



Welcome to all parents and athletes for the start of the 2024/25 season.  
It is important that caregivers read the following information.

On our opening day, we will all gather at the Age Group check-in point at 7.45am to open our season, announce our Club Captains and introduce our committee. Once this is completed, athletes warm up then move to their events.

### Communication

During the season it's important for everyone to be informed and up to date.

- The club sends important whole club emails to the primary and alternative addresses of all club members via the ResultsHQ
- Your Age Group Manager will set you up on a whatsapp group to receive club messages, coach messages and co-ordinate the group.
- Regular newsletters (usually weekly during the season) will be sent out to all members. Newsletters will also be posted on Facebook.
- Don't forget to follow us on Facebook and like our posts <https://www.facebook.com/UWALAC/>
- If you don't think you are receiving emails/newsletter or other communications, please contact the club.

### Contact Information

- The club uses the contact information provided via your ResultsHQ registration. You can update your contact details in Results HQ at any time. It is very important that we maintain an accurate database. During training and competition day, you MUST be able to be contacted.
- If you decide to stop participating in the UWALAC program, then please let us know so that we can inform your coach and age group manager.

### Training and Competition Requirements

Arrival and Departure

- Athletes meet the Coach and/or Mobile Volunteers for training and competition days at the relevant Age Group signs at the bottom of the southern hill.
- The coach will be wearing a vest with the age-group number that clearly identifies the group.
- Boy's coaches wear **orange** and girl's coaches wear **yellow**.
- On competition day, mobile volunteers will wear a green vest (with one wearing an orange (boy) or girl (yellow) vest. The coaches/mobile volunteers will move from event to event with their group.
- Please make sure you arrive promptly for pick up from training and competitions if you are leaving your child at the venue.

Session Cancellation

- You will be contacted via your whatsapp group if training is cancelled and it will be notified on Facebook. It is rare to cancel competition or training due to weather. We have a hot weather policy in place.

### Training Days and Time

- Tuesday U11-U17 5.45pm-6pm – Track Specialist Program
- Thursday U6-U10 4.45pm-6.00pm U11-U17 6.00pm-7.15pm - Training with age group coaches with specialist coaches available.

Contact Details: Coaching Co-ordinator and Competition Officer – Nieve – [competition@uwalac.com](mailto:competition@uwalac.com)  
Administration – [contact@uwalac.com](mailto:contact@uwalac.com)  
Website: [uwalac.com](http://uwalac.com)



### Competition Days

- Our Saturday competition program starts at 8am sharp so please arrive by 7.45am (at the latest) for warm-up. Twilight commences at 5pm, with a 4.45pm arrival at the latest. For the Big 6 Event on 23<sup>rd</sup> November, the competition will commence at 4pm.
- Our competition program is based on a Week 1 and Week 2 roster which rotates over the season. These programs are available on our website.  
<https://uwalac.com/competition-calendar/>
- After the first 2 weeks of competition we will automatically seed athletes in their heats based on results achieved to date. Our focus at UWALAC is on achieving personal bests or PB's and not on winning events.
- Over the season UWALAC athletes are also invited to attend State Events. These are run by Athletics West and we will make sure you are updated with this information. At State events our athletes compete against other centres from around Western Australia.

### Come & Try

- Once you have completed your Come & Try training and competition attendance, if you wish to register, please log into ResultHQ and edit your profile from "Come & Try 14 days" to "Full Season". This is under the product section.
- You must select a duty in the next section.
- If you wish to purchase a uniform, do this under the Extra's section, or purchase from the Uniform Shop.
- You will then need to pick up your child's registration bib prior to competition.

### Results

- Log into your ResultsHQ profile using your username and password to see results from the prior week.
- Track events are usually available immediately.
- Field events can take up to Tuesday to be finalised.
- Wednesday is normally the day all results are final.
- If you have any queries regarding the results (**AFTER WEDNESDAY**), please email [competition@uwalac.com](mailto:competition@uwalac.com)

### Uniforms

- Uniforms do not need to be worn to training, **but all athletes must wear the uniform (singlet and shorts) for competition days.**
- Please make sure that your child's first initial and surname is clearly written on their registration bib.
- Your child's AGE GROUP is written in the top corner.
- Bibs must be affixed to the front of the singlet (pins/sewn/velcro). The club has a bib sewing service for a fee.



