



AUSTRALIAN MASTERS ATHLETICS INC

AMA CHAMPIONSHIPS MANUAL

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PART 1 TRACK AND FIELD CHAMPIONSHIPS

ALLOCATION OF CHAMPIONSHIPS

The Track and Field Championships are allocated on a rotational basis to the member clubs. Each state or territory therefore has the responsibility to run these Championships once every eight years. A Local Organising Committee (LOC) is usually established approximately eighteen months prior to the date of hosting. **The LOC has the right to determine when the Championships will be held.** The rotation may be altered to accommodate special circumstances.

All other Australian Championships are currently allocated to a State on a triennial (3 year) basis following a tendering process. Discussions with Athletics Australia (AA) may determine that in future these other championships may be held in conjunction with AA Championships.

ORGANISING THE TRACK AND FIELD CHAMPIONSHIPS

The AMA Council has adopted a set format for the conduct of the annual Championships to allow certainty for organisers and consistency for competitors. Changes to the **general** format of the Championships can only be enacted at the annual Council meeting. Also the program of events and rules governing the running of the Championships are adopted by Council and are binding until such time as the Council votes for change. Some minor changes to the order of the program of events are permitted through consultation with the AMA Director of Competition where special circumstances exist.

The following AMA Policies for the conduct of the Championships must be followed.

AMA POLICIES

- Each member will hold the AMA Track and Field Championships at an agreed time.
- The rotation will be published so as to provide a three year lead in.
- Club (state) uniforms are compulsory at AMA Championships.
- Only financial members of masters clubs are eligible to compete at AMA Championships.
- No late entries are permitted.
- Athletes may only compete with their age group category.
- The organising Club may create a temporary membership to allow non-members to participate.
- Program variation and timetable development must be negotiated with, and have the approval of, the AMA Director of Competition.
- Hytek Meet Manager 5.0 will be used for registration, program and results management.
- All venues, equipment and rules must comply with IAAF, WMA and AMA requirements.
- Non-Stadia venues should have toilets close by, drinks tables, **first aid** and preferably medal presentations on site.
- AMA requires an athlete administration fee from each athlete entered to compete at its Championships.
- The State LOC may charge an administration fee and event fees.
- AMA will provide a non-refundable grant of \$5000 to assist in running the T & F Championships. This funding will be available from November in the preceding year (from the AMA Treasurer).
- Members of Overseas Masters clubs may compete but must provide proof of age and confirmation of their registration in their home country.
- At the T & F Championships an Athletes' Forum (+/- Coaches Forum), an Official Dinner and a Welcoming Ceremony will be programmed. **Note:** The LOC may vary the timing of Forums, Dinner and Welcoming ceremony.
- A Results booklet shall be produced and athletes may be charged for this. Copies shall be forwarded to State Secretaries and other persons as determined by AMA Board.

PLANNING SCHEDULE

At approximately 18 months (or earlier) prior to the Championships the organising member Club should appoint a Manager/Convener of its Local Organising Committee (LOC) with full responsibility (subject to state or territory and national oversight) for the Championships. The Convener should appoint an organising committee with most of the appointees, responsible for organising and chairing a sub-committee that will take responsibility for a particular area of the organisation and report regularly to the Convener and the LOC.

The Convener must report regularly to the AMA Director of Competition and be in contact with the AMA Technical Director to ensure all the latest WMA or local AMA changes have been implemented. A detailed timeline for and suggested roles of Sub-Committees are shown in Appendices 1 & 2.

Early planning is strongly advocated to ensure that booking venues, ordering equipment, designing and ordering medals, confirming officials, establishing the program, developing communications and procuring software, is done in a timely manner.

At the end of the Championships a debrief and report are important conclusions to the event.

PRIOR TO COMPETITION

Entries

All entries are to be online. For those without computer access, paper entries may be submitted to the State/Territory Secretary (or another nominated person) who will then enter them online.

No late entries are to be accepted.

Information

All information or queries concerning the Championships should be via the LOC Convener or Competition Director. Matters of policy and/or technical issues should be referred to the AMA Director of Competition/Technical. General information should be obtained through a designated information area at the Championships.

Registration

This should be conducted from 12 noon **on the day before the first day of competition** and be open throughout the Championships. Signs should direct competitors to the Registration area for them to pick-up their registration packages. Full lists of competitors will be required at each alphabetical registration area.

Privacy

Under the provisions of Privacy Legislation all information provided to the organisers is subject to strict legal requirements. A Privacy Clause should be published with the entry form and the program.

Waivers

Recent changes to the Law and the insurance industry have given Waivers more authority than they once possessed. A waiver should be published with the entry form and the program to alert competitors to the responsibilities of competing.

Insurance

Public Liability insurance is provided via Athletics Australia. **Athletes who are not registered with their State Athletic Association are not covered by Personal Accident Insurance.** The LOC should ensure that all personnel employed as contractors (e.g. massage, photography etc.) also carry Public Liability Insurance.

COMPETITION DAYS

Photo Finish

A Zero Test Image from the Photo Finish System should be produced before each session in case a world record is broken

Officials

A discrete area for the officials should be provided where they have facilities for relaxation, meals, toilets, meetings and administration. Ensure detailed assignments are prepared well before time and the officials given 'job sheets'. Officials will need a copy of the program booklet.

"Running sheets" for the equipment officials with timing and equipment needs of events will need to be produced. Ensure trolleys/carts are available for transfer of equipment to competition sites.

Commentary

Commentary on events is an important part of the Championships. Organisers should endeavour to gain information on competing athletes and officials and provide it to the Announcer for use during events. This should apply to all events - Track, Field and Non-stadia. Australian and world record attempts or achievements should be highlighted.

The announcer needs to periodically make the following important announcements.

Time of welcoming ceremony and location of the Athlete's forum (+/- Coaches Forum)
Remind member clubs to get relay teams submitted

PROGRAM BOOK

The following information includes the basic information for the running of the competition – most of which is recommended to be included in the Program Book. It includes all rules from WMA/AMA where different from IAAF rules. The program book should also include:

- Contents Page
- AMA President's message and LOC Convener's message and list of organizing committee
- Major Officials listing (if available)
- Sponsors recognition
- Location and layout of all venues and information on how to get to them. For the Stadia events the location of check-in, results postings, jump and throws areas must be clearly shown.
- List of Entrants by State
- Timetable of events
- Detailed List of Events and Competitors. It is recommended that this be ordered by day and then event time. It should include space for finals where heats have been run. This entry should show the event name and number, time, and space for up to the number of athletes in the final.

Functions

Welcoming Ceremony

A brief Welcoming Ceremony should be held at midday on the first day of competition. The ceremony will provide the opportunity for the organisers and where appropriate, the main sponsor, the Government and AMA President to speak. Speeches should be no more than three minutes each.

Athletes' Forum

This forum provides athletes the opportunity to discuss Athletics issues with members of the AMA Board. It should be held in a venue close to or at the stadium. The start time should allow as many athletes as possible to attend. Refreshments will be provided – (cost covered by AMA).

Coaches Forum

A coaching forum may be held as a separate function or combined with the Athletes Forum. If held, the location, names of speakers and the topics to be covered should be indicated in the program. Some refreshments can be provided at the cost of the LOC.

Awards Dinner

The Awards Dinner provides the opportunity for athletes, family and helpers to celebrate the year's accomplishments and recognise AMA's outstanding performers from the previous calendar year. It is also the venue for any inductees into the AMA hall Of Fame.

Services

Information

For information visit the Information area or contact the Competition Director or a member of the LOC listed in the Program Booklet.

Results

Indicate the web site where daily results can be found. Results should also be posted in a prominent position in the Stadium as soon as possible after the completion of the event.

Massage and Physiotherapy

Provide the times when massage and physiotherapy services are available during competition hours. Give information on any charges that apply.

Medical Assistance

Trained First Aid officials must be in attendance for the duration of the Championships at all venues. Signage should indicate where to find First Aid services. **It is essential that all first aid incidents are documented.**

Engraver

Indicate where and when an engraver is available during competition hours and the cost/medal.

Food and Beverages

Provide the times and locations of these services during competition hours.

