

**Little Athletics NSW Region 5 Championships  
February 2018**

**INFORMATION FOR CENTRE CHAMPIONSHIPS OFFICERS/TEAM MANAGERS**

*Ku-Ring-Gai – Manly Warringah – Mosman – Northern Districts – Hornsby District  
Cherrybrook – North Rocks Carlingford – Northern Suburbs – Parramatta – Ryde*

**When:** Saturday 17 February and Sunday 18 February, 2018  
**Where:** Sydney Olympic Park Athletics Centre – SOPAC – Main Arena  
**Start Time:** First Marshaling Call: 7.30am. Events commence at 8:00am - both days.  
**Entry Fee:** Free

**Team Manager:**

Each Centre must appoint a Team Manager who is responsible for the liaison between their centre athletes and carnival management throughout the weekend. A maximum of two team managers per centre may be nominated.

The name of each Centre Team Manager and a mobile phone number must be provided to the Region Secretary by e-mail ([richardsonsally@outlook.com](mailto:richardsonsally@outlook.com)) no later than Thursday 15 February 2018.

Team Managers should refer to the attached "Team Manager Duties and Responsibilities" issued by LANSW.

Please remind all athletes and their parents that only the listed Team Manager(s) from each Centre will be able to deal with officials and lodge protests over the weekend.

**Program:**

A program showing Region 5 "not before" start times is available on your own club and the LANSW websites.

This means the event can be called 30 minutes prior to this time ready to start at that time, so please ensure that your athletes arrive at the ground at least 60 minutes prior to the "Not Before" Start time listed for their event. If an athlete does not turn up for their event at marshaling, it runs without them and they miss out.

Full programs will be available online immediately before the event. Printed programs WILL NOT be available for sale during the event

All competitors (U9 and above) are advised to review the program for the State Championships via the LANSW website, to ensure availability in the event of qualification to progress.

**Each Centre must ensure that all athletes, their parents and guardians are made aware of all the following important information:**

**Centre Uniform:**

All competitors must wear the correct, approved Centre uniform, which includes:

- The correct individual McDonald's (with the red border fully visible) or OneSport registration number firmly attached to the front of their top.
  - Correct Age Patch firmly attached to the front left hand side of the top or shorts.
  - Coles patch (red) firmly attached to the right hand chest of the top.
- Pins are acceptable, provided the patches are all secured well and do not 'flap' around loosely

There will be **no leniency** shown at Region marshaling – **any competitor not correctly attired will be sent to their Team Manager to correct their uniform, but the event will not be held waiting for them to return.**

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Any athlete with the wrong number or no current season registration number must be issued with a new number by the centre Team Manager and the team manager must advise Carnival information of the old and new registration numbers and other athlete details. The athlete's original number will be cancelled, and the new number will become their number for the remainder of the 2017/18 season. Events will not be held pending the issue of new registration numbers.

**We strongly recommend that all Team Managers check each competitor uniform very carefully before athletes attend marshaling to avoid any disappointment on the day.**

### **Marshalling:**

Marshalling for Field Events will be on the gravel area to the right of the entrance to the marathon tunnel. Track athletes should assemble in the marathon tunnel, and they will then be taken to track marshalling just inside the competition arena.

At the conclusion of all events – both track and field – athletes will leave the competition area via the tunnel adjacent to the information and medal presentation area. They will proceed up the stairs beside the Grand Prix room and emerge on the concourse opposite the canteen. This exit will be clearly marked so parents will know where to meet their children after their events.

### **Competitor Footwear:**

Shoes are compulsory for all competitors in all events. Spikes may be worn as follows:

U8, U9 & U10: Spikes may not be worn in any event.

U11 to U12: Spikes may be worn in all track events run entirely in lanes, all jumps events and javelin.

U13 to U17: Spikes may be worn in all track events (except Walks), all jumps events, and javelin.

All competitors: Spikes with the spikes removed or blanks inserted may not be worn in any events.

No athlete may compete bare foot in any event.

Please also remind competitors that it is a SOPAC rule that any athlete wearing spiked shoes must use starting blocks.

**SPIKED SHOES MUST BE REMOVED BEFORE LEAVING THE COMPETITION AREA, AND MUST NOT BE WORN TO WALK AROUND THE VENUE.**

### **Spectators:**

It is a requirement of Little Athletics that all children be accompanied by an adult at the carnival at all times. All athletes and their parent/guardian should report to their Centre Team Manager in the grandstand on arrival. There will be a whiteboard at the entrance to the venue to indicate the seating bay number for each club.

