
State Team Officials



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TEAM PERSONNEL

General

The appointment is for a term of one year. Re-nomination for a further term is quite acceptable but re-appointment is not necessarily automatic. The interviewing panel for selecting Team Personnel (where required) will normally consist of the President, CEO or a Board Director and the State Team Administrator & Manager. The Board of Directors will appoint the interview panel.

It is preferable for Team Personnel to have previous experience in managing junior sports teams. Four Personnel will be appointed to the State Team, in addition to the State Team Administrator & Manager, thus making a team management of five.

Potential Team Personnel who have children in the Under 13 and Under 15 age groups and who maybe selected in the LAQ State Team may not be considered for appointment to these positions.

The position of State Team Personnel carries considerable responsibility in the various roles.

It will be compulsory for ALL State Team Personnel to provide proof of their Volunteer Accreditation Blue Card issued by the Commission for Children & Young People.

Specific Duties

The State Team Administrator & Manager (who forms part of the Team Personnel) is responsible for co-ordinating and controlling all requirements and activities of the team.

The Team Personnel and State Team Administrator & Manager will meet as soon as possible after the appointments have been ratified to discuss all aspects of the team management and responsibilities.

Following the completion of the Championships, all Team Personnel are required to submit a full report to the Association's Operations Manager within one month. This report should detail any difficulties that were experienced, as well as highlighting positives and negatives of the various aspects of the trip.

It is highly recommended that the report be written the first week of your return whilst the detail is fresh in your mind.

Team Personnel

Five personnel will be appointed to the State Team. At least three of the Team Personnel must have a minimum of four years experience as an accredited (minimum of Level 2) track and field coach, be actively coaching athletes in the U13 to U15 age groups with preference in more than one discipline and be currently registered with the ATFCFA or Athletics Australia. The overall responsibility of the coaches will be to oversee the relay practice and the warming up of the athletes.

The Team Personnel co-ordinates the coaching requirements of the State Team members, ensuring that every child receives adequate coaching for his or her needs and appropriate support where necessary.

The duties of the Team Personnel commences from the time of appointment, with preparations for the Team requiring considerable planning well in advance of the Team being announced, until some weeks after its return.

Team Personnel are jointly responsible for the management, care and control of the thirty two (32) children, whereas the male personnel would in practice be responsible for the boys and the female personnel would be responsible for the girls.

Immediately following the announcement of the Team, the Team Personnel will be provided with a list of the children selected and the events they are to contest. Team Personnel will need to closely check the program against these details and determine possible clashing events. Details of these are to be handed to the Team Manager, to enable preparation of clash event forms for Championship Day.

Pre-planning is essential to ensure that each team member receives adequate warm-up (as designated by personal coaches or that prepared by team personnel in the event of team members not having personal coaches) before each of their events and is mentally and physically ready to participate.

It is extremely important that children report to their events at the required time. Personnel need to attend pre-event briefing by Championship officials to make themselves totally familiar with procedures on the Championship Day.

Team Administrator & Manager

Arrangements for uniforms, travel, accommodation, document production, form completion, presentations and the issue of instructions are the responsibility of the LAQ Staff member appointed as the State Team Administrator & Manager. The State Team Administrator & Manager, as part of the State Team Personnel, is responsible for arranging the following areas and will ensure that the Team Personnel are kept up to date of all areas.

The conduct and well being of the twenty six (26) Under 13 children and the six (6) Under 15 children in the team is the direct responsibility of the Team Administrator & Manager from the time of arrival of the children at the team's pre-championship camp, until their arrival back at Brisbane airport following the completion of the Australian Little Athletics Championships.

Once the State Team is selected the Team Administrator & Manager must remain in regular contact with all athletes and their parents to ensure they are preparing for the competition to the fullest.

In the event of any conflict, dispute or disagreement between Team Personnel which cannot be satisfactorily resolved by the Team Administrator & Manager, the matter must be referred to the CEO for a decision. This is also necessary when guidance is required or clarification on a matter is needed.

