

MEET SUMMONS

3RD CARIFTA TRIATHLON, AQUATHLON AND MIXED RELAY CHAMPIONSHIPS

DATE: August 17TH and 18th, 2019

LOCATION: Jewel Resort, Runaway Bay, Jamaica

POINTS OF CONTACT

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1 Location

THE CHAMPIONSHIPS WILL BE HELD AT THE FOLLOWING LOCATIONS IN ACCORDANCE WITH THE ITINERARY SHOWN BELOW:

1.1	14 & 15 August 2019	Dates of Arrival	
1.2	16 August 2019, 2:00pm	Athlete Registration and Technical Meeting	Jewel Resorts, Runaway Bay
1.3	16 August 2019, 4:30 pm	Race Briefing Triathlon & Aquathlon	Jewel Resorts, Runaway Bay
1.4	16 August 2019, 6:00pm	Opening Ceremony & Teams Dinner	Jewel Resorts, Runaway Bay
1.5	17 August 2019, 7:00am	Triathlon: Male & Female 11-12 & 13-15	Jewel Resorts, Runaway Bay
1.6	17 August 2019, 8:30am	Aquathlon: Male & Female 16-19	Jewel Resorts, Runaway Bay
1.7	17 August 2019, 3:00pm	CARIFTA Triathlon Congress	Jewel Resorts, Runaway Bay
1.8	17 August 2019, 5:30pm	Relay Team Selection & Race Briefing	Jewel Resorts, Runaway Bay
1.9	18 August 2019, 7:00am	Aquathlon: Male & Female 11-12 & 13-15	Jewel Resorts, Runaway Bay
1.10	18 August 2019, 8:00am	Triathlon: Male & Female 16-19	Jewel Resorts, Runaway Bay
1.11	18 August 2019, 8:05am	Triathlon: Open. See Section 8.1.6	Jewel Resorts, Runaway Bay
1.12	18 August 2019 11:00am	Mixed Relays	Jewel Resorts, Runaway Bay
1.13	18 August 2019, 6:00pm	Closing Ceremony and Team Dinner	Jewel Resorts, Runaway Bay
1.14	19 August 2019	Date of Departure	

2 Invited Federations

- | | |
|------------------------|---------------------------------|
| 1. Antigua & Barbuda | 16. Haiti |
| 2. Aruba | 17. Jamaica |
| 3. Bahamas | 18. Martinique |
| 4. Barbados | 19. Puerto Rico |
| 5. Belize | 20. St. Kitts & Nevis |
| 6. Bermuda | 21. St. Lucia |
| 7. Cayman Islands | 22. St. Maarten |
| 8. Cuba | 23. St. Martin |
| 9. Curacao | 24. St Vincent & The Grenadines |
| 10. Dominica | 25. Suriname |
| 11. Dominican Republic | 26. Trinidad & Tobago |
| 12. French Guiana | 27. Turks & Caicos Islands |
| 13. Grenada | 28. The British Virgin Islands |
| 14. Guadeloupe | 29. The US Virgin Islands |
| 15. Guyana | |

3 Competition Programme - Order of Events

Session # 1, Saturday 17 th August, 2019		
Event 1	Triathlon (200m, 5km, 1.25km)	11-12 Females & Males
Event 2	Triathlon (350m, 10km, 2.5km)	13-15 Females & Males
Event 3	Aquathlon (1000m, 5k)	16-19 Females & Males
Session # 2, Sunday 18 th August, 2019		
Event 4	Aquathlon (250m, 1.25km)	11-12 Females & Males
Event 5	Aquathlon (500m, 2.5km)	13-15 Females & Males
Event 6	Triathlon (750m, 20k, 5k)	16-19 Females & Males
Event 7	Triathlon (750m, 20k, 5k)	Open
Session # 3 Sunday 18 th August, 2019		
Event 7	Mixed Relay (100m, 2.5km, 1K)	Mix of all interested athletes
Event 8	Mixed Relay - Fun event (coaches/parents)	Depending on interest it may be included in event above or discarded.

4 Competition Rules

4.1 The Competitions

The competitions will be conducted in accordance with ITU Rules in force at the start of the competition. Any variations shall be agreed upon at the technical meeting prior to competition.

