

*2019/2020*

*Regional Competition  
Handbook*



## INTRODUCTION

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

Some of the information contained in this booklet may also be in the Competition Handbook while other sections are specific only to Regional Competition Coordinator and Committee.

The Regional Competition Coordinator throughout this manual and in other documentation may be referred to as the RCC.

**The Association's competition year is 1<sup>st</sup> April to 31<sup>st</sup> March.**

**The "Winter" season is generally within 1<sup>st</sup> March to 30<sup>th</sup> September.**

**The "Summer" season is generally within 1<sup>st</sup> September to 31<sup>st</sup> March.**

The term of Office, of the Regional Committee including the RCC's, both Summer and Winter Regions runs from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year (12 months only).

The following details are on the LAQ webpages. Changes are generally confirmed at or after the LAQ Conference (June):

- Nomination fees payable to LAQ for the various competitions
- Allocation of Centres to Regions for the coming season
- LAQ conducted competition dates
- Other information relevant to the competition season.

Under the Rules & Guidelines set by the Association, on behalf of the LAQ Board of Directors, the RCC's and Committee will conduct Regional Competitions as prescribed below:

- Regional Relays: U7 – U17's (optional for Winter Regions)
  - U7's & U8's to receive participation medals
- Regional Championships: U7 - U17's
  - Winter Regions may incorporate approved Relay events into the Regional Championships program.
  - U7's & U8's to receive participation medals
  - U9's to U17's to receive placegetter medals

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

Normally, the closing date and time for nominations to be received by LAQ is a constant, 9:00am on the Monday, 10 working days prior to the competition.

## ABBREVIATIONS

ANQ	Athletics North Queensland	QAA	Queensland Athletics Association
CEO	Chief Executive Officer (refers to LAQ's CEO)	RCC	Regional Competition Coordinator
IAAF	International Association of Athletics Federation	RC	Regional Championships
LAQ	Little Athletics Queensland	RR	Regional Relays
MM	Meet Manager (Hy-Tek Computerized Competition / Recording Program)		

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## **SUMMARY OF INCLUSIONS**

Codes of Conduct	LAQ Competition Handbook	Sports Injury Incident Report Form
Event Handy Hints	LAQ Officials Handbook	SunSafe Policy
Exercise & Hydrations Guidelines	Regional Competition Forms Pad	Uniform Policy
IAAF Handbook	Regional Recorder Manual	Zero Tolerance Policy

# 1 GENERAL INFORMATION

**“REGION”** means a loose grouping of Centres formed for the purpose of conducting InterCentre competitions on behalf of the Association.

The Region shall have no power to force, coerce, or otherwise direct in terms of compliance with approved rules and regulations drawn up specifically for the conduct of LAQ competitions conducted by the Region on behalf of LAQ. The Region shall under no circumstances impede or prevent direct contact between the Centre and LAQ.

At the mandatory Regional Meeting in March or April (Summer) / September or October (Winter) the nomination of a Regional Competition Coordinator, a Secretary and a Recorder for the following season must be addressed. The process to be followed in selecting the nominees will be as set out below:

- i. Each Centre within the Region will be listed on a yearly roster for the responsibility of supplying the nominee for the above positions (i.e. each Centre will take it in turn to fill the position of RCC). The intent is that all Centres automatically receive the opportunity to take on the position.
- ii. If, for whatever reason, a Centre cannot fulfil its obligation to take on this responsibility, the opportunity will pass to the next Centre on the Region’s roster.
- iii. In addition, if all Centres, in turn, decline their opportunity to nominate a person for the position, the responsibility can be offered to the incumbent Centre. At this time, if he/she so wishes, the existing RCC may renominate.
- iv. 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.
- v. 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 venues and host Centre for Regional Competitions are also to be allocated on a rostered system. Centres may be offered the opportunity to be the host Centre for that season’s competitions (Regional Relays and / or Regional Championship competitions). Although not compulsory, it is highly recommended that the nominated host Centre venue’s facilities be suitable and up to a standard for Regional Competitions. If required / requested, the LAQ Competition Committee can organise someone to ratify a venue’s status of suitability and standard.

The Regional Competitions provide an opportunity for U9 to U17 athletes to qualify for State Championship events.

The Association provides Meet Manager as the computerised Track & Field Competition Recording program. All Regions are required to use the program at Regional Relays and Regional Championships and to provide files for the State Relays & State Championships. Support for the MM program (competition administration / recording) can also be obtained through the LAQ Projects Officer.

## 2 DUTIES OF THE RCC & COMMITTEE

### 2.1 REGIONAL COMPETITION COORDINATORS

2.1.1 The Association Board of Directors endorses the RCC, after recommendations made by the Regional Committee. However, a direct appointment without, or contrary to such recommendations, can be made if circumstances warrant such action.

2.1.2 Normally, RCC's are only responsible for the organisation, 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's may need to work closely with the LAQ's Projects Officer, other LAQ staff and or the Competition Committee.

