

North East Met Zone

Zone Coordinator: **Ken Carter**

Zone Secretary: **Fran Dorey**

Mobile (ZC): 0419 220 509 Mobile (ZS): 0411 586 001

Email: ken@kencarter.com.au

Fran.Dorey@Australian.Museum

Little Athletics NSW North East Metropolitan Zone Championships 24 – 26 November 2023

INFORMATION FOR CENTRE CHAMPIONSHIPS OFFICERS/TEAM MANAGERS

Ku-Ring-Gai – Manly Warringah – Mosman – Northern Districts – Hornsby District

- When:** Friday night 24th, Saturday 25th and Sunday 26th November 2023
- Where:** Sydney Academy of Sport, Wakehurst Parkway, Narrabeen
- Start Time:** **Friday:** 1st marshalling call: 6:25pm with events commencing at 6:45pm.
Saturday: 1st marshalling call: 8:10am with events commencing at 8:30am.
Sunday: 1st marshalling call: 7:40am with events commencing at 8:00am
- Entry Fee:** Gate entry is free; Centres will be invoiced directly.
- Index:** Refer Page 8

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 day per centre may be nominated. Please ensure that they are wearing a lanyard titled Team Manager and specifying their Centre.

The name of each Centre Team Manager(s) and a mobile phone number must be provided to the Zone Secretary & Zone Co-ordinator by e-mail (secretary@hdiac.org.au) and (ken@kencarter.com.au) no later than 5:00pm on Thursday 23rd November 2023. **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.

Pre Carnival Ground Access:

The ground will be open from 5:30pm until 7:45pm on Friday 24th to allow Centre representatives access to set up team tents, etc. Call Ken to discuss further any alternative access if so required.

Programme Event Marshalling - Refer attached map:

A programme showing “not before” start times will be available on your own club and the LANSW websites.

The first marshalling call for track and field events will be at 8:10am on Saturday & 7:40am on Sunday. On Friday evening with only the 3000m events to be run the first marshalling call will be at 6:25pm. For first field events each day athletes will proceed directly to their event for marshalling at the competition area. For all other field event marshalling competitors must make their way to the designated field marshalling area located behind the 100m starting point on the front track.

All track events marshalling will occur on the northern side of the track near the 1500m starting point.

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Event Calls:

Each event will receive two marshalling calls. The first call will be made 20 - 25 minutes before the event start time followed by a second and final call 7 minutes later. In the case of track events, marshalling where possible will close 3 minutes later, with no athlete entries (with the exception of field event clashes) permitted after that cut off point. This policy will ensure that seeding adjustments can be made in the event of multiple athlete withdrawals to ultimately provide a fairer outcome for all competitors.

It should be stressed to athletes and parents the need to arrive at the ground at least 60 minutes prior to the “Not Before” Start time listed for their event.

Programmes:

Will not be available for sale at the carnival but can be downloaded from the LANSW website or from your Centre.

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.

NB: As of 10th November 2023 the state programme was yet to be released but for most events the recently published Region 5 programme will serve as a good guide for the events on Saturday and Sunday. Note this year the state programme is anticipated to include a handful of events on Friday night most notably the 400m & 3000m events for 13s – 17s and some field events for the same age groups.

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

Centre Uniform:

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

- The correct individual cloth (with the red border fully visible) registration number firmly attached to the front of their top. In the case of Manly Warringah athletes this is not your barcoded bib.
- Correct Age Patch firmly attached to the front left-hand side of the top or shorts.
- The Coles patch 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.

Any competitor not correctly attired will be sent to their Team Manager to correct their uniform, but please note that the event will not be held waiting for them to return.

Any athlete with an incorrect number or without a current season registration number must be issued with a new number by the centre Team Manager and the team manager must promptly 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 season. Events will not be held pending the issue of new registration numbers.

We recommend that all Team Managers check each competitor’s uniform very carefully before athletes attend marshalling to avoid any disappointment on the day.

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Competitor Footwear:

Shoes are compulsory for all competitors in all events.

U7, U8, U9 & U10: Spikes may not be worn in any event.

U11 – 12s: 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.

Both Christmas Tree & all brands of Pyramid spikes only are permitted at Narrabeen.

Maximum spike length:

- Running activity 7mm
- Throw and Jump activity 9mm

Polytan the track manufacturer & the Office of Sport specify that no needle or pin spikes are to be used on the track.

Should you turn up without the correct spikes Jim from Kings Track & Field will have stock available over the weekend to purchase.

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

Masks – COVID – Not necessary but prudent to wear in congested areas:

With a recent spike in reported COVID cases it may be prudent to apply masks when in congested areas such as the grandstand, queueing at the canteen or track and field marshalling areas.

