Southern Metropolitan Region

SUBWAY Region Relays Carnival

Saturday 23rd November 2019

Ross Reserve, Noble Park
(Springvale Little Athletics Centre)

Members
Quick Reference Guide

Please Note:

This document can be read in conjunction with the LAVic Competition Rules & LAVic Competiton Regulations

Little Athletics Southern Metro Region

SMR Centres: Brighton, Caulfield, Chelsea, Dandenong, Frankston, Mentone, Moorabbin, Mornington, Oakleigh, Sandringham, Seaford, Springvale, Waverley & Westernport.

TABLE OF CONTENTS

Introduction....3
Alcohol Consumption....4
Arena....4
Athletes....4
Behaviour....4
Call Room....4
Coaching....4
Disqualification....5
Dogs....5
Entry Fees....5
Entry Gates....5
Event Indicator....5
First Aid....5
Finals....5
Footwear....5
Injured Athletes....6
Lunchtime Photos....6
Medal Engraving....6
Officials....6
Pavilion....6
Registration Patch....6
Results....6
Result Cards....7
Scratching's....7
Smoking....7
Sponsorship Badges....7
Sun Smart....7
Uniforms....7
Volunteering....8
Appendix 1 – Arena and Venues....9
Appendix 2 – Car Parking....10

INTRODUCTION

This Guide was originally developed by the Southern Metropolitan Region Committee as an information source for Centre Team Managers and Key Officials who will be officiating at events hosted by the Southern Metropolitan Region of Little Athletics Victoria.

It was primarily developed to help answer many of the questions asked every year at Centre Team Manager and Key Officials meetings but relevant also to all our members and parents/guardians.

Included is a venue map, brief explanation on the many topics & questions.

If there are discrepancies in this booklet that conflict with the Competition Regulations, then Competition Regulations will overrule the information in this Guide.

On behalf of the SMR Committee, thank you all for taking the time to read this document.

Kind Regards,

Mark Henry
President
Southern Metro Region

Little Athletics
Southern Metro Region

ALCOHOL CONSUMPTION

No alcohol may be consumed within the Arena complex whilst the competition is in progress.

ARENA

Officials and competitors are the only people permitted on the Arena.

ATHLETES

All athletes and teams **MUST** report to the Call Room, even if running late. Call Room staff must tick off athletes and teams in case of issues and protests on an event. Please instruct all athletes to report to the Call Room and not to go directly to the Zone(s).

BEHAVIOUR

All Key & General Officials, Team Managers, Athletes and Parents must behave appropriately and in line with the LAVic Code of Conduct. Abusive or threatening behaviour to athletes, volunteer officials or other parents is not acceptable and should this occur then the offending party(s) will be asked to leave the venue immediately.

CALL ROOM

All athletes MUST go through the Call Room in full-approved centre uniform before their event. Athletes who go directly to the event may not be allowed to participate.

Team Managers and parents are not permitted inside the Call Room unless they are called by a Competition Official or dropping off Scratch forms.

The Call Room will open 30 minutes prior to the event and close 20 minutes prior to the start of the event.

We will do our best to make two announcements for each event. One to signal the opening of the Call Room and the other to indicate that it is closing. All four athletes must be inside the Call Room prior to closing.

COACHING

Competitors may communicate, to anyone outside of the competition area, so long as it does not disrupt the event, and the competitor does not leave the immediate area.

The possession or use by athletes of video or cassette recorders, radios, CD, DVD, radio transmitters, mobile phone or similar devices in the competition area shall not be permitted.

Physical pacing by persons or athletes not currently participating in an event is prohibited.

An athlete is entitled to refreshments, medical treatment or toilet break, during the conduct of an event, with the approval of the Event Chief Official, and so long as it does not disrupt the event.

An athlete/spectator/coach shall receive one warning from the Event Chief or Arena Manager, for breaches of the relevant LAVIC codes of behaviour. Any repeat infringement at the event will result in removal of the infringer from the event.

DISQUALIFICATION

In the event of a disqualification the Referee or Assistant Referee will call the Centre Team Manager(s) on Channel 25 and ask them to report to either the Referee tent or Call Room. Centre Team Manager(s) will be called twice on the radio and the 3rd and final call will be via the P.A. If the Centre Team Manager(s) does not report to the referees after the 3rd call the Referee will proceed with making his/her decision without the Centre Team Manager(s) present.

DOGS

The SMR Relay Championship is a pet free event. Only guide/service dogs will be allowed into the venue.

ENTRY FEES

There will be no Gate Fee. Entry is free.

ENTRY GATES

All gates will be open for entry from 6:30am.

EVENT INDICATOR

An Event Indicator will not be used for the event. We will run to the timetable and should not require these.

FIRST AID

First Aid Officials will be located inside the athletics pavilion First Aid room or within the Arena complex. The First Aid Officials are there to administer and assist athletes with injuries. They are not there to administer or provide athletes with 'rub downs' before events.