The Team Administrator & Manager must be fully familiar with the protest procedures, as they will need to be involved with protest submission. Ensure that the Team Personnel and team members (athletes) are familiar with the rules of competition.

Uniforms

Uniforms are pre-ordered from LAA to ensure they will be on hand by the required date. The Team Administrator & Manager is to determine and finalise size requirements for the children and arrange the necessary embroidery within the time limits applicable. All Team Personnel are required to wear the appropriate uniforms. Please refer to page 13 for further information on uniforms.

Team Camp & Presentation Dinner

The Association will set a date for a camp and all relevant details will be outlined to the athletes and parents in the Athlete's Information Kit. The cost will be met by the Association. All athletes and Team Personnel are required to attend the Team Camp. Failure to do so may result in non-selection. The camp is only for Team members and Team Personnel. Parents and families are not entitled to attend the Team Camp.

It is now tradition that the official uniform presentation be conducted at a Presentation Dinner on the Saturday night of the Team Camp. A venue needs to be arranged for this presentation, timetable determined, the format arranged and the guest list prepared. Normally the Team members, their parents, Team Personnel, the Association Board of Directors and invited guests attend this function. The function will be conducted to a set budget determined by the Association.

Team Photos

A photograph of the entire State Team including athletes and Team Personnel is presented to each member of the Team.

The Team photo is usually taken at the Team Camp. If it is not possible for the photo to be taken at this time, it will be organised for a suitable time while the athletes are away in the host State. An official photographer is usually available for Team photos during the ALAC's.

Forms

Team members and their parents/guardians need to produce or complete the following forms:

1. Proof of date of birth (birth certificate/passport)
2. State Team Member Information form
3. Parental Consent and Agreement form
4. Parents acceptance of all associated costs. ie. Levy, camp etc. as required
5. Code of Conduct form
6. Photo Release form
7. Meals & Dietary Requirements form

All forms on completion are to be lodged with the Association Office by the predetermined date. The CEO is required to certify to the organising committee of the Australian Little Athletics Championships the date of birth of each team member, so it is therefore essential that the birth certificate details be produced to the CEO promptly.

The team members information form will include any medical requirements, religious instruction details, hobbies and other information relevant to each team member that may assist the Team Personnel to better cater for that team member.

Other forms maybe required by the Host State.

Travel Arrangements

The Team Administrator & Manager will arrange all travel bookings. The Team Personnel will be provided with all details. All Team members and Personnel are required at the airport one and half hours prior to departure. **ONCE THEY ARRIVE AT THE AIRPORT, THE ATHLETES ARE IN THE COMPLETE CONTROL OF THE TEAM PERSONNEL.**

Check in procedures will be determined by the Team Personnel upon consultation with the airline. Boarding passes will be issued for all Team members and athletes are encouraged to put them in a safe place so as to not lose them before boarding the aircraft.

The athletes and Personnel travel as a team and will be seated accordingly. Accompanying parents must **not** be seated with their children. Athletes should be kept seated and under control while on the aircraft so they do not annoy or interfere with other passengers.

Due to the high volume of passengers travelling on aircrafts, it is more convenient for the Team to board the aircraft once all other passengers have boarded. Good conduct on the aircraft is essential and every effort should be made to prevent unnecessary movement around the aircraft during the flight. **ALL TEAM PERSONNEL SHOULD SEAT THEMSELVES IN A POSITION TO BE ABLE TO OBSERVE AND CONTROL THE TEAM AND ARE NOT USUALLY SEATED TOGETHER.**

On arrival at the destination, the Team is to remain seated on the aircraft until all other passengers have disembarked, then they are to be assembled to leave in an orderly fashion. The Team usually travels in organised transport vehicles (3 x 12 seater vans and 1 x car). Four members of the Team Personnel are required to drive these vehicles.

Accommodation Arrangements

All Team Personnel and athletes will be accommodated in either motel or dormitory style accommodation. Room allocation will be at the discretion of the Team Administrator & Manager. All meals will be at either the accommodation or restaurant as arranged by the Team Administrator & Manager.

