



OCEANIA MASTERS ATHLETICS INC.

**OMA TRACK AND FIELD
CHAMPIONSHIPS MANUAL**

GUIDELINES AND PROCEDURES

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ACKNOWLEDGEMENTS

This manual is the result of reviewing the Australian Masters Championships Manual, the New Zealand Masters Athletics Handbook, the previous OMA Championships Manual, and the Dunedin Program Booklet.

Ray Callaghan, Ray Green, Graeme Rose, Bob Banens, Lynne Schickert and George White from Australia, and David Lobb from the Cook Islands have all contributed significantly to the development of this Championships Manual. The overall structure of this manual is largely based on the AMA Manual developed by George White and updated by Jayne Hardy.

OMA CHAMPIONSHIPS MANUAL

The purpose of this Championships Manual is to assist organising centres, in particular Local Organising Committees, in the effective and efficient planning, organisation and conduct of an Oceania Masters Athletics Championships. It also serves as a major information source for athletes.

ALLOCATION OF CHAMPIONSHIPS

The OMA Championships are generally allocated with a lead time of four years notice which offers affiliates the opportunity to begin planning well in advance of the event. Each host country that has the responsibility for running these Championships should establish a Local Organising Committee (LOC) approximately 18 months prior to the date of hosting. The LOC has the right (in consultation with the OMA Council) to determine when the Championships will be held.

ORGANISING THE TRACK AND FIELD CHAMPIONSHIPS

The Oceania Championships are held sequentially in a cycle consisting of New Zealand, Australia, and an Island Member country. This cycle may be varied by the OMA Council where an Island Member country cannot be found to host the Championships.

The OMA Council has adopted a set format for the conduct of the Championships to allow certainty for organisers and consistency for competitors. Changes to the general format of the Championships can only be enacted with the support of Council. Also, the program of events and rules governing the running of the Championships are adopted by Council and are binding until such time as the Council votes for change. Some minor changes to the order of the program of events are permitted through consultation with the OMA Director of Competition where special circumstances exist.

The following OMA Policies for the conduct of the Championships must be followed.

OMA POLICIES

- National uniforms are compulsory at OMA Championships.
- Only financial members of eligible Oceania affiliates are eligible to compete at OMA Championships.
- Financial members of non-Oceania countries can compete by invitation and can win medals but cannot displace Oceania masters athletes.
- Late entries will not be accepted.
- Athletes may only compete within their age group category.
- Each Championships shall include a comprehensive schedule of track and field, and road/cross country events. While pole vault and steeplechase are highly desirable events, consideration would still be given to Island Member country that does not have these facilities
- Program variation and timetable development must be negotiated with, and have the approval of, the OMA Council and the Director of Competition.
- Hytek Meet Manager 5.0 or any other competition software is to be used for registration, program, and results management.
- All venues, equipment and rules must comply with World Athletics (WA), World Masters Athletics (WMA) and OMA requirements.

- Non-Stadia venues should have toilets close by, drinks tables, first aid, and preferably medal presentations on site.
- **OMA requires an athlete administration fee from each of its Championships to fund its organisational costs.**
- The LOC will propose an administration fee and event fees for OMA Council approval.
- Members of other WMA Regions Masters clubs may compete but must provide proof of age and confirmation from their Masters organisation of their registration in their home country. It is recommended that as entries come in from an overseas competitor, a designated person on the LOC contacts the Secretary of the National Body seeking verification. If an athlete is not a registered member of the WMA National Member Association they will not be allowed to compete.
- At the Championships an Athletes' Forum (+/- Coaches' Forum) can be held with the Oceania Masters Annual General Meeting. Also, an Official Dinner and a Welcoming Ceremony will be programmed. Note: The LOC may vary the timing of Forums, Dinner, and Welcoming Ceremony in consultation with the OMA Council.
- Results shall be readily available to all athletes.
- The LOC shall implement any policies that the OMA Council may recommend.
- The OMA flag is to be flown during the conduct of the Championships, together with flags from Affiliates where available.

PLANNING SCHEDULE

At approximately 18 months (or earlier) prior to the Championships the organising group should appoint a Manager/Convenor of its LOC with full responsibility (subject to OMA oversight) for the Championships. The Convenor should appoint an organising committee with most of the appointees, responsible for organising and chairing a Sub-Committee that will take responsibility for a particular area of the organisation and report regularly to the Convenor and the LOC.

The Convenor must report regularly to the OMA Council and the OMA Director of Competition to ensure all the latest WMA or OMA requirements have been implemented. A detailed timeline for and suggested roles of Sub-Committees are shown in Appendices 1 and 2.

Early planning is strongly advocated to ensure that booking venues, ordering equipment, designing, and ordering of medals, confirming officials, establishing the program, developing communications, and procuring software, is done in a timely manner.

At the end of the Championships a debrief and report by the organisers are important conclusions to the event .

PRIOR TO COMPETITION

Entries

All entries are to be online. For those without computer access, paper entries may be submitted to the relevant OMA Member country's affiliated organisation Secretary (or another nominated person) who will then enter them online.

No late entries will be accepted.

Refunds

There will be no refunds after the close of entries. Refunds are available prior to the close of entries. The OMA will need additional documentation before approving any refunds. The refund will be the full entry fee with \$25 of the administration fee kept.

Information

All queries concerning the Championships should be via the email contact via the OMA website championship information area. Matters of policy and/or technical issues should be referred to the OMA Council.

Registration

This should be conducted from at least 12 noon on the day before the first day of competition and be open throughout the Championships. Signs should direct competitors to the Registration area for them to pick up their registration packages. Full lists of competitors will be required at each alphabetical registration area.

Privacy

Under the provisions of Privacy Legislation all information provided to the LOC is subject to strict legal requirements. A Privacy Clause should be published with the entry form and the program.

Waivers

While waivers may have limited use in some areas, they can still be useful. A waiver should be published with the entry form to alert competitors to the responsibilities of competing.

Insurance

Public Liability insurance (to a value of \$20,000,000) is to be secured by the LOC. Athletes are only covered by Personal Accident Insurance via their own Masters club. The LOC should ensure that all personnel employed as contractors (For example, massage, photography etc.) also carry their own Public Liability Insurance.

COMPETITION DAYS

Photo Finish

A Zero Test Image from the Photo Finish System should be produced before each session in case a world record is broken.

Officials

It is fitting that the work and support provided by Officials is appropriately recognised. A discrete area for the officials should be provided where they have facilities for relaxation, meals, toilets, meetings, and administration. Ensure detailed assignments are prepared well before time and the officials given 'job sheets.' Officials will need a copy of the program booklet.

'Running sheets' for the equipment officials with timing and equipment needs of events will need to be produced. Ensure that trolleys/carts are available for the transfer of equipment to competition sites.

Commentary

Commentary on events is an important part of the Championships. Organisers should endeavour to gain information on competing athletes and officials and provide it to the Announcer for use during events. This should apply to all events - Track, Field, and Non-stadia. World record attempts or achievements should be highlighted.

The Announcer needs to periodically make the following important announcements.

- Time of welcoming ceremony and location of the OMA Annual General meeting/Athletes' Forum.
- The need to get relay teams submitted.

PROGRAM BOOKLET (*The Athletes' Booklet*)

OMA recognises that if the cost is high and most athletes can view the program on a laptop, tablet, or smartphone at the venues, on agreement with OMA it may be allowable for the program book to be electronic only. A hard copy Program Booklet could be made available at a small cost to athletes, thereby keeping costs down but also catering for everybody.

While it is recommended that this entire Championships Manual be available on the OMA and LOC websites, the following information includes the basic requirements for the running of the competition – and should be included in the Program Booklet. It should also include all rules from WMA/OMA where different from WA rules.

The **Program (Athletes') Booklet** should also include:

- Contents page
- OMA President's message and LOC Convenor's message and list of LOC members
- Major Officials listing (if available).
- Sponsors recognition.
- Plans: Location and layout of all venues and information on how to get to them. For the Stadia events the location of registration/check-in, results postings, jump and throws areas must be clearly shown.
- List of entrants by Member country.
- Timetable of events.
- Detailed List of events and competitors. It is recommended that this be ordered by day and then event time. It should include space for finals where heats are needed. This entry should show the event name and number, time, and space for up to the number of athletes in the final.
- Services and information which entrants would need to know prior to entering should be available as soon as possible on the website. This should include information about available public transport, venue parking, results/live streaming, warm up, canteen, engraver, photographer, merchandise, massage, first aid, medical services, the availability of an engraver, availability of poles and their specifications for the pole vault events as well as the shoe spike type and length.
- The latest championship records.

Coaches' areas

Each field site should have a designated area set out with cones for coaches to be in while their athlete is competing. It should be 20-30m long and should be located outside the fence line of the track.

