

**Final Coordinating Instructions
CAF National Running Championship
25 - 27 May 2018**



ANNEXES

- A. CAF National Running Championship Environmental Challenge team form.
- B. 5 Km Route
- C. 10 Km Route
- D. ½ Marathon Route
- E. Marathon Route
- F. Transport Driving Regions
- G. Pre-Championship Briefing Map
- H. Cafeteria Map
- I. CAF National Running Rules

TRAVEL

1. The arrival date for all the authorized runners is Friday, 25 May 2018 unless previously authorized by the CAF National Sports Office.
2. Athletes flying to Ottawa will take a taxi and be dropped off at the University of Ottawa, 90 University Private. When taking taxis members from the same base are expected to carpool together. Contact your PSP Base Sports Coordinator prior to departure for your carpool taxi list. At no time should there be less than two people in one taxi. The approximate cost of the taxi to/from the airport will be \$35. Taxi carpooling schedules for both pick-up from the airport and return to the airport will be arranged as per the info received for ETA and ETD from your respective Regional Sports Manager. If you are from a flying region and do not require transportation to from the airport please inform your PSP staff before departure. If you have changes to your ETD or do not require ground transport please notify the PSP staff at the Welcome Booth. Members must keep all taxi receipts and add it to their claim for reimbursement. Members without a receipt will not be reimbursed.
3. Carpooling/Taxi departure schedules will also be posted at the PSP welcome booth located in the main lobby of the University of Ottawa residence. It takes approximately 30 mins to get to the airport from the University of Ottawa. It will be the responsibility of the highlighted member to book at taxi. Taxi's can be booked from the free public phone located in the main lobby of 90 University by calling (613) 238-1111.
4. Parking is limited. Athletes driving to the Championship must arrive at the University of Ottawa Residence Complex (90 University – Stanton/Marchand Hall) **NLT 17h30 on Friday, 25 May 2018**. Only the authorized MOT approved by the CAF National Sports Office will receive parking passes to a designated lot upon arrival at the Residence Complex (90 University). Space is limited; therefore, members from the same base will be expected to travel together. Members who choose to take their PMV instead of the provided vehicle transport will not be entitled to reimbursement. Members from NCR are not entitled to a claim.
 - a. The National Sports Office will provide parking passes to those authorized vehicles/drivers upon their arrival. Carpooling will be arranged whenever possible. The parking fees are directly charged to the CAF National Sport Office. Therefore, participants cannot claim any other parking receipts incurred over the weekend. Drivers will be asked to provide their credit card in the event the parking pass is lost the members card will be charged.
5. All athletes are to depart Ottawa on **Sunday, 27 May 2018** unless otherwise authorized by the NSO. Flights for athletes competing on Sunday, 27 May 2018 in the half or full marathon should be booked on flights no earlier than 1600hrs. For athletes whose race finishes on Saturday, they are authorized to depart late Saturday night (26 May 2018) after the medal presentations (2000 hrs start time). If the departure date/time for runners differs from the ETA and ETD provided, notify the NSO office ASAP to allow for cancellation of rooms, etc. If this information is not received by **Tuesday, May 1st 2018**, the athlete's base will be charged.

6. Delegated authority for CISM and National Sports is assigned to the Senior Sports position to each location. Authorization is granted within the event outlined in the JI. Please use the following GL; **0101-5100-8200-000-02207-000**

MANDATORY EVENTS

7. There are **MANDATORY** events at the National Running Championship that all participants must attend:
8. All authorized CAF athletes registered under the 2018 CAF National Championship umbrella **MUST** attend the pre-championship briefing, **NO EXCEPTIONS**. The race organizers will not allow early pick-up or allow a "teammate" to pick up another runner's package.
- a. The **Pre-Championship Briefing** – 0930hrs Saturday 26 May.
 - b. The **Registration Pick Up** (Expo) – 1030hrs (immediately following brief) - 1400hrs Saturday 26 May-
 - c. The **Runner's Respective Race** – Saturday 26 May, 5Km (1600hrs) & 10Km (1830hrs)
 - d. The **5Km and 10Km Awards Presentation** – 2000hrs - 2100hrs Saturday 26 May - only 5Km and 10Km runners must attend this event.
 - e. The **Runner's Respective Race** – Sunday 27 May, Full Marathon (0700hrs) & Half Marathon (0900hrs)
 - f. The **Awards Presentation for Half and Full Marathon** – 1200hrs – 1400hrs (Sunday 27 May) – only Half and Full Marathon runners must attend this event.

