



ATHLETICS NEW ZEALAND

NOTES FOR GUIDANCE FOR STADIUM EVENTS [TRACK & FIELD CHAMPIONSHIPS] [COMBINED EVENTS CHAMPIONSHIPS]

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Explanations and Terms Used

"the Association" means Athletics New Zealand and used in the context of this document means the Head Office of Athletics NZ, P.O.Box 305 504, Triton Plaza, Auckland 0632.

"Documents available from the Association" - These are usually available on the Associations web-site: www.Athletics.org.nz

"Meeting Manager" also means Competition or Meeting Director.

1. INTRODUCTION

1.1 These notes have been prepared as a Guide to Centres and other Organisations conducting the New Zealand Track and Field or Combined Events Championships. The requirements in these Notes for Guidance should be regarded as a minimum for the successful organisation of a Championship meeting.

1.2 The Association is required under its Regulations to hold New Zealand Championships annually. The Championships are allocated to Centres and other Organisations by The Association.

1.3 In conducting New Zealand Championships the athletes deserve the best from the administrators and officials in the organisation and conduct of the Championship meeting.

1.4 Refer to: the Association's Rules, Regulations - Administration & Regulations - Competition, the IAAF Rule Book and the Association's Supplementary Rules and any Regulations and Supplementary Rule changes being processed by the Association.

In particular refer to:

REGULATIONS C1 - GENERAL

C3 - NEW ZEALAND CHAMPIONSHIPS - GENERAL

and REGULATIONS C4 *for the* TRACK & FIELD CHAMPIONSHIPS.

or C5 *for the* COMBINED EVENTS CHAMPIONSHIPS

2. VENUES

2.1 Championship venues are allocated by the Board usually 12 to 18 months prior to the meeting.

2.2 Venues for all Track and Field Championships are restricted to synthetic surfaced tracks which have been approved by The Association.

2.3 The Centre or Organisation conducting the Championships will receive advice from The Association confirming the event and advising them of the sessions and time schedules and any specific matters regarding the conduct of the Championships.

2.4 The Centre or Organisation conducting the Championships will receive an initial contract/agreement from the Association. Both parties after agreeing on its content, are required to sign it.

3. ORGANISATION

3.1 Soon after receiving advice of the Championships a Local Organising Committee (LOC) should be appointed.

3.2 It is suggested that organisational duties be split as follows:

LOC Convenor: should prepare a checklist of the things that have to be done, which should include the date/time when each item should be completed by and the person (or persons) responsible for that particular task.

Suggested sub-committees:

1. *Equipment/Venue*
2. *Officials' Appointments*
3. *Finance*
4. *Sponsorship, Advertising, Publicity*
5. *Accommodation*
6. *Control Room & Systems*
7. *Ceremonial*
8. *Entertainment*
9. *Road Walks*

4. ACCOMMODATION

4.1 Accommodation for competitors and team officials is the responsibility of the visiting teams.

4.2 The LOC should advise visiting teams of accommodation available in their area and the range of prices. The local taxi association often has maps available showing the hotels and motels in the area.-

4.3 It is usual to offer to arrange hotel/motel accommodation for the the Association staff, the Technical Delegate, the Association's President, and any members of the Association's Board of Directors who may require it. Check with the Association before its November/December Meeting regarding this. It should be borne in mind that most of these people will be paying their own expenses and reasonably priced accommodation should be arranged.

4.4 The LOC should ensure that suitable transport is arranged to enable the the Association's Technical Delegate, the Association's President to fulfil their duties, from their time of arrival until their time of departure.

5. FINANCE

5.1 A budget should be submitted to the Association six months prior to the Championships. The budget should be drawn as set out in Appendix A.

5.2 The Association will advise what income and expenses are to be borne by the Association and what is to be borne by the LOC.

5.3 The treatment of the regular items of income and expenditure should be by agreement between the Association and the LOC and should be included in the Contract:

5.4 An allowance should be made in the Budget for uniform shirts for Officials to provide a professional look to the event. Generally this will only be for shirts for a small portion of the Officials who do not already have the shirts. An allowance may be made to assist with accommodation for out of town Officials.

5.5 The excess income over expenditure shall be apportioned as per the agreement between the LOC and the Association.

5.6 If there is a loss this will normally be borne by the LOC.

5.7 The entry fee is normally set by the Association. NOTE - that all competitors are entitled to a free programme and this should be taken into account when setting the entry fee.

5.8 The LOC may arrange local sponsorship, but this can only be arranged after consultation with the Association to ensure that there is no conflict with the sponsorship arranged by the Association.

5.9 A financial statement and report should be sent to the Association within 3 months after the Championships, and set out in the same format as the original budget was when submitted. The original budget estimates must be included final financial statement.

6. TECHNICAL DELEGATE

6.1 The Championships are controlled by the Association through the Technical Delegate. The person recommended by National Officials Committee (NOC) and approved by the Association should contact the LOC at least 6 months prior to the Championships to review planning and progress.

6.2 The Technical Delegate should:

6.2.1 Receive copies of all organisational meeting minutes, appropriate correspondence and other information

6.2.2 Frequent contact should be made.

6.2.3 The Technical Delegate should visit and inspect the venue and meet local officials.

6.2.4 The Technical Delegate should use the Check Lists in Appendices D & F when checking the venue and facilities. The Technical Delegate may delegate some of this checking to a suitably qualified Technical Official. Following this visit the TD should provide a list of any recommendations required to be completed prior to the Championships.

6.3. At the conclusion of the meeting the Technical Delegate should be provided with a full set of results.

6.4. Refer to Appendix D for the duties of the Technical Delegate.

7. EQUIPMENT

(refer check list - Appendix F)

7.1 It is essential that all equipment used complies with the current Association Rules. Records are broken at New Zealand Championships and there is little consolation for an athlete who has a record disallowed because the equipment was not up to standard. If the host does not have sufficient equipment, or cannot provide it by Championship time, ask other Centres or Clubs for assistance - do not try to make do.

7.2 Check that hurdles, judges' stands, high and pole vault standards, victory dais etc., are in good repair and clean. As it is a New Zealand Championship it may be on television. The minimum requirement for hurdle events is eight lanes.

7.3 The appropriate equipment must be available to the Technical Managers so they have the means to check, measure and weigh all implements used in competition. This includes a suitable work area and the following instruments: a quality micrometer, calibrated gauges, balances (scales) and tapes.

7.4 Provide sufficient throwing equipment which has been checked for compliance with the current Rules. A minimum of 3 implements are required for each of the throws (Shot Put, Discus, Hammer, Javelin). Implements should be organised in advance and there should be no reliance on athletes to provide competition gear.

7.5 Provide sufficient high jump and pole vault cross bars and hurdles to allow for breakages.

7.6 It is essential to have separate landing areas for high jump and pole vault. For the Combined Events Championships two separate landing areas should be set up for both the High Jump and the Pole Vault. Ensure that landing areas are adequate for the grade of performance experienced at New Zealand Championships.

7.7 At least two wind gauges are required. These should have been recently calibrated for accuracy by an appropriate authority. They shall be of electronic (non mechanical) type. Check there are spare sets of batteries available during the meeting

7.8 Adequate indicator boards are essential for all field events. Make sure that they are of sufficient size to be read by spectators.

7.9 The discus & hammer cages shall comply with IAAF rules or those rule changes covered by the Athletics New Zealand Supplementary Rules (Regulations C1.1 - Attachment A). If there are any limitations on the provisions of safety, appropriate scheduling of events is essential.

7.10 The public address system needs to reach all parts of the ground and the warm-up area. Quality sound is essential. Roving microphones are required for on-arena commentary.

7.11 A reliable communication system between key officials in centre field and the announcers/recorders is essential.

7.12 A room or area for the Technical Delegate, a suitable room for Doping Control and a meeting room for the Association management and the Jury of Appeal are required.

7.13 The Association should advise the LOC of all requirements well prior to the Championships.

7.14. Private Implements.

7.14.1 Athletes who wish to use their own throwing implements during the Championships must lodge them with the Technical Manager. The location and the time for lodgement will be decided after agreement between the LOC, the Technical Delegate and the Technical Manager and shown in the official programme. The implements will be impounded until after the event when athletes may collect them from the place to be specified by the LOC.

7.14.2. Personal implements lodged with the LOC will be added to the pool of implements to be used in the competition and may be used by any athlete, not just the athlete who lodged it.

