

parent handbook

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Welcome

PARENT HANDBOOK

It's summer time, so welcome to the start of a new track and field season!

Your child will enjoy learning new skills, the excitement of competition and making new friends.

Little Athletics is a very family oriented junior sport which means we look forward to seeing you regularly and assisting in various roles around the Centre.

The Parent Handbook provides you with an overview of Little Athletics and all that your Centre, Region and Association can offer you.

Your Centre is where you will find most information you need for weekly Little Athletics activities. Little Aths is always action packed and Centre's use various methods of communication to keep you informed and involved including Centre website, Centre newsletter, Clubroom notice boards and Centre meet announcements.

Mission Statement

"Through the enjoyment of athletics, develop positive attitudes and a healthy lifestyle for our children, families and community."



History of Little Athletics

Little Athletics evolved, like most voluntary community organisations, through the mind and conscience of one man.

Trevor Billingham followed the pattern set by many pioneers in the field of community service. He recognised a need and introduced an idea designed to meet that need.

On an October day in 1963 three boys turned up at an athletics meeting in Geelong. They were ready to compete. On approaching an official they were told that they were too young to take part. That official was Trevor Billingham.

The disappointment, evident in the boys, left a marked impression on his mind. The thought was forgotten; it came alive again several months later. At a coaching clinic designed for secondary school students it was noted that the majority of children were of primary school age.

Reminded of his earlier experience, Trevor Billingham had an idea. The answer to the need expressed in the children would be a simple Saturday morning competition.

On the first Saturday of October 1964, he met with a small group of children on a Geelong oval. They took part in a short program of running events.

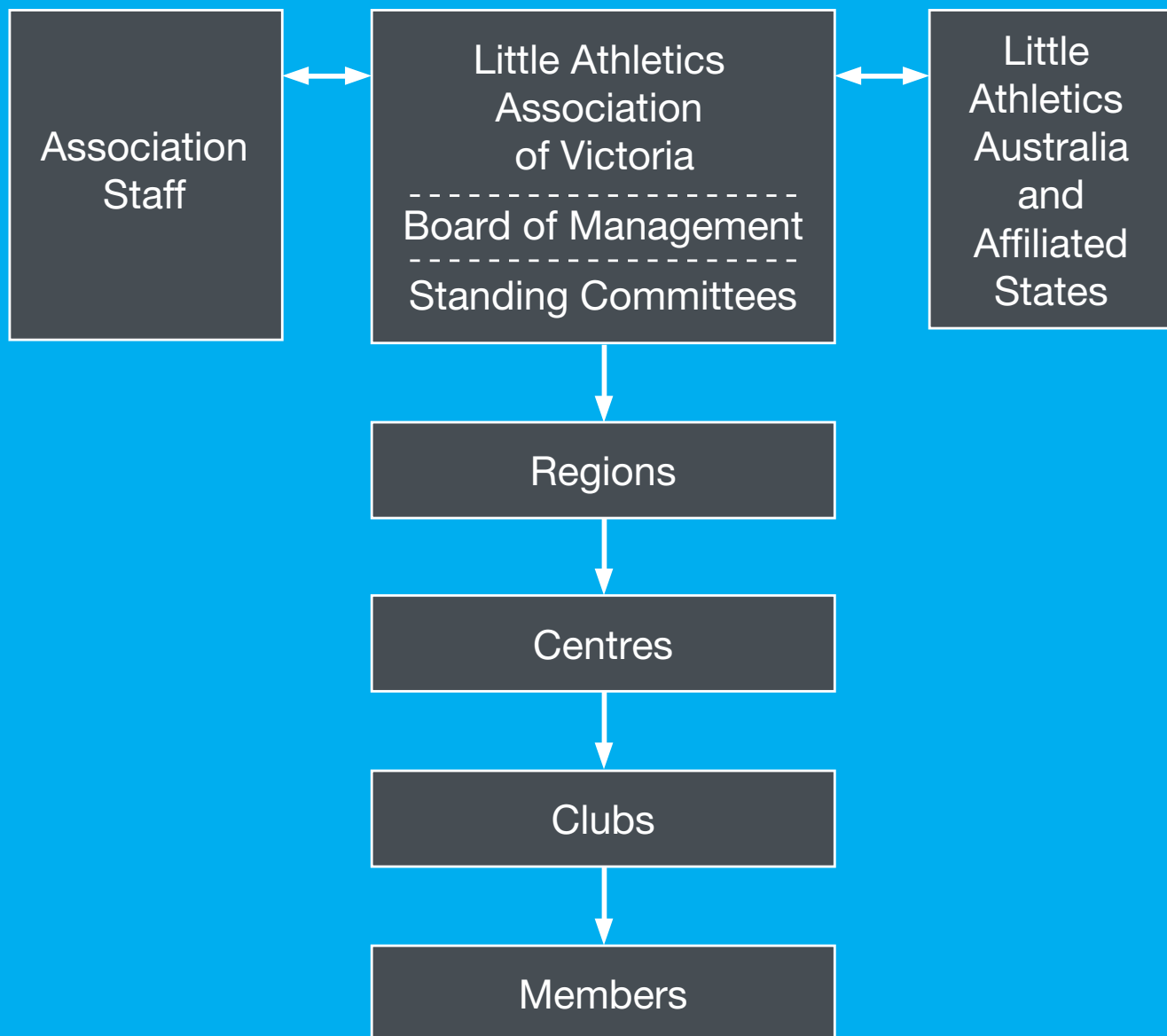
From that simple beginning, athletics for under 12 boys and girls developed at a phenomenal rate. Little Athletics created tremendous interest; by 1967 the Victorian Little Athletics Association was formed. Australian Little Athletics Union was formed in Perth on the 31 March 1972.

