

Regional Competition Handbook



INTRODUCTION

This handbook and accompanying forms are for the use of the Regional Competition Coordinator and Regional Committee. It aims to provide guidelines and necessary procedures to assist with the preparations of the Regional Competitions conducted on behalf of Little Athletics Queensland (LAQ).

The Association's competition year is 1st April to 31st March.

- The "Winter" season is generally within 1st April to 30th September.
- The "Summer" season is generally within 1st October to 31st March.

The term of Office of the Regional Committee members (RCC, Regional Recorder and Secretary), for both Summer and Winter Regions shall be for one competition season and commences once the Board endorses the application for appointment.

The Regional Committee shall comprise of

- The appointed RCC, who shall chair the Regional Committee
- Two (2) voting Delegates (normally the Centre Manager and Secretary) from each Centre in the Region, from which a Regional Secretary and a Regional Recorder shall be selected.

Under the rules & guidelines set by the LAQ the RCC and Regional Committee will conduct Regional Competitions on behalf of the LAQ Board of Directors, as prescribed below:

- Regional Relays: U7s - U17s (optional for Winter Regions)
One-day event
U7 and U8s to receive participation medals.
- Regional Championships: U7s - U17s
Generally, a two-day event
Winter Regions may incorporate approved Relay events into the Regional Championships program.
U7 & U8s to receive participation medals.
U9 to U17s to receive placegetter medals.

Based on the Competition Calendar, the Region's Committee must set the competition date(s), backup date(s), and venue(s) for the Regional Competitions. The nominated Regional Competition dates will be subject to endorsement of the LAQ Board. It is desirable that no more than four (4) Regional competitions be conducted on the same weekend.

The closing date and time for lodging nominations shall be 9:00am on the Monday ten (10) working days prior to the competition.

ABBREVIATIONS

ANQ	Athletics North Queensland	RCC	Regional Competition Coordinator
CEO	Chief Executive Officer (LAQ's CEO)	RC	Regional Championships
LAQ	Little Athletics Queensland	RR	Regional Relays
MM	Meet Manager Computerized Competition / Recording Program	SEP	Safety & Emergency Plan
QA	Queensland Athletics	WA	World Athletics (formerly IAAF)

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GENERAL INFORMATION

“REGION” means a grouping of Centres formed for the purpose of conducting Inter Centre competitions on behalf of LAQ.

These Regional Competitions are to be conducted in a safe environment and to a uniform standard, including the awards and incentives given to children who participate. The competition and venue must provide an equal opportunity for all nominating U9 to U17 athletes to qualify for State Championship events.

The Region (RCC and Committee) shall abide by the approved rules and regulations drawn up specifically for the conduct of LAQ Regional competitions. The Region (RCC and Committee) shall under no circumstances impede or prevent direct contact between Centres and LAQ.

The Association provides each Region with a dedicated Hy-Tek Meet Manager license, which enables use of the preferred computerised Track & Field competition recording program. The MM program is to be used for recording competition results, and the provision of advancement and result files, unless otherwise directed or an alternate method is approved. Support for the MM program (competition administration / recording) can be obtained through the LAQ Events Manager.

At the mandatory Regional Hand-over Meeting in March or April (Summer) / September or October (Winter) the nomination of a Regional Competition Coordinator, a Secretary and a Recorder, and the Region competition dates and venues for the following season must be addressed.

Each Region shall keep a roster for up to 5 years, which will determine and detail the order of Centres to host the competition(s) and providing the role of the RCC. If, for whatever reason, a Centre declines to take up the responsibility or cannot fulfil its obligation to take on either responsibility, the opportunity will pass to the next Centre on the Region’s roster.

- Centre(s) within the Region shall be responsible for hosting the Regional competition(s). This ensures that each Centre has the opportunity to host that season’s Regional Relays and / or Regional Championship competitions.

Different Centre venues may host the Regional Relays and Regional Championships in the same season.

Although not compulsory, it is highly recommended that the nominated host Centre venue’s facilities be Fit for Purpose, to a standard suitable for the Regional competitions. If requested, the LAQ Competition Committee can organise someone to ratify a venue’s status of suitability.

- A Centre within the Region shall be responsible for filling the role of RCC.

If all Centres, in turn, decline their opportunity to nominate a person for the position, the responsibility can be offered to the incumbent Centre to provide the RCC. At this time, if he/she so wishes, the existing RCC may renominate.

