



# **ATHLETICS NEW ZEALAND**

## **NOTES FOR GUIDANCE NON-STADIUM EVENTS**

# CONTENTS

<i>EXPLANATIONS AND TERMS USED:</i> .....	4
<b>PART 1 - GENERAL</b> .....	5
<b>1. INTRODUCTION</b> .....	5
<b>2. ALLOCATION OF VENUES AND DATES</b> .....	6
<b>3. ORGANISATION AND INITIAL PLANNING</b> .....	6
<b>4. VENUES</b> .....	7
<b>5. ACCOMMODATION</b> .....	7
<b>6. TECHNICAL DELEGATE</b> .....	8
<b>7. ASSISTANCE</b> .....	8
<b>8. TEAM MANAGEMENT</b> .....	8
<b>9. COURSE MEASUREMENT</b> .....	9
<b>10. MAP OF THE COURSE</b> .....	9
<b>11. THE BUDGET</b> .....	9
<b>12. SPONSORSHIP, MARKETING AND PROMOTION</b> .....	10
<b>13. RACE NUMBERS</b> .....	11
<b>14. ENTRIES</b> .....	11
<b>15. PRINTED PROGRAMME</b> .....	12
<b>16. MEDALS</b> .....	13
<b>17. OFFICIALS</b> .....	14
<b>18. SOCIAL FUNCTIONS</b> .....	14
<b>19. ORDER OF EVENTS</b> .....	14
<b>20. RESULTS</b> .....	15
<b>21. TECHNICAL MEETING</b> .....	16
<b>22. CEREMONIAL</b> .....	17
<b>23. ANNOUNCING</b> .....	17
<b>24. MEDIA/PRESS</b> .....	18
<b>25. HEALTH AND SAFETY GUIDELINES</b> .....	18
<b>26. MEDICAL AND MASSAGE FACILITIES</b> .....	18
<b>27. DOPING CONTROL</b> .....	19
<b>28. WALKS</b> .....	19
<b>29. CONCLUSION</b> .....	19
<b>PART 2 - INDIVIDUAL CHAMPIONSHIPS</b> .....	20
<b>CROSS COUNTRY CHAMPIONSHIPS</b> .....	20
1. INTRODUCTION .....	20
2. THE START.....	20
3. COURSE CONFIGURATION .....	20
4. OBSTACLES .....	21
5. COURSE MARKING .....	21
6. THE FINISH .....	21
7. REFRESHMENT AND SPONGING STATIONS .....	22

REFERENCES .....	22
<b>MOUNTAIN RUNNING .....</b>	<b>23</b>
1. INTRODUCTION .....	23
2. THE START .....	23
3. COURSE CONFIGURATION .....	23
4. COURSE MARKING .....	24
5. THE FINISH .....	24
6. REFRESHMENT AND SPONGING STATIONS .....	25
REFERENCES .....	25
<b>ALL INDIVIDUAL ROAD CHAMPIONSHIPS .....</b>	<b>25</b>
<b>(INCLUDING ROAD RUNNING, HALF-MARATHON, MARATHON AND 100KM ROAD RACE)</b>	<b>25</b>
1. INTRODUCTION .....	25
2. COURSE .....	25
3. COURSE MEASUREMENT .....	26
4. MARKING THE COURSE .....	26
5. THE START AND FINISH .....	26
6. SPONGING AND REFRESHMENTS .....	27
7. TRAFFIC MANAGEMENT .....	27
REFERENCES .....	27
1. PREAMBLE .....	28
2. TEAM COMPOSITION .....	28
3. RACE RULES .....	28
4. ENTRY CRITERIA .....	29
5. STARTING TIMES OF RACES .....	29
6. COURSE .....	29
7. CLUB COMPETITION & MEDALS .....	29
8. HEALTH & SAFETY .....	30
9. REFRESHMENT STATIONS .....	30
10. TRAFFIC MANAGEMENT .....	30
<b>APPENDIX 1 - PLANNING TIMETABLE .....</b>	<b>31</b>
<b>APPENDIX 2 - THE ASSOCIATION'S TECHNICAL DELEGATE .....</b>	<b>32</b>
THE DUTIES & RESPONSIBILITIES OF THE TECHNICAL DELEGATE IN CONTROLLING NEW ZEALAND CHAMPIONSHIPS .....	32
<b>APPENDIX 3 - RACE RULES FOR THE ROAD RELAY CHAMPIONSHIP .....</b>	<b>36</b>
A TEMPLATE OF THE RECOMMENDED RACE RULES FOR THE ROAD RELAY EVENT .....	36
1. BATONS AND CHANGEOVER POINTS .....	36
2. CHAMPIONSHIP MEDALS .....	36
3. CONTROL OF THE MEETING .....	36
4. COURSES .....	36
5. ELIGIBILITY .....	36
6. GRADING OF TEAMS .....	37
7. DISQUALIFICATIONS, PROTESTS AND APPEALS .....	37
8. IDENTIFICATION .....	37
9. PACING AND TIMING OF RUNNERS .....	38
10. RUNNING ORDER AND REPLACEMENTS .....	38
11. SAFETY .....	38
12. TEAMS .....	39
13. OVERALL CLUB COMPETITION: .....	39
14. SUGGESTED TIME PENALTIES .....	40

## **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 Place Auckland 0632.

**"Documents available from the Association"** - These are usually available on the Associations web-site. [www.athletics.org.nz](http://www.athletics.org.nz)

# PART 1 - GENERAL

## 1. INTRODUCTION

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

1.2 The Association is required under its Regulations to hold New Zealand Championships annually in all the events set out in its Regulations - Competition. These Championships are allocated to Centres or other suitable organisations by the Association.

1.3 The object when conducting a New Zealand Championship, is that the athletes deserve excellence from the administrators and officials in the organisation and conduct of Championship events.

1.4 Refer to the Association's Constitution (which includes the Rules, Regulations - Administration & Regulations - Competition), the IAAF Competition Rules and the Association's Supplementary Rules as set out in Attachment A to the Regulations - Competition. Also enquire about any Regulations and Supplementary Rule changes being processed by the Association.

In particular refer to:

REGULATION C1 - GENERAL  
C3 - NEW ZEALAND CHAMPIONSHIPS - GENERAL

and for specific Championships

REGULATION C6 - CROSS COUNTRY CHAMPIONSHIPS.  
C7 - SHORT COURSE CROSS COUNTRY CHAMPIONSHIPS.  
C8 - MOUNTAIN RUNNING CHAMPIONSHIPS  
C9 - ROAD CHAMPIONSHIPS  
C10 - ROAD RELAY CHAMPIONSHIPS  
C11 - HALF MARATHON CHAMPIONSHIPS  
C12 - MARATHON CHAMPIONSHIPS  
C13 - 100km CHAMPIONSHIPS  
C14 - LONG DISTANCE ROAD RACE WALKING CHAMPIONSHIPS

Regulations are frequently updated, therefore the Organising Committees should ensure that they have all recent amendments. These can normally be found on the Association's Web-site

## 2. ALLOCATION OF VENUES AND DATES

### 2.1 Allocation protocol.

2.1.1 Each year the Association holds New Zealand Championships, in cross country, road, and long distance road race walking.

2.1.2 Each year New Zealand Championship status is awarded to a suitable Sanctioned Events for the road relay, half-marathon, marathon, mountain running, and the 100km. Any of these Championships may be organised by a Club or other approved Group as a standalone event and not combined with a sanctioned event.

2.2 The Association with the approval of the Board of Athletics NZ usually allocates the Championships 12 to 24 months prior to the event, but Centres, Clubs or other Organisations may apply to hold a championship event. If there is any special reason for applying for the Championships, such as an anniversary or regional activity or festival, this should be stated in the application. Such applications should be made well in advance to make the event is not already allocated.