Victoria, New South Wales, Northern Territory & Western Australia were the founding members. Little Athletics Victoria. now has over 22,000 members competing on a weekly basis at 104 Centres across Victoria.



Vic Little Aths Structure

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What Region are you in?

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*Victoria is broken into 7 regions, 4 metro & 3 country.
What Region is your Centre in?*

Metro

EASTERN METROPOLITAN

Box Hill	Kew
Camberwell/Malvern	Knox
Cockatoo	Nunawading
Collingwood	Ringwood
Croydon	Sherbrooke
Doncaster	Yarra Ranges

NORTHERN METROPOLITAN

Coburg	Kilmore & District
Craigieburn	Lancefield/Romsey
Diamond Valley	Preston/Reservoir
Essendon	Sunbury
Hume	Whittlesea City
Keilor	

SOUTHERN METROPOLITAN

Brighton	Oakleigh
Caulfield	Sandringham
Chelsea	Seaford
Dandenong	Skye Valley
Frankston	Southern Peninsula
Mentone	Springvale
Moorabbin	Waverley
Mornington	Westernport

WESTERN METROPOLITAN

Altona	Melton South
Bacchus Marsh	South Melbourne & Districts
Brimbank	Werribee
Corio	Williamstown
Geelong	Woodend
Gisborne	

GIPPSLAND COUNTRY

Bairnsdale	Pakenham
Casey	Sale
Corner Inlet	Traralgon
Cranbourne	Warragul
Leongatha	Wonthaggi
Moe	Yarram
Orbost	

NORTHERN COUNTRY

Albury	Mt Beauty
Barooga	Murrindindi
Benalla	Nathalia
Bendigo	Rochester
Corowa	Rutherglen
Echuca/Moama	Seymour
Howlong	Shepparton
Kyabram	Wangaratta
Kyneton & District	Wodonga
Lavington/Jindera	Yarrawonga/Mulwala
Mansfield	

WESTERN COUNTRY

Apollo Bay	Edenhope
Ararat	Hamilton
Ballarat	Horsham
Bar-rook	Kerang
Camperdown	Maryborough
Casterton	Portland
Charlton	St. Arnaud
Cohuna	Stawell
Colac	Swan Hill
Dimboola	Warrnambool

Getting Started!

