



# HANDBOOK

## 2014/15



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## 1. Introduction

Lanyon Little Athletics Association (LLAA) is an ACT Little Athletics Association (ACTLAA) affiliated Little Athletics Centre.

LLAA is duly registered as an Association under ACT legislation and is governed by a Committee of parent volunteers. The Committee operates under the 2002 LLAA Constitution and is elected at the LLAA Annual General Meeting each year.

The Committee sets annual registration fees and develops a program of regular weekly competition and/or coaching. Parents themselves conduct the weekly competition (under the guidance of the Committee and other experienced parent officials), and active parental involvement is therefore an essential aspect of Little Athletics. Hence, the Little Athletics motto of “Family, Fun and Fitness.”

## Contact Details

Postal Address: PO Box 6270, Conder ACT 2906  
Competition Venue: Banks Oval, Betty Maloney Cres, Banks  
E-mail Address: [info@lanyonlittleathletics.org.au](mailto:info@lanyonlittleathletics.org.au)  
Website: <http://www.lanyonlittleathletics.org.au>

## 2014/15 Season

Due to a general decline in both athlete numbers and parental involvement, Lanyon will run a reduced program this season:

- 14 weeks of competition, commencing 18 October 2014 and ending 14 March 2015, with a Christmas recess from 14 December to 30 January inclusive
- 1500m and race walks will not be regularly scheduled, but if they are to be held for an upcoming competition day, an announcement will be made on the website
- training will be held in conjunction with Calwell Little Athletics Centre at the Calwell Playing Fields
- a decision will be made later in the season as to whether the Lanyon Carnival will go ahead in February

## 2. Athlete Registration

### Age Groups

#### Minimum Age at Start of Season

4 1/2 (i.e. turning five years of age during the season, on or before 31 March 2015).

Note: Children turning five years of age during the season will be in the Under 6 Age Group again in the following season.

#### Maximum Age at Start of Season

16 (i.e. have not had 17th birthday before 1 October 2014).

Proof of age of first time Lanyon athletes is required by the Registrar (e.g. birth certificate).

Athletes are grouped by age with 30 September being the cut-off date. For example, an athlete who's 9th birthday falls between 1 October 2014 and 30 September 2015 will compete in the Under 10s Age group.

## Registration Fees

Centre Registration Fees for the 2014/15 season are:

- One athlete                 \$120
- Second athlete            \$90
- Third athlete             \$80
- Fourth athlete            \$65
- Fifth athlete             \$65

Registration fees cover:

- National and ACT registration and affiliation fees
- insurance while competing
- ACT Little Athletics Association-organised carnivals (Relay and Multi-Event) and Championships (Southside Regional and ACT)
- Lanyon-organised coaching
- end of season trophies
- general running costs such as ground hire, equipment purchases and utility charges.

There are no weekly fees in addition to the above. Separate fees may be payable for other optional events such as the Lanyon Carnival, or events organised by other Little Athletics centres.

## 3. Competition

### Rules of Competition

Lanyon conducts its athletics competition under the rules set down in the IAAF Handbook or the Rules of Competition and/or By-Laws of the ACTLAA (available on their website) or as otherwise stated in the following paragraphs, or as promulgated from time to time on our website or via verbal announcements at the commencement of a competition event.

Local rules always take precedence. Rules for individual events will be available as handouts and/or published on the Lanyon or ACTLAA websites.

### General Outline of Normal Competition

- Upon arrival, Team Managers gather their team folder and a basket for drink bottles and hats. Athletes check in with their team managers and are then sent as a group to a warm up session
- During warm ups, Centre officials make any necessary announcements to the parents.
- After warm ups, the athletes rejoin their Team Manager. Additional announcements and/or wards may then be made, before teams are dismissed to begin competition.
- Athletes rotate through a number of events each week. Not every event is conducted each week, but is split between Week A and Week B competitions
- Athletes are grouped into teams by age and sex. If numbers are small, some age groups are combined.
- Each team is led by a Team Manager who escorts the athletes to each event and conducts the event, unless the event is being controlled by a designated Event Official.
- Parents assist the Team Manager in conducting the event, in managing the athletes and by recording results.
- Each team has a team folder which contains the running order of events and general information. The running order should be strictly followed to prevent disruptions to other teams.

