

Little Athletics NSW

2020

Zone Championships Manual



Little Athletics NSW

90-92 Harris Street
HARRIS PARK NSW 2124

Phone:
02 9633 4511

Fax:
02 9633 2821

Email:
admin@lansw.com.au



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Little Athletics NSW Zone Championships

OBJECTIVES: What is a Zone Championship?

The Zone Championship is the first representative step for an individual to compete for their centre on the pathway to the Little Athletics State Track & Field Championships.

A Zone Championships may be conducted with centres within each zone being invited to compete for the purpose of providing athletic competition for athletes to represent the zone and progress to their region and then to the State Track & Field Championships (as per Rules of Competition).

Athletes aged U7-U17 are eligible to compete. U7 athletes do not progress beyond zone and therefore 1st, 2nd, and 3rd place getters will be awarded with a Little Athletics NSW medal.

Athletes in the age groups U8-U17 have the opportunity to progress through to a Little Athletics Region Championships as follows: -

- Regions with three zones will have four automatic places progress;
- Regions with four zones will have three automatic places progress; and
- Regions with two zones will have six automatic places progress through to their respective regions.

Then a maximum of four next best qualifiers from across the zones in each region will also be taken through to the respective regions. Making a total of up to **16 athletes** in each event at the region.

HOST CENTRE AND VENUE

The Host Centre and venue for the conduct of Zone Championships shall be determined each year by the Zone Coordinator in consultation with the centres within that zone.

It is recommended the Zone Coordinator convene and chair a meeting of representatives from centres within the zone for the purpose of determining the host centre and venue of the Zone Championships. The venue should be the best available within the zone. Alternatively, consideration could be given that the venue and host be rotated within the zone.

Little Athletics NSW Zone Championships

PROGRAM

The program of events shall be in accordance with events offered for the State Championships as per the Rules of Competition, Section D.

The Zone Championships carnival manager may alter the order of events at his or her discretion to cover unforeseen circumstances, however, under no circumstances can the order of the event be bought forward, once the program has been finalised and advertised.

The Zone Coordinator is responsible for the compilation of the printed program (if required) for the Zone Championships. Note: Most zones post their program online. The printed program should include: -

- Names and designation of those officiating
- List of competing centres, including uniforms, information, and abbreviated code of the centre
- Order/List of events
- Reference to LANSW Rules of Competition plus any local rules (if applicable)
- Where practical, the detailed events, zone records, lane draws/order of trials, competitors name and/or number and centres represented
- List of Jury of Appeal members

ENTRIES

Each centre within the zone must complete the current version of the meet manager Zone Entry Program, as supplied by Little Athletics NSW, in respect to all competitors entered into their Zone Championships.

The closing date for entries will be determined by the Zone Coordinator having regard to the necessity of drafting a program (heats and other qualifying competition) and the printing thereof.

RULES

All LANSW (Little Athletics NSW) Championship events are run under the rules laid out in the **ROC** (Rules of Competition). You must have a copy of these rules either available online or printed at the Zone Championship.

Athletes are not allowed to use their own equipment (i.e. personal discus or javelin)

Little Athletics NSW

Zone Calendar

MONTH	ACTIVITY
FEBRUARY / MARCH	Book next seasons Zone Championship and advise all centres in your Zone so they can also advertise it. You must avoid PSSA (Primary Nationals), and it is recommended to avoid All Schools (Secondary).
MAY	Hold a zone meeting prior to the Zone Coordinators workshop on the first weekend in June, so that you can discuss the paperwork you have been sent and get any feedback from your centres.
AUGUST	Nominate someone to attend Meet Manager training (if required) if there isn't someone skilled in your zone.
AUGUST	Advise computer operator, safety officer, zone secretary to the Head of Competition of Little Athletics NSW.
SEPTEMBER	Season commences. Must now hold zone meetings monthly to discuss the running of the Championship in December.
SEPTEMBER	1st Region meeting is to be held. As Zone Coordinator you must attend and feedback any requirements to your own Zone.
OCTOBER	Promotion of Zone Championship occurs to invite nominations. Delegate jobs for the running of the Championship-eg canteen operation, feeding of officials, parents duty roster, officials roster, ordering of ribbons (if you use them).
LATE OCTOBER / SIX WEEKS PRIOR	Complete risk assessment of zone venue. Write to zone officials seeking their help. Entries to carnival to be sought. Book radios and any further technological equipment required.
MID NOVEMBER / FOUR WEEKS PRIOR	Invite special guests. Check equipment, sunscreen, first aid (and order if required). Organise security if required. Organise shade tents and hire if required. Run through equipment checklist and allocate to the centres within the zone to source and bring. Parent duties allocated to centre.
LATE NOVEMBER / TWO WEEKS PRIOR	1st round of nominations should be received by Meet Manager Officer for entry and checking to then return to centres for additions. Confirm officials by email. Notify local media, if required Consider weather forecast and alternate arrangements. Confirm first aid and source for ice

MONTH	ACTIVITY
DECEMBER / ONE WEEK PRIOR	Update website with program and start lists Prepare list of local energy services to zone venue (to be posted in first aid & canteen), information and announcing Confirm catering and canteen facilities. Arrange toilet cleaning. Arrange early access to venue Advise police of carnival and expected attendance. Re-check wet weather arrangements Check council is ready to mark the grounds. Set up Live Results and advise web address to participants.
ONE DAY PRIOR	Collect equipment and start set-up where appropriate Check weather forecast Check all surface conditions, circles, pits etc. to ensure safety
START OF CHAMPIONSHIP	Check officials attendance via sign on sheet Hold officials briefing 30 minutes prior to start. Brief team managers prior to start. Confirm First Aid in attendance Announce First Aid location, call room location and venue facilities throughout the day. Greet special guests or media Distribute equipment with equipment officer Ensure marshalling sheets are ready and with event and call room officials.
DURING THE DAY	Monitor flow of results Check results are being promptly displayed and posted on Live Results site. Monitor officials and athletes participation and enjoyment.
AT THE END OF EACH DAY	Ensure venue is clean. Collect equipment and pack up. Results sheets removed. Get marshalling sheets ready for Sunday.
AT THE END OF THE CHAMPIONSHIP	Announce lost property, then note it all. Collect equipment and pack up Personally thank all officials. Final walk around and check venue is as clean and tidy as when you arrived
TWO DAYS AFTER THE CHAMPIONSHIP	Backup Meet Manager program and send backup to LANSW who will export results and other required reports and post on LANSW website.
FOLLOW UP WITHIN ONE MONTH	Have a wash up meeting to note any areas of improvement for next time. Prepare report identifying strengths and weaknesses with recommendations for the future. Send thankyou emails to officials and key helpers. Pay outstanding invoices. Send Zone Championships report to the Little Athletics NSW office.

Zone Coordinator KIT FOR THE DAY

- Hard copy of the Rules of Competition and IAAF Handbook, which have both been supplied to all Zone Coordinators by Little Athletics NSW.
- Zone Coordinators information folder, which has the various Risk policies printed out
- Kestrel Temperature gauge, as supplied by LANSW
- Protest forms
- Officials sign on sheet
- Parent Helper sign on sheet to go to each of the events
- Safety Coordinators- venue checklist
- Loads of pens and highlighters- 1 of each for each officials folder
- Copy of the state order of events for the information desk, so people can find out when their event might be at the State Championship
- Sunscreen pump pack
- U7 State medals
- Ribbons if you use them
- Hip Numbers (if required)
- Vests for officials (if required)

Stationery Box

- Pens / Pencils
- Sticky Tape
- Post-it notes
- Stapler and Staples
- Paper Clips
- Bull dog clips
- Glue
- String
- Drawing Pins
- Long and short extension cords
- Batteries for Walkie Talkie
-
- Highlighters
- Packing Tape
- Whiteboard markers
- Scissors
- Hole Punch
- Folders (enough for all officials)
- Reams of paper
- Blue Tac
- Power boards
- Mobile Phone Charger
-



What do you need to book?

COMPANY	CONTACT PERSON	PHONE NUMBER	NAME OF PERSON RESPONSIBLE
First Aid			
Security			
Tent Hire			
Coffee Van			
Photographer			
Media			
Walkie Talkie			
Scaffolding			
Photo Finish			
Equipment Operators			

Conditions of Venue Entry

By entering this venue, all persons agree to be bound by the following terms and conditions:

- All persons must conduct themselves in a proper and reasonable manner in accordance with the Little Athletics NSW Codes of Conduct and Behavioural Guidelines.
- All persons will be bound by the Little Athletics NSW constitution, by-laws, rules and policies, and submit themselves to any disciplinary procedures connected with the sport.
- Consumption of alcohol is prohibited during the conduct of any Little Athletics activity.
- Persons under the influence of alcohol or drugs are prohibited from entering, or remaining on, the premises.
- Smoking is not permitted in any competition or spectator area during any Little Athletics competition.
- Mobile phones and cameras must not be used in toilets or change rooms.
- All persons will comply with any reasonable direction of any official connected with the Little Athletics NSW.
- The right to remove any person from the venue is reserved if the person's behavior is considered dangerous or unacceptable.

