

Little Athletics SA
CHAPERONES GUIDE

A photograph of a chaperone, a woman wearing a blue cap and a dark blue and white jacket, kneeling on a grassy field. She is facing a young child, a girl in a maroon shirt and dark shorts, who is holding a red ball. In the background, other children and adults are visible on the grass, along with some water bottles. The text "ON YOUR MARKS!" is overlaid in large, white, bold letters across the center of the image.

**“ON YOUR
MARKS!”**

PRESENTERS HANDBOOK

“ON YOUR MARKS!”

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“ON YOUR MARKS!”

PART I:

Preface

“ON YOUR MARKS!”

INTRODUCTION TO PRESENTERS HANDBOOK

The “On Your Marks” Chaperone Guide has been developed as a “survival guide” for parents/volunteers who are new to the sport or who are intending to help out for the first time.

It is not a specific coaching or official's course, but is a perfect starting point for parents/volunteers who intend to be chaperones. Chaperones (also known as Age Managers) are people who take a group of athletes (generally of the same age group) from one event to another and record the athletes achievements from the different events onto a recording sheet.

For a successful delivery of the Chaperones Guide, there must be a presenter from the centre that is sufficiently educated in all disciplines of the sport. The atmosphere of the day should be informal, fun and informative, making it a day where people can feel relaxed and motivated by what they learn.

The Chaperones Guide aims to equip parents/volunteers with the necessary level of knowledge to:

- Assist with officiating at all events.
- Offer basic tips to young novice athletes.
- Maintain a safe and enjoyable environment.

There is no associated assessment or cost.

“ON YOUR MARKS!”

TIPS FOR PRESENTERS

To ensure the successful delivery of the “On Your Marks” Chaperones Guide, below are some handy tips for presenters:

- 1) Thoroughly plan your presentation.
- 2) Try not to go over time.
- 3) Follow the content outline, but also allow for flexibility of delivery and format.
- 4) Arrive early to set up and settle in.
- 5) The “On Your Marks” Chaperones Guide can be participated in as a practical activity (this is recommended). If this occurs, participants that are unable to partake in the practical activities, whether it be for health, medical or other reasons, are encouraged to remain involved in the event activities to the best of their ability.
- 6) Be enthusiastic and smile a lot. The presentation should be informal, enjoyable, interesting and entertaining.
- 7) Avoid spending too much time on your favourite subjects to the detriment of other topics.
- 8) Remember that this is a “survival guide”. Keep things simple and resist telling the participants everything you know.

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SAMPLE PROGRAM

The “On Your Marks” Chaperone Guide should be completed in no more than two hours, however the content may be completed in less time, provided the material has been sufficiently covered.

Below is a sample program for the presenter to follow. The times and order of the content is recommended, but it can be adjusted to best suit the presenter and Little Athletics Centre.

9.00am	Presenter Arrival & Set Up
9.45am	Participant Arrival & Check-In
10.00am	Welcome and Introduction
10.15am	Practical Presentations <ul style="list-style-type: none">- Running, Starting & Timekeeping- Hurdles- Walks- Circular Relays- Circle Throws: Shot Put & Discus- Javelin- High Jump- Horizontal Pit Jumps: Long Jump & Triple Jump
11.45am	Summary, Questions & Conclusion
12.00pm	Participant Departure

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PART II:

Chaperones Guide Content

“ON YOUR MARKS!”

PRESENTER PREPARATION

Presenter Tasks:

1. Arrive at least 30 minutes before the schedule time of participant arrival.
2. Ensure all required equipment is set up / organised.
3. Organise a check-in table with sign in sheet and pen (optional).
4. Welcome participants individually as they arrive.