4.2 Interpretations

The Carifta Organising Committee (OC) will work with the Local Organizing Committee (LOC) to ensure the event is being organized in accordance the summons and agreed upon conditions. The OC, LOC and the Jury of Appeal shall have complete authority to answer and resolve any interpretation, resolution and call relating to these Championships. Nominations for the Jury of Appeal should be submitted at the Technical Meeting.

4.3 Triathlon

4.3.1 Competitors will compete in the following age groups:

- 11-12 Female & Male
- 13-15 Female & Male
- 16-19 Female & Male
- Open Female & Male

4.3.2 The athlete's age group shall be determined by the age of the athlete as of midnight on 31st December 2019.

4.4 Aquathlon

4.4.1 Competitors will compete in the following age groups:

- 11-12 Female & Male
- 13-15 Female & Male
- 16-19 Female & Male

4.4.2 The athlete's age group shall be determined by the age of the athlete as of midnight on 31st December 2019.

4.4.3 This event will be a sea event using the triathlon course for running

4.5 Mixed Relays

4.5.1 All countries will supply names of athletes wishing to participate in the relay and the teams will be chosen randomly at a special relay team meeting with coaches present. The teams are to be formed at least 12 hours before the start of the mixed relay event. The draw will take place in the presence of the OC, and a maximum of two officials from each participating country:

5 Eligibility

- 5.1 All participating Federations must be in good financial standing with the Hosting Federation.
- 5.2 All Competitors must be either citizens of the Country they represent whether by birth or naturalization, provided that a naturalized citizen shall have lived in that Country for at least one year prior to the entry deadline for the Championships. Additionally, non-citizens may be entered providing the competitor has been resident in the Country for one year prior to the entry deadline and must not have competed for another Country during that period.
- 5.3 All athletes must be entered into the CARIFTA competition by their National Federation.
- 5.4 In the absence of a National Federation, an athlete(s) may apply directly to LOC to participate. The OC and LOC will jointly decide whether the athlete(s) can participate.

6 Preliminary Entries

- 6.1 Preliminary Entries in each discipline must be made using the Preliminary Entry forms attached and must reach the Chairperson of the Local Organizing Committee by 17 June 2019.

All entries must be submitted to: CARIFTA2019@GMAIL.COM

7 Final Entries

- 7.1 The final entries must be submitted to the Organizing Committee by 17 July 2019. Final Entries must include the following details:
 - 7.1.1 Name, sex, and date of birth, country, T-shirt size & emergency contact
 - 7.1.2 Events being entered by each athlete, triathlon, aquathlon, mixed relay
 - 7.1.3 Names of Team Officials and the position held by each official
 - 7.1.4 Names of qualified persons and capacity in which they are willing to serve as Meet officials
 - 7.1.5 Clear electronic photos of each athlete and meet official (does not apply to Open entries)
 - 7.1.6 Photographs must be submitted in electronic format as.jpg file. Each picture (.jpg file) must specify the full name and Country of the competitor. Photographs should be a size to allow for efficient email transmission, i.e. maximize 5 MB. The file must be labeled with the name of the Country and discipline.
 - 7.1.7 Details of arrival and departure of all athletes, team and meet officials (see link below).
 - 7.1.8 Entries to be submitted on the online form (link below). A hard copy of the Final Entry form (Page 19-20) to be signed by the President or General Secretary of the Federation with the Federation's stamp affixed must be faxed or emailed to the Organizing Committee by the deadline date of **17 July 2019**.
 - 7.1.9 <https://docs.google.com/forms/d/e/1FAIpQLSecNFPfxt1Uc1dGMXLBoohqBKwaW4dZSZqVH2bjzZV029jGvA/viewform?vc=0&c=0&w=1>

