

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 Rules & Regulations and Officials Field of Play; and align with applicable policies e.g. uniform and sun safe policies.
3. **U6 - U8 athletes:** must not be awarded place getter medals, participation ribbons may be provided.
4. The Carnival / Event is to be conducted in accordance with the [LAQ Risk Management Plan](#) with sufficient levels of First Aid provided.
5. **A Safety and Emergency Plan (SEP)** must be submitted with the application.
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. The preferred format for promotional materials: 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 direct competition with, and or in conflict with, LAQ or National sponsors and policies.
12. The Centre Committee may be required to participate in an evaluation process at the conclusion of the event.

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

Application submitted by:

Name:	
Position on committee:	
Email:	Phone:
We have a Facebook page:	Our website address is

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 Competition Rules & Regulations 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: ☐ Yes ☐ No
Application approved:	Approval advice issued:
Uploaded on LAQ website:	Material Received: ☐ Yes ☐ No