2.3 The Centre, Club or Organisation conducting the Championships will receive advice from the Association confirming the event and advising them of time schedules and any specific matters regarding the conduct of the Championships. They will also receive a contract/agreement from the Association. Both parties are required to sign it, after agreeing on its content.

## 3. ORGANISATION AND INITIAL PLANNING

### For Championships as set out in Paragraph 2.1.1

3.1 Soon after receiving advice of the Championships a Local Organising Committee (LOC) should be appointed and one person from the LOC should be appointed the liaison person between the LOC Committee and the Association.

3.2 The LOC will be notified of the Technical Delegate, who when appointed, should receive updates on the organisation and minutes of any committee meetings. If the LOC has not been notified who has been appointed Technical Delegate a reasonable time before the event the Association should be contacted.

3.3 It is recommended that the following initial organisational planning should be done:

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

3.3.2 It is suggested the following sub-committees should be set up:

a. Venue/Course/Equipment

- b. Officials' Appointments (Ensure the local ROE is communicated with)
- c. Finance
- d. Sponsorship, Advertising, Publicity
- f. Control Room, Results & Systems
- g. Ceremonial
- h. Entertainment

[An Accommodation sub-committee is not necessary as the LOC is not responsible for team or ANZ bookings]

3.3.3 Have preliminary discussions with the appropriate officials of the Association such as the Competitions & Events Manager to discuss any issues relating to early planning and areas that may need special attention.

[Distances, grades and teams races are set out in the appropriate Regulations which can be found under About us page on the Association's web-site].

#### **For Championships as set out in Paragraph 2.1.2**

3.4 Although the initial organisation as set in paragraph 3.2.2 above should have already been done, note should be taken of the instructions set out in paragraphs 3.1 and 3.2.3.

### **4. VENUES**

4.1 While a suitable course which is appropriate and safe is essential, other factors may rule out some potentially good venues and courses.

4.2 Good value accommodation, within close proximity to the course should be available. Note should be taken of the size of the event and the number of beds that may be required.

4.3 As many athletes and officials will fly in the day before the event, and leave, the morning after, the distance to the airport and flight schedules are important in the timing of the event. Note some will fly in either late on the day before the event or, if it is possible, the morning of the event.

### **5. ACCOMMODATION**

4.1 Accommodation for competitors and team officials is the responsibility of the visiting teams. For safety reasons do not supply billets for visiting athletes especially age group athletes.

4.2 The LOC should advise visiting teams of accommodation available in proximity to the Championship venue and the range of prices. The Association can help with this by putting accommodation links through the Championship web-site. About 12 months prior to the Championship, the LOC should advise the hotels/motels of the Championship date and that teams will be making their own accommodation bookings.

4.3 The Association will normally arrange hotel/motel accommodation for the Association's staff, the Technical Delegate, the Association's President, any specialist officials required to help with the event and any members of the Association's Board of Directors who may

require it. Check with the Association regarding this. It should be borne in mind that most of these people will be paying their own expenses therefore reasonably priced accommodation should be arranged.

4.4 The Association will normally arrange adequate transport for the Technical Delegate, the Association's President and any visiting official to fulfil their duties. This will include travel to and from the host city/town and all necessary transport during the Championships.. In some cases the LOC may be asked to help with this. Where any officials are required to carry out a pre event visit, the LOC may be required to assist with transportation and accommodation for the visiting official.

## **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 (ie the Board) should contact the LOC as soon as appointed, preferably 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 on an informal basis.

6.2.3 It is highly desirable that prior to the event the Technical Delegate should visit and inspect the venue and meet local officials.

6.3 A complete description of the duties and responsibilities of the Technical Delegate is set out in Appendix 3.

## **7. ASSISTANCE**

7.1 Assistance for the LOC is readily available from the Association.

7.2 The LOC should obtain a copy of the Technical Delegates report from the previous year's Championship and, if considered necessary, contact the Convenor of the LOC from that Championship.

## **8. TEAM MANAGEMENT**

8.2 Team Managers are expected to take full responsibility for their teams.

8.3 Where athletes compete as part of **Centre Teams** it is the responsibility of the Team Manager to distribute championship race packs which include race numbers and information to all team members. Managers should ensure that the numbers are correctly worn, and that all



athletes are in the correct Centre Uniform.

*[Athletes representing their Centre are not required to check in prior to their scheduled event.]*

8.4 It is useful for the LOC to appoint a liaison officer as a means of contact for Team officials and athletes.

8.5 Be aware that with certain Championships, particularly those listed in 2.1.2 (except road relay and 2.1.3, competitors may travel as individuals therefore not have a Manager. Suitable arrangements therefore need to be made to distribute information and numbers to competitors. Where athletes compete as individuals and in the Club uniform they are expected to sign in and collect their race pack. If the race pack is collected by another person, the athlete will be deemed to have checked in.

## **9. COURSE MEASUREMENT**

9.1 Every Championship course must be measured and/or checked by an Athletics New Zealand approved 'A' Grade Course Measurer.[A list of suitably qualified Course Measurers are available from the Association.]

9.2 Road courses (except the Road Relay course) are to be measured using the method set out in the IAAF Competition Rules - Rule 240.3

9.3 For cross-country courses, careful and repeated measurement with a purpose built, and calibrated wheel, is sufficient.

## **10. MAP OF THE COURSE**

10.1 A suitably detailed map, with a full description of the course, should be forwarded to the Association, not less than 6 months before the event. This must be forwarded electronically and of a standard that is suitable for display on the website. A copy of the map should be included in any information distributed to athletes and officials.

10.2 Oblique diagrammatic representations of cross country courses, while not expected, are particularly helpful.

## **11. THE BUDGET**

11.1 A budget is to be set in conjunction with the Association three months prior to the Championships.

11.2 The contract between the Association and the LOC should include what income and expenses are to be borne by the Association and what is to be borne by the LOC.

**11.3 The excess income over expenditure shall be apportioned between the LOC and the**

**Association, as detailed in the agreement**, but normally any profit is shared equally between the LOC and the Association.

11.4 If there is a loss this shall be **apportioned between the LOC and the Association, as detailed in the agreement**.

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

11.6 The LOC may arrange local sponsorship, the income from which goes into the event budget, but this should only be arranged after consultation with the Association, to ensure that there is no conflict with the sponsorship arranged by the Association.

11.7.1 Where the accounting is done by the LOC a financial statement and report shall be sent to the Association within 3 months after the Championships, and in the same format as the budget, noting the original budget estimates.

11.7.2 Where the accounting is done by the Association eg for the Cross Country and the Road Championships, the LOC should send a statement of all relevant accounts and income to the Association as soon after the championships as practical. The Association should send the LOC a copy of the final financial statement and report, plus any reimbursements, within three months of the event.

## **12. SPONSORSHIP, MARKETING AND PROMOTION**

12.1.1 The Association will advise the LOC on the extent to which it will be involved and what the sponsorship arrangements it has made. Normally the Association reserves naming rights for the Championships for its own prime sponsor.

12.1.2 Where the Association has arranged a major sponsor for the Championships, it will advise the LOC of any specific requirements.

12.1.3 It is recommended the LOC also arrange as much sponsorship and advertising as possible, ensuring it does not conflict with the Association's sponsorship and advertising arrangements.

12.2 The LOC should seek clarification of the Association's rules on advertising in the Competition Area.

12.3 Adequate publicity is strongly recommended but newspapers cannot be expected to give good coverage unless some advertising space is purchased. The same applies to radio.

12.4 Check with the TV, radio and the press journalists who will be covering the championships, to determine what facilities they require.

12.5 Make sure up to date results are made available to the media on a regular basis. Appoint a person responsible for media liaison.

## **13. RACE NUMBERS**

13.1 Numbers will normally be supplied by the Association (excluding Road Relays) - check with them.

13.2 Each competitor shall be supplied with two competition number and the necessary safety pins (normally 4), which is to be worn on the front and back of the competition uniform.