SOPAC regulations prohibit personal shade tents.

### **Parking**

There are several parking stations at Sydney Olympic Park. P2 – Aquatic Centre Carpark - is the closest, but is often full quite early. P1 – the main multi story car park - is just a short walk from the Athletics Centre. P4 – the hockey centre car park – is also a short walk away.

Wherever you park, please bring your parking ticket into the Athletics Centre. It can be validated for a flat rate parking fee at the SOPAC reception area down the stairs directly in front of the main entrance to the stadium. Parking validations will be available every hour, on the hour.

### **Parent Assistance:**

All centres have been given a number of parent helper duties. It is the responsibility of each Centre Team Manager to MAKE SURE that every rostered duty is fulfilled by their centre. A brief description of each parent duty can be found at the end of this document. **All parent helpers must be wearing closed shoes – not thongs or sandals.**

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## REGION 5

Region Coordinator: **Kevin Fisher**  
Mobile: 0410 107 975/[fisherkc@cba.com.au](mailto:fisherkc@cba.com.au)  
Region Secretary: **Sally Richardson**  
Mobile: 0411 586 001/[richardsonsally@outlook.com](mailto:richardsonsally@outlook.com)  
13 Dalrymple Avenue, Lane Cove, NSW 2066

All parent helpers must report to their Centre Team Manager prior to attending their rostered duty to be issued with a Club lanyard identifying them as a Parent Helper. Access to the competition area will not be allowed without this Club lanyard identification.

Team Managers - Please keep track of all duties and make sure you have parents in the correct place at the correct time otherwise the carnival will be delayed waiting for them. An event area map will be included in the team manager information package and also available at the information desk throughout the weekend.

Parent helpers are required to sign on at the event area they are assigned to, and if they do not report in time your Centre will be called over the p.a. to supply an alternate helper.

Parent Helpers should enter and exit the competition arena via the stairs down to the SOPAC Reception area, which are directly opposite the main entrance gate. Proceed past "Precision Athletica", and along the corridor past the 'grand prix' room, past the First Aid station and onto the track where Information will be located.

### **Entering and Exiting the Competition Arena**

No athlete, official or parent helper may enter or exit the competition arena via the gates and stairs at the front of the grandstand.

### **Warming Up:**

Please advise all athletes, parents and coaches that there is to be NO warming up inside the perimeter fence of the track after 7.30 a.m. on both days of the carnival.

### **Coaches Area – Senior Athletes U12 – U 17 ONLY**

A designated 'coaches areas' will be provided for field events. Each field event will have a coaches area located in the spectator area close to the event, which will be marked by witches hats (or similar). Athletes in the U12-U17 age groups only, will be permitted to approach that area to talk to their coach. It should be noted that it will be the responsibility of the individual athlete (not the event officials) to ensure that the athlete crosses the track safely and does not miss a trial because they have left the immediate competition area to talk to their coach.

The athlete requires permission from the relevant official to leave the event area to go to the coaches area during competition.

### **Clash of Events:**

There will be a Clash Manager (and assistants) responsible for collecting athletes from field events and taking them to track events when there is a clash. As a suggestion to make this clash management easier for everyone concerned, especially the younger age groups U8-U11, each Centre Team Manager may consider writing the child's events on their hand each morning, along with the 'not before time' so that the Event Chief and Clash Manager can more easily assist in identify any event clashes during the day.

Event Chiefs will be instructed only to release children to designated Clash Manager/Assistants (identified by a lanyard). Please advise parents they MUST NOT remove children from an event themselves. If they do, the child risks disqualification.

### **Results:**

In addition to being posted on the glass window opposite the canteen at the ground, all results will be available online as soon as possible after the event. You can access these results at <http://www.resultsattheready.com.au>

### **Awards:**

All competitors will receive a medal if they are placed 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in a final. Medals will be presented as soon as possible after the event. Track medalists should remain in the designated shade tent at the finish line until their medal presentation. Field medalists will be taken to the presentation area by an official at the conclusion of their event.

Athletes in the 1500m Walk and 3000m run who do not achieve the qualifying times for the State Championships will still receive medals at region for placing 1, 2 or 3, but will not progress unless the times above are achieved. All competitors will also receive a certificate showing all their performances via their Centre in due course.