8. PHOTOTIMER

8.1 Unless there are exceptional circumstances, the only form of Track judging and timekeeping to be used at the Track and Field Championships is a fully automatic Photofinish system. Therefore two fully independent phototimers must be used.

8.2 For Combined Event Competition it is recommended that where possible two fully independent phototimers be used, but where only one phototimer is available, manual Timekeepers and Judges must be used as a backup.

8.3 The LOC should ascertain from an A-grade phototimer operator the requirements as to the location of the phototimer(s) and the equipment required to be provided, (eg. electrical supply, stands, suitable room). All costs associated with the use of the phototimer is a charge against the meeting.

9. OFFICIALS

9.1 Details relating to Officials are set out in By-Law C3.3.

9.2 It is necessary for the LOC to work with the NOC to complete the form Appendix B4 - New Zealand Championship Key Officials - listing the nominations for the various positions requiring both appointment and confirmation by the National Officials Committee (NOC) and ratification by the Association. This list should be submitted at least three months prior to the Championships. It should be noted that the NOC makes all appointments using an Officials appointment Committee as described in Competitions Regulations section C.3.4 (7).

9.3 It is important to have sufficient qualified officials to fill all positions. It is often difficult to do this from the host's own resources so call on officials from other regions to help out. Do not try and get by with less than the necessary number for any event and do not use inexperienced people for key posts. There are a lot of graded officials throughout the country who are willing to help in Championship meetings.

9.4 It is customary for the LOC conducting a Championship to invite applications for nomination of officials from throughout the country via the web and ANZ will arrange this and provide regular lists of applicants. Nominations should close about three months prior to the Championships. The Association's Newsletter should be asked to include the nomination information. At least two months prior to the Championships (preferably before Christmas) advise all Officials whether they are required or not, as some officials particularly from outside the region need to arrange time off work, transport and accommodation. The list of duties and appointments can be notified later, after approval by the NOC and the Association. There is, however, no obligation to use all or any of those nominated, provided all key positions are filled as is required in Regulation C3.4.

9.5 All key officials shall have the appropriate Grading. Such officials should be in possession of a current rule book - the IAAF issues a new competition rule book every two years and there are often vital amendments.

9.6 Officials should be provided with an adequate light meal where morning and afternoon or afternoon and evening sessions are held. Drinks and refreshments are to be available during and after the Meeting. These costs are to be provided for in the budget.

[For the purpose of this clause team managers and coaches are not considered as officials.]

9.7 Suitable procedures should be put in place so officials proceed to their competition areas in an orderly manner.

9.8 Senior Officials, Referees and Team Chiefs should be supplied with suitably labelled arm-bands.

10. CONTROL ROOMS

10.1 The Association shall coordinate entries and in collaboration with the Control Room Manager who will supervise the Control Room operation at the Championships.

10.2 It is a requirement that the recognised Track & Field software HyTek Meet Manager is used for the championship. Details are available from the Association.

10.3 Entries and results shall be handled electronically. Full results at the end of the meeting should be available to Centres and the Association in electronic form using a common software format.

10.4 Ensure computers, word processors, photocopiers/toner/paper and stationery supplies are available. A high speed photocopier is required as about 5000 copies will be required during the meeting. Always have a back-up photocopier in case of break down. Also ensure there are sufficient suitable clerical staff available.

10.5 Programme update: Provide forms for managers to submit scratchings and correct spelling/numbers both during and following the Technical Meeting. The Association may have a standard form template from previous championships.

10.6 Under the 90 minute entry confirmation procedure scratchings will not normally be taken at the Technical Meeting. However any athletes not attending should be scratched as it can affect the program.

10.7 Heat seeding's in all Championship events, except relays, shall be made on the competitor's current season ranking for that event. A current ranking list is to be supplied by the Association's statistician or the selectors.

10.8 The method set out in the IAAF Rules shall be used for determining draws in the heats. HyTek Meet Manager is to be used for making these draws

10.9 The procedures for all seeding's and lane draws shall be checked by the Technical Delegate, before being issued to competitors, managers and officials. All decisions on seeding's or lane draws are the responsibility of the Technical Delegate. The Technical Delegate is also responsible to ensure that these are done according to IAAF Rules.

10.10 Worksheets for track events and for field events with the names of the competitors shall be produced using Hy-tek Meet Manager, but unfortunately these cannot be produced until the 90 minute deadline for each event has passed.

10.11 The computer or computers containing all the information on entries, draws, results etc must remain in the Control Room throughout the duration of the Championships so they are always available to an approved member of the Control Room staff. Satisfactory security must be arranged for these computers, which does not include removing them from the ground.

10.12 All computer software must be backed up regularly and there must be a backup or alternative computer. A computer breakdown (either software or hardware) in the middle of a championship meeting is unacceptable

10.13. Make available lane draws to starter's assistants, photofinish judges, lap scorers, announcer, scoreboard operator, press, radio, TV, Team Managers, athletes and coaches on a regular basis. For athletes and coaches use a large Notice board.

10.14 A Technical Information Centre (TIC) shall be set up for the distribution of competitors race packs, initial confirmation of entries, the handling of Scratchings and the collation and distribution of results. Refer Section 11.

10.15 A Call Room for confirmation of all entries and checking competitors shall be set up. Refer Section 12.

10.16 A system by which results are produced taking into account manual judges, manual timekeepers and phototiming results is required. Also required is a system for correcting the results following a decision from the Jury of Appeal. Unless it fails the phototiming is the only official result. Some cross checking of electronic results with manual times is recommended.

10.17 Ensure the all results (particularly field events and relays) have been checked by the appropriate Referee and for walks by both the Referee and Chief Judge before they are posted and/or announced. Make sure there is a procedure in place for these checks to be done, particularly by the Track Referee.

10.18 Make sure the results of finals are available to the ceremonial officials and all results made available to the announcer, scoreboard operator, press, radio, TV, Team Managers, athletes and coaches on a regular basis. For athletes and coaches use a large notice board.

10.19 Keep the appropriate points scores for the Championship Trophies.

10.20 Arrange the completion of NZ Record Forms.

10.21 Produce complete sets of detailed official results as soon after the end of the Championships as possible.

11. TECHNICAL INFORMATION CENTRE (TIC).

11.1 The centre is staffed by personnel who report directly to Meeting Manager.

11.2 The TIC is responsible for the following matters:

11.2.1 Liaising between the teams, the Technical Delegate and Competition Management.

11.2.2 Distributing team and individual competition packs as appropriate. The LOC should be make provision either, from the TIC or another suitable area, for the collection of these well in advance of the commencement of competition. Arrangements should be made for individual packs which have not already been collected, to be collected at the 90 minute check in.

11.2.3 Accepting entries and withdrawals (including relays). Scratchings for first round will be accepted up until 90 minutes before the events. Any appeal about entries must be made to the Technical Delegate.

11.2.4 Distributing final entries and start lists through a mail box system or on Notice boards.

11.2.5 Distributing final start lists to the Call Room and the Announcers. All start lists for events should go through the Call Room and not directly to the event Officials.

11.2.6 Displaying results on Notice boards as they become available.

11.2.7 Receiving Official Protests from athletes or team officials.

11.2.8 Producing a set of daily results for teams.

11.2.9 Providing a full set of results at the conclusion of the event for teams (printed or disk).

11.2.10 Providing information to the media.

12. CALL ROOM

12.1 A Call Room should be set up in a position that allows easy access from the warm up ground to the Competition Arena for both able bodied and Para competitors. It should not be in a position that allows it to be used as a general access from the Warm up ground to spectator areas.

12.2 The duties of the Call Room area.

12.2.1 The final check in of competitors before each event. The final check in time before each type of event (track, jumps and throws) should be clearly displayed in the programme and at the TIC.

(a) Athletes who fail to check in at the Call Room should not be allowed to take part in that event. (Note: Athletes who are to compete in more than one event which are to be run concurrently should be required to check in only once).

(b) Athletes who fail to check in and participate in a subsequent round may be ineligible for other events in accordance with the IAAF rules.

12.2.2 When required the issuing of side numbers.

12.2.3 Checking competitors are wearing the correct numbers and uniform.

12.2.4 Checking competitors' competition shoes - whether the number and type of spikes are permissible.

12.2.5 Checking the competition chairs of Para competitors.

12.2.6 Checking the carry bags competitors wish to take onto the arena to make sure they do not contain any unauthorised equipment (shots, discs, hammers etc.) or

any prohibited electronic equipment - refer Current IAAF Competition Rule 144.3(b).

