



# ***Athletics*** ***New South Wales***

## **SUMMER SERIES**

### **Competition Guide**



## INTRODUCTION

The NSW Summer Series is a series of track and field competitions delivered by ANSW member clubs and other partners and endorsed by ANSW. The key objectives of the NSW Summer Series include:

- Increase the participation levels in NSW
- Increase the number of competition opportunities available for athletes
- Provision of competitions geographically convenient for athletes
- Inclusion of non-member participants
- Increase membership to ANSW
- Empower local clubs to deliver competitions
- Increase the revenue opportunities of host clubs
- Encourage aspects such as fun, entertainment, club unity & social networking
- Provide greater flexibility regarding rules and protocols
- Encourage attendance of novice and club level athletes
- A pathway for Little A members in to senior competition
- A pathway for volunteers to become qualified officials

The vision is to have a thriving club competition series with multiple events held weekly throughout NSW. To support clubs hosting competitions Athletics NSW can:

- Incorporate the club events in to our ANSW Summer Series brand.
- Have a dedicated calendar page on the ANSW website and the event included in the official competition calendar
- Promote the competition through e Athlete which is distributed to 11,000 members each week
- Publish event information and articles through social media including the official ANSW Facebook, Instagram, Twitter and YouTube pages
- Provide training for and access to the ANSW online entry portal
- Provide Hy Tek Meet Manager training
- Provide AA and ANSW Permits
- Provide access to ANSW technical official's network
- Provide staff support
- Provide Photo Finish (hire fee applies)

The emphasis of the ANSW Summer Series is to enable clubs to be creative and design events that appeal to their targeted community. However to assist clubs, ANSW has created a guide on how to coordinate a successful track and field meet. The guide is intended as a reference with clubs retaining creative control of a process that best suits the organisers.

## STEP 1:

### CONFIRM ROLES & RESPONSIBILITIES

The roles and responsibilities for delivering a track and field meet may vary considerably depending on the event offering. As a general guide consider fulfilling the below positions, some of which may be combined positions or in some cases be assigned to more than one person.



Competition Manager



Venue and Logistics Manager



Technical & Equipment Manager



Media & Marketing Manager



Officials and Volunteers Manager



Financial Manager



Communications and Data Manager

## STEP 2:

### CHOOSE THE TYPE OF COMPETITION TO BE PROVIDED

Ask yourself the following...

- Do you want to hold both track and field events or concentrate on one area (e.g. throws, jumps, sprints, middle or long distance)?
- Do you want to follow IAAF / ANSW rules and protocols or develop your own more flexible rules and protocols?
- Do you want to offer traditional events or non-traditional events or a combination of both?
- Do you want athletes to be able to qualify for National or International Championships?
- Do you have access to a suitable venue for your competition type and do you have or can you obtain the resources to deliver it?
- What type of athlete are you trying to cater for (open, juniors, masters, para, male, female, club/social athlete, performance athlete, elite athlete, members, and non-members)?

## STEP 3:

### SELECT THE EVENTS TO BE INCLUDED IN THE PROGRAM

Once you have decided on the type of competition, the next step is to select which events to include. These may be traditional or non-traditional track and field events. When selecting events consider the following...

- When and where the same or similar events are to be held (refer to ANSW competition grid)
- Strengths of local athletes
- Popularity of events
- Athlete preferences – particular athletes may be looking at gaining a qualifying performance or targeting a record
- Limitations or practicality of the venue
- Duration of each event and duration of the overall competition
- Number of officials / volunteers required to run the events
- Events that may assist in the promotion of the competition
- Events that align with a sponsor

Note that clubs submit a nomination to ANSW to be included in the **NSW Summer Series**. Any events included in the program will be dependent on confirmation from ANSW.



## STEP 4:

### DETERMINE WHETHER EVENTS WILL BE SPLIT INTO DIVISIONS

The division of athletes into distinct groups is done to a) have athletes of similar standard compete against one another and b) manage the number of athletes in a particular division. The common methods used to create athlete divisions include:

- Gender – Male or Female events
- Age – Open, Junior or Masters age groups
- Implement Weight – e.g. 4kg shot put or 1kg discus
- Jumping ability – e.g. 1.5m starting height in high jump, or athletes who jump over/under 5m in long jump

## STEP 5:

### SET A DATE

It is important to select a date that will encourage attendance. Consider the following...