2.1.3 Specific Duties (in conjunction with the Regional Committee)

- i. The completion, and return to LAQ, of the Regional Relays and/or Regional Championships Information Forms by the required date.
- ii. Provided a Financial Report at the Handover Meeting and to the LAQ Office by 31<sup>st</sup> May.
- iii. Determine the responsibility of each Centre during preparation and at the Regional Competitions. The following list provides an example of the areas that will need to be managed:
  - Officials
  - Equipment
  - Catering
  - Setting up of the ground for competition
  - Cleaning of ground / toilet maintenance
  - Opening ceremony, invitation of guests
  - Medal Presentations
- iv. The RCC shall liaise with nominated Regional Committee members (at least one person from each of the Region's Centres).
- v. Liaise with the LAQ's Projects Officer for preparation of the MM Recording system and printed programs.
- vi. Conduct the Regional Relays and Regional Championships to an acceptable standard and that the Rules of Competition are applied.
- vii. Provide Region results (completed Meet Manager Database) to the LAQ Office by the specified date to allow State Relay and State Championships preparation.
- viii. The RCC will normally act as the Chairman of the Jury of Appeal at Regional Relays and Regional Championships.

### 2.2 REGIONAL SECRETARIES

2.2.1 The appointed Regional Secretary is responsible for recording and keeping the minutes of all Regional Committee meetings. Each of the Region's Centres and the LAQ Office must receive a copy.

2.2.2 Be the second signatory for the Regional account and look after the financial affairs of the Region, as directed by the Regional Committee.

2.2.3 The Regional Secretary may issue correspondence, to the LAQ Office on behalf of the Region; and to Centres within the Region, as required by procedure and/or as requested by the RCC (and/or the Committee).

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

## 2.3 REGIONAL RECORDER

- 2.3.1 The Regional Recorders 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.
- 2.3.2 The Regional Recorder shall be responsible for:
- i. Accepting files as provided by the LAQ Office
  - ii. Produce from the MM program 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
  - iii. At the conclusion of each Regional Competition, using the MM program database, the Recorder
    - Must provide the LAQ Office a complete backup file of the Regional Competition database.
    - May provide all Centres with a copy of at least the top (four (4) Summer), (three (3) Winter) U9 – U17 placegetters and a Summary of Centre results.
  - v. If Regional Best Performances are recorded; the Regional Recorder
    - Must provide a report of potential Best Performances for the endorsement of the Regional Committee *at the conclusion of each Regional Competition.*
    - Must provide an updated list of all Best Performances to be attached to the Regional Meeting minutes for filing and sent to the LAQ Office *at the conclusion of the season or at the Regional Handover meeting.*

## 2.4 REGIONAL COMMITTEES

- 2.4.1 The Regional Committee's principal duty is to ASSIST the RCC to organise Regional Competitions and to ensure that any support needed is forthcoming from Centres.
- 2.4.2 The Regional Committee shall comprise of:
- i. The appointed RCC, who will Chair the Regional Committee
  - ii. Two 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.
- 2.4.3 The Regional Committee shall be responsible for:
- i. Endorsing a host Centre and venue for the coming season's Regional Relay and Regional Championship competitions.
  - ii. The Centre hosting Regional competitions may do so at grounds that have synthetic surfaces, if the majority of the Centres in that Region approve.
  - iii. Nominating the RCC for the coming season and appointing a Regional Secretary & Recorder for the coming season.

## 2.5 CONDUCT OF MEETINGS

- 2.5.1 It is recommended, that Notices of Meetings shall 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 are proposed to be confirmed at that meeting.
- 2.5.2 There shall be two (2) compulsory Regional Management Committee meetings, one in April, and one in September.
- 2.5.3 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.

- 2.5.4 Centres may have additional observers attend the Regional meeting; however, they shall have not voting rights.
- 2.5.5 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 12 LAQ affiliated Centres, there should be eight Centres represented.
- 2.5.6 LAQ Projects Officer must receive Notice of Meetings; and where possible, an LAQ representative will endeavour to attend meetings, particularly if requested.

### **3 RULES GOVERNING 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.

#### **3.1 FINANCING THE REGIONAL RELAYS & CHAMPIONSHIPS**

- 3.1.1 These competitions are LAQ events conducted to a uniform standard with respect to the awards and incentives given to children who participate, and with the use of local venues rather than major complexes that are expensive to hire, e.g. QSAC.
- 3.1.2 Should a Region wish to conduct these events on a synthetic surface, the cost of hire of the venue must be borne by the Region and not passed on to the athletes or their families. LAQ will not be responsible for any shortfall in funds incurred by hiring such a venue.
- 3.1.3 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.

