The times proposed are our **ideal** goal! We endeavour to start our first events at 8:30am.

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| **TIME** | **ACTIVITY/PERSONS** | **BROAD EXPLANATION, DESCRIPTION OR REQUIREMENT.** |
| **7:00** | **SET UP** | * Set up the events including the field events and shades out at all events. * We cannot start until all events are set up. The more that can help the better! |
| **8.00 to 8:15** | **MEMBERS ARRIVAL**  Athletes & Parents | * Arrive at PRLAC at 8.00am. * Please make sure you scan the QR code on the noticeboard and throughout the venue * Coles sponsor patch above LAVIC logo, Commonwealth Bank chest bib and uniform must be worn. This can be purchased once you have completed your online registration. Replacement Commonwealth Bank bibs can be purchased @ $2.00 |
| **INFORMATION TABLE** | * We will have an ‘Information table’ set up on the top of the hill next to the Noticeboard at the start of each Competition Day. * We will be available for any questions, info about events , uniform sales, Coles patch etc. |
| **8:20** | **WARM UP CALL**  Coach/Senior athletes | * Warm up on the arena. This may be conducted by one of our coaches or a ‘senior’ athlete. * (This is a great team bonder and a leadership skill for our older children) |
| **MARSHALLING** (Athletes assemble) | * Athletes assemble (marshal) at the top of the stairs with Marshalling Officials in yellow vests. * Our Marshalling Officials will escort athletes to the events (following Regional/State athletics event systems). We welcome any parents interested in volunteering a Marshalling Official to please sign up through the volunteer roster. * Age groups may be split up or joined together depending on the number of children and/or the Program. |
| **EVENT OFFICIALS** | * Event Officials are required to run & man the event, in accordance with the Regulations. * There is an ‘event descriptions’ at each event and available on Team App to assist Officials in running the events * Usually one Official to manage - with help from parents as assistants. * **We aim to run field evens simultaneously, but this is only possible if we have enough volunteers put their hand up to run these field events. Please consider volunteering and signing up through Team App volunteer roster.** |
| **EVENT PARENT HELPERS** | * Field events require up to three parent helpers to assist, e.g recorder, spotter, collector of the equipment (Shot or Discus for the next athlete) * **If there is no parent helpers at these events, they cannot take place. We require your support to deliver the program for your children.** |
| **8:25 to 8:30** | **ANNOUNCEMENTS / ARENA MANAGER** | * The Arena Manager and/or other Committee member will make ‘housekeeping’ and calendar announcements whilst everybody is assembled. * This will ensure we have everyone’s full attention for any important information, changes or news * Arena Manager announces the events for the age groups throughout the day. Please make sure you listen to the announcements to avoid missing an event! |
| **8:30** | **THE MEET BEGINS!** | * Latecomers will be allowed to enter the event at the discretion of the Event Official. * All results are noted on Record Sheets. These are sent to the Records and Rankings Manager to submit onto Results HQ post meet. |
| **RACES / HURDLES**  and  **FINISH LINE** | * Hurdles are generally the first events of the day if they are scheduled on the program (less wind and less blowing over of hurdles). * At the conclusion of event race, athletes need to collect their lane number tag on the track, line up in lane order to get their Commonwealth Bank name tag scanned by the finish line officials (this is how results are uploaded onto Results HQ for track events!). * We welcome parent helpers that would like to volunteer at the finish line to help (roles include putting finish line markers on the track, scanning athlete name tags etc) |
| **COACHING** | * In the early weeks of the season, our event managers will explain the event to our athletes and assist them with technique. * When there is new athletes or athletes who need a refresher, the event managers are there to assist! Don’t be afraid to ask if you are unsure! * Centre Training takes place on Wednesday nights 5-6pm where athletes have a chance to finetune their skills and develop further. |
| **CANTEEN** | * The canteen will cease cooking food prior to the last event. (prior to the sprint races) |
| **PERSONAL BESTS** | * We encourage our athletes to try their best with an aim on beating their Personal Best (PB) * Certificates for PBs and the PB Star of the Week awards will be presented to Athletes **the following week** |
| **PACK UP** | * Equipment is packed up after the event has completely finished. * Any help is much appreciated to help pack up events at the completion of the events. * The finishing gates are packed up at the end of the meet - after the last race. |

**SOME EXPLANATORY NOTES AND CONSIDERATIONS:**

**Sources of Information:**

Our Handbook is your **key source** of **Centre information** prior to the season commencing. Please **take the time to read it** to get an understanding of what we do and how we ALL run PRLAC, your Centre. Don’t hesitate to ask a PRLAC member if you need to find out something. At the track, we have a noticeboard set up which we update information in case you have missed it throughout the week on Team App or social media. Please have a look at it when you arrive on a Saturday!