Electronic Lap Scoring

This is recommended for all track races over 2000m. If you are unable to have this, experienced lap scorers will be needed. A call for additional help from friends and family is accepted to ease the burden of too many athletes per lap scorer.

Electronic Distance Measurement

EDMs are the preferred method of measuring for all long throwing events. This should be a priority consideration for each LOC. However, if unavailable, all record distances must be re-measured with a certified steel measuring tape.

Functions

Welcoming Ceremony

A brief Welcoming Ceremony should be held at midday on the first day of competition. The ceremony will provide the opportunity for the organisers and where appropriate, the main sponsor, the Government and OMA President to speak. Speeches should be no more than three minutes each.

OMA Annual General Meeting/Athletes' Forum

This function provides athletes the opportunity to discuss athletics issues with members of the OMA Council. It should be held in a venue close to or at the stadium. The start time should allow as many athletes as possible to attend. Refreshments should be provided.

Coaches' Forum

A coaching forum may be held as a separate function, but it is recommended that it be held in conjunction with the Athletes Forum. The location, names of speakers and the topics to be covered should be indicated in the program.

Championships Dinner

The Championships Dinner provides the opportunity for athletes, family, and helpers to celebrate the Oceania Region's accomplishments.

Services

Information

For information, visit the designated information area or contact the Competition Director or a member of the LOC listed in the Program Booklet.

Results

Indicate the website where daily results can be found. Results should also be posted in a prominent position in the Stadium as soon as possible after the completion of the event. The certified results must include the individual events as well as the total points comprising a combined event.

Massage and/or Physiotherapy

Provide the times when massage and physiotherapy services are available during competition hours. Give information on any charges that apply.

Medical Assistance

Trained First Aid officials must be in attendance for the duration of the Championships at all venues. Signage should indicate where to find First Aid services. It is essential that all first aid incidents are documented.

Any competitor with medical conditions that could affect medical treatment in the event of injury or illness are requested to notify these conditions with their entry form to assist in providing prompt appropriate care.

Engraver

Indicate where and when an engraver is available during competition hours and the cost per medal.

Food and Beverages

Provide the times and locations of these services.

Photographer

Wherever possible a professional photographer should be engaged. Coverage should be of as many events and medal ceremonies as possible. Give details of where photos can be seen and the cost involved.

Merchandise

Indicate where and the cost of both official and commercial merchandise may be purchased.

Internet Access

If possible, have an area where free internet is available.

Lost property Area

Indicate where lost property may be collected.

Closing Ceremony

A brief closing ceremony should be held at which time the OMA official flag should be passed over to representatives of the LOC for the following Championships. The flag is to be held in safe keeping between Championships by the OMA Secretary.

Competition Rules – General

Rules

Competition will be conducted under WA, WMA, and OMA rules subject to any special rules adopted by the LOC. Entry signifies agreement. While most of the rules of competition in Masters Athletics are the same as the WA rules used in open athletics, there are important differences that need to be clearly understood by both athletes and officials. Any differences are detailed in this manual.

Age Groups

Age group is determined by age on the first day of competition. The Championships cater for all athletes, male, and female, including disabled, in five-year age groups starting at 30 years but **there is no separate award or record category for disabled athletes.**

Eligibility to Compete

Only registered Masters Athletes may compete at OMA Championships. It is the responsibility of the LOC to liaise with the relevant Member country's affiliated organisation to ensure entrants are

financial members of their national body.

If an athlete from another WMA Region requests permission to compete the LOC **must obtain proof** that the athlete is a registered member of an overseas Masters Athletics club.

Drugs

OMA subscribes to the Anti-Drugs policy advocated by WMA. Testing may take place.

A The link to the WMA information is: <https://world-masters-athletics.org/anti-doping/>

WMA recognises that some Masters Athletes, particularly as they get older, may require the use of drugs for medical purposes. Where such drugs are on WADA's official list of prohibited substances, athletes must apply for approval to avoid suspension for drug abuse. The list of banned substances can be viewed on the WADA web site <https://www.wada-ama.org/en/content/what-is-prohibited>

The information is provided in several languages including French.

The purpose of drug testing is to stop cheating, not to catch innocent people. However, ignorance is not a defence to a positive test, so the onus is upon the athlete to check their medications. For many banned substances there are acceptable allowable alternatives that doctors could prescribe for athletes, but if there is no acceptable substitute available then they can apply for a medical exemption known as a 'Therapeutic Use Exemption' or TUE. For more details and up to date information and forms, please refer to the WMA website <https://world-masters-athletics.com/documents/anti-doping-2/>. This site has clear instructions for athletes or administrators on how to apply for a TUE. The OMA region member of the WMA Anti-Doping and Medical Committee is Dr Steve Peters – stevepeters@mindfielduk.net and queries regarding TUE matters can be referred to him.

Drug Testing

Drug testing will be conducted under the WA/WMA Rules that comply with the provisions of WADA. The selection of athletes for testing is randomly made and any athlete regardless of age, sex or event type may be chosen. If you are selected, you will be advised by a drug testing official who will be clearly identified and accredited as part of the testing team. The official will escort you to the testing control area. All competitors should be aware that the refusal of a test will be deemed the same as a positive doping test. If you have been granted a Therapeutic Use Exemption (TUE) you should provide details on the required drug testing form. The Therapeutic Use Exemption should always be with you and should not be given to anyone else.

You may nominate another person (one only) to accompany you to the drug testing process. With the consent of your drug testing official, and always in full view of the official, you may:

- Attend a victory ceremony
- Compete in future events
- Receive necessary medical attention
- Fulfil media commitments
- Warm down or recuperate

It is your responsibility to ensure that the following is done during the sample collection process:

- You are made aware of and comply with the WA/WMA/WADA doping control regulations
- You comply with the drug testing procedure
- You control the urine sample until it is sealed in the sample collection kit
- The sealed sample collection kit is secured and identified, all appropriate documentation is accurate, complete, and signed

Note: If any part of the drug testing procedure concerns you it is recommended that you record your concern on the drug testing form and notify your Team Manager.

Awards

The first three Oceania masters athletes in each event will receive a medal. Masters athletes from other countries may compete and if placed will receive an appropriate medal. In this case the first three Oceania masters' athletes will still receive medals.

Medals should be presented as close to the conclusion of an event as possible. In field events medal winning athletes should be escorted by an event official to the medal presentation area with a 'medal list slip' indicating the medal winners, their respective placing, and their achievement. Athletes must wear their correct Member country's uniform to medal presentations, unless weather conditions dictate otherwise.

Clem Green Trophy

The Clem Green Trophy is a perpetual trophy for the best age-graded 1500m performance at the Championships and is named in appreciation of Clem Green's efforts in founding the Association. Previous winners are not eligible for the trophy.

The Clem Green Trophy will be displayed at each OMA Championships and at the General Assembly. The Trophy is to be presented at each OMA Championships but is to be retained by the OMA Secretary who will arrange engraving. A suitable certificate will be presented to the winner.

Inter-Island Challenge Shield

The Inter-Island Challenge Shield is awarded to the best Island Member country (excluding New Zealand and Australia), scored based on 8, 7, 6, 5, 4, 3, 2, 1 respectively for the highest ranked island performances (including non-island athletes) in each event summed over all events, with the winner decided on total points divided by the number of athletes, provided at least three athletes represent the Island Member country at the Championships. The Shield is to be presented at each OMA Championships but is to be retained by the OMA Secretary who will arrange engraving. A suitable certificate will be presented to the winning team.

Uniforms/Numbers

Athletes must be a financial member of a master's athletics organisation in an OMA affiliated country or athletics body affiliated with World Masters Athletics and must wear their country's approved masters' athletics uniform. Where a country does not have a masters athletics association, athletes must wear their country's or club's athletics uniform. If a uniform cannot be obtained athletes must wear a plain white top. The uniform worn must clearly identify the country represented by the competitor. Numbers must be attached front and back except for high jumpers, pole vaulters and throwers who require only one number. Numbers must not be folded or creased to obscure the number or any sponsor's details. Ideally the number on the bib should be a minimum 70mm high and preferably 90mm. It is recommended that the overall size of the bib should be no larger than 210mm x 150mm.

Call Room

The LOC may decide whether a Call Room will be used. Under normal conditions the use of such a facility may well take valuable officials away from other duties and is not recommended.

Sign in

Competitors in track events up to and including 800m should check to see whether heats are required. All competitors for whom **heats** are scheduled **MUST** sign in at least **ONE HOUR** prior to the advertised **heat time**. Athletes who do not sign in at this time will be unable to participate. Sign-in is not required for the final. Sign in sheets will be available on the day prior to competition.

Athletes in events without heats and all field event athletes are not required to sign in. Athletes in non-sprint track events need to collect a hip number which will create a start list to work with. For field events if an athlete is not there then they can just be crossed off.