- Field event results are recorded in the folder; track event results are recorded by designated Recorders

## Events Offered

See Section 12 on page 10 for a list of events available this season.

## Eligibility and Attire

All athletes competing in regular Centre competition must be registered with the ACT Little Athletics Association. Centre uniform must be worn with the official Registration Patch and Age Patch attached in correct locations. Sponsors' patches must also be attached and visible.

Lanyon Little Athletics' uniform consists of royal blue shorts, runners or bicycle pants and an aqua T-shirt for both girls and boys. The Centre uniform must be worn at Centre and ACTLAA competition meetings. Note that athletes not in correct uniform at ACTLAA competitions will not be allowed to compete.

Registration numbers are provided at registration and these are to be attached to the shirt front. Age labels are also provided and these are to be sewn onto the left breast of the shirt or the left hip of a body suit. The Little Athletics major sponsor patch "IGA" must also be sewn onto the top (refer to the Uniform section of our website).

## Footwear

Footwear is compulsory at all Centre and ACTLAA competitions.

Spikes may be worn at all levels of competition from the U9 age group upwards in laned individual track events, long, triple, high jump and javelin. Spikes of up to 9mm can be used on grass, but at the AIS Track at Bruce spikes must be 7mm or shorter

Spikes are to be put on immediately prior to the start of events and must be removed prior to leaving the event.

*Note: ACTLAA has banned all shoes that can take spikes for unlaned events, i.e. 800m, 1500m and the walks. This means that you cannot put blanks (as opposed to a spike) into a spike running shoe.*

## Misconduct and Penalties

Misconduct will not be tolerated.

Executive Committee Members, Chief Officials and Age Managers have the right to disqualify an athlete from an event at Centre Competition where the Code of Conduct or Safety Guidelines are breached. The breach will be recorded and parents/guardians informed.

If a second breach is recorded, Centre Officials will take the occurrence very seriously and further disciplinary measures will be imposed where deemed appropriate.

## Grievances

If there are concerns in regard to the running or the recording of an event on the morning of competition the following procedure must be followed:

- Before a protest is lodged, in the first instance a verbal approach must be made to the chief official responsible for the event. If the result is not deemed satisfactory, a written protest

must be then lodged with the President of the Centre to be adjudicated by the Jury of Appeal. The protest/concern must be lodged before the completion of the morning's competition. The Jury of Appeal will consist of the President of the Centre and other Centre officials who were not involved in the original decision.

If there are concerns in regard to the running or the recording of an event after the morning of competition the following procedure must be followed:

- A written statement must be submitted to the President within fourteen days of the original concern. The statement will then be discussed at the next Centre committee meeting where it will be adjudicated.

## **4. Parental Involvement**

Little Athletics is not just for children; it needs the active participation of parents as well. To ensure that each morning's program is run for maximum enjoyment, parents are needed to act as officials, Age Managers and helpers. Approximately 100 parents are needed for our Saturday competition to run smoothly. When parents are not performing an official role, they are encouraged be a "helper" at field events, to assist Age Managers and be "active supportive spectators". Informal and formal training for officials is available.

You will enjoy the experience so don't wait to be asked. Please offer your services, as the success of your Centre depends on you. We especially need help in assisting with the setup of equipment each morning.

## **5. Code of Conduct**

### **For Athletes**

- Treat all other athletes as you would like to be treated.
- Be a good sport - applaud all efforts.
- Cooperate with officials, coaches and fellow athletes.
- Stay behind safety barriers and do not touch the equipment until it is your turn.
- Refrain from using derogatory or foul language.
- Be respectful of all equipment/facilities used and abide by this code of conduct.

### **For Parents/Guardians**

- Pay attention to announcements during warm ups.
- Encourage your child to participate according to the rules.
- Never ridicule or yell at an athlete for making a mistake or not winning the event.
- Focus on your child's efforts, not their results - an honest effort is more important than a victory.
- Ensure your own behaviour is consistent with good sporting behaviour.
- Encourage your child to respect all efforts made in competition by fellow athletes .
- Refrain from using derogatory or foul language.
- Ask questions if you are uncertain of events, decisions, results, etc.
- Encourage your child to respect and care for all equipment and facilities.
- Don't sit on the outside and criticise, come inside and be constructive by being involved in the Centre's activities.

