



Little
Athletics
Victoria



Centre & Team Manager Event Information Booklet

**State Track & Field Championships
2023**

**Lakeside Stadium, Albert Park
Sat 11th – Sun 12th March.**

GENERAL INFORMATION

COVID Protocols

Whilst the majority of formal Covid restrictions have now been lifted in Victoria, Covid is still present in the community, and some people are more vulnerable to it than others. As such, Little Athletics Victoria asks that you continue to do the following where possible:

- Do not attend the event if you are unwell or have been instructed to isolate or quarantine.
- Where possible, attendees are asked to maintain at least 1.5m physical distance between themselves and others.
 - Whilst face masks are no longer compulsory, those that wish to wear them are more than welcome to do so.
 - Personal hygiene measures such as hand sanitising after touching surfaces and using toilets are essential, as well as observing the cough etiquette to minimise the risk of spreading any droplets.

Hand Sanitiser will be located at various locations throughout the venue.

Child Safe and Play by the Rules Requirements

Team Managers and Officials are encouraged to familiarise themselves with the Childsafe 'Play by the Rules' modules, they are available online and a fantastic learning tool. The recommended modules are:

1. PBTR - Child Protection and Safeguarding Course
2. PBTR - Harassment and Discrimination Course

Please click on the link below to complete them:

<http://www.playbytherules.net.au/interactive-scenarios/free-online-training>

State Track and Field Championships – Webpage

All details relating to this event can be found on the 2022/23 State Track and Field Championships webpage. Any updates will be added to this page. To access the webpage, please click [HERE](#).

Venue access

For this event, both Gate 1 and Gate 2 will be open from 7:00am until the end of the event.

Appointed Officials should enter and sign in via the Cathy Freeman room.

Arena Access

Officials and competitors are the only people permitted on the Arena.

Centre Team Managers are only permitted on the Arena if called by the Meeting Manager or Referee.

Car parking

A reminder that Lakeside Stadium has metered car parking that takes both coins and credit cards. There is additional parking out on Albert Road Drive. The venue has confirmed that there will be several other events on over the weekend so parking space may be limited. People are encouraged to car-pool or use public transport where available.

Café and Food/Coffee Van

Lakeside Stadium will have the Café near Gate 1, open from 7:30am until 6:00pm. There will also be a food van and coffee van located next to the VIS building near the 100mts start line (operating times to be confirmed but likely similar to the canteen hours).

First Aid

The providers for this event are Medical Response Services. Two teams of two medics (4 in total) will be on duty all day with one team located under a marquee near the finish line and the other team located in the first aid room down the entrance tunnel of the front straight grandstand.

First Aid Officials are there to administer and assist athletes with healing wounds and sickness. They are not there to administer or provide athletes with massages or strapping before events.

Any athlete who is recovering from an injury and is still wearing a plaster cast and wishes to compete, will only be permitted if they provide LAVic with a letter from their treating doctor prior to the event that specifies it is safe for the athlete to do so.

Event Timetable

The finalised timetable can be found on the website [HERE](#).

It is important to remember that whilst every effort will be made to stick to the published timetable, it is subject to change. The Competition Director will manage any changes to the timetable during the day.

Track Call Room

The Track call room, located near the 100mts start line/VIS building, will be used for all track events. All athletes competing in Track events must report to the Track call room in full approved Centre uniform prior to the **Final Entry Time**, and they will be escorted from there to the start of their race.

Entry times are:

- First Entry time – **30 mins** prior to the scheduled start time
- Final Entry time – **20 mins** prior to the scheduled start time

The timetable is only an indication of the times for each event. It is essential that athletes and parents are listening for all announcements relating to their events.

Athletes are not to run across the track or jump the fence.

Field Events - Marshalling Points

A call room will not be operating for the Field events, the athletes will be required to assemble at the Field **Marshal Points**, in full approved Centre uniform, no less than **20mins** prior to the scheduled start time of the event. Athletes are not to enter the infield, they will be collected and escorted to the field event by an official.

There will be announcements over the PA to remind athletes to make their way to the marshalling points.

There are 4 Marshal points for the weekend, details on the venue map.