- Venue availability
- Possible event clashes (athletics competitions, other major sporting or recreation events in the area)
- School or public holidays
- Athlete availability (work or school commitments, other sporting commitments, in training or looking for competition)
- Athlete need/want to partake
- Duration of your competition (is it suitable as a midweek twilight meet?)
- Volunteer / officials availability
- Alternate dates as 2nd and 3rd preferences

Note that clubs submit a nomination to ANSW to be included in the **NSW Summer Series**. Any date will be dependent on confirmation from ANSW.

## STEP 6:

### SELECT A VENUE

The suitability of a venue will depend on a number of key factors including...

- Location/Accessibility – Is the geographic location accessible to your target market? Is there sufficient car parking? Is public transport nearby? Can the venue accommodate the disabled?
- Suitability – Does the venue have the necessary facilities and equipment to accommodate your events to be offered? Also consider administration areas including photo finish, administration tasks such as seeding, printing and publishing results, competition directing, announcing, and athlete registration/check in. Consider power and IT networking requirements. Is there sufficient lighting if the competition is to be held during the late afternoon/evening?
- Shelter – Is there sufficient shade/shelter for athletes, officials and spectators. Consider both wet weather and hot weather impact
- Toilets/Change Rooms – Is there sufficient toilet/change room facilities for the size of the event?
- Canteen Facilities
- PA System – Consider the location and role of the announcer / race caller. Are there multiple microphones available? Wireless or wired microphones? Can music be played through the PA system? What connections/cables are required? Are there volume restrictions?

- Venue Support – Will there be venue staff onsite during the competition? What is their role on the day? How are they contacted?
- Cost of hiring
- Booking – When must the booking be received by? Is there a cash deposit required?
- Terms and Conditions of Hire – Consider vehicle access for organisers, additional cleaning costs, cancellation policy
- Key Venue Liaison Person – Confirm name, contact number, location, when they will be onsite, what their role is on the day

## STEP 7:

### CONFIRM EQUIPMENT & STATIONERY REQUIREMENTS

Once the date and venue have been confirmed, a comprehensive list of equipment and stationary required should be completed. Consider the following:

- General Stationery (paper, pens, tape, receipt book, batteries etc)
- Athletics Stationery (hip numbers, pins, bibs, clip boards etc)
- Technical Equipment (photo finish, finish clock, throwing implements, measuring tape, lap counter, stop watches etc)
- Other General Equipment (tables, chairs, shade tents, PA system etc)

## STEP 8:

### CONFIRM THE COMPETITION RULES

There is great flexibility and freedom for a host club to modify rules for a competition or event that does not hold an AA or ANSW permit status. A rule modification may be to eliminate the false start rule for example.

Any competition from which athletes can qualify for National or International competitions must however be compliant with AA and IAAF rules and regulations without any localised modifications.

An Athletics Australia Permit meet is sanctioned by Athletics Australia. Performances achieved at these meets can be used for International qualifiers (for any meet where the IAAF are governing body) and for National record applications. An Athletics NSW Permit is a lower level permit with less stringent requirements. An ANSW permit allows athletes to qualify for Junior and Senior Nationals. Contact ANSW directly for information about securing an ANSW or AA permit.

When setting rules it is recommended that the IAAF rules be adopted and any alterations or modifications explicitly detailed. These rules must be provided to the officials and volunteers in advance of the competition and be available for the general public to view (includes athletes, coaches, parents etc).





## STEP 9:

### DRAFT A COMPETITION TIMETABLE

When drafting a timetable it is worth splitting the events in to track and field.