Zone Coordinators

2020/2021

REGION	ZONE	ZONE COORDINATOR	EMIAL ADDRESS
1	Mid North Coast	Mark Searles	mnczone@mscsurveyors.com.au
1	New England	Russell Scott	nezoneco@gmail.com
1	Northern Rivers		
2	Central Coast	Kelly Hunter	stelly354@gmail.com
2	Hunter	Leesa Morris	leesachapman69@gmail.com
2	Lake Macquarie	Linda McPherson	lakemaczoneco@gmail.com
2	Port Hunter	Yvonne Webster	porthunterzoneco@hotmail.com
3	Western Plains	Bruce Cox	lanswregion3@gmail.com
3	Western Ranges	Bob Maxwell	wrangeszoneco@gmail.com
4	Eastern Riverina	Judith Peel	pjpeel@bigpond.com
4	Mid-South Coast	Howard McGarry	hmcgarry1944@gmail.com
4	South Coast Highlands	Allan Johnson	ajohnson@bigpond.net.au
4	Western Riverina	Rick Gardiner	rickking@bigpond.com
5	Northern Met	Ron White	ron.white@epa.nsw.gov.au
5	North East Met	Ken Carter	ken@kencarter.com.au
6	North West Met	Dennis Coker	dennis.coker@gmail.com
6	Outer West Met		
6	West Met	Ronald Pollett	ron@eandcsecurity.com.au
7	Central West Met	Robbi Sain	sainco4@optusnet.com.au
7	Mid-West Met	Glen Richardson	grichardson52@bigpond.com
7	South West Met	Gordon Costello	imo38007@bigpond.net.au
8	Inner City		
8	Southern Met	Lynne Whatman	jlw@idx.com.au

Safety Checklist

Safety- General

- Athletes are instructed not to wear spiked shoes in any area other than at the event. They are not to be worn to and from an event or between events.
- Warm up and stretching are essential prior to all training and competitions.
- Athletes are to be instructed that equipment must not be used without supervision.
- A well-equipped First Aid Kit must be readily available
- Ice should be available to treat injuries.
- Prevention of dehydration is essential during training and competition.
- Athletes are to be instructed to consume water prior to and during sessions.

Equipment

- All equipment must be regularly checked for safety and regularly maintained.
- Equipment must be stored so that unauthorised use is prevented.
- Equipment must be appropriately sized and must match the current Standard LANSW equipment specifications

Jumping Events

- Landing and taking off areas must be maintained to avoid risk of injury to athletes.
- Equipment awaiting use must be supervised
- Equipment not in use must be properly stored to prevent unauthorised use.

Venues

- Running surfaces must be level and firm so as to avoid foot and ankle injuries.
- Sand pits must be raked and checked for foreign materials prior to the commencement of the activity.
- The outer edges of the pit should be level with the ground.
- Parking areas must be suitable for large number of cars, and fit the purpose.

Long/Triple Jump

For long/triple jump activities, the following safety strategies must be employed:-

- Rake landing pits before any jump takes place. Any solid or sharp objects must be removed.
- Ensure the take-off board is clearly visible (and preferably painted white), flat and level with the ground surface.
- Steel or wooden markers are not to be used to note distances either adjacent to or in the landing pit.
- Ensure the approach area is clearly defined and kept free from obstructions.
- Ensure jumping takes place from one direction only.
- Rake pit after each jump to ensure a level landing surface.
- Ensure rakes, forks and shovels are not left unattended in, or beside, the jumping area.
- Ensure the depth of sand is appropriate for competition in all age groups and that the depth of sand is consistent in all areas of the pit.

High Jump

For high jump activities the following safety strategies must be employed:-

- Ensure that where the landing area consist of several mats, they are held together, firmly with straps or ties and the whole area is covered with one piece of overlay.
- Ensure mats are carried by handles at the side and not carried aloft on backs, shoulders or heads.
- Ensure run-up and take-off areas are level, dry and free from slippery material.
- Triangular bars must not be used under any circumstances. Circular fibreglass bars are recommended for all competition.
- To ensure high jump bars do not carry onto the landing mats, looped straps be used. Restraining straps must not be used for scissor jumps.
- The high jump bar must be removed from the competition area when not in actual use for pre competition warm-ups and actual competition.
- The high jump uprights must be sufficiently stable to avoid falling on the mats during the course of the jump.

Safety Checklist

Throwing Events

To ensure maximum safety, the following strategies must be employed:-

- Activities must be sited away from buildings, pedestrians and other activities.
- The site must enable adequate supervision of athletes.
- The safety of individuals in adjoining areas is assured considering the ability level of the group.
- The throwing areas must be of adequate length to contain the implements thrown.
- The throwing sector area, approach and launch areas must be marked with highly visible markers to prevent access by non-participants.
- The approach and launch area must be dry and free of any loose materials.
- Helpers should walk to retrieve implements only after the all clear is given. The implement should be returned by carrying, not throwing or rolling.
- Athletes must be given instructions as to their movements following the throw and awaiting retrieval.

Shot Put

For shot put activities, the following strategies must be employed:-

- Transport shots in sturdy containers and give due consideration to limiting the total mass.
- Where throwing takes place, ensure that other athletes are behind and well clear of the throwing circle.

Javelin

For javelin activities, the following safety strategies must be employed:-

- Ensure javelins are carried by the grip and in a vertical position with the tail up, except when the thrower has entered the specific approach area and is preparing to throw.
- Forbid running with the javelin except when preparing to throw.
- Forbid running to retrieve a javelin to prevent running into the tail end of the javelin.
- Instruct retrievers to place one hand over the tail end of the javelin before attempting to twist it from the ground.
- Instruct retrievers to place one hand over the tip of the tail when picking up a javelin lying flat on the ground. This hand should be kept in place until the tail end is raised above head height as the javelin is lifted into a vertical position.
- Ensure javelins being returned to the throwing area are carried.

Relays

For relay activities the following strategies must be employed:-

- For 4 x 100m events, instruct athletes to stay in their lanes during the baton changes and for a safe period afterwards.
- Ensure relay changeover areas are supervised at all times during relay competition.
- Ensure all batons conform to LANSW regulation and size.

Discus

For discus activities the following safety strategies must be employed:-

- Check all discus and withdraw from use those with cracked rims or loose centre screws.
- Where throwing takes place, ensure other athletes are behind protective cages or barriers and well clear of the throwing circle.
- Ensure officials are not in the cage area whilst the discus is being thrown.
- Ensure the discus being returned to the throwing area is carried and not rolled.

Hurdles

For hurdle events the following safety strategies must be employed:-

- Ensure hurdles are LANSW standard and fall easily forwards when knocked
- Instruct athletes that hurdling must take place only in the direction for which the hurdles are designed to fall
- Ensure hurdle heights and spacing's are confirmed before races start.

First aid / Safety Requirements

First Aid Kit

A well-stocked first aid kit, appropriate for the activity being undertaken, must be easily accessible and available for use at all Little Athletics activities. The first aid kit contents should be regularly audited against a list to ensure that it is sufficiently stocked.

The minimum contents recommended are:

- Ice or cold packs (in freezer or esky)
- Plastic bags (e.g. Freezer bags) for ice
- Cloths (e.g. "Chux") to place between ice and skin
- Disposable gloves
- Individual hand towels
- Adhesive tape x 1 roll:
- 25mm wide Antiseptic – Betadine or Chlorhexidine (non-alcohol)
- Bandages:
 - Crepe 100mm x 1.5m x 3
 - Crepe 50mm x 1.5m x 2
 - Triangular bandage x 1
- Dressings
 - Cutiplast x 3: 150mm x 8mm
 - Gauze swabs x 3 packets
 - Opsite (plastic skin) x 3:
- 60mm x 70mm Needle (to remove splinters) and/or splinter forceps
- Safety pins x 5
- Saline / water ampoules x 5
- Scissors x 1
- Stingoes (for insect bites – ice is just as good)
- Paper/ report forms and pen to record injuries

Venue Inspection Checklist

- for Safety Coordinator

- Discuss the chain of command for emergency situations with the Championship Coordinator/Manager
- Be vigilant throughout the day. Conduct/ensure regular inspections of the competition area, spectator area, car parks etc.
- Report any problems/hazards to the appropriate person.
- Complete incident and injury report forms as required.
- Liaise with the ground announcer/s to ensure that the relevant safety announcements eventuate when or if required.
- Prepare safety related messages for scoreboard (if relevant)
- Monitor the weather forecasts. Discuss with the Championship Coordinator/Manager
- Verify that weather monitoring equipment is in place and is checked on a continuous basis and initiate action should extreme conditions occur.
- Liaise with event officials regarding any safety concerns. Take action as required.
- Verify that ALL tents/shades are weighed down correctly.
- Verify that sunscreen is available at all events.
- Follow up any identified risks or gaps on the checklist with the appropriate people. Forward recommendations to the Championship Coordinator/Manager and host venue, for action.

Physical Inspection Required

Venue/Location _____

Event _____

Safety Coordinator _____ Date _____ Time _____

Note: The following checklist is intended to aid the physical inspection of the facility. It is not intended to identify all risks for all situations. It is a guide only. **Any NO answers**, require action.

Conduct an initial pre event venue and equipment safety inspection.

Venue General	Yes	No	N/A
Perimeter fencing is safe and in good condition			
Competitor/spectator out of bounds areas are clearly marked/highlighted			
All portable structures are installed properly (e.g. shade structures, etc.)			
Adequate shade is in place for athletes waiting areas (e.g. marshalling)			
Sprinkler covers are correctly in place			
A temperature measuring device is on site.			
Fire equipment is in place and properly maintained.			
Caution/safety signage is in place			
The general area is free from any hazards not properly covered			
Electrical	Yes	No	N/A
All portable electrical equipment, including leads are tested and tagged in accordance with regulations			
Adequate protection of the public from electrical shock and trip hazards			
All leads and plugs are protected from weather and other environmental conditions			
Emergency contact for after hours			
Weather Conditions			
Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions			
Spectator Areas/Grandstand			
Spectator areas are free of slip, trip and fall hazards			
Spectator tents are safely positioned, weighed down & properly erected			
Walkways are free of obstructions, protruding objects, rubbish and debris			
There is an adequate number of waste containers in place			
Spectator seating is in good condition, clean and safe.			
Drinking fountains are clean, free of puddles, algae build up and/or mud			
Lighting in spectator areas is adequate			
P.A equipment is provided for emergency evacuation and in good working condition			