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.

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.

All parent helpers must be wearing closed in shoes – not thongs or sandals. It is a condition of both our Facility Use Agreement with the Office of Sport and LANSW Rules of Competition 5.8.1(h).

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

A brief description of each parent duty has already been distributed to each Centre.

Snakes:

It is not unusual to sight snakes and other potentially harmful wildlife at the venue. Please be alert and aware at all times when walking around the venue, particularly the upper throws areas and long jumps 1 and 2 on the far side of the track away from the grandstand. For this reason too the bush area behind the grandstand is out of bounds.

Weather:

The Zone 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 Zone Committee and advised to Centre Team Managers as soon as possible.

Track Warming Up – Permitted in limited circumstances Subject to Approval:

Please advise all athletes, parents and coaches that with the exception noted below there is to be NO warming up inside the perimeter fence of the track after 8:00am on both days of the carnival without the prior approval of the Zone Co-Ordinator.

Exception – This year at certain stages during each day we are trialing back track availability for warming up for events such as the hurdles. Entry via track marshalling will be subject to vetting by the track marshal, the times for which will be announced in collaboration with the carnival manager.

Coaches Area – Senior Athletes ONLY i.e. U12s – U17s:

Where possible an area designated for Coaches to speak with athletes will be clearly marked with witches' hats on the perimeter fence for all field events EXCEPT at Triple Jump pits 1 and 2 (due to the possibility for interference across the track).

Clash of Events & Wrist Bands:

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 U7-U11 age groups, 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 identifying any event clashes during the day. We will again be aiming to use Wrist Bands to highlight track athletes that have come from a clashing field event. These will be applied to affected athletes by the Clash Management team. Event Chiefs will be instructed only to release children to designated Clash Manager/Assistants (identified by a lanyard). Please advise parents that they MUST NOT remove children from an event themselves. If they do, the child risks disqualification.

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Results:

In addition to being posted on along the fence at the facility situated behind the Instant Photos van, all results will be available online as soon as possible after the event. You can access these results at <http://www.littleareresults.com/NEMZ/>

Withdrawals from next level of competition (U8-U17):

Any athlete who may qualify to compete at the Regional Championship but who knows they will not be available must advise the Team Manager BEFORE the end of the Zone carnival weekend. Team Managers must in turn advise the Computer Tent on the form provided in the Team Manager Information Pack.

Portaloos:

The portaloos are for the benefit of only the athletes, officials and parent helpers that are currently rostered on. All others must use the main toilet areas.

Services Available:

Full canteen and BBQ – with EFTPOS facility

First Aid by St John Ambulance Manly Warringah Division

Tensegrity Chiropractors – situated in the room between the canteen and toilets.

Kings' Track & Field Supplies -situated on the right of the track entrance.

Photographer:

Instant Photos will be our photographers this year taking action shots of the athletes. Martin and Vanessa will be at the track all weekend with their van situated inside to the left of the track entrance. Speak to either of them for specific photo requests noting photos are only available for purchase over the weekend and not online.

Awards:

U7s competitors placing 1st, 2nd or 3rd in a final will receive a medal. For all other age groups the first three placegetters will receive a ribbon.

Medals and ribbons will be presented as soon as possible after the event.

Track medalists should remain in the designated area at the finish line until their medal presentation*.

Field top 3 placegetters will be taken to the presentation area by an official at the end of their event.

All competitors will also receive a certificate showing all their performances via their Centre in due course.

*Athletes who need to return to a field event should make the track officials and medals officials aware, and a decision will be made as to whether the presentation is made immediately or held until after the field event.

Zone Exemption:

As provided in previous correspondence athletes must apply to LANSW prior to 24th November 2023 on the prescribed form for consideration of approval of any zone exemption.

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Equipment & Throwing Implements

No athlete is allowed to use their own throwing implements. Those used are the property of Manly Warringah Little Athletics to whom we express our continued gratitude.

Special thanks go to the Manly Warringah & Ku-Ring-Gai centres for the provision of their own equipment over the weekend in addition to that hired by the Zone and in assisting the zone committee with carnival set up.

Finally, on behalf of the Zone Committee I wish all athletes, parents and officials the very best for what is hoped will be another memorable experience.

Yours sincerely



Ken Carter – NEMZ Coordinator

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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
- Enough lanyards to cover all the parent duty roster roles for each day
- 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 notes 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 15 minutes** after the results have been posted. They must be in writing.
- 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).
- There shall be a right of appeal to the Jury, which must be lodged within 15 minutes after the notification of the decision. The appeal must be in writing.
- Full details can be found in the LANSW Rules of Competition at 5.15 Protests and Appeals.

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