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### **Weather:**

The Region Championships will go ahead regardless of the weather so athletes and parents should come prepared with hats and sunscreen as well as umbrellas and raincoats! In the event of extreme conditions, such as excessive heat, storms or flooding, the Championships may be delayed or temporarily suspended. Any decision to delay or postpone the Championships will be made by the Region Committee and advised to Centre Team Managers as soon as possible.

### **Withdrawal from events at the Region 5 carnival.**

For withdrawal from a field event, no action is required.

If an athlete wishes to withdraw from a track event, the Team Manager should advise the Computer Room up to 60 minutes prior to the event to allow start lists to be amended accordingly, and in the case of a final, the reserve to be put into the event.

### **Progression from Region to State:**

U8: Competitors do not progress beyond Region.

U9 to U17: The first 2 place getters in a final automatically progress to the State Championships.

In addition, the next best 8 competitors in each event across the State will progress.

Only the first place Relay Team will progress to State level.

### **Withdrawals from next level of competition (U9-U17)**

Any athlete who may qualify to compete at the State Championship but who knows they will not participate must advise the Team Manager BEFORE the end of the Region carnival weekend. Team Managers must in turn advise the Computer Room on the form provided in the Team Manager Information Pack.

### **Services Available:**

Full canteen x 2 – at both ends of the concourse

First Aid by St John Ambulance

Tensegrity Physiotherapy

### **Photographer:**

Photographers for this year's Region 5 Championships are Photos in a Flash. Photos will not be available to purchase at the carnival over the weekend. They will be published online after the event.

### **More Information:**

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[fisherkc@cba.com.au](mailto:fisherkc@cba.com.au)

Region Secretary: Sally Richardson

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**CARNIVAL INFORMATION will be located on the track near the finish line and the presentation dais, and should be accessed from the seating area directly above the medal presentation area.**

**LANSW State Championships** will be held at Sydney Olympic Park Athletics Centre (SOPAC), Homebush on Friday 23, Saturday 24 and Sunday 25 March 2018. You will be advised of qualifiers and further information in due course, however, the program is currently available on the LANSW website.

Please pass our congratulations to all athletes who have qualified to compete at the Region 5 Championships.

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## TEAM MANAGER DUTIES & RESPONSIBILITIES

At all LANSW carnivals, each participating centre is required to appoint a 'Team Manager', who becomes the official point of contact for the centre. The following aims to assist Team Managers in better understanding their responsibilities.

### WHAT TO BRING

Below is a list of necessary items that a Team Manager should have with them at a Little Athletics NSW Carnival.

- Spare centre numbers
- Spare registration numbers (current year) and the paperwork to go with a change of number
- Spare age patch for each age group that is competing at the championship
- Spare sponsor patches
- Safety pins for attaching numbers etc. to uniforms
- Details of the centre uniform, and all of its variants, as approved by Little Athletics NSW
- Details of the Little Athletics NSW requirements regarding centre uniforms
- Copy of the Rules of Competition
- \$50 for protests
- Copy of the entry form (where applicable), or list of participating athletes

### DUTIES

The Team Manager is the point of contact for the centre for the championship. If the Carnival Management requires clarification on any matter relating to a centre, they will call for the Team Manager. In addition to the above, the duties of a Team Manager include:

- Lodging protests
- Viewing videos (for identification of athletes only), with regard to protests
- Fixing any uniform problems
- Collecting certificates (where applicable)
- Advising of withdrawals

### PROTEST PROCEDURES

- Protests can only be lodged by the centre's nominated Team Manager.
- Protests must be lodged with the carnival Information Officer no more than half an hour after the results have been posted.
- An amount of \$50 must accompany a protest.
- The Starters decision is final, not even the Track Referee can overturn it. A protest lodged against the start of a race will be deemed frivolous and the carnival Information Officer should advise the Team Manager prior to lodging such a protest.
- Protests against a DQ in a walk will be deemed frivolous and the carnival Information Officer should advise the Team Manager prior to lodging such a protest.
- The \$50 accompanying the protest will be retained by the carnival Information Officer if the protest is deemed frivolous or if the centre has been advised by the carnival Information Officer that it is not a valid protest and the centre still chooses to submit it.
- Video evidence from outside the arena will never be used by a Referee to make a decision on a protest (for track or field).