Reporting

All competitors must report to their event marshal 15 minutes prior to the advertised start time of their event. Pole Vault entrants should report 30 minutes prior. For events 800m and above (including the last runner in the 4x400m) hip numbers will need to be collected. Track events take precedence over field and while officials will attempt to meet the needs of athletes in conflicting events, events will not be held up to meet those requirements.

Spike lengths

These will vary from track to track. Information should be provided by the LOC on spike length and type of spike suitable for the track in the Entry Form and Program Booklet. Typical lengths are a maximum 7mm for track events and a maximum 9mm for Javelin and Jumps. Needle spikes are not allowed on some tracks.

Shoe Rule

WMA Competition Rule 5.13.3

Any shoe used in competition must have a sole with a maximum thickness of no more than 40mm. Except any shoe that contains spikes must have sole with maximum thickness of no more than 30mm.

Protests

Any protests concerning an athlete's right to compete must be lodged with the Referee before the start of the relevant event. If the matter is not promptly resolved, the athlete in question shall be allowed to compete 'under protest' pending a subsequent decision. Any protest arising from the competition shall be made to the Referee not later than 30 minutes after completion of the relevant event. Any appeal against the Referee's decision shall be in writing to the Jury of Appeal and accompanied by a deposit of AUD \$50 (or equivalent) which shall be forfeited if the appeal is considered frivolous, returned if upheld or otherwise at the discretion of the jury.

Warming Up

Where an adjoining warm-up track is available it must be used for all warming up prior to call up. Where only the competition track is available all warming up must be done on the 'back straight' taking care to avoid events. Where there are no warm-up facilities for throwers and jumpers they will be given, within timetable constraints, reasonable time to prepare for their event at the facility. This would normally mean a minimum of two warm up trials.

Records

If possible, existing World and Championships records should be published in the program. Organisers will need to have available a supply of forms for claiming World Records. OMA only recognises OMA Championships records and best performances. Because OMA records are Championships records,

individual event performances set in multi-events such as a pentathlon or decathlon cannot be claimed or recognised as an OMA record. The only OMA record that can be claimed in a multi-event is the overall point score for that event. However, a national record for an individual event which is part of a multi-event may be claimed. OMA Championships records will be automatically recognised, provided the event was conducted in accordance with WMA and OMA rules to the satisfaction of the OMA Records Officer. OMA Championships records holders will be recognised on the OMA website and in Championships programs.

The WMA record application form should be used where applications are made for a world record, which should be submitted through the national statistician who should send it on to the OMA Records Officer. If the OMA Records Officer is present at the Championships the process may be short circuited by immediate consultation with the Member country's Records Officer/Statistician.

Athletes who think they may break a world record should notify the official in charge when they report

While world records will be automatically notified, athletes should ensure that copies of all relevant information such as print-outs of timing, wind gauge readings, lap score sheets, signed field officials' sheets, etc. are obtained. A copy of the Zero Test Image from the Photo Finish System will need to be included with a world record application for all events 800m or less. Steel tapes must be readily available to verify field event distances. World records will require a copy of the athlete's birth certificate as proof of age.

It is the individual athlete's responsibility to ensure copies of all necessary documents are obtained during the competition should they break their Member country's record and wish to claim it through their own Records Officer/Statistician.

The LOC should provide results, with wind readings, and any other relevant data to all Member countries represented and OMA's Record Officer as soon as possible after the completion of the Championships.

For field events and multi-events, athletes will need to ensure that distances are checked against a certified steel tape and that the piece of equipment used is re-checked for correct specifications.

For sprints and hurdles up to 200m, timing must be electronic and wind readings taken. For the 300m and 400m hurdles, the 400m and the 800m no wind readings are required but electronic timing is required.

For all track events greater than 800m, timing can be electronic or using three manual watches.

Arena Safety

Only officials and competitors are allowed on the infield. Competitors and officials must move around the outside of the track when proceeding from one side of the ground to the other. Safety officers will be appointed and all competitors are required to obey any rulings given.

Adverse Weather

In the event of adverse weather conditions that may affect the safety of athletes, the Competition Director has the authority to halt, delay, defer, change, or cancel affected events.

Competition Rules – Track

Heats

Sign in sheets where required will be removed one hour prior to the advertised event time. Where there are insufficient entrants to run heats, the event will be run as a final at the scheduled final time.

When expected performance times have been submitted by entrants for laned events then the following lane draw is used. Fastest in lane 4, second fastest in lane 5, third fastest in lane 3, next best in lane 6, then lane 2, then lane 7, then lane 1 and then lane 8. If an entrant does not submit times, then they will fill remaining lanes by random draw.

Finals

Timed finals means that there are no preliminary heats or a separate final heat for that event. The overall medallists are those athletes with the fastest time in the age group. There may be two or three heats/races for an age group if there are more than 8 in the age group, but the athlete will only run once for that event. The races still have the proper race setup - photo finish, e-gun, wind gauge, etc.

Finals/Progression

Competitors for finals will be selected under the appropriate WMA advancement rules. The general order for all track events will be from oldest to youngest although the running of hurdles may be more conveniently run by starting with the longest distances and highest hurdles first and then moving to the shorter distances with less and lower height hurdles. In the case of sprints in the straight, normally eight athletes would progress to a final unless there are only nine or 10 entrants in total, in which case they will all go to a straight final if sufficient lanes are available. If there are two Heats – 1st, 2nd, and 3rd from each heat, plus the next two fastest competitors will progress to the final. If there are three Heats – 1st and 2nd places from each heat, plus the next two fastest competitors will progress to the final.

Running events

Competitors in running events must make a genuine attempt to run most of the race; predominantly walking is not acceptable and may be subject to disqualification. In track events longer than 1500m the Competition Director may restrict competitors to the two outer lanes if it is considered other events will be unduly delayed by allowing the remaining competitors to use the inside lanes.

Starting

It is not compulsory in masters athletics to use crouch starts or starting blocks or have both hands in contact with the track. Start directions for races below 800m shall be 'On your marks; Set; Gun (or approved substitute). For events 800m and over the starting instruction shall be 'On your marks; Gun (or approved substitute). In any race, athletes who are charged with a false start (as determined by the Chief starter) shall be warned. All athletes are allowed one false start. Any athlete charged with a second false start, shall be disqualified. Athletes may not use personal blocks - blocks will be supplied.

Bend Races

For bend races which are run in lanes, lane assignments in rounds after the first round shall be based on competitors' most recent performances and shall be as shown below. Where two or more competitors have recorded the same time, those competitors may draw for, or mutually agree on, the lanes involved.

Fastest	Lane 4
2nd fastest	Lane 5
3rd fastest	Lane 3
4th fastest	Lane 6
5th fastest	Lane 2
6th fastest	Lane 7
7th fastest	Lane 1
8th fastest	Lane 8

Track Relays

Track relays (the 4 x 100m and Medley - 800m/400m/200m/200m relays) shall be conducted between teams representing a Member country.

The combined age-bands are as follows:

Women: **Band 1:** 150-194 years **Band 2:** 195-229 years **Band 3:** 230 years & over
Men: **Band 1:** 150-199 years **Band 2:** 200-239 years **Band 3:** 240 years & over

- Member countries may enter more than one team in an age band however, only the highest placed team is eligible for medals. The exception to this is when two or fewer countries compete in a relay - then any additional teams competing become eligible for the bronze (or silver and bronze) medal(s).
- If more than one Member country nominates a second team and there are not sufficient lanes then the Competition Director shall draw second teams for the available lanes from a hat.
- Beyond the above, if sufficient lanes are available, composite teams can be entered at the discretion of the Competition Director. Composite teams are eligible for medals.
- The Age Band is determined by adding together the age of each runner (not the age group). Teams must be entered in the age bracket that their total indicates (moving to a lower age bracket is not permissible).
- All teams, indicating team members and up to two reserves must be submitted to the Competition Director at least two hours before the nominated event.
- A team can only race with the athletes nominated on their final entry form.
- Nominated runners must run in the order shown on the entry form.

Lap Recorders

Lap recorders are required in events 2000m and longer. Athletes may need to provide their own lap recorder to the Lap Score Organiser. However, if seasoned lap-scorers can be organised beforehand that is preferred.

Pentathlon and when held - Heptathlon/Decathlon

Competitors will be allowed three trials in throws and the long jump. Competing order will be random for each event. In sprints, all competitors are allowed one break. A second break will result in disqualification. Failure to start in any event means that the competitor has abandoned the competition.