Parental Involvement

An instruction will be prepared by the LAQ Office for issuing to parents to inform them of what is expected of their child as a member of the State Team. ***The children are selected as part of a Team and therefore their first responsibility is to the Team.***

At the announcement of the State Team, a meeting with all selected athletes and parents will be conducted to brief all concerned and ask questions.

Parents will be informed that whilst their support for their child is welcomed and certainly appreciated, they are not to interfere in the management of the Team or the decisions of the Team Personnel. Access to the Team members will also be defined and parents have little to no contact with the children while the Team is away. Parents will also be made aware that under no circumstances (unless by direction of the Team Administrator & Manager) will a child be allowed to leave the Team or depart from Team arrangements until the completion of the Championships. Any arrangement parents may wish to make after that time must be advised to the Association Office in writing and approval by Team Personnel and the Association is given in writing.

Dress and Conduct

Team members receive various items of clothing. The Association will stipulate the clothing to be worn for specific occasions and the Team Personnel will determine the clothing to be worn for other occasions. The functions/uniforms include travelling uniform, official welcome, team training, competition day, and after competition function. Instruction covering clothing is included in the information kit given to all Team members to ensure all are attired uniformly.

The conduct of the Team requires close supervision, in that good behaviour and manners are essential. This can be achieved without being overly restrictive in supervision, but rather by emphasising to the children that they are State Representatives and as such they represent not only Little Athletics but the State of Queensland in general.

Swapping Item Arrangements

One of the most enjoyable experiences for children in the State Team is the opportunity to swap State badges and other Little Athletics items. Each child is provided with a number of metal badges, one of which is for their own team uniform, with the remaining badges being to swap with team members from other States.

AUSTRALIAN LITTLE ATHLETICS CHAMPIONSHIPS (ALACs)

The day of competition is the most vital aspect of Team Personnel responsibilities. The time of arrival at the track on the competition day should allow sufficient time for the Team to be assembled for the march past. This time is usually around 7.30am.

ALL MEMBERS OF THE QUEENSLAND TEAM PARTICIPATE IN THE MARCH PAST

Strict time scheduling is most important as the program progresses, to ensure all children make their events as required by the rules of competition. A thorough knowledge of competition procedures is required so that event clashes, protests, disqualifications and all other situations likely to be encountered are catered and prepared for. A high degree of co-operation between Team Personnel is necessary during the competition to ensure efficient management is achieved.

Injuries will also need attention and the Association will provide a first aid kit for this purpose. It is normally the responsibility of the Host State and LAA to provide First Aid support and physiotherapy. ***Lunch during the day will be provided and Team Personnel should ensure that all children receive their lunch.*** Some children will be competing at the time of lunch delivery or shortly thereafter and arrangements to keep lunch for them will be necessary. For those athletes that do not have the opportunity between events to come to the Team area to have their lunch, the Team Personnel will need to arrange for their lunch to be taken to their event area.

Following the completion of the day's events, there is a further assembly of teams for the presentation of the trophies and the closing ceremony. A function, sometimes organised by the host Centre, usually takes place later that evening for the Team and Team Personnel to attend. Generally, the Queensland Team has held its own function, which consists of dinner with those family members that have travelled to the Host State for the Championships.

Teams Welcome & Sightseeing

A Civic Reception is usually held on the Thursday prior to the Championships to officially welcome athletes, Team officials and LAA delegates. Discipline is generally relaxed on this day, but good conduct is again essential.

On the days leading up to the Championships, team sightseeing activities are usually arranged (if time permits). Where possible, they will be arranged, costed and paid for prior to departure from Brisbane.

Expenses

The Association will set a budget that the Team Personnel must adhere to. The Team Administrator & Manager will outline the expense claim procedures to all Personnel at the initial meeting of all Team Personnel. All uniform, travel and accommodation expenses for the Team Personnel are generally paid for by the Association. In addition, there is a daily allowance to cover meals and general expenses granted to the Team Administrator & Manager. Unexpended funds are to be returned with the account. An amount is allocated to Team Personnel to be used for emergencies and unexpected expenses. Any additional claims for out of pocket expenses should be substantiated and lodged with the Team Administrator & Manager for payment immediately after the conclusion of the trip.

