

**TRACKING & TRACING**

All Officials must check-in each day using the Official's EVA check-in posters located at the entry to the Official's Room, in the Control Room or at the event areas. Remember to check out each day when you are leaving.

**COVID SCREENING & SOCIAL DISTANCING**

All Officials must be aware and abide by the Screening and Physical Distancing requirements at all times during the competition. If you have not yet read the [advice](#) please do so.

If during the competition you or a member of your team become ill or show signs of illness, please advise the Competition Manager (CM) as a matter of urgency. Observe COVID reporting protocol and confirm contact & tracing details with the CM / COVID Marshal prior to leaving the venue.

If you are ill prior to the competition, please do not attend.

The Officials and Control Rooms will have maximum capacity detailed. Please be mindful of others and wait to enter or move on as needed. Use the entry and exit doors appropriately.

**EVENT HYGIENE**

Event areas will have variations of the following:

- Sanitising gel – allocate an adult to dispense for children
- Sanitising wipes suitable for wiping surfaces and hands
- Spray bottle with cleaning fluid and chux cloths
- A quantity of gloves
- Bucket / garbage bags for disposables

For the first event, all equipment must be cleaned before use.

Athletes and Officials are to sanitise hands upon arrival and completion of the event.

Equipment and touch areas are to be cleaned at completion of each event.

Hand sanitiser must be used before and after by anyone helping with movement or raising of the hurdles height. Additional cleaning of hurdles will be not required.

**OFFICIALS ARRIVAL & BRIEFING**

Appointed Officials wearing the Officials uniform may enter the Officials Room through the foyer. Key Officials should be wearing an LAQ Officials shirt, black pants / shorts are preferred. Enclosed shoes must be worn.

All Officials should be at the arena at least 60 minutes prior to the start of competition.

Managers, Referees and Chief Officials are asked to attend the Officials Briefing, which will occur in the Officials Room, commencing at the following times:

- 2:00pm on Friday 19<sup>th</sup> March
- 7:15am on Saturday 20<sup>th</sup> March

Appointed Field Event Chiefs should be providing a briefing to their event teams to ensure everybody knows their duties and procedures to keep the event moving (e.g. the COVID requirements for your event, the recorder is to call the next and following athletes to prepare for event, and to be aware of the best performance for the event).

The roster will be published each day accounting for various availabilities and preferences. Changes can be made through the Officials Manager, including swaps if desired.

- Referees and Chiefs to ensure a rotation occurs so that everyone gets a suitable timely break from officiating.
- Those officials on short duration or long spaced events (SP & HJ) could assist in other field events to facilitate the taking of short breaks.

Each Chief is to check the event area and ensure all equipment is at the event site well before the event start time and athletes arrive.

**RECORDING SHEETS, BEST PERFORMANCE & MEDAL PRESENTATIONS**

Referees, Chiefs and Recorders are to clearly print their name & sign the front recording sheet page at the completion of the event once results are checked.

- Finish time is to be written on the sheet in the provided space – Chief or Recorder
- Only alter / record the start time if actual start time is different – Chief or Recorder

Medal Presentation (MP) forms are to be completed by the event Recorder and checked by Chief against the result at the field event. The MP form is to be sent to the Medal Presentation area with the athletes as soon as possible.

The actual field recording sheet is to be checked by the Referee and provided to the Control Room **as soon as possible**, and not be held up by the verification process.

Individual Best Performances can be claimed at this event. **Claim forms for field events will be available in the Field Referees folders.** Once a Best Performance is identified the Referee is to be advised, who in turn will call the Technical Manager for verification. The claim form is to be completed by the Technical Manager and then verified by a Referee or Meeting Manager before being returned to the Control Room.

The Control Room will provide the Medal Presentation area with the track final results.

Any medals not presented, can be collected by the athlete from the Medal Presentation area located in the middle of the arena or posted to the athlete's affiliated Centre. This will be announced.

### **COMPETITION NOTES**

Only one call will be made for events. Once Athletes leave the Call Room for track events, any other athletes seeded for that event who have not marshalled shall not enter the race.

Protests can be lodged at this competition – **observe time limits strictly.** Ensure correct finish times are logged on recording sheets and umpire reports are completed with all the necessary details.

If an athlete is not on a field or call sheet, assume they are not nominated and should not be allowed to compete unless they have a form signed by the Administration Manager. Should it be deemed appropriate by the Referee an athlete can compete under protest. The Team Manager must be called to report to the Control Room where proof of nomination will be requested. Only upon approval from the Control Room will the athlete's result be considered in final placings. The athlete's full details must be clearly recorded on the field recording sheet.

Track events will be heats and finals or timed finals for 800m, 1500m, and Walks. Field events (except High Jump) will be 3 attempts + 3 additional attempts in inverse order for the top 8.

The starting heights for High Jump shall be:

U9	0.80	U12	1.10	U15	1.30
U10	0.90	U13	1.20	U16	1.35
U11	1.00	U14	1.25	U17	1.35

The bar is never lowered for an athlete who has returned after competing in another event.

Standard rules will apply for Multi-Class athletes nominated to compete in Standard (able body) events.

### **GENERAL INFORMATION**

Appointed Officials will have access to breakfast items, lunch (sandwiches), drinks, morning / afternoon tea and dinner through the Officials Room. Margaret will be managing the room, meals, and drinks.

Sanitising gel and sunscreen will be available in the Officials Room, please use as needed.

First Aid will be located at the finish end of the front straight.

The SAF will be open for athletes to warm up and practice. Event calls/ announcements will not be made in this arena.