Order of events:

Pentathlon:	Women - 100m, Shot, Long Jump, Javelin, 800m. Men - Long Jump, Javelin, 200m, Discus, 1500m.
Heptathlon:	Day 1: 100m Hurdles, High Jump, Shot, 200m. Day 2: Long Jump, Javelin, 800m.
Decathlon:	Day 1: 100m, Long Jump, Shot, High Jump, 400m. Day 2: 110m Hurdles, Discus, Pole Vault, Javelin, 1500m

Hurdles

Competitors in hurdling events must hurdle with a continuous motion thus ensuring that both feet are off the ground for at least an instant.

	Race Distance	Hurdle Height	Number of Hurdles	To first Hurdle	Between Hurdles	To Finish
Women: Short						
30- 39	100m	0.840m	10	13m	8.5m	10.5m
40- 49	80m	0.762m	8	12m	8m	12m
50- 59	80m	0.762m	8	12m	7m	19m
60+	80m	0.686m	8	12m	7m	19m
Women: Long						
30- 49	400m	0.762m	10	45m	35m	40m
50- 59	300m	0.762m	7	50m	35m	40m
60-69	300m	0.686m	7	50m	35m	40m
70+	200m	0.686m	5	20m	35m	40m
Men: Short						
30- 49	110m	0.991m	10	13.72m	9.14m	14.02m
50- 59	100m	0.914m	10	13m	8.5m	10.5m
60- 69	100m	0.840m	10	12m	8m	16m
70- 79	80m	0.762m	8	12m	7m	19m
80+	80m	0.686m	8	12m	7m	19m
Men: Long						
30- 49	400m	0.914m	10	45m	35m	40m
50- 59	400m	0.840m	10	45m	35m	40m
60- 69	300m	0.762m	7	50m	35m	40m
70-79	300m	0.686m	7	50m	35m	40m
80+	200m	0.686m	5	20m	35m	40m

Steeplechase

	Event	Barriers Height	Barriers	Water Jumps
Women	2000m	0.762m	18	5
Men 30-59	3000m	0.838m	28	7
Men 60+	2000m	0.762m	18	5

Note 1. To set a record for M30-59, times at the 0.838m height must be faster than the current WMA record (including the 0.914m height).

Wind Readings

Wind readings are required for the 60m, 100m, 200m (Including in the multi-events). For record purposes the reading must not exceed +2m/s and in the multi-events the **average** of the events requiring wind readings must not exceed +2m/s. (Note that if a DNF is recorded in an event requiring

wind readings the reading for that event is not included in the average.)

Walks

Some older masters athletes walk with a 'soft knee' on contact because they have physical difficulty in meeting the requirement to straighten knees on contact as required by WA rules. The role of judges is to enforce the rules of race walking with the purpose of preventing athletes from gaining an unfair advantage. Judges nevertheless need to recognise when an older athlete is straightening their leg as far as possible, but without full compliance, by applying the concept of 'no advantage'.

Also, strict adherence to WA rules relating to the makeup of the judging panel cannot be implemented at OMA Championships because of a lack of qualified international walk judges. In OMA race walks, two red cards are permissible from walk judges from the same Member country but not three, except where the third is from the Chief Judge in the last 100m of the race.

Water for Competitors

For all events 5000m and over refreshment stations must be provided at suitable positions on the track or course (these are optional for 2000m/3000m steeples). Refreshments must also be made available at the finish line for all events 800m and above.

Competition Rules – Field

Competitors will compete in the order shown on the start sheet except where the referee rules otherwise. In throwing events, long and triple jumps, the best eight competitors after three rounds will be eligible for a further three trials. When there are eight or less competitors in an age group all will be eligible for six trials. Competing order will be re-ordered in reverse ranking for the final 3 trials. (Note: There is no further re-ordering for the final round.)

No competitor will be allowed to enter the competition after the commencement of the fourth round. Competitors who need to leave during an event may compete out of turn for that round. On return, athletes may only continue at the round in progress (but may do so in that round even if their normal position in the round has passed). In cases of a significant timing clash the Competition Director may allow multiple attempts within one round providing all athletes involved are informed.

The LOC should aim for **no more than 12 competitors in a group** and where possible should make every effort to provide seating at all field events. In field events all athletes are entitled to a minimum of two official warm- up trials in competition order irrespective of time constraints.

Personal Equipment

Personal throwing equipment must be submitted to the Technical Officer for scrutiny **at least three hours prior to the event**, or the previous day, to be measured officially and delivered to the athlete's event in time for athletes to warm up prior to the advertised starting time. Personal throwing equipment must be available to all competitors for general use during the event. Pole-vaulters will be provided with a limited range of poles for their event. They should endeavour to provide their own.

Hammer and Weight

In making a throw, the competitor may choose any starting position, holding the hammer exclusively by the handle, and using both hands except at the start of the throw and the moment of release.

Explanation: If the athlete 'starts the throw' with a circular action of the hammer or weight throw around the head, this must be done with two hands on the handle. The 'moment of release' is when both hands come away from the handle of the implement

almost simultaneously. It cannot be seen that only one hand releases the implement.

Pole Vault and High Jump

Both feet must be off the ground during the vault or jump. Masters competitors are allowed to touch the landing area before clearing the bar but may not use the landing area to any advantage as determined by the Field Judge.

Advancement will normally be by 3cm increments in HJ and 5 cm increments in Pole Vault, unless all competitors agree to a higher figure. When a high jump or pole vault competition includes competitors in different age groups and there is only one competitor left in an age group, the height to which the bar is raised shall be decided by that athlete, even though other competitors in other age groups may still be competing. Those competitors must continue in the normal progression and may not jump at these special heights. Competitors joining the pole vault and high jump after the start of competition must commence at the height at time of entry.

Wind Readings

Wind readings are required for the long jump and triple jump. For record purposes the reading must not exceed +2m/s.

Specifications Throwing – Equipment

All throwing implements must be measured for correct specifications before the competition.

	<i>Hammer</i>	<i>Shot</i>	<i>Discus</i>	<i>Javelin</i>	<i>Weight</i>
Women					
30- 49	4.00kg	4.00kg	1.00kg	600gms	9.080kg
50- 59	3.00kg	3.00kg	1.00k	500gms	7.260kg
60-74	3.00kg	3.00kg	1.00kg	500gms	5.450kg
75+	2.00kg	2.00kg	0.750kg	400gms	4.000kg
Men					
30- 49	7.26kg	7.26kg	2.00kg	800gms	15.880kg
50- 59	6.00kg	6.00kg	1.50kg	700gms	11.340kg
60 -69	5.00kg	5.00kg	1.00kg	600gms	9.080kg
70- 79	4.00kg	4.00kg	1.00kg	500gms	7.260kg
80+	3.00kg	3.00kg	1.00kg	400gms	5.450kg

Throws Pentathlon

Competitors will be allowed three trials in each throw. Competing order will be random for each event. Failure to start in any one event means that the competitor has abandoned the competition.

Order of events: Hammer, Shot, Discus, Javelin, Weight

Safety at throwing events:

All throwing events present a risk to competitors and officials and any unauthorised person venturing into the throwing arena.

Key matters to enforce are:

- Athlete seating should be placed to ensure a very low risk of danger from wayward implements.
- At warm-up, competitors must ensure that all persons are watching the person throwing and are well out of the likely direction that the implement may take. This will mean being outside

the sector lines and behind gates on cages.

- During competition the same rules apply but now officials must ensure that they are watching the throw being delivered.
- The throws area is out of bounds to anyone who is not directly involved in the running of that event.
- Any competitor or person approaching the throws area shall approach from behind the sector area or cage if one is being used.

Competition Rules – Non-Stadia

Reporting in

Athletes must report in at least 20 minutes before the scheduled start time. Names should be recorded so that all athletes can be accounted for at the end of the event.

Finishing

Athletes should remain in their finish order until their number has been recorded. Medals will be presented as soon as possible after each race.

Drinks

A drinks station will be provided and athletes may leave personal drinks for their own use.

Team Events

The Half-Marathon, 10\ km Road Run, 10km Road Walk and Cross-Country events shall incorporate 3 person teams' competition between Member countries. Age bands for men and women 30 to 69 for this competition will be decided based on entry numbers. As the over 70's now competes over 6km, this will be a separated age band.

The result for each age-band shall be decided by totalling the times of each team's first three finishers within that band. Each Member country shall be restricted to one team for each age-band. Team awards shall consist of a medal to each of a team's top three finishers.

Championships Review and Finalisation

Debrief

Organisers should hold a debrief on the Championships within a week of their conclusion. This should review the overall running of the Championships to assist in developing a report on the Championships (to be provided to OMA and the organisers of the next Championships) as well as ensuring that all activities associated with closing off the Championships are dealt with.

The report should highlight matters that worked well and give guidance as to where things could be improved.

Results Booklet

Electronic results should be sent to the OMA Secretary, the OMA Director of Competition, the OMA Records Officer, participating Member country Records Officers, Secretaries and Website Managers, and the Convenor of the LOC for the following Championships, within a month of the conclusion of the Championships.

