

# Hornsby District Little Athletics Centre Inc.

(Established in 1970)



## AGE MANAGERS' GUIDE

### Role

Age Managers are key to a smoothly run Saturday competition. Their primary role is to ensure a safe, fun and encouraging environment in which athletes can develop their skills and enjoy participation in sport.

No previous experience is required – resources, coaches and HDLAC Committee officials will be available to assist where necessary.

### What does an Age Manager do?

#### Duties:

- supervising and organising athletes in your age group
- coordinating parent helpers each Saturday
- acting as technical officials for field events at regular Saturday competitions (see resources below) and recording field event results on the iPads
- recognising and officially reporting records (see below)
- liaising with the Championship Officer for Zone entries (U7 and up) to ensure athletes are nominated
- liaising with the Championship Officer for Regional (U8 and up) and State (U9 and up) to ensure the correct information is communicated to competing athletes
- nominating athletes for end of season awards.
- communicating with parents and athletes to pass along important messages and answer queries
- being a role model when engaging with other HDLAC volunteers and athletes
- encouraging FUN

### Reporting Centre Records:

Age Managers need to be alert to when a centre record is broken and call on a Committee member to have it ratified. It's a good idea to be aware of those athletes in your age group that have the potential to break records and to have an understanding of what the records are in each event. The records for the event appear on the iPad. If you feel an athlete is close to breaking a record in a field event (throws and jumps) try get the Committee Field Officer (Mal Warland) to be in attendance for the event to help with ratification.

#### Procedures:

- Field events need to be measured (double checked) by a Committee member, who will complete and countersign the official documentation.
- Track events are timed and recorded by an electronic system. The system will alert the recording official that a record has been broken. A Committee member then needs to fill out the official documentation after confirming with the starter that there was no issue with the start.

### ***Tips for effective management:***

- Each age group ideally has two Age Managers, plus helpers to support when Managers are absent or performing another duty for a week. Share around the various tasks so that every parent has a chance to learn how to measure, record or officiate a field event, as well as general crowd control.
- You could create a roster for Saturday morning helpers to allow everyone an equal chance to support the group, and also for coordination of ice block purchases.
- Play some games, bring some music, and have some fun while waiting for events to start.
- You will be provided with contact details of the families in your group. You can choose how best to communicate with them. The use of private Facebook pages or WhatsApp groups is a quick and efficient way to share information and photos from the day.

### **Resources**

A number of resources are available.

- LANSW guide for age managers  
<https://assets.sportstg.com/assets/console/document/documents/A%20Guide%20for%20Age%20Managers.pdf>
- Basic techniques for events <https://lansw.com.au/basic-technique>
- How to organise and run your events <https://littleathletics.com.au/education-training/video-resources/officiating-video-resouces>
- Athletics Australia have online free 'Officials' education courses. These will help you learn the event rules and regulations and certify you as an official (but only for certain levels of competition). You can complete these at <http://www.athletics.com.au/Officials/Education>
- The HDLAC website includes a lot of information such as registration, awards, training and more. The Facebook page is regularly updated with any announcements such as training cancellations. For queries which aren't covered on the website you can email [info@hdlac.org.au](mailto:info@hdlac.org.au).

***And remember, HDLAC Committee members and coaches are available to assist at any time, so please approach them if needed.***

### **FOR U6s and U7s**

This year, we will be introducing elements of the On Track program for U6s and U7s to better teach them the skills and techniques of athletics. We hope this will also prevent the boredom that sometimes kicks in with large groups while waiting at field events. While they still compete in events and record their results, we will split groups into two at field events – one group will do the event (2 attempts each), the other will do an activity related to that event, and then swap.

Our Coaching Coordinator will work with Age Managers to help them introduce and run these skills.

You can read more about On Track here:

<http://lavic.com.au/Portals/43/Documents/2017/Coaching/On%20Track%20-%20Welcome%20Guide.pdf>