



**Saturday 22nd November 2014**

# **Southern Metro Region Relays Members Guide**

*SMR Centres: Brighton, Caulfield, Chelsea, Dandenong, Frankston, Mentone,  
Moorabbin, Mornington, Oakleigh, Sandringham, Seaford,  
Skye Valley, Southern Peninsula, Springvale, Waverley & Westernport*



# INDEX

<b>INTRODUCTION</b>	<b>1</b>
<b>CONTACT DETAILS</b>	<b>2</b>
<b>WHERE TO GO</b>	<b>2</b>
<b>RULES AND REGULATIONS</b>	<b>3</b>
CALL ROOM	
COACHING	
DOGS	
EVENT INDICTORS	
FINALS	
FOOTWEAR	
INJURED ATHLETES	
RESULTS	
STARTING BLOCKS	
SMOKING	
SPIKES	
UNIFORM	
<b>PROGRAM AND EVENT LIST</b>	<b>6</b>
MORNING SESSION EVENT TIMETABLE.....	6
AFTERNOON SESSION EVENT TIMETABLE .....	7
<b>OFFICIALS</b>	<b>8</b>
KEY OFFICIALS .....	8
GENERAL OFFICIALS REQUIREMENTS .....	9
CENTRE GENERAL OFFICIALS DUTIES .....	10
CENTRE CONTACT DETAILS .....	10
<b>VENUE MAP</b>	<b>11</b>
<b>OFFICIALS TASKS DESCRIPTIONS</b>	<b>12</b>
<b>STATE RELAY CHAMPIONSHIPS</b>	<b>16</b>
STATE PROGRESSIONS & QUAILFICATIONS.....	16
<b>WHAT TO BRING</b>	<b>17</b>



# INTRODUCTION

Welcome to the 2014 Southern Metro Region Relays. We hope you will enjoy the day.

This guide has been developed to give parents and athletes information about the day including where the relays are held, what to wear when competing, what time the events are on, the roster of official positions, descriptions of the officials duties and what else to bring on the day.

It is one of only two events where athletes get to represent the centre as a team and it is where a lot of friendships are born and nurtured.

It is a long day, but an enjoyable one. Your Centre will give as much support to the competing athletes and officials as possible and will have shade tents set up in your Centre area.

Most athletes will be competing at various times throughout the day and we ask athletes to rest up between events so that you are as fresh as possible to run when your events are on.

Keep both your fluids and food intake up throughout the day. The day maybe hot so keep to the shade and remember to slip, slop, slap.

To the parents, we ask that you are punctual when rostered on for duties. Please sign in for your duty at your Centre Area, you will be rostered on for about 2 hours.

SMR have organized for an engraver to be present during competition to engrave awarded medals. Engraving costs are \$3.50 per medal.

Programs are no longer available for Region events, you will find a timetable enclosed within this guide.

Relays is the Team Event of Little Athletics, if you all work together and support one another you will have a fantastic day.

Thank You and Good Luck

Michelle Everitt  
SMR President

## SMR CONTACT DETAILS

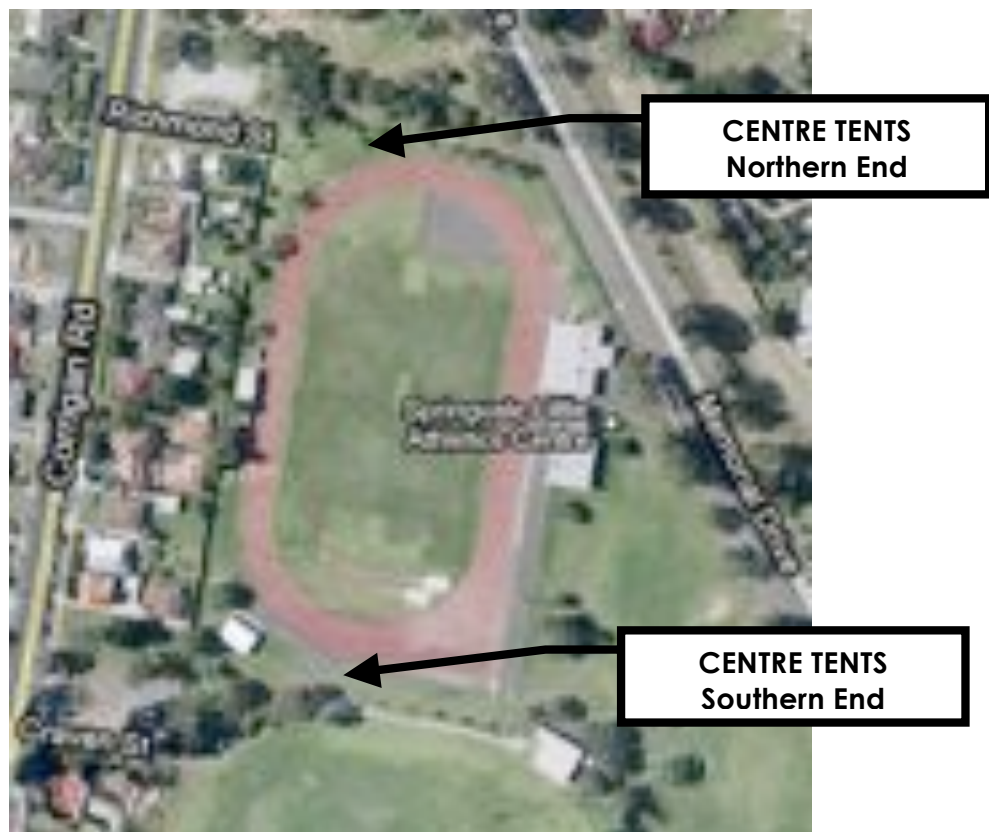
Listed here is a list of SMR Executive for the day. If you have any queries please don't hesitate to contact any of the listed people below:

### SMR Executive Committee

Michelle Everitt – President	0408 057 474
Mark Henry – Competition Coordinator	0433 739 738
Steve Lopes – Acting Competition Secretary	0412 530 163
Pam Carroll – Officials Coordinator	0434 352 677
Tina Miller – Secretary	0402 084 878
Malcom Huddle – Treasurer	0433 241 298

## WHERE TO GO

Ross Reserve  
Memorial Drive, Springvale  
Melways Ref Map 80 – E12



Be Aware of Council Parking Signs as Parking Inspectors will be in the vicinity.

Look out for your Centre Tent & Banners when you arrive, Centres Tents can be located either at the Northern or Southern end of the Arena.

# RULES AND REGULATIONS

Athletes & Parents attending the 2014 SMR Relays are required to abide to the following:

## Call Room

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Only athletes and official Centre Team Managers are allowed in the Call Room.

No age group managers or parents are allowed.

Please ensure only those athletes whose events have been called to Call Room are present in the Call Room as it can get very congested.

**The Call Room will close 20 minutes before the event starts – so if your athletes aren't at the Call Room, they will be considered a scratching.**

## Coaching

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Competitors may communicate, to anyone outside of the competition area, so long as it does not disrupt the event, and the competitor does not leave the immediate area.

The possession or use by athletes of video or cassette recorders, radios, CD, DVD, radio transmitters, mobile phone or similar devices in the competition area shall not be permitted.

**Physical pacing by persons not currently participating in an event is prohibited.**

**NO COACHING/CHEERING BY OFFICIALS OR ATHLETES IS PERMITTED WITHIN THE INSIDE OF THE ARENA.**

An athlete is entitled to (refreshments, medical treatment or toilet break) during the conduct of an event, with the approval of the Event Chief Official, and so long as it does not disrupt the event.

An athlete/spectator/coach shall receive one warning from the Event Chief Official, for breaches of the relevant LAVic codes of behaviour. Any repeat infringement at the event will result in removal of the infringer from the event.

## Dogs

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The SMR Championships is a dog free event. Only Guide Dogs will be permitted into the venue.

## Event Indicator

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An Event Indicator will be displayed on the arena, this will show 2 numbers (one on top of the other).

The top number represents the event being marshalled, the bottom number represents the current event being run.

## Finals

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Final qualifiers will be posted on the pavilion window approximately 25 minutes after the completion of the last heat of the event, unless there is a protest or an issue with any of the heats.

**In the event that competitors are scratched and heats can be run as a final then the final will be run at final time.**

## Footwear

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Footwear must be either runners or track shoes (running in bare feet, socks without shoes are not permitted). Tracksuits or over clothing may be worn up to the start of the event, but may not be worn during a race (unless the weather is poor).

If you have any queries regarding the above requirements please contact the Team Manager listed in the Contacts section prior to competition day or the event.

## Injured Athletes

Any athlete that is recovering from injury and is still wearing a plaster cast or bandage etc. and wishes to compete in any event can only be permitted if they provide the Region Organising Body with a letter from their treating doctor that specifies it is safe for that athlete to carry out the particular event. In such circumstances it is the athlete's guardian who takes full responsibility should something occur and it is understood that the Region Organising Body will not be held liable in any way.

## Results

Result sheets for completed events will be placed on the windows of Communications. Result cards will be issued for each athlete and will be available 45 minutes after the completion of the last heat of the event.

## Starting Blocks

- May be used by U12 to U16's in all relays.
- Blocks are compulsory for all U12 to U16's who are wearing spikes.
- All U12 to U16's must do a crouch start in all relays.

## Smoking

The entire Springvale Little Athletics complex and part of the entrance area will be deemed as non smoking for the duration of the event. Parents who wish to smoke will need to leave the physical complex.

## Spikes

Spikes can ONLY be worn in the Marshalling Area or in the Arena – Nowhere else!! Spikes MUST be removed before leaving the Arena.

It is the responsibility of Arena Stewards and Team Managers to ensure that athletes are not wearing spikes outside the Marshalling Area or the Arena

All Spike holes in each shoe MUST have a spike or blank fitted.

Only those spikes ticked below will be permitted to be worn.

Maximum Length of Spikes = 7mm.



Conical

Pyramid

Blank

???