## EXPLANATION OF PARENT ROSTER DUTIES

**It is a requirement of LANSW that all helpers on the ground wear closed shoes - regardless of the duty performed**

**ALL PARENT HELPERS MUST REPORT TO THEIR CENTRE TEAM MANAGER TO OBTAIN A LANYARD, PRIOR TO REPORTING TO THEIR DUTY AREA.**

**AT THE DUTY AREA, EVERY PARENT MUST SIGN THE PARENT REGISTER.**

### Track Umpires

- a. Report to the Chief Umpire at the finish line and sign on for your club – you will be directed to the required position, replacing the previous person on duty from your club.
- b. Watch that children are not crossing over into others lanes and/or impeding them.
- c. For hurdles – watch that the lead leg is going over the hurdle and not around (in outside lanes)
- d. Watch that there is no pushing or interference from one athlete to another.
- e. Report any of the above to the Chief Umpire if it occurs.

MAKE SURE YOU APPLY SUNSCREEN AND YOU WILL NEED A HAT AND A DRINK AS YOU WILL BE IN THE SUN.

### Marshalling Tent Assistant – ascertain if you are on duty at TRACK marshalling tent or FIELD marshalling tent

- a. Report to the appropriate Marshalling Tent and sign on to replace the previous parent helper from your club or report to the Marshalling Tent Chief if you are on first.
- b. Call out children's names and numbers to check them off the starting lists.
- c. Check uniforms in accordance with the Chief Marshall's requirements – correct numbers in the correct position, pin leg numbers for distance events, spikes carried and put on at the start line.
- d. Escort the marshalled athletes to their event.

### Pre-Marshalling Assistant - Track

Report to Chief Track Marshall - As instructed group athletes into age groups/events ready to proceed to marshalling area

### Clash Manager Runner

Report to the Clash Manager who is located beside the Track Marshalling Tent. You will be sent to collect athletes from one event and deliver them to another, usually from a field event, to track marshalling or to the start line (depending on the time available). Make sure you know their name and club, as young athletes especially might get confused about which events they are in. Then return to the clash manager.

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### Finish Line Assistant

Help the Track Referee and Track Manager at the finish line as directed – including but not limited to directing athletes to remove their shoes, raising hurdles, escorting athletes off the field.

MAKE SURE YOU APPLY SUNSCREEN AND YOU WILL NEED A HAT AND A DRINK AS YOU WILL BE IN THE SUN.

### Data Entry Runner

- a. Report to the Computer room above the grandstand.
- b. You will be assigned to either go to the finish line to collect results and take them back to computer room or take starting sheets to the track marshalling tent.
- c. Post results sheets up as required by the Computer Room Manager.
- d. Keep returning to the computer room.

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### **Track Recorder Runner**

Report to the finish line on the track. You will be required to take results tickets from the track finish line to the computer room next to the canteen. Please ensure you return to the track promptly after each 'delivery'.

### **Field event Results Runner**

You are to bring the field event results back to the computer room for processing in a timely manner. Report to the Field Manager. Take over from the previous helper from your club.

### **Field Event Assistants**

PLEASE APPLY SUNSCREEN AND TAKE A HAT AND A DRINK AS YOU WILL BE IN THE SUN

**Make sure you know which event area you are to report to** – your Team Manager has this information. There are 3 long/triple Jump pits, 2 shot areas, 2 discus areas, 2 high jump mats and 1 javelin. Please make sure you go to the correct one for the event you are helping at and sign the parent register at the event.

You are not allowed to coach or comment on any athlete, particularly not your own child. Be vigilant on this as it could be cause for a protest against your child and a change in results!

### **Discus, Javelin and Shot Put**

The Chief Judge will ask you to collect the implements, or indicate if the throw is out of sector, or possibly to spike where the implement has landed. Please make sure you are always facing the throwing zone for your own safety. Walk backwards away from the throwers so you always know what is happening.

### **Long Jump and Triple Jump**

The Chief Judge will ask you to rake the sand, spike the point where the athlete made a mark in the sand, nearest to the take off mat, or to marshal the athletes calling out the next 3 in a row to have them ready. There is a small possibility that you would be asked to record.

### **High Jump**

The Chief Judge will ask you to either pick up the bar when it falls, or record the jumps according to instructions.

### **Gate Controllers x 3**

3 positions in front of the grandstand, covering 2 gates each.

Ensure that no athlete, official or parent enters or leaves the grandstand via these trackside gates

Access for athletes to marshalling is via the rear concourse and into the marathon tunnel. Athletes will return to the seating area via the exit tunnel near Information/medal presentation.

Parents are not permitted on the competition oval at any time.

Remind athletes they should not be wearing spikes to walk around the venue.

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