- **Marshal Point 1:** Long Jump, High Jump and Discus 1- 1500mts start line.
- **Marshal Point 2:** Discus 2, outside at warm up track near cage.
- **Marshal Point 3:** Javelin and Triple Jump - 200mts start line.
- **Marshal Point 4:** Shot Put 1 & 2, at warm up ring, outside near Gate 1.

Please ensure athletes are at the correct Marshal Point on time, for their event.

A venue map posted on the event website for further clarification on the location of the Call Room and other key locations (First Aid, Officials Room etc).

Warm-up Areas

Athletes will have access to the main track only until the first events are called each day. Once the first events have been called each day, the main track can no longer be used.

The warmup track will be open for the entire duration. The warmup track is now surrounded by an 8' fence, which completely encloses the area and is only accessible from within the venue.

Due to the large volume of athletes attending the event, athletes are asked to leave the warm up area promptly after completing their warm up to aid in reducing congestion in the area.

Athletes are to bring their own hurdles, blocks for warm up, to be used on the warmup track only. The main track will be closed at 8.00am both days.

The warmup track has a jump pit, several lanes for sprints and a general warm up area. The shot put ring at the warm track is closed, as this is the Marshal Point, the outside Discus cage is also closed, as it is being used for competition on both days.

Medals and Presentation

Medals will be presented to the first three placegetters of each age group. These athletes should attend the presentation area when advised to do so.

Ribbons will be provided to the athletes from 4th to 8th positions. These will be available for collection by Team Managers during the day along with event cards. These athletes do not need to attend the presentation area.

Approved Centre Uniforms must be worn at the Presentation Ceremony.

Uniforms

All athletes competing must wear their approved Centre uniform which conforms to the standards as defined in the **LAVic Centre Uniform Booklet** located on our website [HERE](#).

The Rules covering uniforms are detailed in Rule 143 as found in the LAVic **Competition Rules** located on our website [HERE](#).

All uniforms must display the Coles logo above the LAVic logo and have the Commonwealth Bank registration patch attached to the front.

Athletes will not receive an event patch, and we do not have an athlete check-in.

It is each Centre's responsibility to ensure that their athletes are in approved Centre Uniform.

Spikes

Spikes are permitted as follows:

Age Groups	Track Events	Field Events
U9 - U10	No spike shoes allowed	No spike shoes allowed
U11 - U12	All events run entirely in lanes	All jump events & Javelin
U13 - U17	All events except Race Walks	All jump events & Javelin

NOTE: The above table also applies to Multi Class athletes.

Spikes Size: Max 7mm for Track Events. Max 9mm for Field Events.

Spikes Shape: Only Conical or Pyramid spikes are permitted at Lakeside Stadium.

Heats/Finals

All events are either Finals or Timed Finals. No Heats will be conducted.

Standing Starts

A reminder that all athletes can perform a standing start. Refer to LAVic Competition Rules, page 14-16 for details.

Ranking and Composition of Timed Finals

Athletes shall be allocated lanes and seeded to a Timed Final based on the performances achieved during the Region Carnivals.

- (a) Depending upon the number of declared entries, based on the maximum field size as per Rule 604, the Timed Finals will be conducted from slowest to fastest. The last Timed Final will contain the eight fastest athletes / teams based on the performances achieved during the Region Carnivals.
- (b) In each Timed Final, the allocation of lanes will be in three draws:
 - Four highest ranked athletes / teams will be randomly allocated lanes 3,4,5 & 6
 - Fifth and sixth ranked athletes / teams will be randomly allocated lanes 7 & 8.
 - Seventh and eighth ranked athletes / teams will be randomly allocated lanes 1 & 2.

Ranking and Composition of a Single Final

In the 800m, 1500m and Race Walks where only one Final is required, lanes / starting positions will be random.

Changes to number of lanes or collapsing of Timed Finals

For events run entirely in lanes at the State Track & Field Championships, it is permissible to have a Final greater than 8 athletes, where the venue is capable to cater for more than 8 lanes.

In the situation where insufficient athletes present to the Track Call Room, and Timed Finals are scheduled, then the event can be collapsed into fewer Timed Finals or one Final. The new event to be conducted at or near the scheduled Timed Final time, within the same event block. This allows the organising body time to re-seed and allocate lanes if required, without penalising the athletes that have prepared and presented to the Call Room in readiness to compete.