PRE-CHAMPIONSHIP BRIEFING & RACE KIT PICKUP

9. The Pre-Championship briefing will take place at the University of Ottawa (**120 University Private – Faculty of Social Sciences, 4th floor, room 4007**) at 0930hrs **Saturday 26 May 2018**. This is when details pertaining to the 2018 CAF National Running Championship will be discussed. Athletes will also have an opportunity to have any of their questions answered as well as meet the CAF Race VIPs, CISM Running Team Manager/Coach, Chief Official, Athletic Trainers and the organizing staff. Please refer to Annex G.
10. Registration package pick-up for ALL athletes will be on **Saturday 26 May 2018** at the Health & Fitness Expo at the Shaw Centre (Ottawa) (55 Colonel By Drive) from 1130hrs to 1400hrs. Athletes are expected to walk from the University of Ottawa to the Ottawa Shaw Centre.
11. The CAF National Sports registration table for CAF runners competing under the CAF National Running Championship will be set up at the Expo for runners to pick-up their registration packages and confirm their information is correct. Please look for the CAF National Sport crest and flag to identify the booth.

RELEASE OF LIABILITY, WAIVER OF ALL POSSIBLE CLAIMS, AND ASSUMPTION OF RISK ("RELEASE")

As a participant in the CAF National Running Championship you have agreed to the following terms of the "Release" set by the National Capital Marathon Inc.;

"Event" shall include, but is not limited to, all activities, events or services in any way provided, organized, sponsored or authorized by the **Event Organizers**, which includes National Capital Marathon Inc. (Run Ottawa), and its directors, officers, members, employees, agents, representatives, sponsors, contractors, volunteers and any other person or organization assisting with this Event.

(a) I am over the legal age of majority, and that if I am registering a minor, I am the parent or guardian of such minor; (b) if I am registering third parties, I have been duly authorized to act on behalf of such parties and that I will provide a copy of, or make communicate the contents of, this Release to any such individuals; and (c) that the terms of this Release shall apply equally to me, any minor and to any third parties for whom I am acting and the participation in the Event by a third party shall be their confirmation that I was acting as their agent;

To abide by any decision of an Event official concerning participation in an Event;

To assume any and all risks associated with the Event, including but not limited to, falls, contact with other persons or objects, the effects of weather, traffic and course conditions, and acknowledge that the sport of running and its programs and activities are, by their nature, risky and hazardous and accept personal responsibility for those risks and hazards;

To consent to permit, and accept responsibility for emergency treatment in the event of injury or illness;

To waive and release the Event Organizers from all present and future claims and all liabilities of any kind, known or unknown, arising out of participation in an Event, even though such claim or liability may arise out of negligence or fault on the part of the Event Organizers;

To hold harmless and indemnify the Event Organizers from any and all liability from any property damage or personal injury to any third party resulting from participation in the Event;

Not to commence litigation or otherwise recover damages or compensation for personal injury or loss of property against the Event Organizers arising out of participation in the Event and that the Event Organizers can rely on this Release as a complete defence to any and all claims, damages, causes of action, or recourse or liability that may arise at any time;

To allow the Event Organizers to use my/their personal information including name, results, age category during the Event, and further consent to disclosure of the personal contact information collected during entry or registration to the Event to official partners for the purpose of providing contracted services such as photography, video and medal time tab;

That any photographs, videos or other recorded images taken of me/them by the Event Organizers before, during or after an Event shall remain the property of the Event Organizers and that the Event Organizers will have the right to use in any form and in any manner of media, such photographs, videos and recordings without remuneration, compensation or other obligation, at any time and from time to time for the purpose of marketing in connection with an Event; and

That there will be no refund of any money paid to the Event Organizers under any circumstance including, but not limited to, if an Event cannot be held as scheduled for any reason, or if I am/they are unable to attend an Event for any reason, and that all promotions and special registrations are non-transferrable and non-refundable, unless otherwise noted, and cannot be listed on the bib market or be combined with any other discount.

I have carefully reviewed this Release and acknowledge that I fully understand the terms as set out above.

RUNNER'S RESPECTIVE RACE

12. Elite runners should make all efforts to make their way to the front of the start line (Laurier & Elgin St). All other race info is as per provided in the race kits.
13. If for any reason you cannot run in your respective race, you must contact one of the CAF Athletic Trainers prior to when your race is to commence. CAF medical forms must be filled out and the CAF organizing committee notified immediately.

AWARDS PRESENTATIONS

14. As per para 7 d and f listed above, all CAF runners are to attend the medal presentations for their respective races. CAF running singlets or Logistik shirts must be worn if you are to receive any awards. Awards will be presented in Jean-Pigott Place inside City Hall, in front of City Hall will remain our alternate space (TBD), 110 Laurier. A group photo of all runners will be taken immediately after the awards.