13.3 Race numbers will normally show the logo of the Associations sponsor. [Check with the Association as to who is responsible for any sponsorship for the numbers. Also check to ensure that sufficient numbers will be supplied to cover the entries.]

13.4 If the LOC is responsible for the printing of the numbers, it should check with the Association on the maximum allowable size of any sponsor's name and logo on them.

13.5 For events run concurrently eg. W19/W16 road race, Walking events or all Master's grades the age groups should be identified by the wearing of a coloured ribbon which should be large enough to be seen both by other competitors and spectators on the back of the right shoulder of the competitor's competition top - eg. M19 & W19 Green and M16 & W16 Red. The Master's grades have their own standard grade colours. These will be supplied with the number in the athletes race pack.

## **14. ENTRIES**

14.1 Normally the Association will call for and receive the entries for NZ Championships. Where the Championships are being held in conjunction with a Sanctioned Event check with the Association's Office on who is calling and receiving entries for the NZ Championship Events.

14.2 The Association currently uses a computer based entry system so entries can be made on line.

Entries can be made by either Centre, Club or Individual level. It is the athlete's responsibility to be clear as to whom will do the entry.

14.3 Entry information for New Zealand Championships should be sent to Centres, Clubs and other interested parties two months before the Championships. Normally this is done by the Association using their monthly mail-out on their Web-site. Entries will close 2 weeks prior to the date of the championship.

14.4 Entries are only accepted in the Official Entry Format. This is now done as an on-line entry. In case there are corrections or a dispute a copy or evidence of the entry should be available at the Technical Meeting.

14.4 Except for the NZ Cross Country Championship as set out in By-Law C6 and the NZ Road Race Championships as set in Regulation C9 there is no limitation on the number of entries a Centre, region or club may make for individual Championship events.

14.5 In the Cross Country and Road Championships entries can only be accepted from

Centres and individuals. In all grades in these Championships, there are only inter-Centre teams' races and no inter-Club teams' races, although a club may process the athlete's individual entry.

14.6 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,..." may be applied.

14.7 Eligibility of who can compete is set out below (from Regulation C3.2). A foreign athlete shall not be eligible to win a New Zealand title.

(a) New Zealand Citizens or Permanent Residents: Subject to Regulation C3.2.1(c), any intending competitor for a championship event (including an athlete returning to New Zealand from overseas) must:

- (i) be registered according to Regulation A6.3; and
- (ii) be a New Zealand citizen or a permanent resident (as these terms are defined in the Immigration Act 1987); and
- (iii) have not represented another IAAF affiliated country or territory during the past three (3) years.

(b) Foreign Athletes: A foreign athlete is an athlete:

- (i) who is not a New Zealand citizen
- or
- (ii) who is not a permanent resident in New Zealand
  - (iii) who has represented another IAAF affiliated country or territory during the past three (3) years.

(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.

## 15. PRINTED PROGRAMME

15.1 The Association will normally arrange the development and printing of the programme (excluding Road Relays).

15.2 The programme should consist of a small booklet which may be of either A4 or A5 size. It should include:

- A full timetable for the day with the starting time, grades, and distance for each event clearly shown.
- A map of the course showing distances and course measurement certificate.
- Team and/or competitor lists with competition numbers.
- Team management (if any).
- The names and positions of key officials.

- The names of the Associations and the Centres principal officers.
- The names of the organising committee.
- A message from the President of the Association and the President of the local Centre.
- Messages from other dignitaries and major sponsors are not necessary, but may be appropriate to the occasion.
- Lists of previous titleholders [optional]

15.3 Advertising may cover much of the cost. Where possible acknowledgement of sponsors should be made in the programme. The LOC should forward any local advertisements and local sponsors logos to the association for inclusion in the programme.

15.4 An ample number of programmes should be printed as all competitors are entitled to a free programme. There should also be sufficient for all officials, media, and special guests, and a realistic number available for sale to the public.

15.5 Remember that this is a working document; therefore it must be available for Team Management and Officials at the Technical Meeting at the latest.

15.6 If the LOC is producing the programme, considerable preparation can be done before entries close. The Presidential messages, lists of Officials and advertisements can be prepared and proof read before entries close. Lists of previous titleholders are optional, but are of interest to many. Up to date lists are available from the Association. If included these can also be prepared and proof read before entries close.

15.7 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 considerably reduce the work involved.

15.8 For events run concurrently, such as M U20 and M U18, or W U20 and W U18, Masters Grades or Walking events, where the wearing of a coloured ribbon on the back of the right shoulder of the competitor's competition top is used, for the identification of the age groups, the code for these should be stated in both the race packs and the programme.

## **16. MEDALS**

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

16.2 If practical medals should be presented as soon as possible after the completion of the event and results are declared. Team medals are normally presented at the conclusion of all events.

16.3 Trophies are all held at the Association's office and are not usually presented at the Championships. Check with the Association on current policy.

## **17. OFFICIALS**

17.1 Championship officials are required to be appointed by the Association's NOC at least two month before the events.

17.2 The Jury of Appeal, and its Chairman and Secretary are appointed by the Association, but suitable nominations should be made by the LOC in conjunction with the NOC.

17.3 The Meeting Manager, Technical Manager and Referee should be at least Grade 5A officials. Starter, Chief Judge and Chief Timekeeper should be at least Grade 5B officials.

17.4 Honorary guest starters should not be used.

17.5 It is recommended that where there is large number of events and/or entries there be appointed in addition to the Meeting Manager or Race Director, Section Managers able to focus on specific duties or events.

17.6 All key officials are required to have the appropriate Grading. Such officials should have a current IAAF Competition Rule book and a copy of the Association's Supplementary Rules (Appendix A to the Regulations - Competition). The IAAF issues a new competition rule book every two years. Check with the Association or NOC for any recent changes to the Rules.

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

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

## **18. SOCIAL FUNCTIONS**

18.1 A special function for athletes, officials and supporters is left to the discretion of the LOC. If provided it may be in the form of a function immediately following the event or depending on the numbers remaining overnight after the event it may be an evening function.

18.2 Where bad weather is experienced for the Championships a special function immediately after the events are completed may be used for medal presentations.

18.3 Any such function is the responsibility of the LOC and any profit is retained by the LOC.

18.3 The Association requires that all functions observe all licensing and other relevant laws. Any such function should be affordable to all athletes.

## **19. ORDER OF EVENTS**

19.1 The initial order of events and starting times are normally determined by the Association in conjunction with the LOC so it is compatible for their venue.

19.2 The inclusion by the LOC of Non-Championship events in the programme is permitted, but should only be included after discussion and agreement with the Association. Such events should not be run at the same time as a championship race unless the championship is being held in conjunction with a sanctioned event.

19.2 The programme and starting times should be finalised at least three months prior to the event.

## **20. RESULTS**

20.1 As stated earlier the Association may coordinate entries and in collaboration with the LOC supervise the Control Room operation at the Championships.

20.2 Entries and results are normally computerised. Full results at the end of the meeting should be available to Centres and the Association in electronic form in a commonly used software format. Live results should be provided if electronically possible.

20.3 Ensure computers, word processors, photocopiers/toner/paper etc. are in good working order and stationery supplies are available. A high-speed photocopier or suitable provision for printing results is required as a very large number of copies will be required in a comparatively short space of time. Also ensure there are sufficient suitable clerical staffs available to help.

20.4 It is useful to provide forms for managers to submit scratchings and correct spelling/numbers prior to the event. These should be made available in the race packs and at the Technical Meeting.

20.5 Ensure that all results have been checked and signed by the Referee before they are published. This is a Competition Rule requirement. Current IAAF Competition Rule 125.3)

20.6 The final results should be made available to the ceremonial officials, the announcer, news media, Team Managers, athletes and coaches on a regular basis. They should also be posted on a large weather proof Notice Board so they are available for athletes, coaches and others.