Needle

- Under 9–11: NO Spikes allowed in ANY event.
- Under 12–16: May wear spikes in All Relay Events except U12's in the U9-U12 Medley

**Please note that if athletes are competing at Lakeside Stadium in Albert Park that the stadium rule is that spikes must be 6mm or less. SMR has a limited supply of 6mm spikes which are available from the Communications area**

## Uniform

All athletes are required to wear a CENTRE uniform. This uniform may consist of a Singlet, T-Shirt or Crop top with shorts.



**SHORTS IMPORTANT: APPROVED UNIFORM SHORT COLOUR MUST BE WORN AND MUST CONFORM TO RULE 143.4 OF REGULATION.8.**

*“143.4 Uniforms must not carry any unapproved branding larger than 30mm x 30mm square.”*

**CENTRE UNIFORMS: (Singlet's displayed only)**



# PROGRAM AND EVENT LIST

7:00 am - Key Officials and Centre Team Managers Sign In.

7:30 am - General Officials Sign In.

7:30 am - Key Officials and Centre Team Managers meeting.

8:00 am - Key Officials and General Officials meeting at duty location.

8:00 am - All Officials in position

8:00 am – Call Room opens

8:30 am - First event.

## MORNING SESSION EVENT TIMETABLE

Event	Call Room	Call Room	Event Time	Gender	Age	Event	Type
1	8:00 AM	8:10 AM	8:30 AM	Mixed	U11	4 x 200 M	Final
2	8:04 AM	8:14 AM	8:34 AM	Mixed	U10	4 x 200 M	Final
3	8:08 AM	8:18 AM	8:38 AM	Mixed	U9	4 x 200 M	Final
4	8:13 AM	8:23 AM	8:43 AM	Mixed	U12	4 x 200 M	Final
5	8:17 AM	8:27 AM	8:47 AM	Mixed	U13	4 x 200 M	Final
6	8:21 AM	8:31 AM	8:51 AM	Mixed	U14	4 x 200 M	Final
7	8:26 AM	8:36 AM	8:56 AM	Mixed	U15	4 x 200 M	Final
8	8:35 AM	8:45 AM	9:05 AM	Boys	U11	4 x 200 M	Heats
9	8:43 AM	8:53 AM	9:13 AM	Girls	U11	4 x 200 M	Heats
10	8:52 AM	9:02 AM	9:22 AM	Boys	U10	4 x 200 M	Heats
11	9:00 AM	9:10 AM	9:30 AM	Girls	U10	4 x 200 M	Heats
12	9:09 AM	9:19 AM	9:39 AM	Boys	U9	4 x 200 M	Heats
13	9:17 AM	9:27 AM	9:47 AM	Girls	U9	4 x 200 M	Heats
14	9:26 AM	9:36 AM	9:56 AM	Boys	U12	4 x 200 M	Heats
15	9:34 AM	9:44 AM	10:04 AM	Girls	U12	4 x 200 M	Heats
16	9:43 AM	9:53 AM	10:13 AM	Boys	U11	4 x 200 M	Final
17	9:47 AM	9:57 AM	10:17 AM	Girls	U11	4 x 200 M	Final
18	9:51 AM	10:01 AM	10:21 AM	Boys	U10	4 x 200 M	Final
19	9:56 AM	10:06 AM	10:26 AM	Girls	U10	4 x 200 M	Final
20	10:00 PM	10:10 PM	10:30 PM	Mixed	U16	4 x 200 M	Final
21	10:05 AM	10:15 AM	10:35 AM	Boys	U9	4 x 200 M	Final
22	10:09 AM	10:19 AM	10:39 AM	Girls	U9	4 x 200 M	Final
23	10:14 PM	10:24 PM	10:44 PM	Boys	U13	4 x 200 M	Final
24	10:19 PM	10:29 PM	10:49 PM	Girls	U13	4 x 200 M	Final
25	10:23 AM	10:33 AM	10:53 AM	Boys	U12	4 x 200 M	Final
26	10:27 AM	10:37 AM	10:57 AM	Girls	U12	4 x 200 M	Final
27	10:31 AM	10:41 AM	11:01 AM	Boys	U14	4 x 200 M	Final
28	10:35 AM	10:45 AM	11:05 AM	Girls	U14	4 x 200 M	Final
29	10:40 PM	10:50 PM	11:10 PM	Boys	U15	4 x 200 M	Final
30	10:44 PM	10:54 PM	11:14 PM	Girls	U15	4 x 200 M	Final
31	10:53 AM	11:03 AM	11:23 AM	Boys	U11	Medley	Heats
32	11:02 AM	11:12 AM	11:32 AM	Girls	U11	Medley	Heats
33	11:10 AM	11:20 AM	11:40 AM	Boys	U10	Medley	Heats
34	11:19 AM	11:29 AM	11:49 AM	Girls	U10	Medley	Heats
35	11:27 AM	11:37 AM	11:57 AM	Boys	U9	Medley	Heats
36	11:35 AM	11:45 AM	12:05 PM	Girls	U9	Medley	Heats
37	11:44 AM	11:54 AM	12:14 PM	Boys	U12	Medley	Heats
38	11:52 AM	12:02 PM	12:22 PM	Girls	U12	Medley	Heats