Facility is assessable to people with a disability			
The area is free from any hazards not previously covered			
Car Park	Yes	No	N/A
The area is free of slip, trip and fall hazards			
Lighting is adequate			
Security is present			
Attendants are present			
The area is free from any other hazards not previously covered			
First Aid/ Emergency Response	Yes	No	N/A
First aid station are suitably located, clearly signed and easily accessible for everyone			
Good means of communication provided between event personnel and first aid station			
Liaise with first aid officer/s to identify injury trends/safety concerns etc.			
Appropriately trained first aid personnel are present			
A well-stocked first aid kit is accessible and checked for items that need replacing			
A supply of ice is easily accessible			
Telephones and emergency numbers are accessible			
Injury/incident report forms are on site			
Access is clear for emergency vehicles. (keys for locked gates are easily accessible)			
Toilets	Yes	No	N/A
Are available, clean, adequately stocked and free from hazards and damage			
Contain adequate lighting			
Security is appropriate			
Waste bins are provided in the toilets			
Area is free of slip, trip and fall hazards			
The area is free from any other hazards not previously covered			
Canteen	Yes	No	N/A
The canteen area is clean and tidy			
All equipment is undamaged and in good repair			
All electrical equipment has been tested and tagged, as required			
Fire equipment is in place and properly maintained			
Hand washing facilities are available			
There is no obvious slip, trip or fall hazards			
The area is free from any hazard not previously covered			
Other amenities/facilities (e.g. clubhouse, equipment shed, etc.)	Yes	No	N/A
The area is clean and tidy			
All equipment are undamaged and in good repair			
There is no obvious slip, trip or fall hazards			
The area is free from any hazard not previously covered			

Track Events	Yes	No	N/A
The track surface is level, firm and not slippery. The surface is free of divots, holes or protruding objects			
The track markings are safe and sufficient distance from the fence.			
There is adequate distance between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
Starting blocks are in good condition			
Hurdles are undamaged and in good condition			
Relay batons are in good condition			
Hearing protection is available for starters			
The area is free from any hazard not previously covered			
Long Jump 1	Yes	No	N/A
The run up area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations.			
Sufficient sand is in the pit and is consistent in all areas of the pit			
The take-off area is clearly visible, flat and stable			
The landing pit is wide and long enough to allow safe landings			
There is adequate space between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
Long Jump 2	Yes	No	N/A
The run up area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations.			
Sufficient sand is in the pit and is consistent in all areas of the pit			
The take-off area is clearly visible, flat and stable			
The landing pit is wide and long enough to allow safe landings			
There is adequate space between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
Triple Jump	Yes	No	N/A
The run up area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations.			
Sufficient sand is in the pit and is consistent in all areas of the pit			
The take-off area is clearly visible, flat and stable			



The landing pit is wide and long enough to allow safe landings			
There is adequate space between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
High Jump 1	Yes	No	N/A
The run up area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations			
The landing mats meet LANSW standards and are in good condition			
The landing mats have sufficient absorption to cushion landings			
The high jump bags/landing area is bound together by a one-piece fabric fitted cover that holds the mats together and provides a single unified landing surface			
The mats and uprights are on level surface			
The uprights and bar are in safe condition			
The uprights have sufficient weight or anchored down to prevent them falling			
Restraining straps are in use			
There is adequate space between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
High Jump 2	Yes	No	N/A
The run up area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations			
The landing mats meet LANSW standards and are in good condition			
The landing mats have sufficient absorption to cushion landings			
The high jump bags/landing area is bound together by a one-piece fabric fitted cover that holds the mats together and provides a single unified landing surface			
The mats and uprights are on level surface			
The uprights and bar are in safe condition			
The uprights have sufficient weight or anchored down to prevent them falling			
Restraining straps are in use			
There is adequate space between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
Shot Put 1	Yes	No	N/A
The throwing area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations			
The throwing area is set up away from individuals in adjoining areas, pedestrians etc			

The throwing area is of adequate length to contain the implements thrown			
Shots are in a safe condition			
The stop board is properly secured and in good condition			
There is adequate space between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
Shot Put 2	Yes	No	N/A
The throwing area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations			
The throwing area is set up away from individuals in adjoining areas, pedestrians etc			
The throwing area is of adequate length to contain the implements thrown			
Shots are in a safe condition			
The stop board is properly secured and in good condition			
There is adequate space between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
Discus 1	Yes	No	N/A
The throwing area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations			
The throwing area is set up away from individuals in adjoining areas, pedestrians etc			
The throwing area is of adequate length to contain the implements thrown			
Cage/netting is in good condition			
Discuses are in safe condition			
There is adequate space between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
Discus 2	Yes	No	N/A
The throwing area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations			
The throwing area is set up away from individuals in adjoining areas, pedestrians etc			
The throwing area is of adequate length to contain the implements thrown			
Cage/netting is in good condition			
Discuses are in safe condition			
There is adequate space between competitors and spectators			
There is adequate lighting			



Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
Javelin	Yes	No	N/A
The throwing area is level, firm and not slippery. The surface is free of ruts, foreign objects and loose objects and indentations			
The throwing area is set up away from individuals in adjoining areas, pedestrians etc			
The throwing area is of adequate length to contain the implements thrown			
Javelins are in safe condition			
There is adequate space between competitors and spectators			
There is adequate lighting			
Adequate shade for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any hazard not previously covered			
After the Event	Yes	No	N/A
Conduct a safety debrief/review of the Championship			
Ensure all incidents reports are properly followed up/filed			
Write a safety report containing relevant recommendations			
Ensure recommendations are followed up			

Corrective action required:

Signed _____ Date _____ / _____ / _____

Dealing with Emergencies

- Safety Plan

Little Athletics NSW recommends that all Little Athletics Centres have a documented plan for responding to emergencies. A properly developed emergency response plan will make it more likely that key individuals at a centre will be able to react with more effectiveness, certainty and confidence in the event of an emergency situation. Developing an emergency plan involves taking sensible precautions so that you are prepared for:

- Incidents requiring first aid
- Serious injuries
- Other emergencies such as fire, severe storms, etc.
- Evacuation
- Media enquiries

First Aid

- A fully equipped first aid kit should be easily accessible to key personnel during all competitions and training sessions.
- The first aid kit should be regularly checked for items that need replacing or items that have reached their expiry date.
- Ice/ice packs should always be available and be easily accessible during all competitions and training sessions.
- Qualified first aid/medical personnel should be present at each competition and training session.
- A procedure should be in place to record each injury and its treatment, and to retain this information. Key personnel must be aware of this procedure.
- Incident reporting forms should be easy to locate and accessible

Serious Injury

- A documented plan of what steps will be taken in the event of a serious injury should be in place.
- All key personnel should be aware of, and have copies of this plan.
- A phone from which to make emergency calls should always be available.
- Clear ambulance access to a venue should always be ensured.
- All key personnel should be aware of when and how to call an ambulance.
- The names and locations of the nearest emergency medical facilities (e.g. Hospital, doctor/medical centre, dentist) should be posted in a highly visible location and available to all key personnel.
- The emergency contact information for all parents/guardians of members should always be easy to locate and accessible.
- All medical forms collected from members should be easy to locate and accessible.

Other Emergencies

- A response should be considered for any possible emergencies such as fire, a severe storm, power failure (when operating under lights), violence and any other potential issues particular to a venue or location.

Evacuation

- All venues/facilities should have an evacuation plan.
- The evacuation plan should be posted in a highly visible location and available to all key personnel.
- All key personnel should be inducted in the execution of the evacuation plan and their particular role in the plan.
- The evacuation plan should include an evacuation meeting point and a method by which everyone can be accounted for (i.e. a head count)

Media

- All emergency-related media enquiries should be directed to the Little Athletics NSW Chief Executive Officer.

Heat & Hydration

Little Athletics NSW has developed guidelines that relate to exercise and hydration in extreme temperatures.

- Extra care should be taken to ensure athletes are sufficiently hydrated and shade is provided when temperatures are high and/or if a large increase in temperature is likely to occur. The possibility of suspension and/or cancellation of activities will be considered in line with the Heat and Hydration Guidelines if temperatures reach levels considered to be a risk.
- It is recommended that all Little Athletics venues have temperature-measuring equipment available for use on days on which it is expected that hot weather may become a concern.
- As soon as the temperature begins to rise to a point that indicates it may be of concern, it is recommended temperature readings be taken at 15-minute intervals, at the same location each time.
- When using a simple thermometer, if the ambient temperature is in the range of 34-39 degrees Celsius for two consecutive measurements, public announcements should be frequent, and plenty of water and shade should be available to the athletes and officials.

At 36 degrees Celsius, consideration should be given to postponing distance events until it becomes cooler. It is suggested that if the ambient temperature is over 40 degrees Celsius for two consecutive measurements that no new event should be called until the temperature drops below the cut-off OR competition should be ceased until the temperature drops below the cut-off.

Lightning

In Australia, lightning accounts for five to ten deaths and well over one hundred injuries annually. A large percentage of lightning strike victims survive but many of these suffer from severe life-long injury and disability. Statistics show that approximately 25% of people killed by lightning are playing sport. When thunderstorms threaten, officials and coaches must not let the desire to start or complete a carnival, or a coaching session, hinder their judgement when the safety of athletes, officials or spectators is in jeopardy.

All thunderstorms produce lightning and are dangerous. The sound of thunder serves as an immediate warning of lightning danger and at such time the possibility of suspension and/or cancellation of activities will be considered in line with the LAANSW Lightning Guidelines.

- In the case of a thunderstorm the "30 – 30 rule" should be observed:
- Once the "flash to bang" (lightning to thunder) reaches 30 seconds or less, all events should be postponed and all individuals instructed to take appropriate shelter.
- The carnival should not resume until at least 30 minutes after the last sound of thunder or flash of lightning, and conditions are completely safe.
- Each time lightning is observed, or thunder is heard, the 30-minute clock should be re-started.

Bush Fire

One of the most important things to do before a bush fire, is to decide what you will do if one should start. Neighbourhood Safe Places are a place of last resort, such as a sports ground or local building that has been specially identified for use during a fire. Not all areas will have a Neighbourhood Safer Place so check www.rfs.nsw.gov.au/nsp for locations.

Remember that bush and grass fires can move quickly and catch you off guard. If you are caught in a fire, protect yourself from the heat.

The safest option is to leave early before the fire reaches you.