8 Entry Rules

8.1 Triathlon

- 8.1.1 There will be a limit of 5 competitors in each gender per age group to a maximum of 30 athletes.
- 8.1.2 No substitutions or alternates will be accepted after the final entries have been submitted.
- 8.1.3 No competitor will be able to participate in an age group outside of his/her age group, even if it were in an age group older than the competitor.
- 8.1.4 All races will be Timed Finals.
- 8.1.5 Scratches must be presented 2 (two) hours prior to the start of the race. Failure to comply with the above would trigger the following penalty: **A fine of US\$20.00 to be paid immediately upon reporting the scratch. The team will be denied future participation if fine is not paid. Any claims to illness must be supported by medical verification. This is subject to enforcement by the LOC.**
- 8.1.6 Triathlon Sprint Open will be open to all adult triathletes wishing to participate, and will be in the form of a Sprint (750m/20k/5k) using the same course as described elsewhere in this summons. The race will begin approximately 5 mins after the 16-19 junior race. Athletes do not need to be representing any particular federation. All other triathlon rules apply. For further information, please contact carifta2019@gmail.com.

8.2 Aquathlon

- 8.2.1 There will be a limit of 5 competitors in each gender per age group to a maximum of 30 triathletes.
- 8.2.2 No substitutions or alternates will be accepted after the final entries have been submitted.
- 8.2.3 No competitor will be able to participate in an age group outside of his/her age group, even if it were in an age group older than the competitor.
- 8.2.4 All races will be Timed Finals.
- 8.2.5 Scratches must be presented 2 (two) hours prior to the start of the race. Failure to comply with the above would trigger the following penalty: **A fine of US\$20.00 to be paid immediately upon reporting the scratch. The team will be denied future participation if fine is not paid. Any claims to illness must be supported by medical verification. This is subject to enforcement by the LOC.**

8.3 Mixed Relay

- 8.3.1 Mixed relays teams will consist of athletes from different participating countries. Each Country can enter athletes to be considered for the random draw. The order of the competitors in each relay will be female, male, female, male as per ITU rules.
- 8.3.2 All relay participants are to have competed in at least one other event, i.e. triathlon or aquathlon.
- 8.3.3 Substitutions or alternates can be accepted up to 2 (two) hours prior to the start of the race. It will be mandatory that substitutes must be the same gender and age as the athlete being withdrawn.
- 8.3.4 Each team must comprise athletes from the different age-group categories.
- 8.3.5 There will be NO LATE REQUESTS. All races will be Timed Finals.

9 Team Officials

9.1 Each participating Country may include in its delegation, at the cost indicated in Section 14, the following officials:

NB: The following persons are included in the below allocation of team officials: Doctors, Masseurs, Physiotherapists, Chaperones, Managers/Chefs de mission, Bike Mechanics and Coaches. Each of these persons must state the capacity in which they are functioning as team officials.

9.2 Triathlon and Aquathlon

9.2.1 Delegations of five (5) competitors or less will be allowed two (2) team officials.

9.2.2 Delegations of six (6) to fifteen (15) competitors will be allowed three (3) team officials.

9.2.3 Delegations of greater than sixteen (16) competitors will be allowed four (4) team officials.

9.2.4 Delegations will be allowed one (1) qualified Technical Official as per Section 23.

Please note that excess Team Officials may not be entitled to the team rate.

10 Technical Officials

10.1 Host country should seek applications for a level 2 TO so as to meet the basic level of officiating. The level 2 TO would serve as Head Official and work with the LOC, officials and volunteers to ensure the event was properly officiated.

10.2 Qualified individuals may apply to the LOC to act as Technical Officials in the Triathlon, Aquathlon and Mixed Relay competitions.

10.3 Application forms should be completed by the Technical Official, signed by the Federation President or Secretary and submitted to the Organizing Committee's Chairperson not later than 01 June 2019.

10.4 Technical Officials who are accepted will be provided transportation, meals and accommodation at the cost of the LOC.

10.5 Officials who are selected will be notified by 31 June 2019.

11 Supporters

11.1 The LOC will arrange a Supporters' Package that will include accommodation and transportation. Additional information will be sent upon request and be posted on the Facebook event page "CARIFTA Triathlon and Aquathlon".