## AFTERNOON SESSION EVENT TIMETABLE

Event	Call Room	Call Room	Event Time	Gender	Age	Event	Type
39	12:50 PM	1:00 PM	1:20 PM	Boys	U9-U11	Medley	Final
40	12:54 PM	1:04 PM	1:24 PM	Girls	U9-U11	Medley	Final
41	12:59 PM	1:09 PM	1:29 PM	Boys	U12-U13	Medley	Final
42	1:04 PM	1:14 PM	1:34 PM	Girls	U12-U13	Medley	Final
43	1:09 PM	1:19 PM	1:39 PM	Boys	U14-U16	Medley	Final
44	1:14 PM	1:24 PM	1:44 PM	Girls	U14-U16	Medley	Final
45	1:24 PM	1:34 PM	1:54 PM	Boys	U11	Medley	Final
46	1:29 PM	1:39 PM	1:59 PM	Girls	U11	Medley	Final
47	1:33 PM	1:43 PM	2:03 PM	Boys	U10	Medley	Final
48	1:38 PM	1:48 PM	2:08 PM	Girls	U10	Medley	Final
49	1:42 PM	1:52 PM	2:12 PM	Boys	U9	Medley	Final
50	1:46 PM	1:56 PM	2:16 PM	Girls	U9	Medley	Final
51	1:51 PM	2:01 PM	2:21 PM	Boys	U12	Medley	Final
52	1:55 PM	2:05 PM	2:25 PM	Girls	U12	Medley	Final
53	1:59 PM	2:09 PM	2:29 PM	Boys	U13	Medley	Final
54	2:04 PM	2:14 PM	2:34 PM	Girls	U13	Medley	Final
55	2:08 PM	2:18 PM	2:38 PM	Boys	U14	Medley	Final
56	2:12 PM	2:22 PM	2:42 PM	Girls	U14	Medley	Final
57	2:17 PM	2:27 PM	2:47 PM	Boys	U15	Medley	Final
58	2:21 PM	2:31 PM	2:51 PM	Girls	U15	Medley	Final
59	2:30 PM	2:40 PM	3:00 PM	Mixed	U11	4 x 100 M	Heats
60	2:37 PM	2:47 PM	3:07 PM	Mixed	U10	4 x 100 M	Heats
61	2:44 PM	2:54 PM	3:14 PM	Mixed	U9	4 x 100 M	Heats
62	2:51 PM	3:01 PM	3:21 PM	Mixed	U12	4 x 100 M	Heats
63	2:56 PM	3:06 PM	3:26 PM	Mixed	U14	4 x 100 M	Heats
64	3:01 PM	3:11 PM	3:31 PM	Mixed	U16	4 x 100 M	Final
65	3:07 PM	3:17 PM	3:37 PM	Boys	U11	4 x 100 M	Heats
66	3:12 PM	3:22 PM	3:42 PM	Girls	U11	4 x 100 M	Heats
67	3:17 PM	3:27 PM	3:47 PM	Boys	U10	4 x 100 M	Heats
68	3:24 PM	3:34 PM	3:54 PM	Girls	U10	4 x 100 M	Heats
69	3:29 PM	3:39 PM	3:59 PM	Boys	U9	4 x 100 M	Heats
70	3:36 PM	3:46 PM	4:06 PM	Girls	U9	4 x 100 M	Heats
71	3:41 PM	3:51 PM	4:11 PM	Mixed	U15	4 x 100 M	Final
72	3:45 PM	3:55 PM	4:15 PM	Boys	U12	4 x 100 M	Heats
73	3:50 PM	4:00 PM	4:20 PM	Girls	U12	4 x 100 M	Heats
74	3:55 PM	4:05 PM	4:25 PM	Girls	U13	4 x 100 M	Heats
75	4:10 PM	4:20 PM	4:40 PM	Mixed	U11	4 x 100 M	Final
76	4:15 PM	4:25 PM	4:45 PM	Mixed	U10	4 x 100 M	Final
77	4:19 PM	4:29 PM	4:49 PM	Mixed	U9	4 x 100 M	Final
78	4:24 PM	4:34 PM	4:54 PM	Mixed	U12	4 x 100 M	Final
79	4:28 PM	4:38 PM	4:58 PM	Mixed	U13	4 x 100 M	Final
80	4:32 PM	4:42 PM	5:02 PM	Mixed	U14	4 x 100 M	Final
81	4:42 PM	4:52 PM	5:12 PM	Boys	U11	4 x 100 M	Final
82	4:46 PM	4:56 PM	5:16 PM	Girls	U11	4 x 100 M	Final
83	4:50 PM	5:00 PM	5:20 PM	Boys	U10	4 x 100 M	Final
84	4:53 PM	5:03 PM	5:23 PM	Girls	U10	4 x 100 M	Final
85	4:56 PM	5:06 PM	5:26 PM	Boys	U9	4 x 100 M	Final
86	4:59 PM	5:09 PM	5:29 PM	Girls	U9	4 x 100 M	Final
87	5:02 PM	5:12 PM	5:32 PM	Boys	U12	4 x 100 M	Final
88	5:05 PM	5:15 PM	5:35 PM	Girls	U12	4 x 100 M	Final
89	5:08 PM	5:18 PM	5:38 PM	Boys	U13	4 x 100 M	Final
90	5:11 PM	5:21 PM	5:41 PM	Girls	U13	4 x 100 M	Final
91	5:14 PM	5:24 PM	5:44 PM	Boys	U14	4 x 100 M	Final
92	5:17 PM	5:27 PM	5:47 PM	Girls	U14	4 x 100 M	Final
93	5:20 PM	5:30 PM	5:50 PM	Boys	U15	4 x 100 M	Final
94	5:23 PM	5:33 PM	5:53 PM	Girls	U15	4 x 100 M	Final