Photographer

Wherever possible a professional photographer should be engaged. Coverage should be of as many events and medal ceremonies as possible. Photographs by (insert name of) are available for perusal and purchase. Give details of where photos can be seen and give the cost.

Merchandise

Indicate where both official and commercial merchandise may be purchased during competition hours. Include costs of official merchandise.

Internet Access

If possible have an area where free internet is available.

Lost property Area

Indicate where lost property may be collected.

Competition Rules - General

Rules

Competition will be conducted under IAAF, WMA and AMA rules subject to any special rules adopted by the LOC. Entry signifies agreement.

Age Groups

Your age group is determined by your age on the first day of competition. The Championships cater for all athletes, male and female, including disabled, in five year age groups starting at thirty years but **there is no separate award or record category for disabled athletes.**

Eligibility to Compete

Only registered masters athletes may compete at AMA Championships. Australian entrants must be members of a State or Territory Club.

If an overseas athlete requests permission to compete the organisers **must obtain proof** that the athlete is a registered member of an overseas masters athletics organisation. Such an athlete is not eligible to win an Australian title.

The host state or territory may provide a temporary membership to potential competitors, in their state only, as long as a full capitation fee is paid to AMA and all other registration fees are paid. The Club uniform must be worn.

Drugs

AMA subscribes to the Anti-Drugs policy advocated by WMA. Testing may take place.

Awards

The first three Australians in each event will receive a medal. Masters athletes from other countries may compete and if placed will receive an appropriate medal. In this case the first 3 Australians will still receive medals.

Medals should be presented as close to the conclusion of an event as possible. **In field events** medal winning athletes should be escorted by an event official to the medal presentation area with a “medal list slip” indicating the medal winners, their respective placing and their achievement.

Awards to be procured by the LOC but paid for by AMA (with a guide price of \$80-100 per trophy):

- Champion of Champions Sprint Male & Female
- Champion of Champions Throws Male & Female
- Royce Foley Award Male & Female
- Brian Foley Award

A Champion of Champions event for the 8-10 best age-graded male and female Australian athletes will be conducted in the 100m and a Champion of Champions Throw event for the Australian male and female winners of each age group (all throws are covered on a 5 year rotation in the order, Javelin, Discus, Hammer, Shot and Weight). In the throws competition 3 throws will be allowed

The Royce Foley Award will be presented to the highest scoring **Australian Masters** male and female throws pentathletes. There are perpetual and two individual trophies awarded. The award can only be won once in an age group!

The following award may be won by an overseas entrant but if a perpetual trophy is involved, this must not leave Australia.

The Brian Foley Award will be presented to the best performing athlete (male or female) in the 800m or 1500m. There is a perpetual and individual trophy awarded.

Perpetual trophies for the Royce Foley and Brian Foley awards will no longer be presented – just the individual ones.

Athletes of the Meet Certificates (created by the LOC) will be awarded to those athletes achieving the best age graded performance in the following categories: sprints/hurdles, middle distance/steeplechase, distance, walks, jumps and throws.

Uniforms/Numbers

Australian athletes must wear their approved state uniform. Numbers must be attached front and back except for high jumpers, pole vaulters and throwers who require only one number. Numbers must not be folded or creased to obscure the number or sponsor's details. **Ideally the number on the bib should be a minimum 70 mm high and preferably 90 mm.** It is recommended that the overall size of the bib should be no larger than 210 mm x 150 mm.

Sign in

Competitors **in track events** up to and including **800m** should check to see whether heats are required. All competitors for whom **heats** are scheduled **MUST** sign in at least **ONE HOUR** prior to the advertised **heat time**. Athletes who do not sign in at this time will be unable to participate. Sign-in is not required for the final. Sign in sheets will be available on the day prior to competition. If sign-in sheets are available on Thursday for sign-in for the Friday sprints, then the time and location should be specified in "confirmation of entry".

Athletes in events without heats and all field event athletes are not required to sign in. Athletes in non-sprint track events need to collect a hip number which will create a start list to work with. For field events if an athlete is not there then they can just be crossed off.

Reporting

All competitors must report to their event marshal 15 minutes prior to the advertised start time of their event. Pole Vault entrants should report 30 minutes prior. For events 800m and above **(including the last runner in the 4x400m)** – hip numbers will need to be collected. Track events take precedence over field and while officials will attempt to meet the needs of athletes in conflicting events, events will not be held up to meet those requirements.

Spike lengths

These will vary from track to track. Information should be provided by the LOC on spike length and type of spike suitable for the track in the Entry Form and Program booklet. Typical lengths are a maximum 7mm for Track events and a maximum 9mm for Javelin and Jumps. **Needle spikes are not allowed on some tracks.**

Protests

Any protests concerning an athlete's right to compete must be lodged with the Referee before the start of the relevant event. If the matter is not promptly resolved, the athlete in question shall be allowed to compete "under protest" pending a subsequent decision. Any protest arising from the competition shall be made to the Referee not later than 30 minutes after completion of the relevant event. Any appeal against the Referee's decision shall be in writing to the Jury of Appeal and accompanied by a deposit of \$50 which shall be forfeited if the appeal is considered frivolous, returned if upheld and otherwise at the discretion of the jury.

Warming Up

Where an adjoining warm up track is available it must be used for all warming up prior to call up. Where only the competition track is available all warming up must be done on the "back straight" taking care to avoid events. Where there are no warm-up facilities for throwers and jumpers they will be given, within timetable constraints, reasonable time to prepare for their event at the facility. This would normally mean two warm up trials.

Records

World, Australian and **if possible** Championship records should be published in the program.

Organisers will need to have available a supply of forms for claiming records.

Athletes who think they may break an Australian or World record should notify the official in charge when they report in. While Australian and World Records will be automatically notified to the National Records Officer, athletes should ensure that copies of all relevant information such as print-outs of timing, wind gauge readings, signed field officials' sheets, etc. are obtained. A copy of the Zero Test Image from the Photo Finish System will need to be included with a world record application. Steel tapes must be readily available.

The LOC should provide results, with wind readings, and any other relevant data to the State Statisticians and AMA's Record Officer as soon as possible after the completion of the Championships.

For field events and multi-events, athletes will need to ensure that distances are checked against a certified steel tape and that the piece of equipment used is re-checked for correct specifications.

For sprints and hurdles up to 200M timing must be electronic and wind readings taken. For the 300m and 400m hurdles, the 400m and the 800m no wind readings are required but electronic timing is required.

For all track events greater than 800M, timing can be electronic or by the use of 3 manual watches.

Arena Safety

Only officials and competitors are allowed on the infield. Competitors and officials must move around the outside of the track when proceeding from one side of the ground to the other. Safety officers will be appointed and all competitors are required to obey any rulings given.

Adverse weather

In the event of adverse weather conditions that may affect the safety of athletes, the Competition Director has the authority to halt, delay, defer, change or cancel affected events.

Competition Rules - Track

Heats

Sign in sheets where required will be removed one hour prior to the advertised event time. Where there are insufficient entrants to run heats the event will be run as a final at the scheduled final time. No further sign-in is required.

When expected performance times have been submitted by entrants for laned events then the following lane draw is used. Fastest in lane 4, second fastest in lane 5, third fastest in lane 3, next best in lane 6, then lane 2, then lane 7, then lane 1 and then lane 8. If an entrant does not submit times, then they will fill remaining lanes by random draw.

Finals

Competitors for finals will be selected under the appropriate WMA advancement rules. The general order for all track events will be from oldest to youngest although the running of hurdles may be more conveniently run by starting with the longest distances and highest hurdles first and then moving to the shorter distances with less and lower height hurdles. In the case of sprints in the straight, normally 8 athletes would progress to a final unless there are only 9 or 10 entrants in total, in which case they will all go to a straight final if sufficient lanes are available.

Running events

Competitors in running races must make a genuine attempt to run most of the race, predominantly walking is not acceptable and may be subject to disqualification.

Starting

It is not compulsory in Masters Athletics to use crouch starts or starting blocks or have both hands in contact with the track. Start directions for races below 800m shall be "On your marks; Set; Gun (or approved substitute). For events 800m and over the starting instruction shall be "On your marks; Gun (or approved substitute). In any race, athletes who are charged with a false start, as determined by the Chief starter, shall be

warned. All athletes are allowed one false start. Any athlete charged with a second false start, shall be disqualified.

