



***Australian
Masters Athletics***

AUSTRALIAN MASTERS ATHLETICS INC

AMA CHAMPIONSHIPS MANUAL

Version: June 2020

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Contents	Page No.
1. Allocation of Championships	3

2. Organising the Track and Field Championships	3
3. AMA Policies	3
4. Planning Schedule	4
5. Requirements prior to competition	4
6. Requirements during competition	6
7. Championships review and finalisation	8
Appendices	
1. Planning schedule	9
2. Athletics programme	11
3. Rules	13
4. Equipment	22
5. Officials check list	23
6. Handicaps for AMA 100m	25
7. Checking and repairing equipment	27
8. Acknowledgements	30

PART 1 TRACK AND FIELD CHAMPIONSHIPS

1. 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 Championships will be held over a 4 day period unless agreed otherwise with AMA. The LOC has the right to determine when the Championships will be held, but AMA preference is that the Easter weekend be avoided. The rotation may be altered to accommodate special circumstances.

2. Organising the Track and Field Championships

The LOC is organising these Championships on behalf of AMA, and must work closely with the AMA Championship Director on all aspects. AMA has mandated certain minimum standards which are defined in sections 5 and 6 below, and a best practice programme defined in Appendix 2. These can only be modified

with AMA agreement. The LOC must submit a preliminary budget to the AMA Championships Director at the earliest opportunity, and at subsequent stages. If and where a significant loss is predicted, AMA will work with the LOC to help mitigate this situation. The LOC should invite the AMA Championships Director to key LOC meetings with the cost to be covered by AMA.

3. AMA Policies

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

- The LOC must carry out a comprehensive Risk Management Assessment and produce a Risk Management Plan for AMA approval. Particular attention should be paid to throwing events to ensure warm up and competition throws are supervised by officials.
- Each member will hold the AMA Track and Field Championships at an agreed time, preferably non Easter.
- The rotation can be found on the AMA website.
- State/Territory uniforms are compulsory at AMA Championships.
- Only financial members of (State/Territory) masters clubs are eligible to compete at AMA Championships.
- No late entries are permitted.
- Athletes may only compete within their age group category.
- The LOC may create a temporary membership to allow non-members from the hosting State or Territory to participate.
- Programme variation and timetable development must be negotiated with, and have the approval of, the AMA Championships Director.
- Hytek Meet Manager will be used for registration, programme and results management.
- All venues, equipment and rules must comply with World Athletics (WA), 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 to compete at its Championships, and will advise the LOC accordingly.
- The LOC will propose its administration fee and event fees to AMA for approval. Ideally these should be set to give an overall break even financial result, and accordingly States with higher costs/lower entry levels will charge higher fees. However, there is clearly a highest acceptable level, and AMA's acceptance of LOC fees will take due account of the budget situation.
- AMA will provide a non-refundable grant of \$5000 to assist in running the Track and Field Championships. This funding will be available from November in the preceding year (from the AMA Treasurer). If a State makes a substantial surplus, then they should consider returning the \$5000 to AMA.
- Members of Overseas Masters clubs may compete.

- An electronic Results Booklet shall be produced. Copies shall be forwarded to State Secretaries and other persons as determined by AMA Board.

4. 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 each committee member having a clearly defined role.

The Convener must liaise closely with the AMA Championships Director throughout the planning stage to ensure all the latest WMA or local AMA changes have been implemented. A suggested timeline is shown in Appendix 1.

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

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

5. Requirements Prior To Competition

Development of Competition programme

AMA has developed a best practice programme for the Championships. This programme and other programme requirements are in Appendix 2. The LOC must use this programme as a starting point, and must agree a final programme with the AMA Championships Director well before publishing any programme.

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 Championships Director.

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 pickup 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 programme.

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 programme 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 will, therefore, not be covered by Personal Accident Insurance. The LOC should ensure that all personnel employed as contractors (e.g. massage, photography, First Aid etc.) also carry Public Liability Insurance.

Programme Book

A hard copy programme book is preferred. However, AMA recognises that if the cost is high and that most athletes can view the programme on a laptop, tablet or smartphone at the venues, on agreement with AMA it may be allowable for the programme book to be electronic only.

The program book should 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, jumps 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.
- Competition rules.

6. Requirements during Competition

6.1 Technical

Venues

For track and field the ideal requirements are a 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 desirable), two jumps pits and two High Jump areas plus a Pole Vault area (that allows bidirectional run-ups).

The road walk course must be a minimum 1km loop and a maximum of 2km (a 2km loop is preferable). It should be a flat circuit course with minimal camber, smooth surface and wide turns and must be accurately measured and certified.

The cross country course should be a loop course of 2km. It should be carefully inspected for those areas that require course marking to ensure sufficient cones, bunting etc. are available to enable runners to follow the correct path.

The non-stadia courses must be reviewed by the AMA Championships Director.

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

Competition Rules

All competition rules must be adhered to. These are included in Appendix 3.

Photo Finish

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

Electronic Lap Scoring

This is mandatory for all track races over 1500m.

Electronic Distance Measurement

EDM's are the preferred method of measuring for all long throwing events. This should be a priority consideration for each LOC. However, if unavailable, all record distances must be re-measured with a certified steel measuring tape.

Warm-up facilities

Adequate warm-up facilities must be provided for both track and field athletes.

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 programme booklet.

"Running sheets" for the equipment required during the competition will need to be produced.

Officials and volunteers should be given special T-shirts/Polo shirts and hats so that they can be identified.

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 where possible.

The announcer needs to periodically make the following important announcements.

- Time of Welcoming Ceremony and location of the Athlete's Forum (and/or Coaches Forum).
- Remind member clubs to get relay teams submitted by the closing time.
- Remind people of the Awards Dinner if it has not sold out.

Awards

A number of awards are made during the Championships. The determination of award winners and scheduling of presentations are all managed by AMA.

The awards are lists in Appendix 3.

6.2 Functions

Welcoming Ceremony

A brief Welcoming Ceremony should be held around 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

An Athletes Forum must be held. It 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. Some refreshments can be provided and the costs will be reimbursed by AMA to the LOC.

Coaches Forum

A Coaching Forum must be held as a separate function or combined with the Athletes Forum. Names of speakers and the topics to be covered should be indicated in the programme if possible. **Social Event**

A Social Event must be held and is an opportunity for athletes, family and helpers to celebrate the years' 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. The format of the event is decided by the LOC but must minimise the time of formalities and maximise the opportunity for social interaction. **6.3 Services**

Food

The food options available at the main stadium must include a range of healthy and nutritious options, and cater for vegetarians, gluten free and other special needs.

Information

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

Results

Results should go onto a designated webpage immediately from Meet Manager. Paper results should also be posted in a prominent position in the Stadium as soon as possible after the completion of the event, especially those with further rounds.

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 per medal.

Photographer

The LOC should make some arrangement for photographs to be taken.

Live Streaming

AMA regards this as desirable but not essential, and recognises that the budgetary position will be a major factor.

Merchandise

As a minimum an event polo/T shirt should be made available both to pre-order on the entry form, and to purchase at the event. AMA recognises that this can lead to a financial risk through unsold stock. The LOC should discuss with AMA how this risk can be mitigated.

Internet Access

If possible have an area where free internet (or Wi-Fi) is available.

Lost property Area

Indicate where lost property may be collected.

7. Championships Review and Finalisation

De-brief

Organisers should hold a de-brief 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 an LOC 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. In addition, the number of medals required should be passed to the following year's convenor.

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 Website Managers, the AMA Championships Director and the Convenor of the LOC for the following Championships, within a month of the conclusion of the Championships.

The results book should contain all results and those for the multi-events need to show individual event performances and points as well as the final 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.

Athlete Survey

After the competition has concluded the LOC will send out a survey, provided by AMA to all athletes, which will obtain feedback to assist in planning future championships.

APPENDICES Appendix 1 Planning Schedule

Pre-Event Planning 18 months to 12 months

- Form Local Organising Committee (LOC) – advise AMA of the Convenor.

- 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 form a sub-committee in charge of Meet Manager to run a Track and Field meet to gain familiarity with the software.
- Organise medals design; 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 websites 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 Programme Book, check with AMA Championships Director and obtain quotes for production.
- Plan timetable of events.
- Ensure sufficient equipment is available.
- AMA Championships Director to agree to non-stadia courses.
- Ensure Throws and Jumps venues (circles, runways, mats and pits) are of a high standard – institute rectification if necessary. Eg: pitted/damaged circles, damaged runways and unsatisfactory sand pits and jump mats.

3 months to 5 weeks

- Send copy of draft Programme Book and timetable to AMA President and AMA Championships 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 Championship Director.
- Place final race number order.
- Update Hytek Meet Manager with the latest Australian and World Records or arrange to include in the Programme Book.
- Place provisional timetable on the Web.

3 weeks to 1 week

- Send Program Book order, with entrants, timetable etc. to printer.
- Place final timetable on the 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 the Web.
- Ensure all records notified as appropriate - World, Australian and State.
- Debrief LOC
- Send out Athlete Survey

Week 2

- Full results to the Web.

Week 4

- Send electronic results book to National and State records officers, State Secretaries, AMA Secretary, AMA Championship Director and following year's LOC Convener. Place a copy on the Web.
- Write and send report, including recommendations, to AMA Championship Director and next organising Club/LOC Convener. This could include suggested changes to the Competition Manual.
- Send a set of medals to the AMA Secretary.

Appendix 2 Athletics Programme

AMA Best Practice Programme

Programme A – even years

Day 1	Day 2	Day 3	Day 4
1500m race walk	200m heats	400m finals	10km Road Walk
10,000m	200m finals	5000m	Cross Country (8k and 6k)
800m	1500m	Short hurdles M	Short Hurdles W
60m heats	Steeplechase	4 x 100m relay	4 x 400m relay
60m finals	5000m race walk		Weight Throw M & W
100m heats	C o C 100m M & W	Throws Pentathlon M&W	Pentathlon M & W
100m finals	400m heats	Triple Jump M	Triple Jump W
Long Hurdles	Hammer W + M	Pole Vault	C o C Throws M & W
Discus W + M	Javelin W + M		
Long Jump W	Long Jump M		
Shot W + M	High Jump W		
High Jump M			

Programme B – odd years

Day 1	Day 2	Day 3	Day 4
1500m race walk	200m heats	400m finals	10km Road Walk
10,000m	200m finals	5000m	Cross Country (8k and 6k)
800m	1500m	Short hurdles W	Short Hurdles M
60m heats	Steeplechase	4 x 100m relay	4 x 400m relay
60m finals	5000m race walk		Weight Throw M & W
100m heats	C o C 100m M & W	Throws Pentathlon M&W	Pentathlon M & W
100m finals	400m heats	Triple Jump W	Triple Jump M

Long Hurdles	Hammer W + M	Pole Vault	C o C Throws M & W
Discus W + M	Javelin W + M		
Long Jump M	Long Jump W		
Shot W + M	High Jump M		
High Jump W			

When Men and Women events are shown on different days, then these days should be changed each year. For example if men triple jump in on day 3 in 2020 it should be on day 4 in 2021.

Points to note when finalising the programme timetable:

- Women before men in track events where possible.
- Heats and finals start with the oldest and go to youngest for track events. (This may be modified to avoid clashes with other events!).
- Maximum of 20 competitors for 1500 track walk, 25 for 5000 track walk and 5000 metres and 30 for 10,000 metres.
- Maximum of 14 for 800 on a 9 lane track or 12 on an 8 lane track or 9 on a six lane track (a fast and a slow runner to start in alternate lanes). Where there are more than 9, 12 or 14 runners, timed finals will be conducted with medal winners drawn from the fastest times across both races. Athletes will be ranked according to seed times with the slower athletes placed in the first race, followed by the faster athletes in the next race.
- Maximum of 20 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.
- For field events, try and 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 ~3 minutes.
- Random order for field events.

Final Programme Timetable

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

The final timetable of events with number of entries in each event is to be provided to the AMA Championships Director for sign off before it is published in any form. It is at this stage that any timetable clashes will be most apparent. While timetables without numbers may appear okay they often suddenly have clashes when larger than expected numbers occur for a particular event.

Appendix 3 Rules

Competition Rules – General

Competition will be conducted under World Athletics (WA), 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 Para-athletes, in five year age groups starting at thirty years but there is no separate award or record category for Para- athletes. However, Para-athletes will be allowed to compete in any event provided that does not lead to unreasonable disruption of the programme. For example it is unlikely that seated throws could be accommodated.

Eligibility to Compete

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

Overseas athletes are allowed to compete but must be members of an approved Masters Club. 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.

Doping Control

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 must be presented as close as possible to the conclusion of an event. In field events, medal winning athletes may be escorted by an event official to the medal presentation area with a 'medal list slip' indicating the medal winners, with their respective position and their achievement (time, distance). Medallists can take the 'medal list slip' without an escort, provided they ensure all medallists will be at the presentation area.

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 and Female
- Champion of Champions Throws Male and Female
- Royce Foley Award Male and Female
- Brian Foley Award

A **Champion of Champions Sprint** event for the Australian male and female winners of each age group will be conducted in the 100m. The handicap will be based on the age graded handicap system on page 25 and 26 of this manual. If necessary, two handicap races for both male and female winners can be conducted if more than 8 winners compete.

A **Champion of Champions Throws** event for the Australian male and female winners of each age group will be conducted on a distance handicap basis with allowance to re handicap if necessary (all throws are

covered on a 5 year rotation in the order; Javelin, Discus, Hammer, Shot and Weight). In the throws competition only 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 two individual trophies awarded. The award can only be won once in an age group.

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. This award may be won by an overseas athlete.

Perpetual trophies for the Royce Foley and Brian Foley awards will no longer be presented – athletes receive the keepsake trophy only.

Athletes of the Meet Certificates (created by the LOC) will be awarded to those athletes achieving the best age graded performance based on the Hy-tek 5 year tables in the following categories: sprints/hurdles, middle distance/steeplechase, distance, walks, jumps and throws.

NOTE that for the Best Age Graded Sprinter 100M and the Brian Foley Award we are using a spread sheet to determine the age graded performance across single years rather than across 5 year age groups. This will continue until HyTek re-instate the single year age grading. This spread sheet is available from the AMA Championships Director.

Uniforms/Numbers

Australian athletes must wear their approved state uniform. Numbers must be attached front and back except for field events where only one number is required. 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 and should report to their event at least 20 minutes prior to the start of that event. 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 may be crossed off the competition recording sheets.

Reporting

Use of a call room is at the discretion of the LOC, and these specific reporting rules may be modified by the LOC. All competitors must report to their event marshal 20 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 Programme 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.

Honest Effort

“An athlete is expected to compete honestly and with bona fide effort.”

Protests

Any protests concerning an athlete’s right to compete must be lodged with the Technical Delegate 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 callroom. 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 event site. This would normally mean a minimum of two warm up trials.

Records

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

Athletes who think they may break an Australian or World record should notify the official in charge when they report in. While State, Australian and World Records will be automatically notified to the State and National Records Officer/s, 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. Record application forms for world records will need to be available. Organisers will need to have available a supply of forms for claiming records.

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. In the case of EDM (Electronic Digital Measurer) readings, that reading will be taken as final.

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. All safety provisions as required by the Risk Management Plan must be implemented.

Adverse weather

In the event of adverse weather conditions that may affect the safety of athletes, the LOC 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.

Note; the lane draws are as per World Athletics (WA) rules. WMA no longer has different rules.

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.

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 groups for women are 120+, 180+ and 240+
- Teams must be State based.
- States may enter more than one team in an age group 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 group - then any additional teams competing become eligible for the bronze (or silver and bronze if only two or one State(s) 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.
- 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 of each athlete and not actual age.
- 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 LOC 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. Substitutions can be made up until the final marshalling call.
- Athletes must run in the nominated order on the entry form.

Lap Recorders

Electronic lap recording is required in events 2000m and longer

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, sprint hurdles and horizontal jumps. 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	Barriers	Water Jumps
Women	2000m	.762m	18	5
Men 30-59	3000m	.914m	28	7
Men 60+	2000m	.762m	18	5

Hurdles

Provided that this Rule (WA TR22 formally IAAF 168) is otherwise observed and the hurdle is not displaced or its height lowered in any manner including tilting in any direction, an athlete may go over the hurdle in any manner.

	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 6). Traditionally the largest handicap is set on the inside of the track and the smallest to the outside of the track. Entrants in this event are the age group winners from the individual event. Should any age group winner not compete in this event, they are not replaced.

The possibility of up to 13 winners in male and female could result in the need for two races for both male and female.

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 reordering 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. If the number of competitors greatly exceeds the limit, then this means the groups will compete consecutively and the medals will be determined by the longest distances from those combined groups

In field events all athletes are entitled to a minimum of two official warm-up trials in competition order irrespective of time constraints.

