MLA Competition Nights "Quick Guide for Age Managers & Volunteers"

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

We have organised 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 Coaches and Recorders who 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….

Age Managers

Sign in at the Session Managers table and collect Competition Night Folder (map, event schedule, attendance roll, pen).

- o   Start checking off the athletes against the roll. Any athletes missing rego numbers or with a different number to the roll, send them to see the registrar.

- o   Identify first event and location and head off as soon as you can. If you need to, you can complete marking off the roll at the first event.

- o   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 competition 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……

<u>Shot Put & Discus</u> – 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 throw straight 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.

<u>Long Jump & High Jump</u> – Key Tasks
Long Jump - 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. Help coach with measuring of jumps / raking pit as required.
Recorder – record jump distance for each athlete – two jumps each. Note foul jump if called by the coach.
High Jump – Ask the coaches how you can best help. In older age groups with experienced high jumpers, athletes may be asked to nominate a starting height. Ask athletes to sit quietly between turns. Help coach with measuring of jumps / bar adjustment (HJ) as required.
Recorder – record jump height for each athlete – continue to 2 missed jumps. Note foul jump if called by the coach.

FOR TRACK EVENTS……�SEP

<u>Middle Distance Pack Starts (U6 and U7 athletes)</u> – 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.

2-3 volunteers need to go to the finish line to assist with allocation of places and result input. Decide where athletes will gather at the finish of the race – will they return to the start or collect at the finish? If they are collecting at the finish, volunteers should take the drinks baskets with them.
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. After athletes have finished their race and had rego numbers recorded they should be directed to sit quietly in a safe area out of the way and have a drink. 1-2 of the volunteers should stay to look after athletes who have finished.

<u>Laned Middle Distance Events</u> – 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.

2-3 volunteers need to go to the finish line to assist with allocation of places and result input. Decide where athletes will gather at the finish of the race – will they return to the start or collect at the finish? If they are collecting at the finish, volunteers should take the drinks baskets with them.
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. After athletes have finished their race and had rego numbers recorded they should be directed to sit quietly in a safe area out of the way and have a drink. 1-2 of the volunteers should stay to look after athletes who have finished.

<u>Sprints</u> – 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.

2-3 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. Athletes should collect at the finish so volunteers should take drink baskets with them.
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 if required.
After athletes have finished their race and had rego numbers recorded they should be directed to sit quietly in a safe area out of the way and have a drink. 1-2 of the volunteers should stay to look after athletes who have finished.

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.

2-3 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. Athletes should collect at the finish so volunteers should take drink baskets with them.
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 if required.
After athletes have finished their race and had rego numbers recorded they should be directed to sit quietly in a safe area out of the way and have a drink. 1-2 of the volunteers should stay to look after athletes who have finished.

1-2 volunteers need to be stationed alongside the track to pick up fallen hurdles.

RECORDING RESULTS......⌜SEP⌝

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 all for your help – MLA Comp Night Manager Bernie