You will have now registered your child with your Centre. Personal details from your registration is for the sole use of Little Athletics Victoria.

Upon registering, your child receives a registration pack with Little Aths goodies and a chest patch. The Association requires all athletes to wear the provided registration chest patch at all times at all Centre activities. This is a safety procedure and sponsorship requirement. This allows parents to know your child's name and age group. In case of an emergency your child's name can be accessed quickly.

The athlete should also be wearing appropriate footwear, sun protection including hat and sunscreen and Centre uniform for competition and athletics events. Athletes should also bring a drink bottle to Little Aths.



How to get involved?

All parents with registered children attending Little Athletics are required to help at Centre level. For new parents this may initially be raking the pit or setting up equipment whilst learning new things from other parents each week.

Coaching and officials courses are offered around the State for you to advance your knowledge and skills. Which ever role you undertake, we thank you for your help, as the children would not be able learn new skills or compete weekly at Little Athletics without you.

Information on *How to Help at Little Athletics* can be found on the LAVic website under *Education & Training /Officials*. Please visit www.lavic.com.au.



Open Days

Many Centres host Open Days throughout the summer and winter seasons. At an Open Day, athletes can enter their favourite events and compete against different athletes from Centres across Victoria.

Open Days are generally a fun family day. Open Day entry forms are available from the Association's website calendar www.lavic.com.au



Championships

The Association hosts five State Championships each season for Relays, Multi-Event, Track & Field Cross Country and Road Relays.



On Track

On Track is a coaching program developed for U6-U8 age groups using modified equipment and alternative training areas. On Track Coordinators teach the fundamental motor skills involved in running, jumping and throwing in a 90 minute coaching session.

Some children have never held a discus before and it can be very overwhelming for them when they want to do well but are not sure what to do. What will you say when they ask, “How do I throw the discus?”

On Track coaching takes away the pressure of competition and allows children to concentrate on learning the basics in a fun environment.

If your Centre does not offer On Track, you can get involved and become an On Track Coordinator and help build the basic skill and technique foundations for many young athletes.



Junior Development Squad

The Junior Development Squad (JDS) gives athletes an opportunity to gain new skills and improve technical competencies through participation in training with some of Victoria's leading coaches.

The program consists of numerous activities including coaching days, education sessions, role model sessions with elite athletes, presentation ceremony and a coaching camp. Qualifying standards and application forms are available on www.lavic.com.au

Victorian Team

The annual Australian Little Athletics Championships are conducted in April each year 22 U13 athletes are selected in the Victorian Team to compete. Athletes are chosen for rounded ability and potential point score. Four U15 athletes also represent Victoria at this event in the Multi-Event Championships.

U11 Skills Clinic

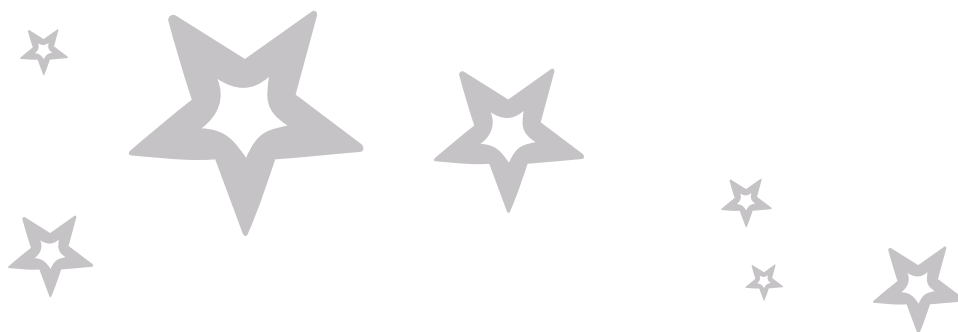
This is a free two day clinic open to all U11 athletes in Victoria. The Clinic is held annually. Athletes in this age group will be emailed from the LAVic office.

