ACT Little Athletics

Event Checklist

For ACTLAA

Affiliated Centres

Version 1, September 2017



AUSTRALIAN CAPITAL TERRITORY LITTLE ATHLETICS ASSOCIATION

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| CENTRE: | |  |  |  |  |
| DATE COMPLETED: |  |  |  |  |  |
| COMPLETED BY: |  |  |  |  |  |
|  | Name |  | Position |  | Signature |

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**Introduction**

The ACT Little Athletics Event Checklist has been developed to assist Centres in ensuring that they are ready to run events at each meeting, training or carnival. This document has been developed to complement the ACT Little Athletics Annual Pre-season Checklist which should be completed on an annual basis.

As Little Athletic Centres can be very different, this audit may be adapted by Centres to reflect their local conditions.

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|  | Practice | Compliance/  comments  (yes = ✓, no = x, or n/a) |
| **Overall Centre Operations** | If a twilight event is being held, events are scheduled to use optimal lighting conditions, in particular field events where spotters may have difficulty tracking implements or athletes may have difficulty defining specific zones. |  |
| A Committee member (or delegate) has conducted a “walk-around” of the venue to ensure that the immediate surrounds are free from debris such as glass and that they venue is safe for athletes, coaches, officials and spectators. |  |
| A designated trained First Aid Officer is in attendance. |  |
| Coaches, athletes and officials cover any wounds with an occlusive dressing prior to events. |  |
| Athletes, coaches, officials and spectators are encouraged to remain hydrated during training and competition. |  |
| Athletes stretch and warm-up prior to any event. Warm-up is supervised by a suitably qualified coach. |  |
| Athletes are encouraged to cool-down and stretch, particularly following strenuous events. |  |

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|  | **Practice** | Compliance/  comments  (yes = ✓, no = x, or n/a) |
| **Long Jump**  **&**  **Triple Jump** | Four to six volunteers are available to run the event. |  |
| Runway is swept before use to remove loose sand and is not slippery. |  |
| Sufficient washed river sand is in the pit to cushion landings. |  |
| The sand pit is turned over at the beginning of each training/competition to ensure it is clear of debris especially glass. |  |
| All rakes and shovels are laid on the ground clear of the runway and the pit with spikes pointing towards the ground when not being used. |  |
| For triple jump, when selecting take-off boards, ensure that all athletes are capable of landing safely within the pit at the completion of the jump phase. |  |
| **High Jump** | A minimum of three volunteers run the event. |  |
| Runway is not slippery, is in good condition and is free of foreign objects and uneven surfaces. Any markers used lie flat on the ground and do not project upwards *(IAAF High Jump rules permit two markers on the runway for each athlete)*. |  |
| Landing mats are not ripped or torn and provide sufficient absorption to cushion the landing for the oldest and heaviest athlete. |  |
| When multiple bags are used, the top bag/mat layer is continuous and is fixed to the bottom bag. |  |
| Appropriate high jump bags are used for age groups that are only permitted to do scissor technique. |  |
| Athletes (or others present) are not permitted to jump or somersault onto the bags. |  |
| In training, a sponge rope is used to develop athlete confidence in using the correct style. |  |
| Athletes receive instruction and coaching in technique prior to participation. |  |

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|  | **Practice** | Compliance/  comments  (yes = ✓, no = x, or n/a) |
| **Javelin** | Javelin is an event for U11 athletes and older only. An alternative for younger athletes is “turbo jav”. |  |
| The area around the throwing sector is kept clear. |  |
| Four officials run the event: chief, spiker, spotter and recorder/marshal (see diagram on next page). |  |
| The chief measures the throw and the spotter returns the javelin. |  |
| Javelins are carried between throws with one hand, in an upright position, in front of the carrier with the tip pointing towards the ground. |  |
| The javelin is NEVER thrown back to the throwing line. |  |
| All athletes waiting to throw stand at least five metres behind that designated throwing area (see diagram on next page). |  |
| A physical barrier such as flags or ropes section off any areas were a throw could land. Such an area should accommodate a javelin landing 50 to 60 metres from point of delivery and should be declared “out-of-bounds” to all but essential officials, coaches and javelin competitors. |  |
| Javelin is held when the Centre is not too busy (e.g. at the end of the competitions when younger athletes have finished competing) or is conducted in a separate location, well away from other events. |  |
| Athletes are coached to avoid techniques that pose a danger to themselves and/or others. |  |
| In wet conditions, when spikes are not used, athletes must show particular caution in the final stride and in the deceleration zone. |  |
| Correct weights are used. |  |

