



Federación Venezolana de Atletismo
II Campeonato Panamericano de Cross Country

4 de Marzo Caraballeda, Estado Vargas - Venezuela



**II Campeonato Panamericano
de Cross Country**
(APA) Caraballeda-Vargas-Venezuela
4 Marzo 2016





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II PANAMERICAN CROSS COUNTRY CHAMPIONSHIPS

VARGAS, VENEZUELA

MARCH 4, 2016

ASSOCIATION OF PANAMERICAN ATHLETICS - APA

CONFEDERACION SURAMERICANA DE ATLETISMO - CONSUDATLE

NORTH AMERICA, CENTRAL AMERICA AND CARIBBEAN ATHLETICS ASSOCIATION -

NACAC



TEAM MANUAL

Vargas

1.- GENERAL INFORMATION

Association of Panamerican Athletics (APA) Executive Council

President:	Víctor López (Puerto Rico)
Vice President:	Julio Roberto Gómez (Colombia)
General Secretary:	Evelyn Claudio (Puerto Rico)
Treasurer:	Alain Jean Pierre (Haiti)
Members at Large:	Esther Maynard (Barbados) Claude Blackmore (Guyana) Rob Guy (Canada)
South American Representative:	Marcos Oviedo (Venezuela)
Member Ex Officio:	Roberto Gesta de Melo (Brazil) – Consudatle President

ORGANIZING COMMITTEE:

President:	General Jorge Luis García Carneiro (Governor of Estado Vargas)
Vice Presidents:	Pedro Infante (President of the National Sports Institute) Wilfredys León (President of the Athletics Federation), 005841432331868, fevatletismo@cantv.net Pedro Rodríguez (Procurador General del Estado Vargas)



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Director: Marcos Oviedo (Panamerican Cross Country Coordinator, Member of the IAAF Cross Country Commission, Vice President of Feveatletismo),
0058-4142879903,00584122222610
marcosoviedo2@gmail.com

APA Technical Delegate: Thelma Wright (Canada)
Member of the IAAF Cross Country Committee
and of the Panamerican Cross Country
Commission

Protocol Director: Olga Chacón
Local Technical Directors: José López y Eduardo Navas
Logistics Director: Alfredo Sequera
Marketing Director: William Contreras
Marketing Director Assistant: Cherley Avila
Communication Director: Livia de Sequera
Communication Director Assistant: Naile de Los Santos
Financial Director: Angel Omar Díaz
Administrator: Yenovlery Rodríguez
Technology Director: Leonardo Monrroy
Ivan Romero
Graphic Designer: Juan Carlos León.

2.- VISAS TO ENTER VENEZUELA

The countries which are required to have visas to enter Venezuela should request their visas in the Venezuela Consulate in their respective country. The visa request should include the invitation to the event and any other documents required by the local authorities. If you need any help please contact the Athletic Federation of Venezuela and we will try to request the Institute of Sports of Venezuela and the International Affairs Authorities to assist us. To do so we will need the following information: First and last name, Nationality, Passport Number and the number of days the person is going to stay in Venezuela:

Tele- fax: 0058-212-4711904

E-mail: marcosoviedo2@gmail.com, Feveatletismo@cantv.net,
ven@mf.iaaf.org



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Contact Persons: Wilfredys León

0058-414-323176

wilfredys2121@hotmail.com

Marcos Oviedo: 0058-414-2879903 e-mail: marcosoviedo2@gmail.com

List of the countries and visas requirements to enter Venezuela:

Visa Requirements	Member Federations of the Panamerican Area
Visa Required	Anguilla
ANTIGUA Y BARBUDA	Antigua & Barbuda
ARGENTINA	Argentina
ARUBA	Aruba
Visa Required	Bahamas
BARBADOS	Barbados
BELICE	Belize
Visa Required	Bermuda
BOLIVIA	Bolivia
BRASIL	Brazil
Visa Required	USVI
Visa Required	British Virgin Islands
CANADA	Canadá
Visa Required	Cayman Islands
CHILE	Chile
COLOMBIA	Colombia
COSTA RICA	Costa Rica
CUBA	Cuba
DOMINICA	Dominica
Visa Required	Dominican Republic
ECUADOR	Ecuador
Visa Required	El Salvador
GRENADA	Grenada
GUATEMALA	Guatemala
Visa Required	Guyana
Visa Required	Haití
Visa Required	Honduras
Jamaica	Jamaica
MÉXICO	Mexico
Visa Required	Montserrat
Visa Required	Nicaragua
PANAMA	Panamá