FINALS

Finals qualifiers will be posted on the pavilion window approximately 25 minutes after the completion of the last heat of the event, unless there is a protest or an issue with any of the heats.

In the event that competitors scratch and heats can be run as a final then the **final will be run at the designated heat time.**

FOOTWEAR

Key & General Officials – including Team Managers / Age Group Managers

All key and general officials stationed on the arena or who at times throughout the competition day enter the arena, must wear enclosed footwear whilst officiating. Thongs, sandals, open toed shoes etc. will not be deemed as appropriate footwear for this event as officials will be in close proximity to athletes who are wearing spikes and we need to ensure that we minimise the risk of spiking to all of our officials.

Any key or general official who does not wear enclosed footwear will not be allowed to officiate and the centre that supplied that official will be required to provide a substitute official.

Please note that this requirement also applies to all Centre Team Managers / Age Group Managers.

Injured Athletes

Any athlete who is recovering from an injury and is wearing a plaster cast or bandage etc. and wishes to compete in any event can only be permitted if they provide the Region Organising Body with a letter from their treating doctor that specifies it is safe for that athlete to carry out the particular event. In such circumstances, the athlete's guardian takes full responsibility, should something occur, and it is understood that the Region Organising Body will not be held liable in any way.

Lunchtime Photos

At the conclusion of the morning events all centres are invited to participate in the lunchtime region photo. All athletes and team managers are to assemble on the main straight in front of Presentations for a group photo.

Medal Engraving

An engraver will be available on site to have medals engraved. Cost per medal is $5.00 noting that 50c from each medal will be donated to the Royal Children's Hospital Good Friday Appeal.

Officials

All Key and General Officials are to be at their positions 30 minutes before the scheduled first event and 10 minutes before the commencement of the afternoon programme.

It is the responsibility of Key Officials to advise General Officials of their position and duties. If General Officials have not arrived or left the Key Officials must contact the Controller of Officials immediately to arrange a replacement.

ALL OFFICIALS must wear enclosed footwear for safety reasons. This includes ALL TEAM MANAGERS!

Pavilion

Officials and Centre Team Managers are the only people permitted in the pavilion. Athletes and parents are not permitted in the pavilion.

Registration Patch

Subway is a state Gold Partner of Little Athletics Victoria and it is a requirement that the Subway Registration Patch is worn to this event. As a reminder, the Subway Registration patch must be worn by all athletics at weekly centre competition.

Results

Results sheets for completed events will be placed on the windows of Communications Or go to the SMR Team App and click on LIVE RESULTS.

In addition, Live Results are also available via the Track Meet Mobile app on your mobile device. This app connects directly with our results platform for Region and also LAVIC State Championship Competitions. This mobile application is made for Android and Apple devices. Please note that to get results, you need to pay either the $2.99 monthly fee, or $9.99 yearly. If you do not wish to pay, you will be able to see the schedule of events and athletes. You can download the app at http://www.active.com/mobile/track-meet-mobile-app.

RESULT CARDS

Result Cards will be in Centre designated folders & will be available during the day for collection from the Communications Centre. Only Centre Team / Assistant Team Managers can access the Communications area & must have their SMR supplied Centre Team / Assistant Team Manager accreditation with them to gain access to the Communications Centre. Only Team Managers may pick up result cards

SCRATCHING'S

Please inform Call Room Chief Official of any scratching's ASAP. In the event that competitors are scratched and heats can be run as a final then the **final will be run at the designated heat time.**

SMOKING

The entire Arena complex and part of the entrance area will be deemed as non smoking for the duration of the carnival. Parents who wish to smoke will need to leave the physical complex.

SPONSORSHIP BADGES

The Coles sponsorship badge is required to be worn by all athletes. This **badge must be sewn to the top not pinned**. More information can be found on the LAVic website.

SUN SMART

All officials, athletes and parents should follow sun smart practices. This includes wearing hats, sun glasses and the regular application of sun screen.

UNIFORMS

It is the responsibility of Centre Team Managers that all athletes are wearing the approved Centre uniform. The only approved Centre uniforms are those as listed in the Region Uniforms folder. Uniforms must have the LAVic logo on them!

Athletes may wear a second pair of shorts underneath their Centre/Region shorts. If worn, they must be plain and the same colour as the approved Centre shorts colour or beige and must conform to Rule 143.4.

A guide has been prepared by LAVic for conforming to uniform regulations. It is located in the Rules and Regulations section:

http://lavic.com.au/Portals/43/Documents/2019/Cross%20Country/LAVic%20Licenced%20Uniform%20Booklet%20190619.pdf

Any athlete found not to be wearing the proper approved Centre uniform will be subject to disqualification.

VOLUNTEERING

Our event cannot run without the help of you, the parents! Centre and Region committees spend many hours planning this competition but none of it could work without you helping us run the event. We have divided the helpers, or officials, roles into two categories.