Sun Safety

Little Athletics NSW recommends that all Little Athletics Centres across the state adopt protective practices in relation to exposure of members to UV light. All Centres are requested to actively seek to promote, encourage and support sun protection at both training and competition. Where possible, Centres shall: Provide SPF 30+ broad-spectrum water-resistant sunscreen for members and make it available for sale and/or use to spectators Encourage parents and athletes to apply sunscreen to all exposed areas every 2 hours Encourage members to wear suitable protective clothing, when not participating a trial or an event. E.g. shirt with collar and sleeves, hat Make maximum use of existing shade at facilities when shade is not adequate, seek to work with relevant authorities and other community groups to provide more shade at facilities and if possible, provide temporary shade until adequate shade is available Promote sun safety through newsletters and over the public address system

Sexual Harassment

Little Athletics NSW is committed to providing a sport and work environment free of sexual harassment, where individuals are treated with respect and dignity.

Little Athletics NSW will not tolerate sexual harassment behaviour under any circumstances and will take disciplinary action against anyone who breaches the policy.

The policy applies to all employees, directors, officers, volunteers, coaches, officials, and any members of the Association.

The policy applies to behaviour occurring both within and outside the course of the Association business, activities and events, when the behaviour involves individuals associated with The Association and negatively affects relationships within the organisation's sport and work environment.

Air Quality

Little Athletics Championship

The NSW Office of Environment and Heritage (OEH) is responsible for air quality monitoring in NSW and issues the Air Quality Index (AQI). Their website lists the current AQI in a defined region and is updated on an hourly basis.

www.environment.nsw.gov.au/AQMS/aqi.htm

To determine if a Little Athletics championship should proceed, or if the events on offer should be amended, it is recommended to make the decision, based on information from OEH website and local assessment conditions. Little Athletics NSW Championships, the safety Coordinator for the carnival will make the determination on whether specific events and/or the entire carnival, is suspended or cancelled due to dangerous air quality.

Only when the AQI is 'very good' or good, can Little Athletics events automatically proceed as scheduled.

When the AQI is 'fair' or 'poor', it is recommended that consideration be given to suspending or cancelling the carnival and at a minimum, those events more strenuous in nature, such as distance events, be postponed until the AQI improves. If the championship is to proceed, warnings should be issued via the PA

system to parents and athletes, that the conditions may pose a health hazard, particularly to those with a respiratory or cardiovascular conditions.

When the AQI is 'very poor' or 'hazardous', it is recommended that the championship be cancelled or suspended until the AQI improves.

Further Information

Further information and a number of Air Quality Fact Sheets are available on the NSW Health website: www.health.nsw.gov.au/environment/air/Pages/aqi.aspx

Officials

Officials for conduct of Zone Championships

The Zone Coordinator shall convene and chair meetings called by centre representatives for the purpose of transacting all business relating to the conduct of Zone Championships.

The Zone Coordinator or their delegate would normally be the manager of the Championships. It is highly desirable that key officials for Zone Championships should have had previous experience in the conduct of Zone Championships.

All officials participating in the conduct for Zone Championships should be properly briefed as to their duties and responsibilities. Accordingly it is necessary for the Zone Coordinator or his or her delegate, to ensure during the period preceding the Championships that adequate opportunity is given for parents, officials and other helpers to obtain experience and provide their fullest cooperation in the conduct of the Championships. Where possible, parent/helper officials should be rostered on centre entry numbers on a pro rata basis.

The successful conduct of the Zone Championships calls for the highest possible standard of organisation.

Zone Coordinators should receive the nomination for key officials.

With regard to nominations for key officials, it must be emphasised that key officials are charged with the responsibility of organising and controlling those assistants under their administration. They are an important part of their team. Key officials must be reliable people who will accept responsibility, have a good working knowledge of the rules/procedures in the area of their responsibilities. Above all they must be cooperative and work well with others. Nominees must be aware of their responsibilities when they accept the nomination.

The meeting of centre representatives should include the following business:-

- a) Receive nominations and appoint key officials.
- b) Determine number of assistants and other helpers required at the Zone Championships. Remember, provide some relief for assistants over the Championships, some tasks are physically tiring and relief must be available when required.
- c) Allocate each centre a quota of assistants to be provided over the Championships. Names and area in which they would volunteer should be subsequently prepared and sent to the Zone Coordinators before the following meeting of representatives.
- d) Go through the timetable of arrangements for all aspects of the organisation.
- e) Arrange a time and place for meetings of key officials for the purpose of:-
 - Briefing all key officials on all areas of their responsibilities and duties.
 - Finalising allocation of assistants to assist key officials
 - Resolve any difficulties.

At the conclusion of this meeting **ALL KEY OFFICIALS SHOULD FULLY UNDERSTAND THEIR RESPONSIBILITIES IN THE TEAM EFFORT.** Key officials should confer with their assistants and go through their areas of responsibility. It is important the key officials should have either one or two assistants who can carry on without difficulty should the key official become ill or otherwise unavailable through unforeseen circumstances. See below for suggested checklist of such key officials. Usually the key officials will know some of the assistants under his or her control. In those areas where a number of assistants are involved, the key official may find it prudent and of considerable benefit, to have a meeting of his or her assistants to outline his or her requirements.

Key Official Position	Summary of Principle Duties	Suggested Checklist
Carnival Manager (Zone Coordinator or delegate)	Overall charge of meeting and responsible for proper carrying out of program. Responsible for track and field layout-all equipment to correct specification and readily available to referee	Convene meetings of centre representatives and key assistants. Key assistants fully briefed and have backup key assistants (where necessary)
Jury of Appeal (3) A panel of 5-7 people will be named prior to the carnival and communicated within the carnival documentation. 3 people will be selected from that group (as per RoC)	Deal with protests	Copy of Rules of competition (ROC) and IAAF handbook
Records	Arrange for records to be properly documented for archival purposes and distributed to all centres within the zone.	List of Zone records
Announcers	To arrange public address system equipment (if any). Provide coverage for days of competition including handling of meeting under the direction of the carnival manager	Program- timetable Dignitaries- opening ceremony (if any). Relief announcers. Discuss any special matters requiring announcing with Zone Coordinator (or carnival manager)
Computer operators	Responsible for the input of all results, once received from the recording area. Production of lane draws for finals. Printing of Certificates.	Computer, ensure all entries have been input correctly prior to the event. Printer/s, copy paper. Copier
Information	Responsible for answering any queries which may arise. Taking, receipting protests and handing to relevant referee	Program, Protest forms, receipt book, ROC, IAAF handbook, headset for contact with relevant referees, tables, chairs, pens etc.
Recording	Responsible for proper recording of all performances and results and distribution to computer area.	Stationery, pencils, pens, paper, clips, staplers, rubber bands, suitable tables and chairs, relief recorder/s
Starter	To organise starting of all track events	Starting lines understood (pack and staggered starts). Starting gun, caps.

Marksman	Assist starter in organisation of all starters to starting line of all track events	Program- names of competitors and lanes. Starting lines understood- (pack and staggered starts). Recall gun
Track Referee	To ensure rules of competition are observed and decide technical points. Allocate duties to judges to various areas of competition. Rules on protests	Rules of competition (ROC) and IAAF handbook
Call Room (separate for track and field)	Arrange marshalling of the competitors for all events	Call Room tent/s. Signs (if required). Program-names of competitors for each event
Track Umpires	Assist referee without power to give decision. Ensure competitors do not violate Rules of competition.	Rules of Competition
Chief Timekeeper	To organise timekeepers. Provide results to recording area. Ensure place judges and timekeepers are ready. Signal the starter	Watches and spare watches. Stand or adequate seating conditions. Stationery, pencils, pens, stapler & flags.
Chief Track Judge	To organise place judges for track events. Place competitors in the order of finish.	Finish posts, stationery, pencils, pens, stapler & flags
Chief Walk Judge	Organise judges for walking events	Stationery, pens & pencils
Referee-Jumps (separate for high and long jump)	To ensure that rules of competition are observed and decide technical points. To organise assistants and jumping areas. Rules on protests.	Check jumping facilities. Long Jump- run up, take off sand and sawdust adequate, rakes, tapes, shovel & recording table. High Jump- run up, stands, cross bars, mats (adequate and in position), tapes and measuring equipment, recording table and chairs. Stationery, recording sheets, Rules of Competition.
Referee- Throws	To ensure that Rules of Competition are observed and decide technical points. To organise assistants and throwing areas. Rule on protests.	Check throwing facilities, circles, stop boards, sectors defined, tapes, flags, recording tables, chairs, spectator control (if necessary). Stationery, pencils & pens. Rules of Competition.
Catering	To organise all catering facilities and requirements including helpers. Provide refreshments and lunches to all officials.	Check all catering facilities. Hot water, tables, chairs, urns, ovens, cups, teaspoons, refrigerator. Order food, confectionery, etc. Drinks (hot & cold). Assistants and other relief. Change, prices. Arrange for cleaning up- disposal of surplus.

Note

1. It is essential each key assistant has a back-up key assistant(s) should illness or other unforeseen circumstances leave the appointed key assistant unavailable.
2. Provision should be made for relief assistant during competition
3. Provide for refreshment for officials during the day.

Current Zone Officials for Championship

Officials	Name	Centre
Host Centre		
Championship Coordinator/Mgr.		
Officials Coordinator		
Photo Finish OR Timing Gates		
Track Manager		
Chief Timekeeper		
Chief Place Judge		
Starting Panel		
Announcer		
Information/Medals		
Safety Officer		
Field Manager		
Chief Walks Judge		
Recording Team/Records		
Computer Coordinators/ Operators		
Medical Officers		
Call Room Chief		
Shot Put Chief		
Discus Chief		
Javelin Chief		
Long Jump/Triple Jump Chief		
High Jump Chief		
Catering Coordinator		

ZONE CARNIVAL

Post Carnival Requirements

Finally, the Zone Coordinator (or computer operator) on completion of the Zone Championships must:

- Thank all officials who assisted in the conduct of the Zone
- Forward backup of Zone Meet Manager Program to the Little Athletics NSW Office
- Prepare and forward to LANSW office, a Zone report which is to include the following:-
 - Copy of Zone program
 - Financial statement covering the conduct of the Zone
 - Protest forms as applicable to the Championship
 - Retain all documentation for a minimum of one (1) year.