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PARAGUAY	Paraguay
PERU	Perú
Visa Required	Puerto Rico
SAINT KITTS AND NEVIS	St. Kitts & Nevis
SAN VICENTE Y LAS GRANADINAS	St. Vincent & The Grenadines
SANTA LUCIA	Santa Lucía
TRINIDAD Y TOBAGO	Trinidad & Tobago
Visa Required	Turks & Caicos
Visa Visa Required	United States of America
URUGUAY	Uruguay
Visa Required	Surinam

3.- ARRIVALS AND DEPARTURES:

ARRIVAL DATE: March 2, 2016

3.1.- Arrivals and departures should be to and from the main airport: International Airport "Simón Bolívar" in Maiquetía located 20 minutes away from the lodging site.

Important Note: Each country should send travel information to the local organizing committee when they send the preliminary list and must confirm in the final entries list the names and all the information regarding the arrivals and departures of all the members of their delegations.

The Local Organizing Committee will not be responsible of persons arriving without previous arrangements and complete information submitted. Each country will have to provide the ground transportation for arrival or departures not informed to the LOC.

3.3.- **DEPARTURES:** March 5, 2016. Upon arrival the Team Leader will submit the departure itinerary of the delegation. The Local Organizing Committee will publish the departure time to the airport at the hotel or lodging site of each delegation.

4.- LODGING AND MEALS:

4.1.- The Local Organizing Committee have designated as the village or lodging site for all the delegations the Puerto Azul Club, located in Naiguatá, Estado Vargas, 20 minutes away from the airport and 10 minutes away from the championships venue.



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Athletes participation	Officials or accompanied persons
1	1
2 a 6	2
7 a 12	3
13 a 18	4
19 a 24	5
25 a 30	6

4.2.- NACAC countries will pay daily only \$20.00 USD for each member of their delegation. The countries from Consudatle will receive the same agreement for all sport events.

4.3.- The delegations will be taken to the hotel and the Team leader will go immediately to the Accreditation Center with all the Passports of the members of their delegation. There the Team Leader will receive the accreditation cards and the meal tickets for each member of their delegation. Confirmation of the participation list for each event should be done by the Team Leader. Every Confirmation member of the delegation will receive a participation certificate.

4.4.- The official entry of each delegation to the lodging, the Puerto Azul Club will be Wednesday, March 2, 2016 and the departure date is March 5, 2016. Since the village is a private club, delegations who need to stay one more day will be taken to a hotel.

4.5.- Lodging arrangements will be in double or triple rooms according to previous arrangements done by the Local Organizing Committee.

4.7.- Payments of extra officials, single rooms or extra days will be done in cash only (USD or Euros) upon arrival to the financial directors of the event.

4.8.- Team Leaders will be responsible for extra expenses such as non official restaurant expenses, telephone calls, laundry or any other club amenities used by members of their delegation. Payments must be done before departures.

4.9.- In each hotel there will be a protocol stand with general information: meals itinerary, transportation, local tourist attractions and championships program.



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4.10.- Athletes confirmations, withdrawals and technical matters will be done upon arrival by the Team Leader at the Accreditation Center and changes will be done only at the Technical Meeting for the event.

4.12.- Meal Itinerary

Breakfast:	from 6:00 to 9:00 AM
Lunch:	from 12:00 to 15:00 hours
Dinner:	from 18:30 to 20:00 hours

5.- ACCREDITATION:

The Local Organizing Committee will use the Web Page FEVEATLETISMO www.feveatletismo.com for this event and the accreditation of athletes and officials must be completed by February 27, 2016. Confirmation of the accreditations will also be posted on this Web Page.

The Local Organizing Committee will also have a main Accreditation Center. Those team members who were not accredited on the due date will have to visit the accreditation Center upon arrival to submit the appropriate documentation and receive an accreditation card.

The accreditation card given by the Local Organizing Committee will be required for all the Access areas of the competition including competition areas, championship site, offices for this event, technical office, press center, club, restaurant, etc.

6. PRESS CENTER: There will be a Press Center both at the Puerto Azul Club and at the competition site.

7.- TECHNICAL ASPECTS:

7.1.- The II PANAMERICAN CROSS COUNTRY CHAMPIONSHIPS will abide by the IAAF rules and regulations.