**Organisation of Athletes and Officials in Designated Javelin Throw Area**

*note that angles are for illustration purposes only*

50 to 60 metres from foul line

Chief

Recorder

Athletes

5m back

Spotter X

Spiker X

direction of throw

designated throwing runway

throwing or foul line

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|  | **Practice** | Compliance/  comments  (yes = ✓, no = x, or n/a) |
| **Shot put** | Shot put is conducted within a designated area which is declared “out-of-bounds” to all but officials, coaches and competitors. |  |
| The area around the throwing sector is kept clear. |  |
| Three officials run the event: a spiker, a recorder/marshal and a chief. |  |
| One responsible official spikes the put and only this person can give clearance to the next athlete to put. |  |
| The shot is not thrown or rolled back to the throwing line. |  |
| Athletes waiting for their turn (and others) must be at least two metres behind the putting circle. |  |
| Correct weights are used. |  |
| Athletes are coached to avoid techniques that pose a threat to themselves or others. ACTLAA has a competition recommendation that the shot be held against the neck (i.e. touching it) prior to the attempt. |  |

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|  | **Practice** | Compliance/  comments  (yes = ✓, no = x, or n/a) |
| **Discus** | During the event, the area around the throwing area must be kept clear. A minimum distance of five metres behind the circle must be clear. |  |
| Under no circumstances is anyone other than the athlete allowed in the cage during a throw. Officials, coaches and athletes waiting their turn must stand outside the cage while the athlete is throwing. |  |
| Spectators must stand one metre away from the cage, with no part of their body touching the cage (including gripping the wire mesh). |  |
| If Centre does not have a throwing cage, it is recommended that athletes not be permitted to use a turn unless rigorous Centre-specific practices are adopted. |  |
| Correct weights are used. |  |
| One responsible person spikes the landing and retrieves the discus and only this person can give clearance to the next athlete to throw. |  |
| Any area in which the discus could land (e.g. 40 metres from the circle) should be roped off. A physical barrier such as a raised rope or flags is recommended. |  |
| **Hurdles** | Hurdles are set out in accordance to ACTLAA competition regulations. |  |
| Ensure that the track is free of ruts, foreign objects and indentations prior to commencement of the event. |  |
| Athletes are never permitted to run back in the wrong direction over hurdles in training and competition. |  |
| All athletes should undertake skill development activities to prepare them from future competition in the event. |  |
| If competitors use block at the start, ensure that they have received at least basic training in the use of the apparatus. |  |
| When athletes are learning the event, the hurdles are moved to an infield grass area where athletes are less likely to suffer from abrasions if they fall. |  |
| If competing on a grass surface, events are delayed or postponed if grass is wet or affected by dew. |  |

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|  | **Practice** | Compliance/  comments  (yes = ✓, no = x, or n/a) |
| **Sprints**  **(incl. starting)** | Athletes are supervised while assembled in the training area. |  |
| Running track is checked to ensure it is free of ruts, foreign objects and indentations prior to the commencement of the event. |  |
| Any athletes using blocks have received at least basic training on the use of the apparatus. |  |
| Athletes and other children are not permitted to touch starting pistols or caps at any time. |  |
| All starters are required to wear hearing protection devices. |  |
| People are a minimum of five metres away from starters during the start of races. If anyone is within this vicinity, they are also provided with hearing protection. |  |
| All starting pistol caps remain in the original packaging, except for a minimum quantity required for immediate use. No more than 10 caps are to be removed from the original packaging at any time. |  |
| Care is taken to ensure that no sharp objects (such as fingernails, pens, keys etc.) contact starting pistol caps when they have been removed from their original packaging. |  |
| Any starting pistol caps removed from their original packaging and not placed in the starting pistol are placed in either an empty cap packet or a dedicated non-metallic container, such as a “bum bag” or leather pouch. |  |
| When loading caps into the starting pistol, no sharp hard material (i.e. fingernails, keys or pens) are used to push them into place, the pad area of the finger is used. |  |
| All disused or misfired starting pistol caps are disposed of in a safe manner. |  |
| Starters are mentored by an experienced starter to learn correct starting and safety principles. |  |