Field Events – Number of Trials

Where there are more than 8 entries, athletes will have 3 attempts and the Top 8 after the third round, will have one additional trial. The order for the last round, will be in reverse order after the third round. In the event that there are 8 or less entries in a field event, all athletes will be entitled to 4 trials.

Field Events Time Limits

The athlete's allowable time to commence their trial is as follows. All rounds are 60 seconds. In High Jump the times are adjusted when there are 3 or less athletes. There are also adjustments for consecutive trials for seated Multi-Class athletes.

The official responsible shall indicate to an athlete that all is ready for the trial to begin, and the period for that trial shall commence from that moment. The recorder starts the time as above and after 45 seconds the Yellow flag is raised to indicate to the athlete that they have 15 seconds remaining for their attempt. If the athlete hasn't commenced once the 60secs is up, the yellow flag is dropped, the Chief will then raise the Red flag to indicate an invalid trial.

In all rounds, with 15 seconds remaining in the time allowed according to the table below, the Yellow flag is raised.

	High Jump	Other Field Events
All rounds of competition	60 seconds	60 seconds
When only 2 or 3 athletes left	1 min 30secs	Not applicable
When only 1 athlete left	3 minutes	Not applicable
Consecutive trials	2 minutes	2 minutes – Multi-Class only for seated throws.

Please note: if the athlete baulks during High Jump, the stopwatch is not stopped, it continues until the Chief Judge indicates a valid jump or failure, this is the most common/important use of the Yellow flag.

High Jump

All **U9 & U10** athletes are required to perform the Scissors technique for a valid jump. Refer to **LAVic Competition Rules**, page 24-26 for details.

The following table indicates the starting height for each age group at the State Track and Field Championship.

Age	U9	U10	U11	U12	U13	U14	U15	U16
Girls	0.85m	0.90m	1.05m	1.15m	1.20m	1.25m	1.30m	1.35m
Boys	0.90m	1.00m	1.15m	1.25m	1.30m	1.35m	1.40m	1.45m

For High Jump, if the athletes are still equal after the application of the count back rule, the athletes concerned will be awarded the same place; there is no jump off for any placing's including first place.

Mixed Gender / Mixed Age Events

The Organising body may combine age and/or genders to make full fields. Athlete's performances will be used to determine places in each age group and gender.

Victorian Best Performances (VBP)

A VBP can be obtained in all standard events at the State Track & Field Championships, except for Multi-Class events. The Officials and Referees have a process to follow. The Organising body is responsible for the submission of the paperwork.

Australian Best Performance (ABP)

An ABP can be obtained in all standard events at the State Track & Field Championships, except for Multi-Class events. The Officials and Referees have a process to follow. The Organising body is responsible for the submission of the paperwork.

Event Specifications

All event specifications (including those for Multi Class athletes) can be found in the LAVic Rules of Competition, located [HERE](#).

Ties/Count Backs

We do not conduct run / jump / throw offs in the case of equal performances, all places and performances remain equal once the applicable count back rules have been applied.

In Track events using photo finish, equal places can be separated by recording the time to 1/1000th of a second.

Following the application of the count back or photo finish rule, any tying athletes will be awarded the same final place. If it concerns the presentation of medals or ribbons, then all tied athletes the applicable medal/ribbon.

Field Event Presentations

The Top 3 athletes will be taken to the presentation area by an official along with a presentation slip, signed by the Referee. The presentation will be made immediately. The original results sheet will be taken to Communications, a copy made and put onto the results window. The results will then be entered into Meet Manager producing a final results sheet, which will be posted on the results window and loaded into Results Hub.

Track Event Presentations

Athletes will leave the track, for all events. Athletes can collect their items from the track call room. A new Track Presentation Marshal Point has been created, which is inside the Tunnel on the Front straight. This will be indicated on the map that will be added to the event website.