The RCC does not have to be affiliated with the Centre hosting the Regional competition(s) but must be a member of the Association.

The nominee will take up their duties immediately for Summer Region and as at the 1 April of the following calendar year for Winter Region, subject to approval by the Association’s Board of Directors.

1 DUTIES OF THE RCC & COMMITTEE

1.1 The Regional Committee

- 1.1.1 The Regional Committee members' principal duty is to assist the RCC to organise and conduct the Regional Competitions and to ensure that any support needed is forthcoming from Centres.
- 1.1.2 The Regional Committee shall be responsible for
- a) Nominating the RCC and appointing a Regional Secretary & Recorder for the coming season
 - b) Endorsing a host Centre and venue for the coming season's Regional Relay and Regional Championship competitions
The Centre hosting Regional competitions may do so at grounds that have synthetic surfaces if the majority of the Centres in that Region approve.
 - c) Determine the responsibility of each Centre during preparation and at the Regional Competitions. The following list provides an example of areas / duties that may need to be considered, arranged, and managed.
 - Event Areas
 - Call Room
 - Canteen Operations
 - Cleaning of ground / toilet
 - Equipment supply / maintenance
 - Medal Presentations
 - Officials
 - Officials Catering
 - Opening ceremony, invitation of guests
 - Venue preparations (field of play, facility, auxiliary areas etc.)
 - d) Conduct the Regional Relays and Regional Championships to an acceptable standard.

1.2 Regional Competition Coordinator

- 1.2.1 The LAQ Board of Directors generally endorses the RCC, based on recommendations submitted by the Regional Committee. However, a direct appointment without, or contrary to such recommendations, can be made by the Board if circumstances warrant such action.
- 1.2.2 Normally, the RCC is only responsible for the coordination, conduct, and control of the Regional Relays and or Regional Championships competition days. However, under certain circumstances, they may from time to time, be called upon to perform other related duties as the Board of Directors requests of them. To perform these duties, the RCC may need to work closely with the LAQ's Events Manager, other LAQ staff and or the Competition Committee.
- 1.2.3 The RCC shall liaise with nominated Regional Committee members (at least one person from each of the Region's Centres) on key issues outside Regional meetings where necessary.
- 1.2.4 Specific Duties
- a) Ensure all required information, completed SEP and forms are provided to the LAQ Events Manager by the required date(s)
 - b) Ensure that a RCC Returns Report and appropriate items are provided or returned to the LAQ Events Manager, as soon as possible after the conclusion of each competition.
 - c) Ensure that during the conduct of the Regional competition, all the Rules of Competition are applied.
 - d) The RCC will normally act as the Chairman of the Jury of Appeal at Regional Relays and Regional Championships
 - e) Ensure that a Financial Report is presented at the Handover Meeting and provided to the LAQ Office by 31st May. *Financial matters may be assigned to the Secretary or to an appointed Treasurer per the agreement of the Region.*

The duties listed above may require specific assistance, information, or cooperation from the Regional Committee.

1.3 Regional Secretaries

- 1.3.1 The appointed Regional Secretary is responsible for recording and keeping the minutes of all Regional Committee meetings.

All Region's Centres and the LAQ Office must receive a copy of each meetings minutes.

- 1.3.2 Be the second signatory for the Regional account and look after the financial affairs and reporting of income and expenses of the Region, as directed by the Regional Committee.

A separate person may be nominated as Treasurer for these duties if deemed necessary by the Region.

- 1.3.3 The Regional Secretary shall issue correspondence, to the LAQ Office, stakeholders and suppliers on behalf of the Region; and to Centres within the Region pre standard requirements and or as requested by the RCC (and the Committee).

- 1.3.4 Provide the LAQ Office with copies of correspondence issued and received on behalf of the Region.

1.4 Regional Recorder

- 1.4.1 The Regional Recorder's principal duty is to officiate as the Chief Recorder on the day(s) of competition. He or she shall also assist, as directed by LAQ, in the preparation of Regional database, leading up to and at the conclusion of the Regional competitions.