Printed copies should be sent to all entrants who have paid for hard copy and the OMA Secretary.

The results booklet should contain all results and those for the multi-events need to show individual

performances and points. This is important for the Records Officer to validate any new records. All awards need to be recognised, the winners of any special trophies and races included, and summary statistics would be useful.

APPENDIX 1: PLANNING SCHEDULE

Pre-Event Planning

24 months to 12 months

- Form Local Organising Committee (LOC) – advise OMA of the Convenor
- Allocate responsibilities to sub-committee leaders
- Establish relationships with state open athletics body
- Propose dates and investigate and book Track and Field venue
- Plan, inspect and book social and forums venues
- Obtain sponsors
- Advise OMA Member countries of dates, venues, and accommodation options
- Devise entry form format
- Develop publicity strategy

12 months to 6 months

- Plan, inspect and book Cross Country and Walks venues
- If necessary sub-committee in charge of Meet Manager to run a T&F meet to gain familiarity with the software.
- Organise medals design; notify, but do not order, possible numbers required
- Book medical and massage personnel
- Liaise with the LOC from the Member country who ran the previous Championships re any problems etc.
- Investigate the options for an official photographer, engraver etc.
- Provide entry form for OMA and Member countries' websites.

6 months to 3 months

- Design race numbers and place indicative order (non-specific quantity)
- Design Program Book, check with OMA Championshipss Director and obtain quotes for production
- Plan timetable of events
- Ensure sufficient equipment is available
- OMA Competition Director to agree to non-stadia courses

3 months to 5 weeks

- Send copy of draft Program Booklet and timetable to OMA President and Competition Director for feedback
- Order required number of medals with 1% over requirements

Lead-up preparation

5 weeks

- Entries close (**No late entries accepted**)

5 weeks to 3 weeks

- Send copy of Member countries' entrants to Member countries' secretaries to confirm they are registered.
- Finalise timetable of events in consultation with OMA Director of Competition
- Place final race number order
- Update Hytek Meet Manager with the latest world records or arrange to include in the Program Booklet
- Place provisional timetable on Web.

3 weeks to 1 week

- Send Program Booklet order, with entrants, timetable etc. to printer
- Place final timetable on web

1 week

- Pack entrants' bags
- Check non-stadia courses for safety
- Set up rooms for the event –Registration, Meet Manager, Photo Finish,
- Results, Officials, Announcer's, Medical, Massage Engraver, Lost Property, Equipment etc. Arrange signage to these locations.

Post-event actions

Week 1

- Compile all results – draft to go on OMA website
- Ensure all records notified as appropriate – World and Championshipss.
- Debrief LOC

Week 2

- Send results to printer
- Full results to web

Week 4

- Send results book to those who have paid and OMA Secretary.
- Send electronic results to the OMA Secretary, the OMA Director of Competition, the OMA Records Officer, participating Member countries' Records Officers, Secretaries and Website Managers, and the Convenor of the LOC for the following Championshipss.
- Write and send report, including recommendations, to OMA Director of Competition and next organising LOC Convenor. This could include suggested changes to the Competition Manual.
- Send a set of medals to the OMA Secretary

APPENDIX 2: ROLE OF THE CONVENOR AND SUB-COMMITTEES

Convenor

The Convenor, appointed at least 18 months prior to the Championships, is the link between all parties concerned with the planning, preparation, implementation and conduct of the Championships. The Convenor establishes the LOC and determines a timeframe for the achievement of requirements. The Convenor regularly reports progress to the OMA Council.

Role of Sub-Committee Managers

Suggested Sub-Committees for the various components of the Championships which may be altered to suit available volunteers are:

- Venues
 - Track and Field Venue Facilities
 - Non-Stadia venues - cross country and road walks
- Sponsorship/Grants
- Program - including the Athletes'/ Coaches' Forums
- Technical - Equipment, ground set-up
- Officials/Volunteers
- Meet Manager/Results/Photo Finish
- Registration/Athletes Packages/Race Numbers
- Athlete Support
 - Merchandise
 - Medical and massage
 - Accommodation/Engraving/Photography
 - Social - including refreshments, Awards dinner
- Awards – medal design, awards for special events and ceremonial
- Publications - including flyers, entry form, program booklet, results booklet, and info to websites
- Finance - including budget, handling of fees, sponsors donations etc.
- Media – advertise the event, athletes' profiles etc.

Venues Sub-Committee

Track and Field

The venue chosen must be within proximity of adequate accommodation covering a range of prices and transport. The following facilities are required.

- 400m track (synthetic), throws areas - two each for javelin, shot and discus and at least one for hammer, two jump pits and two HJ areas plus a pole vault area that preferably allows bi-directional run-ups)
- Optional 'warm up' track and throws areas
- Area for officials and registration
- Area for announcing
- Area for Meet Manager, results management etc.
- Venue for forums and OMA meetings
- Areas for merchandising
- Area for first aid, massage, engraving etc.
- Suitable results display area
- Canteen or catering area
- A **Call Room is optional** for OMA Championships but is **not recommended** as it often removes qualified officials from areas where their skills are better utilised.

Non-Stadia

The venues chosen must be within proximity of adequate transport and have parking and toilets. Gaining access to areas such as parks, roads and thoroughfares for non-Stadia events may require lengthy negotiations and include discussions with the police/Councils - therefore investigations should commence early. The lengths of the courses must be accurately measured and in the case of the road walk circuit and half marathon course – certified if possible.

The walks course must be a minimum 1km loop and a maximum of 2km (a 2km loop is preferable). For safety reasons the cross-country course should be a loop course of 2km to allow both the 6km and 8km events to take place. The non-stadia courses must be reviewed by athletes approved by the OMA Competition Director or alternatively the OMA Competition Director should be invited to make the inspection (at the expense of the LOC). The cross-country course should be carefully inspected for those areas that require course marking to ensure sufficient cones, bunting etc. are available to enable runners follow the correct path.

The road walk course should aim for a flat circuit with minimal camber, smooth surface, and wide turns. The cross-country course should aim for a mix of easy running and more difficult terrain. In both cases attention should be paid to sufficient space for a safe and fair start.

Non-stadia courses need to be checked immediately prior to the event for unforeseen hazards such as obstacles, glass, and interference with the course.

Sponsorship/Grants Sub-Committee

Organisations for both major and minor sponsorships should be targeted. A portfolio should be established to present to sponsors as early as possible as many organisations commit to sponsorship a year ahead. This should clearly indicate the benefits to both parties. Minor sponsors could contribute with the donation of items for the registration bag, water, long-sleeve polo shirts for helpers and officials etc.

All sponsorships agreements entered into should be agreed on a contractual basis, setting out the benefits to and obligations of the parties involved. They should be clearly acknowledged in the program booklet.

Program Sub-Committee

Each OMA Championships shall include a comprehensive schedule of track and field, and long-distance events for both men and women.

60m	Javelin
100m	Hammer
200m	Weight
400m	Throws Pentathlon
800m	Pentathlon
1500m	4 x 100m Relay
5000m	Medley Relay (200m, 200m, 400m, 800m)
Short Hurdles	10km Road Run – non stadia
Long Hurdles	Half Marathon - non-stadia - optional
3000m walk	10km Road Walk - non stadia
5000m walk	6km & 8km Cross Country - non stadia
Long Jump	
Triple Jump	Steeplechase - to be held if facilities available
High Jump	Pole Vault - to be held if facilities available
Shot Put	Decathlon - optional
Discus	Heptathlon - optional

The Decathlon and Heptathlon are optional Championships events. If they are included, they should be held outside the official program of events, to ensure the duration of the Championships is not lengthened and affect all competitors' travel and accommodation requirements.

OMA has developed a suggested program for each day of its Championships. This program enables competitors to have a degree of certainty each competition as to what day their events will occur. In general, the listed program of events for each day should not be altered by the LOC. However, where local conditions require minor changes, these can be made through negotiation with the OMA Director of Competition.