RATIONS

15. All TD, including meals en route is the responsibility of CFMWS HQ as per the CAF Sports Championships (Regional and National) Operations Manual.
16. The NPF account number to be used by all participants is **0101-5111-7869-300**.
17. The following meals will be provided at the University of Ottawa **(85 University – UCU Building, main floor cafeteria, room 339) (Annex H)**. Members cannot claim these meals and members from the NCR are not entitled.
- a. 26 May, Breakfast @ 0500hrs – 1000hrs
 - b. 27 May, Breakfast @ 0500hrs – 1000hrs

ACCOMMODATIONS

CHECKING IN PROCEDURES

18. There will be a “CAF Sports Table” in the lobby of the Residence Complex at 90 University, at the University of Ottawa with PSP staff who will provide assistance throughout the weekend. Athletes will be staying in Stanton/Marchand Hall (both of which are accessed through the main lobby of 90 University). Room keys and pre-authorized parking passes are to be picked up from the CAF Sports reception table.
19. Check-in is at 1600hrs. If athletes arrive before the check-in time, and room keys are not available, an area will be provided for athletes to secure their luggage until the rooms are available.
20. The PSP staff will be located in lobby of 90 University during the following times:
- Friday (1400hrs – 2000hrs)
 - Saturday (TBD hrs)
 - Sunday (TBD hrs)

UNIVERSITY OF OTTAWA RESIDENCES

21. All athletes will be staying in the Stanton and Marchand residences located in the same area and can be accessed through the same hall. Most of the floors have a common room and fridge.
22. To the best of the University's ability, each floor contains only CAF Runners. Communal washrooms and showers for men and women are marked on each floor. You can view the accommodation at the following site. There is no air conditioning or fans provided in these rooms.
- <http://www.residence.uottawa.ca/en/marchand.html>
 - <http://www.residence.uottawa.ca/en/stanton.html>

PARKING PROCEDURES

23. Parking passes must be displayed clearly in the windshield of the vehicle. Anyone choosing to park at the University of Ottawa that has not been authorized to do so by the CAF National Sports Office will not be allowed to claim the expense. Parking lots will be identified upon arrival and check-in at the Ops Centre.

CLEARING OUT PROCEDURES

24. Late Check-out time has been arranged for Sunday, 27 May 2018, however, clearing out of rooms must be done at your earliest convenience on this day.
25. To clearing out of the rooms leave all linens belonging to the room in the room (i.e. sheets, blankets, etc.) and return room keys and parking passes to the front desk of 90 University Residence Complex. Please be sure to inform the front desk employees at the 90 University Residence that you are a CAF member participating in the 2018 CAF National Running Championship. There will be a fee charged to the parent base if keys are not returned to the 90 University Residence staff.
26. If you are from a flying region ensure you check your departure time as the schedule may have changed. When taking a taxi members from the same base are expected to carpool together. At no time should there be less than two people in one taxi.

ATHLETES NOT STAYING AT "U OF O"

27. Any athletes NOT staying in the Residence at the University of Ottawa as per the Manager, Regional Sports list will be at their own expense. Unless valid reasoning is provided, any athlete that cancels after May 1st will be charged the cancellation fee. If an athlete decides not to stay in the provided accommodations, they will not receive financial compensation from the CAF National Sports Office for the alternative that they have selected.

ATHLETE SUPPORT

Athletic Trainers – General

28. There will be CAF athletic trainers available both prior to and at each race to provide therapy and assistance in case of injury located in room 152 of the Residence Complex at 90 University. More information on where the athletic trainers will be during the weekend will be provided during the pre-championship briefing.

Day of Event

29. The Ottawa Race Weekend will be providing a clothing drop off service near the start lines for all of the events for all athletes (including CAF runners). It is the athlete's responsibility to drop off and pick up his or her own race warm up gear. If you are unsure of where to drop off your "warm-up gear" there are race volunteers around to help point you in the right direction.
30. In case of an injury the CAF Athletic Trainers will be around the finish line to ensure that you are taken care of. It is very important to report to our own CAF Athletic Trainers if an injury occurs in order to have the proper documentation done. Any participant who cannot run their race due to illness or injury must report to one of the CAF Athletic Trainers. The athletic trainers will be introduced to all participants at the pre-championship briefing.

AWARDS

Medals

31. Medals will be presented IAW the CAF Sport Championships (Regional and National) Operations Manual.

The Canadian Armed Forces National Running Championship Environmental Challenge Shield

32. The CAF National Running Championship Environmental Challenge Shield is awarded to the winning team of CAF runners formed to represent the Army, Air Force or Navy environment. Presented on behalf of The Royal Canadian Legion, this award promotes teamwork in an inherently individual sport exemplifying what it means to be a member of the Canadian Armed Forces. Here's how it works:
- a. Each environment is encouraged to submit a team of four runners. Each team must have a runner representing all four race distances. Each team must have at least one female runner (regardless of race distance). Each environment can put forth as many teams as they wish. Runners only join one team. All lists are final once submitted (Annex A).
 - b. Submissions are due into the CAF National Sports Coordinator upon the completion of the Pre-Championship briefing. Winners will be announced during the Awards Presentation on Sunday.