The 30 second rule

The 30 second rule will apply for all throws and jumps. This means that a competitor, once called for their throw or jump (with the exception of the Pole Vault competition) will have 30 seconds to start the attempt – at 15 seconds, a yellow flag will be raised to show how much time is left to start the attempt. If time runs out, the competitor will have a 'no throw/jump'. The 30 seconds does not start until the competitor has their preferred implement. The allowable time for throws and jumps will be in accordance with WMA rules.

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. If the events is scheduled to start prior to 10am, implements must be submitted for inspection the previous day. 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 where possible.

Hammer and 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 and 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 High Jump and 5 cm increments in Pole Vault, 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 Long Jump and Triple Jump.

For record purposes the reading must not exceed +2m/s.

Specifications Throwing – Equipment

	Hammer	Shot	Discus	Javelin	Weight
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 and Weight Throw.

Throws Champion of Champions (Australians only)

Handicaps for the throws 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, they are not replaced. If it is deemed that the winner has underperformed in their individual event, the officials can look to the Throws Pentathlon results or the season's results for that specific event and use the better distance for handicapping purposes. 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 the other throws are: Hammer (60 m); Javelin (60m); Discus (50m) and Weight (20m).

Presentation of this event would be enhanced for the spectators if the throwers were introduced in a lineup and there are markers along the sectors to show where the competitors are in relation to each other.

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 officials must ensure that they are watching the throw being delivered and not looking at a track event. They can stand in the sector to get the best vantage point for the fall of the implement which cannot always be seen from outside the sector.
- The Javelin event is often the most controversial to mark the fall of the implement – it is suggested that the Field referee ensure it has an experienced official in this position.
- 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 must remain in their finish order until their number has been recorded. Medals will be presented as soon as possible after each race.

Drinks

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

Appendix 4 Equipment

Equipment and technical needs can be complex. Changes from WMA/ World Athletics (WA) may have an impact on the requirements and conduct of the Championships. Contact with the AMA Championship

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

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

All equipment for the Championships must be checked for compliance with the rules and specifications of WMA, AMA and World Athletics (WA). 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.

Personal Equipment

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. If the event is scheduled to start prior to 10am, implements must be submitted for inspection the previous day.

Appendix 5 Officials Check List

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): plans the technical organisation of the competition,
- Meeting Manager (MM): responsible for the correct conduct of the competition, including allocation of officials (MM and CD can be combined)
- Technical Manager: ensures all technical requirements are complied with
- Out of Stadia Manager: ensures Out of Stadia activities are organised appropriately
- Track/Walks/Ex-stadia Referee(s)/Judge: ensures that the Rules are observed and decides upon issues that arise during the competition.
- Field Referee: ensures that the Rules are observed and decides upon issues that arise during the competition
- Chief Judge -Walks: coordinates the work of walks judges
- Track Umpires: assistants to the Referee, without authority to make final decisions.
- 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)
- Finish Judges
- Relays – judges (x 8)
- Safety Officer/Manager: -coordinates all safety activities and investigations.

- Start Coordinator, Starters, Recalls: organises the start area, controls the start of races, recalls races if any infringements
- Starter's Assistants: place competitors in correct lane or position
- 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)

Refer to the World Athletics (WA) Competition Rules for position descriptions and responsibilities for each official.

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 High Jump and Pole Vault bars
- To assist at presentations
- To manage refreshments for officials
- To manage merchandise
- To manage information

Appendix 6 Handicaps for AMA Champion of Champions 100m

Handicap marks represent the positions of the athlete's fingers (or toes if a standing start is used). **Table updated 2018 for 1 year age grading**

MEN		
Age	Handicap Start Position	Handicap Metres
30	100.0	0.0
31	99.5	0.5
32	99.0	1.0
33	98.5	1.5
34	98.0	2.0
35	97.5	2.5
36	97.0	3.0
37	96.5	3.5
38	96.0	4.0
39	95.5	4.5
40	95.0	5.0
41	94.5	5.5
42	94.0	6.0
43	93.5	6.5
44	93.0	7.0
45	92.5	7.5
46	92.0	8.0
47	91.5	8.5
48	91.0	9.0
49	90.5	9.5
50	90.0	10.0
51	89.5	10.5
52	89.0	11.0
53	88.5	11.5
54	88.0	12.0
55	87.5	12.5
56	86.9	13.1
57	86.4	13.6
58	85.8	14.2
59	85.3	14.7
60	84.8	15.2
61	84.2	15.8
62	83.6	16.4
63	83.0	17.0
64	82.4	17.6
65	81.8	18.2
66	81.2	18.8
67	80.5	19.5
68	79.9	20.1