# OFFICIALS

POSITION	NAME	CENTRE
<b>SMR EXECUTIVE COMMITTEE</b>		
President	Michelle Everitt	SMR
Secretary	Tina Miller	Skye Valley
Treasurer	Malcom Huddle	Frankston
Competition Coordinator	Mark Henry	Mornington
Competition Secretary (Acting)	Steve Lopes	SMR
Officials Coordinator	Pam Carroll	SMR
Education/Coaching Coordinator	Merle McBean	SMR
<b>KEY OFFICIALS</b>		
Arena Manager	Colin Segota	Brighton
Arena Manager Assistant	Mark Henry	Mornington
Controller of Officials	Pam Carroll	SMR
Officials Coordinator Assistant	Rachel Kelly	Skye Valley
Equipment Manager	Danny Hall	Springvale
Starter Marshall Chief	Dylan Cooper	Waverley
Communications Chief	Steve Lopes	SMR
Communications Assistant	Rob Leeuwenberg	Sandringham
Computer Operator Chiefs	Nicole Lopes	SMR
	Deb McCann	Brighton
Computer Operator Assistant	Marion Sparkes	Frankston
Track Umpire Chief	Kayla Hicks	Southern Pen
Chief Place Judge/Finish Marshall	Kerry Fenton	Dandenong
Time Keeper Chief	Peter Robinson	Sandringham
Time Keeper Scanner	Andrea Hallett	LAV
Jury Convenor	Simon Rickard	Mornington
Call Room Chief	Jason Hodgson	Southern Pen
Call Room Assistant	Carly Van Lieshout	Southern Pen
Call Room Referees (Uniforms)	Tina Miller	Skye Valley
	Debra Hughes	SMR
Zone 1 Chief	Tiger Pilay & Terry McKinley	Mentone
Zone 2 Chief	Frankston	Frankston
Zone 3 Chief	Murray Smith	Chelsea
Zone 4 Chief	Mark Henry	SMR
Referee Chiefs	Duane Girton -am	Sandringham
	Troy Hicks- pm	Southern Pen
Referee Zone 1	Moorabbin	Moorabbin
Referee Zone 2	Troy and Duane	SMR
Referee Zone 3	Sean Gray & James Webster	Mentone
Starters Chief	Bob Hallett	SMR
Starter	Mark Wilcock & Paul Tsiro	Mentone
Starter	Cameron Cunningham	Mentone
Starter	Russell Harper & Tony Glew	Caulfield
Starter	Trevor Quint	Mornington
Starter	Michael Clark	Moorabbin
Announcer	Malcom Huddle	Frankston
Presentation Chief	Tom Cohn	Caulfield

# GENERAL OFFICIALS

**ALL FAMILIES PARTICIPATING ARE REQUIRED TO PERFORM OFFICIAL DUTIES ON THE DAY, PLEASE CONTACT YOUR CENTRE FOR YOUR DUTY DETAILS**

## Important Information for Parents acting as General Officials

### ***Please Note the following:***

*The First Official Duty for the day must sign in and collect the Officials Name Tag & Vest from your Centre Area by 7:45am*

- General Officials must then report to their Chief Official for a meeting at their allocated locations at 8:00am and then be in position at 8:30 am.
- All Key & General Officials are to be at their positions 30 minutes before the scheduled first event and 10 minutes before the commencement of the afternoon program.
- General Officials Tags & Vest must be worn by each General Official so that they can be identified and gain entrance onto the track.
- ***Please note: Officials tags & vest must be returned to the Controller of Officials at the cease of competition. Failure to return will result in the allocation of a fine of \$10 per tag to the Centre concerned.***
- General Officials can only be relieved after blocks of Heats (e.g. All 4 X 100m Heats) or Finals (e.g. All 4 X 200m Finals), announcements will be made to remind General Officials of duty changeovers.
- Changeover Officials need to arrive for their duty 10 minutes prior to change over. This will allow for a clean changeover and explanation of rules. (Follow event numbers)

### CENTRE GENERAL OFFICIAL DUTIES

BRIGHTON	Marshall Zone 4	A
	Place Judge	A
CAULFIELD	Call Room Assembly	D
	Judge Zone 1	D
	Judge Zone 2	D
	Judge Zone 3	D
	Judge Zone 4	A
CHELSEA	Arena Stewards	C
	Call Room Assembly	H
	Starters Marshall	A
DANDENONG	Equipment Pack Up	B
FRANKSTON	Call Room Assembly	B
	Equipment Set Up	B
	Judge Zone 1	A
	Judge Zone 3	B
	Judge Zone 4	B
	Result Runners	A
	Result Card Sorter	A
	Track Umpires	F
	Judge Zone 2	A