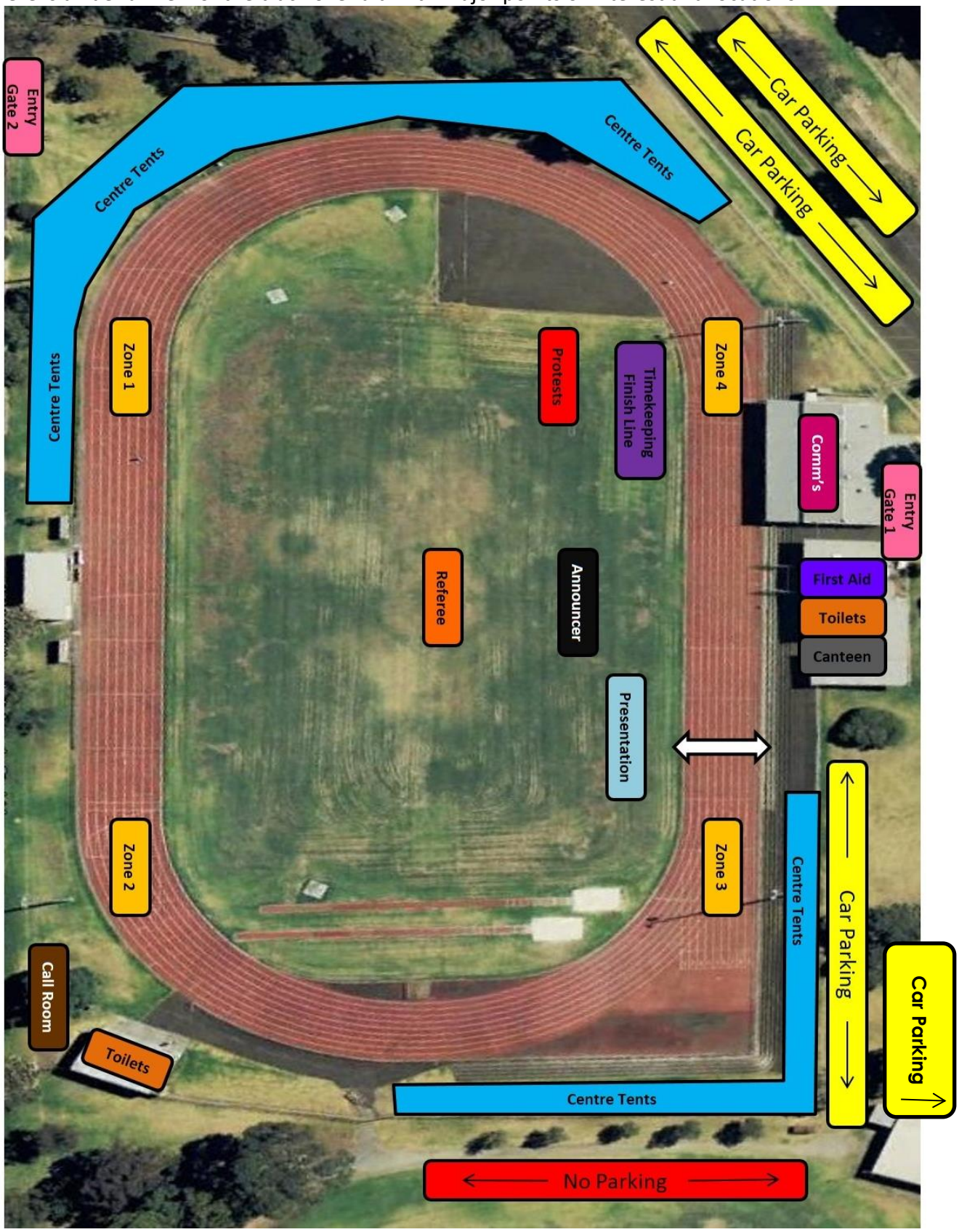
1. **General Officials**. These are roles that are required for "giving a hand". No experience is required, no prior knowledge is required. We simply need help to walk our children to the right place, helping put our athletes on the track in the right spot, or similar. Instructions will be given to you by a senior Official and will be responsible for you.
2. **Key Officials**. These are roles that may have some responsibility. Prior reading is required for the role. For example, Chief Track Umpire. There is a one and a half page section in the Centre Officiating rules listed on the LAVic website outlining this role. Some direction to athletes and parents may be required.

In both of these roles we encourage the parents and athletes to enjoy themselves. The Little Athletics motto is family, fun & fitness!

Thank-you.

APPENDIX 1 – ARENA AND VENUES

Here is an aerial view of the track overlaid with major points of interest and locations.



APPENDIX 2 – CAR PARKING

A brief outline of parking. To get to the car parking on the grass area, follow the yellow arrows to the small laneway where a gate will be open to allow you to drive straight on to the grass.