Introduction to Coaching Course

The Introduction to Coaching Course (ITCC) is aimed at giving people with little background knowledge of Little Athletics the ability to coach basic athletics to children. The course offers tuition on each of the athletic events held at Little Athletics, plus modules on warm up, coaching and officiating children. Any person wanting a basic understanding of athletics and confidence coaching children at a beginner level should participate. Ask your Centre about the next course date and venue.

Introduction to Officiating Course

The Introduction to Officiating Course (ITOC) is a non-accredited practical Officials course giving individuals the ability and confidence to officiate at Centre level.



Centre Rules & Policies

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Little Athletics Victoria is committed to providing a safe environment for all participants with risk management policies developed to cover the following areas:

★ **Safety Policy**

Safety Policy describes Centre operation for each event and for overall venue operation; emergency management plan; and injury surveillance procedures.

★ **Sun Protection Policy**

All Centres must implement SunSmart procedures, encouraging all participants to wear hats and sunscreen. Where practical shade should be provided.

★ **Healthy Food Choice Policy**

We acknowledge that healthy eating can have an impact on the lives of our members, and that the provision of healthy foods will contribute to better health for all. Enjoying a variety of foods from the different food groups is the key to healthy eating. The Centre will ensure that a variety of healthy food choices are available for all its activities.

★ **Smoke Free Policy**

★ **Responsible Alcohol Management Policy**

★ **Codes of Behaviour for spectators, officials, administrations, coaches, athletes**

★ **Insurance**

★ **Working with children check**

★ **Competition Regulations**

The Association competitions are governed by a set of rules named the Competition Regulations. Centres use these to run Centre competition. A new set of Competition Regulations is produced every year. The current Competition Regulations can be downloaded from www.lavic.com.au/Resources/Constitution&Regulations.

★ **Dual Registration**

Athletes in U12 - U16 age groups can dual register with Little Athletics Victoria and Victoria's senior athletics body, Athletics Victoria. This enables the athlete to compete at their local Little Athletics Centre and with an Athletics Victoria Club. Your Little Athletics Centre will give you a letter stating your child is interested in becoming a dual athlete. The athlete then presents this letter with a minimal fee to the Athletics Victoria Club.

LAVic Association Codes of Behaviour

Administrators' Code of Behaviour

- ★ Involve children in the planning, leadership, evaluation and decision-making related to the activity.
- ★ Ensure that equal opportunities for participation in sports are made available to all children, regardless of ability, size, shape, sex, disability or ethnic origin.
- ★ Ensure that equipment and facilities are safe and appropriate to the ability level of participating children.
- ★ Ensure that rules, equipment, events and training schedules take in consideration the age, ability and maturity level of participating children.
- ★ Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate positive behaviour and skill technique.
- ★ Remember that children participate for enjoyment and play down the importance of rewards.
- ★ Avoid allowing programs to become primarily spectator entertainment. Focus on the needs of the participants rather than the enjoyment of the spectators.
- ★ Provide clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate behaviour and skill technique.
- ★ Ensure that parents, coaches, sponsors, administrators, officials, physicians and participants understand their responsibilities regarding fair play.
- ★ Distribute the Code of Behaviour sheet to spectators, officials, parents, coaches, athletes and the media. Avoid use of bad language.

Officials' Code of Behaviour

- ★ Compliment all participants on their efforts.
- ★ Be consistent, objective and courteous in calling all infractions.
- ★ Condemn unsporting behaviour and promote respect for all opponents.
- ★ Ensure that the "spirit of the game" for children is not lost by using common sense and not over-emphasising errors.
- ★ Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the participants.
- ★ Publicly encourage rule changes, which will reinforce the principles of participation for fun and enjoyment.
- ★ Ensure that your behaviour is consistent with the principles of good sporting behaviour. Actions speak louder than words.
- ★ Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of children.
- ★ Avoid use of bad language.