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|  | **Practice** | Compliance/  comments  (yes = ✓, no = x, or n/a) |
| **Distance events** | Athletes are supervised while assembled in the starting area. |  |
| Age group managers ensure that the distance event is within the capacity of individual athletes, especially on hot/and or humid days. |  |
| Athletes are not pushed to run the whole distance if it is not within their capabilities. Such athletes are encouraged to use walk-run techniques and reminded that participation is more important than competition. |  |
| Athletes are encouraged to have a good fluid intake before and after the event, irrespective of weather conditions. |  |
| Consideration as to cancelling or replacing events is given in the case of any very hot and/or humid weather conditions. |  |
| Athletes are encouraged not to “collapse” at the completion of events. Athletes are encouraged to walk slowly, control their breathing and allow the body to naturally regain normal breathing and heart rate. |  |

**Comments:**

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ACT LITTLE ATHLETICS INJURY REPORTING FORM

Name of injured person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ Gender: M 🞎 F 🞎 Centre where injury occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle appropriate: Athlete/Official/Coach/Volunteer/Spectator

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of injury: \_\_\_/\_\_\_/\_\_\_\_\_**  **Time of injury: \_\_\_\_\_\_\_\_\_\_\_am/pm**  **Type of activity at time of injury:**  🞎 training/practice  🞎 competition  🞎 other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Body region injured:**  Tick or circle in colour body part/s injured    List body part/s injured: | **Nature of injury/illness:**  🞎 sprain e.g. ligament tear  🞎 strain e.g. muscle tear  🞎 abrasion/graze  🞎 bruise/contusion  🞎 inflammation/swelling  🞎 fracture (including suspected)  🞎 dislocation/subluxation  🞎 open wound/laceration/cut  🞎 overuse injury to muscle or tendon  🞎 blisters  🞎 concussion  🞎 cardiac problem  🞎 respiratory problem  🞎 loss of consciousness  🞎 unspecified medical condition  🞎 other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Provisional diagnosis(es):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **CAUSE OF INJURY**  **Mechanism of injury:**  🞎 overexertion (e.g. muscle tear)  🞎 overuse  🞎 fall/stumble on same level  🞎 jumping (e.g. long, high, hurdles)  🞎 fall from height, awkward landing  🞎 slip/trip  🞎 collision with another athlete  🞎 collision with fixed object  🞎 struck by another athlete  🞎 struck by ball or object  🞎 throwing (javelin, shot, hammer)  🞎 temperature related (e.g. heat stress)  🞎 other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Specific recommendations and follow- up (please use the back of this form if extra information is required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Report completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position held at Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date report forwarded to ACTLAA office: \_\_\_/\_\_\_/\_\_\_\_\_  ACTLAA Injury Reporting Form Updated September 2017 | Explain exactly how the incident occurred:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Were there any contributing factors to the incident (e.g. unsuitable footwear, competition surface, equipment)?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Protective Equipment:**  Was any protective equipment worn on the injured body part? 🞎 yes 🞎 no  If yes, what type e.g. ankle brace, taping  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Initial treatment:**  🞎 none given (not required)  🞎 none given – referred elsewhere  🞎 RICER  🞎 sling, splint  🞎 dressing  🞎 strapping/taping only  🞎 crutches  🞎 CPR  🞎 massage  🞎 manual therapy  🞎 stretch/exercises  🞎 other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Action:**  🞎 immediate return to activity  🞎 unable to return today to activity  🞎 able to return but chose not to  🞎 referred for further assessment before return  to activity  **Referral:**  🞎 no referral  🞎 medical practitioner  🞎 physiotherapist  🞎 chiropractor  🞎 other health professional: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 ambulance transport  🞎 hospital  🞎 other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Provisional severity assessment:**  🞎 mild (1-7 days modified activity)  🞎 moderate (8-21 days modified activity)  🞎 severe (>21 days modified activity)  **Treating person:**  🞎 medical practitioner  🞎 physiotherapist  🞎 nurse  🞎 sports trainer  🞎 first aid officer  🞎 other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of treating person:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name of treating person:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature injured or parent/guardian if under 18:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



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