

2020/2021
Regional Competition Handbook



INTRODUCTION

This handbook and accompanying forms are for the Regional Competition Coordinator and Committee. It aims to provide guidelines and necessary procedures 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 1st April to 31st March.

The "Winter" season is generally within 1st March to 30th September.

The "Summer" season is generally within 1st September to 31st March.

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

The following details are generally updated at or after Conference (June) and can be found on the LAQ webpages:

- 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 and Committee will conduct Regional Competitions as prescribed below:

- Regional Relays: U7s - U17s (optional for Winter Regions)
One day event
U7s & 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.
U7s & U8s to receive participation medals
U9s 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 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	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 loose grouping of Centres formed for the purpose of conducting Inter Centre competitions on behalf of LAQ.

These Regional Competitions shall provide an equal opportunity for U9 to U17 athletes to qualify for State Championship events. As LAQ event, the 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 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.

The Association provides access to the Meet Manager program as the preferred computerised Track & Field Competition Recording program that all Regions are required to use, unless otherwise directed or an alternate method is approved. From the MM program, the Regions shall provide advancement and result files for the State Relays & State Championships. Support for the MM program (competition administration / recording) can be obtained through the LAQ Projects Officer.

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:

- 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.
 - 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
 - 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
 - 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
 - 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.

1 DUTIES OF THE RCC & COMMITTEE

1.1 The Regional Committee

- 1.1.1 The Regional Committee shall comprise of
- a) The appointed RCC, who shall chair the Regional Committee
 - b) 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.
- 1.1.2 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.
- 1.1.3 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
 - o The Centre hosting Regional competitions may do so at grounds that have synthetic surfaces, if the majority of the Centres in that Region approve.

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, RCCs are 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 RCCs may need to work closely with the LAQ's Projects Officer, 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 (in conjunction with the Regional Committee)
- a) The completion and return of the Regional Relays and or Regional Championships Information Forms to the LAQ Projects Officer by the required date
 - b) Completion and return of the Region's SEP to the LAQ Projects Officer
 - c) Ensure the required details are provided to the LAQ Projects Officer for preparation of the MM Recording system and printed programs
 - d) Determine the responsibility of each Centre during preparation and at the Regional Competitions. The following list provides an example of the areas that may need to be considered, arranged and managed:
 - o Canteen Operations
 - o Cleaning of ground / toilet
 - o Equipment supply / maintenance
 - o Medal Presentations
 - o Officials
 - o Officials Catering
 - o Opening ceremony, invitation of guests
 - o Setting up of the ground for competition
 - e) Conduct the Regional Relays and Regional Championships to an acceptable standard and that the Rules of Competition are applied
 - f) Ensure that a RCC Returns Report and appropriate items are provided or returned to the LAQ Projects Officer, as soon as possible after the conclusion of each competition
 - g) Ensure that the Region results (completed Meet Manager Database) are provided to the LAQ Projects Officer by the specified date to allow State Relay and State Championships preparation

- h) The RCC will normally act as the Chairman of the Jury of Appeal at Regional Relays and Regional Championships
- i) Ensure that a Financial Report is presented at the Handover Meeting and a copy is provided to the LAQ Office Projects Officer by 31st May.

1.3 Regional Secretaries

- 1.3.1 The appointed Regional Secretary is responsible for recording and keeping the minutes of all Regional Committee meetings.
 - a) 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) A separate person may be nominated as Treasurer for these duties if deemed necessary by the Region.
- 1.3.3 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 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 Projects Officer
 - 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 Projects Officer with the completed U15s & U17s Regional Relay Team Forms or details
 - d) At the conclusion of each Regional Competition, using the MM program database
 - o Provide the LAQ Projects Officer with a complete backup file of the MM Regional Competition database
 - o 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
 - o Provide a preliminary report of potential Best Performances to all competing Centres at the conclusion or soon thereafter of each Regional Competition
 - o Provide a report of potential Best Performances for endorsement at the Regional Meeting that immediately follows the relevant Regional Competition
 - o 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.

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 are proposed to be confirmed at that 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.

- 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 have not 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 Projects Officer 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. be provided for review and discussions. Copies of these reports are to be forwarded to the LAQ Projects Officer.

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 is only to be used in relation to the two LAQ Regional Relays and Regional Championships and will require a minimum of two signatures (or authorisation) on each cheque or EFT transfer.
- 2.1.3 The RCC and the Secretary will be two of the signatories to this account, unless these position holders are immediate relations.
- 2.1.4 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.
- 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:
 - a) By donating all or part of the amount to LAQ
 - b) 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 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 Projects Officer by the RCC. 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:
 - a) Name and or logo on all certificate and or medals distributed
 - b) Name, logo, advertising on outside and inside of program covers
 - c) Front of program to meet both the sponsors and LAQ requirements
 - d) 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 sale 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.
 - a) LAQ will not be responsible for any shortfall in funds incurred by hiring such a venue.
- 2.4.2 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) Program sales (recommend no more than \$3.00)
 - c) Operate a canteen (see point below)
 - d) Conduct of Region Raffles
 - 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.
 - a) 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 & 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.
- 2.7.3 If you have any queries, please contact V-Insurance Group on 02 8599 8660 or visit their website for up to date policy information at <https://vinsurancegroup.com/laa/>.