#### **3.2 MAJOR SPONSORSHIPS**

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

#### **3.3 MINOR SPONSORSHIP**

- 3.3.1 Such things as advertisements in programs are considered minor sponsorships.
- 3.3.2 ANY prospective sponsorship must be referred, in the first instance, to the LAQ's CEO for approval.
- 3.3.3 No minor sponsorships can be accepted which are in direct conflict with the LAQ sponsors or interests.
- 3.3.4 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.
- 3.3.5 Any Centre trophies, shields etc. awarded must not be sponsored by or be seen to be related to a major sponsor (these may be either Regional trophies or they may be associated with a major sponsor, in which case prior approval of costs etc. must be obtained from LAQ).

### **3.4 FUND RAISING BY REGIONS**

- 3.4.1 Monies for the conduct of these events may be raised in various ways – for example:
- i. Charge for the program
  - ii. Charge for ground admission
  - iii. Conduct raffles
  - iv. Arrange local minor sponsorships
  - v. Conduct a canteen
- 3.4.2 The canteen is to be run as part of the cooperative effort of conducting the Regional Relays and/or Regional Championships competitions, unless monies raised by other means are sufficient to cover ALL the costs of the competition.
- 3.4.3 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.
- 3.4.4 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.

### **3.5 REIMBURSEMENT OF COSTS BY LAQ**

- 3.5.1 Costs that cannot be met by the Regions will 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).
- 3.5.2 LAQ will reimburse Regions an amount of money (currently set at \$200.00) 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.
- 3.5.3 LAQ will provide generic competition stationery, program covers and will print programs if adequate notice is given.

### **3.6 REGIONAL ACCOUNT**

- 3.6.1 Each Region may maintain a separate Regional Competition account. That is, an 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.
- 3.6.2 This account is only to be used in relation to the two LAQ controlled events (i.e. Regional Relays and Regional Championships and will require a minimum of two signatures on each cheque).
- 3.6.3 The RCC and the Secretary will be two of the signatories to this account, unless these position holders are immediate relations.
- 3.6.4 The account is to be kept 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.
- 3.6.5 If any surplus remains in the Regional account after all costs have been met, it must be disbursed in one of two ways:
- i. By donating all or part of the amount to LAQ
  - ii. By dividing all or the remaining part of the amount amongst the participating Centres within the Region in a mutually agreeable way.

- 3.6.6 In determining the method of disbursement, the needs of the various bodies should be determined by the Regional Committee at its 'final' or handover meeting, not later than one (1) month after the close of the relevant competition season each year.
- 3.6.7 Immediately following that meeting, a full financial statement of all transactions involved in the conduct of all LAQ competitions within the Region **MUST** be forwarded to the LAQ Office by the RCC. Random audits will be carried out at the Association's discretion and cost.

## 4 EQUIPMENT INSURANCE

- 4.1.1 The LAQ's general insurance policy covers equipment; up to \$75,000 replacement value for each Centre. Centres are required to take out additional coverage for equipment over \$75,000 value.
- 4.1.2 Check the insurance policy on any other equipment used – whether your own, from other Centres or from other bodies, covers the equipment at the venue and the circumstances in question, including the fact that it may be left on the competition ground overnight.
- 4.1.3 If there is any doubt:
- i. Do not use/borrow OR
  - ii. Get special insurance cover
- 4.1.4 If this procedure is not followed, the Centres will be collectively responsible for any costs incurred.
- 4.1.5 The LAQ's policy only covers items owned by and borrowed from LAQ.

## 5 PREPARATIONS & PROCEDURES

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

### 5.1 REGIONAL RECORDER & MEET MANAGER PROGRAM

5.1.1 In the event that the Region does not have a member experienced and willing to operate the MM recording program during the competition day(s), education sessions for 'on the day' and 'wrap-up' recording, may be offered for smaller groups of Regional Recorders. The Regional Recorder is to liaise with the LAQ's Projects Officer for further details and confirmation of arrangements.

5.1.2 If necessary, the Region may request LAQ to provide an experienced MM operator to assist or educate during the competition using the Agreement form. Such a person will be arranged if available. The Region may incur a fee for their attendance.

### 5.2 EVENT & PROGRAM SET-UP

5.2.1 The Committee is to provide the LAQ Office with

- i. A draft competition timetable. This should also be provided to the Region's Centres and clearly marked as a draft.
- ii. The Venue Specifics, including number of field event areas, available lanes for straight and circular events (using relevant forms 6\_RegRelays Details and or 9\_RegCships Details).
- iii. Stationery Order, confirming what papers the Region will utilise. LAQ will provide the standard stationery items relevant to the number of nominating athletes.

5.2.2 Once nominations are confirmed

- i. The LAQ Office would provide the RCC with a MM report detailing the numbers of nominations per event.
- ii. The LAQ Office would post the final program on the LAQ website.

### 5.3 CENTRE NOMINATIONS

5.3.1 Centres are to enter nominations for Regional Competitions using the ResultsHQ (Timing Solutions). If an individual Centre is unable to nominate using an e-format, the Centre is to seek assistance / make necessary arrangements with the RCC and or Regional member for the nominations to be entered as per the Associations requirements. Under these circumstances, when providing the RCC / Recorder or assisting Centre with nomination details, the relative Centre(s) MUST proof entries.