12 Registration/Accreditation Procedure

- 12.1 On arrival to the Technical Meeting the Head of Delegation/Manager will be required to complete the following:
- 12.1.1 Delegations will pay to the Organizing Committee the sum total of meet fees as invoiced by the Host Country based on the final entries. Invoices will be sent to the National Federations prior to arrival. Fees must be paid as followed choosing one method of payment:
- prior to arrival by wire transfer in US dollars
 - on arrival in the form of US dollars –cash
 - US \$ bankers' certified draft
- 12.1.2 The athletes' proof of age and eligibility will be verified at this time. Athletes' proof of age and eligibility must be provided in the form of a passport and residency documents. We will also accept these as soft copies via email before arrival and together with your final entries.
- 12.1.3 Accreditation badges will be issued to each member of the official delegation after payment has been received.
- 12.1.4 Submission of TWO (2) flags and anthems, which will be returned at the end of the Championships.
- 12.1.5 The accreditation badge must be worn at all times. The loss of an accreditation badge must be reported to the LOC and will be replaced at a cost of US \$10.00.

13 Flags and Anthems

- 13.1 Each Delegation shall provide:
- 13.1.1 Two (2) flags of their Country no larger than 4 feet by 6 feet.
- 13.1.2 A sound file (email or memory stick) of their National Anthem with a time span of no longer than 30 seconds.

14 Fees

- 14.1 Meet Fees for the Championships are as follows:
- 14.1.1 Meet Fee – US\$50 per team member (Athletes and Team Officials)
- 14.1.2 Triathlon Athlete Entry Fee – US\$50.00
- 14.1.3 Aquathlon Athlete Entry Fee - US\$30.00
- 14.1.4 Mixed Relay Athlete Entry Fee - US\$30.00
- 14.1.5 Transportation Fee for non-competitors - US\$30.00

15 Accommodation and Meals

- 15.1 Accommodation will be provided at the designated hotels, Jewel Resorts and Cardiff Hall. Delegations are responsible for booking their own rooms using the booking code by contacting them directly, or by using the attached form.
- 15.2 The following rates will apply for Jewel Resorts and already include all taxes. The rate are per room per night:

Double Occupancy	US\$150.00/pp
Triple Occupancy	US\$99.00 addl.

- 15.3 The following rate apply for Cardiff Hall. This rate will be negotiated depending on number of bookings:

Single Occupancy	US\$104.00
Double Occupancy	US\$114.00
Triple Occupancy	US\$159.00

- 15.4 NOTE: the rates indicated above are valid only for the stated period 14 August to 19 August, 2019 and are based on per room per night. Should your delegation arrive earlier or depart later than the dates outlined in the summons higher rates may apply.
- 15.5 There will be villa options available. Please contact our accommodation liaison at CARIFTALIAISON@GMAIL.COM with subject "ACCOMMODATION" for further information.
- 15.6 We will take no responsibility for Homestay options used.

16 Transportation

- 16.1 Teams are responsible for arranging their own transportation to and from Jamaica and the cost there-of, inclusive of bike handling fees.
- 16.2 If staying at the designated hotels, transportation will be provided to and from the airport as well as to and from race briefings and the competition venue.
- 16.3 Official delegations and approved technical officials will be met at either the Norman Manley OR Sangster International Airports by Volunteers and transported to the appointed hotel.
- 16.4 Official delegations and approved technical Officials will be transported from the appointed hotel to the Airport for departure at the end of the Championships.
- 16.5 Official delegations and approved Technical Officials will be transported from the appointed hotel to the Technical meetings and the Competition Venue.
- 16.6 A Transportation schedule will be published and distributed to all Delegations.
- 16.7 If a delegation or official chooses to stay in a hotel other than the designated hotel, transportation may also be arranged. Please contact our Transportation Liaison Officer at CARIFTALIAISON@GMAIL.COM with subject "TRANSPORT" for further information
- 16.8 Persons who are not registered as part of the delegation will be charged a separate fee for transportation as determined by the LOC.

17 Payment of Fees

17.1 Advanced payments for Countries participating in CARIFTA 2019 shall apply:

17.1.1 Federations are to pay a deposit of 20% of total cost, see **Section 7 and 14**, with the submission of final entries.

17.1.2 Federations that fail to pay the 20% deposit with the submission of the final entries will require to pay a 5% penalty (on the total cost due), if the 20% deposit is not received within five (5) working days from the date the final entries are due.

17.1.3 The LOC is required to send an invoice to each participating Federation within fifteen (15) days of the date of the final entries which will reflect the deposit and the outstanding balance due. Best efforts must be made to pay the remaining balance prior to arrival in the host country.