20.7 The time the results are posted and announced should be noted as this is required in the event of an appeal.

20.8 A complete set of detailed official results in electronic form must be available at the end of the meet for the Competitions & Events Manager/Association staff member, Technical Delegate and others such as members of the media who have requested them. It is the Association's job to arrange that the results are placed on the website as soon as possible after the Championships.

20.9 At least two copies of the printed programme showing scratchings and amendments are required to be sent to the Association.

## 21. TECHNICAL MEETING

21.1 The Technical Meeting should be held at a time when all the managers and teams would normally be expected to have arrived for the Championships. If appropriate check the arrival times of flights and other modes of public Transport. Using this information set the time and venue of the meeting at least 2 months prior to the Championships and advise Centres of this.

21.2 The purpose of the meeting is to fully brief all Teams and their management and give Managers and others an opportunity to raise any queries they may have. The programme details, particularly entries should be checked.

21.3 The meeting should be chaired by the Chairperson of the LOC. The Association's and the Centre's President, Association staff member, Technical Delegate and the Referee should sit with the Chairperson.

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

21.5 A suggested Agenda is:

1. A short welcome by the Association's President
2. An introduction of Technical Delegate and key Meeting Officials.
3. The programme, particularly entries should be checked for accuracy and team Managers or other authorised persons should supply information regarding any scratchings. Scratchings may be recorded on a form provided prior to the meeting.
4. If appropriate, the Technical Delegate should state the method to be used for scoring teams races.
5. Those attending may ask questions or wish to comment about the course. Requests for changes or extra facilities should be carefully considered, and if possible, agreement reached. Final decisions will rest with the Technical Delegate.
6. Any special instructions and notices to teams and competitors should be given regardless of whether or not they are in the programme.

21.6 For Road Relays there is a need to have a formal Technical Meeting to brief team managers and others on race procedures, especially Safety procedures and traffic management. The meeting should be addressed by the Official in charge of traffic control and runner safety. Where the Road Running Championships are held on public roads the Technical meeting should also be addressed on these procedures.

21.7 If the meeting is held in the evening it may conclude with a modest supper.

21.8 Short course Cross-Country, Mountain running, Marathons, half-marathons, 100km Road race and Race Walks do not usually offer formal Technical meetings. Consequently there should be a procedure in place for acceptance and/or correction of entries and to deal with any comments and requests on race procedures etc. The Race Manager/Director (or LOC) may appoint one or more officials to deal with this. It must be remembered that at these championships the athletes compete as individuals and are not usually accompanied by a manager.



## **22. CEREMONIAL**

22.1 If the ceremony is held outdoors a suitable dais should be provided and numbered back and front. Instructions about Victory Ceremonies may be put in the programme.

22.2 For the Victory Ceremonies an effective and strategically placed sound system is required.

22.3 For the Victory Ceremonies athletes must wear either their competition uniform or track suits.

22.4 Where possible the medal ceremony should be held as soon as possible after the event.

22.5 The victory ceremony will require close cooperation between the ceremonial officer and the announcer. A separate announcer may be used. Effective communication is essential for this. The form of medal ceremony normally is:

- a. Announcer gives the victory proclamation and announces each place getter in turn (See under “Announcer”).
- b. As their name is called each place getter comes forward and mounts the dais.
- c. The President of the Association (and/or person presenting medals) and medal bearers, advance; medals are presented by hanging them around the recipients neck; medal party retires.
- d. Athletes retire from dais. Allowance should be made for the taking of photos

22.6 If there are medal bearers 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.

22.7 The Association's President has the responsibility to decide who is to make the presentation. Usually they are past Presidents, Life Members, local dignitaries and officials or a person with a particular significance to the event such as previous winners.

22.8 With teams' races, the results should be prepared with the winning team members clearly listed. There should be no hurried combing through lists of finishers during the Victory Ceremony to find the team member's names.

It is better to delay the official announcement and presentation of medals for teams races until after all events have finished than make a hurried announcement which is later proved to be wrong.

22.9 The medals forwarded to the LOC by the Association will be engraved on the reverse side with the Championship title, location, date, and event and age category; therefore it is not necessary for the LOC to consider having an engraver available at the Championships.

## **23. ANNOUNCING**

23.1 Careful consideration needs to be given to the appointment of a suitable person(s) as announcer. If the LOC cannot find a suitable person, ask the Association as soon as possible as they may be able to arrange a suitable person to be the announcer.

23.2 It is important that announcers speak clearly, but not too much. If there is a continual

stream of commentary and announcements from the sound system people "lock out".

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

Event name - then as many place getters as possible with times of each up to say a maximum of ten places.

23.4 If there is no delay the announcement of the results and victory ceremony may be combined, but it is important the results have been signed off by the referee. It is also important that the results of an event are conveyed to the public as soon as possible after the event.

[23.5 A report on tips for announcing is set out in Appendix F]

## **24. MEDIA/PRESS**

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

24.2 With the advent of cell phones, suitable telephone connections may be required by only those media personnel wishing to e-mail reports and results. Check with the media beforehand.

24.3 As a build up to the Championships the media should be kept informed of any relevant information, particularly notable athletes who are expected to compete.

## **25. HEALTH AND SAFETY GUIDELINES**

25.1 The LOC should conform with all required Health and Safety guidelines when organising the Championships.

25.2 All Health and Safety requirements and practices are set out in a separate document which is available from the Association. These should be adhered to.

## **26. MEDICAL AND MASSAGE FACILITIES**

26.1 Suitable areas must be 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. They must not be seen to be available as a public or rest area for athletes or officials.

26.2 It is important that a suitably qualified person is available at the finish line during the finish of all races

## **27. DOPING CONTROL**

27.1 The LOC will be advised if Doping Control is to be carried out at the Championships. This is controlled by the Drug Free Sport New Zealand. Advice of any testing to be undertaken may only occur in the week leading up to the Championships therefore adequate facilities must be considered in the preparation of the championships.

27.2 If Doping Control is to be carried out a suitable room will be required. Also suitable people may need to be appointed to assist those responsible for the testing.

27.3 Advice will be forwarded on the specific requirements for the Doping Control.

## **28. WALKS**

28.1 Any course for walks must first be measure by an appropriate course measurement Judge and a certificate provided.

The course should be of a uniform surface with safe flat surface for Race Walking.

Officials appointed must comply with the requirements set out in Athletics New Zealand regulation C3.6 (b) and S230

Pit lane should be used as set out in Regulations S230.2 Time penalties and age groups should be advised in the competition regulations.

## **29. CONCLUSION**

29.1 The Rules relating to Championship Meetings should be read and understood. Refer to the Association's Rules; the Association's Administrative and Competition Regulations, the IAAF Competition Rules and the Association's Supplementary Rules and Rulings (Appendix A to the Regulations - Competition).

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

29.3 Any suggestions of items for inclusion in these Notes for Guidance or any alterations to them will be welcomed. It is preferable these be made in writing and forwarded to the Association.

# **PART 2 - INDIVIDUAL CHAMPIONSHIPS**

## **CROSS COUNTRY CHAMPIONSHIPS**

### **1. INTRODUCTION**

1.1 Course setters should aim to provide a logical course that is physically safe and provides a variety of terrain, making it a fair test of cross-country running, but there must be no sealed surfaces except as stated in 1.4 below.

1.2 In general runners should be able to compete at speed, with no long sections of heavy going, or prolonged hill sections.

1.3 The start and finish may be on a prepared sports field,

1.4 Sealed surfaces (Roads) may be crossed at right angles provided there is a covering suitable for the use of spiked shoes.