Equipment & Other Items

If any Association equipment is required for use at any training sessions prior to the team going away, arrangements must be made with the Team Administrator & Manager.

Equipment is usually available / provided by the host State at the ALAC venue for track familiarisation. If the Team is using the facility outside of this familiarisation, equipment should be arranged with the Host Centre.

LAA Championship Program

A sample of a program is included in this booklet. All Team Personnel will need to fully familiarise themselves with this program and the rules of competition applicable to the program. Generally IAAF rules apply, with minor exceptions where the LAA has determined competition rules. Copies of these rules will be provided to the Team Administrator & Manager and forwarded to all Team Personnel and athletes.

ALAC - The Points System

Points are awarded for 1st through to 16th (ie. last) place in all events so that EVERY child gains points for every event they complete. Overall placings in the 80m hurdles, 100m, 200m and 400m are determined by the placings in the FINAL and the CONSOLATION FINAL. Eg. If the full field of 8 runs in the major final, the winner of the consolation final is given 9th place and so on down to 16th. This is regardless of the fact that any or all of 8 in the CONSOLATION FINAL may have recorded better times than any in the major final. If for some reason only 6 run in the major final, the winner of the consolation final is awarded 7th place and so on.

All other events including the field are straight finals.

Because the relay points are doubled a good performance in these events is important.

The U15 athletes competing in the individual multi events will compete for a team trophy based on the same points system as the U13's excluding the relay.

The Points Allocation Table

INDIVIDUAL EVENTS:

1 st	-	17	9 th	-	8
2 nd	-	15	10 th	-	7
3 rd	-	14	11 th	-	6
4 th	-	13	12 th	-	5
5 th	-	12	13 th	-	4
6 th	-	11	14 th	-	3
7 th	-	10	15 th	-	2
8 th	-	9	16 th	-	1

RELAYS:

1 st	-	34
2 nd	-	30
3 rd	-	28
4 th	-	26
5 th	-	24
6 th	-	22
7 th	-	20
8 th	-	18

STATE TEAM SELECTORS

General

The appointment is for a term of one year. Re-nomination for a further term is quite acceptable but re-appointment is not necessarily automatic. The Board will ratify the appointment of two selectors to select the boys team and two selectors to select the girls team.

Potential State Team Selectors who have children in the Under 13 and Under 15 age groups and who maybe selected in the LAQ State Team may not be considered for appointment to these positions.

Duties of Selectors

Selectors will be required to:

- Follow all directions set down by the Board of Directors to ensure that the children are selected in a fair manner in accordance with the Association's published guidelines.
- Attend the State Championships as directed by the Board of Directors and peruse all relevant Under 13 results.
- Peruse all other Under 13 athlete results as provided by the Association.
- Will **not** be required to attend any other LAQ competition in the capacity of State Team selector.
- Attend panel meetings if required.
- Ensure they **do not** speak to any child or parent of a child in any way that may be construed as giving an indication that a particular child will be selected in the Team.
- Ensure they **do not** advise athletes that (in their opinion) they have been placed wrongly in track or field events.
- Performances by children at venues other than all weather facilities must be viewed with knowledge of the ground conditions that the performances have been registered on.
- The Selection Panels, the Association President (or their representative) must all be satisfied that the relevant guidelines have been adequately followed before they agree to the names of any children being announced. If such agreement is not reached over the initial selections, the selectors will need to re-convene and then make a further presentation.
- Ensure that communication with athletes is kept to an absolute minimum and definitely not during an event.
- View the athletes in their events from a distance and not enter the competition arena or approach the competition event site, unless authorised by the Association.
- Failure to adhere to any of these requirements may result in suspension from the Selection Panel.