17.1.4 Wire transfer - If payment by wire transfer is the preferred method of payment wire transfer instructions are detailed below:

Wells Fargo Bank, New York
Swift Code: PNBUS3NNYC
ABA Routing Number: 026005092

For initial credit to: First Caribbean International Bank (Jamaica) Limited
Swift Code: FCIBJMKN

For further credit to: Jamaica Triathlon Association
Savings Account No: 1001029990

Please note that commission charges must be paid by the sending National Federation and that meet fees received by the host Country must equate to the amount invoiced.

18 Meetings and Race Briefings

- 18.1 Athlete Registration and Technical Meeting 15th August, 2:00pm at Jewel Resorts.
- 18.2 Payment of Fees and registration of Athletes
- 18.3 Athlete eligibility verification and distribution of accreditation
- 18.4 Review of entries
- 18.5 Jury of Appeal Nominations and selections
- 18.6 Description of Technical Officials
- 18.7 Description of Competition Venue
- 18.8 Transportation schedule
- 18.9 Any other Technical matters
- 18.10 Opening/closing ceremonies
- 18.11 Triathlon and Aquathlon Briefing 16th August, 4:30pm at Jewel Resorts
- 18.12 Outline of competition course & schedule
- 18.13 Opening Ceremony 16th August, 6:00pm at Jewel Resorts
- 18.14 Parade of Athletes
- 18.15 Ceremonial Protocol
- 18.16 Introductions
- 18.17 Welcoming Remarks
- 18.18 Athletes Pasta Dinner
- 18.19 CARIFTA Triathlon Congress 17th August 3:00pm at Jewel Resorts
- 18.20 Adoption of minutes from previous meeting
- 18.21 Confirmation of Host Country for the following year
- 18.22 Review of fees
- 18.23 Proposed changes to the summons
- 18.24 Any other business
- 18.25 Mixed Relays Selection 17th August 5:30pm at Jewel Resorts
- 18.26 Selection of teams
- 18.27 Any other technical matters
- 18.28 Closing Ceremony and Team Dinner 18th August 6:00pm at Jewel Resorts

19 Protests

- 19.1 All protests to the Referees' decision must be submitted to the Referee in writing within 15 minutes after the specific race, signed by the Delegation's Representative and accompanied by US \$25. If the protest is upheld the fee will be returned to the Delegation's leader.

20 Jury of Appeal

- 20.1 There shall be a Jury of Appeal to adjudicate all appeals against a Referee's rejection of a protest.
- 20.2 Each country shall be entitled to nominate a representative to serve on the
- 20.3 Jury of Appeal. Nominations should be submitted in writing at the Technical Meeting on 16 August 2019
- 20.4 The Jury of Appeal shall be comprised of 3 disinterested persons drawn from the pool of nominees submitted by each country.

21 Scoring and Awards

- 21.1 Points will be awarded as follows:
- All events: Scoring will be kept for each event, based on cumulative scoring for all the events (triathlon and aquathlon) trophies will be awarded to the top three Countries overall. The top 5 places of each event will count towards the overall country totals.
 - All disciplines: Individual awards will be will be presented at the conclusion of each event. The overall country awards will be presented at the Closing Ceremonies.
 - Triathlon – Trophies/medals will be awarded to 1st, 2nd, 3rd, 4th and 5th place females and males in each event in each age group.
 - Aquathlon – Trophies/Medals will be awarded to 1st, 2nd, 3rd, 4th and 5th place females and males in each event in each age group.
 - Mixed Relay - Double-points will be awarded for Mixed Relay winners
 - Points – 1st place = 8 pts; 2nd place = 4 points; 3rd place = 3points; 4th place = 2 pts and 5th place = 1 points
- 21.2 Each Competitor in these Championships shall receive a certificate from the host Country in recognition of their participation.

22 Opening of Transition Area

- Triathlon: Transition will be opened 60 minutes before the scheduled start of the Competition Session and closed 10 minutes before the start of the competition.
- Aquathlon: Transition will be opened 60 minutes before the scheduled start of the Competition Session and closed 10 minutes before the start of the competition.
- Mixed Relay: Transition will be opened 60 minutes before the scheduled start of the Competition Session and closed 10 minutes before the start of the competition.