For all track events except Race Walks, the results will then be collated from all Timed Finals or confirmed for straight finals. These will be loaded into the Results Hub program, although provisional, and will be used as a guide to assist athletes in determining if they have finished in the Top 3, except for Race Walks. The athletes who have finished in the Top 3, are to make their way to the Track Presentation Marshal Point, inside the Tunnel on the Front straight. The Presentation coordinator will manage the process and confirm any clashes. Once the official results are published, they are taken to the presentation marshal point by an official, who will collect the athletes and walk them across the track, for their presentation.

In the case of Race Walks, the process takes a little longer, as the Chief Judge must confirm the results, advise on any disqualifications and then the updated results are supplied to communications. The updated results are entered into the Meet Manager program, and the official results are created and published. Once these official results are published, an announcement will be made over the PA, the Top 3 athletes are then to make their way to the Presentation Marshal Point inside the tunnel.

Privacy

There will be athletes competing who are unable to be photographed due to child safety and privacy concerns. These athletes are identified by wearing a multi coloured wrist band and their Registration patch will have a red line on it. Additionally, if any other athlete declines a request to be photographed, their wishes are to be respected.

Parents should only be taking photos/video of their own child unless approval has been granted.

Results

Live Results will be made available throughout the entire Championships on our Results Hub platform. Access to Results Hub is done through the event page on the website, or by clicking the link below ...

<https://lavic.resultshub.com.au>

Photos, Videos & Live-Stream

The Championships will be covered extensively with a team of photographers and via recording. Photos & Videos will be made available through Little Athletics Victoria's Facebook and YouTube pages in the days following the event.

The event will also be live streamed through YouTube and Facebook. Generally, all track events will be live streamed. Due to the number of field locations operating simultaneously, coverage of field events will be limited. In the weeks following the event, all individual track events will be uploaded to the LAVic YouTube channel. A link to the live stream will be available on the event page [HERE](#).

General Venue Information

Mobile phones are not to be used by officials whilst officiating.

No smoking is allowed within the venue or 10m of any entry.

No dogs (apart from assistance dogs with appropriate paperwork) are allowed in the venue.

Links to the relevant LAVic Rules and Regulations

All relevant rules and regulations pertaining to the event can be found on the LAVic website Rules and Regulations page [HERE](#).

MULTI CLASS INFORMATION

Age Group Categories

Boys U9-U10 Girls U9-U10
Boys U11-U12 Girls U11-U12
Boys U13-U17 Girls U13-U17

Competition Rules and Event Specifications

All Multi-Class rules and regulations and event specifications are now incorporated into the **LAVic Competition Rules & Regulations**.

Multi-Class Track Call Room / Field Marshal Points

Multi-Class athletes are to attend the Track Call Room and Field Marshal Points as per the map that will be available on the Event Page.

Multi-Class Long Jump

Athletes may choose to jump from a mat placed near the edge of the pit or a mat up to 1.00m away. Athletes must advise the Chief Judge prior to each jump on the mat placement. The Multi-Class athletes should follow the same rules as listed on page 26 of the LAVic Competition Rules.

Multi-Class Track Events (100m, 200m & 400m)

U11 – U17 athletes may choose to use starting blocks, as listed on page 14-16 of the LAVic Competition Rules. A standing start is recommended for all athletes if this is the usual start performed at local competition.

Multi-Class Field Events

If there are 8 or less athletes in an Age Group Category, then all will get 4 attempts in Long Jump, Shot Put and Discus, no re-ranking will occur.

Multi-Class Results

Medals will be awarded for the first three athletes in each age group category & event being calculated using the Baselines table to adjust scores. For example, the winner of the 100m event will be athlete with the highest adjusted percentage, not necessarily the first across the line. **Note:** Performances at LAVic events cannot be used for Athletics Australia Records. Ribbons will be provided to those athletes finishing 4th to 8th in their age group category.

Multi-Class Ambassador

Richard Colman, the LAVic Multi-Class Ambassador will be coordinating the Multi-Class athletes and assisting with the officials at each event.

Multi-Class Parents/Carers

Parents / carers are not to follow their child onto the track, or the field event area, but rather watch from behind the fence. If assistance is required, they are to speak to Richard Colman who will co-ordinate this with the Officials.

Multi Class Sensory Room

A room will be set aside as a Multi Class Sensory Room where required. This room will be indicated on the venue map that will be added to the Event webpage.