3 PREPARATIONS, PROCESSES & PROCEDURES

The following outlines the pre-competition procedures, which in the main will be undertaken by the LAQ Projects Officer and Projects Officers 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 In the event that the Region does not have a member experienced and able 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.

3.1.2 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 and the Region may incur a fee for their attendance.

3.2 Event & Program Set-Up & Management

3.2.1 The Committee is to provide the LAQ Projects Officer with

- a) A draft competition timetable. 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 specified hours for the Region to provide request minimal program adjustments
- c) LAQ will post the final program on the LAQ website.

3.2.3 Event block starting times, shown in the Regional Relay & Championship programs, maybe brought forward no more than 30 minutes on the day of competition. 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

3.3 Centre Nominations

3.3.1 Centres and individuals shall lodge nominations for Regional Competitions using the appropriate ResultsHQ (Timing Solutions) platform. 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:

- a) Athlete name - first and surname in full
- b) Date of Birth
- c) Athlete registration number
- d) Season Best Performance for each event nominated

3.3.2 For each Regional Competition, Centres, which do not use ResultsHQ to supply nominations to LAQ, will be charged a \$50.00 administration fee per Competition, as well as \$1.00 per athlete nomination on top of the normal nomination fee.

- 3.3.3 Centres are responsible for
- a) Ensuring that all of their Centre nominations are entered and that the detail is correct
 - b) Process nominations via ResultsHQ by the closing date and time
 - c) Forwarding the appropriate payment by the required date.
- 3.3.4 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
- a) a list of competitors,
 - b) their respective events
 - c) the competitors' best Centre performances - all track times must be rounded up to 1/10th second.
 - d) 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.

3.4 Recording Sheets

- 3.4.1 It is 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. Any field sheets pre-printed can be easily manually adjusted on the field as required.
- 3.4.2 If requested and time allows, LAQ staff may seed field and or track events in preparation for the printing the recording sheets on behalf of the Region.

3.5 The Competition Program Booklet

- 3.5.1 The LAQ Office will be responsible for producing and printing Regional competition program booklets that can be sold to the attending membership. The recommended sale price of the program is \$3.00. An e-copy of the program will also be posted on the LAQ webpage and provided to the Region if requested.
- a) The body of the program is produced by combining
 - o Appropriate LAQ rules
 - o Athletes listed in alphabetical order in nominated events in program order
 - o Various LAQ Sponsor requirements
 - o Specific information provided by the Region
 - b) The LAQ Office will provide rules and relevant sponsor advertisements.
 - c) The Region may 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
 - o Appointed Officials (template provided)
 - o Message from the RCC
 - o Map of the venue's arena
 - o Information specific to the Region
 - o 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
 - o Advertisements for Regional sponsors are to be supplied electronically including font files and separate images of logos. Regional sponsors/ supporters MUST not conflict with LAQ sponsors or ethics.

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 including printed programs
 - 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 certificates and 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) Result Certificates: once results are received from the Region, LAQ will issue to each Centre athlete's certificates detailing events contested.
- 3.7.3 Regional Relays
- a) Medallions: for presentation to each participating U7 & U8 during the competition
 - b) Generic Participation Certificates: may be issued with the stationery, if ordered. Each Centre would 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 at least six weeks prior to the Regional Competition date. A template is provided with the RCC manual or can be obtained through the LAQ Office.

3.9 Cancellation of Regional Competitions

- 3.9.1 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.

- 3.9.2 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.
- a) In events where there are four or less competitors, athletes without a best performance may progress to the State Championships
 - b) 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"
 - c) Prior to the selection of advancing / qualifying athletes, the current season track performances for 70m - 400m races must be rounded up to the next highest 1/10.
- 3.9.3 Refer to the Heat Policy.

