



Affiliated Club Handbook

2023 - 2024



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Welcome To Athletics New Zealand

Kia ora! Thank you for joining Athletics New Zealand as an affiliated club for the 2023/2024 season.

Clubs form the foundation of the Athletics community in New Zealand, providing a variety of programmes, events, and initiatives to participants of all ages and stages of development across the country.

There are a diverse range of affiliated athletics clubs all around New Zealand. Those clubs are driven by hundreds of committee members, coaches, officials, and volunteers. We thank you all for your time, effort and dedication to the sport and wish your club all the best for the upcoming season.

In this handbook, you will find:

- Information about key Athletics New Zealand staff
- Information about membership to Athletics New Zealand, Children's Athletics, Coach Development, Officials Development and Club Development
- Resources to guide and support your club



Should you need any assistance or support throughout the year, please contact the Athletics New Zealand Club Development Lead, Stuart Savage at stuart@athletics.org.nz. Stu is available to guide and support clubs in a range of areas.



Hamish Meacheam | Community Manager | hamishm@athletics.org.nz

Hamish's role is to develop & implement the Community Athletics Strategy and Plan; develop community products, programmes and events; and manage community and athletics engagement.



Stuart Savage | Club Development Lead | stuart@athletics.org.nz

Stuart's role is to develop & lead the plan for the Athletics NZ Club Development Programme; create & implement resources for Clubs; and act as the lead contact for Club support & communication.



Fiona Maisey | Young Persons Lead | fiona@athletics.org.nz

Fiona's role is to provide strategic direction and operational leadership for all aspects of Athletics New Zealand's development initiatives, as they pertain to children and youth. Fiona is also our designated Safe Sport and Child Safety Lead.



Mike Trathen | Coach Development Lead | miket@athletics.org.nz

Mike's role is to develop and implement strategy to maximise NZ coach development; increase numbers and quality of ANZ coaches at all levels; and establish and ensure excellent lines of communication between ANZ, coaches and clubs.



Trevor Spittle | Officials Development Manager | trevor@athletics.org.nz

Trevor's role is to develop and implement strategy to maximise NZ Officials Development; increase the numbers and quality of ANZ Officials at all levels; and establish excellent lines of communication between ANZ, Officials and Clubs.



Jason Cameron | Competitions Manager | jason@athletics.org.nz

Jason's role is to provide strategic direction and operational leadership for the entire portfolio of Athletics NZ events, including our championships, the Colgate Games, and Rotorua Marathon.



Tina Jerrom | Funding and Administration Officer | tina@athletics.org.nz

Tina's role is to lead and oversee the grant funding application process for Athletics NZ and its constituents. This includes the development of a strategy that seeks to maximise funding investment against the Athletics NZ Strategy.

Athletics NZ is made up of 11 Regional Associations, often referred to as Centres.

These Centres are largely responsible for organising regional level competitions, development opportunities and leading teams for national competitions.

Please see the contact details opposite for Centres.

Athletics Auckland

Raewyn Rodger – Administrator

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Email: office@athleticsauckland.co.nz

Website: athleticsauckland.co.nz

Neil Bartlett – Coach Manager

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Athletics Taranaki

Melissa Maw – Chief Executive

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Athletics Wellington

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Tamsin Harvey – Community Engagement Lead

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Athletics Tasman

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Athletics Northland

c/o Whangarei Athletics

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Athletics Waikato/Bay of Plenty

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Website: www.athleticswaikatobayofplenty.org.nz

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Athletics Hawkes Bay Gisborne

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Website: www.sporty.co.nz/athleticshbgsisborne

Athletics Manawatu Wanganui

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Athletics Canterbury

Ian Thomas – General Manager

Phone: 021 280 2208

Email: gm@athleticscanterbury.org.nz

Website: www.athleticscanterbury.org.nz

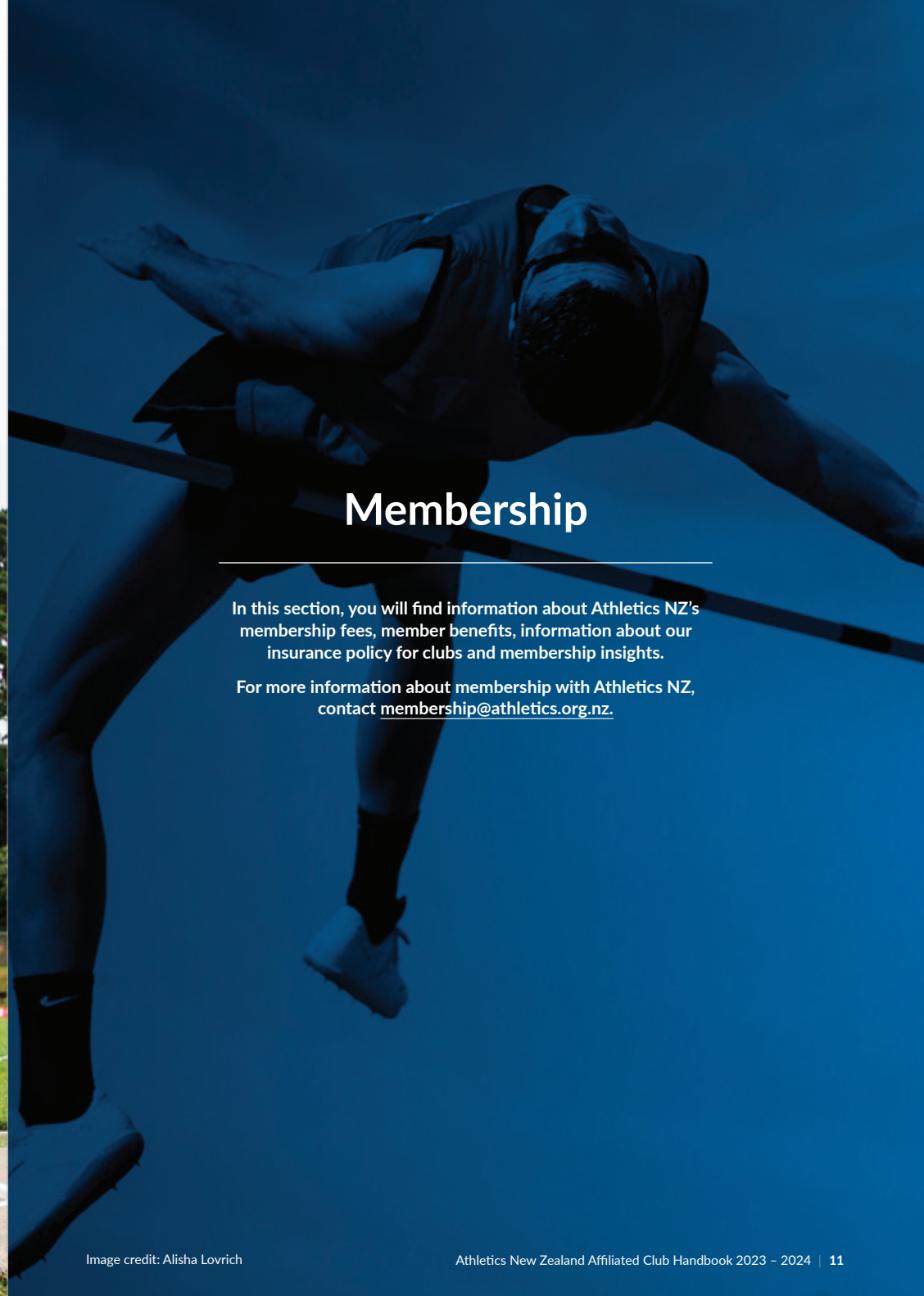


Find Support Locally

As well as support from your local Centre and Athletics NZ, we also recommend using the network of Regional Sports Trusts (RST's) across the country.

These trusts have staff dedicated to a diverse range of services, and offer guidance, support, and resources. Please feel free to contact your local RST by clicking the links opposite and review the resources that are available to you and your club.

	<p>Sport Northland www.sportnorthland.co.nz/Helping-Sport-Happen/Sport-Development</p>	<p>Aktive Auckland www.aktive.org.nz/about-us/</p>	
	<p>Sport Taranaki www.sporttaranaki.org.nz/support-and-development/clubs-and-community</p>	<p>Sport Waikato www.sportwaikato.org.nz/resources-library.aspx?resource=for-clubs</p>	
	<p>Sport Whanganui www.sportwhanganui.co.nz/about-us</p>	<p>Sport Bay of Plenty www.sportbop.co.nz/community-sport/club-assistance</p>	
	<p>Sport Manawatu www.sportmanawatu.org.nz</p>	<p>Sport Gisborne www.sportgisborne.org.nz/sports/grow-your-sport/templates</p>	
	<p>Sport Tasman www.sporttasman.org.nz/Sports-Toolbox/Up-skill-your-Club/Up-skill-your-Club</p>	<p>Sport Hawke's Bay www.sporty.co.nz/shbcommunitysport/Resources-3</p>	
	<p>Sport Canterbury www.sportcanterbury.org.nz/Community-Sport/Sector-Capability/Organisational-Capability</p>	<p>Nuku Ora https://www.nukuora.org.nz/support-and-development/community-development/</p>	
	<p>Active Southland www.activesouthland.co.nz</p>	<p>Sport Otago www.sportotago.co.nz/Resources-1/For-Sport-Recreation-Providers</p>	



Membership

In this section, you will find information about Athletics NZ's membership fees, member benefits, information about our insurance policy for clubs and membership insights.