Athletes may not use personal blocks - blocks will be supplied.

Relays

- 4 x 100m and 4 x 400m relays will be conducted
- Age bands for women are 120-169, 170-219 and 220+ and for men 120-179, 180-239 and 240+
- Teams must be State based.
- States may enter more than one team in an age band however, only the highest placed team from that state is eligible for medals. The exception to this is when two or less states compete in a relay age band - then any additional teams competing become eligible for the bronze (or silver and bronze if only one State) medal(s).
- If more than one State nominates a second team and there are not sufficient lanes then the Competition Director shall draw second teams for the available lanes from a hat.
- Beyond the above, if sufficient lanes are available, composite teams can be entered at the discretion of the Competition Director. Composite teams are not eligible for medals.
- Age is based on adding together the age group and not actual age. Teams must be entered in the age bracket that their total indicates (moving to a lower age bracket is not permissible).
- A state team cannot be a combination of women and men
- All teams, indicating team members and up to two reserves must be submitted to the Competition Director at least two hours before the nominated event.
- Athletes can be nominated for more than one age division but can only compete in one age division.
- A team can only race with the athletes nominated on their final entry form.
- Nominated runners can run in any order, not necessarily the order shown on the entry form.

Lap Recorders

Lap recorders are required in events 2000m and longer. Athletes may need to provide their own lap recorder to the Lap Score Organiser. However if seasoned lap-scorers can be organised beforehand that is preferred.

Pentathlon

Competitors will be allowed three trials in throws and the long jump. Competing order will be random for each event. In sprints, all competitors are allowed one break. A second break will result in disqualification. Failure to start in any event means that the competitor has abandoned the competition.

Order of events:

Women 100m, Shot, Long Jump, Javelin, 800m. Men Long Jump, Javelin, 200m, Discus, 1500m

Wind Readings

Wind readings are required for the 60m, 100m, 200m. For record purposes the reading must not exceed +2m/s and in the pentathlon the **average** of the events requiring wind readings must not exceed +2m/s. (Note that if a DNF is recorded in an event requiring wind readings the reading for that event is not included in the average)

Steeplechase

	Event	Barriers Height	Barriers	Water Jumps
Women	2000m	.762m	18	5
Men 30-59	3000m	.914m	28	7
Men 60+	2000m	.762m	18	5

Hurdles

Competitors in hurdling events must hurdle with a continuous motion thus ensuring that both feet are off the ground for at least an instant.

	Race Distance	Hurdle Height	Number of Hurdles	To first Hurdle	Between Hurdles	To Finish
Women: Short						
30- 39	100m	.840m	10	13m	8.5m	10.5m
40- 49	80m	.762m	8	12m	8m	12m
50- 59	80m	.762m	8	12m	7m	19m
60+	80m	.686m	8	12m	7m	19m
Women: Long						
30- 49	400m	.762m	10	45m	35m	40m
50- 59	300m	.762m	7	50m	35m	40m
60-69	300m	.686m	7	50m	35m	40m
70+	200m	.686m	5	20m	35m	40m
Men: Short						
30- 49	110m	.991m	10	13.72m	9.14m	14.02m
50- 59	100m	.914m	10	13m	8.5m	10.5m
60- 69	100m	.840m	10	12m	8m	16m
70- 79	80m	.762m	8	12m	7m	19m
80+	80m	.686m	8	12m	7m	19m
Men: Long						
30- 49	400m	.914m	10	45m	35m	40m
50- 59	400m	.840m	10	45m	35m	40m
60- 69	300m	.762m	7	50m	35m	40m
70-79	300m	.686m	7	50m	35m	40m
80+	200m	.686m	5	20m	35m	40m

Water for Competitors

For all events 5000m and over refreshment stations must be provided at suitable positions on the track or course (these are optional for 2000/3000m steeples). Refreshments must also be made available at the finish line for all events 800m and above.

Sprint Champion of Champions (Australians only)

Handicaps for the male and female 100m will be determined using WMA Age-graded factors for actual age (Appendix 3). Traditionally the largest handicap is set on the inside of the track and the smallest to the outside of the track. The eight/ten best age-graded percentage athletes are chosen for each race. (Theoretically this could mean all eight/ten are from the same age group.) **If ten lanes are available then 10 athletes should be chosen with the object of having at least 8 athletes in the race. If only eight lanes are available then reserves should also be chosen.**

Competition Rules - Field

Competitors will compete in the order shown on the start sheet except where the referee rules otherwise. In throwing events, long and triple jumps, the best eight competitors after three rounds will be eligible for a further three trials. When there are eight or less competitors in an age group all will be eligible for six trials. Competing order will be re-ordered in reverse ranking for the final 3 trials. (**Note:** There is no further re-ordering for the final round.)

No competitor will be allowed to enter the competition after the commencement of the fourth round. Competitors who need to leave during an event may compete out of turn for that round. On return athletes may only continue at the round in progress (but may do so in that round even if their normal position in the round has passed). **In cases of a significant timing clash the Competition Director may allow multiple attempts within one round providing all athletes involved are informed.**

The LOC should aim for **no more than 12 competitors in a group** and where possible should make every effort to provide seating at all field events. In field events all athletes are entitled to a minimum of two official warm-up trials in competition order irrespective of time constraints.

Personal Equipment

Personal throwing equipment must be submitted to the Technical Officer for scrutiny **at least three hours prior to the event**, be measured officially and delivered to the athlete's event in time for athletes to warm up prior to the advertised starting time. Personal throwing equipment must be available to all competitors for general use during the event. Pole-vaulters will be provided with a limited range of poles for their event. They should endeavour to provide their own.

Hammer & Weight

Two hands must be used to throw the hammer and weight. **Preliminary swings, before those that are part of the throw, may be with one hand.**

Pole Vault & High jump

Both feet must be off the ground during the vault or jump. Masters' competitors are allowed to touch the landing area before clearing the bar but may not use the landing area to any advantage as determined by the Field Judge.

Advancement will normally be by 3 cm increments in HJ and 5 cm increments in PV, unless all competitors agree to a higher figure. When a high jump or pole vault competition includes competitors in different age groups and there is only one competitor left in an age group, the height to which the bar is raised shall be decided by that athlete, even though other competitors in other age groups may still be competing. Those competitors must continue in the normal progression and may not jump at these special heights.

Competitors joining the pole vault and high jump after the start of competition must commence at the height at time of entry.

Wind Readings

Wind readings are required for the LJ and TJ. For record purposes the reading must not exceed +2m/s.

Specifications Throwing – Equipment

	<i>Hammer</i>	<i>Shot</i>	<i>Discus</i>	<i>Javelin</i>	<i>Weight</i>
Women					
30- 49	4.00kg	4.00kg	1.00 kg	600gms	9.080kg
50- 59	3.00kg	3.00kg	1.00kg	500gms	7.260kg
60-74	3.00kg	3.00kg	1.00kg	500gms	5.450kg
75+	2.00kg	2.00 kg	0.750kg	400gms	4.000kg
Men					
30- 49	7.26kg	7.26kg	2.00kg	800gms	15.880kg
50- 59	6.00kg	6.00kg	1.50kg	700gms	11.340kg
60 -69	5.00kg	5.00kg	1.00kg	600gms	9.080kg
70- 79	4.00kg	4.00kg	1.00kg	500gms	7.260kg
80+	3.00kg	3.00kg	1.00kg	400gms	5.450kg

Throws Pentathlon

Competitors will be allowed three trials in each throw. Competing order will be random for each event. Failure to start in any one event means that the competitor has abandoned the competition.

Order of events: Hammer, Shot, Discus, Javelin, Weight

Throws Champion of Champions (Australians only)

Handicaps for the throw will be determined by the distance achieved in the respective age finals. Entrants in this event are the age group winners from the individual event. **(Should any age group winner not compete in this event, then they are not replaced.)** Separate events are held for men and women. The handicap is set against an arbitrary standard for all age groups. For example, in the Shot all age group winners would be compared with an arbitrary distance of 20 metres and if an athlete had achieved 15m in the age event that athlete would enter the handicap event with a handicap of +5m. Suggested distances for other throws are:

Hammer (60 m); Javelin (60m); Discus (50m) and Weight (20m).