Best practice program:

Day 1	Day 2	Day 3	Day 4	Day 5
TRACK, WALKS, RELAYS				
100m Heats & Finals	200m Heats & Finals	400m Heats and Finals	M 60m Timed Finals	W 60m Timed Finals
800m		1500m		
Steeplechase	W 5000m	M 5000m	5000m	
Long Hurdles		Short Hurdles		
10km Road Walk		1500m Race Walk		5km Race Walk
	Cross Country			
			M 4 x 100m Relay	W 4 x 100m Relay
			M Medley Relay	W Medley Relay
THROWS, JUMPS, COMBINED EVENTS				
M Hammer		W Hammer	W Outdoor Pentathlon	M Outdoor Pentathlon
M Javelin		W Javelin	M Throws Pentathlon	W Throws Pentathlon
W Shot	M Shot			
W Weight	M Weight			
	W Discus	M Discus		
W High Jump		M High Jump		
M Long Jump	W Long Jump			
	M Triple Jump	W Triple Jump		
			M Pole Vault	W Pole Vault

- Sprint heats should be programmed as the last track event of the day to avoid any unnecessary gaps if heats are not required.
- The specific timing of events can only be finalised once entries have closed. Every attempt should be made to avoid age group clashes particularly in events that are traditionally entered by the same athletes.
- Competitors shall be advised, of the reporting time for each event. No round or stage of any event shall commence at a time earlier than that shown in the printed program.
- Any timetable of events (**on the web or in any other media**) prior to the official program being made available at registration is **Draft Only** and must be designated as such.
- The program Sub-Committee will organise the Athletes Forum +/- a Coaching Forum and the Welcoming/Closing Ceremonies. **Please note:** The LOC is permitted to vary the placement of the Welcoming/Closing Ceremonies and Athletes forum (+/- Coaching forum) times, but any changes should give as many athletes as possible the opportunity to attend. As a courtesy the Council should be informed and the changes widely notified.
- In the past, the half- marathon, the heptathlon, and the decathlon have been part of a 7-day program. Unfortunately, they were not able to be included in a 5-day program on this occasion. In the future , we will endeavour to reintroduce these events to future Championships.

Points to note when finalising the program timetable:

- Generally, women before men in track events.
- Heats and finals start with the oldest and go to youngest for track events. (This may be modified to avoid clashes with other events!).
- Lanes for Heats and Finals go from fastest to slowest then no time in order 4, 5, 3, 6, 2, 7, 1, 8.
- Normally maximum track fields should be as follows:

800m	max 9 on a 6-lane track, to 12 on 8 lanes and 14 on 9 lanes.
1500m	max 20
5000m	max 25
10000m	max 30
3000m walk	max 20
5000m walk	max 25
Steeplechase	max 20

- For throws, jumps and pentathlons the ideal maximum is 12 (only over 12 if in the same age-group).
- Avoid where possible older men or women in first jumps or throws events of the day.
- Vary the age groups that start in the first events of the day.
- Allow adequate time to complete throws and jumps events including warm-up. Note: one competitor having 6 attempts is a minimum of ~6 minutes.
- Random order for field events.
- As a guide the following timing should be used:

High Jump and Triple Jump	8 athletes per hour
Discus and Javelin	8.5 athletes per hour
Long Jump, Shot and weight	9.5 athletes per hour

Final Program Timetable:

Progressive up-dates on the timetable of events must be forwarded to the OMA Director of Competition to check for clashes and other matters for clarification.

Most important however, is the need to send the final timetable of events with entrant numbers to the OMA Director of Competition before publishing on the Web or going to press as any timetable clashes will be most apparent at this stage. While timetables without entrant numbers may appear okay, they often suddenly have clashes when larger than expected numbers occur for a particular event.

Technical and Equipment Sub-Committee

As a general guide OMA Championships may cater for between 300 and 500 athletes depending on location and the timing. Considerations such as National and World Championships can affect numbers participating.

Equipment and technical needs can be complex. Changes from WMA/WA rules may have an impact on the requirements and conduct of the Championships. Contact with the OMA Competition Director is crucial in this regard.

A Technical Manager is responsible for all equipment used during the Championships, its housing, its measurement, and its supply. If a person from another organisation for example, an open athletics body is appointed, that person must be made aware of the different specifications required for masters athletics.

All equipment for the Championships must be checked for compliance with the rules and specifications of the WA, WMA, and OMA. This includes track equipment such as steeples, hurdles, and hurdle markings. Field event equipment requires special attention, particularly hammers and javelin specifications. All equipment must be checked for safety. Spares, such as hammer wires, must be available.

Where personal equipment is used, it must checked-in at least three hours before the event, be measured officially, and delivered to the athlete's event in time for athletes to warm up prior to the advertised starting time. Sufficient equipment in the form of tents, tables and chairs needs to be provided for the comfort of officials and athletes at all sites.

Suggested equipment required

Track	Field	General
Meet Manager System	High Jump stands/bars/mats	Competition Numbers
Photo Finish System	Pole Vault stands/bars/mats	Tents
Hip Numbers	HJ/PV measure	Tables and chairs
Starting blocks + Starter's stand	Wind Gauge	Two-way Radios
Clothing bins	Pole vault poles Shot	Remote Mikes
Starting Pistols -electronic	Javelin Discus	Medals/dais
Recall pistols	Hammers & spare wires	Sign-in Sheets
Wind Gauge - electronic	Weights & spare chains	Start Lists
Stop watches + Print out	EDM	Medal award slips
Stop-watch	Tape Measures	Rule Books
Place Cards Lap/event clock	Steel tape	Drink cups/table
Hurdles	Marker spikes	Water containers
Steeples	Sector markers	Recording Sheets
Laps to go indicator/bell	Stop Boards	Stationery
Lap Scorer Sheets	Throw markers	- pens/pencils
DQ Board for walks	Rakes/Shovels/Brooms	- pins
	Foul plasticine	- sticky tape
	Ladder	- staplers/staples
	Hammer Pliers	- hole punch
	Plastic tape	- photocopy paper
		- marker pens
		- masking tape
		- clip boards

Officials/Volunteers Sub-Committee

Officials and volunteers need to be 'signed up' as early as possible. Approaches to other organisations such as open athletic bodies' officials may be prudent. It is imperative that a full complement of officials be available for all events. The Officials Manager is responsible for ensuring all necessary officials are present.

Minimum officials/helpers required are:

- **Competition Director (CD)** – organises the competition,
- **Meeting Manager (MD)** – runs the competition (MD and CD can be combined)
- **Technical Manager** – ensures all technical requirements are complied with
- **Ex-stadia Manager** – ensures Ex-stadia activities are organised appropriately
- **Track/Ex-stadia Referee(s)/Judge** – decides issues track/walk/ex-stadia judges cannot resolve.
- **Field Referee** – decides issues field judges cannot resolve
- **Chief Judge -Walks** – coordinates the work of walks judges
- **Track Umpires -Running** – assists Track Referee
- **Chief Timekeeper -manual** – allocates duties to timekeepers. Provides backup Photo Finish.
- **Chief Photo Finish Judge** – oversees work of Photo Finish judges
- **Lap Counters (x n)**
- **Field Judges – Throws** (one acts as Chief Judge) (5)-{Judge, implements retrieve, fall judge, recorder, measurer}
- **Field Judges–Jumps** (one acts as Chief Judge) (5)- {judge, recorder, measurer, tape holder, raker}
- **Walks Judges (5)**
- **Walks DQ Board Operator**
- **Timekeeping/placing Judges (x n)**
- **Photo Finish operator (x n)**
- **Lane Judges**
- **Relay judges (x 8)**
- **Safety Officer/Manager** – coordinates all safety activities and investigations.
- **Chief Starter** – controls the start of races
- **Assistant Starters/Re-callers** – place competitors at start position/advice the Chief Starter of faults by competitors requiring recall
- **Manager-Post event Control** – coordinates activities at finish line.
- **Wind Gauge Operator – Track**
- **Wind Gauge Operator – Jumps**
- **EDM Operators** – long throws
- **Manager- Ceremonial** – Coordinates award presentations and Official Opening
- **Meet Manager operators/Results (x n)** Places results on notice boards
- **Announcer(s)** must speak clearly, be able to provide commentary across the full range of events and be knowledgeable about the sport and Masters Athletics in particular.
- **Jury of Appeal** (five suitably qualified people appointed with three to hear each appeal)

Outside of those listed above, the following helpers may be needed to:

- carry results slips to recorders (runners)
- set up ground/shade tents and chairs
- retrieve implements
- rake pits
- raise HJ & PV bars
- assist at presentations
- manage refreshments for officials
- manage merchandise
- manage information

Meet Manager, Results, Photo Finish Sub-Committee

This Sub-Committee ensures that all information technology components of the Championships are functional and capable of delivering entries, program, and results services as required. At present, OMA mandates the Hytek (Meet Manager) program as the basis of its computer program. It should be trialled prior to the event so that at least two persons are competent with programming and meet set up. Skills in seeding competitors, preparing start and field sheets, importing electronic times, the import and export of files, and results printout etc. are all needed.

A Zero Test Image must be produced at the start of any track session in case a world record is broken (the image will be needed in the application).

Meet Manager should use 'Throws Pentathlon' not 'Weight Pentathlon'. If Weight is used then go to 'Set-Up' – 'Language Preferences' – 'Event Names' and make the change.

In the week prior to the Championships all track running sheets and field judging sheets should be prepared. (Except where heats are required and it is necessary to wait until sign-in is complete to determine if only a final is needed.) Medal winner slips should be attached to the field judging sheets.

Time and place slips need to be prepared for all track events and lap-scoring sheets prepared.