For more information about membership with Athletics NZ, contact membership@athletics.org.nz.

Membership fees allow Athletics NZ to support Centres, clubs, coaches, officials and volunteers through development opportunities and resources, all with the aim of strengthening the athletics community and providing great experiences.

The table below outlines the fees that will apply in 2023/2024:

Membership Category	Category Description	Fee
Active Member 6 Years & Under	Annual membership for children born in 2017 or later who are participating in club nights and/or activities.	\$10 (no change)
Quarterly Member 6 Years & Under	A 3-month membership that aligns with either the first or second half of the summer children's athletics season. Q3; October 1 - December 31 Q4; January 1 - March 31	\$7 per quarter
Active Member 7 to 14 Years	Annual membership for members born between 2009-2016 who are participating in club nights and/or club runs and other competitive activities.	\$35 (no change)
Quarterly Member 7 to 14 Years	A 3-month membership that aligns with either the first or second half of the summer children's athletics season. Q3; October 1 - December 31 Q4; January 1 - March 31	\$25 per quarter
Competitive Member 15 to 19 Years	Annual membership for members born between 2004-2008 who participate in any activities the club and centre may offer that are generally considered of a competitive nature. This could include inter-club events, centre championships, national championships, etc.	\$51 (no change)
Quarterly Member 15 to 19 Years	A 3-month membership giving the most flexible membership options to older teenagers Q1; April 1 - June 31 Q2; July 1 - September 31 Q3; October 1 - December 31 Q4; January 1 - March 31	\$20 per quarter (Q1 & Q2) \$29 per quarter (Q3 & Q4)

Membership Category	Category Description	Fee
Competitive Member 20 Years & Over	A rolling 12-month membership for people born in 2003 or earlier who participate in any activities the club and centre may offer that are generally considered of a competitive nature. This could include inter-club events, centre championships, national championships, etc.	\$66 (no change in price, but note now a rolling membership)
Winter Seasonal Member 20 Years & Over	A membership that aligns with the winter distance running season. The membership term runs from April 1 through to the National Road Relay Championship in October. A summer membership 'top up' will be available to purchase for those who initially register for the winter season and then want to register for the full year.	\$52 (\$26 top up for winter to summer)
Social Member 15 Years & Over	A rolling 12-month membership for people born in or before 2008 who only participate at club nights and club runs. This generally does not include competitions offered through their centre or inter-club competitions. Some clubs have 'friendly, noncompetitive runs', these are considered to be social for membership purposes.	\$36 (no change in price, but note now a rolling membership)
Community Volunteer Member	Community Volunteers Membership (CVM) is for individuals who support their centre or club but do not take part in club nights and club runs as a participant. CVM supports safe sport by including police vetting, child safety education and agreeing to abide by the Athletics NZ Code of Conduct.	\$0

Athletics New Zealand also offers two types of coach memberships - Accredited Coach Membership and Community Coach Membership. Details on these are contained within this document.

Additionally, the Athletics NZ annual club affiliation fee will remain the same as last year - set as \$130 for the 2023/2024 membership year.

Gameday is a platform that provides clubs with a straightforward and simple way of capturing their members information. Once created, a club's online registration portal provides a professional, accurate and efficient method for your members to join your club, which also significantly reduces the administration workload for club volunteers.

Once your club has affiliated for the season Athletics New Zealand will use the information captured during this process and give your nominated Club Registrar(s) administrative access to Gameday. They will then be able to monitor your club's membership.

The below links contain information that Club Registrars will find helpful both during set up of a new season and throughout:

[▶ Gameday In-platform Resource Centre](#)

[▶ Athletics New Zealand Membership Portal previously known as ClubNet](#)

If you require any further help, please don't hesitate to contact the Athletics New Zealand Membership Administrator in the first instance at membership@athletics.org.nz.

[▶ GameDay can be contacted directly here](#)



Image credit: Alisha Lovrich

Athletics NZ Insurance

Athletics New Zealand arranges Public Liability and Statutory Liability insurance cover for all affiliated members, volunteers, and officials of Athletics New Zealand whilst competing or participating in Athletics NZ sanctioned events. This is one of the services Athletics New Zealand provides to Member Clubs and Individual Members.

The cover only applies to:

- The 11 Regional Centres
- All Member Clubs which have paid their affiliation fee for the current financial year
- All (registered) individual members, athletes, coaches, volunteers and officials
- Any other third party agreed in writing by Athletics New Zealand Inc.

For the insurance cover to apply the activity being undertaken:

- Must be sanctioned or endorsed
- Must be athletic

Insurance cover will not apply, regardless of registration or affiliation, if the activity being undertaken is non-athletic. Examples would include:

- School fairs
- Sausage sizzles
- Revenue and other fundraising activities

If a Club has any doubt over any aspect of this insurance cover, please contact Athletics New Zealand for clarification.



Image credit: Alisha Lovrich

Member Insights

Membership Statistics

	Affiliated clubs	Members aged 0-6	Members aged 7-14	Members aged 15-19	Members aged 20+	Social members aged 15+	Total
2015/16	177	5081	10096	3447	215	758	19,597
2016/17	179	5595	10745	1261	2322	1110	20,434
2017/18	136	5125	10192	1216	2170	1142	19,845
2018/19	168	4866	9577	1415	2287	1127	19,272
2019/20	170	4850	9609	1173	2050	984	18,666
2020/21	160	4918	8545	1191	2021	822	17,497
2021/22	152	3890	8917	1353	2517	905	17,582
2022/23	163	5329	9085	1165	2443	815	18,837

Club Survey Summary

Each year, Athletics NZ surveys clubs to better understand the challenges faced by grassroots administrators, compare club satisfaction with Athletics NZ guidance and support, and to guide key strategies. The 2023 survey was completed by 92 administrators across 70 clubs. Some of the key findings are presented below:

Overall, how satisfied is your Club with the support and guidance you received from Athletics NZ over the past year?

1. Very satisfied – 8.05%
2. Satisfied – 29.89%
3. Somewhat satisfied – 32.18%
4. Somewhat dissatisfied – 14.94%
5. Dissatisfied – 9.20%
6. Very dissatisfied – 5.75%

Support for changes to membership options

94.59%

94.59% of club leaders said they would be likely to support a reduced membership for athletes aged 22 years and under.

98.67%

98.67% of club leaders said they would be likely to support a discount system for families of three or more.

The board of Athletics NZ has since ratified these changes for the 2023/24 season.

Children's Athletics

This section is dedicated to children's athletics. It includes information about our Foundation Programmes – Get Set Go and Run Jump Throw, Colgate Games, and how to support the experiences of young people in sport.

For more information about children's athletics, please contact Fiona Maisey, Young Person's Lead at fiona@athletics.org.nz

Get Set Go and Run Jump Throw are Athletics New Zealand's Foundation Programmes, which form the initial component of both the Athletics NZ Long Term Athlete Development Pathway and our vision of 'All New Zealander's engaged in athletics'.



Get Set Go (3 to 6 year olds)

Get Set Go is designed to help Kiwi kids aged 3 to 6 years, enjoy being more active through play and sport. The programme provides educational, developmentally appropriate, fun activities that build and develop children's basic, fundamental movement skills.

Get Set Go helps increase teachers, athletics clubs, coaches and parents understanding of the importance of movement, play and positive experiences for children. It provides professional development tools and quality resources around the assessment, planning and development of fundamental skills within a broad child-centered framework.

This fun and easy to implement initiative allows kids to develop the essential movement skills they need to make participation in games and sport more fun and successful, including:

- Physical movement skills
- Knowledge and cognitive skills
- Emotional and social skills

Get Set Go in Clubs

Get Set Go makes it easy for athletics clubs to plan and deliver a developmentally appropriate programme for young members to enjoy and learn life-long movement skills from.

The quality resources (including skills cards, session planners and videos) allow athletics clubs to easily implement key fundamental movement skills, including:

- Stability – balance, landing and rotation
- Locomotor – hopping, skipping, jumping, dodging and running
- Manipulative – catching, throwing, striking and kicking

This innovative way of teaching fundamental movement skills helps encourage a safe environment where children can experience success, develop skills and learn positive attitudes towards sports and recreation.

See the resource section at the back of the handbook for an example of how to implement Get Set Go at your Club night.



Run Jump Throw (6-11-year old's)

Run Jump Throw is all about developing athletics-specific skills in a fun, inclusive way that encourages Kiwi kids to participate in athletics.

Designed for 6-11-year old's, Run Jump Throw allows athletics clubs and schools to easily teach the foundation skills of athletics in a positive, supportive environment, where participants learn and are challenged at their own pace. The programme uses modified equipment and games to help maximise participation and enjoyment.

Our innovative programme uses a bottom-up rather than a top-down approach to teach skills needed for each athletics movement – so children learn the necessary fundamental skills and basic movement patterns before being taught the refined skills.

Run Jump Throw aligns with the Sport NZ Physical Literacy's approach of understanding and responding to the "whole-child", taking into consideration the child's Physical, Social, Emotional, Cognitive and Spiritual needs for children today.

Run Jump Throw in Clubs

Run Jump Throw supports athletics clubs to plan and implement a quality, developmentally appropriate and fun programme for children aged from 6-11 years old.

Run Jump Throw provides athletics clubs with easy to use resources that support the planning and delivery of teaching athletics skills in a fun environment. It is designed to be flexible so it can fit into any club scenario.