ZONE CARNIVAL

Paperwork

Items Supplied

For the conduct of each Zone Championship, the following items will be supplied by Little Athletics NSW, if ordered on the zone stationery order form:

- Place Pads (1-8)
- Timekeeper pads
- Walk master sheets
- Walk judge pads
- Zone certificates
- Zone covers: electronic only if requested
- Child protection forms
- Zone medals

The following paperwork items can be printed and/or exported from the "Meet Manager" computer program:

- Official results
- Lane draws
- Field sheets
- Region entry forms
- Confirmation of Entries

Originals of the following can be found later in this section. There are to be photocopied, as required:-

- First Aid Record
- Inability to proceed to next Championship
- Alteration to Program
- Parent/Guardian medical waiver
- Protest form

Orders

Each year, Zone Coordinators shall receive a form upon which they are to indicate the quantities required for each item listed. A sample of the "Zone & Region Paperwork Requirements" form can be found at the end of this section.

Zone Coordinators are requested to return by the due date specified. If the form is not returned, by the requested date, it will be assumed that the Zone has the items in stock. Once paperwork requirements have been received from Zone Coordinators, bulk orders are placed with the appropriate supplier.

First Aid Record



Location: _____ Month: _____

 Championship

Date / Time	Area	Type of Injury	First aid given (Yes/No)	Outside treatment required	Facility person admitted	Witness to injury	Name / Signature

Inability to proceed to next Championship

(to be given to Information for parents/athletes to complete, then Computer operator collates onto excel spreadsheet to return to LANSW office)

Name: _____

Centre: _____

Registration No.: _____

Age Group: _____ Boy / Girl
(Please Circle)

The above mentioned athlete WILL NOT be attending Region/State in the following events:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Signature of Athlete: _____

Signature of Parent/Guardian: _____

Zone/Regional Coordinator Financial Statement

Little Athletics NSW Zone/ Region Championship

Zone/Region Championships: _____

Held at _____ on _____

<u>INCOME</u>	\$
Canteen	
Raffle	
Program Sales	
Gate Receipts	
Other	

<u>EXPENDITURE</u>	\$
Canteen Stock	
Raffle Prize	
Program Printing	
Medical	
Porta Loos	
Ground Hire	
Video Hire	
Other	

INCOME minus expenditure

NET SURPLUS / DEFICIT \$ _____

Zone / Region Coordinator

Date

If required, the Association will pay the following costs:-

- Zone Medical
- Region \$ AMOUNT to be paid into Region account in January each year
- Receipts must be submitted for all claimed expenses

This statement, along with a report and results of the Championship are to be submitted to the Association office by the due closing date.

Host Centre Agreement

Zone Host Centre Responsibilities

Date: _____

The following document has been prepared to assist centres who are hosting the Zone Championship. Please note that a space has been left at the end to accommodate any extra specific responsibilities that need to be added.

Venue: _____

ACCESS	Sufficient access to the ground on Friday (prior to Championship) to allow for setup of paperwork, equipment etc. The ground will need to be accessed from 6am on Saturday and Sunday (Championship) and be open until such time as the Championship management need to conduct the program and pack up.
SPECTATOR AREAS	In consultation with the Zone Coordinator, suitable spectator areas need to be identified and then access limited to the competition area.
SET UP	Ensure that the ground is set up for the Championship on the Friday night (prior to Championship)
PA SYSTEM	Provide a PA facility with a radio microphone so that athletes and spectators can clearly hear announcements.
SECURITY	Ensure the security at the ground overnight on the Friday and Saturday. This may be either in the form of a hired security guard or volunteers staying at the ground. Any expenses incurred are at the cost of the host centre.
TOILETS	Toilets are sufficient to the needs of the Championship and kept in a good clean state. This is to be decided by the Zone Coordinator and the host centre.
INFORMATION	A suitable area is to be set aside for information. (The decision regarding the location is made in conjunction with the Zone Coordinator).
CALL ROOM	A suitable area is to be designated for the call room. (The decision regarding the location is made in conjunction with the Zone Coordinator).

TRACK	<p>Provide a track marked to LANSW/IAAF specifications (To be completed by Friday prior to the Championship).</p> <ul style="list-style-type: none"> • This includes a straight track with marking for a 50m, 60m, 70m, 80m, 90m, 100m and 110m start. • Suitably marked and colour coded 60m, 80m, 90m, 100m and 110m hurdle marks • A circular track with 200m, 400m, 800m, 1500m & 3000m starts. In addition, curved line at the start of the back straight to be used as a cross over point for the 800m & pack start. • Suitably marked and colour coded 200m and 300m hurdle marks • Change over zones and acceleration zones suitably marked for 4 x 100m relay events • Number each lane at the finish line so the video camera can clearly record the numbers (refresh as required) • A power supply will need to be at the finish line to run the video camera, Laptop and Results computer
FIELD	<p>Provide a field marked to LANSW/IAAF specifications (To be completed by Friday prior to the Championship).</p> <ul style="list-style-type: none"> • This includes throwing areas for Discus, Shot Put and Javelin • Long and Triple Jump pits with run-ups and landing areas to specification and suitably marked take off boards. • High Jump area on flat surface with a landing area no less than 2.4m x 4m x 0.5m. • All field areas are to be suitably located and roped so that athletes are not disadvantaged and that spectators and athlete's safety is not compromised.
MAP	<p>A map of the venue to be produced by the centre in consultation with the Zone Coordinator and supplied to the Zone Coordinator for inclusion with the program</p>

FIELD

As stated above the bulk of the equipment will need to be set up on Friday (prior to the Championship). All other equipment needs to be in place by 7am on the day.

A general list of equipment will be supplied by The Zone Coordinator to assist the Centre with planning. In

addition, the following will be required:

- track judging stand
- Scaffolding or such to set up the video camera. Specific requirements and location to be determined by The Zone Coordinator.
- sufficient hurdles in working order (specific number advised by The Zone Coordinator after entries finalised).
- Sufficient shade at each event (to be determined by The Zone Coordinator).
- Results board
- Medal presentation dais
- 2 high jump sets with bags that have a landing area as outlined above and approved by the safety officer.

FIRST AID

Book First Aid presence at the Championship (the organisation must be approved by The Zone Coordinator). The cost for this will be reimbursed by Little Athletics NSW.

OFFICIALS

To provide a lunch time meal to officials who have worked a full day at the events. This will be determined in conjunction with The Zone Coordinator. This will be provided at the host centres expense.

WATER

Water barrels will be supplied by the Zone but will need to be filled when required and placed in strategic locations around the venue.

SPONSORSHIP

LANSW sponsor's product must be displayed, sold or stocked in appropriate areas. No competitors of LANSW product can be displayed, sold or stocked at the Championship.

If any sponsorship signs or advertising material is displayed at the Championship, it must be approved by The Zone Coordinator and not be in competition with any of the LANSW sponsors.

PRESENCE OF OUTSIDE ORGANISATION

No business or outside organisation may be present at the carnival without the prior permission of the Zone Coordinator. Approval may be given if the organisation is appropriate for the Championship, has a \$10million Public Liability insurance that has been confirmed by the Zone Coordinator and the business/organisation is not a competitor of a LANSW sponsor. Any outside sponsors wishing to attend zone and/or region must pay an attendance fee to the Zone and/or Region.

RAFFLE / FUNDRAISING ACTIVITIES

If the host centre wishes to conduct raffles or other fundraising activities the prior permission of the Zone Coordinator is required.

We, duly authorise representatives of _____ Little Athletics Centre,

host centre of the _____ Zone Championships, acknowledge that the above

Document has been presented to the Committee of the Centre and has been read and

understood by the Committee of the Centre.

Signature President

Signature Secretary

Centre Official Sign on

Print Name	Signature	Centre	Start Time	Finish Time

Parent / Volunteer Sign on

Print Name	Signature	Centre	Start Time	Finish Time

Little Athletics NSW Championships



Athlete No.: _____ Centre: _____

Event:

Has reported to the call room and had name marked off but was:

- Late No Uniform No Rego. No.
- No Centre No. No Age Patch
- Other: _____

When above has been corrected athlete should report directly to the event recorder / the starters assistant with this note.

Little Athletics NSW Championships



Athlete No.: _____ Centre: _____

Event:

Has reported to the call room and had name marked off but was:

- Late No Uniform No Rego. No.
- No Centre No. No Age Patch
- Other: _____

When above has been corrected athlete should report directly to the event recorder / the starters assistant with this note.

ONE DAY ZONE CHAMPS

EASTERN RIVERINA AND WESTERN RIVERINA

These two zones run their Zone Championships over one day. Slight differences to the programming is obviously required.

They have advised that they have two Zone meetings each year which are held together. Discussion is held regarding carnival dates, courses required, and general assistance clubs may give to each other. The two Zones then have individual meetings to discuss their relevant Championship details, Centre visits, etc.

One Day Zone Championships

Organisation for a one-day Zone Championships has the same requirements as a 2/3-day carnival.

The host centre is chosen on rotation. A centre may host at another centres ground if their facilities are not suitable. Smaller centres may decide to combine to host.

Key officials are selected as per qualifications or indication of event preference. Centres are allocated event areas on rotation and this also depends on entries received.

The host centre runs the canteen, prints and sells programs and may conduct a raffle. Three weeks prior- send Zone Meet Manager entry form to centres

Each year the track program differs slightly, and the program is adjusted according to event selection. Finals are entered if required at appropriate times.

One week prior- email the completed program to the host centre for printing.

3000m - If there are several athletes entered from the same age group the following options are available-

1. Conduct this event the week prior to zone. The venue will be agreed upon by athletes and Zone Coordinator.
2. Conduct the event the evening before the Zone Championship at the Zone ground
3. If there is only one entry in age groups the centre may conduct the event and submit the times.