- 1.4.2 The Regional Recorder shall be responsible for:

- a) Accepting files as provided by the LAQ Events Manager
- b) From the MM program produce the required track and field sheets and results sheets and any other reports required in the operation of the competition as requested by the RCC and Regional Committee
- c) At the conclusion of the Regional Relays, provide the LAQ Events Manager with the completed Regional Relay Team Form
- d) At the conclusion of each Regional Competition, using the MM program database.
 - Provide the LAQ Events Manager with a complete backup file of the MM Regional Competition database.
 - At the direction of the Region, provide all competing Centres with a copy the results or at least the top four (4) U9 - U17 placegetters or Result Summary per Centre
- e) If Regional Best Performances are recorded at a Regional competition
 - Provide a preliminary report of potential Best Performances to all competing Centres at the conclusion or soon thereafter of each Regional Competition
 - Provide a report of potential Best Performances for endorsement at the Regional Meeting that immediately follows the relevant Regional Competition or at the Handover Meeting
 - Provide an updated list of all Best Performances for inclusion in the appropriate Regional Meeting minutes, typically the Handover Meeting.

1.5 Conduct of Regional Meetings

- 1.5.1 It is recommended, that Notices of Meetings be forwarded to Centre Secretaries, at least twenty-eight (28) days before the date of such meetings. Each notice shall be accompanied by a meeting agenda, a copy of the minutes of any previous meeting, which should be ratified or otherwise at the meeting.

- 1.5.2 There shall be two (2) compulsory Regional Management Committee meetings, one in April, and one in September.

- a) These meeting may be held as face to face or online meetings or a combination of both.
- b) Additional meetings may be called and held at the discretion of the Regional Committee.

- 1.5.3 Regional Competition Committee meetings shall be chaired by the Regional Competition Coordinator and attended by at least one (no more than 2) nominated voting delegates from each Centre.

- a) Centres may have additional observers attend the Regional meeting; however, they shall NOT have voting rights.

- 1.5.4 It is highly recommended that the Regional Committee quorum be equal to, or more than 60% representation of the Centres within the Region e.g., if a Region has twelve (12) LAQ affiliated Centres, there should be eight (8) Centres represented.

- 1.5.5 LAQ Events Manager must receive Notice of Meetings; and where possible, an LAQ representative will endeavour to attend meetings, particularly if requested.

- 1.5.6 At the Regional meeting immediately following a competition, written reports including pros and cons of the program of events timing and format and likely impacting factors, area and event area setup and crewing, injuries, summary of protests and outcomes etc. should be provided for review and discussions. Copies of these reports are to be forwarded to the LAQ Events Manager.

2 REGION FINANCES

LAQ reserves the right to arrange sponsorship deal(s) covering Regional Relays and Regional Championships competitions.

Regions may negotiate minor or subsidiary sponsorships or raise other funds if they so desire to assist in their efforts to run a more efficient competitions, PROVIDED THEY ADHERE TO THE FOLLOWING GUIDELINES.

2.1 Regional Account

- 2.1.1 Each Region may maintain a separate Regional Competition account. The account can be held by a nominated Centre; however, the account must be separate and for the sole purpose of conducting the Regional competitions only.
- 2.1.2 This account must only be used in relation to the LAQ Regional Relays and Regional Championships.
- 2.1.3 The account will require a minimum of two signatures (or authorisation) on each cheque or EFT transfer. Generally, the RCC and the Secretary have this responsibility, unless they are immediate relations and or if the Regional Committee has appointed a Treasurer.
- 2.1.4 The account shall be open from season to season, with a MINIMAL amount in it to allow for a smooth transition to the next season's operations. The maximum carryover should be in the order of \$3000.
- 2.1.5 If any surplus remains in the Regional account after all costs have been met, it must be disbursed in one of two ways:
- By donating all or part of the amount to LAQ
 - By dividing all or the remaining part of the amount amongst the participating Centres within the Region in a mutually agreeable way.
- 2.1.6 In determining the method of disbursement, the needs of the various bodies should be determined by the Regional Committee at the handover meeting, no later than one (1) month after the close of the relevant competition season each year.
- 2.1.7 Immediately following the Handover Meeting, a full financial statement of all transactions involved in the conduct of all LAQ competitions within the Region MUST be provided to the LAQ Events Manager. Random audits will be carried out at the Association's discretion and cost.

2.2 Major Sponsorships

- 2.2.1 Rights covered by any major sponsorship negotiated by LAQ include the following:
- Name and or logo on all certificate and or medals distributed.
 - Name, logo, advertising on outside and inside of program covers.
 - Front of program to meet both the sponsors and LAQ requirements.
 - Display of advertising banners or other items as required at each Regional venue.