MISCELLANEOUS

Ottawa Marathon race weekend

www.runottawa.ca/

CAF National Sports Facebook Page

www.facebook.com/CAFSports

2018 CAF NATIONAL RUNNING - SCHEDULE OF EVENTS

DATE	TIME	EVENT	WHO	LOCATION	DETAILS
Fri 25 May	1400 – 2200	Arrivals	- Athletes - Athletic Trainers - Volunteers	University of Ottawa Welcome Booth, 90 University	Athletes flying into Ottawa airport will use taxi to get to University of Ottawa.
	1700-1900	President's Reception	- Patron, Chief Official, VIP's.	Ottawa Shaw Centre	This is the official launch of the Ottawa Race Weekend and recognition of event's sponsors/partners.
Sat 26May	0500 – 0900	Breakfast	- All	85 University – UCU Building, main floor cafeteria, room 339	Buffet style
	0930	Pre-Championship Briefing	- All Athletes - VIP's - CISM Team Reps - Athletic Trainers	120 University Private – Faculty of Social Sciences Bldg, 4 th floor, room 4007	<u>MANDATORY</u> for all CAF runners participating under the CAF National Running Championship umbrella.
	1130 - 1400	Registration	- All Runners competing under the CAF National Running Championship umbrella.	Shaw Centre Ottawa, 3 rd floor Lobby	Athletes are to walk to Shaw Centre. Borden Organizers and Chief Official and CAF athletic trainer will be present.
	1600	5Km race begins	5Km Runners	Start Line – Elgin St.	All CAF 5Km Runners, some volunteers, photographers.
	1830	10Km race begins	10Km Runners	Start Line – Elgin St.	All CAF 10Km Runners, some volunteers, photographers.
	2000 - 2100	Awards Ceremony (5Km and 10Km)	- All 5Km, 10Km runners - Patron/VIP's - Race Staff - Assigned Volunteers - Organizers	Jean-Pigott Space inside City Hall or In front of City Hall (Alternative location)	<u>MANDATORY</u> - All 5 and 10Km runners. CAF Running singlets to be worn during all photos. - We encourage the half and full runners to attend. Pls show up 15min prior to start.
	Immediately following Awards Ceremony	Team Photos (weather pending)	- All 5Km, 10Km runners - Patron/VIP's - Race Staff - Assigned Volunteers - Organizers	Jean-Pigott Space inside City Hall or In front of City Hall (Alternative location)	CAF Running singlets to be worn during all photos.
	Throughout the day	Departures (where required).	Departing members	University of Ottawa – Carpool to airport	Flying participants will be picked up by taxi at the University of Ottawa (90 University) and dropped off at the airport. A schedule for when each flight leaves for the airport will be available at the welcome table in the Residence lobby.
Sun 27 May	0500 – 0900	Breakfast	- All	85 University – UCU Building, main floor cafeteria, room 339	Buffet style
	0700	Full Marathon race begins	Full Marathon runners	Start Line – Corner of Laurier Ave & Elgin st.	All CAF Full Marathon Runners, some volunteers, photographers.
	0900	Half Marathon Race begins	Half Marathon runners	Start Line – Corner of Laurier Ave & Elgin st.	All CAF Half Marathon Runners, some volunteers, photographers.
	1200 - 1400	Awards Ceremony (Half and Full Marathon races)	- All Half and Full runners - Patron/VIP's - Race Staff - Assigned Volunteers - Organizers	Jean-Pigott Space inside City Hall or In front of City Hall (Alternative location)	<u>MANDATORY</u> - All Half and Full runners - We encourage the 5Km and 10Km runners to attend. Pls show up 15min prior to start.
	Immediately following Awards Ceremony	Team Photos	- All half and full marathon runners - Patron/VIP's - Race Staff - Assigned Volunteers - Organizers	Jean-Pigott Space inside City Hall or In front of City Hall (Alternative location)	CAF Running singlets to be worn during all photos.
	Conclusion of Awards Ceremony	Accommodation check-outs	- CA Runners - Assigned volunteers to assist.	University of Ottawa	
	Throughout the day	Departures	Departing members	University of Ottawa – Carpool to airport	Flying participants will be picked up by taxi at the University of Ottawa (90 University) and dropped off at the airport. A schedule for when each flight leaves for the airport will be available at the welcome table in the Residence lobby.