[Provision may need to be made for the security of any impounded items.]

12.2.7 The assembling and escorting of competitors (as a group) to the correct assembly area on the arena for each event. The escort should take with them the official list of competitors showing who has checked in and give it the chief official for that event.

12.3 The Call Room consists of the following. This is a minimum on duty staffing. For long days, which invariably the Championship Meetings are, relief staff should be available.

Call Room Referee: Carry out duties as described in R125.2

Call Room Manager: The Call Room Manager should be an experienced Technical Official who preferably is Graded A in one or more categories, has some experience as a Referee and has good inter-personal skills. The responsibility of the Call Room Manager is the smooth functioning of the Call Room and dealing with any problems that may arise. They should not have any of the specific functions set out below.

Clerical Staff (2): These people are responsible making sure lists of competitors for each event are available and for recording competitors as they check in.

Bag Checkers (3 or more): These people are responsible for checking competitors uniforms, bags etc.

Assembly Manager: This person is responsible for making sure the teams of competitors are assembled and dispatched to their events at the correct time. It is preferable that this person be the Deputy Call Room Manager.

Escorts (4 or more): These people are responsible for taking the competitors to their events. They are to take the checked list of competitors with them

12.4 The Call Room must have good system of communication with all Senior Officials including the TIC and the announcers.

12.5 Before the meeting the Call Room Manager should check with the Technical Delegate on whether there are any restriction and the type, size or number of advertisements and logos competitors may have on either clothing or bags when they enter the arena.

12.6 An ideal situation would to have the TIC and the Call Room linked by a networked Computer System, with the Call Room having a high speed printer, so all draws could be sent to the Call Room electronically as soon as they are finalised. The printing of fields for forwarding to the events would be done by the Call Room.

13. ORDER OF EVENTS

13.1 The initial programme and order of events is determined by the Association. The list of championship events is set out in the Association's Regulations (Competition).

13.2 The LOC will be asked to liaise with the Association in fine tuning the programme for their facilities as some special provisions on the sequencing of field events may be necessary for particular stadiums; this should be finalised at least three months prior to the event with a draft being placed on the ANZ website early November.

13.3 Final starting times for events should not be determined until the entries have been received. This is to avoid excessive gaps between events when heats are not required. This is done in consultation with the Technical Delegate. Care should be taken not to have several events starting at the same time so as to allow good event presentation and also reduce pressure in the Call room.

14. ARENA

(refer check list - Appendix F)

14.1 Ensure that all lanes and other markings are clearly defined and that there is adequate identification of relay zones.

14.2 Lane indicator boxes or cones at the start are essential and the lanes at the finish should be numbered with the numbers facing the outside of the track.

14.3 Provide adequate cones for the lead into and out of the water jump for the steeplechase, for split distance starts and any gap in the running rail. The cones are to be spaced at not more than 4.00m centres. Small cones or markers are required at the (800m and 4 x 400m relay) break line at the start of the back straight.

14.4 On the days of the steeplechase make sure the water jump is properly filled and the hurdle is secure and the correct height. Steeplechase hurdles must be adjustable to accommodate both men's and women's event.

14.5 Ensure the long and triple jump pits have sufficient sand of the right texture and that it has been loosened and is not too dry or too wet. Provide a hose for watering the pit during competition. Supply shovels, spades, forks, rakes, brooms and a levelling board.

14.6 Plasticine marker boards for take-off boards from the pit must comply with the IAAF Rules. For the triple jump it is recommended additional "board markings" be located 2m and 4m closer to the pit. (i.e. Triple Jump take off markings at 9m, 11m and 13m). At the take-off boards where there are no plasticine marker boards provision should be made for sand marker lines.

14.7 Shot and discus circles shall be of concrete and comply with the IAAF Rules.

14.8 Sectors for all throwing events should be properly marked, preferably with white tape securely fastened down. Sector and record indicator flags should be used.

14.9 Throwing areas should be clearly defined by safety barriers, ropes, safety nets.

14.10 In all field events adequate shelter should be available to protect athletes and officials from severe weather conditions; e.g. hot sun, cold weather, rain or very windy conditions.

14.11 A separate warm-up area is essential.

15. SURVEYOR'S CERTIFICATE

15.1 New Zealand Championships will only be allocated to approved facilities.

15.2 Ensure the Association has sighted a surveyor's certificate on the length of the track and the correctness of the markings. This only needs to be done if one has not been submitted to the Association since the track was last marked.

15.3 A surveyor's certificate also needs to be submitted on the correctness of the levels of the throwing circles, runways and the landing area of throwing events. The Technical Delegate shall check that this has been done.

16. ENTRIES

16.1 The Association Office will normally call for and receive the entries for the Championships.

16.2 Check with the Association what system will be used for entries, recording and results, and if a computerised entry form has been designed to fit in with the subsequent flow of information. Endeavour to design a computerised system with the entry form so the name along with their events is only entered once for each athlete. This software and programme may be available from the previous year. (Refer Control Room)

16.3 Entries for New Zealand Championships should only be accepted either on the Official Entry Form or by the designated method approved by the Association. The entry may be posted, faxed or made in electronic form (i.e. on-line) to the Association but a copy of the entry must be kept in a form that can be produced case of a dispute. Payment for the required entry fees, must be made to the Association either with the entries or during the week in which the entries close. Method of payment in order of preference is direct debit, cheque or credit card. Information on method of entry should be sent to Centres at least two months before the Championships. This is normally done by the Association. Entries should close no more than 2 weeks prior to the championship date.

16.4 Entry Standards approved by the Association should be circulated early in the season of the Championships. Athletes should have met the standards so that performances levels at the championships meet an acceptable level.

16.5 There is no limitation on the number of entries a Centre may make for individual Championship events. Also a Centre may enter more than one team in a relay event.

16.5.1 An athlete who has achieved the required standard and is not selected for their centre may compete as an individual.

16.5.2 Clubs may enter teams in any relay event, but a competitor having declined selection in their Centre relay team is not be eligible to compete for their club or any other team.

16.6 Although there is no specific limitation to entries, in extreme cases Supplementary Rule S142: "...shall have the power to refuse and receive, and, having received, of cancelling any entry before the start without being bound to assign reason,..." could be applied.

16.7 Eligibility to compete is set out below (from Regulation C3.1).

- A foreign athlete shall not be eligible to win a New Zealand title.

1(a) New Zealand Citizens or Permanent Residents. Subject to Clause 1(c), any intending competitor for a championship event (including an athlete returning to New Zealand from overseas) must:

(i) be registered according to Regulation (Administration) A6.3; and

(ii) be a New Zealand citizen or a permanent resident (as these terms are defined in the Immigration Act 1987).

1(b) A foreign athlete is an athlete who is not:

(i) a New Zealand citizen; or

(ii) a permanent resident in New Zealand

1(c) Eligibility of Foreign Athletes. A foreign athlete is eligible to compete in a Championship Event provided that the foreign athlete:

(i) is registered in his/her normal country of residence; and

(ii) Has written approval from their national registering body to compete outside that country.

16.8 Eligibility of Overseas (Foreign) athletes to compete in individual events is set out below (from Regulation C4.2)

16.8.1 In all finals of track events and final rounds of field events at least four (4) places shall be reserved for New Zealand athletes as defined in Regulation C3.2.1(a).

16.8.2 For non-laned track events and the early rounds of field events where there are overseas competitors all competitors shall be treated equally for determining qualification for subsequent rounds.

16.9 Relay teams: Up to six athletes may be named on the entry form. All intending runners must be named.

17. PRINTED PROGRAMME AND DRAWS

17.1 The printing of the programme is normally arranged by the Association

17.2 If possible the format of the previous year should be used, but a check should be made to make sure that the programme met all requirements and it had no deficiencies.

17.3 The name of the sponsor precedes the title of the Championship, eg. (Sponsor's name) NZ Track & Field Championships.

17.4 The following should be printed in the programme:

Messages from the Presidents of the Association and the host Centre

Any instructions to Competitors, such as reporting times and times for handing in private implements for checking

List of competitors

Points tables

Records (minimum listed should be the NZ resident record for the championship event).

Explanation on who qualifies for a NZ record, especially for Age Grade Records - ie it is the athletes age on the day of the performance that determines qualification.

Current Titleholder

Qualifying standards for World Championships, Olympic & Commonwealth Games

17.5 The LOC should sell as much space for advertising as it can and should charge a space rate which should give a reasonable return. Make sure the price charged at least covers the cost of printing. Advertisers normally provide their own copy.

