

A GUIDE TO ORGANISING



SCHOOL ATHLETIC CHAMPIONSHIPS

Compiled and Written by Jane Muir with assistance from the

Southland Primary Schools Athletics Committee

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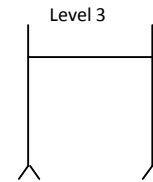
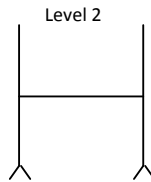
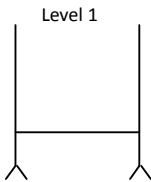
HIGH JUMP (4 adult helpers at each high jump pad)

Equipment needed for each high jump area:

- 2 uprights
- 1 Cross bar
- 1 crash pad (2 if possible)
- Measuring Stick
- Event Management folder

Option 1: If you are able to set up more than one high jump pad.

Have one set at the level 1 standard, another at the level 2 standard and a third at the Level 3 standard.



The children that can High Jump can start at either the level 2 or level 3 standard.

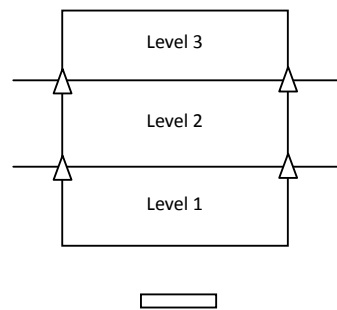
- If a large group of children at the level 1 or 2 height only give 2 attempts. (In a competition 3 attempts is the rule)
- Once clear move onto the level 2 height and then level 3 if successful at level 2.
- Those children jumping at level 3 will be those that will be your place getters so give them a go at the level 3 standard and then wait to see if more make it through from the level 2 standard before moving it up too much. Give 3 attempts at level 3 if time allows
- Line the children up from the side that they jump from. If they lead with their left leg when they jump they run in from the left side
- Depending on adult helpers available each high jump pad needs one adult at the front of the jumping line to keep the kids rolling.
- Two adults (or non competing children) to put the bar back on when it is knocked off.
- One adult at the mat controlling that area and calling out the names of the jumpers if written down on a sheet. (Probably only needs names recorded at the level 3 standard)

Option 2: If only one high jump area set up for the group. Start at level 1 height (Just below what they need for a level 2 standard)

- Give maximum of 2 attempts
- Move up to level 2 standard after success at first height
- After level 2 standard is achieved move up to level 3 standard

Long Jump (4 adult helpers needed)

- Have one adult at the start of the line to keep the children moving
- One adult at the take off area to watch where the foot takes off from (also read the tape measurement)
- One adult watching where the feet land (put the peg into the ground with the tape on it)
- One adult raking
- **Equipment needed:**
- **1 measuring tape**
- **1 take off board or meter board**
- **1 rake**
- **1 long peg to put into pit when measuring the jump**
- **Small pegs to mark standards**
- **Event Management Folder**



- △ = Cone
- △ Level 1 jumpers
- △ Level 2 jumpers
- △ Level 3 jumpers

- Set up the pit as above
- Give all children one jump and after they have jump sit them behind a level 1, level 2 or level 3 standard cone (as in the above diagram)
- Give the level 1 and level 2 children another jump (2 more if time)
- Only measure the level 3 jumps (as they will be where the place getters come from. Depending on time give 2 or three attempts)
- If no level 3 jumps measure level 2 jumps

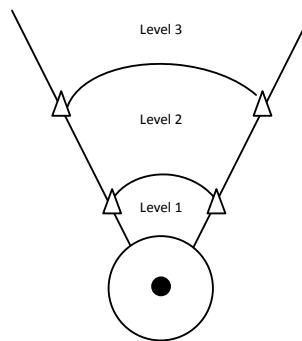
Ages 7-11 jump off the metre board (coloured board) and age 12 off the white board at the Southland Primary Schools Championships

THROWS- 4 Adult helpers needed

- One recording throws on paper / reading measurement off tape
- One watching where the shot/discus lands and putting marker in
- One holding tape through the middle of circle so recorder can read it
- One controlling the next throwers and keeping them moving

Equipment needed:

- **Discus and shot puts (at least 2 for each circle)**
- **Measuring tape**
- **Pegs to mark throws**
- **10 Cones**
- **Recorders folders**