INTRODUCTION

1. Welcome and enthuse the participants. Thank them for willing to be involved.
2. Briefly introduce yourself – background/experience.
3. Explain aim/objectives of the day.
4. Ask general questions of the group to get them involved.
 - ⇒ Level of knowledge of participants. Has anyone ever done a coaching or officiating course?
 - ⇒ In anyone here new to the sport of Little Athletics?
5. Tell the group it will be a fun and relaxed day – highlight that there is no assessment.
6. Ensure that the participants understand what the “On Your Marks” Chaperone Guide will cover and what it does not cover.
7. Highlight the practical component and encourage participants to be involved. Find out if there are any participants who can't be involved in the practical activities due to health, medical or other reasons.
8. Explain that the aim will be to not go overtime.
9. Announce any housekeeping information, including the location of the toilets, tea and coffee facilities, etc.

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RUNNING, STARTING & TIMEKEEPING

General:

1. Depending on their age, Little Athletes will be involved in short sprints to middle distance races.

Safety:

1. Little Athletes should always look before crossing the track.
2. Spikes should only be put on just prior to a race and removed immediately after.
3. 7mm spikes can only be worn from the U/11 age group and above. The U/13's and above can wear spikes in all track events (except walks), whilst the U/11 and U/12's can only wear spikes in laned-events. Heel spikes are not permitted in track events.

Running Tips:

1. *Sprints*

- ⇒ Run in a straight direction (do not twist body from side to side).
- ⇒ Eyes look straight ahead (not up or down). Focus on a point past the finish line and run towards it.
- ⇒ Arms at 90 degrees when moving up and back.
- ⇒ Arms swinging from the shoulder, not elbow.
- ⇒ Run tall and maintain good posture
- ⇒ Knees lift up, parallel with the hips.
- ⇒ Keep toe up, not pointing to the ground.
- ⇒ Land on the front part (ball) of the foot.
- ⇒ Head and shoulders relaxed.



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RUNNING, STARTING & TIMEKEEPING

2. *Middle Distance*

- ⇒ Similar to Sprints.
- ⇒ Low, relaxed arm action.
- ⇒ Lower knee lift than in sprinting.
- ⇒ Head and shoulders relaxed.

Standing Start:

1. For event's run entirely in lanes, the starter's commands are “On Your Marks... Set... *Gun fired*”.
2. For event's not run entirely in lanes, the starter's commands are “On Your Marks... *Gun fired*”.
3. Tips for performing a standing start.
 - ⇒ *On your marks*: Feet pointed straight down the track; one foot length and shoulder-width apart.
 - ⇒ *Set*: Lean forward with weight over the front foot; opposite arm and leg; eyes forward.
 - ⇒ *Go*: Push hard off the front foot; no backwards movement; bring opposite arm back through quickly.
4. False starts – Occurs when there is any movement after the word ‘Set’.
5. Crouch starts are introduced at a later stage to older athletes (not part of this guide).

Timekeeping:

1. Start the watch on the smoke/flash of the gun. Do not wait for the sound.
2. Stop the watch as the torso crosses the line.
3. Time is rounded up to the next whole 10th of a second (for manual timing).

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HURDLES

General:

1. Hurdles is a sprinting race in which there are obstacles to clear.

Safety:

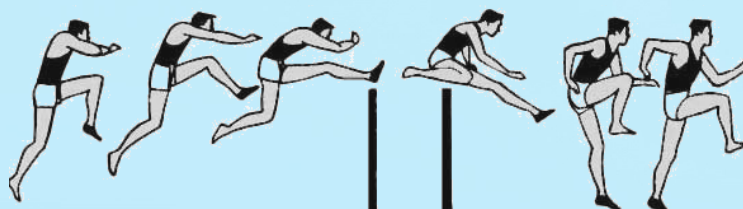
1. Only allow Little Athletes to clear the hurdle in the right direction.
2. Explain the safety implications of running over the hurdles in the wrong direction (i.e. risk of falling onto the hurdle, injury etc).