17.6 The selling price of the programmes should be reasonable but note that there are a significant number complimentary programmes required, for officials, team managers and athletes.

17.7 If the Association is not producing the Programmes considerable preparation can be done before entries close. The Presidential Messages, lists of Officials, any instructions to competitors and the advertisements can be put in place. The New Zealand Records and the name of the titleholder should be shown at the head of each event (heats and finals). Up to date record lists are available from the Association. Proofs of these can be checked early.

17.8 There is considerable work involved in preparing the programme for printing, therefore if possible obtain software copies of the previous year's programme. This will reduce the work involved considerably. The programme must be available to Managers well before the time of the Technical Meeting.

17.9 If events are run concurrently e.g. Walking events, the age groups should be identified by the wearing of a coloured ribbon on the back of the right shoulder of the competitor's competition top - eg. M19 & W19 Green and M16 & W16 Red. These ribbons should be supplied in the race packs and their significance stated both in the race packs and the programme.

18. DOPING CONTROL

18.1 Doping Control may be carried out at the Championships and if so will be controlled by the New Zealand Sports Drug Agency

18.2 If Doping Control is to be carried out a suitable room will be required and also suitable people will need to be appointed to assist the person(s) responsible for the testing.

18.3 The LOC should check with the Association to ascertain whether Doping Control is being undertaken and if so what are the specific requirements for it.

19. MEDICAL AND MASSAGE FACILITIES

19.1 Suitable areas must be made available for Medical Services and Massage for athletes. These areas must be clean, secure and offer privacy to both the athletes and the Medical personnel.

19.2 They must not be seen as a public areas available as rest areas for athletes or officials.

20. PARA ATHLETES

20.1 The LOC should consult with either the Association or the appointed liaison person acting on behalf of the Association and Paralympics New Zealand on the requirements for para athletes.

20.2 The LOC should be aware of the following points:

20.2.1 Is there suitable wheelchair access to the stand? If not then suitable warm shelter must be provided with a view of the Field of Play.

20.2.2 Is there suitable access to the Call Room for athletes in a wheelchair? If not then a para call room will need to be provided and manned.

20.2.3 Is there suitable access to toilets and changing rooms for wheelchair athletes?

20.2.4 Is there adequate medical and drug testing facilities for athletes in wheelchairs?

20.2.5 All wheelchair events must be held within the Main Arena.

20.2.6 All events will be conducted under the rules of the International Paralympics Committee. These rules are available through the Association.

20.2.7 Make sure there are sufficient officials with para grading's available to officiate at all para events.

21. MARKETING AND PROMOTIONS

21.1 The Association will advise the LOC on the extent to which it will be involved and what the sponsorship arrangements it has made.

21.2 In most cases the Association will have arranged a major sponsor for the Championships and it will advise the LOC of any specific requirements.

21.3 Adequate advertising is essential but newspapers cannot be expected to give good coverage unless some advertising space is purchased. The same applies to radio. Giveaway Tickets for radio breakfast sessions etc. are a good way to get publicity at prime times.

22. ADMISSION CHARGES AND RESERVATIONS OF SEATING

20.1 Admission charges should be provided for in the budget. They should be fixed to suit local custom but remember that these are the New Zealand Championships - so do not undersell.

20.2 Reserve an appropriate number of seats for the Association's life members and their partners, local dignitaries, sponsors representatives and invited guests. Complimentary tickets should be sent to these people as they are entitled to free admission. These people may be asked if they are available to present medals - this needs to be co-ordinated with Ceremonial. An address list of these people should be obtained from the Association two months prior to the championships.

23. LIAISON OFFICER

23.1 It is useful to appoint a liaison officer as a means of contact for athletes and teams.

23.2 It is also useful to appoint a liaison person for VIPs. Ideally this could be the President of the host Centre.

24. TECHNICAL MEETING

24.1 The Technical Meeting must be held at a time when all the managers are expected to have arrived for the Championships. Check flight arrival times and make a decision 2 months prior to the Championships so that teams can be advised of both time and venue well in advance.

24.2 Suggested times for the Technical Meeting

24.2.1 If the T&F Championship programme does not commence until the afternoon the preferred time is about 10.00am on the first day.

24.2.2 If the T&F Championship programme commences during the morning of the first day it is preferable to hold the Technical Meeting the night before.

24.2.2 For combined events Championship the Technical Meeting should be held during the first morning prior to the commencement of the first event is acceptable.

24.3 The purpose of the meeting is to ensure that all Team Managers have full information. The programme needs to be checked in detail and Managers given the opportunity to bring forward any questions they may have.

24.4 A suggested Agenda is included in Appendix C.

24.5 The meeting should be chaired by either the LOC Chairperson or a senior staff member of the Association. The decision on who should chair the meeting is prerogative of the LOC Chairperson. The Association President and the Technical Delegate should sit with the Chairperson.

24.6 The meeting should be friendly and helpful. Information should be available on all points raised.

24.7 If the meeting is held in the evening it may conclude with a light supper (e.g. tea, coffee and maybe biscuits).

25. MEDALS AND TROPHIES

25.1 The medals for the Championships are arranged by the Association and forwarded to the LOC before the Championships.

25.2 All trophies are held at the Association's office and are not usually presented at the Championships. Check with the Association on current policy.

26. CEREMONIAL

Opening Ceremony:

26.1 The Opening Ceremony of the Championships should have a fairly simple format, consisting of a short welcome by the LOC Chairperson (or the President of the host Centre) and a brief opening speech by the President of the Association. The announcer will give the lead-ins for the ceremony.

26.2 A portable microphone needs to be available at the location of the Opening Ceremony.

Victory Ceremony:

26.3 The Association President has the responsibility to decide who is to make the presentation. Usually Past Presidents, Life Members, other VIPs or a person with a particular significance to the event is asked to make the presentation.

26.4 A senior official or experienced person, who will work closely with the president, should be appointed to organise the Victory Ceremonies.

26.5 A small team of 2 or 3 is usually needed to assemble the athletes for the Victory Ceremonies and one person should be put in charge of getting the medals ready for the presentation.

26.6 A team of three medal bearers appointed. They should be uniformly dressed and should have small similar coloured or matching cushions on which to carry the medals. The LOC should supply the 3 cushions.

26.7 For medal presentations athletes should be asked to wear their competition uniforms and not track suits unless the weather is unsuitable.

26.8 The dais should be numbered back and front. A suitable Notice about Victory Ceremonies should be put in the programme.

26.9 The Victory Ceremony should be held as soon as possible after the event. This will require close cooperation between the ceremonial officer and the announcer. A separate announcer with a remote microphone may be used. Effective communication is essential for this.

26.10 Ceremonial organisers should note that a result can be appealed up to 30 minutes of the result first being announced - this is particularly important with relay results.

26.11 The form of Victory Ceremony is:

- a. Announcer gives proclamation (see under “Announcer”).
- b. President of the Association (and/or person presenting medals) and medal bearers advance.
- c. Place getters mount dais as places and names announced.
- d. Medals are presented by hanging them around the recipients neck as soon as each place getter has mounted the dais.
- e. Medal party retires.
- d. The athletes retire from the dais.

26.12 The medals forwarded by the Association to the Organising Committee may be plain on the reverse side, therefore the LOC may consider having the services of an engraver available at the Championships, although recent experience has shown there is insufficient demand to warrant this. The LOC should check with the Association prior to the Championships on this. The cost of any such engraving is the responsibility of the individual.

27. COMPETITION NUMBERS

27.1 Normally numbers are supplied by the Association - check with the Association.

27.2 Each competitor, including all relay team members who may not be competing in individual events, needs to be supplied with two competition number and the necessary safety pins to affix it (4). This number is to be worn on the front and back of the uniform. In non-laned track events side numbers are also required - these are issued by the call room at the final check in.

27.3 If the numbers are not being supplied by the Association

27.3.1 Check with the Association as to whom will be responsible for the sponsorship of the numbers.

27.3.2 Ensure that sufficient numbers will be supplied to cover the entries.

27.3.3 Check with the Association on the maximum allowable size of the sponsor's name and logo on them.

28. ANNOUNCING

28.1 Careful consideration needs to be given to the appointment of suitable people to be announcers. If no local people are considered suitable advise the Association as soon as possible so suitable people can be arranged

28.2 It is important that announcers speak clearly, but not too much.

28.3 For uniformity, results should be announced in the following sequence:

Event No.-Event- Placegetters with times or performances of each (as many places as there are athletes proceeding to the next round or the final three places) - N.Z. record if applicable (do not give centre records). The results should be repeated.