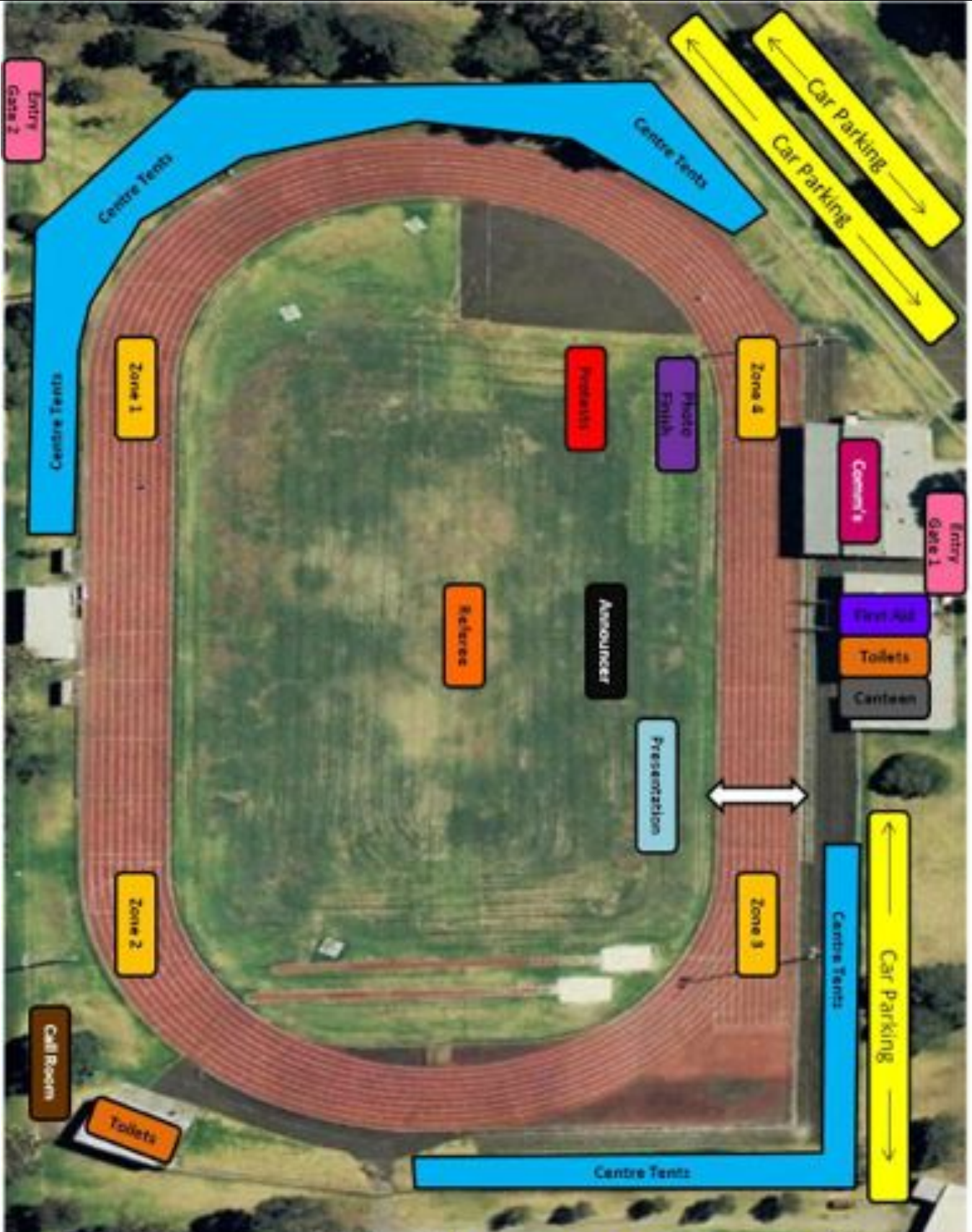
## OFFICIAL DUTIES

MENTONE	Arena Stewards	A
	Call Room Assembly	A
	Judge Zone 2	B
	Judge Zone 3	C
	Judge Zone 4	C
	Marshall Zone 2	A
	Track Umpires	E
	Judge Zone 1	B
	Track Umpires	D
MOORABBIN	Equipment Set Up	C
	Time Keeper Assistant	A
	Track Umpires	A
	Track Umpires	B
MORNINGTON	Call Room Assembly	E
	Call Room Assembly	F
	Manual Time Keepers	A
SANDRINGHAM	Manual Time Keepers	B
	Arena Stewards	B
	Call Room Assembly	C
SEAFORD	Equipment Pack Up	C
	Finish Marshall	A
	Judge Zone 1	C
	Judge Zone 2	C
	Judge Zone 4	D
	Presentation Assistant	A
	Judge Zone 3	A
	Marshall Zone 1	A
SOUTHERN PENINSULA	Refreshment Stewards	B
SPRINGVALE	Arena Stewards	D
	Equipment Pack Up	A
WAVERLEY	Result Card Sorter	B
	Call Room Assembly	G
	Communication /Result runner	A
	Equipment Set Up	A
	Track Umpires	C
WESTERNPORT	Refreshment Stewards	A