Safety at throwing events:

All throwing events present a risk to competitors and officials and any unauthorised person venturing into the throwing arena.

Key matters to enforce are:

- Athlete seating should be placed so as to ensure a very low risk of danger from wayward implements.
- At warm-up competitors must ensure that all persons are watching the person throwing and are well out of the likely direction that the implement may take. This will mean being outside the sector lines and behind gates on cages.
- During competition the same rules apply but now officials must ensure that they are watching the throw being delivered and not looking at a track event.
- The throws area is out of bounds to anyone who is not directly involved in the running of that event.
- Any competitor or person approaching the throws area shall approach from behind the sector area or cage if one is being used.

Competition Rules – Non-Stadia

Reporting in

Athletes must report in at least 20 minutes before the scheduled start time. Names should be recorded so that all athletes can be accounted for at the end of the event.

Finishing

Athletes should remain in their finish order until their number has been recorded. Medals will be presented as soon as possible after each race.

Drinks

A drink station will be provided and athletes may leave personal drinks for their own use.

Championships Review and Finalisation

Debrief

Organisers should hold a debrief on the Championships within a week of their conclusion. This should review the overall running of the Championships in terms of planning, entries, budget etc. This will assist in developing a report on the Championships (to be provided to AMA and the organisers of the next Championships) as well as ensuring that all activities associated with closing off the Championships are dealt with.

The report should highlight matters that worked well and give guidance as to where things could be improved.

Results Booklet

Electronic results should be sent to the AMA Secretary and Member Club Record Officers, Secretaries and Web-site Managers, the AMA Director of Competition and the Convener of the LOC for the following Championships, within a month of the conclusion of the Championships.

Printed copies should be sent to all entrants who have paid for hard copy, the AMA Secretary, AMA Director of Competition and the following year's Convener.

The results book should contain all results and those for the multi-events need to show individual performances and points. This is important for the records officer to validate any new records. All awards need to be recognised and summary statistics would be useful.

Pre-Event Planning

18 months to 12 months

- Form Local Organising Committee (LOC) – advise AMA of the Convener
- Allocate responsibilities to sub-committee leaders
- Establish relationships with state open athletics body
- Propose dates and investigate and book Track and Field venue
- Plan, inspect and book social and forums venues
- Obtain sponsors
- Advise state and territory Clubs of dates, venues and accommodation options
- Devise entry form format
- Develop publicity strategy

12 months to 6 months

- Plan, inspect and book Cross Country and Walks venues
- If necessary sub-committee in charge of Meet Manager to run a T & F meet to gain familiarity with the software.
- Organise medals die; notify, but don't order, possible numbers required
- Book medical and massage personnel
- Liaise with state/territory running current Championships re any problems etc.
- Investigate the options for an official photographer, engraver etc.
- Provide entry form for AMA website, and state/territory web-sites and present this at the preceding AMA Council meeting

6 months to 3 months

- Design race numbers and place indicative order (non-specific quantity)
- Design Program Book, check with AMA Championships Director obtain quotes for production
- Plan timetable of events
- Ensure sufficient equipment is available
- AMA Competition Director to agree to non stadia courses

3 months to 5 weeks

- Send copy of draft Program Book and timetable to AMA President and Competition Director for feedback
- Order required number of medals with 1% over requirements

5 weeks

- Entries close (**No late entries accepted**)

5 weeks to 3 weeks

- Send copy of state/territory entrants to state secretaries to confirm they are registered. **Note** entrants actual club not the address given as some members of a Club may be at an address not in their State
- Finalise timetable of events in consultation with AMA Director of Competition
- Place final race number order
- Update Hytek Meet Manager with the latest Australian and World Records **or arrange to include in the Program Book**
- Place provisional timetable on Web.

3 weeks to 1 week

- Send Program Book order, with entrants, timetable etc. to printer
- Place final timetable on web

1 week

- Pack entrants' bags
- Check non-stadia courses for safety
- Set up rooms for the event –Registration, Meet Manager, Photo finish, Results, Officials, Announcer's, Medical, Massage Engraver, Lost Property, Equipment etc. Arrange signage to these locations.

Post event Actions

Week 1

- Compile all results – draft to go on web
- Ensure all records notified as appropriate - World, Australian, State
- Debrief LOC

Week 2

- Send results to printer
- Full results to web

Week 4

- Send results book to those who have paid, national and state records officers AMA Secretary, AMA Competition Director and following year's Convener. Place a copy on the web and send an electronic copy to all member club secretaries.
- Write and send report, including recommendations, to AMA Director of Competition and next organizing Club/LOC Convener. This could include suggested changes to the Competition Manual.
- Send a set of medals to the AMA Secretary

Convener

The Convener, appointed at least 18 months prior to the Championships, is the link between all parties concerned with the planning, preparation, implementation and conduct of the Championships. The Convener establishes the LOC and determines a timeframe for the achievement of requirements. The Convener regularly reports progress to the state/territory Committee and in the final three months is in regular contact with the AMA Director of Competition.

Role of Sub-committee Managers

Suggested sub-committees for the various components of the Championships which may be altered to suit available volunteers are:

- Venues
 - Track and Field Venue Facilities
 - Non-Stadia venues - cross country and road walks
- Sponsorship/Grants
- Program - including the Athletes'/ Coaches' Forums
- Technical - Equipment, ground set-up
- Officials/Volunteers
- Meet Manager/Results/Photo Finish
- Registration/Athletes Packages/Race Numbers
- Athlete Support
 - Merchandise
 - Medical and massage
 - Accommodation/Engraving/Photography
 - Social - including refreshments, Awards dinner
- Awards – medal design, awards for special events and ceremonial
- Publications - including flyers, entry form, program book, results book and info to web sites
- Finance - including budget, handling of fees, sponsors donations etc.
- Media – advertise the event, athlete's profiles etc.

Venues sub-committee

Track and Field

The venue chosen must be within close proximity of adequate accommodation covering a range of prices and transport. The following facilities are required.

- 400m track (synthetic), throws areas - two each for javelin, shot and discus and at least one for hammer (with the large numbers now competing, a second hammer venue is almost essential), two jumps pits and two HJ areas plus a PV area that allows bi-directional run-ups)
- Optional "warm up" track and throws areas
- Area for officials and registration
- Area for announcing
- Area for Meet Manager, results management etc.
- Venue for forums & AMA Board meeting
- Areas for merchandising
- Area for first aid, massage, engraving etc.
- Suitable results display area
- Canteen or catering area

- A **Call Room** is **optional** for AMA Championships but is **not recommended** as it often removes qualified officials from areas where their skills are better utilized.

Non-Stadia

The venues chosen must be within close proximity of adequate transport and have parking and toilets. Gaining access to Council areas such as parks, roads and thoroughfares for non-Stadia events may require lengthy negotiations and include discussions with the police - therefore investigations should commence early. The lengths of the courses must be accurately measured and in the case of the road walk circuit - certified.

The walks course must be a minimum 1km loop and a maximum of 2km (a 2km loop is preferable). For safety reasons the cross country course should preferably be a loop course of 2km or 4 km at most (a 2km loop will comply with IAAF rule 250.3 (a)). The non-stadia courses must be reviewed by athletes approved by the AMA Competition Director or alternatively the AMA Competition Director should be invited to make the inspection (at the expense of the LOC). The cross country course should be carefully inspected for those areas that require course marking to ensure sufficient cones, bunting etc. are available to enable runners follow the correct path.

The road walk course should aim for a flat circuit with minimal camber, smooth surface and wide turns. The cross country course should aim for a mix of easy running and more difficult terrain. In both cases attention should be paid to sufficient space for a safe and fair start.

Non-stadia courses need to be checked immediately prior to the event for unforeseen hazards such as obstacles, glass and interference with the course.

Sponsorship/Grants Sub-committee

Organisations for both major and minor sponsorships should be targeted. A portfolio should be established to present to sponsors as early as possible as many organisations commit to sponsorship a year ahead. This should clearly indicate the benefits to both parties. Minor sponsors could contribute with the donation of items for the registration bag, water, T - shirts for helpers and officials etc.

All sponsorships entered into should be agreed on a contractual basis, setting out the benefits to and obligations of the parties involved. They should be clearly acknowledged in the program book.