28.4 The actual time that each result is first announced must be recorded. This is important in case of protest.

28.5 Victory Ceremonies are announced as:

Victory Ceremony - Event - Place - Name - Team - Performance (N.Z. record if applicable). The medals will be presented by - Name - Position held.

28.6 If there is no delay the announcement of the results and victory ceremony may be combined, but in such case care must be taken in case of a protest. It is important that the results of an event are announced as soon as they become available.

28.7 A report on tips for announcing is set out in Appendix E

29. MEDIA/PRESS

29.1 The LOC must provide adequate facilities for the use by members of the radio and printed press. At the New Zealand Championships, media representatives from many regions will be present and what is adequate for a local meeting may not be suitable for the Championships.

29.2 A suitable area must be available close to the main stand, preferably enclosed, with tables and chairs to accommodate the media. Seating in this area should be sufficient for at least 6-10 people. Some may require space to operate portable computers.

29.3 Before the Championships the media should be kept informed on notable athletes who are expected to compete and any other relevant information. This is generally done by the Association.

29.4 Make sure results are made available to the media as soon as they become available and on a regular basis. Appoint a person responsible for media liaison.

30. RECORDS

30.1 An adequate supply of the New Zealand record forms should be available. There are separate forms for track, field and combined events. These can be downloaded from the Association web site.

30.2 The LOC should prior to the Championships obtain a complete up-to-date list of all NZ records. It must be remembered there are official records in all age grades. I.e. M/W19; M/W18; M/W17 and M/W16. It is age on the day of competition that decides an athletes eligibility for a record. (By-Law C1.2.3). N.B. For an ANZ record there must be two competitors, for an Oceania Area record three are required.

30.2 Appoint a responsible official to look after the completion of record forms. The Chief Judge of the event has the responsibility for noting any possible record and the Referee the responsibility for checking it and certifying that the rules have been complied with.

30.3 Prints from the photofinish should be obtained to support a track record.

30.4 The appointed official should check that the appropriate officials have completed the record application forms, preferably on the day of the performance.

30.5 Completed record applications should be forwarded to the Association as soon as possible, but no later than 30 days of the performance, which is a condition for acceptance as a record [Regulation C2.3.1(c)].

31. ENTERTAINMENT

31.1 The New Zealand Officials' Association normally holds its Annual General Meeting during one of the lunch breaks or after an evening session at the Track & Field championships.

31.2 VIP area – It is usual to have a suitable area set aside where dignitaries and sporting personalities can be hosted. Invitations should be sent to the Association's and the host Centre's life members, board members, former medallists, record holders and other notable people associated with the sport.

31.3 A suitable refreshments should be arranged for all officials following the final event on the last day. Some LOCs may wish to do this at the end of competition each day.

31.3 Entertainment for athletes is left to the discretion of the LOC and will depend on the numbers remaining overnight on the Sunday. Any such function is the responsibility of the LOC and any profit is retained by the LOC.

32. WALKS

32.1

Ensure current rules regarding 'Pit Lane' are allowed for. Under IAAF Rules only certain Grades use Pit Lane. Check ANZ Regulations to ensure correct as these may vary.

At T&F Champs the walks penalty times are currently 60 seconds 5,000m and 120 seconds 10,000m and 10Km's. but these can be varied in the competition regulations.

For Road Walk ensure a certified course is used which allows competitors a safe course without surface defects and no hazards.

Ensure all Officials appointments are in conformity with Regulation C3.6 (b) and S230

33. HEALTH AND SAFETY

33.1 The LOCs are legally required to conform with the appropriate Health and Safety legalisation, as well as good health and safety practices when organising the Championships. Health and Safety requirements are set out in the Association's document on Health and Safety. A H&S management plan needs to be drawn up and approved. It should be sent to the TD and the Association.

34. CONCLUSION

34.1 The Rules relating to Championship Meetings should be read and understood. Refer to the Association's Regulations; the Regulations - Administration and Competition and the IAAF Competition Rules and the Association Supplementary Rules and Rulings which is Attachment A of the Regulations- Competition. These are available on the Association's web-site.

34.2 If in doubt about any particular item, it is better to check with the Association rather than hope it will be adequate.

34.3 Any suggestions of items for inclusion in these Notes for Guidance or any alterations to it will be welcomed and should be included in a report produced by the LOC at the conclusion of the meeting. Such a report is not mandatory but could be helpful as a reference for future Championships.

34.4 Finally, Good luck with your Championships. If it seems like a lot of hard work, remember the athletes as well as the officials and spectators will appreciate a well-run Championship. There is a great deal of satisfaction from achieving it.

Revised and updated by Trevor Spittle
With input from Rod Syme, Ruth Liong.
January 2017

33. APPENDICES

Appendix A - Budget

[The budget to be drawn up in consultation between The Association and the LOC]

200_ New Zealand Track and Field Championships - _____

Venue	Date	Year				
			<u>Income</u>	<u>Gross</u>	<u>Less GST</u>	<u>Net</u>
			Gate Takings _____ at \$ _____			
			Entry fees _____ at \$ _____ per entry			
			Programme Sales _____ at \$ _____ per programme			
			Local Sponsorship & Advertising (names)			
			Sponsorship arranged by the Association			
			<u>Expenditure</u>			
			The Association's Levy _____ at \$ _____			
			Advertising and Publicity			
			Doping Control			
			Equipment Hire			
			Ground Hire			
			Gatekeepers			
			Manager's Meeting			
			Meals for Officials			
			Medals _____ at \$ _____			
			Medical			
			Numbers and Pins _____ at \$ _____			
			Photofinish			
			Photocopy			
			Postage Stationery & Fax			
			Press facilities			
			Programmes			
			Results Production			
			Sundry			

Net Income

NOTE:

- 1 All figures should be GST exclusive
- 2 Do not include expenses paid directly by the Association e.g. those for the Technical Delegate.
- 3 Do not include athletes social functions

Prepared by:

Date:

Appendix B1 - Officials

The philosophy of making do, is not acceptable when selecting officials for Championship meetings.

The success or failure of the Championship depends materially on the careful pre-selection of officials. It is therefore incumbent on those persons responsible for official appointments to be confident that all officials appointed are fully trained in their sphere of operation and that they can competently apply that knowledge and the rules. For these reasons all appointments are the responsibility of the NOC in conjunction with the LOC.

It is important to note that the pre-Championship organisation undertaken by the Meeting Manager, Meeting Secretary and the Technical Manager is essential for the creation of an atmosphere which will enable the officials to carry out their duties competently and enthusiastically.

Although it is possible that some of the official positions listed may be capable of being combined, special care must be taken to ensure that such dual positions will not cause a conflict of duties.

It is recommended that on appointment officials be given any instructions pertaining to their task that the Meeting Manager considers appropriate, and that they be encouraged to refresh their knowledge of the current IAAF Rules and the Association Constitution.

Officials should be reminded of the need to have available a current issue of the IAAF Rule Book and the Association's Supplementary Rules, and where applicable the Association Constitution (which includes the Rules, Regulations - Administration & Regulations - Competition).

Appendix B2 - Application for Consideration as an Official

NEW ZEALAND TRACK AND FIELD CHAMPIONSHIPS

Date: _____ **Venue:** _____
(Please type or print)

Applicant: _____

Postal Address: _____

Phone Number: _____ (hm) _____ (wk)

Fax Number: _____ (hm/wk)

E-mail address: _____

CENTRE: _____

POSITION & EVENT APPLIED FOR:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Please give details of appropriate experience at New Zealand Championships and International Meetings during the last 3 to 5 years.

Your grading as an official (If applicable)

International _____ Level A _____ Level B _____

(Signature of Applicant)

FORWARD APPLICATIONS TO:

APPLICATIONS CLOSE ON:



Appendix B3 - Officials Appointment Notification - New Zealand Track and Field Championships

Venue **Date** **Year**

You are invited to officiate at the above Championships in the position as shown on the attached list of officials.

All Officials are asked to check the following -

- The programme of events which is enclosed.
- An admittance pass which is enclosed.
- That light meals and drinks will be provided during each day of competition.
- A social hour will be held at the stadium at the end of each day of competition.

All Officials should wear navy blue skirt or trousers with a current official's top. Dress should be neat, clean and tidy.

