements of circuit for them. Everything regarding these events as well as the circuit shall be informed during the Technical Meeting.

5.5 Call Room. Procedures.

The Call Room will be located in the warming-up area and will be duly identified. Two rooms will be available: one (1) for the track events and one (1) for the contest events.

Athletes will be checked at the Call Rooms once requested and will have to meet the corresponding regulations regarding: shoes, uniforms, numbers, and electronic equipment.

The Decathlon and Heptathlon athletes will be checked prior to first event of each day, both in the morning and the afternoon sessions.

Delegates or officials from the different countries cannot be present at the Call Rooms.

Timetable to attend the Call Rooms

EVENT	1ST ATTENDANCE	2ND ATTENDANCE	ENTRY
RACES AND WALK	45 minutes	30 minutes	20 minutes
HURDLES AND RELAY RACES	50 minutes	30 minutes	20 minutes
JUMPS AND THROWING	60 minutes	4 minutes	30 minutes
POLE VAULT	70 minutes	60 minutes	45 minutes

Athletes will enter the track and the areas following a Judge-Guide. In each of the finals, athletes will be introduced to the audience in front of the main rostrum.

In Jump and Throwing Contests, athletes eliminated at the end of the qualifying round will leave the area accompanied by a Judge; this procedure will be similarly applied to athletes finishing their participation in the Pole Vault and High Jump events.

5.6 Procedures after the final events.

Athletes will be escorted by a Judge to the mixed area in the Jump and Throwing contest events. The mixed area will be located at the end of the track. In the final races, athletes will wait for the result of the first three places in the mixed area.

Once results are known, athletes can be interviewed by journalists and will go to the Awarding area, where they will be selected for the Anti-doping Tests.

6. Jury of Appeal.

The Championship Jury of Appeal will be composed of the CACAC Executive Board members, as well as the members of the IAAF Boarding pertaining to the area.

7. Technical Meeting

The Technical Meeting will be held on July 2 at 14:00 hours at the Meliá Habana Hotel.

Up to two (2) representatives per participating delegation will attend the meeting.

At the meeting, technical issues related to the competition will be exclusively analyzed and questions stated by delegations in the model handed in by the Organizing Committee will be answered.

8. Opening and Closing Ceremonies.

Activities related to the Opening and Closing ceremonies, to be held on July 2 and July 5, respectively, will be announced on the first Bulletin. Further details will be given at the Technical Meeting.

9. General Assembly.

The General Assembly (Extraordinary Congress) will take place on Sunday, July 5, 2009 at 9:00 a.m. at the Meliá Habana Hotel.

Technical Commission
Organizing Committee
22 Central American and Caribbean Track and Field Senior Championship