Registration Sub-Committee

Members of other WMA Regions Masters clubs may compete but must provide proof of age and confirmation from their Masters Organisation of their registration in their home country. It is recommended that as entries come in from an overseas competitor, a designated person on the LOC contacts the Secretary of the National Body - seeking validation. If an athlete is not a registered member of the WMA National Member Association they will not be allowed to compete.

Frequently emails from overseas athletes ask for Letters of Invitation so they can get their visas. A pro- forma invitation letter is shown in Appendix 6.

As all athletes who enter the Championships will be incorporated into Meet Manager, the Registration sub- committee will need to acquire access to the online entry software and learn how to extract this information and send to Meet Manager.

Entries close 5 weeks prior to the Championships. There will be no late entries. There will be online entries only. Affiliates/Associates must enter on behalf of those who do not have computer access.

In the two weeks prior to the Championships the Athletes' Registration Checklist and the Athletes' Registration Package should be organised. The times and location for registration should have been indicated to athletes on the 'confirmation of entry' sent to all athletes. Generally, the registration is open from noon on the day before the first day of competition and throughout the Championships. Bags with athlete name containing the Program Booklet, competition numbers, ordered merchandise and commercial material will be collected from the Registration area. Competition numbers can only be inserted into the bags once entries have closed.

Athlete Support Sub-Committee

Merchandise

Typically, a T-shirt and/or polo shirt are always available for sale but other items such as shoe bags, caps etc. may be considered. Information on cost and sale price goes to the finance Sub-Committee for the budget and to the Publications Sub-Committee for inclusion in the Entry form and for the Program booklet.

Merchandising should also look for a long-sleeve polo shirt to be worn by all officials and helpers. The number needed and the price for these needs to be determined and given to the finance committee. An opportunity exists here for a sponsor to cover the cost.

Medical and Massage

First Aid coverage must be available at all venues. First aid personnel should know where further medical assistance can be obtained if necessary. Massage, physiotherapy and chiropractors would all be valuable to offer to the athletes.

Accommodation

Prior to the Championships, nearby accommodation should be investigated for special rates. These should be indicated in information available to states/territories.

Engraving

If possible, an engraver should be available from mid-morning on the first day, to the end of competition at the main T&F venue.

Photography

Suitable photographers should be present at all venues.

Social

Championships dinner. The dinner should allow as many people as possible to attend. It includes a 'passing the flag' ceremony to the next organising state. Pricing should be moderate.

Refreshments for officials on each day of Stadia competition. Officials perform a major task during the Championships and need to be suitably rested and sustained during the competition. Light refreshments such as tea, coffee, water, and juice/soft drinks, and snacks should always be available. Where duties extend over lunch and dinner more substantial meals should be provided.

Athletes' Forum. If an Athlete's Forum is to be held, refreshments are to be provided for those attending the Athletes (+/- Coaches') Forum.

Refreshments for officials and athletes at the non - Stadia competition. Refreshments are normally provided for all attending these events.

Council Meeting and AGM. The OMA Council holds a meeting and the Annual General Meeting is conducted during the Championships. A suitable venue needs to be booked and refreshments should be provided.

Canteen. A suitable source of varied food and drink needs to be available at the main track and field venue.

Awards Sub-Committee

Event awards. First, second and third medals are presented to each placegetter. Overseas entrants may win a medal according to their placing but do not displace the first 3 Oceania Masters. Medals need to be ordered up to twelve months ahead as a die will need to be cast by the manufacturer. At this time approximate medal numbers can be provided but exact numbers, plus 1% for ties/overseas entrants will not be available until five weeks before the Championships. The LOC organisers will design and supply their own medal.

Clem Green Trophy. The Clem Green Trophy is a perpetual trophy for the best 1500m performance at an Oceania Championships and is named in appreciation of Clem Green's efforts in founding the Association.

The Trophy is to be displayed at each OMA Championships and at the General Assembly at Championships.

The Trophy is to be presented at each OMA Championships but is to be retained by the OMA Secretary who will arrange engraving. A suitable certificate is to be presented to the winner of the Clem Green Trophy at each Championships.

Inter-Island Challenge Shield. The Inter-Island Challenge Shield is awarded to the best island Affiliate/Associate (excluding New Zealand and Australia), scored based on 8, 7, 6, 5, 4, 3, 2, 1 respectively for the highest ranked island performances (including non-island athletes) in each event summed over all events. With the winner decided on total points divided by the number of athletes, provided at least three athletes represent the Member/Affiliate/Associate at the Championships.

The Trophy is to be displayed at each OMA Championships and at the General Assembly at Championships.

The Trophy is to be presented at each OMA Championships but is to be retained by the OMA Secretary who will arrange engraving. A suitable certificate is to be presented to the winner of Inter-Island Challenge Trophy at each Championships.

Ceremonial. The award of medals and other awards is an important part of the Championships. A suitable area with a dais in a prominent position should be used. Wherever possible, sponsors, visiting dignitaries, OMA Council members or members of the LOC should make the presentations.

Publications Sub-Committee

The Registration/Entry Form must be designed and ready some nine month prior to the Championships. The Entry form should be sent to the OMA and Affiliate/Associate websites.

The Program Booklet, while standardised, will still require some modifications due to local conditions. A draft should be published as early as possible. With entries closing five weeks out, the final events program should be completed and available approximately three weeks prior to the Championships. Issues to be addressed are time allowed in events once final numbers are known and avoidance of time clashes that may now have arisen. Every effort must be made to avoid overly large groups in throws, jumps and multi-events.

Once the events program and timetable has been established, the timetable can be placed on the Web and the Program Booklet can then be printed. Sufficient Program Booklets should be printed for all competitors and officials.

Ensure that in the program the individual events/results are shown for all the Combined Events.

The final responsibility of the Publications Sub-Committee is to produce a Results Booklet for the Championships. The Results Booklet must include all results including trophy and certificate winners, and the individual event performances and points for combined events. Statistics for the Championships would be a useful addition.

Finance Sub-Committee

The Finance Subcommittee (or Treasurer) is responsible for producing the Budget and setting the registration fee well before the send out of registration forms. OMA receives an administration fee. All Sub-Committees need to develop budgets for their areas of responsibility for presentation to the Finance Sub-Committee. The Technical and Equipment Sub-Committee would need to establish what additional equipment may be required.

It is the responsibility of the LOC to secure Public Liability Insurance of AUD\$20 million (or equivalent). Athletes are not covered for personal accident insurance unless they contribute to such a scheme via their Masters Club. The LOC should ensure that all personnel employed as contractors (for example, massage, photography etc.) also carry Public Liability Insurance.

Media and Public Relations Sub-Committee

Media and Public Relations activities should be undertaken with a view to maximising coverage for the event and to highlight sponsors contributions. This should include TV, radio and newspaper advertisements, articles and interviews as well as possibly holding special publicity events such as 'launch' activities. The OMA website, Facebook and Instagram sites should have information about the event.

A brief may be prepared covering outstanding athletes who will be competing at the Championships prior to the start of competition. Once the Championships have begun a brief should be given to the Announcer to highlight record attempts, outstanding athletes in the process of competing and other relevant information.

APPENDIX 3: SPECIFICATIONS FOR THROWING IMPLEMENTS & CHECKING AND REPAIRING EQUIPMENT FOR COMPETITION

Standard Colours of Equipment:

COLOUR	Hammer & Shot Put	Heavy Weight
Yellow	7.26kg	15.88kg (35 lb)
Green	6.00kg	11.34kg (25 lb)
Red	5.00kg	9.08kg (20 lb)
White	4.00kg	7.26kg (16 lb)
Blue	3.00kg	5.45kg (12 lb)
Black	2.00kg	4.00kg (8.8 lb)

Throwing equipment most likely to be out of specification are hammers and javelins. Discus and shot are generally quite good and while heavy weights should be okay, testing is needed for length, weight, and the handle.

HAMMERS:

Specifications

Min weight kg	Diameter range (mm)	Length Max (*) (mm)
7.260	110–130	1215
6.000	105–125	1215
5.000	100–120	1200
4.000	95–110	1195
3.000	85–100	1195
2.000	75–100	1195

*Length is from the inside of the handle/grip to the end of the hammer.

There is no longer a minimum length.

As the diameter of the hammer can vary, the length of wire needed to give length close to the maximum varies.

Checks to be made prior to competition:

- Length and weight
- Smoothness of head
- Handle shape and condition
- Smoothness of swivel
- Ends of twisted wire lie flat against length

Bringing hammers up to specification:

Length: For a hammer which is over length the simplest way is to use a shorter wire which will also affect the weight. Sometimes the over length is due to the handle being damaged leading to an increase of length. In this case repairing the handle by reshaping in a vice will often reduce the length.