4 REGIONAL COMPETITION REQUIREMENTS / RECOMMENDATIONS

4.1 Stationery

- 4.1.1 The following is a suggestion of basic 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.
- a) Field Event Areas (Long/Triple Jump, High Jump, Shot Put, Discus, Javelin)
clip board, pens, pencil, highlighter, and ruler, program of events and pre-printed field recording sheets
 - b) Track Recorder
clipboard, pens, pencil, highlighter, stapler (staples), program of events and pre-printed track recording sheets
 - c) 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), a program of events
 - d) Place Judge / Finish line
clip board(s), pens, pencil(s), stapler (& staples), place tags
 - e) Medal Presentation
clip board, pens, pencil, highlighter, folder(s) for presented & to be presented medal forms/papers, a program of events
 - f) Call Room (marshal area)
clip board(s), pens, pencil(s), highlighter(s), big markers or hip numbers & pins, program of events and call sheets
 - g) Announcer
clip board, pens, pencil, highlighter, program of events
 - h) Chief Starter
clip board, pens, pencil, highlighter, program of events
 - i) Walks Judges
clip board, pen, and pencil for each judge, Race Walking specific recording papers
- 4.1.2 The following papers can be ordered and used as the Region see fits - see Stationery order form
- a) Clash Forms - Team Managers, Call Room and Recorders
 - b) Disqualification and Protest forms - Referees, Recorders and Team Managers
 - c) Medal Presentation forms - can be provided to each field event area for completion or completed by the Chief Recorder
 - d) Sign in Sheets for Officials - made available in an area accessible for all Officials to sign-on
 - e) Template Hip numbers - used for Race Walking (and non laned events if using photo finish)
 - f) Umpire Reports - used during Hurdles, 200m and 400m, unlaned events and relays
 - g) Uniform Warning - Call Room and or Referees or Chiefs
 - h) Walks Judge Papers - Race Walking Events.

4.2 Event Area & Arena

- 4.2.1 The information following details a guide for the preferred specifications of a venue and anticipated 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.
- 4.2.2 While this information is provided as a guide, the whole 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.
- a) If the 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.
- 4.2.3 Refer to the LAQ Track & Field Marking manual or the LAQ Office for hurdle and relay markings.
- 4.2.4 For Track Events
- a) 300 - 400m circular track
 - o Lane width preference: 1.22m
 - o Straights marked with start lines for 70m, 100, and sprint hurdle events, and hurdle positions
 - o 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
 Regional Relay host venues should have a 400m track.
- 4.2.5 For Field Events (generally 2 of each event areas)
- a) Long Jump / Triple Jump:
 - o Flat landing pits filled with sand (min size 2.75m x 8m x 30cm)
 - o 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:
 - o Per LAQ minimum requirements set for high jump mats including the landing area
 - c) Discus:
 - o Concrete or portable ring/ circle marked on grass
 - o Adequate landing and surrounding area for safe landing of discus (should be 50m or more) and marked sector lines
 - o Cage or protective enclosure
 Metal-rimmed discus may be used at the Regional Committee discretion; however, the venue and safety measures must be adequate.
 - d) Shot Put:
 - o Concrete circle or clearly marked circle on grass
 - o Suitable stop board
 - o Adequate landing surrounding area for safe landing of the shot & marked sector lines
 - e) Javelin:
 - o Flat and even surfaced and marked runway
 - o 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 Issues for Consideration
- a) Available accommodation (if in regional/country areas)
 - b) Car Parking
 - c) Catering facilities
 - d) Toilets - is there sufficient for the increase of additional competitors
 - e) Waste
 - f) Spectator areas
 - g) Definable competition arena

4.3 Competition Equipment Guide Table

Numbers in this table represent minimal quantities for one event area. Required quantities should be adjusted based on actual event areas to be used and actual nominations. This may vary between Regions

Track			
Item & Recommend Minimum Qty		Item & Recommend minimum Qty	
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		
Field			
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		
Other			
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

4.4 Officials

4.4.1 To run a program efficiently, like any event, a sufficient number of officials is 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.

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

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

4.4.4 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.

4.4.5 The following 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.

- | | | |
|----|--|---|
| a) | Meeting Manager | Chief Umpire |
| | Technical/Equipment Officer | Announcer |
| | Jumps Referee # | Call Room Manager |
| | Throws Referee # | Chief Judge Shot (1 & 2) # |
| | Track Referee # | Chief Judge Discus (1 & 2) # |
| | Chief Starter | Chief Judge High Jump (1 & 2) # |
| | Chief Place Judge | Chief Judge Long Jump (1 & 2) # |
| | Chief Time Keeper | *Chief Judge Javelin (1 & 2) # |
| | Chief Photo Finish/Timing Gate Operator | *Chief Judge Triple Jump (1 & 2) # |
| | <i>(if relevant equipment is used)</i> | *Chief Walks Judge |
| | Chief Recorder # | <i>*Only required at Regional Championships</i> |
| b) | Specific duties of the Meet Manager, Key & Chiefs Officials can found in the LAQ Officials Handbook. The following points are worth noting | |
| | o Referees - if the Carnival and nominations are small enough, one competent Official should be able to look after both the jumps and throws | |
| | o Call Room Manager - if the Carnival and nominations are small enough, one competent Official should be able to look after the relevant areas. | |
| | <i>Note:</i> 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. | |

4.4.6 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, time-keepers, place-judges, finish marshal, start marshal, walk judges, umpires
 - o Finish Marshall - if Officials are limited, a Track Referee may complete these duties as part of Track Referee's role.
 - o 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, technical/equipment assistants

4.5 First Aid

4.5.1 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.