Information needed for entries:

- Athlete name – first and surname in full
- Date of Birth
- Athlete registration number
- Season Best Performance for each event nominated

5.3.2 For each Regional Competition, Centres, which do not use ResultsHQ live to supply nominations to LAQ, will be charged a \$50.00 administration fee per Competition, as well as \$1.00 per athlete nomination.

5.3.3 Centres are responsible for

- Ensuring that all of their Centre nominations are entered and that the detail is correct
- Process nominations via ResultsHQ by the closing date and time
- Forwarding the appropriate payment by the required date.

## 5.4 RECORDING SHEETS

- 5.4.1 If requested and time allows, LAQ staff may seed all events in preparation for the printing of track and field recording sheets.
- 5.4.2 We strongly recommended that the Regional Recorder seed and print track sheets on the day, session by session. This allows easy changes to track, as withdrawals can impact on who progresses through to the next round, now that proper seeding procedures are used. Produced field sheets can be manually adjusted as required.

## 5.5 THE COMPETITION PROGRAM BOOKLET

- 5.5.1 The LAQ Office will be responsible for producing and copying a Regional competition program booklet that can be sold to the membership. The recommended sale price of the program is \$3.00. An e-copy of the program will also be provided, for appropriate use, if requested by the Region.
- i. The body of the program is produced by combining
    - Appropriate LAQ rules
    - Athletes listed in alphabetical order in nominated events in program order
    - Various Sponsor requirements
    - Specific information provided by the Region.
  - ii. The LAQ Office will provide rules and specific sponsors' advertisements.
  - iii. The Region may also provide additional information to be included in the program as detailed but not limited to those listed below. All information must be provided electronically and by the required date
    - Appointed Officials (template provided)
    - Message from the RCC
    - Map of the venue's arena
    - Information or rules specific to the Region e.g. venue spike rules
    - Acknowledgments or logos of Regional supporters (as approved by the CEO). If photos / images are incorporated, please create electronic copies: photos should be scanned at min 300dpi. Artwork supplied as MS Word or PDF.
    - If advertisements for Regional sponsors are incorporated, please create electronic copies of font files and separate images of logos. Regional sponsors/ supporters MUST not conflict with LAQ sponsors or ethics.

## 5.6 STATIONARY PROVIDED BY LAQ

- 5.6.1 The Regional Competition 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.
- i. The Committee shall collect or receive from the LAQ Office
    - Prepared Field Sheets (if requested and if time allows for staff to prepare)
    - Seeded Track sheets (if requested and if time allows for staff to prepare)
    - MM competition database ready for use
    - Various Reports – summary of Centre nominations, summary of event nominations
    - Required medals, printed programs, officials programs etc.
    - 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).

## 6 THE COMPETITIONS

### 6.1 GENERAL

- 6.1.1 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 IAAF Handbook.
- 6.1.2 As at close of nominations or prior to the commencement of the Competition at an agreed date set by the Region, all Centres are to supply the Recorder with
- i. a list of competitors,
  - ii. their respective events
  - iii. the competitors' best Centre performances – all track times must be rounded up to 1/10<sup>th</sup> second.
  - iv. for Regional Relays track events, at least four (4) competitor names are required when nominating each team.  
Subsequent track team alterations are to be advised prior to the start of competition, where possible and throughout the Regional Relay competition day. This rule also applies to reconvened days due to cancellation.
- 6.1.3 Event block starting times, shown in the Regional Relay & Championship programs, maybe brought forward no more than 30 minutes. The Arena Manager / RCC may change the start times at his discretion after consultation with the relevant Referees. Athletes MUST be in attendance 45 minutes prior to the advertised event block start time.
- 6.1.4 LAQ provides certificates and specific medals as detailed below. Generally, NO OTHER individual awards are permitted.
- i. Regional Championships
    - Result Certificates: issued directly from LAQ post event detailing all events that athletes have contested.
    - Medals: issued with stationary, to be awarded during the competition for U9 to U17's who finish 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> in each final. Medallions are also provided, and to be presented to each participating U7 & U8.
  - ii. Regional Relays
    - Generic Participation Certificates: may be issued with the stationary, if ordered. Each Centre would complete with appropriate details
    - Medallions: issued with stationary, for presentation to each participating U7 & U8 during the competition

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

## 6.2 SAFETY AND EMERGENCY PLAN

- 6.2.1 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.
- 6.2.2 A Safety and Emergency Plan should be created and shared with all Team Managers. Items to be included but not necessarily limited to, should be:
- i. Designated Smoking area (identified and displayed on a venue map)
  - i. Emergency Coordinator's name
  - ii. The Evacuation processes
  - iii. Emergency Assembly area (identified and displayed on a venue map)
  - iv. Emergency Services contact phone numbers
  - v. First Aide providers name(s) and contact details
  - vi. Venue's address and access points for emergency services
  - vii. Emergency Services access plan e.g. unlocking of gates, who communicates with emergency services on arrival, crowd control etc.