#### Track Program

The duration of a track event is dependent on the calibre of athletes competing. Consider how long the slowest runner in a heat/race will take. In general the following applies:

- 100m/200m at 2-3 minute intervals
- 400m at 4 min intervals
- 800m at 5 min intervals
- 1500m at 6-7 min intervals
- 3000m 12-18 min intervals
- 5000m 20-25 min intervals
- Sprint Hurdles 3 min intervals
- 400m Hurdles 5 min intervals
- 3000m Race Walk 15-25 min intervals
- 5000m Race Walk 25-40 min intervals

Remember to consider how many athletes are likely to enter a given event and how many lanes/positions are available per race.

For hurdle events allow extra time when the hurdles height or distance changes. This should be 7-10 minutes. It is generally easier to start with the higher height hurdles and drop them down for subsequent races.

For the sake of program flow, consider where events start and try to avoid moving the start position too regularly e.g. don't run two 100m races, then run a 400m and then back to the 100m start point.

When start positions change allow at least 5 minutes between events for the start team to change positions.

#### Field Events

Field events are run by field teams (groups of officials/volunteers) that progress from event to event. Consider the number of officials/volunteers available as this will define how many field teams can operate. In general a team is no less than 4 officials/volunteers. These teams are generally, but not always, separated in to jumps and throws teams. When timetabling, assign a team to every event on the program. This is easily done by assigning the team as A, B or C. Consider how long the event will take. Predicting the number of competitors is important. Use the following as a guide:

- Long Jump and Triple Jump **1 minute per jump**
- High Jump **6 jumps per athlete; 1 minute per jump**
- Pole Vault **6 jumps per athlete; 2 minutes per jump**
- Throws **1 minute per throw**

When scheduling the next event for the field team allow for 20 minute warm up (45-60 mins for pole vault) before the next event's scheduled start time.

Other important considerations when drafting the field event's schedule:

- Confirm event locations for each event.
- Consider the number of field event sites at the venue.
- Don't schedule 3 long jumps simultaneously where only two long jump pits are available.
- Avoid scheduling pole vault or high jump at the same end as the javelin throw (avoid runway cross over).
- Where possible avoid scheduling two long throws concurrently. If you are forced to do so, try to schedule events that won't overlap (two groups that don't throw far). If necessary appoint a Safety Officer to manage the fall zone.
- Avoid having the hammer throw on at the same time as circular races (athlete safety). If this does occur coordinate additional netting to prevent hammers from being thrown onto the track.
- Avoid event clashes where possible. Likely doubles include shot put/discus, long and triple jump, long and high jump etc.

## STEP 10:

### CONFIRM OFFICIALS & VOLUNTEER REQUIREMENTS

The officials and volunteer resources required will be shaped by the type of competition and the events offered. A typical club level track and field competition may include the following:

- Starter
- Finish Judge
- Timekeepers / Photo Finish
- Field Judges
- Administrators (athlete registration, seeding & results)
- Announcer
- Site set up and pack down

A club event may not require all of the positions listed above to deliver a successful competition. There will however be a minimum requirement of qualified technical officials if the competition is to have AA or ANSW permit status. Athletics NSW has a network of technical officials that may be available to attend your competition. Contact ANSW directly for assistance.

Competition day is an excellent opportunity for volunteers to gain valuable practical experience officiating. To obtain an entry level qualification in officiating, a simple online exam is completed. To progress up the officiating levels, a combination of practical and examination requirements need to be fulfilled. For more information about becoming an official and gaining qualifications visit [www.nswathletics.org.au](http://www.nswathletics.org.au).

## STEP 11:

### COORDINATE MEDICAL PERSONNEL

Qualified medical personnel are required to be onsite during competition in case of injury or medical emergency. It is recommended that first aid personnel have a minimum first aid level II.

St John's offer first aid service at events for a financial donation. ANSW also has a database of suitably qualified and experienced sports trainers and physio therapists. Ensure that the medical personnel have access to a first kit and injury log book and if possible a private space with access to water, ice and a massage table. Medical personnel should be easily identifiable and based at a signed location.

## STEP 12:

### COORDINATE FOOD & BEVERAGES

#### Athletes

Water is provided in post event control area at all meets, at event sites on hot days, and for distance event athletes on the back straight.

#### Spectators

Food and beverages should be available onsite. Examples include a canteen, BBQ or coffee cart. Depending on the venue, there may be a contracted caterer or you may be able to make your own arrangements. The provision of catering is a good way to build revenue for your club.