Hurdles Tips:

1. Run over the hurdles, don't jump. Think of “stepping” over the hurdle.
2. Avoid small, hesitant steps. Learn to “lead” with either leg.
3. Lead and trail leg terminology and basic tips:
 - ⇒ *Lead Leg*: “Straight ahead” action - Knee points forward, toe points forward; extend but don't completely straighten the leg over the hurdle; plant foot in straight line over hurdle.
 - ⇒ *Trail Leg*: “Fold” leg up to side (Heel to bottom, toes pulled up – “dog going to the toilet” position; knee is pulled around to point forward; plant foot in straight line).
4. The lead leg should leave the ground approximately 1.5m-2m away from the front of the hurdle, whilst on landing, the lead leg should land approximately 1m behind the hurdle.

Rules:

1. Little Athletes are not permitted to deliberately knock down a hurdle. Will lead to disqualification



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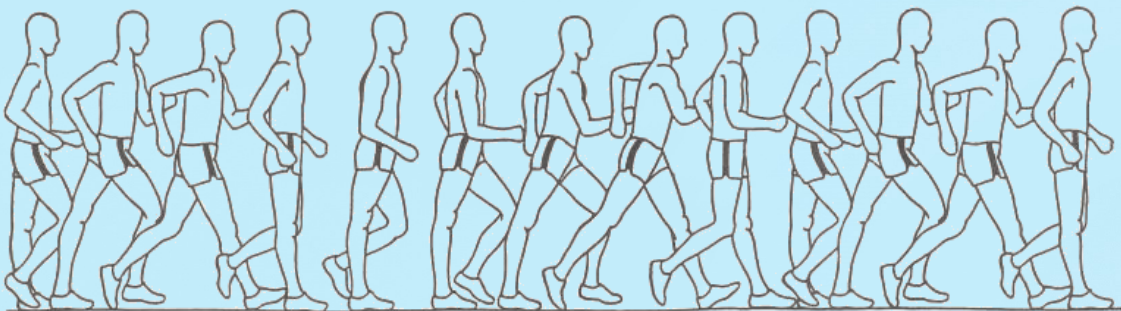
WALKS

General:

1. Race walking is a simple heel to toe action.

Rules:

1. One foot must be in contact with the ground at all times.
2. The front leg (“support leg”) must be straight from first contact with the ground until it is vertically under the body.
3. Walking is judged with the naked eye.
4. Explanation of what results in disqualification:
 - ⇒ *Loss of Contact* — When both feet are off the ground at once.
 - ⇒ *Knees* — The advancing leg displays a bent knee, not a straight leg, when making contact with the ground.
5. A Yellow Paddle is given when an athlete is “close” to breaking the rules. A Red Card is issued when an athlete has “broken” the rules.



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CIRCULAR RELAYS

General:

1. Circular relays (i.e. 4 x 100m) are team races that involve passing a baton from one runner to another around a circular track.

Safety:

1. The incoming runner runs on the opposite side of the outgoing runner to avoid collisions when approaching from behind.

Circular Relay Tips:

1. Hold the baton at the bottom whilst running.
2. Receiver is to only extend their hand backwards once they hear the incoming runners call of “hand” or the athletes name. The receiver must be on the move at this time.
3. Incoming runner extends baton and downward passes it into to the receivers hand. The top of the baton is to be placed into the centre of the palm, allowing the outgoing runner to hold the baton at the bottom.

Rules:

1. The outgoing runner must receive the “baton” inside the 20m changeover zone.
2. If the baton is dropped, the runner who drops it must pick it up.
3. If the baton rolls into another lane, the runner must wait until the lane is clear before retrieving it.



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CIRCLE THROWS: SHOT PUT & DISCUS

General:

1. The aim is to throw or put the implement as far as possible.

Safety:

1. A discus must only be thrown from within a safety cage/net. Only the thrower should be within the cage/net.
2. Implements should only be thrown once a signal is given.
3. Implements must be carried back (not thrown or rolled).
4. Observers must be situated in a safe position.

Rules:

1. Implement must land entirely within the sector.
2. The throw must be completed within the circle.
3. Little Athletes can enter the circle from any direction, but must exit from the rear half of the circle. It is good practice however for the Little Athletes to learn to enter and exit the circle through the back.