Athlete Eligibility

It is a requirement that athletes must attend State Championships to be eligible for State Team selection in the same season. As well as attendance at State Championships, athletes must adhere to the following Association Resolution:

“That eligibility for selection to the Queensland Team for the Australian Little Athletics Championships be limited to those children who have attended 50% of a Little Athletic actual Centre competition days (this does not include rain days or any QLAA Association Carnivals) in the year of selection unless on medical grounds supported by a medical certificate or on compassionate grounds. Note: ‘Actual Centre competition days’ is from the first week the Centre commences their competition period to the last week of their competition period or two weeks prior to State Championships (whichever comes first).”

P14 ('84) (Amended June '07)

Prior to the State Championships each year, Centres will be asked to provide the Association with details of all Under 13 and Under 15 athletes and their attendance percentage. If an athlete has not satisfied the required 50%, they are not eligible for selection, unless the medical certificate or compassionate grounds have been approved by the Association Office. These forms and information will be available to all selectors at State Championships.

If an athlete has not attended 50% of their actual Centre's competition days, a parent / guardian must sign the eligibility form prior to Centre's sending it to the Association Office.

Guidelines For Selection of the Team

There will at all times be a two person Selector's panel for the boys team and two person Selector's panel for the girls team.

Selection philosophies vary somewhat from State to State, but Queensland adheres strongly to the Team concept in the selection and handling of its representative team. This means that the collective ability of the team to score points is rated more highly than the winning of individual medals.

Reserves will be selected but names will not be released. Any athlete who does not fulfil their obligations as a State Team Member (ie. attend functions and/or activities as deemed necessary by the Team Personnel) may be replaced by a reserve athlete.

Once the selectors have named the athletes and their events there will be no change to those events unless necessitated by physical injury.

If injury occurs on the actual day of competition, the person withdrawn can take no further part in the competition (this includes relays if the injury relates to a track event) unless in events unaffected by the injury (ie a person withdraws from the discus because of a hand injury could subsequently compete in a track event).

Selection Guidelines

The following will be used to assess the ability of the athletes:

Principally: performances at the State Championships.

Then If Necessary: other recent performances at a sanctioned event.

From these results the team points scoring capabilities of each athlete will be assessed by comparing their actual competition performance with a specifically designed spreadsheet which gives the average performances recorded for each place in each event over several years of the ALAC. This then provides a general basis from which the selectors can work. Obviously the calculated points are not an absolute indication of relative merit and many fine line judgements requiring considerable skill on the part of the selectors will still be involved.

Athletes must attend and compete at the State Championships to be eligible for the State Team in the same season. However, special consideration may be given under extreme circumstances.

Please note that if a child is:

- (a) disqualified OR
- (b) fails to qualify to compete OR
- (c) fails to complete the competition in a particular event at the State Championships

that will not preclude consideration of that child for that event.

Heat and final times will be used in the selection process of athletes.

The following criteria have been established as guidelines for the consistency of team selection.

Restrictions

Based on experience gained over past years, the LAQ has placed the following restrictions on selections.

- (a) No child may compete in more than five events overall (the Relay counts as one event - LAA Rule)
- (b) No child may compete in more than three (3) of the mid/long distance events (ie. 400m, 800m, 1500m, & 1500m walk)
- (c) No child may compete in the 100m, 400m & 4x100m relay events, or other combinations of greater workload
- (d) Where possible, direct clashing events will be avoided. It should be noted however, that sometimes this may be unavoidable.

SAMPLE PROGRAM (ALACs)

Times and order of events may be subject to change depending on local conditions & requirements.