#### Officials

It is important that the officials, volunteers and medical are looked after during a track and field competition. Free tea and coffee and access to water is important. If the event is an evening competition a complimentary hot meal is advised, if the meet is a full day lunch is advised, and if the meet is a morning or afternoon competition a snack is advised.



## STEP 13:

### CONFIRM EVENT PRESENTATION & ENTERTAINMENT

Making an event entertaining is important no matter the level of competition. At grass roots events we want people to be informed; enjoy being there; and come back again. Aspects of meet presentation that should be considered include:

- Announcing & Race Calling
- Music
- Scoreboard
- Lane numbering and field distance markers
- Signage
- Social media, live results, photos and video highlights
- Non-competition activities

## STEP 14:

### PREPARE MARKETING & PROMOTION PLAN

Utilising a website is the best way to communicate details of your event. The two main websites to use are the club's and ANSW's. Athletics NSW can include your event on the calendar section of its website.

Direct email is a great method to promote your event. Direct email your club members and ask other club registrars if they may distribute and email to their members on your behalf. ANSW has a weekly e athlete that is distributed to 11,000 members each week. Clubs may submit event information to ANSW to be included in e athlete.

Social media is a popular communication tool. Consider creating club Facebook, Instagram and Twitter accounts. Encourage your members to share the event to achieve a greater reach. Other organisations such as ANSW may post your content upon request.

Additional methods to promote your event include:

- Little Athletics network
- Local schools and sports teams
- Posters at athletics training / competition facilities
- Flyers distributed at events
- Local newspaper
- Radio / TV



## STEP 15:

### DRAFT THE EVENT BUDGET

The event budget is a projection (forecast) of the income and expenditure that the event will incur based on plans made and information gathered.

Basic event budgeting rules

Although the budget takes time to develop, there are some basic rules that should be followed from the outset:

- Have a clear understanding of the club's financial position and expectation from the track and field event. List the anticipated expenses against revenue. Confirm what an acceptable profit/loss margin is and modify the event offering if necessary.
- Be realistic about event incomes. Far too often, event plans are far too optimistic about the amount of sponsorship to be gained, or the number of people who will attend as spectators or participants. Over optimistic predictions are often a cause for financial loss as a result of staging an event.
- Have a contingency plan. In thinking through what could possibly go wrong with an event, it is a good idea to determine what must be done if something does go wrong. For example, what happens if the sponsorship pull out, or there is very bad weather?

#### Set the entry fee

Ideally the entry fee multiplied by the expected attendance will at least cover all the expenses attributed to the competition. As part of the NSW Summer Series, ANSW will receive \$5 per participant. This cost should be factored in the club's financial projections. It is recommended that the non-member entry fee is higher than the member entry fee. This is done to offer a further benefit to becoming a member of a club and ANSW. Other things to consider when setting your entry fee:

- Is the fee per event or for unlimited event entry?
- Will there be different fees for different events?
- Will there be different fees for different age groups?
- Will there be a different online entry fee to the on the day entry fee?
- Will there be a season entry pass or discount?

## STEP 16:

### PUBLISH COMPETITION INFORMATION

Additional important information to be published (which may not be rule specific) may include:

- Date of Competition
- Competition Venue
- Entry process
- Entry opening/closing date/time
- Entry fee
- Eligibility / uniform requirements
- Check in / registration location and time
- Event divisions
- Timetable
- Event explanation (if unique concept like the Eliminator)
- Prize giving or medal presentation schedule
- Access and carparking
- Canteen / refreshment details
- Number of attempts in throws and horizontal jumps
- Contact person and details
- Seeding / progression details
- Sponsor logo / details
- Permit status (unpermitted, ANSW permit or AA permit)



# Additional Resources

visit [www.nswathletics.org.au](http://www.nswathletics.org.au) to obtain the following:

- Athletics NSW Competition Manual
- Sample Timetable
- Event Check Sheet
- Sample Equipment List
- Sample Budget
- Sample Competition Rules
- Sample Risk Assessment

**Athletics NSW**

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