Measurement:

1. Measure from where the implement first makes contact with the ground (zero end of tape measure) to the inside edge of the stop-board or circle.
2. Pull the tape measure tight, back through the centre of the circle.

“ON YOUR MARKS!”

CIRCLE THROWS: SHOT PUT

Shot Put Tips – Basic Standing Throw:

1. *Grip* – Shot is held at the base of the fingers, off the palm.
2. *Starting Position* — Shot is tucked up under the jaw & against the neck; elbow up/thumb down/palm out; side-on stance; non-throwing arm to point in direction of throw.
3. *Throwing Action* – Turn and push like a “high-five”.



Shot Put Specific Rules:

1. The shot must be putted from the line of the shoulder, in close proximity to the neck or chin. A foul is deemed if the hand is dropped below this position — it is considered a ‘throw’, rather than a put.
2. The shot can only be putted with one hand, not two.

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CIRCLE THROWS: DISCUS

Discus Tips – Basic Standing Throw

1. *Grip* – Discus sits flat on the hand, with the edge resting on the pads of the fingers, thumb on the back.
2. *Starting Position* – Sideways stance; discus held like a “sandwich” (throwing hand on top, with the discus up near the mouth “ready to eat”).
3. *Throwing Action* – Swing discus back off bottom hand to “wind up”; turn and sling discus forward. The discus is to be released out the “front” of the hand, off the index finger.



Discus Specific Rules:

1. There are no rules on how a discus is to be thrown. A Little Athlete could throw a discus with two hands, and as long as the discus lands in the sector, it is a valid throw.
2. If a discus is thrown into the safety cage/net and the discus hits the cage/net or uprights and lands back within the sector, it is a valid throw.

“ON YOUR MARKS!”

JAVELIN

General:

1. The aim is to throw the javelin as far as possible.

Safety:

1. Don't run to collect a javelin.
2. Move the javelin to a vertical position once the javelin has been withdrawn from the ground.
3. Carry javelins point-down in a vertical position. Take care with both ends of the javelin.
4. Javelins must be carried back (not thrown).
5. Observers must be situated in a safe position.
6. Javelin is the only throws event where spikes are allowed. Up to 9mm spikes can only be worn from the U/11 age group and above. Heel spikes are permitted for this event.

Rules:

1. The throw must be completed from behind the foul line.
2. The head of the javelin must land entirely within the sector.
3. For a valid throw, the javelins metal head must strike the ground before any other part of the javelin. Note – the javelin does not have to 'stick' in the ground.
4. A flat or tail-first landing is a foul.

Measurement:

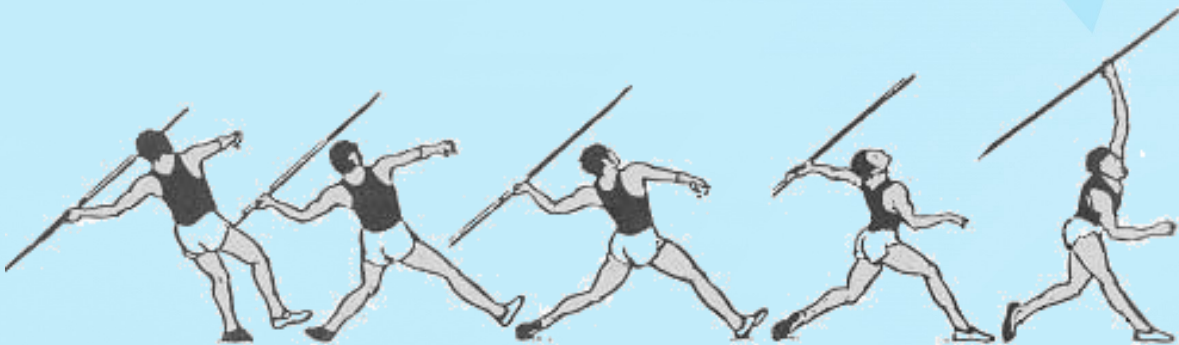
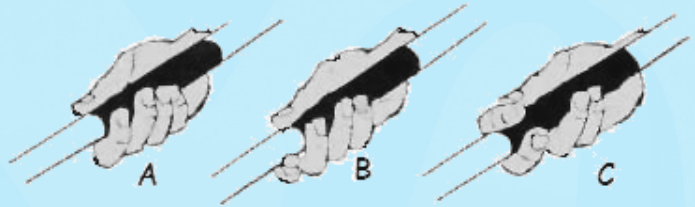
1. Measure from where the metal head of the javelin first makes contact with the ground (zero end of tape measure) to the inside edge of the foul line.
2. Pull the tape measure tightly, back through to the point marking the centre of the radius of the arc.