CENTRE & TEAM MANAGER INFORMATION

On Arrival for Team Managers

The following steps should be taken before the first event commences:

- Go to the Communications Room to sign-in, pick-up your Team Manager Identification tag and Centre Duty tags.
- Submit and Team Change forms that you have.
- Find yourself an area for your Centre and set yourselves up.
- Organise and send your Centre Officials to their allocated duty location.
- Look at your Running Sheet and see which athletes are competing in the first event and send/take them to the Track Call Room and/or Field Marshalling Points.
- Do not 'rope off' an area for your members.
- Ensure that any high banners aren't obstructing any views and if erected are done towards the back of the grandstand.

As the day unfolds

As Team Manager there is always something to do, so make sure you are regularly undertaking the following actions:

- Continue to keep an eye on your Running Sheet, making sure athletes are getting to the Track Call Room/Field Marshalling Points in plenty of time.
- Ensure the Centre Officials are being rotated at the correct time.
- Notify the Call Room of any scratching that comes up during the day.
- Handle any issues that may arise with Communications or the Referees

Ensure your parents, coaches, athletes etc are not blocking aisles in the grandstand, please be mindful of others.

Clashes

All clashes have already been identified and included on a **Clash Summary Report**, a copy will be supplied to both the Centre and Team Managers. This report picks up any potential clashes according to the scheduled timetable.

The clash summary report will alert the Starters Assistant / Clash Manager and the Clash Marshals as to which athletes will need to be collected by an official from one event and taken to another event. The clash summary report is also used in the Track call room to identify athletes that are already at another event, therefore they are not required to present to the Track call room.

The process is all controlled by the Starters Assistant / Clash Manager and the Clash Marshalls, working with the Track call room and Field Event Chiefs. Athletes are kept at the Field event for as long as possible, to get in as many attempts prior to going to the start line for a track event.

Some clashes are during the marshalling times for both track and field, in these cases the athletes are to go to the Field event first, and commence their warm up, practice jumps or throws, before being collected by the officials to go to the track start line.

This ensures the athletes are not missing out on the field event warm up. If they go to the track event call room first, compete and then go to the field event, they will miss out on any warm up, practice attempts, once the competition has commenced.

If athletes have a clash / potential clash, then they will need to take all their runners / spikes as required for both events.

Athletes in the U9-U11 age groups, once they have finished their track event, will be taken back to the Field event by the Clash Marshal. Athletes U12 and above will be directed to make their own way back to the Field event.

Clash forms do not have to be filled in for any clashes listed on the Clash Summary Report.

Only **new clashes that arise on the day**, due to unexpected changes or delays, will require a Clash form to be submitted. The Clash form is to be submitted to the Track Call Room for Track events and to the Field Event Chief for Field events.

Clash Forms are not required to be filled in for Presentations.

Field Event Presentations - Clashes

The Referees and Field Event Chiefs will check any clashes for the athletes that finish in the Top 3 in their Field Event, as they fill in the presentation slip, prior to going to Presentations. They will advise the Track Call room, and Starters Assistant / Clash Manager of the athlete's names and event clash. The athletes will be collected by the Clash Marshals if the presentation hasn't occurred, and the track event is about to start. They will then be advised to go back to presentations, immediately after the track event. If their presentation has finished, the athletes are to make their own way to the start line unless collected by the clash marshal.

Track Event Presentations - Clashes

The Track Presentation coordinator will check on the clash summary sheet, if any athlete is not present for their presentation, or has a clash and has attended the presentation marshal point. The Competition Director or their nominated representative will confirm if a clash exists, to reschedule the presentation and send the other athletes away to return at a set time.

Athlete Scratch Forms

If you have an athlete in the **U14, U15, U16 or U17, Track events only**, who wishes to withdraw from an event, you will be required to complete a scratch form. This will need to be submitted to the Track Call room. This information will be used to determine if any changes are required to be made, such as reducing the number of timed finals, or collapsing into a straight final.

All other age groups and all Field events, do not require a scratch form to be filled in.

Please submit these forms as soon as you are aware of the scratching, for either or both days. The Athlete Scratch Forms have been sent separately.