- △ = Cone
- △ Level 1 throwers
- △ Level 2 throwers
- △ Level 3 throwers

- Set up the throwing sectors as above
- Give each child one throw
- Have cones with level 1, 2 and 3 on them and after first throw each child sits behind the one that they threw. (As in the above diagram)
- If possible and helpers allow use more than one throwing circle. Especially if big numbers of children
- Use markers (Small stick with a number on it) to mark big throws and measure at the end. Record the number on the marker to the child's name on your recording sheet OR
- Measure all the level 3 throws and record
- After first round give all the level 1 and 2 throwers another throw at one circle
- Send all level 3 standard throwers to one circle
- If no level 3 throws measure level 2 ones
- Have children lined up ready to walk into the circle as soon as the previous thrower has finished throwing

TRACK

Helpers needed : (Starting end)

- At least 1 preferably 2 track marshals
- One starter, two if possible

Equipment needed:

- **Starting Gun and Caps**
- **Flag (to fly when ready to start)**
- **List of fast kids from each class/school to seed heats**
or
- As the children arrive for the first time try to suss out who are the faster runners as you do not want all the speedsters in the same heat
- Prior to sports day get classes to have practice races and give the marshal names of the fastest 2 or 3 kids in each age grade in the class so they can be spread across the heats
- If at zone level when kids arrive ask who is in the relay team and try to split those kids up into different heats
- Fill in the rest of the lanes with the other kids
- Sit the children into their lanes **(still allow them to move to warm up)**
- Move up to starting position when the previous heat races off
- For younger children racing the 100 metres for the first time put cones down the lanes so they don't get confused with the curved lane coming from the bend lanes meeting the straight lanes

- Marshal should tell the children to stay in their lane when finish race and walk back to the finish line to collect place card

Ages 7-9 may use a standing or crouch start, no spikes allowed

Ages 10-12 may use a crouch start for races up to 400m

If using blocks, spikes must be worn

Ages 10-12 may use spikes in the sprints, 800m, 1500m, LJ and HJ

New rule change for 2010

No false starts allowed

FINISHING LINE

TIMEKEEPERS

Helpers needed: Minimum of 6

- At least 4 timekeepers
- Two people to be recorders
- One for first, second and third person across the line
- One Overall chief time keeper who generally times the first place as well
- Note you time the athlete across the line not the lane
- If the children have recording cards on them write their time on them or write the time on their hand so the recorder can write the time down when the child gives their name in
- The more timers you have the more place getters you can time
- Once all heats are run can calculate the fastest 8 times which are the athletes that progress through to the final
- In final the fastest 4 runners are drawn into lanes 3,4, 5 and 6 in any order. The next 4 go into lanes 1,2,7 and 8 in any order

Equipment needed:

- **Stopwatches (at least 4)**
- **Chief timekeeper needs a pad and pen to record times**
- **Flag (stick with white flag on end) fly when ready to start so starter knows to start the race**
- **Pens**
- **Vivids**
- **Recorders Pages**
- **Laptop and printer record on excel spreadsheet (optional)**
- **Power chord, extension chord**
- **Table for recorders to sit at and chairs**

JUDGES

Helpers needed: Minimum of 5

- At least one overall chief judge who also judges 1st place makes the final decision on any close calls
- One judge for 1st , 2nd and 3rd across the line (give a place card and send over to the recorders table)
- If enough judges, judge each child across the line and give them a place card
- Once your athlete crosses the line don't not take your eyes off them until you give them their place card (easy to lose)
- Have a person 15-20 metres past the finish line keeping the children in their lanes and getting them to walk back to the finish line to get their place cards

Equipment needed:

- **Laminated place cards**
- **Use a different colour for each place**
- **Chief judge needs a pad and pen to record placings**
- **Pens (just in case)**
- **Flag (stick with white flag on the end) Fly when ready so starter knows to start the race**