APPENDICES

(Original forms below)

- **Notes for Field Chiefs**
- **Minimum Requirements for hosting Zone/Region**
- **Event Specifications**
- **Zone Carnival Paperwork Requirements**
- **Protest Form**
- **Parent/Guardian Medical Waiver Form**
- **First Aid Record**
- **Incident Report**

NOTES FOR FIELD CHIEFS



High Jump

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

FOOTWEAR

- U9-U10 age group may not wear spike shoes (with or without spike removed)
- For ages U11 and above, you may have a maximum of 11 spikes in each shoe
- Spike lengths SYNTHETIC = 9mm max GRASS = 12mm max

COMPETITION AREA

The chief is to define area of competition. Athletes must not leave the area of competition without the Chief's permission

COMPETITION ORDER

- Will follow the official recording sheet
- It will be so and so followed by so and so. Athletes are to listen for your name. Chief to advise who will be calling names
- Two competitors will be out there all the time

ASSISTANCE TO ATHLETES

Reminder to athletes that the use of music devices, mobile phones or similar devices in the competition area is not permitted

UNACCEPTABLE BEHAVIOUR

Any athlete that displays unacceptable or unsporting behaviour will not be tolerated. If it continues the Referee will speak to you and you may be warned or disqualified.

MARKERS

- Competitors may place 1 or 2 markers to assist them in their run up
- Use only tape for run up markers. No shoes, drink bottles or raised markers can be used.
- Tape is available if you need it

PRACTICE TRIALS

All competitors are allowed up to 2 practice jumps before the competition begins

DELAY

- Competitors have **30 seconds** to jump. When there are 3 or less competitors, 1.5 minutes. When there is only 1 competitor, 3 minutes
- A yellow flag will be raised as a time warning when 15 seconds remain

FOUL

- Athletes will be told the reason for the foul
- A fair jump will show a white flag and a foul jump with a red flag

ON FIELD PROTEST (for U13 to U17 age groups only)

Oral protests will be noted, judged on its merit or consulted with the Referee at the end of the round.

COACHES AREA

- The coach's area is outside the competition area, *advise the athletes where this is located*
- Athletes may talk to your coach in the coach's area, ask permission from the Chief Judge if it is not your allocated jumping time and do not interrupt another competitor jumping



High Jump

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

SCISSORS

U9's and U10's must do scissors

SAFETY

- Safety straps must not be used for scissors
- Competitors should jump so they land in the centre of the bags (landing area). If you jump in an unsafe manner the Chief Judge can stop you from jumping and advise you to seek coaching in this event

VALIDITY OF JUMPS

- 3 successive failures disqualify the athlete. These jumps do not have to be at the same height
- Competitors may pass at any height
- Competitors must jump off one foot
- Knocking the bar off the supports or touching the ground or landing area beyond the plane of the uprights with any part of the body without clearing the bar shall count as a foul
- If a competitor touches the landing with a foot and no advantage is gained the jump will not be considered a foul
- If the bar is blown off by the wind and you have cleared it you will not be penalised. If you do not clear the bar you will be given another jump

OFFICIALS

- White flag - Clear jump Red flag - foul jump
- There is a mistaken belief that the jumper scrambles off the bags before the bar falls off it does not count as a foul. This is wrong because the Chief Judge is watching the bar not you. You can hurt yourself scrambling off the bags

INCREMENTS

- Starting height is as per Rules of Competition. Make sure the Chief is aware for each age and level of competition
- The bar will be raised by 5cm increments for the **first three rounds** of competition. After completion of the first three rounds the bar will continue to be raised by 5cm increments until there are 6 or fewer competitors remaining and increments of 2cm thereafter until only 1 competitor remains

MEASURING OF RUN UP

- Competitors may re-measure their run up but must get permission from the Chief Judge first . This re- measurement must be done in the allocated time, allocated to the competitor for their jump
- Athletes may touch or grip the upright or bar, but if it is dislodged/falls it will be recorded as a foul

QUESTIONS?

If you are passing the starting height please inform the Recorder the height you will be making your first attempt at.



Long/Triple Jump

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

FOOTWEAR

- U9-U10 age group may not wear spike shoes (with or without spike removed)
- For ages U11 and above, you may have a maximum of 11 spikes in each shoe
- Spike lengths SYNTHETIC = 9mm max GRASS = 12mm max

COMPETITION AREA

The chief is to define area of competition. Athletes must not leave the area of competition without the Chief's permission

COMPETITION ORDER

- Will follow the official recording sheet
- It will be so and so followed by so and so. Athletes are to listen for your name. Chief to advise who will be calling names
- Two competitors will be out there all the time
- Each competitor will have 3 jumps and the top 8 performances will have 3 additional jumps
- In the event of a tie after a countback those tying competitors will have 3 additional jumps
- 8 competitors or less will have 6 jumps regardless of the fouls recorded
- The top 8 will have their additional 3 jumps in reverse order

ASSISTANCE TO ATHLETES

Reminder to athletes that the use of music devices, mobile phones or similar devices in the competition area is not permitted

UNACCEPTABLE BEHAVIOUR

Any athlete that displays unacceptable or unsporting behaviour will not be tolerated. If it continues the Referee will speak to you and you may be warned or disqualified.

MARKERS

- Competitors may place 1 or 2 markers to assist them in their run up
- Use only markers supplied or tape for run up markers. Tape is available if you need it

PRACTICE TRIALS

All competitors are allowed up to 2 practice jumps before the competition begins

COMPETITION ORDER

DELAY

- Competitors have **30 seconds** to jump
- A yellow flag will be raised as a time warning when 15 seconds remain

FOUL

- Athletes will be told the reason for the foul
- A fair jump will show a white flag and a foul jump with a red flag

ON FIELD PROTEST (for U13 to U17 age groups only)

Oral protests will be noted, judged on its merit or consulted with the Referee at the end of the round.



Long/Triple Jump

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

COACHES AREA

- The coach's area is outside the competition area, *advise the athletes where this is located*
- Athletes may talk to your coach in the coach's area, ask permission from the Chief Judge if it is not your allocated jumping time and do not interrupt another competitor jumping

MEASURING OF RUN-UP

- Competitors may use the runway until the competition begins
- You may remeasure your run-up only with the Chief Judges permission
- Remeasuring must not be done on the runway once the competition has started

VALIDITY OF TRAILS – U6 TO U10

A foul will be

- When the take-off foot protrudes past the front of the sand
- Touching the ground outside the landing area nearer to the take-offline
- Leaving the pit in front of where you landed
- Walking back through the landing area
- If two feet go in the sand
- If you take-off outside the sand area
- Any sort of somersaulting

VALIDITY OF TRAILS – U11 TO U17

- When the take-off foot protrudes past the front of the sand
- Touching the ground outside the landing area nearer to the take-offline
- Leaving the pit in front of where you landed
- Walking back through the landing area
- Does not take-off on one foot
- If you take-off outside the sand area
- Any sort of somersaulting
- If you take-off before the board it will not be counted as a foul

TRIPLE JUMP

- It must be a hop, step then jump
- If you drag your foot, it will not be considered a foul

TAKE-OFF AREA

- U6, U7 - On sand half a metre from the edge of the pit
- U8, U9, U10 - On sand 1 metre from the edge of the pit
- U11 to U17 - From the take-off board 1 to 2 metre from the edge of the pit
- Triple Jump take-off boards will be 5, 7, 9 and 11m back from the pit
- You may change their take-off, but must notify the officials prior to each jump

OFFICIALS

White flag – Clear jump Red flag – foul jump

QUESTIONS ?



Javelin

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

Note: There is a difference in the number of trials at State Multi & Relays

UNIFORM

Centre uniform must be worn with all numbers and all compulsory patches must be visible.

FOOTWEAR

Shoes must be worn

COMPETITION AREA

The chief is to define area of competition. Athletes must not leave the area of competition without the Chief's permission

COMPETITION ORDER

- Will follow the official recording sheet
- It will be so and so followed by so and so. Athletes are to listen for your name. Chief to advise who will be calling names
- Two competitors will be out there all the time. Wait to be told to commence the throw (**When the cone is removed**)
- Each competitor will have 3 throws and the top 8 performances will have 3 additional throws
- In the event of a tie a countback will be used
- 8 competitors or less will have 6 puts regardless of fails recorded
- The top 8 will have their additional 3 puts in reverse order

ASSISTANCE TO ATHLETES

Reminder to athletes that the use of music devices, mobile phones or similar devices in the competition area is not permitted

UNACCEPTABLE BEHAVIOUR

Any athlete that displays unacceptable or unsporting behaviour will not be tolerated. If it continues the Referee will speak to you and you may be warned or disqualified.

MARKERS

Competitors may place 2 markers to assist. The markers will be outside the runway

PRACTICE TRIALS

All competitors are allowed up to 2 practice throws before the competition begins. Practice throws will be in competition order.

DELAY

- Competitors have **30 seconds** to commence the throw.
- Time warning will be given when 15 seconds remain, and a yellow flag will be raised. The official with the yellow flag is (indicate where)

FAILURE

- You will be told the reason for the failure
- A fair throw will be a white flag raised and a failure will be indicated with a red flag.



Javelin

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

Note: There is a difference in the number of trials at State Multi & Relays

ON FIELD PROTEST (for U13 to U17 age groups only)

Oral protests will be noted, judged on its merit or consulted with the Referee at the end of the round.

COACHES AREA

- The coach's area is outside the competition area, it is located (indicate the area marked with cones)
- You may talk to your coach in the coach's area. Ask permission from the Chief Judge, if it is not your allocated attempt time and you do not interrupt another competitor throwing. It is your responsibility to cross the track safely.

PERSONAL SAFEGUARDS

- Elbow protection may be worn
- No taping on fingers or hand
- An adhesive substance can be used on hands only
- A back-protection belt may be worn

JAVELIN SPECIFIC RULES

- Must be held at the grip with one hand only
- You must not touch the line marking the throwing arc or the ground outside it
- You must not run on or outside the lines marking the runway
- Must be thrown over the shoulder or upper part of the throwing arm
- Must not be slung or hurled
- You must not turn your back to the landing area until the Javelin is in the air
- The metal head of the Javelin must strike the ground first
- The head must make first contact within the sector lines. On the line is a failure
- You must not leave the runway **till** the Javelin has landed

QUESTIONS?



Shot Put

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

Note: There is a difference in the number of trials at State Multi & Relays

UNIFORM

Centre uniform must be worn with all numbers and all compulsory patches must be visible.