“ON YOUR MARKS!”

JAVELIN

Javelin Tips:

1. Choice of grips:
 - A. American grip.
 - B. Finnish grip.
 - C. Claw or 'V' grip.
2. Javelin is held firmly, sitting diagonally along the palm. Depending on the grip, fingers and/or thumb must sit on the edge of the binding.
3. An overarm throwing action is used. It is the same action as throwing a ball.
4. An athlete can stand or run up to throw.
5. Keep the javelin straight throughout the approach and delivery.
6. The javelin must be thrown over the shoulder, and not in a slinging action.



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HIGH JUMP

General:

1. Scissors vs flop technique. Little Athletes should only attempt the flop technique once they are in the eligible age groups and competent with the scissors.

Safety:

1. Appropriate bags and covers must be used; must have a one-piece landing surface.
2. The take off surface must be level, firm and not slippery.
3. Up to 9mm spikes can only be worn from the U/11 age group and above. High Jump is the only jumps event where heel spikes are permitted.
4. Instruct Little Athletes to land in the middle of the bag.
5. Use a flexi bar for teaching beginners.

Rules:

1. Three consecutive failures = athlete is out of the competition.
2. Knocking off the bar = a failure.
3. Little Athletes must jump off one leg, not two.
4. Measure the height of the bar at the bar's centre.
5. A foul can still be called even if an athlete is off the mat before the bar falls off.

High Jump Tips – Basic Scissors Technique:

1. A straight run in, off 8-10 steps at a 30 degree angle to the bar.
2. The leg closest to the mat goes over the bar first in a scissors action (drive with the knee rather than the foot).
3. The Little Athlete should aim to land on their feet or in an upright position.

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HORIZONTAL PIT JUMPS: LONG JUMP & TRIPLE JUMP

General:

1. Long Jump can be done by all ages.
2. Triple Jump is only available for Little Athletes in the U11 age group and above.

Safety:

1. The landing pit must be dug over, raked, clear of any debris, etc.
2. Run up and take off area should be firm, level and not slippery.
3. Up to 9mm spikes can only be worn from the U/11 age group and above. Heel spikes are not permitted for both Long Jump and Triple Jump.

Rules:

1. 20cm take off board (U11-U17) vs 50cm mat (U6-U10).
2. Foul = Step over the front of the board or mat; walk back through the pit.

Measurement:

1. Measure from the mark made in the sand that is closest to the take off area (zero end of tape measure) to front of take off board or imprint left on mat.
2. For a 20cm take off board, the tape measure is pulled straight back from the mark that is made in the sand, to the front of the foul line.
3. For a 50cm mat, the tape measure is pulled back from the mark in the sand, to the direction of where the toe imprint on the mat was made. If the Little Athlete jumped before the mat, the measurement is taken from the back edge of the mat.