### **For Officials**

- Compliment all athletes on their efforts.

- Be consistent, objective and courteous in calling all infractions.
- Ensure that 'the spirit of the game' is not lost.
- Ensure that your own behaviour is consistent with good sporting behaviour.
- Never ridicule or yell at an athlete for making a mistake.
- Ensure that at all times the competition is conducted in the safest possible manner.

## 6. Safety Guidelines

At Lanyon, we do our best to ensure the wellbeing and safety of all participants and spectators. Competition and training sessions will be cancelled if the grounds are deemed unsafe (i.e. too slippery, rough) and individual events may also be cancelled to protect the safety of athletes. Any concerns relating to safety should be directed to a Committee Member.

Parents and/or guardians SHOULD NOT LEAVE any child alone during normal weekly competition or a carnival. Both the nature of Little Athletics competition and normal child safety principles require that at least one parent or guardian should be at the grounds at all times.

Please follow our Safety Guidelines:

- Athletes should wear a wide brimmed or legionnaire style hat at all times while they are not competing. Everyone else is encouraged to wear a hat at all times.
- Everyone should apply sunscreen every two hours to prevent sunburn.
- Drink bottles (water or sports drinks only) must be brought to all competition and training sessions. Athletes should have a drink at least every half-hour.
- Water from taps at the ground is safe to drink.
- All participants must wear shoes at all times. Athletes' shoes should provide good support and be a good fit.
- Spiked shoes must not be worn by athletes in the Under 6 to Under 8 Age Groups and by non-athletes (including adults). See competition rules for rules regarding spikes.
- Athletes should participate in both warm up and cool down sessions to protect their bodies from the stresses of competition and training.
- Athletes should not eat during the running of an event (including between throws and jumps).
- Equipment must not be handled by any participants other than those officials and designated helper/s at the event or by an athlete who is currently competing in a throwing event.
- An adult should escort athletes under the age of eight to the toilet. Another athlete or adult should accompany athletes under the age of twelve.
- The safety of non-registered children is the responsibility of their parents/guardians.
- Athletes and non-registered children should be prevented from entering Out of Bounds areas (currently the 'casuarina grove' near the canteen, and the western embankment bordering Tharwa Drive).
- During competition, all children must be in the care of an adult who is present at the ground the whole time the child is there.
- During field events, only officials, designated helpers and the current competitor are allowed inside the roped competition areas.
- All participants must obey the Safety Officer.
- No one is allowed in our equipment shed/canteen except for Officials, designated helpers and babies restrained in prams/strollers.
- Adults are asked not to smoke near children, while officiating or in/near the canteen. Adults are encouraged not to smoke at any event where Little Athletics are present.
- Lanyon is a Nut-Free Little Athletics Centre
- During weekly training sessions, parents must ensure that training has commenced before leaving their children at the grounds.



- Age Group/Team Managers are encouraged to obtain a Working with Vulnerable People card from the ACT Government. While such certification is not currently required, it will assist Lanyon to comply with any future legislative requirements as they arise.

### **REMINDER TO DOG OWNERS**

Under the ACT *Domestic Animals Act* 2000, dogs are not permitted at sporting events or at sports training, unless they are assistance dogs accompanying a person with a disability.

Please do not bring your pet to a Little Athletics event.

## **7. First Aid**

Although we endeavour to make Little Athletics as safe as possible, accidents and injuries can still happen. If your child does sustain an injury, please see one of the first aid officers for assistance – they will be wearing distinctive, brightly coloured bibs. If First Aid Officers are not present, please use common sense to treat the injury and ensure the safety of athletes.

All injuries must be reported to the First Aid Officer. An Accident/Incident Report must be completed by the Age Manager, Event Official, adult witnesses and the administrator of first aid.

