
LITTLE ATHLETICS CHELSEA



NOTES/DUTY STATEMENT FOR OPEN DAY MANAGER

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This document has been prepared to provide the ~~victim~~ volunteer some guidance on what tasks are required to run the Open Day. It is not exhaustive and the only guaranteed method of learning the procedure is to actually direct the day at least once. Ideally the Open Day Manager will conduct at least two events and add to this document and pass on additional knowledge to the next ~~victim~~ volunteer.

OPEN DAY PREPARATION

TASKS REQUIRED TO BE PERFORMED:

- Prepare Entry Forms / Call For Entries
- Collect/Collate/Input Athlete Entries
- Create Event Program
- Create Program Booklet
- Prepare Duty Roster
- Arrange Catering (+ possible external caterers, e.g. mobile coffee van)
- Arrange for Medal Engraver
- Arrange First Aid Provider
- Grounds Preparation & Check/Audit Equipment
- Data Entry on Competition Day
- Produce Achievement Certificates (external athletes)
- Publish results on website

The Open Day is a FUN Day and should always be considered in this way. No person connected with the Centre should take the Competition too seriously so as to detract from the enjoyment of the athletes as the primary focus.

DATA ENTRY

The Open Day Spreadsheet (ODS), developed as an MS Excel spreadsheet, has been developed and used to manage the actual Competition program (since the 2007 event). A mid-level knowledge of Excel is required to use the ODS. A high-level knowledge factor is required to make modifications. Whilst the spreadsheet has developed over time to be effective, it requires “careful” management and use as it is not foolproof. The Centre may consider replacing this at some time in the future to commercial software such as HY-TEK MEET MANAGER if suitable.

Refer to the ODS for instructions on use. Enter athletes progressively as entries are received, this will avoid having a large number to enter at any time.

TIMELINE

JANUARY/FEBRUARY

Raise discussion for future entry costs and date with the Centre Committee at end of Season.

(In 2008 the entry fee was set as \$5.00 per event, \$18.00 for 4 events, \$6.00 per event for late entries)

(In 2010 entry fees set at \$6.00 per event, \$20 for 4 events, \$7 per event for late entries, due to a large increase in the cost of medallions)

Some decision will need to be made as to whether costs for the OD are continued to be included in the annual Season fees. This decision may be made just prior to Registration (early September). The Committee decided that for the 2006/07 Season (and subsequently following seasons) the OD entry would be included in the Annual Season Registration fee. This was amortized over the entire group (~220 athletes) at \$10 each, thus resulting in a fee reduction for those that entered. Since this time it has been proven that a large number of LAC athletes attend the OD, and most importantly allowing a large number of parents to be available as officials. No increase in this allowance has been made, by the completion of the 2010 OD.

Confirm date of the next Season's OD. In 2010 it was decided to change the date of the OD to earlier in the season (as a result of re-scheduling of a number of LAV State/Region events) and this was set as mid-November, one week prior to the State Multi competition. This would effectively place the Chelsea OD as one of the first if not the first OD of the season, and it was hoped to capitalise on early season enthusiasm.

Confirm immediately with Chelsea Baseball Club (in writing and person) the date of the Open Day, so that arrangements may be made to schedule an "away" program on their fixture. This allows for exclusive use of the pavilion and importantly the canteen.

APRIL/MAY

Two entry forms are required, one for external and one for internal use. As costs are included in Registration Fees for LAC athletes, they are not required to be detailed on the internal entry. This may change over time.

The external entry form should be completed by May or earlier so that it may be forwarded (emailed) to LAV for inclusion to the season calendar on the "LAV" website. (in recent years, 2009, the event date has been asked for by the LAV by the end of May enabling the event to be identified in the registration "pack" made available at the start of the T&F season)

To better promote the Open Day, one recommendation is to provide entry forms to parents of athletes (perhaps only Committee based?) that intend to attend Open Days hosted by other Centres earlier in the Season than our event. These could be distributed at the host Centre. (No longer applicable?)