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

- 4.5.3 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.
- 4.5.4 Consider what sort of information regarding the event should be requested from or shared with service providers. The following should be included
- a) Ask:
 - o Are First Aid Responders Blue card holders
 - o Do they have their own shade / tent or is something to be provided by the Region
 - o Will vehicle access onto the grounds be required - some providers have camper vans as their treatment space
 - o Will they be disposing of hazardous waste and sharps. If not be sure to provide a dedicated BIO waste bin.
 - o For a written report on all cases that they provided services for during the event
 - b) Provide
 - o The numbers of participants (athletes and approx. spectators)
 - o Advise the full address of, and access points to the venue
 - o A site map which includes where they will be located
 - o Details of the Regions SEP
 - o Who will be their first point of contact during the competition
 - o Clear instructions on who will be responsible for calling the ambulance (should be covered in SEP).

5 THE COMPETITIONS

5.1 Regional Relays & State Relays

- 5.1.1 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).
- 5.1.2 Refer to the LAQ Competition Handbook for specific rules on:
- a) Track & Field Teams (including composite teams) and Nominations
 - b) Small-Centre Teams
 - c) Substitutions
 - d) Teams Qualifying for State Relays
- 5.1.3 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 are generally formed on the day of competition and should be distributed evenly through the heats.
- 5.1.4 LAQ has adopted a schedule of two (2) track events per age group, namely:
- a) U7s & U8s: 4 x 70m shuttle, 4 x 100m shuttle
 - b) U9s & U10s: 4 x 100m and 4 x 200m circular in lanes
 - c) U11s & U12s: 4 x 100m and 4 x Swedish (1 each 100m, 200m, 300m & 400m)
 - d) U13s & U14s: 4 x 100m and 4 x Medley (2 x 200m, 1 x 400m, 1 x 800m)
 - e) U15 - U17s: 4 x 100m and 4 x Swedish (1 each 100m, 200m, 300m & 400m)
- 5.1.5 A sample Regional Relays Program of events can be found at the end of this manual.
- 5.1.6 LAQ offer the following Regional Relay team events at the State Relays:
- a) 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 U15s 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).
 - b) 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 U17s 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.

5.2 Regional & State 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 To enable as many athletes as possible to participate in this competition, heats and finals are held at Regional competitions and at the State Championships.
- a) Every fourth year State Championships will be held at a Winter Centre all weather venue.
- 5.2.3 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 in each event.
- a) 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.
- 5.2.4 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 per the recommended Regional Championships program found at the end of this manual. Adjustments only made where needed to meet the specific needs of each Region.
- a) The sample 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:
 - o From 3:00pm onwards in conjunction with the javelin, or
 - o At other times at spare venues.
 - o 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.
- 5.2.5 Events for the Multi-Class athletes are to be included. Refer to the Multi-Class Athletes Competition Handbook for further information.

6 SAMPLE 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.

6.1 Regional Relays (Sample is currently being updated)

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.

6.2 Regional Championships (Sample is currently be updated)

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.

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.

7 SUMMARY OF REGIONAL COORDINATORS PACK INCLUSIONS

(Links to the documents have been provided if available or appropriate to do so)

E-copies of these papers will automatically be provided once available

- [LAO Competition Handbook](#) *currently being updated*
- [LAO Officials Handbook](#) *currently being updated*
- Regional Recorder's Manual *currently being updated*
- Timeline Action Plan Template
- Regional SEP Template
- Competition Dates Summary
- MM Program & Equipment Hire Application
- Regional Competition Appointed Officials Advice Form
- Regional Relay Venue & Admin Details, and Stationery Order Form
- State Relays U15 & U17 Regional Relay Team Entry Form
- Regional Championships Venue & Admin Details, and Stationery Order Form
- Regional Best Performance Summary for Ratification Template
- RCC Return Form
- 2021/2022 Season RCC Nomination and Competition Date Form
- RCC Nomination and Host Centre / Venue Rotations
- Regional Account & Financial Details Form
- Regional Handover Meeting Agenda Template
- Regional Finance Report Template

Hard copies of these papers (and from the above list) will provided upon request

- [Event Handy Hints](#) *currently being updated*
- [Sports Injury Incident Report Form](#)
- Various Competition Regional Competition forms *refer to the Stationery Order Form*
- [One set of Event Spec Cards](#)

Can be accessed, downloaded as necessary via the links provided

- [Codes of Conduct](#)
- [Heat Policy](#)
- [SunSafe Policy](#)
- [Uniform Policy](#)
- [Zero Tolerance Policy](#)
- [World Athletics Rule](#)
- Relay Track Markings *currently being updated*