## **8. Drug and Alcohol Policies**

As a member of the ACT Little Athletics Association, Lanyon endorses the following policies:

### **ACTLAA Drug Policy**

*“ACTLAA has a zero tolerance on the use of drugs by participants, whether for performance enhancement or recreational use during any competition or activity sanctioned by the Association or at any social or other function organised by or sanctioned by the Association.*

*Drugs in any shape or form are not to be brought into the location of any competition or social or other activity where the activity or function is organised by or sanctioned by the Association. The use of drugs at ACTLAA activities shall be deemed a serious breach of the ACTLAA Code of Behaviour. Any person found to be using drugs or under the influence of drugs during ACTLAA-sanctioned activities, including social activities, may face expulsion from the Association or other disciplinary action as determined by the ACTLAA Board of Management.*

*Note: This policy does not apply to medically-prescribed drugs. It is expected that, if an athlete or participant requires medically-prescribed drugs that have the potential of a performance enhancing effect they will inform the competition manager or organising body in writing before the activity commences.”*

### **ACTLAA Alcohol Policy**

*“ACTLAA has a zero tolerance on the consumption of alcohol by participants during any competition or activity sanctioned by the Association.*

*Consumption of alcohol in spectator areas must be in conformity with relevant liquor licensing regulations. The consumption of alcohol during competitions or activities shall be deemed a breach of the ACTLAA Code of Behaviour and subject to disciplinary action by the ACTLAA Board of Management where the activity is organised by the Association, and by the Centre for Centre-run activities.*

*Participants includes athletes, coaches, officials, administrators and volunteers who participate in, or are engaged in, the conducting of an ACTLAA-sanctioned activity.*



*Activity includes but is not limited to Centre-organised competition, Centre or ACTLAA carnivals or championships, regular coaching sessions, coaching or education clinics, school visit programmes and school development activities. It does not include social activities conducted away from competition areas."*

## **9. General Information**

### **Insurance**

All registered members, participants trialling before becoming a member, coaches, voluntary workers, officials and committee members of Lanyon Centre are covered by the Australian Little Athletics Insurance Scheme. Any potential claims should be referred to the President.

### **Equipment**

Competition equipment is to be collected from the shed by the official/s for the day only, and must be returned to the shed immediately on completion of its use. The equipment must not be handled by any participant other than those official/s and designated helper/s at the event or by an athlete who is currently competing in a throwing event.

### **Canteen**

Lanyon sells reasonably priced food and drink at the canteen on competition days. Profits are used by the Centre to purchase equipment for the use of our athletes. Where possible we aim to provide nutritious and healthy food. In line with our nut-free policy (see below), nuts and foods containing nut products are not sold by our Canteen.

### **Nut-Free Policy**

Lanyon operates its competition, training and canteen with a nut-free policy because of the serious medical risk that even minor exposure to nuts and foods containing nut products can pose to some of our athletes. Please adhere to the policy by not bringing any nuts or nut products to competition or training. Further information is available from [www.allergyfacts.org.au](http://www.allergyfacts.org.au)

### **Lost Property**

Please mark all clothing and personal items clearly with your child's name and age group, especially jumpers, hats and drink bottles. Please place any lost property in the marked clothes basket kept in the shed. Any uncollected items will be donated to charity at the end of the season.

## **10. Awards, Point Score and Presentation**

At the completion of the season, the Centre hosts a Presentation Day to recognise the efforts and achievements of all athletes and "helpers".

A Certificate of Achievement, Season Result Sheet and Participation Medallion/Trophy will be awarded to all athletes who have participated on at least 60% of available competition days (e.g., if a season has 15 competition mornings, athletes need to compete on at least 9 mornings to be awarded their participation trophy).

### **Awards**

The following individual awards are made:

## **Achievement Awards (Main Centre Awards)**

Awarded to the boy and girl athletes gaining the highest point scores in each Age Group or combined Age Group.

### **Medallions for Competing in Five or Ten Seasons**

Athletes who have competed for five or ten seasons receive a commemorative medallion.

### **Encouragement Award**

Awarded to one athlete per team based on behaviour, dedication, trying hard etc. Nomination is by each Team Manager.

### **Team Athlete Award**

Awarded to one athlete per team for outstanding performances throughout the year. Calculated on the number of placings in events, club records held and interclub performances.

*Note: These awards are an indication only and may be varied as agreed by the Committee.*

## **Point Score**

Lanyon's point score system favours athletes who compete regularly and participate to the best of their ability in all events. Throughout the season participation and personal best points are awarded and are added to all personal best points for a total score.

**Participation Points** – 5 points are awarded for competing in each Centre competition event. Competing includes:

- completing the event;
- starting but not finishing an event due to sickness, injury or another reason deemed acceptable by the official; or
- competing in an event to the best of your ability but not recording a result due to fouls.