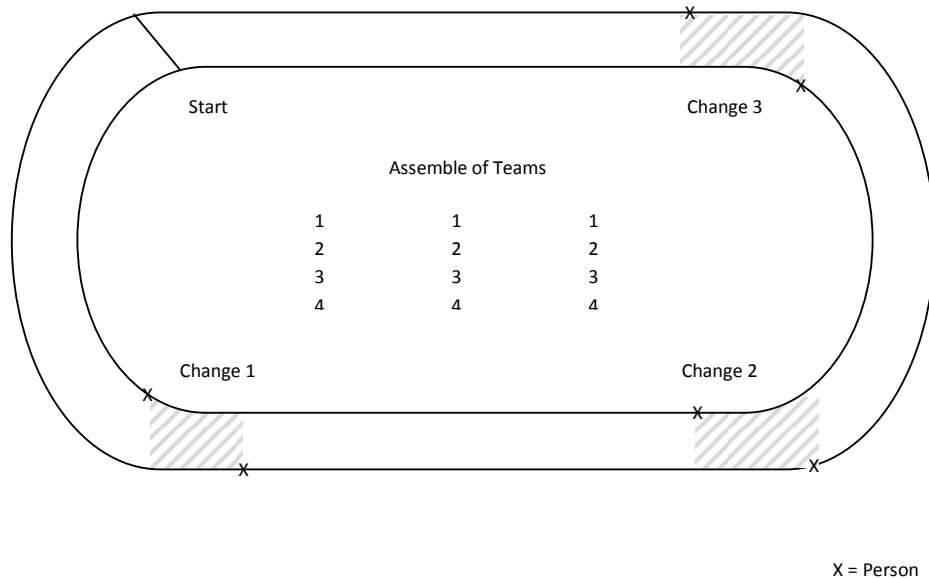
RELAYS

Helpers needed:

- Two people at each of the 3 relay change areas.
- One at the start of the change
- One watching the end of the change zone
- At the beginning have all teams sitting down at the start area in order of running
- Give them their lanes (good ideas to write lane on hand)
- Send all the second runners for each race off to their start area together, then do the same for the third and fourth runners
- Someone needed to check judges, timekeepers and all changes are ready to let the starter know. (This could be done by the person on the loud speaker.)

Equipment needed:

- **Relay batons**
- **Vivids /pens to write lane on hands**
- **Flag to fly at each zone when ready to run so the starter knows you are ready**



Event Folder Management

Each individual event needs to have a folder at it and it should contain the following information:

- **Each event should be set out using the Primary Athletics manual (written by Lance Smith) the Fundamentals of athletics Manual (written by Lance Smith) in conjunction with this Manual**
- Timetable of the days events
- Copy of the standards: level 1, level 2 and level 3
- Weight specifications for implements
- Event page from **Primary Athletics Manual**
- Event page from **Fundamentals of Athletics**
- Recording page
- Athletics result sheet for first 3 place getters to be recorded
- Copy of how to run the event from the **Athletics Guide manual (this one)**

Fundamentals of Athletics by Lance Smith, goes through the technical aspects of coaching each event

Primary Athletics by Lance Smith goes through the rules of each event

Key Contact Details:

Parks and Reserves to Book Surrey Park and collect the key the afternoon prior to your sports day: 03 2199070

Athletics Southland Lance Smith to book equipment: 03 2186449

Sport Southland Website for Primary Schools Link www.sportsouthland.co.nz

**Equipment Buying Contacts: Sports Distributors:
<http://www.sportsdistributors.co.nz>**

Help with organising School Zone Athletics and using this guide: Jane Muir 032066334

10 March 2009

Dear Parents and Caregivers

On _____ will be holding their school athletics at Surrey Park Stadium. There is a \$2 cost involved for the hire of buses that will be transporting your child to and from the stadium and also for the hire of the ground and equipment. The buses will be leaving school at 8.55am and returning to school at 3pm. This money needs to be paid to classroom teachers by _____.

Students will need to be prepared for this day with appropriate clothing to compete in and also to keep warm between events.

They will need to have a cut lunch and a drink for the day. Water and some canteen food will be sold at the park during the day.

We welcome all parents to come down to Surrey Park to support their children. On the reverse of this sheet is the day's programme. Cancellation will be made at 7.30am on Foveaux and Classic Hits. The postponement date is _____.

The first two students in most events providing they met the qualifying standard will be selected to represent the zone at the Southland Primary School Championships on _____

If you have any questions about the school athletics please feel free to contact me at school. Thank you to the parents who have offered to help during the day. If any more parents are able to assist please leave a message at the school office.

Kind regards

Teacher in Charge of Athletics

I am able to help out at the _____ Athletics Day

Name:

Child's Name:

Class:

Times I can help:

Events I would like to help with:

Signed:

Please return to your child's teacher

Thank you for your offer of help to assist with the Athletics Sports on:

I have put your name down to assist with the _____

When you arrive come down to the finish line.

Thanks

Thank you for your offer of help to assist with the Athletics Sports on:

I have put your name down to assist with the _____

When you arrive come down to the finish line.