We've worked with the Halberg Disability Sport Foundation to integrate the STEP process into Run Jump Throw. STEP = Space, Task, Equipment and People and allows for the adaption or modification of any activity to make the learning outcomes achievable for any participant.

The quality resources (including skills cards, coaching manual, session planners and videos) allow athletics clubs to easily teach the foundation skills of athletics. The skills section includes:

- Running – speed, endurance, starts, over obstacles and relays
- Jumping – distance, jumping for distance, jumping for height and jumping with a pole
- Throwing – pulling, pushing, slinging and heaving

The front of each skills card explains the key skill criteria and gives verbal clues to support the child's learning. The back of the card includes fun activities and the STEP guide to support skill learning.

See the resource section at the back of the handbook for an example of how to implement Run Jump Throw at your Club night.

To find out more information about our Foundation Programmes, please contact the Athletics NZ Coach Development Leader.

Balance is Better

Sport NZ's Balance is Better philosophy can help coaches, parents, administrators and volunteers understand what you can do to encourage young people to stay active in competitive sport for longer.

As leaders in the sport, bold and courageous change is needed by our athletics club delegates to develop young participants to release their potential in sport and in life – winning in the long run.

What is the role of Sports Administrators in developing participants?

It's important to know how to create and manage change in a competitive sport environment so that it provides appropriate, relevant and meaningful development opportunities for all participants.

Here are some practical tips:

- Provide more time and opportunities to develop all kids – keep a broader base for longer and ensure more participants receive quality, positive experiences and support.
- Be patient. Hold off on making early selection decisions.
- Focus on the appropriate development of all participants.
- Promote the playing of multiple sports and support young people participating in a range of activities.
- Cater for the diverse range of young people's motivations.
- Find creative ways to re-engage the disengaged.
- Put the kids' needs first; leave out the adult egos.
- Work collaboratively with other sports/ organisations.
- Show the way – lead attitudinal and behavioural change with coaches and parents.

Remember why young people participate in sport – it's about fun, the challenge, being part of a team or group, being with friends and self-improvements – Balance is Better.

➤ [For more information about Balance is Better, articles, case studies and resources.](#)

Good Sports

Created by Aktive, the Good Sports philosophy aims to create positive sporting experiences for Kiwi kids by supporting and educating the key adult influencers in children's sport: parents, caregivers, coaches, teachers and sport administrators.

Both practitioners and researchers supporting Good Sports agree that issues in children's sport, such as poor side-line behaviour, early onset of overuse injury, burnout and disaffection with sport, stem from adult involvement in children's sport and can ultimately hinder success on and off the field. To address these issues and give Kiwi kids the greatest chance of developing a lifelong love of sport, Good Sports believes we need to raise adults' awareness about their behaviours in children's sport, and if necessary, promote a positive shift in that behaviour.

We all know sport can be a vehicle to help children to be active, healthy and learn life skills; critical in the success of these things happening, is the quality of support that adults provide children in sport.

What does quality support for children in sport look like?

The Aktive team have developed a tool to help adults understand and reflect on how they impact children in sport. This tool is called the Good Sports Spine. The Spine can be found in the resource section of this handbook – have a look and see if you fall under the Climate of Development or Climate of Performance.

Do I need to change?

Good Sports advocates for adult behaviours and attitudes in children's sport to always fall under a Climate of Development. Whether you are a parent, caregiver, coach, teacher and/or sport administrator involved in children's sport, being under a Climate of Development ensures children have the best chance of having positive sporting experiences and ultimately growing a lifelong love with sport.

See the resource section of this handbook for resources to support coaches and parents on Good Sports.

➤ [For more information, visit the Aktive website, or contact the Athletics NZ Club Development Lead.](#)



Safe Sport

Safe sport is about creating positive sporting experiences and having a set of actions to keep everyone safe from harm. It encompasses children, young people and adults with a focus on prevention of physical, sexual and emotional abuse, and neglect.

Child protection is about the actions taken in response to a specific concern for tamariki or rangitahi who may be suffering, or is at risk of suffering, harm or abuse. It requires referral to specialized child protection services, the police and expert local organisations that are trained to provide advice and manage cases if they arise.

Athletics NZ guidelines around safeguarding is based on core principles which align with Sport NZ's Safe Sport for Children policy and Athletics NZ Member Protection regulations.

- We believe children and young people have a right to have fun and be safe in our sport.
- People should feel respected, valued and encouraged to enjoy their participation in athletics and to reach their full potential.
- Athletics New Zealand, Centres, member clubs and coaches, as leaders, organisers and deliverers of athletics, have a duty of care when it comes to children and young people and will take steps to ensure they can participate safely in the activities we provide.
- Athletics activities are uniquely placed to contribute to safeguarding and the welfare of children and young people. Coaches and volunteers have a responsibility to be a good role model and to be a listening ear if a young person has a concern.

Athletics NZ expects all Centres, clubs, coaches and volunteers to participate in creating a culture of safeguarding within our sport through education, policy development and safe sport conversations.

Our National Safeguarding Officer is available to offer training and support to all members and we encourage members to take advantage of local training opportunities as they arise.

➤ [More information, guidelines and resources](#)

➤ [Guidelines for Athletics NZ coaches working with children and youth](#)



Colgate Games

The Colgate Games are a festival of children's athletics held every year in January. There are two events – one in the North Island and one in the South Island.



Athletes aged 7-14 years who are registered with any Athletics New Zealand affiliated club can attend either event. The event is one of the traditional highlights of the athletics calendar and clubs are encouraged to send large teams.

The 2024 North Island Colgate Games will take place from 5-7 January 2024 in Auckland

The 2024 South Island Colgate Games will take place from 12-14 January 2024 in Dunedin



Image credits: Alisha Lovrich



Coaching



In this section, you will find information about the Athletics NZ Coach Membership programme, how to get started in coaching and information about coach education and development opportunities.

For more information about coaching opportunities, please contact Mike Trathen, Athletics NZ Coach Development Lead at miket@athletics.org.nz

Athletics NZ has two membership options for coaches; Accredited Coach Membership, and Community Coach Membership.

Accredited Coach Membership

Accredited Coach Membership is designed for coaches who are working with, or hoping to work with, athletes on the performance pathway, and/or coaches who charge a coaching fee. Accredited Coaches have successfully met the requirements as determined through an assessment of prior experience, prior learning and current competency. Accredited coaches have been vetted by NZ Police, completed education from Drug Free Sport NZ, and safeguarding training, in addition to their athletics coaches' experience and qualifications. Accredited Coach Membership is \$60 annually, or \$130 for a three-year membership, and a number of benefits accompany Accreditation.

Some key benefits of Accredited Coach Membership include;

- Free entry to a number of events, including National Secondary Schools Championships, Athletics NZ Championships.
- Eligible for Athletics NZ team appointments, grants and scholarships.
- Endorsement and promotion by Athletics NZ.

Community Coach Membership

Community Coach Membership is open to anyone who coaches within our sport, including Foundation programme coaches, parent coaches and club coaches. The minimum requirements for membership are police vetting, signing and abiding by the Athletics NZ Code of Conduct, and completing some safeguarding training. Community Coach Membership is free.

Being a coach member places you on our mailing list, meaning you will be made aware of development opportunities, and important updates from Athletics NZ. Coach members are covered under the Athletics NZ insurance general liability cover.

Coaching is a rewarding and enjoyable way to get involved, or stay involved in the sport of athletics, and as a sport we are keen to encourage and support new coaches.

If you're a parent, a former or current athlete, or just keen to get involved, the following are some suggested first steps;

- Register with Athletics NZ, either as a Community Coach Member, or an Accredited Coach Member; This will mean we can make you aware of development and education opportunities, and new initiatives.
- Link up with a club; coaches need athletes, and athletes are found in clubs! A great first step can be to link up with one of our clubs and let them know you are keen to begin coaching.
- Find a mentor, maybe even become an assistant; many of our best coaches get started by working alongside, or assisting an experienced coach in their region. This can be a great way to "learn the ropes" and get involved at your own speed.
- Don't limit yourself; Athletics encompasses sprinting, hurdling, jumping, throwing and walking. Don't limit your coaching range to just the events that you are personally familiar with. Learning about, and ultimately coaching other events is a valuable teaching tool and will make you a better coach!
- Get involved in Run, Jump, Throw; Run Jump Throw is the Athletics NZ Foundation Programme that teaches the basic skills of athletics to 6-11 year olds. Learning and understanding these foundations of good movement and skill development is an excellent way to accelerate your ability to teach and engage athletes.
- Connect, Share, Learn; Get along to Athletics NZ, or centre led education opportunities. These are not only a great way to develop your own knowledge, but also build your links to the wider coaching community.

General Information for Coaches

Athletics NZ Education

Athletics NZ has a number of education opportunities available for coaches, including our new Coaching Athletic Development (CAD) Level 1, which is delivered by endorsed educators around the country. CAD Level 1 is ideal for new coaches to give them the skills and confidence to get started in coaching. Other coach education options include our Foundation Programmes, Get Set Go and Run Jump Throw, which provide a great basis of fundamentals for coaches working with athletes of all ages.

➤ Additionally, World Athletics has a range of excellent online learning opportunities, which can be found on their e-Learning platform

Thank You!