It is important that all Officials are fully conversant with their duties and they are asked to re-read the current IAAF Rule Book and ensure that they bring it with them to the Championships.

Please indicate your availability by post, fax or e-mail by at the latest. If by post or fax use the tear off slip below.

Replies to: Address: _____
 or Fax: _____
 or E-mail: _____

Yours sincerely

Secretary
Organising Committee

PLEASE DETACH

**To the Secretary
Organising Committee
PO Box**

I advise that I will/will not be available to officiate as

Signed:
 Date:.....

Appendix B4 - New Zealand Championship Key Officials

(At on)

NOTE: This form must be forwarded to the ASSOCIATION by (*date due*).

The following nominations are submitted for approval.

Jury of Appeal: (minimum of 3)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | |

Official Grading

Referee:

- Track: _____

- Field (Throws) _____
 (Jumps) _____

- Athletics with a Disability _____

- Walks (Road) _____

- Multi-events _____

Chief Track Umpire _____

Starter: (Chief) _____

Starters Assist _____

Walking Judges 1. _____

(Track 6-7, Road 6-9) 2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Chief Photo-finish Judge _____

Asst. Photo-finish Judges _____

Chief Judge (Combined Events only) _____

Chief Timekeeper (Combined Events only) _____

Chief Judge Field Events:

- High Jump _____

- Long Jump _____

- Pole Vault _____

- Triple Jump _____

- Discus _____

- Hammer _____

- Javelin _____

- Shot _____

Meeting Manager _____

Technical Manager _____

Arena Manager (Safety) _____

Control Room Manager _____

Call Room Manager _____
Announcers _____
Ceremonial Officer _____

NOTE

1. All Referees, Meeting & Technical Managers must be Level A or Higher.
2. All other positions must be Level B or higher.

Appendix C - Technical Meeting

Agenda

1. Chaired by either the Chairman of the LOC or if required an Association Staff Member with considerable Championship experience. The decision on who should chair the meeting is prerogative of the LOC Chairperson.
2. A welcome and the introduction of the Association's Technical Delegate and Officers.
3. Introduce Meeting Manager, Technical Manager and key Officials, including the Call Room and Control Room Managers.
4. Check programme for errors and omissions including missing entries. Original entry forms must be available to confirm entry details. Late entries are not to be accepted, but in the cases of genuine mistake the Technical Delegate has the power to adjudicate. All copies of entry forms should be available at the meeting.
5. Explain technical matters including implement the weigh-in procedure for personal implements, and High Jump and Pole Vault starting heights and increments.
6. Explain procedures for-
 - a) *Championship Opening*
 - b) *Control Room (CIC) & Call Room procedures*
 - i. *Confirmation of entries and checking in.*
 - ii. *Scratchings*
 - iii. *Draws*
 - iv. *Relay Team entries*
 - v. *Lodging of protests(\$50.00 fee)*
 - f) *Victory Ceremonies and any other presentations*
 - g) *Doping Control*
 - h) *Results- Where they will be posted & how obtained by Managers and others.*
7. Walking events outside the Stadium.
8. Social Programme.
9. Managers queries.
10. Also refer Appendix D - Duties of the Technical Delegate.

Appendix D - The Association's Technical Delegate

THE DUTIES & RESPONSIBILITIES OF THE TECHNICAL DELEGATE IN CONTROLLING NEW ZEALAND CHAMPIONSHIPS

1 Introduction:

1.1 The Championships are controlled by the Technical Delegate, on behalf of the Board of Directors. The role of the Technical Delegate is to ensure that the Championships are correctly administered, to make appropriate administrative decisions as necessary and to provide a report for the Board. The guiding principle shall be that, within the rules, the interests of the competitor shall be paramount.

1.2 Technical questions are to be dealt with by the appropriate Referee. The Technical Delegate has a specific role in disputes or protests regarding the administrative rules of the Championships as set out in By-Law C3.9.

2. Appointment and Authority:

2.1 The appointment is made in terms of Athletic NZ Regulation C3.4 as set out below.

2. The championships shall be controlled by the Association who shall be represented by a Technical Delegate appointed by the Board of Directors in consultation with the National Officials Committee.

[Note: The Technical Delegate should normally be selected from the current panel of IAAF International and Area Technical Officials or be an experienced National Technical Official

3. The Technical Delegate should act in a manner as set in IAAF Competition Rules - Rule 111 (Organisational Delegates) and Rule 112 (Technical Delegates). The Technical Delegate should arrange for the correction of any irregularity to be done through either the manager of the meeting or the appropriate Referee. The Technical Delegate may use discretion, in the light of the evidence presented, to correct errors in entries.

2.2 The Technical Delegate should be appointed at least six months prior to the event.

3 Communication and References:

3.1 On appointment The Association should write to the appointed person with the following:

3.1.1 Confirmation of appointment;

3.1.2 A copy of the Notes for Guidance for the Championships which includes a copy of these duties.

3.1.3 copies of the Technical Delegate's report on the last two Track and Field or Combined Events Championships, whichever is applicable;

3.1.4 a copy of all information from the LOC that has already been distributed;

3.2 The Association should write to the LOC informing them of the name, address, telephone and e-mail address of the Technical Delegate, and asking that a copy of all Championships information be sent to the Technical Delegate.

3.3 The LOC should send a copy of all Championship information to the Technical Delegate.

3.4 The LOC should contact the Technical Delegate to determine if they require accommodation and what type.

4. Jury of Appeal:

4.1. Where the Jury of Appeal is asked to consider an appeal based on an administrative matter, it should be forwarded to the Technical Delegate to make a final decision.

5. Travel and Accommodation:

5.1. The Technical Delegate should contact the Association for travel to the championships. The LOC should offer to assist with local transport. The Technical Delegate should be present a least one day before the Championships to inspect the venue and meet with the LOC and to ensure all procedures are in place for the successful running of the Championships.

5.2 The cost of travel and accommodation (including meals) will be met by the Association.

5.3. Air bookings should be organised through the Association's Head Office.

6. Technical Meeting:

6.1 The Technical Delegate must attend the Technical Meeting and be ready to answer or rule on any administrative question.

6.2 If possible, background information on any expected questions should be given to the Technical Delegate before the meeting.

6.3 For the meeting agenda refer Appendix C.

7. Championships Events and Starting Times

7.1. The order of Championship events and the final starting time of each session shall have been decided by the Association.

7.2. Final starting times for events should not be determined until the entries have been received. This should be done in consultation between the Association's staff member responsible for the Championships and the Technical Delegate.

7.3. In extenuating circumstances a starting time may be varied on the day of competition upon the approval of the Technical Delegate, however, in fairness to all competitors it should not be earlier than that printed in the programme.

8. The Technical Delegate's Check List

8.1. The Technical Delegate should check and sign off on the check list in Appendix F. Also check and sign off on the following:

- consideration of venues, facilities, and warm-up areas;
- individual equipment checking;
- medical details including Doping Control;
- confirmation of the procedures to be used for lane draws and qualifiers, and the announcement of lane draws and qualifiers (if possible);
- starting arrangements for distance events (and 800m) and starting heights and increments for the High Jump and Pole Vault;
- Notice boards and results systems;
- Control room and call room procedures
- media and sponsorship arrangements;
- opening ceremony procedures and medal presentations;
- other meeting timetables and locations;
- food and drinks for purchase by athletes;
- social details; team managers and athletes.

9. Competition Responsibilities:

9.1. The Technical Delegate consults with the NOC on the appointment of Technical Officials/Supervisors (Current IAAF Competition Rule 115). These officials should be graded ITO(Area)s or above.

9.2. The Technical Delegate should liaise with these Technical Supervisors, in the supervision of the conduct of individual events.

9.3. After consultation with the Technical Manager and Referees the Technical Delegate should be satisfied that the competition areas and all equipment are up to standard and meets the appropriate specifications.

9.4. The Technical Delegate should be available during competition. Rulings may need to be made on questions such as entry eligibility, team results etc.

9.5. The Technical Delegate should establish with the Meeting Manager and the Control Room Manager that an adequate results verification system is in operation.

9.6. The President of the Association is responsible for the presentation of medals. The Technical Delegate should check to ensure the LOC has made suitable arrangements for this.

10 Conduct of Meeting:

10.1. It is important that the meeting be run to time.

11. Results:

11.1. Delays in announcing results should be avoided. "Flash" results may be appropriate. Live results should be used for all championships meetings.