Program sub-committee

AMA has developed a **standardised program** for each day of its annual Track and Field Championships. This program enables competitors to have a degree of certainty each year as to what day their events will occur. In general the listed program of events for each day cannot be altered by the LOC. However, where local conditions require minor changes these can be made through negotiation with the AMA Director of Competition.

The specific timing of events can only be finalised once entries have closed. Every attempt should be made to avoid age group clashes particularly in events that are traditionally entered by the same athletes.

Any timetable of events (**on the web or in any other media**) prior to the official program given to each athlete at registration is **Draft Only** and must be designated as such.

The program sub-committee will organise the Athletes Forum +/- a Coaching Forum and the Welcoming Ceremony. **Please note:** The LOC is permitted to vary the placement of the Welcoming Ceremony and Athletes forum (+/- Coaching forum) times, but any changes should give as many athletes as possible the opportunity to attend. As a courtesy the Board should be informed and the changes widely notified.

Points to note when finalising the program timetable:

- Women before men in track events;
- Heats and finals start with the oldest and go to youngest for track events. (This may be modified to avoid clashes with other events!);
- Lanes for Heats and Finals go from fastest to slowest then no time in order 4 5 3 6 2 7 1 8
- Normally a maximum of 25 for track walk, 5000 and 10,000 metres;
- Maximum of 13 for 800 on a 9 lane track or 12 on an 8 lane track (a fast and a slow runner to start in alternate lanes). Where there are more than 12 or 13 runners a slow and fast heat will be run with medal winners drawn from the fastest times from both races.
- Normally a maximum of 16 for 1500 metre races
- For throws, jumps and pentathlons ideal maximum is 12
- Avoid where possible older men or women in first jumps or throws events of the day
- Vary the age groups that start in the first events of the day
- Allow adequate time to complete throws and jumps events including warm-up. **Note:** one competitor having 6 attempts is a minimum of ~6 minutes
- Random order for field events

AMA Track and Field Championships Timetable (indicative)

Time	Friday	Time	Saturday	Time	Sunday	Time	Monday
8.00	10000 m	8.30	5 km Walk	8.00	5000 m	8.00	10 km Road Walk
9.15	10000 m		Discus 1		Triple Jump		8 km CC
9.30	Shot 1		Discus 2		Throws Pent 1	8.30	Pentathlon 1
	Shot 2		Javelin 1	8.45	5000 m		Weight Throw 1
	Hammer 1	9.15	High Jump		Throws Pent 2		Weight Throw 2
	Hammer 2		5 km walk	9.00	Triple Jump	9.15	Pentathlon
	Long Jump 1	9.30	Discus 1	9.30	5000 m	9.45	Weight Throw 1
10.30	Long Jump 2		Javelin 1		Throws Pent 3		Weight Throw 2
	10000 m		Javelin 2	10.00	Triple Jump	10.00	Pentathlon 3
10.45	Shot 1	10.00	High Jump	10.00	Pole Vault 1	10.45	Pentathlon 4
	Shot 2	10.15	5 km Walk	10.15	5000 m		Weight Throw 1
	Hammer 1		Discus 1		Throws Pent 4		Weight Throw 2
	Hammer 2	10.30	Discus 2	11.00	Throws Pent 5	11.30	Pentathlon 5
	Long Jump 1		Javelin 1		5000 m	11.45	Weight Throw 1
	Long Jump 2						Weight Throw 2
11.45	60 m heats	11.00	80 m Hurdles	11.45	Throws Pent 6	12.15	Pentathlon 6
12.00	Shot 1	11.20	100 m Hurdles		400 m Finals	12.30	Weight Throw 1
	Shot 2	11.30	Discus 1	12.00	Triple Jump		Weight Throw 2
	Hammer 1		Javelin 1		Pole Vault 2	1.30	Throws Hcp – W
	Hammer 2		Javelin 2	12.30	Throws Pent 7		Throws Hcp – M
	Long Jump 1	11.35	110 m Hurdles		5000 m	2.30	Weight Throw 1
	Long Jump 2	11.45	200 m Heats	1.00	Triple Jump		Weight Throw 2
12.15	60 m finals	12.00	High Jump	1.15	Throws Pent 8	2.30	4 x 400 m – W
1.00	Shot 1	12.15	1500 m	1.30	100 Hcp – W		4 x 400 m – M
	Shot 2		Discus 1		100 m Hcp – M		
	Hammer 1	1.30	Discus 2	2.00	Triple Jump		
	Hammer 2		Javelin 1		Throws Pent 9		
1.15	Welcoming Ceremony				Pole Vault 3		
1.15	Long Jump 1	2.15	200 m Finals	2.15	4 x 100 m Relays– W		
	Long Jump 2		Discus 1		4 x 100 m Relays– M		
1.25	1500 m Walk Finals	2.30	Javelin 1	3.00	Triple Jump		
2.00	Shot 1		Javelin 2		200 m Hurdles		
	Shot 2	3.00	High Jump	3.15	200 m Hurdles		
	Hammer 1		2 km Steeple	3.30	300 m Hurdles		
	Hammer 2	3.30	3 km Steeple	3.45	400 m Hurdles		
2.15	Long Jump 1	4.00	Discus 1	7.00	Awards Dinner		
	Long Jump 2		Discus 2				
2.30	100 m heats		Javelin 1				
3.00	Shot 1	4.15	400 m Heats				
	Shot 2	5.00	Discus 1				
	Hammer 1		Javelin 1				
	Hammer 2		Javelin 2				
3.00	800 m Finals	6.00	Athletes Forum				
4.00	Shot 1						
	Hammer 1						
4.15	100 m Finals						

Final Program Timetable:

Progressive up-dates on the timetable of events must be forwarded to the AMA Director of Competition to check for clashes and other matters for clarification.

Most important however is the need to send the **final** timetable of events with numbers before publishing on the Web or going to press as any timetable clashes will be most apparent at this stage. While timetables without numbers may appear okay they often suddenly have clashes when larger than expected numbers occur for a particular event.

Technical and Equipment sub-committee

As a general guide AMA Championships may cater for between 400 and 700 athletes depending on location and the timing. Considerations such as Oceania and World Championships can affect numbers participating.

Equipment and technical needs can be complex. Changes from WMA/ IAAF may have an impact on the requirements and conduct of the Championships. Contact with the AMA Technical Director is crucial in this regard.

A Technical Manager is responsible for all equipment used during the Championships, its housing, its measurement and its supply. If a person from another organisation e.g. the state/territory open body is appointed, that person must be made aware of the different specifications required for Masters Athletics.

Suggested Equipment Required

Track	Field	General
Meet Manager System	High Jump stands/bars/mats	Competition Numbers
Photo Finish System	Pole Vault stands/bars/mats	Tents tables and chairs
Hip Numbers	HJ/PV measure	Two-way Radios
Starting blocks x n	Wind Gauge	Remote Mikes
Starter's stand	Pole vault poles	Medals/dais
Clothing bins	Shot	Sign-in Sheets
Starting Pistols -electronic	Javelin	Start Lists
Recall pistols	Discus	Medal award slips
Wind Gauge (*)	Hammers & spare wires	Rule Books
Stop watches x n	Weights & spare chains	Drink cups/table
Print out stop-watch	Tape Measures	Water containers
Place cards	Steel tape	Recording Sheets
Lap/event clock	Tape spikes	Stationery
Hurdles	Sector markers	- pens/pencils
Steeples	Stop Boards	- pins
Laps to go indicator/bell	Throw markers	- sticky tape
Lap Scorer Sheets	Rakes/Shovels/Brooms	- staplers/staples
DQ Board for walks	Foul plasticine	- hole punch
	Ladder	- photocopy paper
	Hammer	- marker pens
	Pliers	- masking tape
	Plastic tape	- clip boards

All equipment for the Championships must be checked for compliance with the rules and specifications of WMA, AMA and the IAAF. This includes track equipment such as steeples, hurdles and hurdle markings. Field event equipment requires special attention, particularly hammer wires and javelin specifications. All equipment must be checked for safety. Spares, such as hammer wires, must be available.

Where personal equipment is used it must be checked in at least three hours before the event, be measured officially and delivered to the athlete's event in time for athletes to warm up prior to the advertised starting time.