Each year Athletics NZ organises one or two informal opportunities to gather and connect with ANZ staff and other coaches. These are generally held at our Athletics NZ Track and Field Championships, and New Zealand Secondary School Track and Field Championships. All Athletics NZ Coach Members are welcome, a specific invite will be sent prior to the championship. Additionally, Coach Members receive exclusive merchandise and gear.

Event Group Activities

Each year the Athletics NZ High Performance Coaches organise a series of Event Group Activities. These activities are often athlete centred, meaning a coach is invited alongside an athlete they coach. If you are interested in attending an event group activity you can email miket@athletics.org.nz for more information. Details on the Athletics NZ Event Group Activities can be found on our website.

Officiating

Any Club and Centre with a competition programme will need Officials to conduct competitions according to the rules of World Athletics and ensure that athletes have every chance of achieving their best performance.

Athletics New Zealand want to make sure that Officials are recruited, trained and given the necessary support to perform their duties.

This section will provide you with information on how to become an Official, education information and the Officials Pathway.

The National Officials Advisory Group (NOAG) consists of four members each appointed for a four-year term with one rotating off each year.

The term commences 1 July each year and new members are sought in May each year.

The Group is responsible for various processes including appointments to National events including Technical Delegates Referees Jury, etc, education etc. Currently the main concern is training new Officials. It is supported by the Athletics NZ Officials Development Manager. Members of the NOC are happy to discuss issues and give advice but would first ask members to talk to their Regional Officials Educator.

The current NOC members are:

- Ruth Liong
- Geoff Annear
- Paul Craddock
- Eddie Soria
- Brian Theobald (Co-opted)

➤ Contact can be made via ANZ Officials Development Manager, Trevor Spittle: trevor@athletics.org.nz

The World Athletics approved Athletics NZ Officiating Education Scheme (ANZOES) is administered by the National Officials Advisory Group, which works through Regional Administrators and Educators based around New Zealand.

These Educators are available to run Officials education seminars in your club or Regional Centre. Contact should be made with ANZ Officials Development Manager to arrange courses. To become an Official by joining Athletics NZ as a Volunteer or Join the Officials Association:

➤ Become an Official by joining the Officials Association



Image credit: Alisha Lovrich

Level C & B

Level C is the initial level for recognition by Athletics New Zealand. It is suitable for people who help at club nights, ribbon days and inter-club competitions. Level B is for people who have done the initial level and gained further practical experience (15 days above club-night activity) and can therefore accept more responsibility.

Level A

Level A courses are for people with comprehensive experience and likely to be asked to officiate in key positions at major meetings such as National Championships. In the 2 years after qualifying at Level B, a further 15 days officiating experience is needed including duty at an Athletics New Zealand Championships.

Event Classification Groups

ANZOES is divided up into the following event classification groups:

- Group 1: Jumps (Long/Triple Jumps, High Jump, Pole Vault).
- Group 2: Throws (Shot Put, Discus, Hammer, Javelin).
- Group 3: Track (Judging, Wind Gauge, Lap Scoring, Umpiring, Starting, Time Keeping, Photo Finish).
- Group 4: Walks (Walk Judging, Chief Judge (A & B), Recording, Posting Board, Pit Lane (A), General Track Officiating).
- Group 5: Outside Events (Course Setting, Starting/Umpiring, Time Keeping, Judging, Lap Scoring and Recording).

- Group 6: Administration (Competition Management/Announcing, Recording, Seeding and Draws, Technical).
- Group 7: Course Measurement (Course setting and Measuring for events outside the stadium up to and including Marathon distance)
- Group 8: PARA (All events)

ANZOES and TOECS

The link between ANZOES and the World Athletics Technical Officials Education and Certification Scheme (TOECS) has been established as follows:

TOECS Level 1

To attend a TOECS Level 1 course an Official must have a minimum of at least one A and one B grading in Jumps, Throws, Track or Admin. Anyone attending the course must be approved by the NOC and other candidates not meeting the above criteria may be considered on a case by case basis.

An Official achieving a passing grade in a TOECS Level 1 course who meets the above criteria will be granted T1 status. Other gradings may be awarded at the discretion of the NOC. Officials passing TOECS Level 1 may advance to ANZOES Level A in any of these groups, by passing the written examination and providing evidence of relevant practical experience. On achieving two Level A's in Jumps, Throws and Track the NOC may grant NTO (National Technical Official) grading.

TOECS Level 2 (International Area)

Officials who have passed a TOECS Level 2 course or have an appointment to one of the IAAF Panels will be designated T2, ITO Area, IRWJ or ICRO, as appropriate.

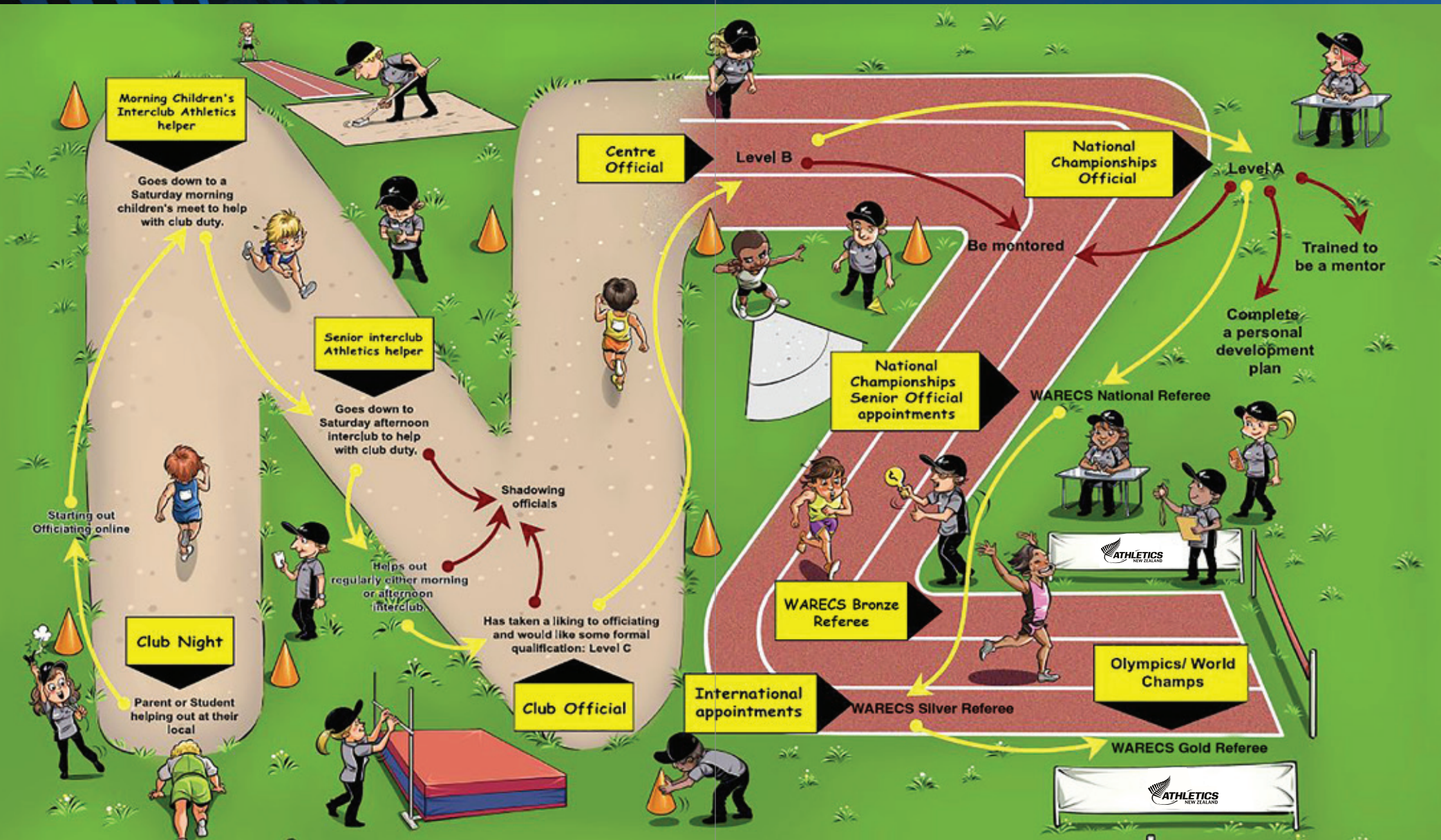
TOECS Level 3 (International)

Officials with Level 2 grading may be invited by World Athletics to upgrade to Level 3.

If you are interested in becoming an Official, to your Regional Officials Educator about what course would be suitable for you.



Image credit: Alisha Lovrich



ATHLETICS OFFICIALS PATHWAY



Resources for Clubs

Athletics NZ have many useful resources and templates to support the running of your club.

In this section, you will find just a few of these resources to help you with strategic thinking and planning, grant funding, improving your club's online presence, club culture and environment, and working with volunteers.

For more information and to find additional resources for your club, please visit the [Club Toolbox](#) section of our website or contact Stu Savage, Athletics NZ Club Development Lead at stuart@athletics.org.nz

Grant funding can help many not for profit organisations fund some of their operations.

Often, it's hard to know where to start. If your club has identified an area requiring grant funding, following a process will ensure the best possible chance of success is achieved. The process for grant funding takes time and planning so it's a good idea to allow enough lead-up time for every step.

Where to start?

1. Make a list of funding requirements.

For example: Event expenses, new equipment, uniforms, travel costs, utilities etc.