### **2. THE START**

2.1 There should be no obstacle of any sort within the first 250 metres or if a particularly large field is expected (e.g. 100 or more competitors) 400 metres - that is no gates, fences, ditches, sharp turns or narrowing. The going should be even, so all competitors get a fair start and don't accidentally impede other competitors

2.2 If possible the start line should be at least 30 metres wide, to allow for not less than 12 team stations. (one for each Centre plus one for individuals). This may be varied dependant on the highest number of centre teams entered in any one race.

### **3. COURSE CONFIGURATION**

(This is based on the IAAF specifications)

3.1 The course should comprise of a loop between 1750 and 2000m.

3.2 It is recommended that each loop have a total accent of at least 10m. This need not one continual rise, but can be the sum of a number of small undulations.

3.3 Where a Short Loop is used it should be run first.

3.4 For New Zealand Championships the new Athletics NZ Rule S250.1(a) should be ignored and current IAAF Competition Rule 250.4(a) adhered to

## **4. OBSTACLES**

4.1 Only rigid obstacles, that can be jumped or vaulted and have a firm take off and landing area should be used. Obstacles if more than 900mm high should have a bar step. No obstacle should exceed 1200mm. If an obstacle or its landing or take off area becomes unsafe during the meeting the obstacle should be removed or if it can't be removed the course routed around it.

4.2 During their pre-race course inspection the Technical Delegate, Referee and Course (Technical) Manager should carefully examine all obstacles in detail for safety, including nails, splinters and snags that may injure a runner. There must be no crossing barbed wire fences.

4.3 Water should not exceed 500mm in depth, should have a firm bottom and should have a safe entry and exit.

4.4 There should be no more than 1 or 2 obstacles per 2000m lap. Remember 2 obstacles per lap will give 10 obstacles in a 10km race. A course without obstacles is acceptable. (Remember it is a cross-country championship not a steeplechase championship.)

3.5 The course should be of such width that any runner overtaking another shall have ample room to pass. The recommended minimum is 5 metres.

## **5. COURSE MARKING**

5.1 The course should be marked in the following manner, in order of preference:

5.1.1 Marked with tape, preferably on both sides of the course. The use of tape to mark the inside and flags or suitable markers to mark the outside of the course is permissible, except as set in 5.1.2 below.

5.1.2 Where the course leads over or through fences, hedges, gates or changes direction it should be marked on both sides of the course with tape.

5.1.3 Except where the course leads over or through fences, hedges, gates or changes direction, it may be marked by a double row of flags or suitable markers, red to the left and white to the right, placed at important vantage points and observable by an approaching competitor from a distance of at least 25 metres. Where there is a double row of flags or suitable markers the competitors must go between them.

5.2 The use of a single row of markers is not permissible for a New Zealand Championship course.

## **6. THE FINISH**

6.1 There must be a minimum clear unobstructed run over the final 150m. This should be level, straight, and wide enough to permit at least 3 or 4 runners to compete on equal terms

without blocking each other.

6.2 For crowd control and to allow the officials at the finish unimpeded view the finishing straight should be double roped and there should be suitable enclosure for officials at the finish.

If available the use of rigid barriers such as interlocking gates is recommended.

6.3 It is recommended that a finishing chute be placed beyond the finishing line, and long enough for runners to be able to steady and proceed slowly to recording. Have substitute attendants able to take the place of any runner unable to proceed.

6.4 Where more than 100 runners are competing, it may be desirable to make provision for a second chute. For very large numbers of runners multi-chutes should be used. Refer IAAF Handbook & Guidelines to the Conduct of Road Racing.

6.5 At least two of the following methods of recording should be employed.

- Place cards carried to a recording caravan,
- Separate boards to record race numbers,
- Video recording, or
- Taped commentary.
- Use of electronic recording chips.

6.6 Times are taken on the finish line. At least two teams of time keepers should be used so there is backup timing.

6.7 A full description of timing options is given in the IAAF Handbook & Guidelines to the Conduct of Road Racing- Section 8.0.

## **7. REFRESHMENT AND SPONGING STATIONS**

7.1 Water and/or other suitable refreshments should be available at the start and finish of all races.

7.2 If the weather conditions warrant it, sponging and or drinking stations should be provided every lap.

## **REFERENCES**

IAAF Competition Rule 250  
The Association Regulation C6.  
IAAF Guidelines to the Conduct of Road Racing

# MOUNTAIN RUNNING

## 1. INTRODUCTION

1.1 The decision on whether it should be an up-hill course or start and finish at the same level should be made to ensure it is the same as the World Championships for that year. The present policy of the WMRA/IAAF is for the World Championships to be completely up-hill in even numbered years e.g. 2016 and to start and finish at the same level in odd numbered years e.g. 2017.

1.2 Course setters should aim to provide a logical course, which is physically safe and provides a fair test of mountain running.

1.3 The start and finish may be on prepared sports fields.

## 2. THE START

2.1 There should be no restriction within a reasonable distance from the start - that is no gates, sharp turns or narrowing. The going should be even, so all competitors get a fair start and don't accidentally impede other competitors

2.2 If possible, the start line should be at least 30 metres wide.

## 3. COURSE CONFIGURATION

(From the IAAF specifications)

3.1 Mountain Races take place across country which is mainly off road and involves considerable amount of ascent (for "mainly uphill" races) or ascent/descent (for races which "start and finish at the same level"). Where the race starts and finishes at the same level the course may be of a lap design.

The recommended approximate distances and total amount of ascent for races is as follows:-

### Mainly Uphill

	<u>Distance</u>	<u>Ascent</u>
Senior Men	12 km	1200m
Senior Women	8 km	800m
U/20 Men	8 km	800m

### Start/Finish at Same Level

	<u>Distance</u>	<u>Ascent*</u>
Senior Men	12 km	700m
Senior Women	8 km	500m
U/20 Men	8 km	500m

\* The total of the ascent is cumulative.

3.2 Not more than 20% of the distance may be on tarmac road.

## 4. COURSE MARKING

The course should be marked in the following manner, in order of preference:

4.1.1 Marked with tape on both sides of the course. Where the course leads through fences, hedges, forested areas, gates or changes direction, it should be properly marked, preferably with tape both sides of the course.

4.1.2 Marked by a double row of flags or suitable markers, red to the left and white to the right, placed at important vantage points and observable by an approaching competitor from a distance of at least 25 metres. Where there is a double row of flags or suitable markers the competitors shall go between them.

4.1.3 Any combination of the above two methods.

4.2 The use of a single row of markers is not recommended for a New Zealand Championship course.

## 5. THE FINISH

5.1 There must be a clear unobstructed run over at least the last 100m. This should be straight, and wide enough to permit at least 3 or 4 runners to compete.

5.2 For crowd control and to allow officials at the finish an unimpeded view the finishing straight should be double roped and there should be suitable enclosure for officials at the finish.

If available the use of rigid barriers such as interlocking gates is recommended.

5.3 It is recommended that a finishing chute be placed beyond the finishing line, and long enough for runners to be able to steady and proceed slowly to recording. Have substitute attendants able to take the place of any runner unable to proceed.

5.4 At least two methods of the following recording should be employed. For very large numbers of runners multi-chutes should be used. Refer IAAF Handbook & Guidelines to the Conduct of Road racing.

- Place cards carried to a recording caravan,
- Separate boards to record race numbers,
- Video recording, or
- Taped commentary.
- Use of electronic recording chips.

5.5 Times are taken on the finish line. At least two teams of time-keepers should be used so there is backup timing.

5.6 A full description of timing options is given in the IAAF Handbook & Guidelines to the Conduct of Road Racing- Section 8.0.



## **6. REFRESHMENT AND SPONGING STATIONS**

6.1 Water and or other suitable refreshments should be available at the start and finish of all races. If weather conditions are such warm drinks should be available at the finish.

6.2 As the up-hill race will finish at altitude provision should be made to ensure competitors have immediate access to warm dry clothing especially if the conditions are cold. Where conditions are such the same should apply to races starting and finishing at the same level.