23 Ceremonies

- There will be an Opening Ceremony on the first day of the Championships, 6pm at Jewel Resorts
- There will be a Closing Ceremony at the end of the competition to take place 6pm at Jewel Resorts

24 Local Contact Information

Jamaica Triathlon Association

- Chairman, LOC – stacey.halsall@gmail.com
- Event Management – cariffta2019@gmail.com
- Event Support – carifftaliaison@gmail.com
- Race Director – adbbeckford@gmail.com

25 Additional Information

- 25.1 All swim courses will be 1 lap.
- 25.2 Ambulances and a medical team will be on hand during competition
- 25.3 The bike portion for all age groups will be draft legal.

The swim is an elongated “C” and will be parallel to the shoreline in a clockwise direction. Buoys will be placed at each turn and appropriate intervals along all legs of the course. The swim courses will be clearly marked to reflect the distances required by the event. At the final marker, swimmers will turn towards the shore for the swim finish. The swim will be held within a bay protected by reefs, so there is little chance of significant swells. Water temperature is expected to be typical for the Caribbean in late summer.

Paddleboards, kayaks and Jetskis will be manned with qualified lifeguards to ensure safety of all swimmers.



After T1, the bike route will cross the North Coast Highway through a tunnel, and skirt the Jewel Resort Golf Course in a 5k loop. Shorter courses will take an out-and-back format along the same route. The course will be **closed** to vehicular traffic for the event, and marshals will be placed for security.

- Ride loops: 20K – 4; 10K – 2 laps; 5K – 1 lap



The run will take place through the resort and golf course grounds. The runs will be in a loop format, and will cover paved roads, cart paths and grass. Marshals and water stops will be placed along the way.

*Competitors will be prohibited from running on the golf course prior to race day, at the risk of disqualification.

- Run loops: 5K – 2 loops; 2.5K – 1 loop; 1.25 – 1 loop of a smaller loop .625k



The finish will be on the beach, the run distance is approximately 60meters.

CARIFTA TRIATHLON CHAMPIONSHIPS 2019
JAMAICA
APPLICATION FORM FOR TECHNICAL OFFICIALS

NAME: _____

SIGNATURE _____

ADDRESS: _____

COUNTRY: _____

EMAIL ADDRESS: _____

I apply to Officiate in: Triathlon: ____; Aquathlon ____ Mixed Relay ____
Please tick appropriate boxes

THE POSITION I CAN FILL IS _____

I have served as a technical official during the past 2 years: (List meets/events at which officiated)

a) NATIONAL: _____

b) INTERNATIONAL: _____

MY PRESENT POSITION AS TECHNICAL OFFICIAL IS:

a) NATIONAL: _____

b) ITU Certification _____

This Form must be signed by the President or Secretary of the National Federation.

Name _____ Title _____

Date _____

NOTES: (1) TEAM OFFICIALS MAY NOT ACT AS TECHNICAL OFFICIALS
(2) THIS FORM MUST BE RETURNED BY EMAIL to the
Local Organizing Committee of CARIFTA 2019
EMAIL: **CARIFTA2019@GMAIL.COM**
NOT LATER THAN **01 August 2019**

CARIFTA TRIATHLON CHAMPIONSHIPS 2019

JAMAICA
FINAL ENTRY FORM

The preliminary entry form must be returned to the **Jamaica Triathlon Association** no later than **17 July 2019**

(Please type or print in block letters):

Name of Federation:

Contact Person:

Address:

—

Email Address:

Our Delegation will comprise:

[enter number of persons in the table below]

Age category	11-12	13-15	16-19
Female –Triathlon			
Male – Triathlon			
Female – Aquathlon			
Male – Aquathlon			
Male - Mixed Relay			
Female – Mixed Relay			

Total No. of Team Officials:

Total No of Technical Officials:

Date:

Signature:.....

STAMP, NAME & SIGNATURE of PRESIDENT or SECRETARY of
FEDERATION:

Return by email to: CARIFTA2019@GMAIL.COM

Event	Name	Sex	DoB	S/M/L	Emergency Contact	Arrival	Departure