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GENERAL PROGRAM

March 2	All day	Arrival of Delegations & Training
March 3	8 AM to 10 AM	Cross Country Race Open and Master
March 3	10 AM to 12 noon	Training
March 3	3:00 PM to 6:00 PM	Cross Country Seminar
March 3	6:15 PM	Technical Meeting
March 4	8:00 AM to 12 noon	Championship Events
March 4	8:00 PM	Party
March 5	All day	Departures

Coaches from the countries participating in this event should make a written request to deliver a presentation approved by their Athletic National Federation at least ten days before the Seminar.

The General Program will only make changes if there is a change in number of athletes per event. The International Technical Delegate, in agreement with the Local Technical Director, will make the appropriate adjustment to the program and the final official event program will be distributed at the Technical Meeting.

At the Technical Information Center (TIC) the Team Leaders will submit or receive pertaining technical announcements. They could retrieve athletes, receive program of events, competitors lists, results and any other information regarding doping or general information. They could request coaches' passes, submit grievances according to the IAAF rules and could request any further assistance for their delegation or certification of records and photo finish.

The Team Leaders will receive a special accreditation card for the TIC Access. No information or services will be given to persons who do not have a TIC Accreditation Pass.

7.2.- TECHNICAL MEETING

The Technical Meeting will be held on Thursday, March 3, 2016 at 6:15 PM at the Puerto Azul Club.



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Agenda for the Technical Meeting

1.- Welcome by the National and International Leaders

2.- Technical Manual Presentation

3.- Questions and Answers

4.-Ratification of participation of athletes

7.3.- Each country may enter six (6) athletes per event, with the top four athletes being totaled for team results.

7.4.- **The preliminary** list of participants should be sent by February 16, 2016 or filled in the Web Page using the forms submitted by the Local Organizing Committee.

7.5.- **The final entry list** is due by midnight February 29, 2016, Venezuelan time, using the Web page of this event.

7.6.- The final confirmation of the athletes will be at the Technical Meeting.

8.- Competition Uniforms

According to the IAAF rules, every athlete should compete using the official colors of their country.

Upon the arrival of the Team Leader to the Accreditation Center, they will present the different uniforms to be used by their national team and pictures will be taken which will be given to the person in charge of the Call Room.

Athletes who are not wearing the official uniform will not be allowed in the competition areas.

9.- Competition Numbers

Competition numbers for the athletes will be distributed to the Team Leaders at the Technical Meeting. Each athlete will receive one number and a transponder which will register the official results of the event. The number should be in the front and should not be folded and the athletes must respect all the logos or written script.



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10.- PANAMERICAN CHAMPIONSHIPS EVENTS FOR MARCH 4, 2016

ADULT MALE AND FEMALE	10 KILOMETERS
JUNIORS MALE	8 KILOMETERS
JUNIORS FEMALE	6 KILOMETERS
YOUTH MALE	6 KILOMETERS
YOUTH FEMALE	4 KILOMETERS

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March 3: South American Coaches, Delegates, etc. are invited to compete.

MASTER MALE AND FEMALE	8 KILOMETERS
OPEN MALE AND FEMALE	6 KILOMETERS

11.- INDIVIDUAL AND TEAM POINTS

AWARD CHART

ADULT CATEGORY

SOUTH AMERICA

AWARD	FEMALE AND MALE	INDIVIDUAL POINTS		
		PLACE	POINTS	
1	GOLD	300 USD	1	=1
2	SILVER	200 USD	2	=2
3	BRONZE	100 USD	3	=3
4	4th		4	=4
5	5th		5	=5
6	6th		6	=6
7	7th		7	=7
8	8th		8	8



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NACAC

AWARD			FEMALE AND MALE	INDIVIDUAL POINTS	
				PLACE	POINTS
1		GOLD	300 USD	1	=1
2		SILVER	200 USD	2	=2
3		BRONZE	100 USD	3	=3
4		4th		4	=4
5		5th		5	=5
6		6th		6	=6
7		7th		7	=7
8		8th		8	=8

PANAMERICAN

AWARD			FEMALE	INDIVIDUAL POINTS	
				PLACE	POINTS
1	300	GOLD	300 USD	1	=1
2	200	SILVER	200 USD	2	=2
3	100	BRONZE	100 USD	3	=3
4		4th		4	=4
5		5th		5	=5
6		6th		6	=6
7		7th		7	=7
8		8th		8	=8

OVERALL SOUTH AMERICAN/NACAC TEAM SCORING (After separation of Area Results by removal of other Area and Race finish order remains as the points earned for each)

AWARD			FEMALE	INDIVIDUAL POINTS	
				PLACE	POINTS
1		1st		1	=1
2		2nd		2	=2
3		3rd		3	=3
4		4th		4	=4
5		5th		5	=5
6		6th		6	=6
7		7th		7	=7
8		8th		8	=8
9		9th		9	=9
10		10th		10	=10