## **REFERENCES**

IAAF Competition Rule 251  
The Association Regulations C8.

## **ALL INDIVIDUAL ROAD CHAMPIONSHIPS**

**(INCLUDING ROAD RUNNING, HALF-MARATHON, MARATHON AND 100KM ROAD RACE)**

### **1. INTRODUCTION**

1.1 All races on made up roads are included in this section, as regardless of whether they are short road races or a 100km their requirements are similar.

1.2 For the Marathon and 100km - during summer months these races should be scheduled for morning or evening hours. Generally runners should not be asked to start or finish between the hours of 11.00am and 3.00pm - in the winter months runners should have finished the race by 5.00pm.

### **2. COURSE**

2.1 These races should be run on made up roads (asphalt, concrete or other suitable surface). However, when traffic conditions make it unsuitable, the course may be on a bicycle path or footpath as long as they are wide enough to allow a number of runners to pass comfortably.

2.2 Other suitable asphalted areas such as industrial sites and motor racing circuits should be considered. Traffic conditions and safety are of paramount importance.

2.3 Plan a logical, easily followed course, avoiding sharp turns, sharp climbs, and sharp descents.

2.4 A smooth flat surface is desirable. New chip seal, or broken surfaces should be avoided. Gravel surfaces and soft surfaces are not acceptable. The race may start and finish within an athletic arena as long as it has an all-weather surface. Grass is not acceptable.

### **3. COURSE MEASUREMENT**

3.1 Courses should be measured by a qualified Course Measurer using the calibrated bicycle method, following the protocol detailed in International Guidelines - 2016-20107 IAAF Competition Rule 240.3 and/or AIMS Course Measurement Procedures Booklet.

3.2 As these Courses are for championship events they must be certified as correct by an Athletics NZ 'A' Grade Measurer.

3.3 Emphasis is placed on measuring and recording the actual running line. The course should be marked so the recorded running line is the minimum distance an athlete can run.

3.4 Remember, there are now official New Zealand records for all the standard road distances. For one to be claimed the course must be measured and checked according to the requirements set out in Regulation C2.2 - Records (Road) and C2.3.6 - Conditions for Records.

### **4. MARKING THE COURSE**

4.1 Road cones should be used.

4.2 Turning points on out and back courses should be marked by larger markers or even drums.

4.3 When the course has been set up and marked on race day it should be checked by an Athletics NZ graded Course Measurer to ensure it agrees with the course documented by the original Course Measurer.

4.4 It is strongly recommended that there are clearly readable signs showing each kilometre. Whether a count-up or count-down system of kilometre numbering is used is a decision for the LOC to make, but the competitors must be clearly informed which one it is.

### **5. THE START AND FINISH**

5.1 The Start must be wide enough to allow ample room for a large number of competitors and for the Road Championship enough room for one station for each Centre team. It is recommended that a generous track, preferably at least equivalent to a lane of a road be available for the first 1500m.

5.2 A clearly painted finish line of at least 5cm must be provided, preferably with a large finish banner above.

5.3 If numbers are large, chutes should be constructed. Refer Appendix A, "Finish Line Density Chart" in IAAF Guidelines for the Conduct of Road Racing.

## **6. SPONGING AND REFRESHMENTS**

6.1 Race organisers should carefully note weather conditions and make full provisions for the conditions.

6.2 A drinks station must be available at the start of each race and a fully manned refreshment station must be provided at the finish line.

6.3 For races up to and including 10km the placing of drink/sponge stations every 2-3 kilometres is required if the weather conditions warrant them.

6.3 For races over 10km refreshment stations must be set up at least every 5km. In addition Sponge stations, where water shall be supplied, should be placed in between. These stations must not coincide with a time call station.

6.5 Refreshment Station placement: Choose a site on a straight preferably on the right hand side of the course. 300ml cups containing 150mls of water should be within easy reach. Many athletes prefer to supply and use their own container.

6.6 Modern hygiene requirements have seen some international events provide sealed sachets or containers of water which, when punctured with the teeth, provide a drink and can also be used to pour over the body. If these are to be used test before the event to make sure they can be easily opened by a competitor while still running. Refer to Association's Health & Safety Guidelines.

6.7 Officials may hand out drinks to athletes who do not choose to uplift their own. This is a task for senior and experienced helpers and should not be delegated to children.

6.8 Provide a large container, even a tilted car trailer, to collect discards. Always clear material accumulating underfoot.

**6.9 Health & Safety guidelines as listed in the Association's Health and Safety Document must be adhered to.**

## **7. TRAFFIC MANAGEMENT**

7.1 Where the event is held on a road that is normally open to general traffic, the LOC must contact the Local Body concerned and abide by their traffic control requirements which will usually involve preparing and using an approved Traffic Management Plan.

7.2 Failure to abide by the Local Bodies requirement could result in the LOC being prosecuted.

## **REFERENCES**

IAAF Competition Rule 240  
The Association Regulations C9, C11, C12 & C13.

## ROAD RELAYS

### 1. PREAMBLE

1.1 Normally these Championships are attached to an established relay.

1.2 Mens, Womens, Juniors and Masters races must be provided as required under the Athletics NZ By-Laws C10.

1.1.1 The Senior Mens, Senior Womens, Masters Men, Masters Women and Open Masters over 50relays are required to be run over the same course.

1.2.2. As the Juniors Relay is usually run over a shorter distance from the above relays it may be run over a separate course.

1.3 For those organisations designing a new relay, it should be noted there is provision for an official New Zealand record, but the structure of the relay must comply with the requirements layed down in the Notes to Athletics NZ Regulation C2.2

### 2. TEAM COMPOSITION

2.1 The composition of teams in order of running and names of emergencies must be declared prior to the start of the race.

2.2 There must be provision for the safe, authorised replacement of injured runners.

### 3. RACE RULES

3.1. For purposes of uniformity and continuity in these Championships a standard set of race rules which will give consistency from year to year are provided in Appendix 4. The main areas of concern in drafting these were:

3.1.1 A uniform minimum age of competitors.

3.1.2. A uniform replacement rule for runners in an emergency during the race. This is designed to stop possible cheating such as replacing an inferior runner with an apparently superior runner. Particularly when the "inferior" runner may at the most be only slightly exhausted or injured, but definitely not ill or severely injured. In all International Ekiden relays the position is quite clear. If a runner cannot finish his/her lap, the team is disqualified. This ethic has been followed in the drafting of this rule

3.2 The safety of all competitors must be paramount. This requires the strict policing of the race rules and the co-operation of managers, athletes and supporters. Unless there are definite safety rules and these are strictly enforced Road Relays as we currently know them, will be no more. Or even worse the organisers could find themselves subject to legal action.

3.3 For many of the minor offences a runner or team may incur during the running of the race complete team disqualification may be considered a rather harsh penalty, therefore a time penalty may be more appropriate.

#### **4. ENTRY CRITERIA**

4.1. Although this event is an official New Zealand Championship, therefore is a contest between the best club teams (ie the A Grade teams), consideration should be given to the needs of all clubs, both the weak and the strong. Many of the weaker clubs like to take part in this event, as do the second and third teams from many of the larger clubs. Therefore where applicable (ie an expected large number of entries of varying standard) provision should be made for B and C Grades.

4.2 The grading of teams in all races needs to be fair and acceptable: It also needs to be easy to administer. Steps need to be taken to ensure that the B and C Grade races are competitive and that these races are not dominated by teams manifestly superior and A Grade in character.

#### **5. STARTING TIMES OF RACES**

Starting Times of Races: These should be designed to both ensure interesting competition and to eliminate traffic bottlenecks. This can be done using computer modelling of the event. Start times should not be designed so one or two leading women's teams finish right out the front - well before any other teams.