2. Prioritise the list according to need and date required.

Note: Trusts will not fund retrospectively. Also, if you are applying for event funding, you cannot claim for deposits already paid so make sure the application is in well ahead of time.

3. Research Funding Sources

- A good place to begin is the Sport NZ Website Sports NZ Sports Funding | Sport New Zealand - Ihi Aotearoa (sportnz.org.nz).
- Another place to try for funding options is the Department of Internal Affairs website: <https://www.dia.govt.nz/DIA/CurrLice.nsf/ALLNZLIST>. Click on your geographical area and it will bring up a list of potential funders.
- Also, check your local Regional Sports Trust and local council website as they often have links to local funders.

4. Research each funder that results

- Do you meet their criteria?
- Is your request considered 'an authorised purpose'?

- Do they have a venue in your area? (these change regularly so check each time)
- Do they have specific closing dates or are they always open?
- Who have they previously funded? How much?
- How often do they fund? Some funders will consider one application per year, some once every 6 months, some have no limit.
- What is their application process? Some are still printed forms; however, most are now completed online.
- What additional paperwork do they require? It may be a letter of affiliation, letter of support, quotes, contracts, bank deposit slip, financial accounts, club meeting minutes showing a resolution to apply was passed, etc. They may just request a signed resolution rather than full minutes.

Here is an example of a properly worded resolution:

It was agreed at the committee meeting held on the 1st of August 2023 of the ABC Athletics Club to apply to XYZ Foundation for a Donation of up to \$xx to cover the costs of 'purpose'.

I certify that this is a true and correct record of a resolution passed at that meeting.

Insert name and signature of the secretary.

Secretary
ABC Athletics Club

5. Sometimes funders may suggest you call them before applying. If they do offer this then take advantage of it. This gives you a chance to tell them about your club and what you need. They can offer advice around what they would like to see in the application.

6. Create a one-pager fact sheet about your club. Include paragraphs on "who we are" and "what we do".

7. When filling in an application form make sure you use the key words mentioned in the funder's authorised purpose or criteria. Funders like to hear how you engage with the community; encourage people to be active etc.

8. Make sure you keep a copy of your application and keep a register of who you have applied to, when, for what purpose, and the outcome.

9. If your application is unsuccessful, ask for feedback. Often the reason is simply because demand outweighed supply. You may be encouraged to apply again.

10. If successful – make sure you thank the funder. Letters/emails and photos are always appreciated. Complete the accountability documents as soon as possible and if you are unable to meet the accountability deadline given, speak to the funder. Sometimes they can grant an extension in time to submit. Don't make them chase you. Funders speak to each other and this could influence outcomes of other applications.

If you need any further assistance or advice, feel free to contact our Tina Jerrom, Funding and Administration Officer:

tina@athletics.org.nz



Clubs are finding themselves operating in progressively more challenging environments that are quickly changing, and in some cases, moving towards a more professional approach.

This is partly due to changing needs and wants of members and the importance of growing a more sustainable organization.

Athletics NZ believes the most effective way for clubs to develop and improve is to engage in a planning process that will create a road map for a better future. In response to this, Athletics NZ has created a flexible framework to help clubs produce a plan that encompasses all areas of the club.

The Athletics NZ club planning guide is designed to help clubs create a plan for their future. It outlines all of the steps a club should take in the planning process. A club is welcome to use this guide to facilitate and develop their own plan. Alternatively, these workshops can be facilitated by an Athletics NZ staff member.

For more information the Athletics NZ planning guide, or to run a planning session at your club, please contact the Athletics NZ Club Development Leader.

Why Plan?

- To identify and prioritise the clubs aims and aspirations for the future
- To recognize where the club has come from, where it is now and where it is heading
- To use club resources more effectively
- To be more targeted with funding and resource
- To assess the club's progress

Who should be involved in the planning process?

Try to involve as many people in the planning process as possible. Input from a range of members and stakeholders will help in the development of the plan and reflect the true direction of the club. It will also give your members a feeling of belonging which will result in them being more likely to help in the implementation of the plan.

A group of people should be invited along to a planning meeting to brainstorm the basics of the plan. The planning group could include:

- Committee members
- Athletes
- Coaches
- Officials
- Administrators
- Parents
- Sponsors

After the planning meeting, the draft plan should be distributed to all members and stakeholders to make sure it reflects their needs.

How long will it take?

The planning process initially needs quite a bit of thinking and time spent on it. A club will need to set aside a specific time slot (perhaps a half-day or 2 x 2-hour sessions) for the planning meeting. The meeting should be long enough to develop a basic framework of the plan. The process will involve:

- **Pre-session:** Conducting a member survey, gathering membership statistics
- **Session 1:** Creating a Mission, Vision, purpose, exploring values, SWOT analysis (2 hours)
- **Session 2:** SWOT review, creating a long-term plan (2 hours)

What to consider?

- What does success look like for your club in the future? (Vision)
- What will you build to achieve your vision? (Mission)
- Why does the club exist? (Purpose)
- How do you know you have been effective or successful? (Objectives)
- What does the club stand for? (Values)
- How do you know what your members want or need? (Insights and Evaluation)

What will the outcome be?

- Strategic thinking and a plan, that outlines the direction of the club for the long-term (3 to 5 years).

Templates for these plans can be found on the Athletics NZ website under the Club Toolkit and there is an example below.



Image credit: Alisha Lovrich

'The way we do things around here!'

It is important to consider your club culture and environment, this integrates into your strategic plan through its values. Consider what the values of your club are and the behaviours that sit behind those values e.g., fun, passion, innovation, integrity, professionalism, community etc. Think about:

- How do you want your club to look, feel, sound?
- What do you want people to say about your club environment?
- What behaviours will the committee, members, volunteers show?
- How will you create a sense of belonging, community, and connection?
- What needs to change (if anything) and how will you know when you've achieved it?
- How do you 'do things around here?' – your club culture!

A club culture and environment will overlap and feed into your club strategy (values), volunteer retention and recruitment, new and current membership and relationships between your club and your community. This needs to be re-visited regularly by the club committee to review and fine tune, the questions above are a good guide and can be asked regularly on how the club is performing in this area. Essentially, you are asking what behaviours you want to see, hear and feel around your club these behaviours sit under your values e.g., fun – people are safe, smiling, laughing, enjoying training, happy, engaged, seeing the benefits of being involved, connecting and communicating with one another, feel involved etc.

Try this fun task below with your committee:

- The 'T-shirt task



- What do people currently think, see, say, feel or hear when they arrive at your club? (represents the front the t-shirt).
- What do people currently think, see, say, feel or hear when they leave your club? (represents the back of the t-shirt).
- What would you like them to think, see, say, feel or hear about your club in the future? (represents the future).

Our mission is:

Our vision is:

Our values are:

Our Long Term Goals and Key Priority Areas for the next three years are:

Example focus areas: Coaching, Membership, Communication, Clubrooms

How we will achieve our Long Term Goals is outlined in our Club's Action Plan

Strategic Goal:				
Objective: What are you trying to achieve?	Actions: How are we going to achieve it?	Who is going to be responsible for it?	When does it need to be completed by?	What resources do you need?
1.	1. 2. 3.			
2.	1. 2. 3.			
3.	1. 2. 3.			

At the start of each new season, it is a great time to take a quick look at your Club's presence online and any updates that might help you recruit more members and volunteers.

✉ Email: Start with the Basics

We know many of you will have this covered, but be sure to email all your members from the start of the new season. Let them know when your club activities and events will begin and share any other club updates you think they will want to know e.g., you may want to tell them about an upcoming event, the upgrade to the clubrooms, a pack run, track session or the Run Jump Throw activities you'll be introducing this year.

f Facebook

Do you have a Facebook account set-up for your club? While this isn't essential, it can be helpful if your members know that is where they need to look for any club-related updates. Many people who aren't yet members will also look at your Facebook page to get an idea of what you get up to (and look at the reviews). Many clubs will use Facebook and social media as a first point of contact with new or current members, with their website being used as an archive for more detailed information.

Some ideas for Facebook:

- Encourage members to post photos from club events or other competitions (and do the same as a club, just keeping photo permissions in mind)
- Share articles from your local paper that are available online, or posts from the Athletics NZ Facebook pages (for example, information about the 2023-24 events) or the latest update from your Regional Centre.

- Ask your members to review your club on Facebook. It can make all the difference for parents deciding what winter or summer sport they choose to enrol their child in for the year.
- Use your members as advocates and influencers ask if they can share Facebook posts on their own social media pages.
- Share your club updates on your local community Facebook page – having an open day with a sausage sizzle for example let your community know!

G Google

We know that for many people Google is the first place they go to search for anything, but when you type your club name into Google what is the first thing that comes up? Is there a little map on the right-hand side showing your address and any reviews from members of the community?

If the answer to these questions is yes, then that is brilliant! A couple of things to double-check before you are ready to go for the new season :

- Add a photo to your Google profile if there isn't one already
- Take a look at your contact details and address – is it still correct?
- Still encourage your members to review your club on Google so the reviews are recent

➤ If you are unsure how to update your Clubs Google profile, take a look at the information here.

If the answer is no, this is very easy to set up:

➤ Click here to double-check your business isn't already on Google

➤ If not, click here to add your Business to Google (note, you may need a gmail email address to set this up, but try with a club email address that is unlikely to change if you don't already have a gmail address for your club)

📍 Club Finder

Head over to the Athletics New Zealand Club Finder page and type in your club name. Have a look at the information that is coming up and if you need to make updates. We send out an annual communication about Club Finder to review club details and review the page. Please feel free to contact susan@athletics.org.nz to update.