2.3 Minor Sponsorship

- 2.3.1 Any prospective sponsorship or agreements must be referred to the CEO for approval prior to commitments being made by the Region.
- 2.3.2 Items such as advertisements in the e-programs are considered minor sponsorships.
- 2.3.3 No minor sponsorships can be accepted which are in direct conflict with the LAQ sponsors or interests.
- 2.3.4 Displays by minor sponsors must be kept in perspective and the overall impression of any ground (or other) displays or advertisements must leave no doubt as to who is the major sponsor.

2.4 Financing Competition Venues

- 2.4.1 Should a Region wish to conduct Regional competitions on a synthetic surface, the cost of hire of the venue must be borne by the Region and not passed on to the competing athletes or their families through nomination fees.
- 2.4.2 LAQ will not be responsible for any shortfall in funds incurred by hiring such a venue.
- 2.4.3 Excessive funds are NOT to be spent to make these days an expensive showpiece and create an atmosphere of unhealthy competition or one-upmanship between Regions.

2.5 Fund Raising By Regions

- 2.5.1 Monies may be raised in various ways to assist cover the expenses of conducting the Regional Competitions, for example:
 - a) Arrange minor sponsorships with local businesses or services.
 - b) Operate a canteen (see point below)
 - c) Conduct of Region Raffles
 - d) Local Grants
 - e) Service fees, per unit rebate, or donation from exterior food or service vendors
 - f) Voluntary ground admission (recommend gold coin donation only).
- 2.5.2 The canteen is generally run as part of the cooperative effort of conducting the Regional competitions, unless monies raised by other means are sufficient to cover ALL the costs of the competition.

If there is no necessity to use canteen funds to pay for competition costs, the rights to operate the canteen may be given to one of the Centres or an outside body if no Centre is interested.

- 2.5.3 Similarly, if raffles are conducted, they are to be run for the benefit of the Region, not individual Centres, or members, unless all costs have been covered in other ways and approved by the CEO.

2.6 Additional LAQ Financial Assistance

- 2.6.1 Costs that cannot be met by the Regions may be paid in full by LAQ UP TO A PREDETERMINED LIMIT. The limit is \$350 per Region. To claim reimbursement up to this figure, the Region must submit an itemised list of all expenses and all incomes (receipts are required for expenses).
- 2.6.2 LAQ will reimburse Regions an amount of money (currently set at \$200.00 pre-season) for using personal or Centre computers, upon a request being received from the Regional Committee. To claim this reimbursement, the Region must submit a written request.

2.7 Equipment Insurance

- 2.7.1 LAQ's general insurance policy covers equipment up to \$75,000 replacement value for each Centre. Centres are required to take out additional coverage if the value of their property exceeds \$75,000.
- 2.7.2 LAQ's Property & Equipment policy covers property owned by the Centre, hired/borrowed from LAQ and in some circumstances, equipment leased or hired from third parties.

3 PREPARATIONS, PROCESSES & PROCEDURES

The following outlines the pre-competition procedures, which in the main will be undertaken by the LAQ Events Manager and Events Managers Assistant, so that the RCC and Recorder can focus on the pre-competition preparations and the 'on the day' coordination of the competition's requirements.

Specific Rules of Competition and procedures for the Regional Relays & Regional Championships are found in the LAQ Competition and or Officials Handbooks, and in the World Athletics Handbook.

3.1 Regional Recorder & Meet Manager Program

- 3.1.1 Education sessions and or support on the use of the MM program prior to the competition day(s), 'on the day' or 'wrap-up' may be available upon request. Every second season, LAQ conduct a MM recording workshop. The Regional Recorder should contact LAQ's Events Manager for further details.
- 3.1.2 If necessary, the Region may request an experienced MM operator to assist during the competition. Such request must be submitted using the Agreement Form, noting that a fee maybe incurred. If a suitable individual is available, LAQ will make necessary travel and accommodation arrangements.
- 3.1.3 The Region may request to use CompetitionHQ as an alternate recording package; conditions will be applied. Requests do not guarantee approval of use.