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OVERALL NACAC SCORING PER TEAM

,AWARD			FEMALE	INDIVIDUAL POINTS	
				PLACE	POINTS
1		1st		1	=1
2		2nd		2	=2
3		3rd		3	=3
4		4th		4	=4
5		5th		5	=5
6		6th		6	=6
7		7th		7	=7
8		8th		8	=8
9		9th		9	=9
10		10th		10	=10

OVERALL PANAMERICAN SCORING PER TEAM

AWARD			FEMALE	INDIVIDUAL POINTS	
				PLACE	POINTS
1		1st		1	=1
2		2nd		2	=2
3		3rd		3	=3
4		4th		4	=4
5		5th		5	=5
6		6th		6	=6
7		7th		7	=7
8		8th		8	=8
9		9th		9	=9
10		10th		10	=10

TEAM SCORING PAN AM CUP:

All national teams with a minimum of four/maximum 6 runners will be scored in the Pan Am Cup. Those Federations with less than four runners will still remain in calculation but, cannot score as a team. Race finish order remains as the points earned for each runner, whether part of a full team or not. Six (6) runners make up a full team, with the



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top four (4) runners per Country scoring. The team with the lowest total of four runners will be declared the Pan Am winner of each race.

AREA CHAMPIONSHIPS SCORING:

Teams of minimum 4/maximum 6 per Federation will be entered and score for the appropriate Area Championship against other teams in that Area (NACAC or Consudatle) only. Area Teams will be scored based on results of only that Area runners calculated (i.e. there will be no displacement by other Area Runners so a new set of finish places per Area will be calculated). 4 runners per Federation score but all remaining team members and individual entries from countries without full teams remain in place order for displacement of all other finishers. Re calculated Area finish order serves as the points earned. Lowest total of 4 finishers per Area is the Area Champion for each of the 4 race divisions.

12.- CEREMONIES

9.1.- Opening Ceremony

Opening Ceremony will be at the Golf Club Caraballeda on March 4th, 2016. (The athletes will not participate in the ceremony.)

9.2.- Closing Ceremony

The Closing Ceremony will be held on March 4th, after dinner.

9.3.- Medal Presentation

Every athlete will follow the protocol procedures for the medal presentations. They must wear the official uniform for the medal presentation ceremony.

Athletes who did not attend the medal presentation ceremony will have to collect them from the Secretary.

13.- Security, medical assistance and doping control

10.1.- The Local Organizing Committee will guarantee the security of all the members of the delegations during the event from their arrival to the departure and in all the venues of the event.

10.2.- Medical assistance will be available at the club which is the official lodging venue.



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10.3.- Each country, according to the IAAF rules, is responsible for the insurance of the participants in their delegation. The Local Organizing Committee will give information about local insurance companies.

10.4.- During the championships there will be available space for the teams to set up physiotherapist facilities in the warm up area.

10.5.- According to the IAAF rules and WADA, doping control measures will be taken by a national Venezuelan agency and they will be sent to an accredited international laboratory.

10.6.- Four Doping Tests, one for each of the four major races (not Youth or Masters) will be done.

14.- Mixed Zone

The Local Organizing Committee will accommodate a mixed zone for the media to interview athletes after they finish their event. All athletes will leave the competition area through the mixed zone.

The Local Organizing Committee will award press passes for the mixed zone.

Athletes will receive their personal belongings and sports bags at the mixed zone.

15.- Protests

APA Executive Council will select a Jury of Appeals which will be presented at the Technical Meeting

Any protest or appeal, after consultation with the event officials, could be presented at the Technical Information Center in a written form within the 30 minutes after the official announcement of the results of the event with the accompanying \$100.00 USD deposit according to IAAF Rules which will be forfeited if the appeal or protest is not upheld.

The Jury of Appeals will decide after considering all the available resources.

16.- Warm up Zone

The warm up zone will be located near the athletes' tents in the Golf course.



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17.- Call Room

The athletes must go to the main Call Room located in the Caraballeda Golf Course to be checked by officials and guarantee that they have the official national uniform, the correct number and a transponder.

Once everything is verified, they will be taken to the entrance to the competition area.

ANYTHING WHICH IS NOT STATED IN THIS TEAM MANUAL WILL BE DECIDED BY THE APA EXECUTIVE COUNCIL AND THE LOCAL ORGANIZING COMMITTEE.

(APA) Caraballeda-Vargas-Venezuela
4 Marzo 2016