Lengths of wires should be chosen to give an overall length of at least 5mm less than maximum allowable.

Weight: Add or remove lead from underneath the swivel. Remove the swivel (and wood plug if present) and tamp the lead pieces into the cavity. Replace wood plug and swivel, and reweigh. In some cases, adding a wire with more windings on it may achieve a weight increase. Changing handles is another possibility although this will often change the length.

Bent wire ends: Remove wire and reshape in a vice (continual reshaping will weaken the wire) using pliers and gentle hammering. Replace wire and either tape ends or better still add 2 cm lengths of clear flexible PVC tubing (5 mm diameter is best although 6 mm could be used) before twisting of wire. Slide the PVC tubing over the ends of the wire.

Handle: The manufactured length is 110 mm. WA require all handles to be of a rigid construction that cannot be altered. Please refer to the WA Rules 36.4 to 36.8 for the 3.000kg, 4.000kg, 5.000kg, 6.000kg and 7.260kg. The same rule can apply to the 2.000kg hammer.

Swivel: Regular oiling will help to prevent rusting and deterioration. Very dirty swivels should be removed and cleaned with RP7 and regreased.

JAVELINS:

Specifications:

Minimum Weight (gm)	800	700	600	500	400
Overall length (m)	2.60–2.70	2.40–2.50	2.20–2.30	2.00–2.10	1.85–1.95
Distance from tip of metal head to Centre of Gravity (m)	0.90–1.06	0.85–0.99	0.80–0.92	0.78–0.88	0.75–0.80
Distance from tail to Centre of Gravity (m)	1.54–1.80	1.41–1.65	1.28–1.50	1.12–1.32	1.05–1.20
Length of metal head (mm)	250–330	250–330	250–330	220–270	200–250
Diameter of shaft at thickest point (mm)	25–30	23–28	20–25	20–24	20–23
Width of cord grip (mm)	150–160	150–160	140–150	135–145	130–140

In recent years there have been changes to the specifications for 500, 600 and 700 g javelins. Changes to 800 g javelins occurred over 15 years ago.

Checks to be made prior to competition:

Weight: Often little can be done, but if just under weight, a smooth coat or two of enamel paint may help, plus changing the grip if well worn.

Balance Point: This is the most likely measurement to be incorrect. Often this will identify a javelin of 'old specifications'. An apparatus to identify balance point (which must fall within the grip) is required and this should also give a measurement of the distance from the tip. If the balance point is wrong then painting the relevant section with a few coats of enamel, may help to bring it back into specification.

Length: This will identify javelins of 'old specifications' or javelins which are not well made.

Condition: The point should not be damaged and the shaft should have smooth paintwork.

Grip: The maximum cord thickness is 4mm giving an 8mm increase in diameter at the grip. The grip should be in good condition

DISCUS:

Specifications:

Minimum Weight (kg)	Outside diameter (mm)	Diameter of metal plate or flat centre area (mm)	Thickness of flat metal plate area (mm)	Thickness of rim—6mm from edge (mm)
2.000	219–221	50–57	44–46	12–13
1.500	200–202	50–57	38–40	12–13
1.000	180–182	50–57	37–39	12–13
0.750	166–182	50–57	33–37	10–13

Note: There are two different diameters available for the 750 g discus. The larger is used. Checks to be made prior to competition:

Weight: If the discus is under-weight, then lead can be added under the centre plate. This needs to be secured so that it does not move around. If overweight some lead can be removed.

Smoothness: Both sides of the discus should be equally smooth with no pits, and the surface should be level with the rim.

WEIGHT THROW:

Specifications

Minimum Weight (kg)	Diameter range (mm)	Length (*) Max (mm)
15.880	145–165	410
11.340	130–150	410
9.080	120–140	410
7.260	110–130	410
5.450	100–120	410
4.000	95–110	410

* Length is measured from the inside of the handle/grip to the end of the weight. The handle may be as permitted in the Hammer throw (see WA rule 36.7) or may be made of a round metal rod not to exceed 12.7mm in diameter. This rod is to be bent in a triangular shape so that no side exceeds 190mm nor is smaller than 100mm, inside measurement. A handle with no permanent connection point must have three sides of equal length. The

handle shall not be designed in such a manner so as to not stretch appreciably during the throw. It must be attached by means of a chain/links containing a swivel to allow rotation of the head but does not allow an increase in overall length of the weight.

Checks to be made prior to competition:

Weight: For underweight - use the same procedure as for hammers to increase the weight.

Length: If over length, little can be done. A change of handle may help.

SHOT PUT:

Specifications

Minimum Weight (kg)	Diameter range (mm)
7.260	110–130
6.000	105–130
5.000	100–130
4.000 Men	95–130
4.000 Women	95–100
3.000 Men	85–130
3.000 Women	85–110
2.000	80–110

It is rare for a shot not to comply with diameter. Checks to be made prior to competition:

Weight: If the shot is made with a plug, then an underweight shot can have its weight increased by adding lead. Overweight shots could be reduced by uniformly grinding the surface.

Smoothness: The surface should be uniformly smooth with no pits or crevices.

Spherical shape: The shot should be spherical with a centre of gravity in the centre of the sphere.

APPENDIX 4: CRISIS MANAGEMENT

Background

From time-to-time emergency or crisis situations may occur at an OMA Championships. These may be simple situations such as a fractured arm or distressing personal situations such as the sudden and unexpected death of an athlete, official or spectator at the Championships, or it could be extreme weather conditions that disrupt the Championships. OMA, the LOC, and key officials have the responsibility to sensitively manage and communicate such situations, to ensure the safety of all competitors, officials, and spectators, and to ensure the situation results in the least disruption to the majority and the Championships.

OMA has developed these Crisis Management Guidelines, which the LOC should use to guide action in relation to the management of crises at OMA Championships.

Some emergencies or crisis situations will automatically necessitate the involvement of local emergency services, who may be the primary incident manager. Nevertheless, even where local emergency services are involved, management of an emergency/crisis within the athletics community at the Championships is still required.

These guidelines assume that:

- relevant emergency services, Police, First Aid, and Ambulance etc. have been contacted where and as appropriate.
- there is ongoing liaison with relevant local emergency services where necessary, and
- the requirements of local emergency services have been considered when following these guidelines.

Initial Action

1. Verify the accuracy of information and obtain all relevant details relating to the incident.
2. Determine what information is to be shared, and with whom, within the athletics organisation and local organising committee.
3. Relay information of the emergency to the Competition Director/Meeting Manager as soon as possible.
4. Schedule a meeting of key personnel as soon as possible.

Points to consider should include:

- management of the situation that will result in the least disruption to the majority whilst respecting those most closely involved.
- the necessity to advise all present at the Championships of the situation.
- whether or not rescheduling, postponement or even cancelling of events is necessary.
- the ongoing safety of those present, and
- the need for a press release.

Decision to continue

The Championships should be continued as scheduled provided due consideration has been given to:

- safety
- respect for those closely involved, and the number of other persons who are affected, and
- the time of the emergency within the Championships program, that is, Day-1, lay day, closing ceremony, etc.

APPENDIX 5: ROLES DURING A CRISIS SITUATION

Meeting Manager

1. To convene a meeting with key athletics personnel, this should include the Safety Officer and may include, relevant officials, select personnel from the local organising committee, and members of the OMA Council.
2. To inform family members, team manager and team members of the situation, and if deemed appropriate, all present at the Championships of the situation.
3. To prepare an initial short written statement, for example 'A medical emergency has occurred and the person(s) involved are receiving the best possible care.'
4. To appoint a designated spokesperson to be the sole point of contact with the media. Where a press release is proposed all key personnel should view and be aware of its contents prior to its release.
5. To release any officials from their posts if they so request or they are stressed.
6. To ensure that any replacement officials are appointed as necessary.
7. To liaise with the Safety Officer prior to recommencing the program.
8. To advise athletes and officials if a special ceremony of respect is to be held.
9. To arrange a debriefing meeting for key personnel.

Safety Officer

1. To ensure that adequate measures are taken to avoid any further dangerous situation.
2. To make a written report if the emergency arose under the officer's jurisdiction to allow safeguards to be put in place for the future.

Organising Committee

1. To meet with the Meeting Manager, OMA Council members and other key individuals.
2. To assist those closest involved in the emergency with transport/victim support etc.
3. To provide appropriate counselling, clerical personnel for family, fellow athletes, officials, and others involved in the incident where required.
4. Where appropriate make available a 'crisis room' which should have an official continually present to respond to enquiries.
5. To liaise with the family if a mark of respect is to be made at the meet.
6. To keep sponsors informed if any major changes are necessary.
7. To compile signed documentation of the incident from everyone involved.
8. To collect and secure all equipment and materials involved in the incident.
9. To contact insurance providers.
10. To prepare a post-incident report for the OMA Council.