🗣️ Spreading the Word

While newspapers are becoming more obsolete in today's society there may be a community newsletter, community board or paper still running in your area that may be able to help you promote your club within the community. Check out some ideas for approaching them below:

- Find a general email address and submit an event listing to your local paper, that includes:
 - Details about your club nights (particularly if you are having an open night)
 - A couple of quality photos to choose from

- Info about who they can talk to if they want more information
- If you know someone who works at your local paper or in the media, send them updates about your club that you think might be of interest to them. These updates could be a chat over the phone or send on email.
 - Updates could include details about the team you are sending to Colgate Games or the medal haul they bring back with them! It could be about your club athletes who have been selected for a secondary school's athletics team to represent NZ, or that a club record that has stood for 20 years was broken at your latest club night.
- Take high quality photos when you can. These can be great to local newspapers who have community update pages where they just include photos and a little blurb.
- Use your own members and networks to promote and advocate for your club in your community.

The above can also apply to local Primary schools (and Secondary if appropriate) in your area. Ask if they would include information about the start of the season in their newsletter and provide everything they would need for this (a short blurb with what, when, who to contact etc. and a photo or your club logo). As a club if you can understand where the majority of your members come from i.e., which school or community suburb, you can channel club resources in that direction.

If you would like more information about how to improve your Club's online presence, marketing and communication, contact the Athletics NZ Club Development Leader.

💬 Whatsapp and Facebook Messenger

When organising club events with members and volunteer's social messengers such as Whatsapp and Facebook Messenger are good way to organise and communicate with everyone. Users who belong to a group can share images, videos and important information with one another. The feature comes in handy when you need to communicate the same piece of information with many people e.g., meeting and start times, travel arrangements, roles and responsibilities etc. There are a number of messengers in addition to Whatapp which can be used and are ubiquitous e.g. Facebook messenger. Find somebody at your club who is 'tech savvy' and can set this up and manage it on behalf of the group.



Image credit: Alisha Lovrich

This guide is designed to help your club set up an effective programme for your ongoing recruitment, support and retention of volunteers.

Assign a Volunteer Coordinator

Appointing a Volunteer Coordinator is the key first step in establishing your volunteer management programme. Your volunteers are the lifeblood of your club and they require coordination, assistance and support to be effective, to enjoy their experience and to keep volunteering.

The Volunteer Coordinator can be a stand-alone position, or part of a separate volunteer management committee – depending on the size of your club and what's involved. Having such a role recognizes the importance of volunteers to the successful operation of your club. The Volunteer Coordinator needs to be a good organizer, with the time and energy to look after volunteers and match the skills and experience of all volunteers with an appropriate position.

The Volunteer Coordinator's role is to:

- Liaise with other members of your club to:
 - Determine where volunteers or helpers are needed.
 - Write task/job descriptions.
 - Assign specific jobs to volunteers.
 - Plan a volunteer recruitment strategy.
 - Prepare written volunteering material for posters, newsletters, social media etc.
- Hold regular meetings with volunteers.
- Find other members to supervise or support volunteers – like a 'buddy'/mentoring system.
- Organise training for volunteers.
- Motivate volunteers

- Revise volunteer duties when needed.
- Develop a volunteer succession plan.

The amount of time and energy needed to accomplish these tasks will depend on the size of your club, its current performance level and why volunteers are needed. Whoever takes on the task of Volunteer Coordinator will need to be committed to the role.

Identify Volunteer Requirements

Once a Volunteer Coordinator is appointed, the starting point for that person should be to identify the volunteer requirements for your club. They'll find it helpful answering the following questions:

- How many volunteers are needed?
- To do what?
- When are they needed?
- For how long?
- What sort of people do we want in these roles?
- What authority will each type of volunteer/helper have?
- Who will each type of volunteer report to?
- What will be done so new volunteers feel welcome and fit in?
- What support is available for new volunteers?
- Is it possible for experienced volunteers to work with new volunteers?

TIP: Making a list of all of the roles required at your club will help to answer these questions!

Recruit

Here are some useful tips and tools to attract good volunteers.

Be Personal

Research indicates that a personal approach is the most effective strategy for recruiting volunteers. Using somebody's name, making eye contact, smiling, friendly, being sincere, empathetic, and engaging are often overlooked but are the first impressions and contact we often make with a volunteer. This first point of contact is vitally important and needs to be led by somebody at the club who is a proficient communicator and can display these skills above. This needs to be backed up with a simple but effective recruitment process that makes the transition into the club and role easy for volunteers.

Promote your Volunteer Offering

If a volunteer feels like they're getting something back from their experience, they're more likely to stay with your club and offer their services again in the future. Highlight the benefits of volunteering, such as gaining new skills, making friends, having fun and helping others succeed.

Other ideas to promote your volunteer offer:

- On your website, social media platforms, noticeboard and printed material, include information about what's involved in volunteering at your club and what the benefits are for the volunteer.
- Produce articles or stories showcasing some of your current club volunteers and their roles.

- Check past and present membership lists – compile a mailing list and set out details about your club's upcoming events and/or recent achievements and include details about volunteering and the roles you have available.
- Produce posters, pamphlets and flyers that promote your club, its activities and role in the community, and place them where potential volunteers visit (e.g. noticeboards in supermarkets, malls, community centres and schools). Note: Athletics NZ produce a great 'volunteer sign up' poster for clubs to use.
- Target senior secondary school and university students of Physical Education and Leisure Studies – they're often desperate for experience and enthusiastic.

Ask!

It might sound simple, but studies have shown that simply asking people to volunteer or help out is a very effective way of recruiting. Word of mouth is still the cheapest and best way of finding the people you want. Don't be scared to ask people – often people love to be asked for help and are flattered when you do so. Also, ask your members what their skills are or what they do for a job. And you never know – they may have the skills you were looking for!

Support

Once you've recruited your volunteers, it's important they feel welcome, are brought up to speed on your club and their role and are provided with ongoing training and support. This will ensure they can contribute as much as possible through their volunteering.

If your volunteers are Run Jump Throw or Get Set Go leaders, perhaps organize a workshop before the season starts and halfway through, to upskill them. If you have a new Funding Officer, talk to the Athletics NZ Funding Administrator or your local RST to see if they can offer any support and advice.

Retain

If volunteers feel like their efforts are worthwhile, that they are appreciated and that their experience fulfils whoever motivator they have for offering their time, they are more likely to be attracted to your club and perhaps remain committed to volunteering for a longer period of time. Consider the culture and club environment section above, how do you want your volunteers to feel and how will you make that happen?

Here are some ways of showing appreciation and recognizing the efforts of your club's volunteers:

Formal Recognition

All volunteers should have their efforts formally recognized at least once a year, including Board or Executive Committee members. Tangible examples include: awards/prizes, access to sports gear, Christmas cards, vouchers, a trophy, a function or special event.

A number of regional schemes are also in place to recognize volunteers and Regional Sports Trusts usually have awards for volunteers. Get in touch with your local RST or Centre to see what volunteer recognition they offer.

Informal Recognition

All efforts should have their efforts praised on a regular basis. Research on employee engagement indicates that people need to receive recognition or praise for doing good work once every seven days to feel engaged.

Try some of the following gestures to show your appreciation:

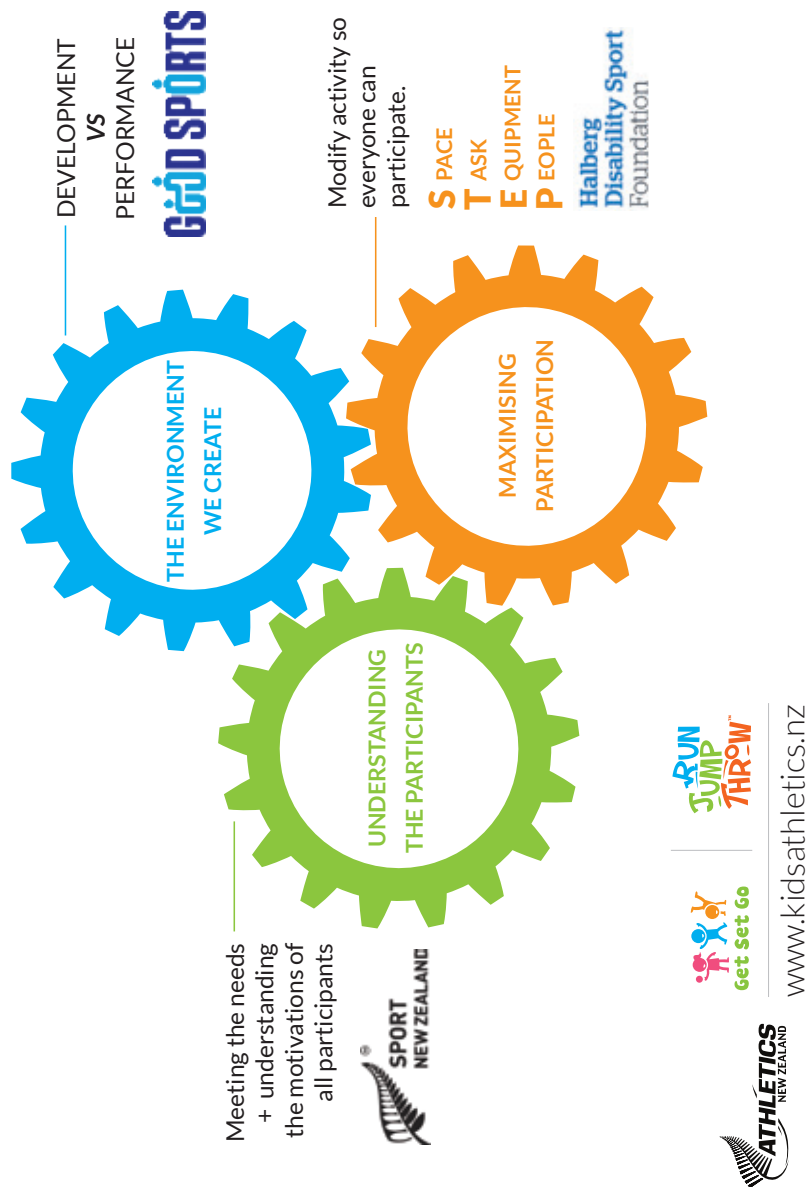
- Being thanked personally at the event
- Social media shoutout
- Handwritten cards
- Designate volunteer parking spots at your facility
- Meet the Stars – ask a local celebrity or star athlete from your club to surprise your volunteers with a meet and greet
- Video your members saying thank you, singing or holding letters that spell out thank you. Post on social media or attach to a broadcast email. Even better, film a video of individuals or athletes that have benefitted from a recent event or volunteer initiative.
- Give out t-shirts, hats or sports gear
- Give out vouchers to the movies, cafes or restaurants