Thanks

Thank you for your offer of help to assist with the Athletics Sports on:

I have put your name down to assist with the _____

When you arrive come down to the finish line.

Thanks

Thank you for your offer of help to assist with the Athletics Sports on:

I have put your name down to assist with the _____

When you arrive come down to the finish line.

Thanks

STAFF INFO ATHLETICS DAY

Nb this is for year 7 and 8 children having their sports at Surrey Park

POSTPONEMENT DAY _____ -

Children's age as at 31 December (Christmas just been)

Class lists will come around with child's age on it.

Majority of Year 8's are 12 and the majority of year 7's are 11 except those who are young in their year and have a January or February birthday.

All children do all sprints, jumps and throws and rotate around the events in a group.

800m and 1500m are optional and I will call for entries for this.

Please display in your rooms the timetable so the children know what is on and when. The coloured card that is issued to them also has their events in the order that they will do them.

Teacher Aides to be allocated to specific children.

Teachers

Some teachers will need to come down to the stadium at 7.45am to help set up the stadium. Then go back to school to bring your class down. Some people will remain at the stadium.

BUSES

Two classes per bus, don't leave with only one class on the bus.

First bus will have to leave promptly at 9am and will need to have the 1500m runners on it.

CHECK AND REMIND

- **Children to have cut lunch**
- Some canteen food and water for sale.
- Jacket and warm clothes
- Sun block and sun hat
- Tape any injuries

DRESS

School PE Uniform

Children may run in spiked shoes, socks, bare feet or shoes

NON-COMPETITORS

Bring a note and then send to me and I will give them a job for the day. Eg putting on HJ bar.

ASSEMBLY POINT

When you arrive with your class find a spot to put bags in grandstand and sit and wait to after the 1500m to go to the first event.

TOILETS

Near the 100m start and the water jump for the steeplechase

LUNCH

Lunch can not be accurately timed, so children are encouraged to eat around their events. Hopefully a break around 12pm mark for the track. Field events break around your groups.

During the lunch break everyone is on duty. No one leaves the grounds during the day.

POSTPONEMENT

On Foveaux and Classic Hits between 7.30 and 8am

RELAYS

Each class needs a relay team with two boys and two girls in it. Classroom teachers to organise this. Make sure the children know if they are runner number 1,2,3,4.

COSTS

Each child will be charged \$2 to cover bus costs and ground and gear hire.

Note to go home, money will be collected by classroom teachers prior to the day.

SAFETY PIN

All children need to bring a safety pin to school before athletics day and leave with their score card in their desk. They bring this with them to the track on the day and this is their score card for the day.

SCORE CARDS

These need to be collected in at the end of the day by classroom teachers and then given as a class set to your classes PE teacher as these are used for PE assessment.

ATHLETICS SPORTS STAFF ORGANISATION

	Staff Needed	
Programme Controller:	(1)	
Commentator:	(1)	
Recorder:	(2)	
TRACK:		
Starter:	(1)	
Timekeepers:	(4) minimum	
Judges:	(4) minimum	
Marshall for students at finish line	(1)	
First Aid:	(1)	
Track Marshals:	(2)	
FIELD:		
Long Jump	(4)	for each pit
Discus	(4)	for each circle
Shot Put	(4)	for each circle
High Jump	(4)	for each pit

ATHLETICS EQUIPMENT

7:30 am - Morning of Sports Day

At least 5 people at school at 7:30am to load up all the PE gear onto the trailer and into the back of cars.

7:50 am - Surrey Park Stadium/ School Grounds

Teachers, please come down to stadium at 7:50 am to help set up the stadium. Then you will go back to school to bring your class down.

Responsibilities for setting up gear at the Stadium.

LJ - Two people

HJ - Two people

Discus - Two people

Shot Put - Two people

Responsibility list

Delegate an area to a staff member to organise

FIRST AID

Blankets

Sun Block

Ice Packs

Chilly Bin

First Aid Kits .