## CENTRE CONTACT DETAILS

Brighton	Mark Barling	<a href="mailto:brighton@lavic.com.au">brighton@lavic.com.au</a>
Caulfield	Maureen Miller	<a href="mailto:caulfield@lavic.com.au">caulfield@lavic.com.au</a>
Chelsea	Ruby Holten	<a href="mailto:chelsea@lavic.com.au">chelsea@lavic.com.au</a>
Dandenong	Peter Craig	<a href="mailto:dandenong@lavic.com.au">dandenong@lavic.com.au</a>
Frankston	Nadine Robinson	<a href="mailto:frankston@lavic.com.au">frankston@lavic.com.au</a>
Mentone	Sue Alexander	<a href="mailto:mentone@lavic.com.au">mentone@lavic.com.au</a>
Moorabbin	Jo Collins	<a href="mailto:moorabbin@lavic.com.au">moorabbin@lavic.com.au</a>
Mornington	Lisa Henry	<a href="mailto:mornington@lavic.com.au">mornington@lavic.com.au</a>
Oakleigh	Stephanie Cash	<a href="mailto:oakleigh@lavic.com.au">oakleigh@lavic.com.au</a>
Sandringham	Denise Scerri	<a href="mailto:sandringham@lavic.com.au">sandringham@lavic.com.au</a>
Seaford	Paula Walker	<a href="mailto:seaford@lavic.com.au">seaford@lavic.com.au</a>
Skye Valley	Marianna Concha	<a href="mailto:skyevalley@lavic.com.au">skyevalley@lavic.com.au</a>
Southern Peninsula	Kylie Villiers	<a href="mailto:southernpeninsula@lavic.com.au">southernpeninsula@lavic.com.au</a>
Springvale	Leanne Gregory	<a href="mailto:springvale@lavic.com.au">springvale@lavic.com.au</a>
Waverley	Georgia Sinclair	<a href="mailto:waverley@lavic.com.au">waverley@lavic.com.au</a>
Werribee	Kellie Evans	<a href="mailto:werribee@lavic.com.au">werribee@lavic.com.au</a>
Westernport	Natasha Stokes	<a href="mailto:westernport@lavic.com.au">westernport@lavic.com.au</a>

VENUE MAP



# OFFICIALS TASKS DESCRIPTIONS

## ARENA STEWARD

**Responsible to:** Arena Manager

**Reports to:** COLIN SEGOTA

**Duties:**

- (a) Man designated position along the perimeter of the track and entry gates to the arena to ensure that the arena is kept clear of non-competing athletes and non-officials so that events can be conducted in safety
- (b) Ensure only participating athletes, Team Managers and Officials enter the Arena
- (c) Reinforce safety issue to athletes on the wearing of spikes

## CALL ROOM ASSEMBLY

**Responsible to:** Call Room Chief

**Reports to:** JASON HODSON – CALL ROOM

**Duties:**

- (a) Assist in assembling athletes for each event.
- (b) Escort athletes to the appropriate point on the Arena and then return to Marshalling.
- (c) Be aware of events in progress to avoid interfering with same.
- (d) Advise relevant Key Official that athletes have arrived.
- (e) Communicate any non-arrivals/scratchings to the relevant Key Official.

## COMMUNICATIONS /RESULTS

**Responsible to:** Chief Communications Controller

**Reports to:** STEVE LOPES – COMMUNICATONS AREA

**Duties:**

- (a) As directed, deliver event paperwork to specified locations
- (b) Collect and/or deliver event paperwork from specified locations

## FINISH MARSHALL

**Responsible to:** Chief Finish Marshal

**Reports to:** KERRY FENTON – DESIGNATED FINISH AREA

**Duties:**

- (a) As directed, assist Chief Finish Marshal
- (b) As required, complete necessary paperwork
- (c) Remove athletes safely from the track
- (d) As required, hold athletes at Finish Marshaling Area
- (e) As necessary, escort athletes in required order to Recording Area and hand-over paperwork
- (f) Request athletes to remove spikes after completing event (As applicable)



**JUDGE ZONE****Responsible to:** Meeting Manager**Reports to:** COLIN SEGOTA - DESIGNATED TAKE-OVER ZONE**Duties:**

- (a) Control operation of the Take-Over Zone
- (b) Ensure that Take-Over Zone Umpires understand the rules/duties and position them accordingly
- (c) Manage placement of cones on the track (marking the extremities of the take-over zones) before and after each event
- (d) When all athletes are correctly assembled, communicate readiness to Start Coordinator
- (e) Be aware of the rules relating infringements and other rules specific to relays
- (f) Observe for infringement of the rules
- (g) Refer and communicate infringement(s) to the Take-Over Zone Assistant

**MANUAL TIME KEEPERS****Responsible to:** Chief Timekeeper**Reports to:** PETER ROBINSON - DESIGNATED FINISH LINE**Duties:**