3.2 Event Order (program) Set-Up & Management

- 3.2.1 The Committee is to provide the LAQ Events Manager with
 - a) A draft competition Event Order. This should also be provided to the Region's Centres and clearly marked as a draft.
 - b) The venue specifics, including number of field event areas, available lanes for straight and circular events (using relevant forms provided by LAQ)
 - c) Stationery order, confirming what papers the Region would like provided. LAQ will provide any other standard stationery items relevant to the number of nominating athletes.
- 3.2.2 Once nominations are confirmed
 - a) The LAQ Office will provide the RCC with a MM report detailing the numbers of nominations per event.
 - b) LAQ will allow a specified time for the Region to provide minimal program adjustments.
 - c) LAQ will post the final e-program on the LAQ website.
- 3.2.3 Event block starting times, shown in the Regional Relay & Championship Event Order and e-programs, maybe brought forward no more than 30 minutes on the day of competition. The Meeting Manager / RCC may change the start times at his discretion after consultation with the relevant Referees. The Region and Centres should promote athletes being in attendance at least 45 minutes prior to the advertised event block start time.

3.3 Centre Nominations

- 3.3.1 Centres and or individuals shall lodge nominations for Regional Competitions using the appropriate ResultsHQ (Timing Solutions) platform. Nomination payments are made directly to LAQ or through the ResultsHQ platform.
- 3.3.2 At an agreed date set by the Region prior to commencement of the competition, all Centres are to supply the Regional Recorder with
 - a) a list of competitors,
 - b) their respective events
 - c) for Regional Relays track events
 - the competitors' best Centre performances - all track times must be rounded up to 1/10th second,
 - at least four (4) competitor names are required when nominating each team.
- 3.3.3. The Competition Handbook has specific nomination requirements for each Region competition. LAQ provides nomination instructions to the Centres.

3.4 Recording Sheets

- 3.4.1 It is strongly recommended that the Regional Recorder seed and print all field event sheets and the first block of track events track sheets, which, can assist in getting the competition started on time. Any printed field sheets can be easily manually adjusted on the field as required.

The remainder of the Track events can be seeded on the day, session by session. This allows easy changes to track, as withdrawals can impact on who progresses through to the next round.

- 3.4.2 If requested and time allows, LAQ staff may be able to assist the Region Recorder by seeding the field and or track events, so that the recording sheets are ready for printing.

3.5 The Competition Program Booklet

- 3.5.1 The LAQ Office will be responsible for producing the Regional program booklets. An e-copy of the booklet will be posted on the LAQ webpage and made available for Region to disseminate as deemed appropriate. Hard copies will not be produced by LAQ.

- a) The body of the program is produced by combining.
- Appropriate LAQ rules
 - Athletes listed in alphabetical order in nominated events in program order.
 - Various LAQ Sponsor requirements
- b) Additional information from the Region may also be included in the program. However, all information must be provided electronically and by the required date. The following details recommendations and suggestions
- Appointed Officials (template provided)
 - Message from the RCC
 - Map of the venue's arena
 - Information specific to the Region
 - Acknowledgments or logos of Regional supporters (as approved by the CEO). Regional sponsors/ supporters MUST not conflict with LAQ sponsors or ethics.
- If photos / images / advertisements are to be included items should be minimum of 300dpi. Artwork can be supplied as MS Word or PDF or jpeg files.

3.6 Stationery Provided By LAQ

- 3.6.1 The Regional Competition Stationery order forms must be forwarded to the LAQ Office no later than the stipulated date(s). This is necessary to ensure that all requirements / orders are cost effective, and that sufficient time is allowed for the LAQ Office to meet delivery requests. Orders may be submitted to the Office before the date stipulated.

- 3.6.2 The following will be available for collection or dispatched from the LAQ Office

- a) MM competition database ready for use
- b) Various Reports - summary of Centre nominations, summary of event nominations
- c) Ordered Stationery
- d) Prepared Field Sheets (if requested and if time allows for staff to prepare)
- e) Seeded Track sheets (if requested and if time allows for staff to prepare)
- f) Required medals.

If delivery is required, ensure that delivery date and preferred address are clearly written. The delivery address must be a residential address with someone available to receive package(s).

3.7 Athlete Recognition

- 3.7.1 LAQ shall provide medals. Generally, NO OTHER individual awards are permitted.

- a) If a Region agrees to offer additional recognition to athletes, this may be possible; provided the purpose of the award(s) and artwork are approved by the CEO.

- 3.7.2 Regional Championships

- a) LAQ Medals: to be awarded during the competition for U9 to U17s who finish 1st, 2nd, 3rd in each final
- b) LAQ Participation Medallions: to be presented to each participating U7 & U8
- c) Performance Certificate templates: if required may be ordered for the Region or each Centre to complete with appropriate details.