11.2 Check that the time the results are first announced is recorded.

11.3. At the conclusion of the meeting the Technical Delegate should they have received a full set of results.

12 Report:

12.1 The Technical Delegate should provide the Association with a report on the Championship

12.2 This should be provided within one month of the Championships and should include:

- a description of the venue and the weather;
- a brief outline of the Technical Meeting;
- general comment on the championship events and level of competition;
- comment on the conduct of the competition, officials, equipment and administration
- comment on meeting presentation, medal presentations and social arrangements;
- The number of entries in each grade (this is useful comparative information for historical purposes);
- comment on Health and Safety provisions and operation;
- comment on the Sun-smart and Smoke-free Policies;
- Conclusions;
- the report should be signed and dated;
- any claims, accompanied by receipts, for reimbursement from the Association should either accompany the report or be forwarded under separate cover.

13. Circulation and Action on Report:

13.1 Copies of the report should be sent to the LOC, NOC and the LOC of the next year's Championship.

13.2 Where appropriate or possible any recommendations should be actioned by the Association.

14. References:

14.1. The following reference documents should be taken to the Championships by the Technical Delegate:

- IAAF Competition Rules and the Association's Supplementary Rules- latest edition (is Attachment A to the Regulations - Competition);
- The Association Constitution, including its Rules and Regulations;
- Appropriate Notes for Guidance;
- Correspondence from the organising committee.

Appendix E - “Announcing & Presentation”

- By Tony Ward- A former leading British Announcer

A track and field meeting stands or falls by the standards of its presentation. Good presentation and announcing can make a mediocre meeting tolerable; bad presentation can make a potentially brilliant meeting into a disaster.

Different types of meetings require different types of presentation - an Olympic, European, Asian or African Championship meeting demands formal announcing, combined with a speedy information service. A track and field “spectacular”, on the other hand, requires atmosphere, presentation build-up to big races and some form of race commentary. Smaller inter-club events require yet another kind of presentation: usually a swift, efficient results service with the announcer also acting as the focal point of the organisation.

I give here the basic framework around which those dealing with presentation and announcing can build up their own ideas and philosophy.

Programming

1. The essential ingredient (and one most often neglected) is efficient programming of events, allowing time for good pre-event presentation, the event itself (including the slowest competitors), ample time for a full complement of field event jumps and throws, and finally, time for a medal presentation (where required) and full results service.

2. As a general guide:

a) For a minimum amount of pre-presentation and the starter sending athletes on their way, allow 3 minutes per event;

b) for a “flash” winning time and the result to come through, and for the quickest possible dais presentation to be made, allow 5 minutes;

c) for pre-presentation of each field event, allow 2 minutes;

d) for field event inter-round summaries and final medal presentation, allow 3 minutes.

General Presentation

1. A presentation team is only able to operate within the constraints imposed upon them by the promoters. Absolutely essential is the provision of an efficient information service, either by “walkie-talkie” or field telephone. The announcer is the mouthpiece and the focus of the presentation team, but, like any production, the end result is essentially a team effort.

2. A presentation team can be built around: (a) Meeting Director; (b) Announcer(s); (c) Communication controller and operators; (d) Statistical back-up Recorder; (e) Main scoreboard operators; (f) Field event scoreboard operators.

Basic Requirements of a Good Announcer

1. Basic knowledge of track and field is an essential requirement and an expert knowledge is needed by those presenting top meetings. This includes knowing the rules, assessment of performance and instant recognition of leading competitors.

2. The announcer must be able to assess quickly the information constantly passed to him/her; discard that which is inappropriate and then succinctly pass on that which will interest listeners, e.g. new records, major championships, qualifying performances, personal bests, etc.

3. A good announcer must expect to spend a good deal of time on comprehensive pre-meet preparation. The announcer must get from the organisers full details of events and competitors. Information on national records for international matches and on competing clubs, states or regions for match events should be readily available. A regular subscription service to national and international magazines, as well as annual statistical publications, is a necessity for leading announcers. From the welter of information which can be compiled, a good announcer may only use one third.

4. An announcer's voice should be pleasant, clear and well-modulated, avoiding a monotone. The announcer should not be frightened about showing enthusiasm. If there are two announcers, a contrast in voices is suitable. Women's voices are particularly suited to announcing over the public address, having a clarity rarely met with in male presenters.

5. A sense of humour is required to live with the pressures endemic with a track and field meeting. The announcer has to cope with excesses of information, misinformation, and requests from officials and other persons and yet curb any irritation so that the presentation is unaffected.

Announcing

1. The announcer is basically an informer. The basic job being to provide the spectators with sufficient information to stimulate their interest and enthusiasm and to keep athletes and officials informed.

2. The announcer must consider the needs of the athletes and officials, but marry these needs with the task of selling the sport to the crowd.

3. The announcer must also know the audience, i.e. whether there is a preponderance of enthusiasts or casual, or spectators with relatively little knowledge and gear the presentation accordingly.

Format of Presentation

If any of the following are covered on scoreboards or in the programme, the announcer need only draw attention to the written word.

Pre-Event Presentation

1. Number, name (preferably Christian name and surname) and club, region, state or country of athlete, together with, if appropriate, a brief piece of information about the athlete, e.g. Olympic champion or record holder.

2. Lane order or jumping/throwing order together with qualifying conditions where appropriate.

The above should be given in sufficient time before the start of an event and should not distract from events in progress. A pre-meeting conference with leading officials, including the Starter, would help in this regard.

During the Event

1. During races- lap times; name of leader with a run-down of leading runners. At non-championship meetings, an indication of the pace, stating whether a record is possible, adds to atmosphere.

2. In field events - inter-round summaries, details of especially significant performances. Highlight star performers before they begin their preparation to throw or jump.

After the Event

1. Winning time/performer within 60 seconds.

2. Highlight significant performances - records etc.

3. Full results service. Time available will dictate the depth of such service. Also give wind speeds, etc.

4. Up to date team scores in match events at frequent intervals.

Presentation Ceremonies

Try to combine such presentations with the results and to have the slickest possible ceremony. Promoters should plan such presentations into their programme.

General Advice

1. Be consistent in the format of the announcements.
2. Try at all times to avoid speaking when an athlete is jumping or throwing. If necessary interrupt an announcement to allow a jump or throw to take place.
3. Once a race is under Starter's orders, shut up.
4. When the audience is mainly casual and lacks a good understanding of the sport, give general information on rules, scoreboard format etc.
5. Let the event speak for itself. Silence is often golden in track and field presentation. It is good practice for announcers to attend meetings as pure spectators to appreciate exactly how much information an audience can assimilate.

A FEW OF MANY DON'Ts

1. Don't overburden the spectators with statistics.
2. Don't give television type commentaries during races.
3. Don't pre-judge events.
4. Don't tell the crowd what they have witnessed, i.e. "Brown goes clear at 2.10m".
5. Don't talk over crowd applause.
6. Don't make too many organisational announcements.
7. Don't keep saying "hello" and "ladies and gentlemen".
8. Don't be afraid of silence.

A presentation team has a vital role to play in the public appreciation of Athletics. The announcer is the team's mouthpiece; he/she will not please everyone but should aim at the majority. At the end of the day, even when all the above is assimilated, and acted on, there is still a flair that makes the really good announcer who can create the atmosphere that much more appealing.