Sufficient equipment in the form of tents, tables and chairs needs to be provided for the comfort of officials and athletes at all sites.

Officials/Volunteers sub-committee

Officials and volunteers need to be "signed up" as early as possible. Approaches to other organisations such as state/territory open bodies' officials may be prudent. It is imperative that a full complement of officials be available for all events. The Officials Manager is responsible for ensuring all necessary officials are present

Minimum officials/helpers required are:

- Competition Director (CD): organises the competition ,
- Meeting Manager (MD): runs the competition (MD and CD can be combined)
- Technical Manager: ensures all technical requirements are complied with
- Ex-stadia Manager: ensures Ex-stadia activities are organised appropriately
- Track/Walks/Ex-stadia Referee(s)/Judge: decides issues track/walk/ex-stadia judges cannot resolve.
- Field Referee: decides issues field judges cannot resolve
- Chief Judge -Walks: coordinates the work of walks judges
- Track Umpires -Running: assists Track Referee
- Chief Timekeeper -manual: allocates duties to timekeepers. Provides backup where fully automatic Photo Finish equipment is used.
- Chief Photo Finish Judge: oversees work of Photo Finish judges
- Lap Counters (x n)
- Field Judges –Throws (one of which acts as Chief Judge) (5)-{ Judge, Implements retrieve, fall judge, recorder, measurer}
- Field Judges –Jumps (one of which acts as Chief Judge) (5)- { judge, recorder, measurer, tape holder, raker}
- Walks Judges (5)
- DQ Board operator
- Timekeeping/placing Judges (x n)
- Photo Finish operator (x n)
- Lane Judges
- Relays – judges (x 8)
- Safety Officer/Manager: -coordinates all safety activities and investigations.
- Chief Starter: controls the start of races
- Assistant Starters/Re-callers: place competitors at start position/advise the Chief Starter of faults by competitors requiring recall
- Manager- Post event Control: coordinates activities at finish line.
- Wind Gauge Operator- Track
- Wind Gauge Operator- Jumps
- Manager- Ceremonial: Coordinates award presentations and Official Opening
- Meet Manager operators/Results(x n) Places results on notice boards

- Announcer(s) must speak clearly, be able to provide commentary across the full range of events and be knowledgeable about the sport and Masters Athletics in particular.
- Jury of Appeal (five suitably qualified people appointed with three to hear each appeal)

Outside of those listed above the following helpers may be needed:

- Runners to carry results slips to recorders
- To set up ground/shade tents and chairs
- To retrieve implements
- To rake pits
- To raise HJ & PV bars
- To assist at presentations
- To manage refreshments for officials
- To manage merchandise
- To manage information

Meet Manager, Results, Photo-finish sub-committee

This sub-committee ensures that all information technology components of the championships are functional and capable of delivering entries, program and results services as required. At present AMA mandates the Hytek (Meet Manager) program as the basis of its computer program. It should be trialed prior to the event so that at least two persons are competent with programming and meet set up. Skills in seeding competitors, preparing start and field sheets, importing electronic times, the import and export of files, and results printout etc. are all needed.

A Zero Test Image must be produced at the start of any track session in case a world record is broken (the image will be needed in the application).

Meet Manager should use "Throws Pentathlon" not "Weight Pentathlon". If Weight is used then go to "Set-Up" – "Language Preferences" – "Event Names" and make the change.

In the week prior to the Championships all track running sheets and field judging sheets should be prepared. (Except where heats are required and it is necessary to wait until sign-in is complete to determine if only a final is needed.) Medal winner slips should be attached to the field judging sheets.

Time and place slips need to be prepared for all track events and lap-scoring sheets prepared.

Registration sub-committee

As all athletes who enter the Championships will be incorporated into Meet manager, the Registration sub-committee will need to acquire access to the on-line entry software and learn how to extract this information and send to Meet Manager.

Entries close 5 weeks prior to the Championships. There will be no late entries. There will be On-line entries only. Individual States/Territories must enter on behalf of those who do not have computer access.

In the two weeks prior to the Championships the Athletes' Registration Checklist and the Athletes' Registration Package should be organised. The times and location for registration should have been indicated to athletes on the "confirmation of entry" sent to all athletes. Generally the registration is open from noon **on the day before the first day of competition** and throughout the Championships. Bags with athlete name containing the program book, competition numbers, ordered merchandise and commercial material will be collected from the Registration area. Competition numbers can only be inserted into the bags once entries have closed.

Athlete Support Sub-committee

Merchandise

Typically a T-shirt and/or polo shirt are always available for sale but other items such as shoe bags, caps etc. may be considered. Information on cost and sale price goes to the finance sub-committee for the budget and to the Publications sub-committee for inclusion in the Entry form and for the Program booklet.

Merchandising should also look for a T-shirt to be worn by all officials and helpers. The number needed and the price for these needs to be determined and given to the finance committee. An opportunity exists here for a sponsor to cover the cost.

Medical and massage

First Aid coverage must be available at all venues. First aid personnel should know where further medical assistance can be obtained if necessary. Massage, physiotherapy and chiropractors would all be valuable to offer to the athletes.

Accommodation

Prior to the Championships, nearby accommodation should be investigated for special rates. These should be indicated in information available to states/territories.

Engraving

If possible an engraver should be available from mid-morning on the first day, to the end of competition at the main T&F venue.

Photography

Suitable photographers should be present at all venues.

Social

Awards dinner. The Awards dinner should allow as many people as possible to attend. It is the time when AMA recognises the achievements of its members. It includes a "passing the baton" ceremony to the next organising state. Pricing should be moderate.

Refreshments for officials on each day of Stadia competition. Officials perform a major task during the Championships and need to be suitably rested and sustained during the competition. Light refreshments such as tea, coffee, water and juice/soft drinks and snacks should be available at all times. Where duties extend over lunch and dinner more substantial meals should be provided.

Athletes Forum. Refreshments are provided for those attending the Athletes (+/- Coaches) Forum. AMA reimburses the LOC for this outlay.

Refreshments for officials and athletes at the non - Stadia competition. Refreshments are normally provided for all attending these events.

Board Meeting. The AMA Board of Directors holds a meeting on the Thursday prior to the Championships. A suitable venue needs to be booked and Lunch should be provided. AMA reimburses the LOC for this outlay.

Canteen. A suitable source of varied food and drink needs to be available at the main T&F venue.

Awards Sub-committee

Six categories of awards are presented at AMA Track and Field Championships:

Event awards. First, second and third medals are presented to each place-getter. Overseas entrants may win a medal according to their placing but do not displace the first 3 Australians. Medals need to be ordered up to twelve months ahead as a die will need to be cast by the manufacturer. At this time approximate medal numbers can be provided but exact numbers, plus 1% for ties/overseas entrants will not be available until five weeks before the Championships. For the AMA Track and Field Championships the LOC organisers will design and supply their own medal.

Awards to be procured by the LOC but paid for by AMA (with a guide price of \$80-100 per trophy):

Champion of Champions Sprint Male & Female
Champion of Champions Throws Male & Female
Royce Foley Award Male & Female
Brian Foley Award

100 metre AMA Sprint Champion of Champions awards presented at the meet to the Australian male and female winners of the handicap race between the 8 to 10 best age-graded athletes in the individual 100m. Only Australian runners are chosen for this event. These are individual awards purchased by the LOC with the cost reimbursed by AMA from a donation by Peter Crombie (for males) and Noreen Parrish (for females). The donors should be acknowledged in the Program booklet.

Throwing Champion of Champions awards presented at the meet to the Australian male and female winners of the throwing handicap. The entrants to this event are the Australian age group winners in the individual event. The throws are rotated from year to year in the following order: javelin, discus, hammer, shot and weight.

Royce Foley Awards. Given to the **Australian Masters** male and female highest points scorers in the Throws Pentathlon. Individual trophies are awarded at the meet. An athlete may only win this trophy once in an age category.

The following award may be won by an overseas entrant.

Brian Foley Award. Awarded at the meet to the single highest age graded percentage male or female in either the 800 or 1500m. An individual trophy is awarded.

Athlete of the Meet Certificates. The best performed athletes at the AMA Championships are to be recognized through certificates created by the LOC that are for the best Age Graded performance in each of the following categories: Sprints/hurdles, middle distance/steeple, distance, jumps, throws and walks.