Volunteer Voice

Volunteers are a valuable source of information about the community at large. It's important that volunteers feel they are heard and that their perspectives and ideas are given due consideration. The Volunteer Coordinator can provide feedback on behalf of club volunteers at club committee meetings on the agenda.



ATHLETICS NZ FOUNDATION COACHING



Get Set Go on Club Night

At an athletics club we want to support coaches and parents in the planning and development of a Get Set Go Programme. Use this as a guide for Get Set Go implementation on club night and to plan your club season.

Example Club Night Programme (Based on 1 hour)

	Information	Time Allocation
Group Warm Up	Check out the Sport NZ Kiwidex manual for heaps of fun warm up games. http://www.sportnz.org.nz/managing-sport/guides/kiwidex-manual	5 minutes
Get kids into groups	Move kids into groups (Age or ability groups). Try and make this as fast as possible to avoid kids sitting around. Try to keep group numbers below 20 children	2 minutes
Station 1 - Stability	The Stability section only has one skill – Balance. It is important to have kids practice Balancing activities every week. Remember to pick game cards (colour) relevant to the age and ability of the Children.	10 minutes
Station 2 - Locomotor	Pick a skill from the locomotor section. Remember to pick game cards (colour) relevant to the age and ability of the Children.	10 minutes
Station 3 - Manipulative	Pick a skill from the Manipulative section. Remember to pick game cards (colour) relevant to the age and ability of the Children.	10 minutes
Station 4 - Athletics	To give club night that Athletics flavour we recommend setting up activities that look a bit more like athletics. E.g. Shuttle relays, short sprints, jumping into the sand pit. Remember to avoid kids waiting in lines and over emphasis on competition	10 minutes
Warm down/debrief/at home activity	Get all children and parents back together. This is the opportunity	5 minutes

Allow at least 2 minutes for children to move from one activity to another. Why not make it fun by trying different movements to get there. Try skipping, hopping or jumping like a kangaroo.

RJT on Club Night

Run Jump Throw is designed to support coaches and parents in the planning and implementation of a Run Jump Throw Programme. Use the information below as a guide for Run Jump Throw implementation on club night and planning a club season.

The Run Jump throw programme has been designed to be flexible so that it can fit into any club scenario. The aim is to teach children skills in a way that is fun and maximises participation and enjoyment for all. This means finding a good balance between Run Jump Throw activity and traditional competition.

There are two resources designed to help clubs implement Run Jump Throw. First, this manual that outlines in full detail the philosophy behind the programme, the full skill progressions for all athletics specific events and some ideas for fun competitions (Teams, Pentathlon and Cross Country.) The second resource is a bank of activity cards that include more than 70 activities to help children learn skills in a fun way.

Some Scenarios for Club Night

- ▶ Activities can be run alongside traditional events. e.g. if children are doing a measured shot, do a relevant activity beforehand or during to minimise time waiting around and increase time on task practising a skill.
- ▶ Nominate some stations to be Run Jump Throw activity and some that are competition/measured. Make sure it is at least 50% Run Jump Throw stations.
- ▶ Use the modified competition models – Team Athletics and Pentathlon to get your competition fix (see pages 76-108).
- ▶ Have an allocated night for competition with the other club nights being Run Jump Throw skill development. Make sure that competition nights are no more than once a month.

Example Club Night (Based on approx. 90 Minutes):

Activity	Information	Time
Group Warm Up	These should be fun, fast and aimed at everyone being involved. e.g. Tag Games. Avoid just running a lap of the park.	5 minutes
Get Children into Groups	Move children into groups (age or ability groups). Try and make this as fast as possible to avoid children sitting around. Try to keep group numbers below 20 children.	5 minutes
Station 1: Run	Pick one of the skills from the Run section. Remember to pick an activity card that is relevant to the age and ability of the children.	15 – 20 minutes
Station 2: Jump	Pick one of the skills from the Jump section. Remember to pick an activity card that is relevant to the age and ability of the children.	15 – 20 minutes
Station 3: Throw	Pick one of the skills from the Throw section. Remember to pick an activity card that is relevant to the age and ability of the children.	15 – 20 minutes
Station 4: Fun Competition	To make sure we are meeting the needs and motivations of all involved, add a little bit of competition. This should still be fun and aimed at maximising participation. Ideas can be found in the Run Jump Throw Manual.	15 – 20 minutes
Warm Down / Debrief	Get all children and parents back together. This is the opportunity to talk about skills, upcoming events and other opportunities for participation.	5 minutes

Allow at least 2-3 minutes to move from one activity to another.

GOOD SPORTS SPINE

The Good Sports Spine is a tool to help parents, coaches, teachers and sport administrators understand how they impact children's sport experiences. The two different 'climates' should be seen as opposite ends of a continuum. To support children to have positive sporting experiences, adults should aim to always fall under the Climate of Development.



GOOD SPORTS[®]

GOOD SPORTS[®]

"Hey Mum and Dad, this is how you can help me make this season a great one!"

- 1 Keep it FUN
- 2 Remember MY MISTAKES ARE FOR LEARNING
- 3 Focus on MY EFFORT & IMPROVEMENT
- 4 Please SUPPORT EVERYONE, INCLUDING THE OPPONENTS
- 5 After every game say to me "I LOVE WATCHING YOU PLAY"

www.goodsports.org.nz



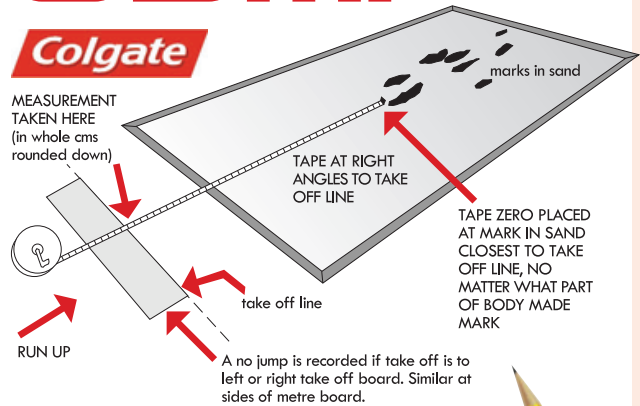
"Hey coach, here are 5 simple tips to help me have a great season".

- 1 Keep it FUN
- 2 Keep it SAFE & SUPPORTIVE
- 3 Reward MY EFFORT & IMPROVEMENT
- 4 Let ME PLAY
- 5 Remember, ALL OF US MATTER

www.goodsports.org.nz



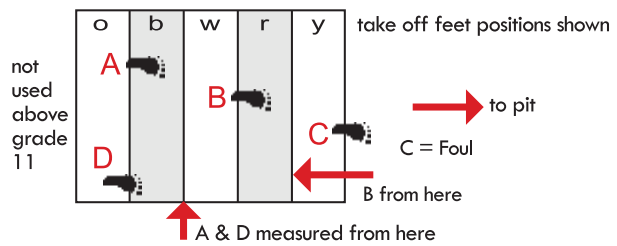
LONG JUMP



SAMPLE SCORE SHEET

A	204	205	X	2nd
B	X	X	162	4th
C	200	210	199	1st
D	185	192	1.73	3rd

METRE BOARD



NOTE: FOR DETAILED RULES OF COMPETITION REFER TO NZCAA LONG JUMP SHEET

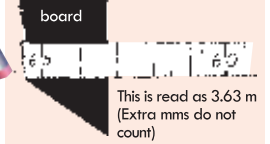


New Zealand Children's Athletic Association Inc.

NO JUMPS or FAILS

1. Foot in front of line at take off.
2. Walking back through the pit after the jump, when the first contact with ground outside, is closer to the take off line than the closest break in the sand.
3. Somersaulting
4. Landing on, or touching ground outside pit and closer to take off line than the mark in the pit.