- 3.7.3 Regional Relays
- a) Medallions: for presentation to each participating U7 & U8 during the competition
 - b) Generic Participation Certificates Templates: if required, may be ordered for each Centre to complete with appropriate details.
- 3.7.4 Any Centre trophies or shields awarded to during the Regional competitions must not be sponsored by or be seen to be related to a major sponsor. Prior approval of such awards must be obtained from the CEO.

3.8 Safety And Emergency Plan

- 3.8.1 The Regional Competition Coordinator and Committee members should have read the LAQ Risk Management Plan and ensure that issues raised in the plan that are related to competition, arena, equipment etc. are considered and adhered to.
- 3.8.2 LAQ Regional Competition Coordinators with the cooperation of the host Centre(s) must complete a risk assessment and SEP for Regional competitions. This is to ensure that LAQ Regions provide a safe and healthy environment, meet LAQ policies and requirements including current COVID compliances, and to ensure insurance coverage. The risk assessment and SEP are designed to:
- a) ensure LAQ is informed of undertaking for the Regional competitions on behalf of the Association.
 - b) assist Regions to consider all foreseeable hazards – detailing the controls used to eliminate or reduce the risk of those hazards.
 - c) ensure that appropriate plans are considered, detailed and available for action if required.
 - d) ensure appropriate members are informed and have access to the SEP for the Regional events.
- 3.8.3 A completed SEP document must be provided to LAQ at least six weeks prior to the Regional Competition date. The LAQ SEP template can be obtained through the LAQ Office.

3.9 Cancellation of Regional Competitions

- 3.9.1 The Regional Competition Coordinator must confer with the Meeting Manager and Referees, prior to re-scheduling or cancelling a Regional Championships or Regional Relays. Paramount in the decision to continue or otherwise, should be the safety of the athletes.
- 3.9.2 Refer to the Competition handbook for specific details.
- 3.9.3 Refer to the Heat Policy.

4 REGIONAL COMPETITION REQUIREMENTS / RECOMMENDATIONS

4.1 Basic Stationery

- 4.1.1 The following is a suggestion of basic stationery requirements. It is understood that each Region may function differently and not have the same requirements. Stationery items are at the expense of the Region.
- a) Field Event Areas (Long/Triple Jump, High Jump, Shot Put, Discus, Javelin)
pencil, highlighter, and ruler, Event Order, and pre-printed field recording sheets
 - b) Track Finish line
clipboard, pens, pencil, highlighter, stapler (staples), place tags, Event Order, and pre-printed track recording sheets
 - c) Track Start Line
clip board, pens, pencil, highlighter, Event Order
 - d) Walks Judges
clip board, pen, and pencil for each judge, Race Walking specific recording papers.
 - e) Call Room (marshal area)
clip board(s), pens, pencil(s), highlighter(s), big markers or hip numbers & pins, Event Order, and call sheets
 - f) Central Recording area
laptops, printer, toner cartridges, network and access to power, calculators (relays only). document trays or method for keeping papers in order, clip board(s) / bulldog clips, pens, pencil, highlighters, stapler (staples), hole punch, reams of paper, ruler(s), an Event Order.

- g) Medal Presentation
clip board, pens, pencil, highlighter, folder(s) for presented & to be presented medal forms/papers, an Event Order.

Additional Stationery/ papers can be ordered and used as the Region see fits - see Stationery order form.

4.2 Arena, Event Area & Equipment

4.2.1 The information in this section details the preferred specifications of a venue and anticipated equipment required for Regional Relays and Regional Championships competitions.

- a) The LAQ Fit for Purpose Regional Competition Venue Checklist and Equipment Checklist are ideal documents that can be used towards the evaluation of each potential host venue and available equipment accessible to the Region.
- b) If a venue has not been used before or for some seasons, it is highly recommended that where possible the RCC and Region Centres representative participate in a venue inspection prior to the competition. This should occur with sufficient time to allow for any concerns to be addressed by the host Centre.

4.2.2 The Regional Committee (Centre representatives) are responsible for the final decision on the selection and acceptance or otherwise of the venue and equipment used for the Regional Competitions.