## 6.3 POLICY FOR CANCELLATION OF REGIONAL COMPETITIONS

- 6.3.1 The Regional Competition Coordinator, taking into account the recommendation of the Arena Manager and Referees, and after due consultation with ALL Centre Managers or authorised Centre representative, will make any decision with regard to re-scheduling or cancelling a Regional Championships or Regional Relays. If the decision is to cancel an event(s) / competition, where possible, the back-up date MUST be used to reschedule the event(s) / competition. Paramount in the decision to continue or otherwise, should be the safety of the athletes.
- 6.3.2 Abandoned Regional Championships: Current year Best Performances from Centre level and any Association Competition Days with the exception of Relay days, must be used when selecting athletes to compete at State Championships. Athletes without a Centre Best Performance may not be considered for progression to the State Championships.
- i. In events where there are four or less competitors, athletes without a best performance may progress to the State Championships.
- 6.3.3 Regional Championships: In the event of cancelled competition (event) due to any reason, athletes who have competed in heats and have qualified to progress to the final may also qualify using the "Qualifying Performance Levels."
- 6.3.4 Abandoned Regional Championships: Prior to the selection of advancing / qualifying athletes, the current season track performances for 70m – 400m must be rounded up to the next highest 1/10.
- 6.3.5 Refer to the Exercise and Hydrations Guidelines (included).

## 6.4 REGIONAL RELAYS & STATE RELAYS

- 6.4.1 There is no limit on the number of teams per Centre. Athletes may compete in both track and field events, nominating a maximum of five events (excluding relay run-offs for U15 & U17 Regional Relay teams).
- 6.4.2 Refer to the LAQ Competition Handbook for specific rules on:
- Track & Field Team Composition / Nomination
  - Multi-Centre Teams (small Centres)
  - Substitutions, refer to the LAQ Competition Handbook
  - Teams Qualifying for State Relays
- 6.4.3 Composite Teams comprise of athletes from more than one Centre, and so formed, are NOT ELIGIBLE to compete in that event at the State Relay Day (nor may they be eligible to score points). Composite teams should be distributed evenly through the heats.
- 6.4.4 LAQ has adopted a schedule of no more than two (2) track events per age group, namely:
- U7 & U8: 4 x 70m shuttle, 4 x 100m shuttle
  - U9 & U10's: 4 x 100m and 4 x 200m circular in lanes
  - U11 & U12's: 4 x 100m and 4 x Swedish (1 each 100m, 200m, 300m & 400m)
  - U13 & U14's; 4 x 100m and 4 x Medley (2 x 200m, 1 x 400m, 1 x 800m)
  - U15 – U17's: 4 x 100m and 4 x Swedish (1 each 100m, 200m, 300m & 400m)
- A sample Regional Relays Program of events can be found at the end of this manual.
- 6.4.5 LAQ offer the following Regional Relay team events:
- Each Region may enter U15 4 x 100m Regional Relay Teams, one (1) boy's team and one (1) girl's team to compete at the State Relay Championships. Only U15's may compete in this event. Placegetters in this event will be presented with medals in recognition of their efforts.  
Where there are more than four athletes expressing interest for team selection, Regions are to conduct a 100m race-off between interested athletes to select the team(s).  
Regions are to conduct a 100m race off between interested athletes to select the team(s).
  - Each Region may enter U17 4 x 100m Regional Relay Teams, one (1) boy's team and one (1) girl's team to compete at the State Relay Championships. Only U16 and U17's may compete in this event. Under 16 athletes can only compete in this event if there are not enough U17 athletes to fill the team. Placegetters in this event will be presented with medals in recognition of their efforts.  
Where there are more than four Under 17 athletes expressing interest for team selection, Regions are to conduct a 100m race-off between interested athletes to select the team(s).  
If there are not enough Under 17 athletes to fill the team, a race-off will be conducted with the Under 16 athletes to fill the team.

## 6.5 REGIONAL CHAMPIONSHIPS

- 6.5.1 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.
- 6.5.2 The Regional Championships and State Championships are conducted over two (2) stages. To enable as many athletes as possible to participate in this competition, heats and finals are held at Regional level, and are termed "Regional Championships." Heats and Finals are also conducted at the State Championships (normally held at the State Athletics Facility, Nathan).
- 6.5.3 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 (summer) and will be the first three (3) placegetters (winter) in each event. *BOD 12 ('09)*
- 6.5.4 Every fourth year State Championships will be held at a Winter Centre all weather venue.
- 6.5.5 Regional Championships Program of Events. A sample Regional Relays Program of events can be found at the end of this manual.
- i. Most Regions will of necessity conduct a two-day Regional Championship because of the volume of entries received. It is therefore recommended that these competitions be conducted to the recommended program for Regional Championships in this handbook and adjustments only made where needed to meet the specific needs of each Region. The Regional Competition Committee will be responsible for the program to be used.
  - ii. This program is designed for a maximum of 27 children per event (e.g. 3 heats for a 9 lane track). The U7 field events (minimum requirements) are Long Jump, Discus, and Shot Put. Therefore, for a program with 27 children per field event, U7 field events would have to be held either:
    - From 3:00pm onwards in conjunction with the javelin, or
    - At other times at spare venues.
    - For a program with 18 children or less per event, U7 field events could be slotted in the program at any suitable interval e.g. maximum of one hour only would be required for each field event.
  - iii. Events for the Multi-Class athletes are to be included. Refer to the Multi-Class Athletes Competition Handbook for further information.
- 6.5.6 Additional Entry to State Championships Special Consideration (sample only attached). Applications are submitted by the individual through the relative Centre(s). Endorsement or otherwise by the Regional Committee is not required.