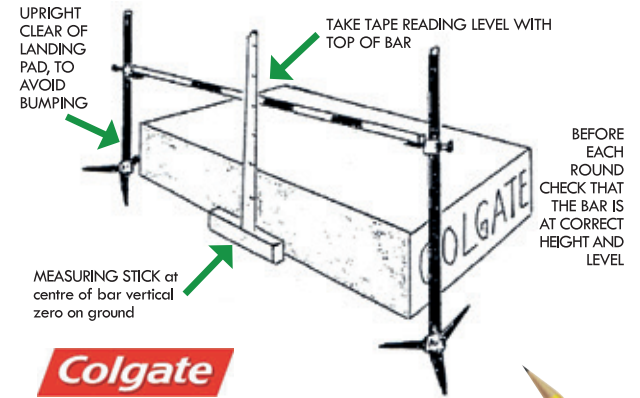
CORRECT READING OF TAPE



HINTS ON ORGANISING THE LONG JUMP

- Arrange competitors in order
- Allow a practice jump if there is time
- Specify number of jumps (usually 3)
- Record all jumps - in a tie, the next best jump counts, and so on

HIGH JUMP



SAMPLE SCORE SHEET

	1.10	1.15	1.20	1.23	1.26	1.29	
W	0	0	XO	XXX			4th
X	XO	XXO	0	XO	XO	XXX	1st
Y	0	XO	XXO	XXO	XXX		3rd
Z	0	0	XXO	XO	XXO	XXX	2nd

X WINS - lowest number of attempts at the winning height

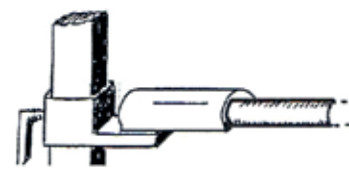
O = Clearance
X = Failure

FAILURES

- Knocking bar off, even if a landing is made before the bar falls
- Two-foot take off
- Touching ground or apparatus beyond plane of uprights before jumping

NOTE: FOR DETAILED RULES OF COMPETITION REFER TO NZCAA HIGH JUMP SHEET

CORRECT SETTING OF CROSSBAR



New Zealand Children's Athletic Association Inc.

COUNT BACK RULES

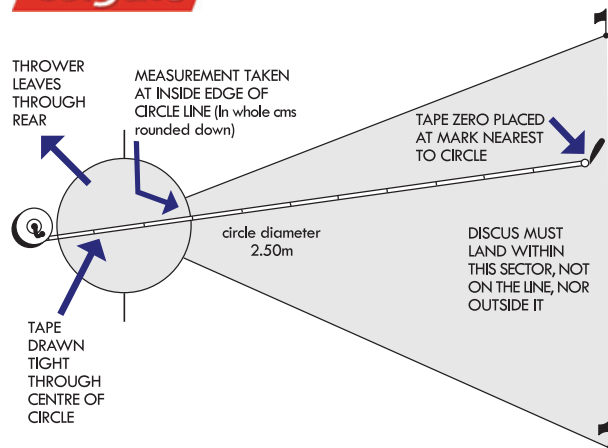
1. The winner is the competitor with the lowest number of jumps at the winning height.
2. If a tie remains, the winner is the competitor with the lowest number of failures throughout the event, including the last height cleared.
3. If a tie still remains (for first place only), jump off as follows:
 - (a) one jump each, at the next height above the last height cleared.
 - (b) If still tying, the bar shall be raised or lowered 2cm as appropriate and each competitor must attempt one jump at each height.

HINTS ON ORGANISING THE HIGH JUMP

- Enter names on result sheet in jumping order
- Allow practice jumps at a height below the starting level
- Announce the starting height and subsequent lifts
- Measure new heights at the start of each round
- Each competitor gets up to three attempts at each height
- A jumper is eliminated after three consecutive failures

DISCUS

Colgate



Supervise this event carefully; the discus is a dangerous implement

SAMPLE SCORE SHEET

A	X	1923	1984	3rd
B	2045	1996	2038	2nd
C	1728	1743	1680	4th
D	2008	X	2056	1st

X = Foul / No Throw

NZCAA WEIGHTS

500gm	Grades 7, 8 & 9
750gm	Grades 10, 11, 12 Girls Grades 10 & 11 Boys
1 Kg	Grade 12 & 13 Boys Grade 13 & 14 Girls
1.25 Kg	Grade 14 Boys

NOTE: FOR DETAILED RULES OF COMPETITION REFER TO NZCAA DISCUS SHEET



New Zealand Children's Athletic Association Inc.

IMPORTANT RULES

1. The throw must be commenced from a stationary position in the circle.
2. The thrower must not touch the top of the circle ring, nor the ground outside the circle.
3. The thrower must not leave the circle until the discus has landed, and only then through the rear half of the circle.

COMMON GRIP



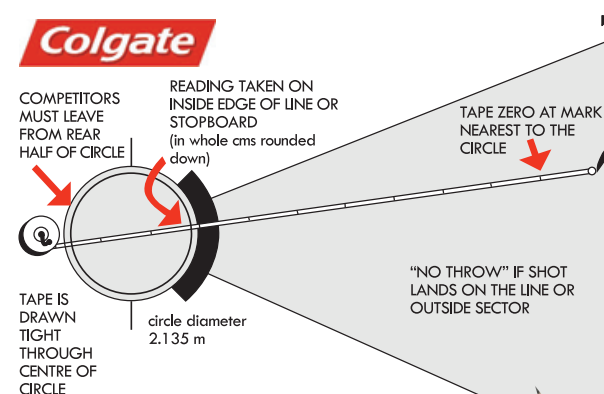
HINTS ON ORGANISING THE DISCUS

- Arrange competitors in throwing order
- Allow a practice throw if time permits
- Explain the rules at the start if necessary
- Specify the number of throws (generally 3)
- Record all throws in a tie, next best count and so on until there is a 'clear' winner

SHOT PUT



Colgate



SAMPLE SCORE SHEET

A	717	724	X	2nd
B	660	671	650	4th
C	724	715	712	3rd
D	717	724	732	1st

(2nd and 3rd decided on second best throws)
X = Foul / No Throw

NZCAA WEIGHTS

1.000kg	Grades 7
1.500kg	Grades 8 & 9
2.000kg	Grade 10 Girls & Boys, Grade 11 Girls
3.000kg	Grade 11 Boys, Grade 12 Girls & Boys Grade 13 & 14 Girls
4.000kg	Grade 13 Boys
5.000kg	Grade 14 Boys

NOTE: FOR DETAILED RULES OF COMPETITION REFER TO NZCAA SHOT PUT SHEET



New Zealand Children's Athletic Association Inc.

IMPORTANT RULES

1. The shot must be put from the shoulder with one hand.
2. The shot must remain close to the chin or neck right through the action.
3. The action of putting must start from a stationary position.
4. The thrower must not touch the ground outside the circle. The top of the stopboard or circle rim, may not be touched.
5. The thrower must leave the circle from the rear half, but only after the shot has landed.



HINTS ON ORGANISING THE SHOT PUT

- Arrange competitors in throwing order
- Allow a practice throw if time permits
- List names and explain rules if necessary
- Specify the number of throws (generally 3)
- Record all throws

STARTS GUIDE FOR **Officials**

STARTS:

IMPORTANT INFORMATION:

The start command for events up to and including the 400m is “On Your Marks - Set” followed by the gun or other starting apparatus being activated when all athletes are steady in the set position.

The commands “On Your Marks - Set” are also used in the first leg of the 4x100m, 4x 200m and 4x400m Relays.

For races over 400m a Standing Start must be used and the command is “On your Marks” followed by the gun when all athletes are steady.

The Starter should be positioned on the inside of the track so that they have full visual control over all athletes during the start procedure.

CROUCH START (up to and including 400m):



“On your Marks”

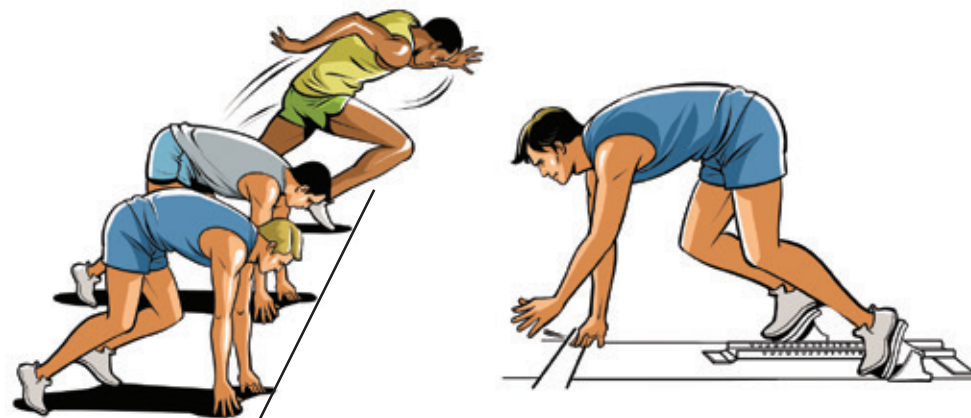
“Set”

STANDING START (for races longer than 400m):



On your marks, walk up to the line. **YOUR FEET MAY NOT MOVE AGAIN!**

FALSE START:



Second bang or double whistle indicates a false start.

Any athlete making a false start is disqualified. The athlete is shown a Red/Black diagonal card.



Image credit: Alisha Lovrich



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