LAVic Association Codes of Behaviour

Parents' Code of Behaviour

- ★ Encourage children to participate if they are interested.
- ★ However, if a child is not willing, do not force him or her.
- ★ Focus upon the child's efforts rather than the overall outcome of the event. This assists the children in setting realistic goals related to his/her own ability by reducing the emphasis on winning.
- ★ Teach children that an honest effort is as important as victory, so that the result of each event is accepted without undue disappointment.
- ★ Encourage children to always participate according to the rules.
- ★ Never ridicule or yell at a child for making a mistake or losing an event.
- ★ Remember children are involved in Little Athletics for their enjoyment, not yours.
- ★ If you disagree with an official, raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public. Remember, most officials give their time and effort for your child's involvement.
- ★ Support all efforts to remove all verbal and physical abuse at Little Athletics activities.
- ★ Recognise the value and importance of being a volunteer official and/or coach. They give of their time and resources to provide recreational activities for the children and deserve your support.
- ★ Demonstrate appropriate social behaviour, by not harassing athletes, coaches or officials, smoking on the arena or being intoxicated.
- ★ Avoid use of bad language.



LAVic Association Codes of Behaviour

Spectators' Code of Behaviour

- ★ Remember that children participate in Little Athletics activities for fun. They are not participating for the entertainment of spectators only, nor are they miniature professionals. Applaud good performances and efforts from each athlete.
- ★ Congratulate all participants upon their performance regardless of the event outcome.
- ★ Respect the officials' decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach the children to do likewise.
- ★ Never ridicule or scold a child for making a mistake during a competition. Positive comments are motivational.
- ★ Condemn the use of violence in any form, be it by spectators, coaches, officials or athletes.
- ★ Show respect for each participant. Without them there would be no events.
- ★ Encourage athletes to follow the rules and the officials' decisions.
- ★ Demonstrate appropriate social behaviour by not harassing athletes, coaches or officials, smoking on the arena or being intoxicated.
- ★ Avoid use of bad language.



LAVic Association Codes of Behaviour

Coaches' Code of Behaviour

- ★ Be reasonable in your demands on young athletes time, energy and enthusiasm.
- ★ Teach athletes the rules of the sport are mutual agreements, which no one should evade or break.
- ★ Whenever possible, group athletes to give a reasonable chance of success.
- ★ Avoid over-coaching the better performing athletes, the “just averages” athletes need and deserve equal time.
- ★ Remember that children participate for fun and enjoyment and that winning is only part of their enjoyment. Never ridicule or yell at the children for making mistakes or losing an event.
- ★ Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
- ★ Take into consideration the maturity level of the children when scheduling and determining the length of training times and competition.
- ★ Develop respect for the ability of opponents as well as for the judgement of officials and coaches.
- ★ Follow the advice of a physician when determining when an injured athlete is ready to recommence training or competition.
- ★ Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.
- ★ Demonstrate appropriate social behaviour, by not harassing athletes, other coaches or officials, smoking on the arena or being intoxicated.
- ★ Avoid use of bad language.

LAVic Association Codes of Behaviour

Little Athletes' Code of Behaviour

- ☆ Play by the rules.
- ☆ Never argue with an official. If you disagree, ask your Team Manager to deal with the matter.
- ☆ Control your temper. Verbal abuse of officials or other athletes, deliberately distracting or provoking an opponent is not acceptable or permitted in our sport.
- ☆ Work equally hard for yourself and/or your Centre/Club. Your Centre/Club's performance will benefit.
- ☆ Be a good sport. Applaud all good results whether they are by your Centre/Club, opponent or the other Centre/Club.
- ☆ Treat all athletes, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another athlete.
- ☆ Co-operate with your coach, club mates and other participants. Without them there would be no competition.
- ☆ Participate in Little Athletics for the "fun of it" and not just to please parents and coaches.
- ☆ Avoid use of bad language.