## 7 REGIONAL COMPETITION REQUIREMENTS/RECOMMENDATIONS

### 7.1 EVENT/ VENUE

The information below details a guide for the preferred specifications of a venue and equipment required for Regional Relays and Regional Championships competitions. ***It is the responsibility of the RCC to ensure that the equipment is of competition standard and meets size and weight tolerances.***

While this information is provided as a guide, the whole Regional Committee (Centre representatives) are responsible for the final decision on the selection / acceptance or otherwise of the venue and equipment used for the Regional Competitions.

#### 7.1.1 The Track

- i. 300m or 400m circular track
  - 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, 400m, and 800m, a curved start line for 1500m and walks and marks for the 200m hurdle positions and relay change over areas.
- ii. Equipment
  - Adjustable hurdles, designed to collapse on contact, may have feet that are designed to go on the non-approach side, or straddle the hurdle placement line. Refer to the Competition Handbook for more hurdle and hurdle event specifications
  - Refer to 7.1.4 Equipment Guide

#### 7.1.2 The Field Events

- i. 2 each of the event areas:
  - Long Jump / Triple Jump:  
Flat landing pits filled with sand (min size 2.75m x 8m x 30cm)
  - High jump:  
Per LAQ minimum requirements for high jump mats (landing area) for the Fosbury flop should be 5m x 3m (40 – 50cm depth)  
Scissors should be 5m x 3m (15 – 30cm depth)
  - Discus:  
Concrete or portable ring/ circle marked on grass,  
Adequate area for safe landing of discus (should be 50m or more),  
Cage or protective enclosure  
Metal-rimmed discus may be used. The venue and safety measures must be adequate and the use of metal-rimmed discus shall be at the Regional Committee's discretion.
  - Shot Put:  
Suitable ring including stop board, landing area & marked sector lines
  - Javelin:  
Flat landing area and marked sector lines
  - Refer to 7.1.4 Equipment Guide

#### 7.1.3 Other Issues for Consideration

- i. Available accommodation (if in regional/country areas)
- ii. Car Parking
- iii. Catering facilities
- iv. Toilets – is there sufficient for the increase of additional competitors
- v. Waste

## 7.1.4 Equipment Summary

Numbers in this table represent minimal quantities one event area.

<b>Track</b>			
<b>Item &amp; Recommend Minimum Qty</b>		<b>Item &amp; Recommend minimum Qty</b>	
Digital Stopwatches	8	Standard collapsible hurdles	100 (8 lanes)
Double Hammer Cap Starting Gun & Caps or Electronic Starting Gun with flash	1	Starter Stand (optional)	
set of ear muffs (29db)	1	Timekeepers / Finish Judges Stand (optional)	
Red Flags	2	Lap Counter and Bell	
Yellow & White (for Umpires etc.)	6-8 sets	Megaphone	
Lane Markers / numbers	1 per lane	Markers for 800m	
Line Markers for start line	1 per lane	Plastic Cones	20
Relay batons (small)	8		
<b>Field</b>			
350g Discus (rubber)	2	Brooms / Rake / Shovel	1
500g Discus (rubber)	2	HJ: Measuring stick	2
750g Discus (rubber)	2	LJ: set of 4 anchoring pegs	2
1kg Discus (rubber)	2	LJ: Take-off Mats/Strip (1 x ½m)	1
1.5kg Discus (rubber)	2	Measuring spikes	5
1kg Shot Put	2	Measuring Tapes 100m	1
1.5kg Shot Put	2	Measuring Tapes 15m	2
2kg Shot Put	2	Measuring Tapes 30m	2
3kg Shot Put	2	Measuring Tapes 50m	1
4kg Shot Put	2	BP (record) Markers	5
5 kg Shot Put	2	Red & White Flags	12 sets
400g Javelin	2	Sector Tapes (if required)	1 per event
500g Javelin	2	Stop Watches (field event timing)	10
600g Javelin	2	LJ: Watering Cans / Spray Bottles	
700g Javelin	1	LJ: Check Marker Tape	1
Scissor mats	1 set		
Flop mats	1 set		
High Jump uprights with bases	2 sets		
High Jump Crossbars	2		
<b>Other</b>			
Dias		Table and Chair for each event area	
PA System		Two way communication	
Water Coolers		Marques: 1 per event, call room, announcer, medal presentation, finish line, etc.	15

## 7.2 FIRST AID

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.