FOOTWEAR

Shoes must be worn

COMPETITION AREA

The chief is to define area of competition. Athletes must not leave the area of competition without the Chief's permission

COMPETITION ORDER

- Will follow the official recording sheet
- It will be so and so followed by so and so. Athletes are to listen for your name. Chief to advise who will be calling names
- Two competitors will be out there all the time but must wait to be told to enter the circle

ASSISTANCE TO ATHLETES

Reminder to athletes that the use of music devices, mobile phones or similar devices in the competition area is not permitted

UNACCEPTABLE BEHAVIOUR

Any athlete that displays unacceptable or unsporting behaviour will not be tolerated. If it continues the Referee will speak to you and you may be warned or disqualified.

MARKERS

Competitors may place a marker to assist them. It can be behind or next to the circle. It must be removed when the athlete leaves the circle.

PRACTICE TRIALS

All competitors are allowed up to 2 practice throws before the competition begins. Practice throws will be in competition order.

DELAY

- Competitors have **30 seconds** to commence the throw.
- Time warning will be given when 15 seconds remain and a yellow flag will be raised. The official with the yellow flag is (indicate where)

FAILURE

- You will be told the reason for the failure
- A fair throw will be a white flag raised and a failure will be indicated with a red flag.

ON FIELD PROTEST (for U13 to U17 age groups only)

Oral protests will be noted, judged on its merit or consulted with the Referee at the end of the round.



Shot Put

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

Note: There is a difference in the number of trials at State Multi & Relays

COACHES AREA

- The coach's area is outside the competition area, it is located (indicate the area marked with cones)
- You may talk to your coach in the coach's area. Ask permission from the Chief Judge, if it is not your allocated attempt time and you do not interrupt another competitor throwing. It is your responsibility to cross the tracks safely.

VALIDITY OF TRIALS

- You may enter the circle from any direction
- You must be in a stationary position before commencing the put.
- The shot must be held in one hand and kept close to your neck or jaw throughout the put.
- You may touch the inside edge of the stop board or the inside of the metal band around the circle,
- You may not touch the top of the stop board or the metal band or the ground outside the circle with any part of your body.
- The shot must make first contact on landing within the sector lines. Landing on the line is out.
- You must not leave the circle until the shot has landed.
- When leaving the circle first contact with the ground outside the circle must be made behind the line marking the centre of the circle.
- You may interrupt your trial. You may lay the implement down, inside or outside of the circle. You may leave the circle.
- All interruptions to your trial are in your allotted time.

QUESTIONS?



Discus

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

Note: There is a difference in the number of trials at State Multi & Relays

UNIFORM

Centre uniform must be worn with all numbers and all compulsory patches must be visible.

FOOTWEAR

Shoes must be worn

COMPETITION AREA

The chief is to define area of competition. Athletes must not leave the area of competition without the Chief's permission

COMPETITION ORDER

- Will follow the official recording sheet
- It will be so and so followed by so and so. Athletes are to listen for your name. Chief to advise who will be calling names
- Two competitors will be out there all the time but remain outside the cage till instructed to enter

ASSISTANCE TO ATHLETES

Reminder to athletes that the use of music devices, mobile phones or similar devices in the competition area is not permitted

UNACCEPTABLE BEHAVIOUR

Any athlete that displays unacceptable or unsporting behaviour will not be tolerated. If it continues the Referee will speak to you and you may be warned or disqualified.

MARKERS

Competitors may place a marker to assist them. It can be behind or next to the circle. It must be removed when the athlete leaves the circle.

PRACTICE TRIALS

All competitors are allowed up to 2 practice throws before the competition begins. Practice throws will be in competition order.

DELAY

- Competitors have **30 seconds** to commence the throw.
- Time warning will be given when 15 seconds remain, and a yellow flag will be raised. The official with the yellow flag is (indicate where)

FAILURE

- You will be told the reason for the failure
- A fair throw will be a white flag raised and a failure will be indicated with a red flag.

ON FIELD PROTEST (for U13 to U17 age groups only)

Oral protests will be noted, judged on its merit or consulted with the Referee at the end of the round.



DISCUS

These notes are intended for use by the Chief Judge when addressing competitors prior to commencing the event

Note: There is a difference in the number of trials at State Multi & Relays

COACHES AREA

- The coach's area is outside the competition area, it is located (indicate the area marked with cones)
- You may talk to your coach in the coach's area. Ask permission from the Chief Judge, if it is not your allocated attempt time and you do not interrupt another competitor throwing. It is your responsibility to cross the tracks safely.

VALIDITY OF A THROW

- You may enter the circle from any direction.
- The throw must start from a stationary position inside the circle.
- You are allowed to touch the inside of the metal band around the circle
- You may not touch the top of the metal band or the ground outside the circle with any part of your body.
- The discus must fall completely within the inner edges of the sector lines.
- If the discus hits the cage but falls within the sector lines it is a fair throw.
- It will be a failure if you leave the circle before the discus lands.
- First contact with the ground when leaving the circle must be completely behind the white line marking the centre of the circle.
- You may interrupt your trial. You may lay the implement down, inside or outside of the circle. You may leave the circle.
- All interruptions to your trial are in your allotted time.
- Everyone can have 3 throws. The top 8 after 3 rounds will have an additional 3 throws. These throws will be taken in reverse order.

QUESTIONS?

MINIMUM REQUIREMENTS FOR ZONE CHAMPIONSHIPS

The venue should have the following facilities available: -

- 6 lane track
- 2 shot put areas
- 2 discus areas
- 1 javelin area
- ample parking, toilets and canteen facilities
- disabled access and amenities
- 2 long jump areas
- 1 triple jump area
- 2 high jump areas
- first aid area
- accommodation to cater for up to 500-600 visitors in country areas

Note: At the discretion of the Zone Coordinator, dependent upon the number of entries received, fewer areas may be utilised.

The Championship Meet Manager computer program supplied by Little Athletics NSW **MUST** be used.

<p>Track</p> <ul style="list-style-type: none"> • red, white, yellow flags • bell • lap indicator • sufficient hurdles • relay batons • starting gun and caps • walk indicator boards/paddles • stopwatches • finish posts 	<p>Discus (for each area)</p> <ul style="list-style-type: none"> • discus • red, white, yellow flags • 100m or 50m tape • spike & broom • sector markings • cage or enclosure • chair & table • Towels (for drying discus) • tent or covered area 	<p>Long & Triple (for each area)</p> <ul style="list-style-type: none"> • 1.2 x 0.5m frame or mat • red, white, yellow flags • 20m tape • hand brush • wooden float • rake & broom • spike & spade • watering can • chair & table • tent or covered area
<p>Call Room (track & field)</p> <ul style="list-style-type: none"> • tent or covered area • chairs & table • Zone program/s 	<p>Javelin</p> <ul style="list-style-type: none"> • javelins • red, white, yellow flags • 100m tape • spike • sector markings • chair & table • tent or covered area 	<p>High Jump (for each area)</p> <ul style="list-style-type: none"> • 4 x 2.4 x 0.5 metre mat • red, white, yellow flags • safety cover • measuring bar • uprights • bar and restraining straps • chair & table • tent or covered area • towels (for drying mats)
<p>Announcer</p> <ul style="list-style-type: none"> • tent or covered area • chairs & table • PA system • copy of Zone program 	<p>Shot Put (for each area)</p> <ul style="list-style-type: none"> • shots • red, white, yellow flags • 20m tape • stop board • spike & broom • sector markings • chair & table • towels (for drying shots) • tent or covered area 	<p>Information</p> <ul style="list-style-type: none"> • tent or covered area • chairs & table • copies of zone entries • receipt book • LANSW forms • LANSW RoC (current) • IAAF Handbook (current) • Spare programs • stationery kit • signs and notices • sunscreen
<p>Administration</p> <ul style="list-style-type: none"> • tent or covered area • chairs & tables • computers and printers • photocopier (preferable) • copies of Zone entries • power source 	<p>General</p> <ul style="list-style-type: none"> • rope to define areas • result board • spray bottles • water for officials • 2 way radios • Medal dais 	
<p>First Aid</p> <ul style="list-style-type: none"> • room or tent • stretcher bed • chairs and tables • ice 		

Little Athletics NSW will meet the cost of **FIRST AID ONLY**, after proceeds from raffle, program sales and canteen have been taken into consideration. Receipts **must** be supplied.

Event and Equipment Specifications

1. EVENT SPECIFICATIONS

	CENTRE ONLY	CENTRE & ZONE ONLY	CENTRE, ZONE & REGION	CENTRE, ZONE, REGION & STATE							
TRACK	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U17
50 metres	✓	✓									
70 metres	✓	✓	✓	✓	✓						
100 metres	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200 metres	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
400 metres	No	No	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pack Start	300m	500m	700m								
800 metres	No	No	No	✓	✓	✓	✓	✓	✓	✓	✓
1500m	No	No	No	No	No	✓	✓	✓	✓	✓	✓
3000m	No	No	No	No	No	No	No	✓	✓	✓	✓
Walk	No	No	No	700m	1100m	1100m	1500m	1500m	1500m	1500m	1500m
Hurdles	No	No	60m	60m	60m	80m	80m	80m	80 G	90 G	100 G
									90 B	100 B	110 B
200m Hurdles	No	No	No	No	No	No	No	✓	✓	No	No
300m Hurdles	No	No	No	No	No	No	No	No	No	✓	✓
Relay Jnr											
4 x 100m	No	No	No	✓	✓	✓	✓	No	No	No	No
Relay Snr											
4 x 100m	No	No	No	No	No	No	No	✓	✓	✓	✓
FIELD	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U17
High Jump	No	No	No	✓	✓	✓	✓	✓	✓	✓	✓
Long Jump	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Triple Jump	No	No	No	No	No	✓	✓	✓	✓	✓	✓
Discus	350gm	350gm	500gm	500gm	500gm	500gm	750gm	750gm	1kg	1kg	1.5kg B 1kg G
Shot Put	500gm Pink	1kg Blue	1.5kg Yellow	2kg Orange	2kg Orange	2kg Orange	2kg Orange	3kg White	3kg White	4kg B 3kg G White	5kg B 3kg G White
Javelin	No	No	No	No	No	400gm	400gm	600gm B 400gm G	600gm B 400gm G	700gm B 500gm G	700gm B 500gm G
Total # Events		8 events	9 events	11 events	11 events	13 events	13 events	15 events	15 events	15 events	15 events
MULTI-CLASS	REGION & STATE										
TRACK				U9-U10	U11-U12	U13-U14	U15-17				
100m				✓	✓	✓	✓				
200m				✓	✓	✓	✓				
800m				✓	✓	✓	✓				
FIELD				U9-U10	U11-U12	U13-U14	U15-17				
Long Jump				✓	✓	✓	✓				
Shot Put				✓	✓	✓	✓				
Discus				✓	✓	✓	✓				