Disqualifications

In the event of a disqualification the Referee will call for the Centre Team Manager(s) and ask them to report to either a Referee on the arena or the Call Room.

If the Centre Team Manager(s) does not report to the Referees after the 2nd call the Referee will proceed with making his/her decision without the Centre Team Manager(s) present.

Protests

Unfortunately, in athletics, some disqualifications do occur. For many, the first instinct when a disqualification occurs is "I want to lodge a protest". All Centres are well within their rights to lodge a protest but we do ask that prior to lodging the protest you consider whether you are lodging the protest due to an incorrect interpretation of the rules (in which case we would encourage you to lodge a protest) or you are purely lodging the protest due to the disappointment of being correctly disqualified (if this is the case then we would ask you to reconsider).

If you do decide to lodge a protest, please ensure that you detail the incident as clearly and concisely as possible. Please also refer to the rule (or rule number) that the infringement relates to.

The protest shall be submitted by the Team Manager in writing on an official protest form available from the Communications Room. A protest requires a payment of \$55 and shall be retained if the protest is considered frivolous by the Referee or Jury of Appeal. Centre invoicing or Centre cheques/cash are acceptable for this payment fee.

Protests concerning the result or conduct of an event must be made within 15 minutes of the official announcement of the result of that event (which is the posting of results on the window at the top of the front straight grandstand).

A protest can go to the Jury of Appeal if the Centre is not happy with the Referee's decision on the protest. To arrive at a fair decision, the Jury of Appeal **only**, may consult all available

evidence including video evidence; however, video will not be considered for any breaches of technical rules for Race Walking.

The Jury of Appeal's decision is final and there are no further appeal options beyond this.

On Field Protests (Field Events Only)

If an athlete or Centre Team Manager only (**not parents / guardians, coaches, spectators**) in the U13-U17 age groups makes an immediate oral protest against having an attempt judged as a failure, the Referee and /or Chief of the event may, at their discretion, order that the attempt be measured and the result recorded, in order to preserve the rights of all concerned. At the end of the round the Referee will adjudicate on the protest.

Results Cards

Result Cards will be in Centre designated folders and will be available for collection from the Communications area, located inside the Presidents Room at the top of the front straight grandstand. They can be collected throughout the day and should be distributed to the athletes prior to them leaving.

Any results cards not collected will be supplied when the Team Manager signs out at the end of the day.

Note that only Centre Team Managers can access the Communications area and must have their LAVic supplied Centre Team Manager Accreditation with them to gain access.

End of the day

Please remember to complete the following tasks before leaving the venue:

- Return your Team Manager tag and Officials tags and sign out.
- Ensure that all results cards have been collected from communications.
- Do a final check/clean-up of your area.

Centre Duties

Thank you in advance for organising any Centre duties that have been allocated to your Centre. The event would not run without volunteer support.

Please remind all parents, that when they perform a duty, they **must wear enclosed shoes** when officiating, (**no thongs, sandals allowed**).

Position:	Reports to:	Summary of role:
Arena Steward	Meet Manager	Ensure only accredited personnel access the track
Call Room Judge	Call Room Chief	Assist with transportation of athletes to events, or attaching hip numbers to athletes
Communications	Communications Room	Assist posting results on the wall & checking in Team Managers.
Clash Marshal	Starters Assistant / Clash Manager	Working with the Clash Manager to retrieve athletes from clashing events
Event Presentation	Presentation tent	Assist in presenting medals and marshalling athletes
Field Event	Allocated field event site	Working with the event chief to rake, spike, measure, record or marshal athletes.
Finish Marshal	Track Referee	Assist with removing athletes from the track
General Officials	Officials Room	As required perform the duties of any General Official position
Refreshment Steward	Officials Room	Provide refreshments to officials
Start Marshal	Starters Assistant	Assist with organising starting athletes prior to each event
Hurdle Assistant	Chief Hurdle Umpire	Assist with the movement of hurdles
Technical Set Up	Technical Manager	Assist Technical Manager with the set up before the event
Technical Pack Up	Technical Manager	Assist Technical Manager with the pack up after the event
Timekeeper	Chief Timekeeper	Assist with back up timekeeping
Track Umpire	Chief Track Umpire	Observe athletes for track infringements