



REQUIREMENTS FOR WINTER 'HOST' CLUBS 2012-2014

Overview	<p>Athletics NSW Winter Championships are conducted by 'host' clubs who provide most of the logistical and operational preparation for the event, while working closely with Athletics NSW to ensure a successful event. A tender process occurs, and clubs are awarded the right to conduct the Championship for three years.</p> <p>The following events are available for tender;</p> <ul style="list-style-type: none"> • NSW Cross Country Championships • NSW Short Course Cross Country Championships • NSW Novice Championships • NSW Cross Country Relays • NSW Road Relays • NSW Half Marathon Championships • NSW Mountain Running Championships <p>Please note- the NSW Marathon and NSW Road Championships are not available for tender.</p> <p>This document outlines the responsibilities of Host Clubs in conducting events.</p>
COURSE/VENUE	<p>Athletics NSW has appointed a course committee made up of experienced persons who are available for advice and inspection of courses.</p> <p>Both road & cross country courses should be set with consideration of the athlete as first priority.</p> <ol style="list-style-type: none"> 1. Safety issues are a <i>top priority</i>. Road traffic and terrain are very important considerations in this. 2. Road courses must be traffic free. 3. Accurate measurement for road courses is essential. Athletics NSW can provide details of accredited course measurers. (Cross country measurement is approximate)

	<p>4. Cross country courses should be safe under foot, wide enough for overtaking and clearly marked.</p> <p>5. Course officials should be in sufficient number to suit the course and should be clearly visible. (coloured vests)</p> <p>In general, the venue should have the following</p> <ul style="list-style-type: none"> - Adequate public toilets as close as possible to the start/finish/spectator area. - Parking areas as close as possible to the start/finish/spectator area. - Power available in the area designated as 'administration' <p>The Host Club is responsible for booking the venue.</p>
<p style="text-align: center;">EQUIPMENT</p>	<p>The equipment required varies with the particular championship.</p> <ul style="list-style-type: none"> • For road / cross country or walks sufficient signage should be provided. This includes direction signs (arrows), distance markers, flags for cross country, traffic cones or barriers, bunting, start/finish banners etc. • Admin area, check in and recording areas require many tables & chairs. Tables should be reasonable size trestle type. • Shelter for officials (i.e. tents) in the admin areas and at the finish is required. • A good public address system is important. Athletics NSW has a system that can be used. • Victory dais. • The availability of (photocopied) programs including course map etc. and title holders from the previous year. • Access to a photocopier or a plain paper fax is required for posting results on the day. • A notice board of sufficient size to display all results. Board should be suitable for use with adhesive tape. NO PINS! • All necessary pens, markers adhesive tape, money bags filing trays etc. <p>ANSW can supply some of this equipment. Should clubs require access to ANSW equipment, this should be arranged well in advance.</p>
<p style="text-align: center;">Tag Timing</p>	<p>Tag timing will be utilised at all individual Championships and relays during this period.</p> <p>As such the club needs to provide the following;</p> <p>Check in staff to hand out numbers and assign tags to athletes. ANSW will provide the relevant details closer to the competition. The club should expect to provide volunteers to assist in this</p>

	<p>process (see personnel) below</p> <p>The club must provide an area for the tags to be retrieved. Generally 10m by 10m is sufficient. This area can be designated by barricades (preferable) or bunting. They must also supply personnel to assist in retrieving the tags.</p>
<p>PERSONEL</p>	<p>ANSW appoints the key officials – Technical Delegate /Meeting Manager, Administration Delegate, Referee, Chief Timekeeper, Chief Judge, Starter, Tag timing Chief, Chief Walks Judge and Walks Judges, Athlete Check In Manager & Post Event Manager.</p> <p>The host Club is responsible for providing the following volunteers;</p> <p>Race Director (responsible for liaison with NSW) Course Clerk (approx. 2-3- responsible for setting up the course) Course marshals (at least 10) Check in staff (approx. 6) Post event staff (approx. 2) Medal Presentation (approx. 2) Canteen/BBQ operators (approx. 4-6) Announcer (1)</p> <p>Consideration should be given to how many people are required to set up and pack down of the course/venue.</p>
<p>FINANCE</p>	<p>The Host Club must devise a budget. The draft budget must be provided to ANSW no later than 4 weeks prior to the event. Clubs will be asked to provide an estimate of expenses in the tendering process.</p> <p>In general, Athletics NSW will cover the major costs in staging the event. However, this should be included in the event budget and must be approved by Athletics NSW. This would include venue hire/road closures, first aid, radio hire & catering for ANSW appointed officials.</p> <p>It is expected that all other expenses will be covered by the Host Club unless otherwise approved by Athletics NSW. The Host Club will be provided with a percentage of the entry fees (minus online entry administration costs) to defray costs in conducting the championship. For 2012-14, this fee will be 15% of income received from entries for individual events & 25% for relays. ANSW will bank this money and pay the club the necessary amount in the weeks after the event.</p> <p>ANSW will provide float and collect entries and entry money online (for individual event). The Host club must provide staff to take entry fees and entries on the day.</p>
<p>MEDICAL</p>	<p>The Host Club organises medical coverage. Level 2 sports trainer and St John Ambulance are the minimum level for first aid coverage. The first aid person must remain in the first aid area and be clearly visible. ANSW can assist with sourcing first aid if required.</p>
<p>CANTEEN</p>	<p>The venue should be suitable for the Host Club to organise food and refreshments to be available throughout the day. It is expected that ANSW officials be provided with food and refreshments, the costs of which will be covered by ANSW.</p>

PROMOTION

The Host Club must provide information on the event by the date requested by ANSW (usually March each year). This would include contact details, program, course details and any other relevant information.

On race day the same map and timetable should be available.

Maps should be as clear as possible, showing food outlets and location of toilets as well as the course layout. The map of the course should be backed up by a well laid out and marked course.

The Host Club is responsible for phoning results to AAP for publishing in newspapers immediately after the event.

ATHLETICS NSW ROLES AND RESPONSIBILITIES:

- ❖ Deliver Championship medals for presentation.
- ❖ Deliver registration numbers to Club representatives. NEW REGISTRATIONS WILL NOT BE TAKEN ON THE DAY.
- ❖ Manage the entry and results process including all equipment required for this process.
- ❖ Process and publish results on ANSW website.
- ❖ Provide advice and guidance to the Host Club regarding all facets of the competition.
- ❖ Appoint and manage ANSW officials.

Please contact Allyse Taylor for further information (9746 1122 or allyse.taylor@nswathletics.org.au)

Nominations close on Friday October 7th 2011.