- (a) As required, have a clear view of the Starter so as to capture event start, i.e., start the timing device
- (b) Observe the finish so as to capture the event finish for the allocated athlete, i.e., stop the timing device to record the performance
- (c) Be aware of slower athletes that have been lapped in unlaned events
- (d) If operating a timing device with integral printer (printer watch) that allows the capturing of the performance of all athletes, capture the performance of each athlete as they cross the finish line

**MARSHALL ZONE****Responsible to:** Take Over Zone Chiefs**Reports to:** DESIGNATED TAKE-OVER ZONE**Duties:**

- (a) Receive athletes from Call Room Judge and marshal them in program and lane order.
- (b) Place athletes on track in order to commence next event supervised by Take-Over Zone Chief
- (c) When all athletes are correctly assembled, communicate readiness to Take-Over Zone Chief
- (d) As required, escort athletes from track after baton changes
- (e) Ensure the removal of spikes at completion of event as athletes leave the track

**PLACE JUDGE****Responsible to:** Chief Place Judge**Reports to:** KERRY FENTON – DESIGNATED FINISH AREA**Duties:**

- (a) Under the instruction of the Chief Place Judge, hand out the place disk to the relevant athletes based on their finishing order

#### PRESENTATION ASSISTANT

**Responsible to:** Presentation Chief  
**Reports to:** TOM COHN – PRESENTATION AREA  
**Duties:**

- (a) Assist the Event Presentation Manager as required

#### REFRESHMENT STEWARDS

**Responsible to:** Controller of Officials  
**Reports to:** PAM CARROLL – OFFICIALS SING IN AREA/COMMUNICATOINS AREA  
**Duties:**

- (a) As directed deliver refreshments to officials around the Arena at regular intervals.

#### RESULT CARD SORTER

**Responsible to:** Communications Chief  
**Reports to:** STEVE LOPES – COMMUNICATONS AREA  
**Duties:**

- (a) As directed, sort result cards by Centre

#### RESULTS RUNNER

**Responsible to:** Communications Chief  
**Reports to:** STEVE LOPES – COMMUNICATONS AREA  
**Duties:**

- (a) As directed, deliver event paperwork to specified locations
- (b) Collect and/or deliver event paperwork from specified locations

#### STARTERS MARSHALL

**Responsible to:** Chief Starter Marshal  
**Reports to:** DYLAN COOPER - DESIGNATED START AREA  
**Duties:**

- (a) As directed, assist the Chief Start Marshal

**TIMEKEEPER ASSISTANT****Responsible to:** Chief Timekeeper**Reports to:** *PETER ROBINSON - DESIGNATED FINISH LINE***Duties:**

- (a) As required, have a clear view of the Starter so as to capture event start, i.e., start the timing device
- (b) Observe the finish so as to capture the event finish for the allocated athlete, i.e., stop the timing device to record the performance
- (c) Be aware of slower athletes that have been lapped in unlaned events
- (d) If operating a timing device with integral printer (printer watch) that allows the capturing of the performance of all athletes, capture the performance of each athlete as they cross the finish line

**TRACK UMPIRE****Responsible to:** Chief Referee**Reports to:** *DUANE GIRTON – DESIGNATED TRACK POSITION***Duties:**

- (a) Assist Referees and Central Umpire as required
- (b) Under direction, maintain a suitable position to observe for infringements
- (c) Ensure position has visual contact with Central Umpire
- (d) Note infringements (and record details thereof)
- (e) Indicate infringements or lack thereof to Central Umpire by displaying the appropriate flag.
- (f) Wait for acknowledgement from the Central Umpire before lowering flag
- (g) As required, liaise with the Referee on infringements

**EQUIPMENT SET-UP & PACK-UP****Responsible to:** Competition Coordinator**Reports to:** *MARK HENRY – COMMUNICATIONS AREA***Duties:**

- (a) As directed, set up and pack up equipment

# STATE RELAY CHAMPIONSHIPS

## State Progressions & Qualifications

Automatic Qualifiers shall be the clear first (1<sup>st</sup>) place or clear first (1<sup>st</sup>) and second (2<sup>nd</sup>) place inclusive as specified for the specific age groups in the following table:

Event & Age Group	No.of Automatic Qualifiers
<b>4 x 100</b> - U9 to U15 B,G & Mixed Sex	2
<b>4 x 100</b> –U16 Mixed Sex	1
<b>4 x 200</b> - U9 to U11 B & G	2
<b>4 x 200</b> - U12 to U15 B & G	1
<b>4 x 200</b> - U9 to U16 Mixed Sex	1
<b>Medley</b> - U9 to U15 B & G	1
<b>Medley</b> - Mixed Age	1

Other placegetters in finals maybe progressed to State Titles based on their performance against athletes from al regions.



## LAVic RELAY STATE CHAMPIONSHIPS

**SATURDAY DECEMBER 13<sup>th</sup>, 2014**

**LAKESIDE STADIUM, ALBERT PARK**



## WHAT TO BRING

- **Club Uniform/Footwear – Spare Socks**
- **Hat and Sunscreen.**
- **Food & Drink.**
- **Change of Clothes.**
- **Raincoat/Umbrella if wet.**
- **Portable Chair to relax on.**
- **Sense of Humour.**