Ceremonial

The award of medals and other awards is an important part of the Championships. A suitable area with a dais in a prominent position should be used. Wherever possible sponsors, visiting dignitaries, AMA Board members or members of the LOC should make the presentations.

Publications Sub-committee

The Registration /Entry Form must be designed and ready some nine month prior to the Championships. The Entry form should be sent to the AMA and state/territory web sites.

The Program Book, while standardised, will still require some modifications due to local conditions. A draft should be published as early as possible. With entries closing 5 weeks out, the final events program should be completed and available approximately three weeks prior to the championships. Issues to be addressed are time allowed in events once final numbers are known and avoidance of time clashes that may now have arisen. Every effort must be made to avoid overly large groups in throws, jumps and multi-events.

Once the events program and timetable has been established, the timetable can be placed on the Web and the Program Book can then be printed. Sufficient Program books should be printed for all competitors and officials.

Ensure that in both the program and results book that Throws Pentathlon and not Weight Pentathlon is shown!

The final responsibility of the Publications sub-committee is to produce a Results Book for the Championships. The Results Book must include all results including trophy and certificate winners, and the individual event performances and points for multi-events. Statistics for the Championships would be a useful addition.

Finance sub-committee

The Finance sub-committee (or Treasurer) is responsible for producing the Budget and setting the registration fee well before the send out of registration forms. AMA receives an administration fee – currently \$20 per athlete. All sub-committees need to develop budgets for their areas of responsibility for presentation to the Finance sub-committee. In particular the Technical and Equipment sub-committee would need to establish what additional equipment may be required.

AMA and its member clubs are covered for Public Liability of \$20 million under the AA Insurance scheme. Athletes are not covered for personal accident insurance unless they contribute to such a scheme. (For example some Masters athletes can obtain personal accident insurance through AA.) The LOC should ensure that all personnel employed as contractors (e.g. massage, photography etc.) also carry Public Liability Insurance.

Media and Public Relations Sub-committee

Media and Public Relations activities should be undertaken with a view to maximizing coverage for the event and to highlight sponsors contributions. This should include TV, radio and newspaper advertisements, articles and interviews as well as possibly holding special publicity events as “launch” activities.

A brief may be prepared covering outstanding athletes who will be competing at the Championships prior to the start of competition. Once the Championships have begun a brief should be given to the announcer to highlight record attempts, outstanding athletes in the process of competing and other relevant information.

APPENDIX 3 HANDICAPS FOR AMA 100M CHAMPION OF CHAMPIONS

Handicap marks represent the positions of the athlete's fingers (or toes if a standing start is used).

MEN		
Age	Distance to Run	Handicap metres
30	100.0	0.0
31	100.0	0.0
32	100.0	0.0
33	100.0	0.0
34	99.7	0.3
35	98.9	1.1
36	98.2	1.8
37	97.5	2.5
38	96.8	3.2
39	96.2	3.8
40	95.5	4.5
41	94.8	5.2
42	94.2	5.8
43	93.5	6.5
44	92.7	7.3
45	92.2	7.8
46	91.6	8.4
47	91.0	9.0
48	90.4	9.6
49	89.8	10.2
50	89.2	10.8
51	88.6	11.4
52	88.0	12.0
53	87.5	12.5
54	86.9	13.1
55	86.3	13.7
56	85.8	14.2
57	85.3	14.7
58	84.7	15.3
59	84.2	15.8
60	83.7	16.3
61	83.2	16.8
62	82.7	17.3
63	82.2	17.8
64	81.7	18.3
65	81.2	18.8
66	80.7	19.3
67	80.2	19.8
68	79.8	20.2
69	79.3	20.7
70	78.8	21.2
71	77.9	22.1
72	77.0	23.0
73	76.0	24.0
74	75.1	24.9
75	74.2	25.8
76	73.1	26.9
77	72.1	27.9
78	71.0	29.0
79	70.0	30.0
80	68.9	31.1
81	67.8	32.2
82	66.6	33.4
83	65.5	34.5
84	64.3	35.7
85	63.2	36.8
86	62.1	37.9
87	60.9	39.1
88	59.8	40.2
89	58.7	41.3
90	57.6	42.4
91	55.9	44.1
92	54.3	45.7
93	52.6	47.4
94	50.9	49.1
95	49.3	50.7
96	44.2	55.8
97	39.2	60.8
98	34.2	65.8
99	29.2	70.8
100	24.2	75.8

WOMEN		
Age	Distance to Run	Handicap metres
30	100.0	0.0
31	100.0	0.0
32	100.0	0.0
33	100.0	0.0
34	100.0	0.0
35	100.0	0.0
36	100.0	0.0
37	99.0	1.0
38	97.8	2.2
39	96.6	3.4
40	95.5	4.5
41	94.4	5.6
42	93.4	6.6
43	92.3	7.7
44	91.3	8.7
45	90.2	9.8
46	89.3	10.7
47	88.3	11.7
48	87.4	12.6
49	86.5	13.5
50	85.5	14.5
51	84.7	15.3
52	83.8	16.2
53	83.0	17.0
54	82.1	17.9
55	81.3	18.7
56	80.5	19.5
57	79.7	20.3
58	79.0	21.0
59	78.2	21.8
60	77.4	22.6
61	76.7	23.3
62	76.0	24.0
63	75.4	24.6
64	74.7	25.3
65	74.0	26.0
66	73.3	26.7
67	72.7	27.3
68	72.0	28.0
69	71.4	28.6
70	70.8	29.2
71	69.8	30.2
72	68.9	31.1
73	68.0	32.0
74	67.1	32.9
75	66.1	33.9
76	65.4	34.6
77	64.7	35.3
78	63.9	36.1
79	63.2	36.8
80	62.4	37.6
81	60.7	39.3
82	59.0	41.0
83	57.3	42.7
84	55.5	44.5
85	53.8	46.2
86	52.2	47.8
87	50.5	49.5
88	48.9	51.1
89	47.3	52.7
90	45.6	54.4
91	43.5	56.5
92	41.4	58.6
93	39.2	60.8
94	37.1	62.9
95	35.0	65.0
96	32.8	67.2
97	30.7	69.3
98	28.5	71.5
99	26.3	73.7
100	24.2	75.8

APPENDIX 4 CHECKING AND REPAIRING EQUIPMENT FOR COMPETITION

(These notes were originally provided by Graeme Rose)

Standard Colours of Equipment:

COLOUR	Hammer & Shot Put	Heavy Weight
Yellow	7.26 kg	15.88 kg (35 lb)
Green	6.00 kg	11.34 kg (25 lb)
Red	5.00 kg	9.08 kg (20 lb)
White	4.00 kg	7.26 kg (16 lb)
Blue	3.00 kg	5.45 kg (12 lb)
Purple	2.00 kg	4.00 kg (8.8 lb)

Throwing equipment most likely to be out of specification are hammers and javelins. Discus and shot are generally quite good and while heavy weights should be okay, a testing procedure needs to be used for length and weight as well as the handle.

Hammers:

Specifications

Min weight kg	Max weight kg	Diameter range (mm)	Length Max (*) (mm)
7.260	7.285	110 – 130	1215
6.000	6.025	105 – 125	1215
5.000	5.025	100 – 120	1200
4.000	4.025	95 – 110	1195
3.000	3.025	85 – 100	1195
2.000	2.025	75 - 100	1195

* Length is measured from the inside of the grip to the end of the hammer. There is no longer a minimum length.

As the diameter of the hammer can vary, the length of wire needed to give length close to the maximum varies.

Checks to be made prior to competition:

- Length and weight
- Smoothness of head
- Handle shape and condition
- Smoothness of swivel
- Ends of twisted wire lie flat against length

Bringing hammers up to specification:

Length: For a hammer which is over length the simplest way is to use a shorter wire which will also affect the weight. Sometimes the over length is due to the handle being damaged leading to an increase of length. In this case repairing the handle by reshaping in a vice will often reduce the length.

Lengths of wires should be chosen to give an overall length of at least 5 mm less than maximum allowable

Weight: Add or remove lead from underneath the swivel. Remove the swivel (and wood plug if present) and tamp the lead pieces into the cavity. Replace wood plug and swivel, and reweigh. In some cases adding a wire with more windings on it may achieve a weight increase. Changing handles is another possibility although this will often change the length.