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HORIZONTAL PIT JUMPS: LONG JUMP & TRIPLE JUMP

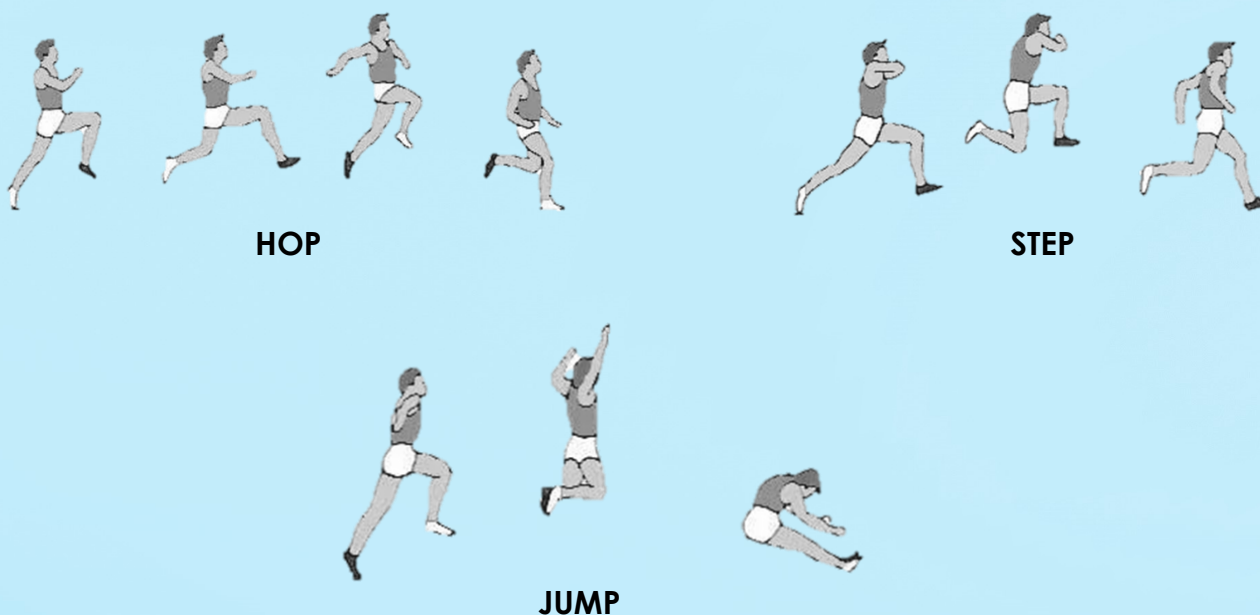
Long Jump Tips:

1. One foot take-off; two foot landing.
2. Bend legs on landing to absorb the impact.
3. Arms up during take off and during flight.



Triple Jump Tips:

1. Hop-step-jump sequence or “same foot, other foot, both feet”.



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CONCLUSION

1. Ask for any final questions.
2. Direct participants to useful resources and future coaching and officiating courses to further expand their athletics knowledge (resource and course links can be seen on Page 22).
3. Congratulate and thank the group on their participation and enthusiasm.

DEPARTURE

1. Pack up/collect all remaining items.
2. Ensure you collect all equipment and store away neatly.

“ON YOUR MARKS!”

RESOURCES

1. Getting Started in Little Athletics Videos — <http://www.littleathletics.com.au/Resources/Getting-Started-Videos>
2. Coaching & Officiating Little Athletics Tips Videos — <http://www.littleathletics.com.au/Resources/Coaching-and-Officiating-Video>
3. Little Athletics SA Officials Guide Rulebook — <http://salaa.org.au/Officials/Officials-Guide-Rulebook>
4. Little Athletics SA Standard Rules of Competition — <http://salaa.org.au/Competition/Standard-Rules-of-Competition>
5. Officiating Courses — <http://www.salaa.org.au/Officials>
6. Coaching Courses — <http://www.salaa.org.au/Coaches>

LITTLE ATHLETICS PROMOTES THAT IT IS IMPORTANT TO:

“BE YOUR BEST”

THE MOTTO OF LITTLE ATHLETICS IS:

“FAMILY, FUN AND FITNESS”

Little Athletics SA

Postal Address:

PO Box 146
Torrensville Plaza SA 5031

Phone: 08 8352 8133

Fax: 08 8352 8155

Email: office@salaa.org.au

Business Address:

SA Athletics Stadium (Ground Floor)
145 Railway Terrace
Mile End SA 5031