Athletes from Seaford and Caulfield Centres have traditionally been well represented at our Open Day. In more recent times the Brighton Centre has also sent a large contingent. Contact is recommended to be made to ensure that our event is promoted at these Centres, and any other that presents a large number of entries at recent past events. It is also identified that whilst Mentone and Sandringham Centres have a large membership, these neighbouring Centres have not been well represented in recent years. Attempts should be made to also have our event promoted at these Centres.

TIMELINE (cont.)

SEPTEMBER

Email ALL surrounding Centres (and those that have had athletes enter previously from afar) the entry forms for distribution at the respective Centre approx. from the first week of the Season.

In 2009 approx. 20 forms were posted to each of the 12 centres with the most athletes attending our previous Open Day. This proved to be reasonably successful and is recommended to be continued.

Begin calling for LAC entries from the first week of the season (start of October), close of entries for LAC athletes is typically 2 weeks before the OD. Regular mention of the OD should be made in the Centre Newsletter and by the ground announcer, especially for the last 2 weeks before entries close for LAC athletes.

Print Roster Sheets from "Open Day Spreadsheet" (ODS) to be completed for duties to be performed by parents of internal entries as LAC athletes register. Highlight that duty is a requisite of entry, as the entries are collected, and that parents should choose their preferred duty from those available. Key Officials (ideally) should be experienced in the particular event and be aware of all rules and regulations.

Email ALL previous athletes (that are still eligible – refer age group) the entry form approx. end September. Email addresses are available from the external entry form, retain these for future use.

The person responsible for entering competitors in the ODS should be provided the Centre P.O. Box key so that regular visits may be made to the P.O. to collect entries as they are received. This will enable an orderly recording of entries and provide time for corrections that may be needed.

At least six weeks prior to OD:

Determine number of medals required (allow gold, silver, bronze, for each event) from total number of events and account for any medals that may be in stock. Allow at least two spare of each type to accommodate ties. As at 2009, the total number of events is 142, hence at least this number of each medal are required (if entries have been received for every event). Also allow for sufficient "Finalist" and "Competitor" ribbons. "Finalist" ribbons are only required for Track events. Order as required with preferred supplier.

Contact previous recipient Centre of the Perpetual Frank Sullivan Trophy for return. Arrange for miniature replica to be available for presentation at the OD.

Arrange for arena to be tended by Council in the week prior.

At least eight weeks prior to OD:

Arrange for First Aid to be in attendance.

Since 2010 a Face Painter has been made available at no cost to all athletes. This has proven to be a very popular, and is recommended to be continued.

Arrange for Medal Engraver to be available.

TIMELINE (cont.)

OCTOBER/NOVEMBER

Pray for rain or that the ground has no water restrictions so that there is grass on the track.

The overwhelming majority of external entries are received in the last two weeks prior to close of entries. It is also very likely that phone calls for late entries will be made in the day or two prior to Open Day.

Officials and duty roster list must be finalised the week prior to the OD to ensure that parents are informed of when/where their duties to be performed are required. Make this available at the Saturday competition prior to OD and possibly also email.

A working bee is required the week/day before OD, ALL venues and equipment is to be checked. Track Line marking as may be required (marking with "Special Paint" the week before OD is ideal). Also ensure that sufficient two-way radios are available and charged for distribution to Officials. The wireless gun system should be fully charged the week before OD. Key Officials should be supplied with a Vest and ID Tag for identification.

OD Program Booklet should be produced during the week before OD (provide sufficient time for printing/binding). Decide price for sale (prior to 2008 the price was set at \$2.00 for at least the previous 15 years, price was increased in 2008 to \$2.50). A copy of previous seasons booklets are kept in the clubrooms for reference.

Arrange catering for Officials lunches and canteen/BBQ requirements. Retain information from previous season as a guide in determining quantities based on entry numbers.

Get a good nights rest the night before Open Day, you will need it.