Bent wire ends: Remove wire and reshape in a vice (continual reshaping will weaken the wire) using pliers and gentle hammering. Replace wire and either tape ends or better still add 2 cm lengths of clear flexible PVC tubing (5 mm diameter is best although 6 mm could be used) before twisting of wire. Slide the PVC tubing over the ends of the wire.

Handle: The manufactured length is 110 mm. IAAF require all handles to be of a rigid construction that cannot be altered.

Swivel: Regular oiling will help to prevent rusting and deterioration. Very dirty swivels should be removed and cleaned with RP7 and greased. The swivel connection is about 10 mm above the surface of the head.

Javelins:

Specifications:

Weight range (gm)	800 - 825	700 - 725	600 - 625	500 - 525	400 - 425
Overall length (m)	2.60 - 2.70	2.30 - 2.40	2.20 - 2.30	2.00 - 2.10	1.85 - 1.95
Distance from tip of metal head to Centre of Gravity (m)	0.90 - 1.06	0.86 - 1.00	0.80 - 0.92	0.78 - 0.88	0.75 - 0.80
Length of metal head (mm)	250 - 330	250 - 330	250 - 330	220 - 270	200 - 250
Diameter of shaft at thickest point (mm)	25 - 30	23 - 28	20 - 25	20 - 24	20 - 23
Width of cord grip (mm)	150 - 160	150 - 160	140 - 150	135 - 145	130 - 140

In recent years there have been changes to the specifications for 500, 600 and 700 g javelins. Changes to 800 g javelins occurred over 15 years ago.

Checks to be made prior to competition:

Weight: Often little can be done, but if just under weight, a smooth coat or two of enamel paint may help, plus changing the grip if well worn.

Balance Point: This is the most likely measurement to be incorrect. Often this will identify a javelin of "old specifications". An apparatus to identify balance point (which must fall within the grip) is required and this

should also give a measurement of the distance from the tip. If the balance point is wrong then painting the relevant section with a few coats of enamel, may help to bring it back into specification.

Length: This will identify javelins of “old specifications” or javelins which are not well made.

Condition: The point should not be damaged and the shaft should have smooth paintwork.

Grip: The maximum cord thickness is 4 mm giving an 8 mm increase in diameter at the grip. The grip should be in good condition

Discus:

Specifications:

Weight range (kg)	Outside dia. (mm)	Dia. of metal plate or flat centre area (mm)	Thickness of flat metal plate area (mm)	Thickness of rim – 6mm from edge (mm)
2.000 – 2.025	219 – 221	50 – 57	44 – 46	12 – 13
1.500– 1.525	200 – 202	50 – 57	38 – 40	12 – 13
1.000 – 1.025	180 – 182	50 – 57	37 – 39	12 – 13
0.750 – 0.775	166 - 182	50 - 57	33 – 37	10 - 13

Note: There are two different diameters available for the 750 g discus. The larger is used.

Checks to be made prior to competition:

Weight: If the discus is under-weight then lead can be added under the centre plate. This needs to be secured so that it does not move around. If overweight some lead can be removed.

Smoothness: Both sides of the discus should be equally smooth with no pits, and the surface should be level with the rim.

Diameter: For 750 g especially

Heavy Weight:

Specifications

Weight range (kg)	Diameter range (mm)	Length (*) Max (mm)
15.880 – 15.905	145 – 165	410
11.340 – 11.365	130 – 150	410
9.080 – 9.105	120 – 140	410
7.260 – 7.285	110 – 130	410
5.450 – 5.475	100 – 120	410
4.000 - 4.025	95 - 110	410

* Length is measured from the inside of the grip to the end of the weight

The best handle is the same as that used for hammers and this is attached by means of a chain containing a swivel to allow rotation of the head.

Checks to be made prior to competition:

Weight: For underweight - use the same procedure as for hammers to increase the weight.

Length: If over length little can be done. A change of handle may help.

Shot:

Specifications

Weight range (kg)	Diameter range (mm)
7.260 – 7.285	110 – 130
6.000 – 6.025	105 – 130
5.000 – 5.025	100 – 130
4.000 – 4.025 Men	95 – 130
4.000 – 4.025 Women	95 -110
3.000 – 3.025 Men	85 – 130
3.000 – 3.025 Women	85 - 110
2.000 –2.025	80 – 110

It is rare for a shot not to comply with diameter.

Checks to be made prior to competition:

Weight: If the shot is made with a plug then an underweight shot can have its weight increased by adding lead. Overweight shots could be reduced by uniformly grinding the surface.

Smoothness: The surface should be uniformly smooth with no pits or crevasses.

Spherical shape: The shot should be spherical with a C of G in the centre of the sphere.

APPENDIX 5 ACKNOWLEDGEMENTS

Guidelines for conducting National Championships were first written in 1994 by Ray Callaghan, Competition Director at that time. Along with further recommendations from sub-committees of State clubs the elements for a proposed Championship Manual were established.

By 1997 the number of events in the program had grown to the point where a rethink of how the program was arranged to fit four days over Easter was necessary and hence the need for definitive guidelines to ensure a format that satisfied the interests of all athletes.

The first AMA Championship Manual was compiled and written by Ray Green in 2002. The centre-piece of this manual was the fixed four day format (first used in 2000 in Tasmania) for the Track and Field Championships. The manual contained a planning schedule and covered all the activities that were needed for the successful running of the competition including equipment, officials, helpers, publications, social events, special awards, presentations etc.

The Championship Manual was re-issued in 2012 by Graeme Rose. This edition embraced the changes that had been enacted at Council meetings over the preceding years and the roles of sub-committees in the overall planning process were expanded. The manual now incorporated information on other AMA Championships, as well as how to check and repair equipment.

In 2014 the manual was again revised by the current author in an attempt to reduce the size and encourage full usage of the information. It was also restructured to enable easy production of the Athletes Program Book. **It has been revised each subsequent year following the Championships.**

PART 2. AMA SPECIAL CHAMPIONSHIPS

All masters athletes wishing to compete for an AMA medal in their respective age categories must be registered members of their State or Territory Masters Clubs to enter the Championship.

The approved State, Territory or Organisation awarded the event for a Triennium shall endeavour to meet the following criteria:

- They shall run the event according to the appropriate IAAF/WMA or AMA rules or bylaws.
- All tracks, fields or courses shall be certified or otherwise shown to be IAAF approved.
- An annual budget should be prepared showing the expected number of masters entrants, income from AMA participants and provision for covering the cost of medals and the AMA fee and how this may vary annually.
- The event is appropriately advertised to AMA participants showing entry costs. An accommodation guide may be included.
- A report shall be submitted to the AMA Board within 4 weeks, showing the number of masters entrants and the income and expenditure related to masters participation etc.
- For these Championships the organisers may use and pay for the official AMA medal.

For its part the AMA shall ensure:

- The event is advertised on its web-site and in the various State and Territory magazines and web-sites.
- Where appropriate, AMA shall endeavour to provide assistance with officials and helpers and to be available to present medals to the AMA participants.

AMA Multi –Event Championships.

These Championships are for the decathlon and heptathlon. They are conducted over two days on a weekend.

Bendigo Athletics have the contract to run these Championships for 2016-2018.

AMA Marathon Championship

The event was awarded to the Gold Coast Events organization for the triennium 2016 – 2018. The event is conducted as part of the Gold Coast Marathon.

AMA Half-Marathon Championship

The half-marathon will be hosted by TMA for the triennium 2016-2018 and take place in early January. The event is conducted as part of the Cadbury marathon.

AMA 20 km Road Walk Championship

SAMA will host the 20 km Road walk Championship for the triennium 2016-2018.

AMA Winter Throws Championships:

These Championships cover the full range of throwing events plus a Throws pentathlon and a Heavy Weight pentathlon.

The Championships have been awarded to NSW Masters Athletic Club for the triennium 2016-2018. These Championships will be held in Wollongong.

Typical program:

Saturday: Hammer, discus, shot, javelin, weight

Sunday: Throws pentathlon, BBQ dinner

Monday: Heavy weight pentathlon, 56 lb weight, 100 lb weight