TRACK

Starter Gun and caps

Stopwatches

Relay batons

Flags to use at relay changes to let starter know change is ready

Key for Surrey Park - Parks Division office at Queens Park

Get key the afternoon before sports day

Shot Put and Discus and Cones (lots)

TRACK

Extension cord for computer and multi boxes
Computer/Printer/paper/pens/vivid/stapler/bulldog clips
Tent
Table
Comfortable Chairs

FOOD

Morning tea for staff
Cups
Tea/Coffee/Urn/Biscuits
Food for children

FIELD -

High Jump Bars (3)
Stands (2 Sets)
Big Gym mats
Mats (4-6)
Can hire high jump pads and Stands from Athletics Southland (Lance Smith)

FIELD -

Measuring sticks to be used for high jump
Tape measures (10-12)
Markers numbers 1, 2, 3 Long Jump (2 sets)
 Discus (2 sets)
 Shot Put (2 sets)
 Long Jump (2 desks and chairs)
 High Jump (1 desk and chair)

EXTRAS

Rakes (2) Spades (2)
Rubbish bags
Toilet paper
Hammer
Trailer

DESK AND CHAIRS

(2) Desks and (6) chairs

All staff to pack up and unload at the end of the day.

ATHLETIC DAY Name:	10 Girl
EVENT	POINTS
SHOT PUT	
100M	
200M	
LONG JUMP	
HIGH JUMP	
DISCUS	
1500M	800M RELAY

ATHLETIC DAY Name:	11 Girl
EVENT	POINTS
200M	
LONG JUMP	
HIGH JUMP	
DISCUS	
SHOT PUT	
100M	
1500M	800M RELAY

ATHLETIC DAY Name:	12 Girl
EVENT	POINTS
HIGH JUMP	
DISCUS	
SHOT PUT	
100M	
200M	
LONG JUMP	
1500M	800M RELAY

ATHLETIC DAY	
Name:	10 BOY
EVENT	POINTS
DISCUS	
SHOT	
100M	
200M	
LONG JUMP	
HIGH JUMP	
1500M	800M RELAY
ATHLETIC DAY	
Name:	11 BOY
EVENT	POINTS
100M	
200M	
LONG JUMP	
HIGH JUMP	
DISCUS	
SHOT PUT	
1500M	800M RELAY
ATHLETIC DAY	
Name:	12 BOY
EVENT	POINTS
LONG JUMP	
HIGH JUMP	
DISCUS	
SHOT PUT	
100M	
200M	
1500M	800M RELAY

ATHLETIC DAY Name:	7 BOY
EVENT	POINTS
60 M	
100M	
LONG JUMP	
ATHLETIC DAY Name:	8 BOY
EVENT	POINTS
100M	
60M	
LONG JUMP	
ATHLETIC DAY Name:	9 BOY
EVENT	POINTS
LONG JUMP	
HIGH JUMP	
DISCUS	
SHOT PUT	
100M	
200M	
	RELAY

ATHLETIC DAY	
Name:	7 GIRL
EVENT	POINTS
60 M	
100M	
LONG JUMP	
ATHLETIC DAY	8 GIRL
Name:	
EVENT	POINTS
100M	
60M	
LONG JUMP	
ATHLETIC DAY	9 GIRL
Name:	
EVENT	POINTS
LONG JUMP	
HIGH JUMP	
DISCUS	
SHOT PUT	
100M	
200M	
	RELAY

Final Result

Event:

Age:

Name	Class	Distance	Placing	
			1st	
			2nd	
			3rd	

Final Result

Event:

Age:

Name	Class	Distance	Placing	
			1st	
			2nd	
			3rd	

Final Result

Event:

Age:

Name	Class	Distance	Placing	
			1st	
			2nd	
			3rd	

1

1

1

1

1

1

2

2

2

2

2

2

3

3

3

3

3

3

Dear Parents and Caregivers

The Southland Primary School's Athletics Championships are being held on _____ at Surrey Park. Your child has qualified from the _____ Zone.

Your child is competing in the _____. The starting times are attached to this letter. The children need to be at the stadium at least **30 minutes** prior to the starting time of their event.

I am the zone's team manager along with _____. We will be at the stadium throughout the day. Please report to us at the stadium when you arrive. We will have a zone banner with us.

All children will be required to run in their zone uniform so please ensure that these are looking spick and span.

The day will go on regardless of the weather so please be prepared for all weather conditions.

There is a gate charge for spectators, \$2 for adults and \$1 for children.