#### **6. COURSE**

6.1. The men's, women's and masters races should be the same length and over the same course.

6.2 The Junior race should be no more than six laps and contain no steep ascents or descents.

#### **7. CLUB COMPETITION & MEDALS**

7.1 There is an Overall Club Competition: The format and design of which is set out in Appendix 4.

7.2 As this is an Official New Zealand championship, Championship medals must only be given to the first three teams in the A Grades of the seven Grades set out in Regulation C10. This keeps the New Zealand Road Relay in line with other NZ Championships.

7.3 Other types of medals and/or trophies may be given to the winners and placegetters in the B and C grades. This does not exclude the A Grade medal winners from also receiving other prizes. Prizes may also be given for the fastest individual times on each lap.

## **8. HEALTH & SAFETY**

8.1 Health & safety guidelines as listed in the Association's Health and Safety Guidelines Document must be adhered to.

## **9. REFRESHMENT STATIONS**

9.1 For all Road Relay events, drinking/sponging must be provided at the start and finish of every lap, if weather conditions warrant such provision.

## **10. TRAFFIC MANAGEMENT**

10.1 The LOC must have in place an adequate Traffic Management Plan which meets the requirements of the Local Council and if necessary is signed off by them.

10.2 Provision must be made for sufficient parking at baton changes.

10.3 It may be necessary to restrict parking on the roadway/course in the vicinity of baton changes.

*These Notes for Guidance were revised and updated by Trevor Spittle  
With input from Rod Syme, Ruth Liang,*

**January 2017**

## APPENDIX 1 - PLANNING TIMETABLE

1-2 years ahead:

- A Centre or organisation awarded the championships
- Confirmation of this by official letter from the Association

6 months:

- Send map of course for approval
- Arrange medals with Association

3 months:

- LOC enquire who has been appointed Technical Delegate, if not already notified
- Submit budget to the Association
- Send entry forms to all Centres and Clubs

2-3 months:

- Submit the names of key officials to the NOC for approval

12-14 days

- Close entries
- Programme to Printers

7 days

- Check delivery of medals Normally medals are transported down with the Associations Staff Representative and will have previously been checked.

0- **Day of the Event**

After championships

Race day or ASAP:

- Official results to Centres and clubs represented by teams. Two copies of certified results and corrected programmes with amendments to the Association.

within 3 months:

- certified copy of the Accounts to the Association.

## APPENDIX 2 - THE ASSOCIATION'S TECHNICAL DELEGATE

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

#### **1. Introduction:**

1.1. New Zealand Championships are controlled by the Board of Directors of the Association through the Technical Delegate. 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 interest of the competitor shall be paramount.

1.2. Although technical questions should be dealt with by the appropriate competition referee, the Technical Delegate should ensure these are correctly and fairly administered.

#### **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 Technical 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 which includes these duties.

3.1.3 copies of the last two reports from the Technical Delegate at the previous corresponding championships;

3.1.4 a copy of any information from the LOC that has already been circulated.



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:**

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

#### **5. Travel and Accommodation:**

5.1. The Technical Delegate's travel should normally be arranged by the Association. The LOC should offer to assist with local transport. The Technical Delegate should be present at least the day before the Championships to inspect the course/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 may be organised through the Association's Head Office.

#### **6. Managers Meeting:**

6.1 The Technical Delegate must attend the managers' meeting. The meeting should be chaired by the Chairperson of the LOC (who is usually the Meeting Manager). The Technical Delegate should be ready to answer and rule on any administrative questions.

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

6.3 The meeting agenda should include the following items:

- welcome to managers and others, including any sponsors;
- introduction of Meeting Manager, the Association President, Technical Delegate, Referees, local organising committee, the Association Officers;
- roll call of Team Managers (and any individual athletes representatives);
- call for notice of withdrawals by teams and individuals. To reduce the need to go through every event withdrawal forms should be available. The Technical Delegate may correct errors in entries in the light of evidence available. Most Championships now have provision for late entries, but where late entries are not accepted or incur a late entry fee, genuine errors in submitting entries should be accepted without penalty
- any safety issues about the course.

## **7. Championship Events and Starting Times**

7.1 The order of Championship events and the starting time of each event shall be approved by the Board of Directors. In extenuating circumstances the Technical Delegate may vary a starting time; however, in fairness to all competitors it should not be earlier than the start time printed in the programme.

## **8. The Technical Delegates Check List**

8.1 The Technical Delegate should check the following:

- Course, venue facilities, warm-up areas;
- including equipment and obstacles;
- medical details including drug testing;
- starting and finishing arrangements;
- notice boards/results systems;
- media and sponsorship arrangements;
- medal presentations procedures;
- provision of refreshment and sponging stations for competitors;
- food and drinks set for purchase by athletes and spectators;
- social details; team managers and athletes.

## **9. Competition Responsibilities:**

9.1 The Referee is appointed to supervise competition events and ensure the rules are observed.

9.2 A Technical Manager is appointed to check all equipment and to be responsible for ensuring that the competition venue meets the appropriate standards.

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

9.4 The Technical Delegate should establish with the Meeting Manager that an adequate results verification system is operating and the referee has approved all results before they are published.

9.5 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.

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

## **12. Report:**

12.1 The Technical Delegate should provide the Association with a report on the Championship within one month. This should include:

- a description of the course/venue and the weather;
- a brief outline of the Managers Meeting;
- general comment on the championship events, the number of competitors and level of competition;
- comment on the conduct of the competition, officials, equipment and administration as appropriate;
- comment on meeting presentation, medal presentations and socials;
- conclusion;
- the report should be signed and dated;
- the Technical Delegate should include with the report or forward under separate cover any receipts requiring reimbursement by the Association.

12.2 Copies of the report should be forwarded to the LOC by the Association.

12.3 Where appropriate, recommendations should be actioned by the Chief Executive Officer, and reported to the Board of Directors.

## **13. References:**

13.1 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 Regulation - Competition);
- The Association Constitution, including its Rules and By-Laws;
- Appropriate Notes for Guidance;
- Correspondence from the organising committee.

## **APPENDIX 3 - RACE RULES FOR THE ROAD RELAY CHAMPIONSHIP**

### ***A TEMPLATE OF THE RECOMMENDED RACE RULES FOR THE ROAD RELAY EVENT***

#### **1. BATONS AND CHANGEOVER POINTS**

1.1 Batons: Batons are not essential - a touch of hands will suffice. But if a baton is carried then the first runner in each team will be given a baton that must be carried throughout the lap and on completion of the lap handed to the next competitor in the team.

1.2 Changeovers: Each changeover point shall be clearly marked by a solid line (minimum 5cm wide) painted across the road, and the changeover must be made within 10 metres of the lap change line.

#### **2. CHAMPIONSHIP MEDALS**

2.1 In all grades, championship medals shall be awarded to the placegetters in the A Grade race only.

#### **3. CONTROL OF THE MEETING**

3.1 Control of the event is vested by the Association, in the Technical Delegate.

#### **4. COURSES**

4.1 Senior Women & Masters Women: The senior women and masters women should run the same course as the senior men, with the same laps and the same number of runners and they should start their race at the same time as one of the male grades, either Mens or Masters.

4.2 Junior Men (M19) and Junior Women(W19): The maximum number of laps for these two grades is six (6) and preferably should not include large or steep hill descents

#### **5. ELIGIBILITY**

5.1 Competitors' Ages: All competitors shall be 14 years or over as at 31 December in the year of the race.

5.2 Competitors in Junior Men's and Junior Women's races shall be aged 19 years or under on the 31 December in the year of the race.

5.3 In the Masters Men races competitors shall be aged 40 years and over on the day of the race and in the Masters Women's races competitors shall be aged 35 years and over on the day of the race for women .

5.4 Competitors in the Over 50 Grade may be either Male or Female but shall be aged 50 years and over on the day of the race.

5.5 Registrations: Except where there are composite teams, all athletes must compete for the club that they are registered through.