4.2.3 Refer to the LAQ Track & Field Marking manual or the LAQ Office for hurdle and relay markings.

4.2.4 For Track Events

- a) Venues hosting the Regional Relay hosting should have a 400m circular track.
- b) 400m circular tracks are preferred for Regional Championships; however, a 300m circular track may be used with the agreement of the Region Committee.
 - Lane width preference: 1.22m
 - Straights marked with start lines for 70m, 100, and sprint hurdle events, and hurdle positions.
 - Marked with staggered start lines for 200m, 200mH, 300mH, 400m, and 800m, a curved start line for 1500m and walks and relay change over areas.

4.2.5 For Field Events

Most Regions will generally require two (2) of each event area, some Regions may only need one area for some or all events.

- a) Long Jump / Triple Jump:
 - Flat landing pits filled with sand (min size 2.75m x 8m x 30cm)
 - A flat and even surfaced runway, at least 1.22m wide and at least 40 metres long to the edge of the landing area.
- b) High jump:
 - Per LAQ minimum requirements set for high jump mats including the landing area
- c) Discus:
 - Concrete or portable ring/ circle marked on grass.
 - Adequate landing and surrounding area for safe landing of discus (should be 50m or more) and marked sector lines.
 - Cage or protective enclosure
- d) Shot Put:
 - Concrete circle or clearly marked circle on grass.
 - Suitable stop board
 - Adequate landing surrounding area for safe landing of the shot & marked sector lines
- e) Javelin:
 - Flat and even surfaced and marked runway.
 - Flat landing area and marked sector lines.
- f) For event specific equipment, refer to the Equipment Guide Table on the following page and the Competition Handbook for specifications.

4.2.6 Other Areas / Items for Consideration

- a) Available accommodation (if in regional/country areas)
- b) Availability of Timing Gates / PhotoFinish
- c) Car Parking
- d) Catering facilities
- e) Definable competition arena
- f) Lighting
- g) Power supply
- h) Spectator areas
- i) Toilets - is there sufficient for the increase of additional competitors.
- j) Waste

4.3 Officials

4.3.1 To run a competition efficiently, like any event, enough officials are required for each event/area. The Regional Committee may choose to allocate event(s) to each Centre and draw Key and Chief Officials from the whole Region.

4.3.2 With the cooperation of all Centres, a RCC should endeavour to ensure that all Key and Chief positions are crewed.

4.3.3 As the Regional Competitions are conducted on behalf of the Association, Key & Chief Officials are required to acknowledge by signature that they have read and will abide by Code of Conduct and provide current blue card details.

4.3.4 Key and Chief Officials must have an understanding of LAQ rules and competition procedural requirements. We strongly recommend that Key and Chief Officials have access to LAQ publications and resources e.g., lanyards, LAQ handbooks.

4.3.5 The Regional Competition Appointed Official Advice form outlines the required or recommended Key and Chief Officials to be appointed prior to the competitions. Where possible #these positions should be held by Officials with Level 2 accreditation.

The form should be completed and returned to the LAQ Office if Officials names are to be included in the e-program booklet.

4.3.6 Specific duties of the Meet Manager, Key & Chiefs Officials can be found in the LAQ Officials Handbook. The following points are worth noting.

- a) Referees - if the competition and nominations are small enough, one competent Official should be able to look after both the jumps and throws.
- b) Call Room Manager / Judge(s) - if the competition and nominations are small enough, one competent Official should be able to look after the relevant areas.

Note: LAQ recommends that the U9 - U17 athletes marshal directly to the field events and that the U7s & U8s be accompanied to the event area by an Official / Team Manager / parent from the Call Room.

4.3.7 Each Region has its own method of allocating General or support Officials, other than those who are Keys or Chiefs Officials. Wherever possible these officials should be experienced if not qualified:

- a) Field: recorders, measure assistants (tape/high jump bar), sector judges, foot foul judges, retrievers, rakers, spotters/ spikers.
- b) Track: starters, timekeepers, place-judges, finish marshal, start marshal, walk judges, umpires
 - Finish Marshall - if Officials are limited, a Track Referee may complete these duties as part of Track Referee's role.
 - Start Marshall - if Officials are limited, a Check Starter may assist in marshalling athletes into correct lanes.
- c) Other: recording/data entry assistants, call room assistants, technician/equipment assistants