Appendix F - Check List of Technical Facilities for the New Zealand Track and Field Championships

REQUIREMENT	Yes/No	COMMENTS	DATE	INITIALS
Surveyors Certificate sighted & in order - Track - Field (in-field & runways)				
TRACK				
Track surface satisfactory and safe				
Lanes marked (minimum of 8)				
Finish line marked				
Starts marked:				
100m				
110m				
200m				
300m				
400m				
800m				
1500m				
5000m/3000m - Split Starts				
2000m/10000m - Split Starts				
4 x 100m Relay				
4 x 400m Relay				
2000m Steeplechase				
3000m Steeplechase				
Baton changes marked:				
4 x 100 Relay				
4 x 400m Relay				
Special markings for Wheel-chair events				
Hurdle positions marked:				
100m				
110m				
300/400m				
Steeplechase				
800m/4 x 400m Relay Break Mark marked				
Flags and suitable cones for Break Mark				

Min. of 85 Hurdles of correct specifications available for Competition plus 30 for warmup.			
Adjustable to the following heights with correct weight positions:			
762 mm			
840 mm			
914 mm			
990 mm			
1067 mm			
4 Steeplechase hurdles of adjustable height - 914mm & 762mm			
Water jump hurdle of adjustable height - 914mm & 762m			
Water Jump satisfactory - correct length & depth			
Enough suitable cones to mark non kerbed Track at max of 4m intervals			
Satisfactory Timing and Judging Equipment & Facilities			
Satisfactory Starting Equipment & Facilities			
- including 8 speakers for laned events			
Suitable Lap Indicator Board and Bell			
Suitable anemometer of Electronic design (not a simple vane type)			
Min of 8 Relay Batons of correct specs as per IAAF Rules.			
Min of 3 white & 3 yellow flags for relay changes			
Sufficient sets of side numbers for non-laned track events			
Provision for Drinking (Water) and Sponge Stations for races 5000m and longer			
9 sets of Walk Judges Indicator Boards & supply of Report Cards			
Red Bat for use by Chief Walk Judge			
Walk Disqualification Board			
Cones for marking out 'Pit Lane' box			
Umpire Flags or Umpiring Books			
FIELD			
Horizontal Jumps			
Suitable Pit			
Enough Sand			
Outside edge between 2.75 - 3.00m from centre line of runway			
Long jump - back of pit min. 10m from take off board			

Triple jump - back of pit min. 21m from take off board			
Satisfactory and level runway at least 40m in length			
Long Jump take off board(s) satisfactory and safe			
- Plasticine Indicator board satisfactory and fits			
Triple Jump - suitable take-off boards or marks at 13, 11, 9 & 7m			
- Provision for indicator boards satisfactory (Plasticine boards must fit)			
Adequate sand levelling equipment			
Suitable anemometer of Electronic design (not a simple vane type)			
Suitable wind sock			
Suitable measuring equipment (i.e. Calibrated 30m tape and a marker)			
Result Indicator Board			
3 Flags (white, red & yellow)			
Markers for competitors run up			
High Jump			
Suitable and level run-up - 180° arc of min. 15m radius			
Suitable and safe landing mats			
Suitable left and right upright with correct bar supports			
Min. of 3 cross bars of approved design			
Calibrated measuring bar or tape			
Suitable wind sock			
Yellow flag or time clock visible to competitors			
1 Red & 1 White Flag			
Markers for competitors run up			
Result Indicator Board			
Pole Vault			
Suitable and level run-up - at least 40m long			
Suitable and safe landing mats			
Suitable left and right upright able to be moved 80cm in direction of landing area			
Suitable and correct bar supports			
Min. of 3 cross bars of approved design			
Correctly constructed and positioned vaulting box			
Calibrated measuring bar or tape and step ladder			

Suitable wind sock			
Yellow flag or time clock visible to competitors			
Markers for competitors run up			
1 red & 1 White Flag			
Height Indicator Board			
Shot			
Suitable and level landing area			
Correctly and safely constructed circle			
- Top of outer rim level with ground			
- Surface of circle level and 14 - 26mm lower than upper edge of the rim			
- diameter of circle 2.135m (± 5mm)			
Correctly constructed stop board			
Correct markings for landing sector and centre line of circle			
Distance Markers			
Suitable measuring equipment (i.e. Calibrated 30m tape and a marker)			
1 red & 1 White Flag			
Yellow flag or time clock visible to competitors			
Shots checked and approved as correct (Minimum of 3 of each weight)			
- Senior Men (7.260 kg)			
- Men M19 (6.000 kg)			
- Men M16 (5.000 kg)			
- All Women's Grades (4.000 kg)			
- AWD Men & Women wheelchair depending on disability (3.000 kg)			
- AWD Men & Women wheelchair depending on disability (2.000 kg)			
- AWD Ambulant Athletes Weights for the required disability Groups			
Result Indicator Board			
Discus (2 Circles)			
Suitable and level landing area			
Correctly and safely constructed circle			
- Top of outer rim level with ground			
- Surface of circle level and 14 - 26mm lower than upper edge of the rim			
- diameter of circle 2.50m (± 5mm)			

Adequate & Correctly Constructed Safety Cage - Complies with ANZ Supplementary Rule S190			
Correct markings for landing sector and centre line of circle			
Distance Markers			
Suitable measuring equipment (e.g. Calibrated 100m tape and a marker)			
1 red & 1 White Flag			
Yellow flag or time clock visible to competitors			
Disci checked and approved as correct (Minimum of 3 of each weight)			
- Senior Men (2.000 kg)			
- Men M19 (1.750 kg)			
- Men M16 (1.500 kg)			
- All Women's grades (1.000 kg)			
- AWD Men & Women Wheelchair (1.000kg)			
- AWD Ambulant Athletes Weights for the required disability Groups			
Suitable Wind Sock			
Result Indicator Board			
Hammer			
Suitable and level landing area			
Correctly and safely constructed circle			
- Top of outer rim level with ground			
- Surface of circle level and 14 - 26mm lower than upper edge of the rim			
- diameter of circle 2.135m (± 5mm)			
Adequate & Correctly Constructed Safety Cage - Complies with ANZ Supplementary Rule S192			
Correct markings for landing sector and centre line of circle			
Distance Markers			
Suitable measuring equipment (i.e. Calibrated 100m tape and a marker)			
1 red & 1 White Flag			
Yellow flag or time clock visible to competitors			
Hammers checked and approved as correct (Minimum of 3 of each weight)			
- Men (7.260 kg)			
- Men M19 (6.000 kg)			
- Men M16 (5.000 kg)			

	- All Women's grades (4.000 kg)			
Result Indicator Board				
Javelin				
Suitable and level landing area (x 2)				
Satisfactory and level runway at least 30m in length (x 2)				
Correctly marked arc at end of runway plus 4m box markings				
Correct markings for landing sector				
Distance Markers				
Suitable measuring equipment (i.e. Calibrated 100m tape and a marker)				
1 red & 1 White Flag				
Yellow flag or time clock visible to competitors				
Javelins checked and approved as correct (Minimum of 3 of each weight with a suitable range of ratings)				
- Men & Men M19 (800 g)				
- Men M16 (700 g)				
- All Women's grades (600 g)				
- AWD Men & Women Wheelchair Javelin (600g)				
- AWD Ambulant Athletes Weights for the required disability Groups				
Suitable Wind sock				
Result Indicator Board				
Field Events General				
Adequate shade (wet weather & sun) cover for Competitors during all field events				
Suitable throwing Circle for Wheelchair athletes - Permanent or portable				
Must have suitable tie down points and a minimum of 6 strong ratchet tie downs.				
Circles: Either the Shot or Discus is accepted.				
Circle must be on the main arena.				
ROAD WALK				
Suitable, officially surveyed and documented course				
Traffic Management Plan in place & approved (only if event held on public road)				
Suitable course marking equipment e.g. Road cones etc.				
Suitable equipment to mark the Start and Finish				

Lap Indicator Board			
Provision for Drinking (Water) and Sponge Stations for races 5000m and longer			
9 sets of Walk Judges Indicator Boards & supply of Report Cards			
Red Bat for use by Chief Walk Judge			
Walk Disqualification Board			
Cones for marking out 'Pit Lane' box			
Suitable Calibrated Timing Equipment e.g. Calibrated Stop Watches			
ADMINISTRATION			
Suitable room to check and approve personal implement specs			
Correct & calibrated equipment to check and approve personal implement specs			
- steel tapes			
- balances			
- micrometers			
Suitable room for results and administration (Control Room)			
Suitable room & facilities to handle entries, draws and results (CIC)			
Suitable room for the Jury of Appeal			
Suitable room undercover for competitors, including Wheelchair athletes, check in (Call Room)			
Suitable undercover area & facilities (including toilets) for Officials when not on duty			
Suitable changing facilities and toilets for competitors in including Wheelchair athletes			
Suitable warm area for Wheelchair athletes to view competition if there is no access to the Stand			
Readily available and adequate drinking water facilities for Competitors & Officials			
Suitable warm up areas for Competitors			
Adequate and reliable sound system			
Suitable facilities for the News Media			
Suitable facilities (area) available for Medical, Physiotherapy and Massage			
Suitable facilities for Doping Control (and the Personnel associated with it)			

Comments & Notes

CERTIFICATE OF COMPLIANCE

1. Checked by: Name	Signature:	Date:
2. Checked by: Name	Signature:	Date:
3. Checked by: Name	Signature:	Date:
4. Checked by: Name	Signature:	Date:

Approved by the Technical Delegate: Name	Signature:	Date:
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Comments: