



OCEANIA MASTERS ATHLETICS INC

CHAMPIONSHIPS MANUAL

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| Contents | Page |
|---|-------------|
| ALLOCATION OF CHAMPIONSHIPS | 3 |
| ORGANISING THE TRACK AND FIELD CHAMPIONSHIPS | 3 |
| OMA POLICIES | 3 |
| PLANNING SCHEDULE | 4 |
| PRIOR TO COMPETITION | 4 |
| COMPETITION DAYS | 4 |
| PROGRAM BOOK | 5 |
| Functions | 5 |
| Services | 6 |
| Competition Rules - General | 7 |
| Competition Rules - Track | 10 |
| Competition Rules - Field | 13 |
| Competition Rules - Non-Stadia | 15 |
| CHAMPIONSHIP REVIEW AND FINALISATION | 16 |
| APPENDIX 1 PLANNING SCHEDULE | 17 |
| APPENDIX 2 ROLE OF THE CONVENER AND SUB-COMMITTEES | 19 |
| Venues | 19 |
| Sponsorship/Grants | 20 |
| Program | 20 |
| Technical and Equipment | 22 |
| Officials and Volunteers | 23 |
| Meet Manager, Results, Photo Finish | 24 |
| Registration | 25 |
| Athlete Support | 25 |
| Awards | 26 |
| Publications | 27 |
| Finance | 27 |
| Media and Public Relations | 27 |
| APPENDIX 3 CHECKING AND REPAIRING EQUIPMENT FOR COMPETITION | 28 |
| APPENDIX 4 CRISIS MANAGEMENT | 32 |
| APPENDIX 5 PRO-FORMA INVITATION LETTER | 34 |
| ACKNOWLEDGEMENTS | 35 |

OMA CHAMPIONSHIPS MANUAL

The purpose of this Championship Manual is to assist organising centres, in particular Local Organizing Committees, in the effective and efficient planning, organization and conduct of an Oceania Masters Championships. It also serves as a major information source for athletes.

ALLOCATION OF CHAMPIONSHIPS

A Local Organising Committee (LOC) is usually established approximately eighteen months prior to the date of hosting. The LOC has the right (in consultation with the OMA Council) to determine when the Championships will be held.

ORGANISING THE TRACK AND FIELD CHAMPIONSHIPS

The Oceania Championships are held sequentially in a cycle consisting of New Zealand, Australia, and an island Affiliate or Associate. This cycle may be varied by Council where an island Affiliate or Associate cannot be found to host the Championships.

The OMA Council has adopted a set format for the conduct of the Championships to allow certainty for organisers and consistency for competitors. Changes to the general format of the Championships can only be enacted with the support of Council. 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 OMA Director of Competition where special circumstances exist.

The following OMA Polices for the conduct of the Championships must be followed.

OMA POLICIES

- National uniforms are compulsory.
- Only financial members of Masters Clubs are eligible to compete.
- No late entries are permitted.
- Athletes may only compete within their age group category.
- Each Championships shall include a comprehensive schedule of track and field, and road/cross country events. While Pole Vault and Steeplechase are highly desirable events, consideration would still be given to Island Affiliates who do not have these facilities
- Program variation and timetable development must be negotiated with, and have the approval of, the OMA 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 OMA requirements.
- Non-Stadia venues should have toilets close by, drinks tables, first aid and preferably medal presentations on site.
- OMA requires an athlete administration fee from each athlete entered.
- The LOC may charge an administration fee and event fees.
- Members of other WMA Regions Masters clubs may compete but must provide proof of age and confirmation from their Masters Organisation of their registration in their home country. It is recommended that as entries come in from an overseas competitor, a designated person on the LOC makes contact with the Secretary of the National Body - seeking validation. If an athlete is not a registered member of the WMA National Member Association they will not be allowed to compete.

- At the Championships an Athletes' Forum (+/- Coaches Forum) can be held with the Oceania Masters Annual General Meeting. Also an Official Dinner and a Welcoming Ceremony will be programmed. **Note:**The LOC may vary the timing of Forums, Dinner and Welcoming ceremony in consultation with the OMA Council.
- Results shall be readily available to all athletes.
- The LOC shall implement any policies that OMA may recommend.

PLANNING SCHEDULE

At approximately 18 months (or earlier) prior to the Championships the organising group should appoint a Manager/Convener of its LOC with full responsibility (subject to OMA 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 OMA Director of Competition to ensure all the latest WMA or OMA requirements 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 Affiliate/Associate 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 OMA Director of Competition.

Registration

This should be conducted from at least 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 LOC is subject to strict legal requirements. A Privacy Clause should be published with the entry form and the program.

Waivers

While waivers may have limited use in some areas, they can still be useful. A waiver should be published with the entry form to alert competitors to the responsibilities of competing.

Insurance

Public Liability insurance(to a value of \$20,000,000) is to be secured by the LOC. Athletes are only covered by Personal Accident Insurance via their own Masters Club. The LOC should ensure that all personnel employed as contractors (e.g. massage, photography etc.) also carry their own Public Liability Insurance.

COMPETITION DAYS

OMA Flag

The official flag of OMA should be flown throughout the Championships.

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

It is fitting that the work and support provided by Officials is appropriately recognized. 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 that trolleys/carts are available for the 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. 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 OMA Annual General meeting/Athlete's forum.
- The need to get relay teams submitted.

PROGRAM BOOK

While it is recommended that this entire Manual be available on the OMA and LOC websites the following information includes the basic information for the running of the competition – and should be included in the athletes Program Book. It includes all rules from WMA/OMA where different from IAAF rules. The program book should also include:

- Contents Page
- OMA President's message and LOC Convener's message and list of organizing committee.
- Major Officials listing (if available).
- Sponsors recognition.
- Plans: 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 Affiliate/Associate.
- 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 are needed. 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 OMA President to speak. Speeches should be no more than three minutes each.

OMA Annual General Meeting/Athletes' Forum

This function provides athletes the opportunity to discuss Athletics issues with members of the OMA Council. 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 should be provided.

Coaches Forum

A coaching forum may be held as a separate function, but it is recommended that it be held in conjunction with the Athletes Forum. The location, names of speakers and the topics to be covered should be indicated in the program.

Championships Dinner

The Championships Dinner provides the opportunity for athletes, family and helpers to celebrate the Oceania Region's accomplishments.

Services

Information

For information visit the designated 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. The certified results must include the individual events as well as the total points comprising a combined event.

Massage and/or 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. Any competitor with medical conditions that could affect medical treatment in the event of injury or illness are requested to notify these condition(s) with their entry form to assist in providing prompt appropriate care.

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.

Photographer

Wherever possible a professional photographer should be engaged. Coverage should be of as many events and medal ceremonies as possible. Give details of where photos can be seen and the cost involved.

Merchandise

Indicate where and the cost of both official and commercial merchandise may be purchased.

Internet Access

If possible have an area where free internet is available.

Lost property Area

Indicate where lost property may be collected.

Closing Ceremony

A brief closing ceremony should be held at which time the OMA official flag should be passed over to representatives of the LOC for the following Championships. The flag is to be held in safe keeping between Championships by the OMA Secretary.

Competition Rules - General

Rules

Competition will be conducted under IAAF, WMA and OMA rules subject to any special rules adopted by the LOC. Entry signifies agreement. While most of the rules of competition in Masters Athletics are the same as the IAAF rules used in open athletics, there are important differences that need to be clearly understood by both athletes and officials. Any differences are detailed in this manual.

Age Groups

Age group is determined by 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 OMA Championships. It is the responsibility of the LOC to liaise with the relevant Affiliate/Associate Masters body to ensure entrants are financial members of their National body.

If an athlete from another WMA Region requests permission to compete the LOC **must obtain proof** that the athlete is a registered member of an overseas Master's Athletics club.

Drugs

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

WMA recognises that some Masters Athletes, particularly as they get older, may require the use of drugs for medical purposes. Where such drugs are on WADA's official list of prohibited substances, athletes must apply for approval to avoid suspension for drug abuse. The list of banned substances can be viewed on the WADA web site <https://www.wada-ama.org/en/content/what-is-prohibited> . The information is provided in a number of languages including French.

The purpose of drug testing is to stop cheating, not to catch innocent people. However, ignorance is not a defence to a positive test, so the onus is upon you the athlete to check your medications. For many banned substances there are acceptable allowable alternatives that your doctor could prescribe for you, but if there is no acceptable substitute available then you can apply for a medical exemption known as a "Therapeutic Use Exemption" or TUE. For more detail and up to date information and forms please refer to the WMA web site <https://world-masters-athletics.com/documents/anti-doping-2/> . This site has clear instructions for athletes or administrators on how to apply for a TUE. The OMA region member of the WMA Anti-Doping and Medical

Committee is Dr Roger Parrish - roger@parag.com.au and queries regarding TUE matters can be referred to him.

Drug Testing

Drug testing will be conducted under the IAAF/WMA Rules that comply with the provisions of WADA. The selection of athletes for testing is randomly made and any athlete regardless of age, sex or event type may be chosen. If you are selected, you will be advised by a drug testing official who will be clearly identified and accredited as part of the testing team. The official will escort you to the testing control area. All competitors should be aware that the refusal of a test will be deemed the same as a positive doping test. If you have been granted a Therapeutic Use Exemption (TUE) you should provide details on the required drug testing form. The TUE should be with you at all times, and should not be given to anyone else.

You may nominate another person (one only) to accompany you to the drug testing process. With the consent of your drug testing official, and at all times in full view of the official, you may:

- Attend a victory ceremony
- Compete in future events
- Receive necessary medical attention
- Fulfil media commitments
- Warm down or recuperate

It is your responsibility to ensure that the following is done during the sample collection process:

- You are made aware of and comply with the IAAF/WMA/WADA doping control regulations
- You comply with the drug testing procedure
- You control the urine sample until it is sealed in the sample collection kit
- The sealed sample collection kit is secured and identified, all appropriate documentation is accurate, complete and signed

Note: If any part of the drug testing procedure concerns you it is recommended that you record your concern on the drug testing form and notify your Team Manager.

Awards

The first three Oceania Masters 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 Oceania Masters 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. Athletes must wear their correct Affiliate/Associate uniforms to medal presentations, unless weather conditions dictate otherwise.

Clem Green Trophy

The Clem Green Trophy is a perpetual trophy for the best age-graded 1500m performance at the Championships and is named in appreciation of Clem Green's efforts in founding the Association. Previous winners are not eligible for the trophy.

The Clem Green Trophy will be displayed at each OMA Championships and at the General Assembly. The Trophy is to be presented at each OMA Championship, but is to be retained by the OMA Secretary who will arrange engraving. A suitable certificate will be presented to the winner.

Inter-Island Challenge Shield

The Inter-Island Challenge Shield is awarded to the best island Affiliate/Associate (excluding New Zealand and Australia), scored on the basis of 8, 7, 6, 5, 4, 3, 2, 1 respectively for the highest ranked island performances (including non-island athletes) in each event summed over all events. With the winner decided on total points divided by the number of athletes, provided at least 3 athletes represent the Affiliate/Associate at the Championships. The Shield is to be presented at each OMA Championship, but is to be retained by the OMA Secretary who will arrange engraving. A suitable certificate will be presented to the winning team.

Uniforms/Numbers

Athletes must wear their approved National 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 any 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.

Call Room

The LOC may decide whether a Call Room will be used. Under normal conditions the use of such a facility may well take valuable officials away from other duties and is not recommended.

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.

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 Aus\$50 (or equivalent) which shall be forfeited if the appeal is considered frivolous, returned if upheld or 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

If possible, existing World and Championship records should be published in the program.

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

OMA only recognises OMA Championship records and best performances. Because OMA records are Championship records, individual event performances set in multi-events such as a pentathlon or decathlon cannot be claimed or recognised as an OMA record. The only OMA record that can be claimed in a multi-event is the overall point score for that event. However, a national record for an individual event which is part of a multi-event may be claimed. OMA Championship records will be automatically recognized provided the event was conducted in accordance with WMA and OMA rules to the satisfaction of the OMA Records Officer. OMA Championship records holders will be recognized on the OMA website and in Championship programs.

The WMA record application form should be used where applications are made for a world record, which should be submitted through the national statistician who should send it on to the OMA Records Officer. If the OMA Records Officer is present at the Championships the process may be short circuited by immediate consultation with the Affiliate/Associate Statistician.

Athletes who think they may break a World record should notify the official in charge when they report in.

While World Records will be automatically notified, athletes should ensure that copies of all relevant information such as print-outs of timing, wind gauge readings, lap score sheets, 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 for all events 800m or less. Steel tapes must be readily available to verify field event distances. World records will require a copy of the athletes' birth certificate as proof of age.

It is the individual athletes' responsibility to ensure all necessary documents are copied should they break an Affiliate/Associate record and wish to claim it through their own Records Officer/Statistician.

The LOC should provide results, with wind readings, and any other relevant data to all Affiliates/Associates represented and OMA'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.

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/Progression

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. If there are 2 Heats – 1st, 2nd and 3rd from each heat, plus the next two fastest competitors will progress to the final. If there are 3 Heats – 1st and 2nd places from each heat, plus the next two fastest competitors will progress to the final.

Running events

Competitors in running events must make a genuine attempt to run most of the race; predominantly walking is not acceptable and may be subject to disqualification. In track events longer than 1500 metres the Competition Director may restrict competitors to the two outer lanes if it is considered other events will be unduly delayed by allowing the remaining competitors to use the inside lanes.

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.

Bend Races

For bend races which are run in lanes, lane assignments in rounds after the first round shall be based on competitors' most recent performances and shall be as shown below. Where two or more competitors have recorded the same time, those competitors may draw for, or mutually agree on, the lanes involved.

| | |
|-------------|--------|
| Fastest | Lane 4 |
| 2nd fastest | Lane 5 |
| 3rd fastest | Lane 3 |
| 4th fastest | Lane 6 |
| 5th fastest | Lane 2 |
| 6th fastest | Lane 7 |
| 7th fastest | Lane 1 |
| 8th fastest | Lane 8 |

Track Relays

Track relays (the 4 x 100m and Medley - 200m/200m/400m/ 800m relays) shall be conducted between teams representing an Affiliate/Associate. The combined age-bands are as follows:

Women: Band 1: 150-194 years Band 2: 195-229 years Band 3: 230 years & over

Men: Band 1: 150-199 years Band 2: 200-239 years Band 3: 240 years & over

- Affiliates/Associates may enter more than one team in an age band however, only the highest placed team is eligible for medals. The exception to this is when two or less teams compete in a relay - then any additional teams competing become eligible for the bronze (or silver and bronze) medal(s).
- If more than one Affiliate/Associate 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.
- The Age Band is determined by adding together the age of each runner (not the age group). Teams must be entered in the age bracket that their total indicates (moving to a lower age bracket is not permissible).
- An Affiliate/Associate 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.
- 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 and when held -Heptathlon/Decathlon

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:

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

Heptathlon: Day 1: 100m Hurdles, High Jump, Shot, 200m. Day 2: Long Jump, Javelin, 800m.

Decathlon: Day 1: 100m, Long Jump, Shot, High Jump, 400m. Day 2: 110m Hurdles, Discus, Pole Vault, Javelin, 1500m

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 |

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 |

Wind Readings

Wind readings are required for the 60m, 100m, 200m (Including in the multi-events). For record purposes the reading must not exceed +2m/s and in the multi-events 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)

Walks

Some older Masters Athletes walk with a “soft knee” on contact because they have physical difficulty in meeting the requirement to straighten knees on contact as required by IAAF rules. The role of judges is to enforce the rules of race walking with the purpose of preventing athletes from gaining an unfair advantage. Judges nevertheless need to recognise when an older athlete is straightening their leg as far as possible, but without full compliance, by applying the concept of "no advantage".

Also, strict adherence to IAAF rules relating to the makeup of the judging panel cannot be implemented at OMA Championships because of a lack of qualified international walk judges. In OMA race walks two red cards are permissible from walk judges from the same Affiliate/Associate but not three, except where the third is from the Chief Judge in the last 100 metres of the race.

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 steeple). Refreshments must also be made available at the finish line for all events 800m and above.

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**, or the previous day, to 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

Preliminary one handed movement of the implement is allowed, provided these swings do not go around or above the head. However, once the throwing action commences, two hands must be used at all times during the throwing action until the implement is released.

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

All throwing implements must be measured for correct specifications before the competition.

| | <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

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.
- 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.

Team Events

The Half-Marathon, 10 km Road Run, 10 km Road Walk and Cross-Country events shall incorporate 3-person teams competition between Affiliates/Associates. Age bands for men and women 30 to 69 for this competition will be decided based on entry numbers. As the over 70's now compete over 6km this will be a separated age band.

The result for each age-band shall be decided by totaling the times of each team's first three finishers within that band. Each Affiliate/Associate shall be restricted to one team for each age-band. Team awards shall consist of a medal to each of a team's top three finishers.

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 to assist in developing a report on the Championships (to be provided to OMA 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 OMA Secretary, the OMA Director of Competition, the OMA Records Officer, participating Affiliate/Associate Record Officers, Secretaries and Web-site Managers, 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 and the OMA Secretary.

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, the winners of any special trophies and races included, and summary statistics would be useful.

Pre-Event Planning

18 months to 12 months

- Form Local Organising Committee (LOC) – advise OMA 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 OMA Affiliates/Associates 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 the LOC from the Affiliate/Associate who ran the previous Championships re any problems etc.
- Investigate the options for an official photographer, engraver etc.
- Provide entry form for OMA and Affiliate/Associate web-sites.

6 months to 3 months

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

3 months to 5 weeks

- Send copy of draft Program Book and timetable to OMA 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 Affiliate/Associate entrants to Affiliate/Associate secretaries to confirm they are registered.
- Finalise timetable of events in consultation with OMA Director of Competition
- Place final race number order
- Update Hytek Meet Manager with the latest 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 and Championship.
- Debrief LOC

Week 2

- Send results to printer
- Full results to web

Week 4

- Send results book to those who have paid and OMA Secretary.
- Send electronic results to the OMA Secretary, the OMA Director of Competition, the OMA Records Officer , participating Affiliate Record Officers, Secretaries and Web-site Managers, and the Convener of the LOC for the following Championships.
- Write and send report, including recommendations, to OMA Director of Competition and next organizing LOC Convener. This could include suggested changes to the Competition Manual.
- Send a set of medals to the OMA 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 OMA Council.

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, two jumps pits and two HJ areas plus a PV area that preferably 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 & OMA meetings
- Areas for merchandising
- Area for first aid, massage, engraving etc.
- Suitable results display area
- Canteen or catering area
- A **Call Room is optional** for OMA 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 areas such as parks, roads and thoroughfares for non-Stadia events may require lengthy negotiations and include discussions with the police/Councils - therefore investigations should commence early. The lengths of the courses must be accurately measured and in the case of the road walk circuit and half marathon course – certified if possible.

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 be a loop course of 2km to allow both the 6km and 8km events to take place. The non-stadia courses must be reviewed by athletes approved by the OMA Competition Director or alternatively the OMA 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

Each OMA Championships shall include a comprehensive schedule of track and field, and long-distance events for both men and women.

| | |
|---------------|---|
| 60m | Javelin |
| 100m | Hammer |
| 200m | Weight |
| 400m | Throws Pentathlon |
| 800m | Pentathlon |
| 1500m | 4 x 100m Relay |
| 5000m | Medley Relay (200m, 200m, 400m, 800m) |
| Short Hurdles | 10km Road Run – non stadia |
| Long Hurdles | Half Marathon - non stadia |
| 3000m walk | 10km Road Walk - non stadia |
| 5000m walk | 6km & 8km Cross Country - non stadia |
| Long Jump | |
| Triple Jump | Steeplechase - to be held if facilities available |
| High Jump | Pole Vault - to be held if facilities available |
| Shot Put | Decathlon - optional |
| Discus | Heptathlon - optional |

The Decathlon and Heptathlon are optional Championships events. If they are included they should be held outside the official program of events, so as to ensure the duration of the Championships is not lengthened and affect all competitors' travel and accommodation requirements.

OMA has developed a **suggested program** for each day of its Championships. This program enables competitors to have a degree of certainty each competition as to what day their events will occur. In general the listed program of events for each day should not be altered by the LOC. However, where local conditions require minor changes these can be made through negotiation with the OMA Director of Competition.

| Day 1 | Day 2 | Day 3 | Day4 | Day 5 |
|------------------|-------------------|------------------|------------------|-----------------|
| | 10km Road Walk | Cross Country | | Road Runs |
| 5000m | 60m Finals | 100m Finals | 200m Finals | 400m Finals |
| Wms Pentathlon | 1500M | 1500m Walk | 5000m Walk | 4x100m Relays |
| Short Hurdles | Mens Pentathlon | Long Hurdles | Steeplechase | Medley Relays |
| 60m Heats | 100m Heats | 800m | 400m Heats | |
| | | 200m Heats | | |
| | | | | |
| M&W Hammer 30-60 | M&W Hammer 65+ | M&W Discus 30-60 | Mens Throws Pent | Mens Weight |
| Men LJ | M&W Discus 65+ | Wms HJ | TJ | Wms Throws Pent |
| M&W Shot 65+ | M&W Javelin 30-60 | M&W Javelin 65+ | Mens HJ | |
| | M&W Shot 30-60 | | Wms Weight | |
| | Wms LJ | | | |

Sprint Heats should be programmed as the last track event of the day to avoid any unnecessary gaps if heats are not required.

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.

Competitors shall be advised, of the reporting time for each event. No round or stage of any event shall commence at a time earlier than that shown in the printed program.

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

Points to note when finalising the program timetable:

- Generally 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 maximum track fields should be as follows:
 - 800m max 9 on a 6 lane track, to 12 on 8 lanes and 14 on 9 lanes.
 - 1500m max 20
 - 5000m max 25
 - 10000m max 30

- 3000m walk max 20
- 5000m walk max 25
- Steeplechase max 20
- For throws, jumps and pentathlons the ideal maximum is 12 (only over 12 if in the same age-group).
- 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
- As a guide the following timing should be used
 - HJ and TJ 8 athletes per hour
 - Discus and Javelin 8.5 athletes per hour
 - LJ, Shot and weight 9.5 athletes per hour

Final Program Timetable:

Progressive up-dates on the timetable of events must be forwarded to the OMA 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 entrant numbers before publishing on the Web or going to press as any timetable clashes will be most apparent at this stage. While timetables without entrant 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 OMA Championships may cater for between 300 and 500 athletes depending on location and the timing. Considerations such as National 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 OMA Competition 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. an open athletics body is appointed, that person must be made aware of the different specifications required for Masters Athletics.

All equipment for the Championships must be checked for compliance with the rules and specifications of the IAAF, WMA and OMA. This includes track equipment such as steeple, 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.

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 |

Officials/Volunteers sub-committee

Officials and volunteers need to be "signed up" as early as possible. Approaches to other organisations such as open athletic 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/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 Photo Finish.
- Chief Photo Finish Judge: oversees work of Photo Finish judges
- Lap Counters (x n)
- Field Judges –Throws (one acts as Chief Judge) (5)-{ Judge, Implements retrieve, fall judge, recorder, measurer}
- Field Judges –Jumps (one acts as Chief Judge) (5)- { judge, recorder, measurer, tape holder, raker}

- Walks Judges (5)
- Walks DQ Board operator
- Timekeeping/placing Judges (x n)
- Photo Finish operator (x n)
- Lane Judges
- Relay 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 OMA mandates the Hytek (Meet Manager) program as the basis of its computer program. It should be trialled 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

Members of other WMA Regions Masters clubs may compete but must provide proof of age and confirmation from their Masters Organisation of their registration in their home country. It is recommended that as entries come in from an overseas competitor, a designated person on the LOC makes contact with the Secretary of the National Body - seeking validation. If an athlete is not a registered member of the WMA National Member Association they will not be allowed to compete.

Frequently emails from overseas (Asian) athletes ask for Letters of Invitation so they can get their visas. A pro-forma invitation letter is shown in Appendix 5.

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. Affiliates/Associates 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

Championships dinner. The dinner should allow as many people as possible to attend. It includes a "passing the flag" 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.

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

Council Meeting and AGM. The OMA Council holds a meeting and the Annual General Meeting is conducted during the Championships. A suitable venue needs to be booked and refreshments should be provided.

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

Awards Sub-committee

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 Oceania Masters. 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. The LOC organisers will design and supply their own medal.

Clem Green Trophy. The Clem Green Trophy is a perpetual trophy for the best 1500m performance at an Oceania Championships and is named in appreciation of Clem Green's efforts in founding the Association.

The Trophy is to be displayed at each OMA Championships and at the General Assembly at Championships.

The Trophy is to be presented at each OMA Championship, but is to be retained by the OMA Secretary who will arrange engraving. A suitable certificate is to be presented to the winner of the Clem Green Trophy at each Championship.

Inter-Island Challenge Shield. The Inter-Island Challenge Shield is awarded to the best island Affiliate/Associate (excluding New Zealand and Australia), scored on the basis of 8, 7, 6, 5, 4, 3, 2, 1 respectively for the highest ranked island performances (including non-island athletes) in each event summed over all events. With the winner decided on total points divided by the number of athletes, provided at least 3 athletes represent the Affiliate/Associate at the Championships.

The Trophy is to be displayed at each OMA Championships and at the General Assembly at Championships.

The Trophy is to be presented at each OMA Championship, but is to be retained by the OMA Secretary who will arrange engraving. A suitable certificate is to be presented to the winner of Inter-Island Challenge Trophy at each Championship.

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, OMA Council 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 OMA and Affiliate/Associate 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. OMA 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.

It is the responsibility of the LOC to secure Public Liability Insurance of Aus\$20 million (or equivalent). Athletes are not covered for personal accident insurance unless they contribute to such a scheme via their Masters Club. 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 CHECKING AND REPAIRING EQUIPMENT FOR COMPETITION

(These notes were originally provided by Graeme Rose of Australian Masters)

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, testing is needed for length, weight and 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 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 regreased.

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.

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 4 – CRISIS MANAGEMENT

BACKGROUND

From time to time emergency or crisis situations may occur at an OMA Championships. These may be simple situations such as a fractured arm or distressing personal situations such as the sudden and unexpected death of an athlete, official or spectator at the Championships, or it could be extreme weather conditions that disrupt the Championships. OMA, the LOC and key officials have the responsibility to sensitively manage and communicate such situations, to ensure the safety of all competitors, officials and spectators, and to ensure the situation results in the least disruption to the majority and the Championships.

OMA has developed these Crisis Management Guidelines, which the LOC should use to guide action in relation to the management of crises at OMA Championships.

Some emergency or crisis situations will automatically necessitate the involvement of local emergency services, who may be the primary incident manager. Nevertheless even where local emergency services are involved, management of an emergency/crisis situation within the athletics community at the Championships is still required.

These guidelines assume that:

- relevant emergency services, Police, First Aid, and Ambulance etc. have been contacted where and as appropriate.
- there is ongoing liaison with relevant local emergency services where necessary, and
- the requirements of local emergency services have been taken into account when following these guidelines.

INITIAL ACTION

1. Verify the accuracy of information and obtain all relevant details relating to the incident.
2. Determine what information is to be shared, and with whom, within the athletics organisation and local organising committee.
3. Relay information of the emergency to the Competition Director / Meeting Manager as soon as possible.
4. Schedule a meeting of key personnel as soon as possible.

Points to consider should include:

- management of the situation that will result in the least disruption to the majority whilst respecting those most closely involved.
- the necessity to advise all present at the Championship of the situation.
- whether or not rescheduling, postponement or even cancelling of events is necessary.
- the ongoing safety of those present, and
- the need for a press release.

ROLES

Meet Manager

1. To convene a meeting with key athletics personnel this should include the Safety Officer and may include, relevant officials, select personnel from the local organising committee, and members of the OMA Council.
2. To inform family members, team manager and team members of the situation, and if deemed appropriate, all present at the event or Championship of the situation.
3. To prepare an initial short written statement e.g. "A medical emergency has occurred and the person(s) involved are receiving the best possible care".
4. To appoint a designated spokesperson to be the sole point of contact with the media. Where a press release is proposed all key personnel should view and be aware of its contents prior to its release.
5. To release any officials from their posts if they so request or they are stressed.
6. To ensure that any replacement officials are appointed as necessary.
7. To liaise with the Safety Officer prior to recommencing the program.
8. To advise athletes and officials if a special ceremony of respect is to be held.
9. To arrange a debriefing meeting for key personnel.

Safety Officer

1. To ensure that adequate measures are taken to avoid any further dangerous situation.
2. To make a written report if the emergency situation arose under the officer's jurisdiction to allow safeguards to be put in place for the future.

Organising Committee

1. To meet with the Meet Manager, OMA Council members and other key individuals.
2. To assist those closest involved in the emergency with transport / victim support etc.
3. To provide appropriate counselling, clerical personnel for family, fellow athletes, officials and others involved in the incident where required.
4. Where appropriate make available a "crisis room" which should have an official continually present to respond to enquiries.
5. To liaise with the family if a mark of respect is to be made at the meet.
6. To keep sponsors informed if any major changes are necessary.
7. To compile signed documentation of the incident from everyone involved.
8. To collect and secure all equipment and materials involved in the incident.
9. To contact insurance providers.
10. To prepare a post-incident report for the OMA Council.

RECOMMENDATION

That the event or Championships should be continued as scheduled provided due consideration has been given to:

- safety
- respect for those closely involved
- the number of other persons who are affected, and
- the time of the emergency within the Championship program, i.e. day-1, lay day, closing ceremony, etc.



20__ OCEANIA MASTERS ATHLETICS CHAMPIONSHIPS
(insert location)
(insert Dates)

TO WHOM IT MAY CONCERN

The 20__ Oceania Masters Athletics Championships are scheduled to be hosted by _____, _____ from _____ to _____. This amateur Masters Athletics event is being conducted by _____ Local Organising Committee (LOC), on behalf of the Oceania Masters Athletics Council. Invitations to participate in this event are extended world- wide to Masters-age athletes 35-100+ years who must be registered with their WMA National Masters Member.

A condition of this invitation is that all competitors are required to pay all their own costs for travel, accommodation and registration. There will be no funding provided by OMA or the Mackay Athletics Club Local Organising Committee.

In pursuant of any application for the necessary Visa to enter Australia, the OMA Council asks the relevant Embassy or Consulate in the region to provide timely assistance for processing of the Visa application to the following Masters athlete wishing to compete in these championships. To assist with processing of a visa application, athletes are asked to include a copy of the Confirmation of Registration.

Name of Athlete:

Country:

Passport number:

National ID number: (if provided)

Email:

The championship website: _____ provides full details on entry requirements, the competition schedule, accommodation options and other general information.

Yours sincerely

(insert signature and title)

[insert date of issue]

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This Manual is the result of reviewing the Australian Masters Championship Manual, the New Zealand Masters Athletics Handbook, the previous OMA Championship Manual and the Dunedin Program Booklet.

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