ACTUAL DAY TARGETS (not in any relevant order)

- Recent seasons (2007-09) have attempted to verify athletes in attendance via a check-in process. This is extremely time consuming and distracts from other last-minute duties. It has been shown to provide very little benefit for the time required. Decision made to scrap this concept.
- The role of the Ground Announcer is very important in conveying the progress of events. Whilst we do not state that all events will be called for marshalling, this is a good idea to attempt as it helps to keep the day on-track.
- Athletes typically begin arriving from 8.30am, Open Day Booklets distributors should be in place by this time. Treasurer needs to provide a float for change requirements.
- A list of late entries requiring payment should be made with amounts owing. A helper to accept these payments and cross-check entries is required.
- Be prepared for a small number of athletes that will attempt to change/add events to their schedule. This should only be allowed in exceptional circumstances (obviously if a data entry error has been made) and if time permits. Add the athlete to the ODS and print a new event sheet to be taken to the Key Official for replacement at the event venue.
- ALL venues should be prepared for competition by 9.00am.
- Set-up Electronic Gates and Fully Test. Imperative that eight lanes are functioning. (800m events are first track event, so remove pole adjacent Lane 1 & 2 after test)
- Confirm wireless gun is functioning correctly.
- Set-up PC (Laptop) and printer in readiness for data entry and track event finals lists print-out.
- Need to ensure that the program of events begins on-time.
- Track Marshalling Officials must be in place by 9.15am.
- Officials for first field events must be in place by 9.15am, for 9.20am marshalling.
- 800m event competitors are to begin marshalling at 9.15am.
- Complete all data entry for 1st – 3rd places to decide Frank Sullivan Trophy. (enter results as available so back log is minimised, at suitable times during the day announce current results tally over P.A.)
- Attempt to produce Finals lists from Heat results ASAP, so that athletes have plenty of notice.
- A general helper (typically an older responsible Chelsea athlete or two) is appreciated to post Finals lists on the notice board, retrieve Heats results sheets from Track Recorders, and other simple like tasks.

Starters Marshall/Starter to advise Ground Announcer when hurdles are to be raised, when last Hurdle heat event is taking place so that announcement may be made to remove hurdles, and when last track event before Hurdle's Final events are to be run so that announcement can be made to place hurdles on the track. Hurdles are to be placed on the track during the lunch break in preparation for Finals immediately after lunch.

Advice to Officials:

The Open Day is primarily a FUN day. We should ensure that competition rules are adhered to, however some leniency may be considered for younger age groups and for extenuating circumstances. For example if there are only three competitors in a field event and one competitor has produced three fouls they should typically be permitted to record a result and be awarded third place. They should not however be permitted to “produce a result” that would gain them a higher place.

It is imperative that the program keeps to the schedule as far as is possible. For field events, the Key Official (K.O.) should consider the number of competitors, the scheduled start time, and the consequences of allowing a practice attempt. For example if all 10 competitors are marshalled 10 minutes prior to start time, then a practice attempt may be allowed. If the same number are present only at the actual programmed start time, the K.O. should consider when the venue is required next and that allowing a practice attempt will not cause a delay to the start of the next event at the venue, i.e. discretion should be used based on the expected time required.

The K.O./Start Marshalls should not under any circumstances begin or re-schedule an event prior to the actual scheduled time unless ALL competitors are present or have been made aware of the change of time, and the Open Day Director has been advised.

FOLLOWING OPEN DAY

- Finalise entry of all data from event sheets (1st – 3rd place only typically entered on the day to save time).
- Produce/send achievement certificate list to be awarded to all visiting athletes.
- Arrange for Frank Sullivan Trophy to be updated with the winning centre details.
- Arrange with Website Manager to upload results to website.
- Produce/send letter of thanks/appreciation for visiting officials.
- Liaise with the Treasurer to confirm profit/loss areas and if any considerations should be made for future costs. The Open Day has the capacity to generate large funds for the Centre. In 2009 (with a restricted canteen facility, and large cost increases in medallions) the OD generated in excess of \$3 500 net profit (this includes a \$10 portion included in the annual season fee for all athletes).