LAVic Association Codes of Behaviour

Codes of Health Behaviour

Little Athletics understands the harmful affects of smoking on health, fitness and performance in sport, and as a result has adopted the following Code of Behaviour:

- ★ Participants/Athletes are reminded that smoking adversely affects performances and are prohibited from smoking during competition, trainings, warm-ups, and cool-downs.
- ★ Coaches and Officials are reminded of their responsibilities, as “role models” particularly with juniors, and are asked to refrain from smoking whilst associated with our sport.
- ★ Premises and playing areas should be declared “Smoke Free Zones” - smoking permitted only where a special smoking area is designated.
- ★ Visiting Participants, Coaches and Officials are also asked to respect our Codes of Behaviour.
- ★ Spectators are reminded that smoking is inappropriate behaviour in a sporting environment and are asked to respect our sport Code of Behaviour.



Insurance is provided for all Little Athletics participants, members, and helpers throughout Australia. Little Athletics members are covered by policies arranged through Willis Australia Ltd.

The insurance provided includes: Personal accidental at the Centre, Liability insurance for coaches and Centre Executive members and public liability.

The insurance scheme covers all registered members, participants trialing before becoming a member, coaches, volunteer workers, directors and officials of Australian Little Athletics and their affiliated State Associations, Centres, Regions and Clubs.

Little Athletics Centres have their own equipment insurance. This is arranged through Willis Australia Ltd.

All Centres have been provided with an Australian Little Athletics Insurance scheme and the personal Injury Claim Form. If you or your child is injured at the Centre, ask your Centre to complete the form and forward to the Association Chief Executive Officer. The Association Office sends the claim to Willis Australia Ltd.



Association Awards

PARENT HANDBOOK

Each Centre and Region has specific awards for parents and other volunteers who help make Little Athletics a huge success. The Association also recognises valuable volunteers.

Association Awards:

- | | |
|---|--------------------------------|
| 1. Bendigo Bank Volunteer of the Year Award | 4. Meritorious Service Award |
| 2. Top Centre Award | 5. Distinguished Service Award |
| 3. Jeff Crouch Award | 6. Life Governor Award |

Application forms and further information are available from www.lavic.com.au/Awards

The criteria for each award is as follows:

1. Bendigo Bank Volunteer of the Year Award

Meritorious service to a Club, Centre or Association during the current season.

2. Top Centre Award

Awarded to the Centre which best meets set criteria that sees a Centre promoting and supporting Association policies and programs.

3. Jeff Crouch Award

A minimum of ten years service to the Association in a role that renders the nominee ineligible for other service awards.

4. Meritorious Service Award

A minimum of eight years service to the Association, with five years of such service to be in administrative or senior officials role at Region or Association level.

5. Distinguished Service

A minimum of 12 years highly meritorious service with a positive contribution to the betterment of the Associations operations. Six years of such service to be outside an affiliated Club or Centre in administrative roles at Region, Standing Committee, Board of Management or Little Athletics Australia.

6. Life Governor

A minimum of 15 years highly meritorious service that has positively contributed to the betterment of the Association. Ten years of such service outside an affiliated Club or Centre, in administrative roles at Region, Standing Committee, Board of Management or Little Athletics Australia.



**Volunteer
Of the Year**





How to Contact

Little Athletics

www.lavic.com.au

MY LOCAL CENTRE IS

Little Athletics Victoria

p: 03 8646 4510

f: 03 8646 4540

e: office@lavic.com.au

w: www.lavic.com.au

Athletics House. Level 1, 31 Aughtie Drive, Albert Park, Victoria 3206
Postal Address: Locked Bag 1011, Port Melbourne, Vic 3207

Reg No. A0003260D ABN: 47 646 887 442