

Mosman Little Athletics Competition Nights

“Quick Guide for Volunteers”

Thank you very much for volunteering to help with the organization and smooth running of our competition night, we hope you enjoy it!

We have organized competition nights so that the majority of volunteers are allocated to an age group and will move around with that age group to each event. At each event there will be an event manager who will need the help of all the age group volunteers to run the event. A brief guide to the tasks at each event are provided below.

AT THE START.....

- Collect basket and Age Group Bag containing: Competition Night Folder (map, event schedule, roll), pen and black texta.
- Identify first event and location and head off immediately
- Mark the roll / check registration numbers **on the way to your first event** (note any athletes with registration numbers that differ from the roll).
- Warm-up at first event.
- Try to keep to the times on the event schedule. There is no siren on comp nights, move on at completion of the event / at allocated time (whichever is earlier).

EVENT MANAGEMENT.....

The age manager & age helpers will need to act as marshals, event helpers and recorders during completion nights.

On your way to an event, check the competition program to work out how the age group needs to be organised for the event i.e. heats for track events or equal groups for field events.

Numbers of heats have been estimated for each age group based on estimated total numbers in the age group - this may require adjustment on the night.

Where age managers / coaches have previous knowledge of athlete performance, athletes should be grouped in heats according to ability.

FOR FIELD EVENTS.....

Shot Put & Discus – Key Tasks

Age Helpers - Divide the age group into two equal groups (ideally in registration number order for ease of recording) e.g. if there are 30 athletes, 15 should go to ring A, 15 to ring B.

Ask athletes to sit quietly, well behind the throw ring and wait for their turn. Move athletes away from the throw ring when they have completed their turn.

Retrieve SP / Discus after each athlete has had two throws (one after the other).

Recorder – record peg no. for each athlete as it is placed to mark their best of their two throws. Record throws length against peg number when the throws are measured at the end of the event. Note a foul throw if called by the coach.

Long Jump / High Jump – Key Tasks

Age Helpers - Divide the age group into two equal groups (ideally in registration number order for ease of recording) e.g. if there are 30 athletes, 15 should go to Lane 1, 15 to Lane 2)

For long jump use both lanes. For high jump use both mats. Ask athletes to sit quietly between turns.

Help coach with measuring of jumps / raking pit (LJ); bar adjustment (HJ) as required.

Recorder – record jump distance/height for each athlete – two jumps each (LJ), continue to 2 missed jumps (HJ). Note foul jump if called by the coach.

FOR TRACK EVENTS.....

Middle Distance Pack Starts (U6 and U7 athletes) – Key Tasks

Work with the coaches to divide the age group into two equal groups. Sit the athletes in their heat groups where directed by the Coach. Make sure the athletes don't leave their allocated heat.

Three volunteers need to go to the finish line to assist with allocation of places and result input. Times are recorded electronically, we will need you to keep the athletes in place order at the finish and call out their registration numbers for input to the results system.

Laned Middle Distance Events – Key Tasks

Work with the coaches to divide the age group into the appropriate number of heats based on the number of lanes available. Where Age Managers / Coaches have previous knowledge of athlete performance, athletes should be grouped in heats according to ability.

Sit the athletes in their heat groups as directed by the Coach.

Three volunteers are required at the finish line to assist with allocation of places and result input. Times are recorded electronically, we will need you to keep the athletes in place order at the finish and call out their registration numbers for input to the results system.

Sprints and Hurdles – Key Tasks

Work with the coaches to divide the age group into the appropriate number of heats based on the number of lanes available. Where Age Managers / Coaches have previous knowledge of athlete performance, athletes should be grouped in heats according to ability.

Sit the athletes in their heat groups in lane order behind the start line or as directed by the Coach. As each heat starts their race, move the next heats forward.

Three volunteers need to go to the finish line to assist with allocation of lane numbers (athletes pick up lane cards after they cross the finish line) and result input. Times are recorded electronically by lane, we will need you to keep the athletes in lane order at the finish and call out their registration numbers.

RECORDING RESULTS.....

All **track events** will be electronically timed using our Results HQ program and athlete numbers entered directly into the computers at the finish line.

For **field events**, the results for each athlete should be written beside their name / registration number on the recording sheets. All field recording sheets should remain at the event.

Thank you for your help - Mosman Little Athletics