4.4 First Aid

- 4.4.1 It is a requirement of the Regional Committee to provide or organise sufficient first aid at Regional Competitions to ensure that injuries and or illness can be dealt with appropriately. The number of First Responders required depends on the number of participants and spectators.
- 4.4.2 When sourcing First Aid responders, local Councils and ambulance services can often refer you to services in your area.
- 4.4.3 While First Aid providers are preferred, a Centre member with first aid training may act as the first aide provider; however, they must not be a Key Official and capable to respond to first aid calls as required.
- 4.4.4 Consider what sort of information regarding the event should be requested from or shared with service providers. The following should be included.
- a) Ask:
 - Are First Aid Responders Blue card holders.
 - Do they have their own shade / tent or is something to be provided by the Region?
 - Will vehicle access onto the grounds be required - some providers have camper vans as their treatment space?
 - Will they be disposing of hazardous waste and sharps. If not be sure to provide a dedicated BIO waste bin.
 - For a written report on all cases that they provided services for during the event
 - b) Provide
 - The numbers of participants (athletes and approx. spectators)
 - Advise the full address of, and access points to the venue.
 - A site map which includes where they will be located.
 - Details of the Regions SEP
 - Who will be their first point of contact during the competition?
 - Clear instructions on who will be responsible for calling the ambulance (should be covered in SEP).

5 THE EVENT ORDER (PROGRAMS) & THE COMPETITIONS

The Regional competition Event Order must include the Standard Events as deemed appropriate by LAQ Board.

It is important that Centres are provided with a draft Event Order (program) as soon as possible prior to nomination. Minor adjustments can then be applied after nominations have closed and broadly published.

5.1. The Regional Relays

- 5.1.1. The Regional Relays are generally conducted in November in accordance with the dates allocated by LAQ.
- a) Winter Regions wishing to conduct a Regional Relay competition may do so once endorsement by LAQ is secured. If agreed to by the Region Committee and time permits, track relay events may be incorporated into the Regional Championships program.
- 5.1.2 The Regional Relays are conducted on a single day. The program's start and finish times are determined by the program designed to match the Regions specific needs and venue capabilities.
- 5.1.3 It is highly recommended that the Regional Relay order of events follow the State Relay Championships order of events. Standard Event Order templates suitable for small & large Regions are available - it is highly recommended that these templates be used. The actual timing/schedule of the events for the Regional Relays should be adjusted according to the anticipated number of teams and children competing and the number of event areas available for the competition.
- 5.1.4 Track Relay events offered shall be:
- | | |
|--------------|---|
| U7s & U8s: | 4 x 70m shuttle, 4 x 100m shuttle |
| U9s - U10s: | 4 x 100m and 4 x Swedish (1 each 100m, 200m, 300m & 400m) |
| U11s - U13s: | 4 x 100m and 4 x Medley (2 x 200m, 1 x 400m, 1 x 800m) |
| U14 - U17s: | 4 x 100m and 4 x Swedish (1 each 100m, 200m, 300m & 400m) |

- 5.1.5 The Field Relay events High Jump, Long Jump, Discus and Shot Put, are offered in a set rotation per age group.
- 5.1.6 Regional Teams may be nominated to compete at the State Relay Championships:
- Each Region may enter a Boys & a Girls Regional Team, made up of athletes U15 - U17s in any configuration to compete in a 4 x 100m at the State Relay Championships.
 - Each Region may enter a Boys & a Girls Regional Team, made up of athletes U15 - U17s in any configuration to compete in a 4 x Swedish at the State Relay Championships.
 - Athletes must nominate their interest to be part of the team and have competed at the Regional Relays to be considered for selection.
 - Team selection will be based on submitted Centre Best Performances. Regions may conduct combined run offs for athletes that do not have a Centre best performance, if the program allows.
- 5.1.7 Specific Relays rules can be found in the Competition Handbook.

5.2 Regional Championships

- 5.2.1 The Regional Championships are normally held in August/September (Winter) and February (Summer). The Little Athletics State Championships are normally held towards the end of March each year.
- 5.2.2 Most Regions will conduct a two-day Regional Championship because of the volume of entries received. Adjustments only made where needed to meet the specific needs of each Region.
- 5.2.3 Events for the Multi-Class athletes are to be included. Refer to the Multi-Class Athletes Competition Handbook for further information.
- 5.2.4 The number of qualifying U9 - U17 athletes that may nominate from each of the Regional Championships to State Championships will be the first four (4) placegetters in each event.
- Additional Entry to State Championships Special Consideration applications are submitted by the individual through the relative Centre(s). Endorsement or otherwise by the Regional Committee is not required.
- 5.2.5 Specific Regional Championship rules can be found in the Competition Handbook.