DAY 1

9.30am MARCH PAST
 9.45am OPENING CEREMONY
 10.20am TEAM WARM UP

Event #	Start Time	Gender	Age	Event	Type
1	11:30 AM	Boys	U15	100m Hurdles	Multi-Event
2	11:40 AM	Girls	U15	90m Hurdles	Multi-Event
3	11:40 AM	Boys	U13	Long Jump	Final
4	11:40 AM	Girls	U13	Shot Put	Final
5	11:50 AM	Girls	U13	80m Hurdles	Heats
6	12:00 PM	Boys	U13	80m Hurdles	Heats
7	12:10 PM	Boys	U15	Discus	Final
8	12:20 PM	Girls	U15	High Jump	Final
9	12:30 PM	Girls	U13	1500m Race Walk	Final
10	12:50 PM	Boys	U13	1500m Race Walk	Final
11	1:10 PM	Girls	U13	80m Hurdles	Final & Consolation Final
12	1:20 PM	Girls	U13	Long Jump	Final
13	1:30 PM	Boys	U13	80m Hurdles	Final & Consolation Final
14	1:30 PM	Boys	U13	Javelin	Final
15	2:10 PM	Boys	U15	100m	Multi-Event
16	2:20 PM	Girls	U15	Shot Put	Final
17	2:30 PM	Boys	U13	200m	Heats
18	2:40 PM	Girls	U13	200m	Heats
19	3:00 PM	Boys	U15	Long Jump	Final
20	3:00 PM	Boys	U13	High Jump	Final
21	3:10 PM	Girls	U13	800m	Final
22	3:10 PM	Girls	U13	Javelin	Final
23	3:20 PM	Boys	U13	800m	Final
24	3:50 PM	Girls	U13	200m	Final & Consolation Final
25	4:00 PM	Boys	U13	200m	Final & Consolation Final
26	4:10 PM	Girls	U15	200m	Multi-Event

DAY 2

Event #	Start Time	Gender	Age	Event	Type
27	9:20 AM	Girls	U13	100m	Heats
28	9:30 AM	Boys	U13	100m	Heats
29	9:30 AM	Girls	U13	High Jump	Final
30	9:40 AM	Boys	U15	Javelin	Final
31	9:40 AM	Boys	U13	Shot Put	Final
32	9:50 AM	Girls	U15	Long Jump	Final
33	10:00 AM	Girls	U13	200m Hurdles	Heats
34	10:10 AM	Boys	U13	200m Hurdles	Heats
35	10:50 AM	Girls	U13	400m	Heats
36	11:00 AM	Boys	U13	400m	Heats
37	11:30 AM	Boys	U13	Triple Jump	Final
38	11:40 AM	Boys	U15	High Jump	Final
39	11:40 AM	Girls	U13	Discus	Final
40	11:50 AM	Girls	U15	Javelin	Final
41	11:50 AM	Girls	U13	1500m	Final
42	12:00 PM	Boys	U13	1500m	Final
43	12:40 PM	Girls	U13	100m	Final & Consolation Final
44	12:50 PM	Boys	U13	100m	Final & Consolation Final
45	1:20 PM	Boys	U13	Discus	Final
46	1:30 PM	Girls	U13	400m	Final & Consolation Final
47	1:30 PM	Girls	U13	Triple Jump	Final
48	1:40 PM	Boys	U13	400m	Final & Consolation Final
49	2:00 PM	Girls	U15	800m	Multi-Event
50	2:10 PM	Boys	U15	800m	Multi-Event
51	2:30 PM	Girls	U13	200m Hurdles	Final & Consolation Final
52	2:40 PM	Boys	U13	200m Hurdles	Final & Consolation Final
53	3:10 PM	Girls	U13	4x100m Relay	Final
54	3:20 PM	Boys	U13	4x100m Relay	Final
55	3:30 PM	Mixed	U15	4x100m Relay	Multi-Event

UNIFORMS

Each Team Member (including Team Personnel) will be supplied with uniforms from LAA. The uniforms can vary from year to year, but each Team Member will usually receive:

- 1 Queensland Tracksuit with embroidery
- 1 pair shoes
- 3 pair socks
- 1 bag
- 1 pair competition shorts (boys) or running briefs (girls) **
- 1 competition singlet (boys and girls) **
- 1 State Team T-Shirt
- 1 State Team Polo shirt
- 7 Metal Badges

**** athletes only**

The swapping of metal badges is a very important part of the weekend's activities. Each athlete receives seven (7) metal badges, one for their own uniform and six to swap with athletes from other States and Territories.

Athletes and Team Personnel are encouraged to take other items of clothing with them when they travel to the ALAC's as they will not be required to wear their QLD uniform at all times.