When sourcing First Aid responders, local Councils and ambulance services can often refer you to services in your area.

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.

Once providers are booked, consider what sort of information regarding the event should be shared. The following details some, but not all issues:

### *Expectations / Questions to be asked of Providers:*

- First Aid Responder Blue card details
- 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.
- Request a written report on all cases that they provided services for during the event

### *Information to be given to the Providers*

- Numbers of participants (athletes and approx. spectators)
- 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).

## 7.3 STATIONERY

The following is provided as a suggestion for minimal stationery requirements. It is understood that each Regional may function differently and not have the same requirements. Stationery items are at the expense of the Region.

Field Event Areas:	(Long/Triple Jump, High Jump, Shot Put, Discus, Javelin) clip board, pens, pencil, highlighter, and ruler
Track Recorder	clipboard, pens, pencil, highlighter, stapler (staples)
Central Recording area	document trays, clip board(s) / bulldog clips, pens, pencil, highlighter, stapler (staples), hole punch, two reams of paper, ruler(s)
Place Judge / Finish line	clip board(s), pens, pencil(s), highlighter(s), stapler (& staples), place tags
Medal Presentation	clip board, pens, pencil, highlighter, folder(s) for presented & to be presented medal forms/papers
Call Room (marshal area)	clip board(s), pens, pencil(s), highlighter(s), big markers or hip numbers & pins for Race Walkers
Announcer	clip board, pens, pencil, highlighter
Chief Starter	clip board, pens, pencil, highlighter
Walks Judges	clip board, pen, and pencil for each judge

## 7.4 OFFICIALS

- 7.4.1 To run a program efficiently, like any event, a sufficient number of 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.
- 7.4.2 With the cooperation of all Centres, a RCC should ensure that the positions listed are manned (preferably by Level 2 or higher qualified Officials).
- 7.4.3 As the Regional Competitions are conducted on behalf of the Association, Key & Chief Officials are required to sign the Code of Conduct form and provide current blue card details.
- 7.4.4 Each Region has its own method of allocating “General Officials,” other than those who are “Keys or Chiefs Officials”, and wherever possible, it is encouraged that these officials be experienced if not qualified.
- 7.4.5 Specific duties of the Arena Manager, Key & Chiefs Officials are found in the LAQ Officials Handbook.
- 7.4.6 The following page outlines the required Officials and may be used to list appointed and / or track the required Officials.
- 7.4.7 RECOMMENDED OFFICIALS

Meeting Manager	Call Room Manager
Announcer	Finish Marshall
Technical/Equipment Officer	Start Marshall
Jumps Referee	Chief Judge Shot (1 & 2)
Throws Referee	Chief Judge Discus (1 & 2)
Track Referee	Chief Judge High Jump (1 & 2)
Chief Starter	Chief Judge Long Jump (1 & 2)
Chief Place Judge	* Chief Judge Javelin (1 & 2)
Chief Time Keeper	* Chief Judge Triple Jump (1 & 2)
Chief Recorder	* Chief Walks Judge

\* Only required at Regional Championships.

- Referees – if the Carnival and nominations are small enough, one competent Official should be able to look after both the jumps and throws
- Call Room Manager – if the Carnival and nominations are small enough, one competent Official should be able to look after the relevant areas. LAQ recommends that the U9 – U17 athletes marshal directly to the field events and that the U7 & U8’s be accompanied to the event area by an Official / Team Manager / parent from the Call Room.
- 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.

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, palm cards, handbooks

## 8 REGIONAL COMPETITION PROGRAMS

IT IS IMPORTANT THAT CENTRES ARE PROVIDED WITH A DRAFT PROGRAM AS SOON AS POSSIBLE PRIOR TO NOMINATION. MINOR ADJUSTMENTS CAN THEN BE APPLIED TO THE PROGRAM OF EVENTS AFTER NOMINATIONS HAVE CLOSED AND BE PUBLISHED BROADLY.

### 8.1 REGIONAL RELAYS (SAMPLE ONLY)

Program times are a guide only. Regional programs should be adjusted according to the number of children competing and the number of event areas for competition.

