

Competition day duties

Duty	Tasks
Age Manager	<p>Organise the age group at each event and arrange for coaching and officiating for each event.</p> <p>Supervise athletes' safe movement between events.</p> <p>Ensure times and results are recorded and tickets are handed out to each athlete.</p> <p>The age manager should seek the Track & Field Co-ordinator's permission to change the program.</p> <p>The age manager should arrive no later than 8:55am to ensure the first venue is set up, and to be available to be briefed on any need to combine age groups or on information that needs to be relayed to athletes and parents.</p>
Age Manager assistant	<p>Assist the age manager for the tasks.</p> <p>Recruit other adult helpers as required.</p> <p>Step in to the role of age manager, if the age manager is absent.</p>
Track & Field Coordinator	<p>The Track & Field Co-ordinator should provide the equipment officer with the competition day's program in advance of the day, and age managers on the day.</p> <p>Ensure the age groups are running to the program, and, if possible, adjust program appropriately with age manager's input if running late. If an age group is running early, it should not disrupt other age group's program.</p>
Equipment Officer	<p>The equipment officer has overall responsibility for ensuring the equipment is set out in position by 9am.</p>

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	Ensure all equipment is provided and is safe and useable for the events.
<p>Officials for the straight & circular track (up to 10 officials are recommended)</p> <ul style="list-style-type: none"> • Place-judge/Time keeper x 8 • Recorder • Starter 	<p>Place-judges ensure that each competitor's name, place (optional), time and event are recorded on the ticket.</p> <p>Time-keepers ensure that each competitor's time is accurately recorded to one tenth of a second. Refer to Paragraph 16 in the Rules section. (The place judge and timekeeper can be the same person.)</p> <p>The starter conducts the race as per paragraph 6 of the Rules section and ensures that there is enough preparation time allowed for the athletes to start the race.</p> <p>Recorder notes the athletes' performances for all events in the Age Manager folder.</p>
<p>Officials for the Long Jump & Triple Jump 4 officials are recommended:</p> <ul style="list-style-type: none"> • Recorder (can be the age manager) • Pegger • Raker • Tape measurer 	<p>Ensure that the landing area of the sand pit is raked and loose enough for the athletes to land without excessive jarring. (Use shovel provided to loosen sand if required).</p> <p>Record each jump with a tape and stake peg.</p> <p>Ensuring the sand mat is brushed and ready for each jump attempted. (Refer to U6-U12 paragraph 6 in the Rules section).</p> <p>Check for and remove any foreign objects from the sand pit.</p>
<p>Officials for the High Jump - 3 officials are recommended:</p> <ul style="list-style-type: none"> • Recorder • Bar replacer x 2 	<p>Ensure the mats are suitable for the type of jump. For example:</p> <ul style="list-style-type: none"> • <u>Feet landing</u> eg Scissors kick - for heights below 1.6m, yellow mats can be used. • <u>Back landing</u> eg "Flop" styles - use the green mats. <p>Ensure the uprights are in a position that doesn't</p>

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	<p>interfere with the jumper and that they are held down using the large water filled containers.</p> <p>Ensure the jumping height is measured from the ground to the top of the bar midway between the uprights.</p> <p>If the ground is too slippery for safe conduct of the event, consult with the Track & Field Co-ordinator. Possible options are:- moving the high jump mats, postponing the event until later in the day, or substituting another event for high jump. In the latter cases, the Track & Field Co-ordinator can advise on other event possible event options in the context of the overall program for the day.</p>
<p>Officials for the throwing events - 4 officials are recommended:</p> <ul style="list-style-type: none"> • Recorder • Marker • Retriever • Judge (can be age manager) 	<p>Ensure that the throwing circles are free of water, grass, soil, etc before commencing trials.</p> <p>Ensure the correct weight of the equipment is used for the age group. See paragraphs 13, 14 & 15 in the Rules section for correct weights.</p> <p>Ensure there are enough markers for each competitor.</p> <p>Measure each marked throw at the end of each round.</p> <p>Ensure that the technique of each throw complies with the rules stated in paragraphs 13, 14 & 15 of the Rules section.</p> <p>Ensure the mark made by the landing implement lies <u>WITHIN</u> the sector lines <u>i.e. on the line is out.</u></p> <p>Measure the throw from the marker to the line/ circle edge, ensuring the tape is brought back to the centre spot for correct angle measurement.</p>