WOMEN		
Age	Handicap Start Position	Handicap Metres
30	100.0	0.0
31	99.5	0.5
32	98.9	1.1
33	98.4	1.6
34	97.8	2.2
35	97.3	2.7
36	96.7	3.3
37	96.2	3.8
38	95.7	4.3
39	95.1	4.9
40	94.6	5.4
41	94.0	6.0
42	93.5	6.5
43	93.0	7.0
44	92.4	7.6
45	91.9	8.1
46	91.3	8.7
47	90.8	9.2
48	90.2	9.8
49	89.7	10.3
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	85.7	14.3
57	85.1	14.9
58	84.5	15.5
59	83.9	16.1
60	83.3	16.7
61	82.6	17.4
62	81.9	18.1
63	81.2	18.8
64	80.6	19.4
65	79.9	20.1
66	79.2	20.8
67	78.4	21.6
68	77.7	22.3

69	79.2	20.8
70	78.6	21.4
71	77.9	22.1
72	77.1	22.9
73	76.4	23.6
74	75.6	24.4
75	74.9	25.1
76	74.0	26.0
77	73.1	26.9
78	72.3	27.7
79	71.4	28.6
80	70.5	29.5
81	69.4	30.6
82	68.4	31.6
83	67.3	32.7
84	66.3	33.7
85	65.2	34.8
86	64.0	36.0
87	62.7	37.3
88	61.4	38.6
89	60.1	39.9
90	58.8	41.2
91	57.3	42.7
92	55.7	44.3
93	54.1	45.9
94	52.5	47.5
95	50.9	49.1
96	49.0	51.0
97	47.0	53.0
98	45.1	54.9
99	43.1	56.9
100	41.2	58.8

69	76.9	23.1
70	76.2	23.8
71	75.3	24.7
72	74.5	25.5
73	73.6	26.4
74	72.8	27.2
75	71.9	28.1
76	70.9	29.1
77	69.9	30.1
78	68.9	31.1
79	67.9	32.1
80	66.9	33.1
81	65.7	34.3
82	64.5	35.5
83	63.3	36.7
84	62.1	37.9
85	61.0	39.0
86	59.5	40.5
87	58.0	42.0
88	56.5	43.5
89	55.0	45.0
90	53.5	46.5
91	51.6	48.4
92	49.6	50.4
93	47.7	52.3
94	45.8	54.2
95	43.8	56.2
96		
97		
98		
99		
100		

Appendix 7 Checking and Repairing Equipment for Competition

Standard Colours of Equipment:

COLOUR	Hammer and 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.

Hammer Specifications

Min weight kg		Diameter range (mm)	Length Max (*) (mm)
7.260		110 – 130	1215
6.000		105 – 125	1215
5.000		100 – 120	1200
4.000		95 – 110	1195
3.000		85 – 100	1195
2.000		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 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. World Athletics (WA) 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 regreased. The swivel connection is about 10 mm above the surface of the head.

Javelin Specifications

Minimum weight (gm)	800	700	600	500	400
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 gm javelins. Changes to 800 gm 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

Minimum weight (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	219 – 221	50 – 57	44 – 46	12 – 13
1.500	200 – 202	50 – 57	38 – 40	12 – 13
1.000	180 – 182	50 – 57	37 – 39	12 – 13
0.750	166 - 182	50 - 57	33 – 37	10 - 13

Note: There are two different diameters available for the 750 gm 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 gm especially

Weight Throw Specifications

Minimum weight (kg)	Diameter range (mm)	Length (*) Max (mm)
15.880	145 – 165	410
11.340	130 – 150	410
9.080	120 – 140	410
7.260	110 – 130	410
5.450	100 – 120	410
4.000	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

Minimum weight (kg)	Diameter range (mm)
7.260	110 – 130
6.000	105 – 130
5.000	100 – 130
4.000 –Men	95 – 130
4.000 –Women	95 -110
3.000 –Men	85 – 130
3.000 –Women	85 - 110
2.000	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 8 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 programme had grown to the point where a rethink of how the programme 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 (ACT) in 2002. The centrepiece 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 this manual was revised by George White (SA) 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 Programme Book. It has been revised each subsequent year following the Championships.

This manual has been further updated in 2017 and 2018 by Stuart Paterson (NSW) and by Jayne Hardy (ACT) in 2020.