

## Requirements

Please read the following before completing this application form:

1. The Event date must not be on the same weekend dates as an LAQ Carnival, LAQ Championship or Regional competition or back-up date/s, or education (officials/coaching) session unless approved by LAQ.
2. The Carnival / Event is to abide by the rules and guidelines outlined in the LAA Rules of Competition, the LAQ Competition Handbook and Officials Handbook; and align with applicable polices.
3. Place getter medals **must not be awarded to U6 - U8s.**
4. The Carnival / Event is to be conducted in accordance with the LAQ Risk Management Plan (available on the LAQ website) with sufficient levels of First Aid provided.
5. A Safety and Emergency Plan (SEP) must be submitted with the application. Refer to the LAQ website for the template.
6. All relevant nomination forms, program of events and event promotional materials must be provided with this application. Once approved, event information should be provided for uploading on the LAQ website at least one (1) month prior to the Carnival date
  - a. Preferred format: PDF.
7. The Carnival should only be open to LAQ registered members; however,
  - a. Any age appropriate (5-16yrs) competitors not registered with Little Athletics may compete provided a Trialist Form is completed and signed
  - b. If the event is to be opened to U18s and older, athletes must be registered with QA/ANQ, and sanction must be obtained from Queensland Athletics.
8. The nomination form / promotional material must contain the following information:
  - the competition and nomination closing dates
  - date, venue and duration time
  - cancellation policy, e.g. backup dates and refund in the case of cancellation/postponement
  - starting heights for High Jump for all age groups (if applicable)
  - LAQ footwear and spike rules will be enforced, (and if applicable include local venue spike rules, e.g. needle spikes are not allowed).
9. Enough Officials and volunteers are to be present to ensure the event is conducted safely and fairly. A minimum 5-6 Level 2 accredited Officials required for Carnivals 200 participants; a minimum of 4 Level 2 accredited Officials required for Carnivals with less than 200 participants.  
*Host Centres may organise the assistance of accredited Officials from other LAQ Centres or Clubs to meet this requirement.*
10. All officials and volunteers assisting at the event are to hold a current Blue Card in accordance with the Blue Card Services guidelines.
11. Local sponsors may be engaged and promoted on event material, provided such businesses and providers are not in direction competition with, and or in conflict with, LAQ or National sponsors and polices.
12. The Centre Committee will be required to participate in an evaluation process at the conclusion of the event.

<b>Hosting Centre:</b>
<b>Name of Event:</b>
<b>Event Venue:</b>
<b>Event Sponsor/s:</b>
<b>Proposed date(s) and times:</b>
<b>Event is open to the following age groups (tick appropriate boxes):</b> <input type="checkbox"/> LAQ Registered U6 <input type="checkbox"/> LAQ Registered U7 & U8 <input type="checkbox"/> LAQ Registered U9 – U17 <input type="checkbox"/> Non-registered age appropriate (5-16yrs) <input type="checkbox"/> Registered U18+ (QA sanctioning required)
<input type="checkbox"/> Multi-class athletes (detail age groups):
<input type="checkbox"/> Other (please specify):
<b>Expected number of participants:</b>
<b>Number of accredited Officials engaged to carry out duties:</b> <i>Refer to first page for minimum requirements</i>
<b>Will awards be presented?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specify type of awards and age groups that will be presented (e.g., ribbons, medals, certificates, etc.):</b>

## Application submitted by:

<b>Name:</b>	
<b>Position on committee:</b>	
<b>Email:</b>	<b>Phone:</b>

## The following must be attached to this application:

- ☐ Entry form/s
- ☐ Program of events
- ☐ Promotional material (flyer, poster, etc.)
- ☐ Safety and Emergency Plan (SEP)

## Declaration

On behalf of the \_\_\_\_\_ Centre Committee, I can confirm that:

- the Rules of Competition and Policies of LAQ (including age appropriate events) will be enforced during the conduct of this event;
- we have read the Risk Management Plan and agree to comply with all relevant safety requirements;
- we have read and shall abide by the Sanctioning Requirements outlined on this application Form.

Signature:	Date:
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OFFICE USE ONLY	
Date application received:	With required papers: <input type="checkbox"/> Yes <input type="checkbox"/> No
Application approved:	Approval advice issued:
Uploaded on LAQ website:	Material Received: <input type="checkbox"/> Yes <input type="checkbox"/> No