Reference to By-Law C10.1

## **6. GRADING OF TEAMS**

6.1 Entering Teams: A club may enter a team or teams in any grade provided for in the event. Thus a club may enter two teams in any grade. Where a club does not specify a grade, their grading will be decided by the Race Organisers. Only teams in the A Grade events will be eligible for New Zealand Championship medals. A team graded otherwise may elect to compete in the A grade.

6.2 Automatic re-grading: Any team that finishes with a time that would place it in the top half of the next highest grade, shall be automatically re-graded to that higher grade for the purposes of individual and team awards and results. For example, a C grade team that finishes in a time that would place it in the top half of the B grade, will be automatically re-graded as a B grade team, for individual and team awards and results.

## **7. DISQUALIFICATIONS, PROTESTS AND APPEALS**

### 7.1 Infringements:

- (i) Teams can expect to be disqualified for a major infringement, particularly in regard to safety or failure to follow the instructions of a race official.
- (ii) For a minor infringement a team can expect to receive a time penalty. ie a time penalty will be added to the teams overall running time before arriving at their finishing place in the race.
- (iii) A warning need not be given before a runner or team receives a penalty.
- (iv) A list of minor infringements and the time penalty for each shall be made available by the Organising Committee prior to the start of the first race.

7.2 Protests and Appeals: All protests shall be decided by the Race Referee after consultations with his/her Assistants, and appeals may be made to the Jury of Appeal in accordance with the regulations laid down by the Association and the IAAF. A fee of \$NZ50 is required with each appeal.

## **8. IDENTIFICATION**

8.1 Race Numbers: All athletes must wear their team's assigned race number on the front of their competition uniform, so that it is clearly visible to race officials. If a sponsor's name is also on the race number, the sponsor's name must be wholly visible. The number may not be defaced or folded in any way.

8.2 Club uniforms: All athletes must compete in their club uniform.

## 9. PACING AND TIMING OF RUNNERS

9.1 Pacing: Pacing of a runner by vehicles, cycles or by a runner not contesting that particular lap, may lead to that runner receiving a penalty.

9.2 Timing of Runners: Runners may be given information regarding their times, but due regard should be paid to safety considerations when vehicles are stopped and parked during the race. Race organisers may prohibit parking of vehicles within certain distances of changeover points.

## 10. RUNNING ORDER AND REPLACEMENTS

10.1 Running Order: Team Managers may replace athletes or re-arrange the running order of their teams by notifying the Race Manager in writing on a form provided by the organisers up to 30 minutes before the start of their race, without penalty.

### 10.2 Replacement of Runners:

10.2.1 In the case of injury or exhaustion or when an athlete is unable to complete a lap, that athlete can be replaced by another member of the team but not by a reserve or emergency runner. Written advice of the substitution must be given to the Referee or to an Assistant Referee, within 15 minutes after the completion of the lap by the substitute runner or the Team Manager. Failure to provide written advice of the substitution as outlined above will result in disqualification.

Disqualification will result in team members being ineligible to claim any award or trophy associated with the race.

10.2.2 Any team making a substitution will not be eligible to claim any team award or placing, but individual lap times will be recognised when written advice of the substitution is received in accordance with Rule 10(b) 1.

10.2.3 A competitor who is replaced shall take no further part in the race.

## 11. SAFETY

11.1 Managers' Meeting: At the Managers' meeting held prior to the race the Race Referee will stress the importance of safety and adhering to race rules.

11.2 One metre rule: At all times athletes must run with their safety and that of other road users in mind. They must run within one metre of the edge of the carriageway on the side as directed by the race organisers, except where there are crossing points or where directed otherwise by the Race Marshals

The rule stating that all competitors must run within one metre of the edge of the carriageway will be rigidly enforced, and Assistant Referees will report any breach to the Race Referee.

11.3 Post race meeting of Referees: At the conclusion of the race, the Race Referee shall convene a meeting of all Assistant Race Referees to ascertain if there are grounds for

penalising or disqualifying a team for any transgression.

11.4 Marshalling and Documentation of Infringements: The course must be well marked and marshalled and there should be a minimum of two Assistant Referees on each lap, who must document all breaches of race rules.

11.5 Liability: All athletes compete at their own risk.

## 12. TEAMS

12.1 One athlete - one team: No athlete may compete for more than one team.

12.2 One athlete - one lap: No athlete may compete in more than one lap, except in the case of a replacement due to injury or exhaustion occurring during the race, in accordance with Rule 10(b)1.

## 13. OVERALL CLUB COMPETITION:

13.1 There will be seven competing grades in this competition, and the best placings for a club in three different grades shall be used to find the overall winner.

The seven grades to be used in this competition shall be:

Senior Men A grade, Senior Women, Junior Men, Junior Women, Masters Men (M35) Masters Women (W35) and Over 50.

13.2 The placings of each club's team in their three strongest grades shall be added together to find their total score, and the club with the lowest score from their three scoring teams in three different grades, shall be adjudged the winning club.

13.3 If two or more clubs finish with the same total score, the result will be determined by comparing their total scores on their best two team placings. If it is still a tie, the result will be determined by their best team placing.

If a tie still results, cumulative team times should be used.

### Examples:

	Team A.	Team B	Team C
Best placing	2	1	1
2nd Best placing	3	4	3
3rd Best placing	<u>4</u>	<u>4</u>	<u>5</u>
Total	<u>9</u>	<u>9</u>	<u>9</u>

In this example each club has tied for first place with 9 points overall.

In this case Team C would be the overall winner as it has the lowest score when the clubs' two best team placings are totalled. Thus Team A has 5 points, Team B has 5 points, and Team C has the winning total of 4 points.

13.4 Any club with teams finishing in fewer than three grades is not eligible to win this trophy.

13.5 Composite teams: Composite teams may be formed when clubs have insufficient runners to form a complete team from their particular club. In these cases members of composite teams will be registered with different clubs. Composite teams shall be ineligible to claim team awards but individual lap times shall be recognised.

## 14. SUGGESTED TIME PENALTIES

*[These are based on the penalties and procedures imposed for the 2001 Takahe to Akaroa Relay and may need modifying for the circumstances of each Relay as appropriate. Strict Traffic Management Plans may mean that 14.1.6 & 14.1.7 now incur automatic team disqualification.]*

### 14.1. INFRINGEMENTS AND THEIR PENALTIES:

14.1.1. Wrong uniform.	30 seconds
14.1.2 Number not clearly displayed.	30 seconds
14.1.3 Number defaced.	30 seconds
14.1.4 Making a False Start (ie Starting before the gun has fired)	1 minute (60 seconds)
14.1.5 Baton not being carried in the hand.	1 minute (60 seconds)
14.1.6 Running more than one metre from side of road in a non-dangerous manner.	1 minute (60 seconds)
14.1.7 Cutting corner in non-dangerous manner.	1 minute (60 seconds)
14.1.8 Pacing in any manner what-so-ever	2 minutes
14.1.9 Offences 6 & 7, but in a dangerous manner or position	Team Disqualification
14.1.10. Unapproved replacements and Team changes	Team Disqualification
14.1.11. Impeding another runner or acting in an unsporting manner	Team Disqualification

### NOTE:

- (i). Offences 2, 3 and 4 - A runner (team) may be penalised only once per lap, but the team may be penalised in other laps for the same offence.
- (ii). Offences 5, 6 and 7 are cumulative and penalties may be imposed more than once per lap.

### 14.2 . NOTIFICATION OF PENALTIES

Where a team incurs a time penalty, this is to be added onto the running time of the runner that incurs the penalty. The results will show the runners who incurred time penalties, the time penalty incurred and the offence.

Where a team is disqualified, the runner or runners incurring the disqualification will be shown in the results and along with the offence.

There will be a Board at the finish which will show all penalties and disqualifications made during the race. All appeals or protest are to be made in accordance with Athletics NZ Competition Rules - Protests.