8:30am	4 X 70m Shuttle U7 U8	8:30am	High Jump	U9
			Long Jump	U10
			Discus	U12
			Shot Put	U13
		9:10am	Shot Put	U14
9:15am	Swedish Relay (1 each 100m, 300m, 200m & 400m) U11	9:35am	Discus	U7
9:45am	Swedish Relay (1 each 100m, 300m, 200m & 400m) U12	9:50am	Shot Put	U16
10:15am	Medley Relay (2x200, 1x400, 1x800) U13	10:15am	Long Jump	U11
		10:30am	Shot Put	U8
			High Jump	U15
			Discus	U17
11:00am	4 x 100m U9 U10	11:00am	Long Jump	U14
			Discus	U16
		11:25am	High Jump	U12
11:45am	4 x 100m Shuttle U7 U8		Discus	U13
		11:55am	Shot Put	U10
		12:10pm	Discus	U9
12:30pm	4 x 100m U11	12:40pm	Long Jump	U7
			Long Jump	U8

1:00pm	100m Regional Team Run Off			
	U15	1:05pm	Shot Put	U11
	U17			
		1:15pm	High Jump	U10
1:35pm	4 x 100m			
	U14	1:50pm	Discus	U15
	U13			
	U12	2:15pm	Shot Put	U17
2:25pm	4 x 100m			
	U16	2:40pm	Shot Put	U7
	U15		Discus	U8
	U17		Long Jump	U12
3:05pm	4 x 200m	3:05pm	High Jump	U14
	U9			
	U10	3:40pm	Long Jump	U16
4:00pm	Swedish Relay (1 each 100m, 300m, 200m & 400m)	4:00pm	Shot Put	U9
	U15		Discus	U11
	U17		High Jump	U13
4:35pm	Medley Relay (2x200, 1x400, 1x800)			
	U14	4:45pm	Long Jump	U15
	U16		Long Jump	U17

## 8.2 REGIONAL CHAMPIONSHIPS (SAMPLE ONLY)

Program times are a guide only. Regional programs should be adjusted according to the number of children competing and the number of event areas for competition.

The Multi (Heptathlon) events MUST be conducted over two (2) days, and programmed so that there is sufficient recovery time for the Heptathletes between each event (least 30 minutes between the time one event ends and the next event begins).

This program is written to cater for one of the larger Regions. It assumes heats are necessary in most track events. Smaller Regions should try to compress the time requirement, whilst still preserving the order of events. However, athletes in several events should be allowed adequate recovery time.

### SATURDAY

8.30am	400m Heats U11, 12, 13, 10, 14, 15, 16, 17	8.15am	High Jump	U9
			Long Jump	U14
			Shot Put	U10
			Javelin	U15 – 17
		9.05am	Long Jump	U11
9.35am	60m Hurdle Heats U8, 9, 10	9.20am	Javelin	U13
			Shot Put	U7
		10.10am	High Jump	U12
			Long Jump	U10
			Shot Put	U15 -17
10.35am	100m Heats U7, 14, 9, 3, 15, 16, 17, 8, 10, 12, 11	10.30am	Discus	U8
		10.55am	Shot Put	U11
		11.25am	Discus	U9
			High Jump	U15 -17
12.10pm	200m Hurdle Heats U13, 14, 15, 16, 17	11.55am	Long Jump	U12
12.30pm	LUNCH	12.45pm	Discus	U14
1.00pm	60m Hurdle Finals U11, 10, 9, 8, 12	1.00pm	Shot Put	U13
			Triple Jump	U15 -17
1.35pm	400m Finals U11, 10, 13, 12, 14, 15, 16, 17	1.45pm	Javelin	U11
2.25pm	100m Finals U7, 8, 9, 10, 13, 12, 14, 15, 16, 17, 11	2.30pm	Long Jump	U7
		2.45pm	High Jump	U10
		3.00pm	Discus	U12
3.10pm	200m Hurdle Finals U13, 14, 15 16 &17	3.20pm	Triple Jump	U13
3.35pm	1500m Finals U11, 14, 15, 16 17, 12, 13			

## SUNDAY

8.10am	Walk Finals U9, 10, 11, 12, 14, 15, 16 17, 13	8.10am	Long Jump	U15 -17
			Javelin	U14
			High Jump	U13
			Shot Put	U12
		9.15am	Discus	U10
10.10am	70m Heats U7, 8, 9, 10	10.10am	Triple Jump	U14
		10.30am	Javelin	U12
			Shot Put	U8
10.55am	Sprint Hurdle Heats U11, 12, 13, 14, 15 -17	11.10am	Triple Jump	U11
		11.25am	High Jump	U14
11.40am	200m Heats U7, 8, 13, 9, 10, 12, 14, 11, 15 -17	11.50am	Discus	U15 – 17
		12.30pm	Long Jump	U13
12.45pm	LUNCH	12.45pm	Shot Put	U9
			Discus	U7
		1.05pm	High Jump	U11
1.20pm	100m U15 & U17	1.25pm	Triple Jump	U12
1.35pm	70m Finals U8, 10, 9, 7			
2.00pm	Sprint Hurdle Finals U11, 12, 13, 14, 15, 16, 17	2.05pm	Discus	U13
2.30pm	200m Finals U7, 8, 9, 10, 11, 12, 14, 13, 15, 16, 17	2.45pm	Long Jump	U8
		3.00pm	Discus	U11
		3.10pm	Shot Put	U14
3.25pm	800m Finals U9, 12, 13, 11, 14, 15, 16, 17, 10	3.35pm	Triple Jump	U10