**Social Media and Team App**

PRLAC has three main sources of information throughout the season (i.e. cut off dates for regional events, calendar chances, important information families need to be aware of). The main source is Team App. We encourage ALL athletes to sign up to our Team App so you don’t miss out on important information. We are also on Facebook and Instagram updating as required as well. On a Friday night, a reminder post will be uploaded onto theses three platforms with information for the following morning.

**Event Programs:**

We have different Programs; Normal 1, Normal 2, Normal 3, Normal 4, Twilight 1, Twilight 2, Twilight 3. The Programs have 4 events listed (2 track, 2 field) and Twilight programs have 3 events (2 track, 1 field) when conducted on the occasional Friday evening. Event programs are listed below the Centre Calendar handout in your Welcome Pack, on Team App, our website, and social media.

**The Weather and Athletics**

Little Athletics is conducted in all weather conditions. Consideration is given to heat, thunderstorms, heavy rain. We will have shelters at most events and modify the Program according to climatic conditions. If the arena is serviceable in wet weather, we will continue. We will only cancel a Meet when the arena, jump pits and the track are **ALL** deemed unsafe or unserviceable.

**The Points System:**

This information is in your **PRLAC Handbook.**

**Access onto the Arena**

Only athletes are permitted on the area if they are competing (for safety reasons). For the first few weeks, we will allow parents to come out to the events as well to learn how the event works and learn how to help out at the events. After this, parents won’t be allowed at the events unless they are officiating (being an event official or parent helper). This is due to LAVIC protocols and for safety. One of the best ways to see your child compete – and develop, is to help at an event. Children thrive on their parents and carers helping and watching them do an event.

**The Season Duration:**

Our season starts in October with a mid-season break over Christmas (returning Jan 15) and finishing in March. If we have a **Region or State** event on a weekend, we generally have a **Friday twilight** meet. We also have a twilight when a long weekend occurs.

**Roles and Learning the Ropes:**

We will endeavour to create a sign up roster for roles to be filled. Without volunteers, parent helpers and officials we cannot run competition. We will try and rotate the roles around so please consider putting your hand up so other parents can get a week off every now and again! If we rotate these roles well, everybody will become confident and proficient, learn new skills and enjoy these roles and their time at athletics all the more. The more people that help, the quicker the day. Helping out also keeps you busy and makes the morning appear to go quickly! Event roles required are listed below:

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| **Finish Line** | **Finish Line Scanner:** Scans the athletes name tags following each race onto the computer  **Finish Line Marshall:** Places the finish line markers in the lane before each race and make sure athletes pick up their number, line them up in lane order to get scanned. |
| **Throwing Events**  (Discus/Shot Put/Javelin) | **Event Official:** Coordinates the event and measures the athletes attempts  Recorder: Records the athletes results on the recording sheet  **Spotter:** Mark on the field with the ‘athletes’ flag’ where the discus/shot/javelin first lands. |
| **Jumping Events**  (Long Jump/Triple Jump) | **Event Official:** Coordinates the event and measures the athletes attempts  **Recorder:** Records the athletes results on the recording sheet  **Spiker:** Places the spike into the sand at the back of the foot closer to the take-off area  **Raker:** Rakes the sand after each attempt to make it easier to identify the athletes feet to measure |
| **High Jump** | **Event Official:** Coordinates the event and measures the athletes attempts  **Helpers (x2):** Put the High Jump bar back onto the pole when it has been hit |
| **Marshalling Area** | **Marshalling Officials:** Escort athletes to their events |
| **Canteen/BBQ** | **Canteen Helpers**  **BBQ:** In weeks that we have a BBQ, we’d appreciate help to cook the BBQ in the backend of the program ready for the completion of the program. |