Participation points are not awarded when an athlete is banned from participating due to misconduct.

Participation points will be awarded for a maximum of five events for Under 9s and Under 10s and for a maximum of six events for Under 11s to Under 17s on each competition mornings (regardless of whether optional events such as walks or 1500m are held)

**Personal Best Points** – Between one and ten points are awarded whenever an athlete improves on their previous best result in a specific event. One point is awarded for each percentage point of improvement up to a maximum of ten points.

As an example, an athlete competes in the discus:

Previous Personal Best Performance: 10.0 metres  
New Personal Best Performance: 10.7 metres  
Personal Best Points: 7

## Effect of Optional Events

This season, the 1500m run and walk races may not be held regularly (subject to interest and/or availability of officials). If they are held as part of a normal Saturday competition, participation points will be awarded for a maximum of five events for Under 9s and Under 10s and for a maximum of six events for Under 11s to Under 17s. Personal Best points are not affected and can be earned for each contested event.

It is recommended that athletes who choose to walk should not compete in a 1500m run as well.

## Example of Calculation of Total Point Score for a 14-Week Season

- Sam participated in all five events during weeks 1, 2, 5, 6, 8, 9, 12, 13, 14 (9 weeks).
- Weeks 3 & 11 were cancelled due to rain.
- On week 7 she was on holiday with her family and did not compete.
- On week 10 she competed in two events then went home sick.
- On week 4 she arrived late and missed the first two events and competed in three events only.

Thus, Sam's Participation Points for the season are calculated as follows:

- 2 weeks were cancelled, so best 12 of 14 weeks are used.
- 10 weeks of five events, 1 week of two events and 1 week of three events = 55 events
- 55 events @ 5 points each = 275 points

Sam also obtained 165 Personal Best Points during the season.

Thus her total Point Score =  $275 + 165 = 440$  points

## 11. Records

See the LLAA website for a record of the best performances at Centre Competition of each event by athletes (both boys and girls) in each age group. Best performance records must be verified by a Committee member as follows:

### Field Events

The event official or Age/Team Manager must verify that the athlete's throw or jump complied with the Centre Rules of Competition and the Qualified (Chief) Official of that Event (if present) or a Committee Member must validate the measurement.

Care should be taken that implements and/or marks in the ground/takeoff mats (or in sandpits) are not disturbed prior to verification.

**High Jump:** Attempts at new Centre record heights must be verified by the Qualified High Jump Official or a Committee Member prior to the jump trial.

### Track Events

The Chief Time Keeper must verify that the Event was run in accordance with Centre Rules of Competition and two times must be recorded by independent timekeepers. The slower time (rounded-up to the nearest tenth of a second) is recorded as the best performance. Where athletes from two or more different Age Groups are competing in the same race, extra care should be taken to record two times for the fastest athletes from each group.

## 12. Events

EVENT	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15-17
50m	X	X	X	—	—	—	—	—	—	—
70m	X	X	X	X	X	—	—	—	—	—
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
400m	—	—	—	X	X	X	X	X	X	X
800m	—	—	—	X	X	X	X	X	X	X
1500m	—	—	—	—	?	?	?	?	?	?
700m Walk	—	—	—	?	—	—	—	—	—	—
1100m Walk	—	—	—	—	?	?	—	—	—	—
1500m Walk	—	—	—	—	—	—	?	?	?	?
60m Hurdles	—	—	X	X	X	X	X	—	—	—
80m Hurdles	—	—	—	—	—	—	—	X	G	—
90m Hurdles	—	—	—	—	—	—	—	—	B	G
100m Hurdles	—	—	—	—	—	—	—	—	—	B
Long Jump	X	X	X	X	X	X	X	X	X	X
Triple Jump	—	—	—	—	—	X	X	X	X	X
High Jump	—	—	FB	X	X	X	X	X	X	X
Shot Put	OT	X	X	X	X	X	X	X	X	X
Discus	OT	X	X	X	X	X	X	X	X	X
Javelin	—	—	—	—	—	X	X	X	X	X

### Legend

- X Event is available
- ? Event may be available, subject to interest and/or availability of coaching or officials
- Event not available for this age group / sex
- B Boys
- G Girls
- FB Practice using flexi-bar only
- OT 'On Track' program – modified events for U6s