

## AGE MANAGER & PARENT HELPER PROCEDURES at Maroochy

There are many ways that parents/guardians can help at a Little Athletics meet and we look forward to your involvement assisting us to run a successful Competition night of events.

We have a set program that we need to follow to ensure the athletes get fair trials and can navigate all their events without too many clashes. Age group numbers may need to be taken into account here.

**There are very clear HANDY HINT instructions in the equipment containers at each of the field events** so please ensure you follow these. Weights of implements for age groups etc. are included.

**Every Age group is required to have an AGE MANAGER – this is where parents can help out. Athletes are not allowed into the competition areas without a designated Age Manager.** The Age Manager is identified by a coloured tag with age number on it. These are found in the Age Group black folders. Age Managers are assisted by other parents from that age group when they go to their scheduled events.

The **Age Group Black folder** contains an Ipad for all field recording, (names of fully registered athletes only will be available on the Ipads) the exercise book is for recording attendances each night, and for any athletes not showing on Ipads or track recording laptops. There will be a laminated program of events attached to lid of the folder for athletes to follow (4 WEEKS ARE LISTED – please check which program we are running on the night). Any notices, certificates or other information to be given to the athletes are also placed in the Black folders. It is the Age Manager's responsibility to ensure all items are returned to the Shed at the end of competition. (Do not remove any items from the folder, but remember to return your age tag – we don't want you wearing that one home 😊 ). Baskets & drink bottle holders are provided.

**At the commencement of each night's program athletes are required to do a "Warm Up"** prior to starting their events. They will be assembled in a designated area – usually in front of the canteen/equipment shed. The **U11 – U17 athletes** will go down onto the track and commence their 10 min warmup with a "Warm Up Team member", (or sometimes a senior athlete) and they are to return to the assembly area on completion of the warm to meet with their respective AGE MANAGER before going to their first event.

- **All Age Managers** are required to check off athlete attendances, check the program order of events for that particular week and designate a person to do the Ipad recording of FIELD EVENTS.
- **TRACK EVENTS: Age Managers** need to report to the Starter (or Assistant) for scheduled track events. Get one of the parent helpers to stay with athletes to assist at the **START LINE**. The Age Manager goes to the finish line to meet with athletes after their track event. Athletes are to remain in their lanes until they are given their place ticket before proceeding to the table for recording purposes.
- **TRACK EVENTS – Results** are recorded on a laptop at the finish line (places and times are allocated) and results are uploaded to ResultsHQ at the end of the competition.
- **FIELD EVENTS: Athletes** are given three attempts at all field events, all attempts are measured and recorded. (This can be reduced to a practise and then two measures if running against time).
- It is important for all age groups to follow the order of events as listed in your folder.
- **FIELD EVENTS:** Where possible there will be an experienced official at each of the Field events areas.
- **PLEASE KEEP YOUR GROUP TOGETHER AT ALL TIMES AND ENSURE NO-ONE MISSES OUT ON EVENTS.** Encourage them to participate in all events scheduled for the evening.
- **Any disciplinary action** required must be reported to the Centre Manager.
- **Toilet trips** must be taken in twos or with a parent – no-one is to go on their own.
- When your events are **FINISHED RETURN** your basket, Black folder with Ipad etc.. to the Canteen.
- *You can now relax, join the athletes and enjoy some yummy food from our Canteen !*