2. HURDLE SPECIFICATIONS

Age group	Distance	Run in	Separation	Run out	Flights	Height
Under 8 Boy	60 metre	12 metre	7 metre	13 metre	6	45 cm.
Under 8 Girl	60 metre	12 metre	7 metre	13 metre	6	45 cm.
Under 9 Boy	60 metre	12 metre	7 metre	13 metre	6	45 cm.
Under 9 Girl	60 metre	12 metre	7 metre	13 metre	6	45 cm.
Under 10 Boy	60 metre	12 metre	7 metre	13 metre	6	60 cm.
Under 10 Girl	60 metre	12 metre	7 metre	13 metre	6	60 cm.
Under 11 Boy	80 metre	12 metre	7 metre	12 metre	9	60 cm.
Under 11 Girl	80 metre	12 metre	7 metre	12 metre	9	60 cm.
Under 12 Boy	80 metre	12 metre	7 metre	12 metre	9	68 cm.
Under 12 Girl	80 metre	12 metre	7 metre	12 metre	9	68 cm.
Under 13 Boy	80 metre	12 metre	7 metre	12 metre	9	76 cm.
Under 13 Girl	80 metre	12 metre	7 metre	12 metre	9	76 cm.
Under 14 Girl	80 metre	12 metre	7 metre	12 metre	9	76 cm.
Under 14 Boy	90 metre	13 metre	8 metre	13 metre	9	76 cm.
Under 15 Girl	90 metre	13 metre	8 metre	13 metre	9	76 cm.
Under 15 Boy	100 metre	13 metre	8.5 metre	10.5 metre	10	76 cm.
Under 17 Girl	100 metre	13 metre	8.5 metre	10.5 metre	10	76 cm.
Under 17 Boy	110 metre	13.72 metre	9.14 metre	14.02 metre	10	76 cm.
Under 17 Boy (C)	100 metre	13.72 metre	9.14 metre	13.16 metre	9	76 cm.
Under 13 Boy	200 metre	20 metre	35 metre	40 metre	5	68 cm.
Under 13 Girl	200 metre	20 metre	35 metre	40 metre	5	68 cm.
Under 14 Boy	200 metre	20 metre	35 metre	40 metre	5	76 cm.
Under 14 Girl	200 metre	20 metre	35 metre	40 metre	5	76 cm.
Under 15 Boy	300 metre	50 metre	35 metre	40 metre	7	76 cm.
Under 15 Girl	300 metre	50 metre	35 metre	40 metre	7	76 cm.
Under 17 Boy	300 metre	50 metre	35 metre	40 metre	7	76 cm.
Under 17 Girl	300 metre	50 metre	35 metre	40 metre	7	76 cm.

(C) Alternate hurdle specifications for Centre use only where 110 metre tracks are not possible.

3. FIELD EQUIPMENT SPECIFICATIONS

Shot put	500gm	Weight		Diameter		Colour
		<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>	
		<i>No specs as not competition</i>				Pink
	1 Kilogram	1 Kg	1.025 Kg	76mm	86mm	Blue
	1.5 Kilogram	1.5 Kg	1.525 Kg	76mm	86mm	Yellow
	2 Kilogram	2 Kg	2.025 Kg	76mm	90mm	Orange
	3 Kilogram	3 Kg	3.025 Kg	85mm	110mm	White
	4 Kilogram	4 Kg	4.025 Kg	95mm	110mm	Red
	5 Kilogram	5 Kg	5.025 Kg	100mm	120mm	Green
Discus	350 gm	Weight		Diameter		Material
		<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>	
		350 gm	375gm	119mm	121mm	Compound
	500 gm	500 gm	525 gm	134mm	138mm	Compound
	750 gm	750 gm	775 gm	154mm	156mm	Synthetic
	1 Kilogram	1 Kg	1.025 Kg	180mm	182mm	Synthetic
	1.5 Kilogram	1.5 Kg	1.525 Kg	200mm	202mm	Synthetic
Javelin	400 gm	Weight		Length		
		<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>	
		400 gm	425 gm	1.85 M	1.95 M	
	500gm	500gm	525gm	2.00 M	2.10 M	
	600 gm	600 gm	625 gm	2.20 M	2.30 M	
	700 gm	700 gm	725 gm	2.30 M	2.40 M	
Batons		Diameter		Length		Weight
		38m +/-1.2m		280mm (min)	300mm (max)	50gm
		32m +/-1.2m		280mm (min)	300mm (max)	50gm
High Jump	Bar	Diameter		Length		2 D shaped end sections
		<i>Minimum</i>	<i>Maximum</i>			
		29mm	31mm	4m (=-/20mm)		



ZONE & REGION PAPERWORK REQUIREMENTS

(The maximum requirements are listed, but **please do not over order** (or order any paperwork that you do not use for zone and/or region)
eg. smaller zones DO NOT need maximum supplies)

Zone:	
Date:	
Backup Date:	
Venue:	
Timing to be Used	Manual Timing/Timing Gates/Photo Finish <i>(please mark)</i>
Computer Operator <i>(name, email, phone)</i>	

Region #:	
Date:	
Backup Date:	
Venue:	
Timing to be Used	Manual Timing/Timing Gates/Photo Finish <i>(please mark)</i>
Computer Operator <i>(name, email, phone)</i>	

Item	Stock in Hand	Quantity Required
Place Pads (blank)	22 pads per Zone	
Place Pads (multi)	4 pads per Zone	
Timekeeper	4 pads per Zone	
Walk Master Sheet	18 sheets per Zone	
Walk Judge	4 pads per Zone	
Zone Certificates	Max. 1500 per Zone	
Zone Medals	Supplied by LANSW	U7's
Age patches for information		
Placement of Numbers Flyer	A3 or A4	
Conditions of Entry Flyer	A3 or A4	
Hip Numbers (ordered 2019 so not needed to order until 2022)		

Item	Stock in Hand	Quantity Required
Place pad (blank)	22 pads per Region	
Place pad (multi)	4 pads per Region	
Timekeeper	4 pads per Region	
Walk Master Sheet	18 per Zone	
Walk Judge	4 pads per Region	
Region Certificates (COLES)	Max. 2000 per Region	
Region Medals	Supplied by LANSW	U8's
Age patches for information		
Region Medals – specific region (supplied by LANSW but paid for by Regions)	Advise quantities of gold, silver, bronze required (max req is 298 each)	Gold = Silver = Bronze =
Hip Numbers (ordered 2019 so not needed to order until 2022)		

ZONE / REGION COORDINATOR

NAME:		
ADDRESS:		
EMAIL:		Postcode:

Above to be completed and returned to Di Levy at the LANSW Office **BY** end May each year

Parent/Guardian Medical Advice Waiver

“the centre/zone” means _____

“LANSW” means Little Athletics NSW

“Activities” means the preparation for, participation in and instruction in LANSW or centre/zones activities including but not limited to:

- Hurdles
- Shot-put
- Long jump
- High jump
- Running
- Discus
- Triple Jump
- Javelin
- Walking

I/We acknowledge and declare as follows:

1. I/we warrant and certify that I/we are the parent(s)/guardian(s) of Little Athlete _____ registered under centre registration number _____, with the _____ Little Athletics centre.
2. I/we have been given medical advice by a representative of Little Athletics NSW, the centre/zone, or a third party independent medical professional that my/our child is suffering from an injury and/or illness and it is recommended to me/us that my/our child should not continue competing at the _____ championships today.
3. Notwithstanding this advice, it is my/our intention to allow my/our child to continue competing in his/her event(s) at the _____ championships today.
4. I/we recognise that the activities involve a risk of physical harm or personal injury including permanent disability and/or death to participants. Any such injury may result not only from the actions of a person named in this form but from the action, omission or negligence of others.
5. I/we recognise that due to the injury and/or illness my/our child is suffering from the risks in the activities are increased. In those circumstances we acknowledge the risk warning set out in the immediately preceding paragraph and agree that that warning constitutes a risk warning pursuant to the Civil Liability Act 2002 (NSW) and agree that I/we assume all risk in connection with my/our child's participation in the activities at the _____ championships today.
6. I/we waive, release and discharge all and any claim, right or cause of action however arising including from any negligent act or omission of any person, whether or not presently ascertained immediate, future or contingent, which I/we or my/our child may otherwise have for or arising out of loss of life or injury, damage or loss of any description whatsoever and howsoever caused which I/we or my/our child may suffer or sustain in the course of or consequent upon my/our child's continued participation in the Activities.
7. I/we indemnify against any claim, right or cause of action howsoever arising including from any negligent act or omission of any person, whether or not presently ascertained, immediate, future or contingent which I/we or my/our child may have for or arising out of loss of life or injury, damage or loss of any description whatsoever and howsoever caused which I/we or my/our child may suffer or sustain in the course of or consequent upon my/our child's participation in the Activities;

Incident Report



This form is to be completed and referred to Little Athletics NSW (LANSW), as a record of the matter/s reported and may be used to assist insurance and/or other claims.

REPORTING CENTRE OR LANSW OFFICIAL DETAILS

Surname: _____

First name: _____

Centre: _____

Residential address: _____

Phone (home): _____

Phone (work): _____

Phone (mobile): _____

Email: _____

Date of report: _____

INCIDENT DETAILS (circle type of incident)

- a. Breach of code of conduct
- b. Safety/facility breach
- c. Malicious damage
- d. Property/equipment damage
- e. Theft
- f. Harassment
- g. Other

Details: _____

Location/Venue: _____ Time: _____

Notes