Kind regards

Teacher in charge of athletics

Throwing Weights

Shot put

Age	Girls	Boys
7	1kg	1kg
8&9	1.5kg	1.5kg
10	2kg	2kg
11	2kg	3kg
12	3kg	3kg

Discus

7	0.50kg	0.50kg
8	0.50kg	0.50kg
9	0.50kg	0.50kg
10	0.75kg	0.75kg
11	0.75kg	0.75kg
12	0.75kg	1.0kg

ATHLETICS LEVELS

Event	10B	10G	11B	11G	12B	12G
100M						
Level 3	<15	<16	<15	<16	<14	<15
Level 2	<17	<18	<17	<18	<16	<17
Level 1	17+	18+	17+	18+	16+	17+
200M						
Level 3	<33	<35	<32	<34	<31	<32
Level 2	<35	<37	<34	<36	<33	<34
Level 1	35+	37+	34+	36+	33+	34+
800M						
Level 3	<2.50	<2.50	<2.45	<2.45	<2.40	<2.40
Level 2	<3.05	<3.05	<3.00	<3.00	<2.55	<2.55
Level 1	3.05+	3.05+	3.00+	3.00+	2.55+	2.55+
Long Jump						
Level 3	>3.40	>3.30	>3.50	>3.40	>3.70	>3.50
Level 2	>3.10	>3.10	>3.20	>3.20	>3.30	>3.20
Level 1	<3.10	<3.10	<3.20	<3.20	<3.30	<3.20
High Jump						
Level 3	>1.10	>1.00	>1.15	>1.10	>1.20	>1.15
Level 2	>1.05	>0.95	>1.10	>1.05	>1.15	>1.10
Level 1	<1.05	<0.95	<1.10	<1.05	<1.15	<1.10
Shot Put						
Level 3	>7.00	>6.50	>7.50	>7.00	>8.00	>7.50
Level 2	>6.10	>4.60	>7.10	>6.10	>7.70	>6.80
Level 1	<6.10	<4.60	<7.10	<6.10	<7.70	<6.80
Discus						
Level 3	>18	>16	>20	>18	>22	>20
Level 2	>15.30	>12.20	>17	>15.30	>20.30	>18.20
Level 1	<15.30	<12.20	<17	<15.30	<20.30	<18.20

Event	7B	7G	8B	8G	9B	9G
60m						
Level 3	<12	<13	<11	<12		
Level 2	<13	<14	<13	<14		
Level 1	>13	>14	>13	>14		
100m						
Level 3	<18	<19	<17	<18	<16	<17
Level 2	<20	<21	<19	<20	<18	<19
Level 1	>20	>21	>19	>20	>18	>19
200m						
Level 3			<36	<38	<34	<36
Level 2			<38	<40	<36	<38
Level 1			>38	>40	>36	>38
Long Jump						
Level 3	>3.00	>2.70	>3.00	>2.80	>3.20	>3.00
Level 2	>2.20	>2.00	>2.20	>2.10	>2.80	>2.70
Level 1	<2.20	<2.00	<2.20	<2.10	<2.80	<2.70
High Jump						
Level 3			>1.00	>.80	>1.05	>.95
Level 2			>.90	>.70	>.95	>.90
Level 1			<.90	<.70	<.95	<.90
Shot Put						
Level 3					>6.50	>5.50
Level 2					>5.50	>4.50
Level 1					<5.50	<4.50
Discus						
Level 3					>16	>14
Level 2					>12.20	>9.20
Level 1					<12.20	<9.20

Key

< Less than

> Greater than

Field events measured in metres

Sprints measured in seconds

800, 1500 m in minutes

Southland Primary Schools Standards

The following standards are a guide to help you decide if an athlete is at a suitable level to compete at the Southland Primary Schools Championships.

Event	7G	7B	8G	8B	9G	9B	10G	10B
60m	13	11	12	10	11	9		
100m	21	20	21	19	20	18	19	17
200m	40	38	40	37	38	35	36	33
800m							3.10	3.00
1500m							6.20	6.05
LJ	2.70	3.00	2.80	3.10	3.00	3.20	3.30	3.50
HJ			0.80	1.00	0.90	1.00	1.00	1.10
SP	3.20	4.50	4.00	5.60	5.50	6.50	6.00	6.80
D	9.00	11	10	12	13	14	13	18

	11G	11B	12G	12B
100m	18	15	17	14
200m	35	32	34	32
800m	3.10	2.55	3.0	2.24
1500m	6.15	6.00	6.10	5.50
LJ	3.40	3.50	3.50	3.70
HJ	1.05	1.10	1.15	1.20
SP	6.50	7.00	7.00	7.50
D	12	19	15	20

Source: Primary Athletics by Lance Smith Athletics Southland

AGE FOR SOUTHLAND CHAMPIONSHIPS 2010 **Age as at 31 December 2009**

Key

Sprints timed in seconds

800, 1500m timed in minutes

Field events measured in metres