### First Aid and Medical

- First Aid is available from the Uniform Shop/Information area.
- Ice is available from the canteen area.

Contact Details: Coaching Co-ordinator and Competition Officer – Nieve – [competition@uwalac.com](mailto:competition@uwalac.com)  
Administration – [contact@uwalac.com](mailto:contact@uwalac.com)  
Website: [uwalac.com](http://uwalac.com)



- We have parents that are trained medical practitioners on duty.
- Parents are responsible for any medications and need **to make both the coach and manager aware of any medical conditions/other conditions that their child has**. Any medications required should be placed in a clear bag and labelled with your child's name.
- On some weeks, we will have a physiotherapist on site for competitions.

### Behaviour

- Please remind your children to show respect to our coaches, mobile volunteers, officials and other athletes AT ALL TIMES.
- Our coaches are there to teach your child how to run, jump and throw and to participate in events in a fun safe environment. We are very strict on safety due to the nature of the events.
- If a child behaviour is causing issues to their safety or to that of others in the group, then the parents will be directly contacted by the club, and the parent maybe requested to stay with the group during training and competition to ensure behaviours standards are being met.

### Safety

- Toilets are located in the building up the hill. Children in age-groups U10 and below are not permitted to go to the toilet without an adult. Please make sure your child is aware of this rule and does not leave their coach without permission.
- You **MUST not** take your child from competition or training without informing the coach or mobile volunteer.
- You **MUST** be contactable **at all times** whilst your child is at UWALAC training or competition.
- Please keep to the speed limits when entering and leaving McGillivray Oval.
- The water being used by UWA for watering its grounds is recycled and unfit for drinking. We provide a filter water station outside the canteen for refilling water bottles.
- Dogs must be on leash and NOT disrupt the events or others. Dogs are **NOT PERMITTED** on the inside of the track. If a dog is being disruptive we may ask you to remove the dog from the grounds.
- Parents are invited to follow their child's group but please be aware of the track and **take care when crossing to the middle of track to ensure no events are interrupted**.

### Lost Property

- We have a large lost property yellow wheelie bin located outside the Information area. Lost property not claimed within a reasonable timeframe will be donated to charity.

### Rules

- Equipment specifications, rules for each event and spike rules are all listed on our website.

### Agreements

When registering via ResultsHQ, the following conditions were agreed to;

1. I acknowledge that as parent/s one person is required to assist at the nominated competition roster dates and that the centre reserves the right to not allow a child to compete in centre, zones or state competition days if we do not attend as scheduled . I acknowledge that my duty is for the duration of the competition season. I also acknowledge that the parent roster selected cannot be guaranteed and I agree to accept the roster position offered by UWALAC if required.
2. I give permission to allow our name/s and phone numbers to be published on the parent roster sheet which is distributed to other members.



3. I acknowledge that there is no refund of fees once they are paid for the season under any circumstances unless there is a long term medical injury with a medical certificate provided. (please check the full refund policy on our website at <http://uwalac.com/refund-policy/>.)
4. I give permission to allow photography of my children to be taken at either training or competition and published on the centres website, the centre newsletter and as part of the normal process of promoting the sport within the centre.
5. I acknowledge that if I do not give permission for points 2 and/or 4 above it is my responsibility to email the club at [contact@uwalac.com](mailto:contact@uwalac.com) and clearly indicate this.
6. I agree to abide by the UWALAC Code of Conduct.

## Code of Conduct

All parents and athletes are aware of the club Code of Conduct available on the website.

<https://uwalac.com/club-policies/>

## Parent Roster - PLEASE READ CAREFULLY

Our sport relies heavily on parent help to make our competition run both effectively and efficiently.

Members and the committee will be available to help you over the first few weeks. There is plenty of information on the website regarding parent roster and there is a summary under the further information for new parents.

**If you have queries on the day, please speak to our Competition Officer, Nieve.**

Please note if your child is in a state event you must do a roster for this event that is separate to your UWALAC roster.

## Age Group Roster Roles

These roles are filled by a particular age group one a rotation basis ONCE per season.

### *PACK UP*

Listen for the announcer to advise that packup is commencing; it may start prior to all events being completed; take instructions from pack up coordinator as to what equipment is ready for pack up; ensure that equipment is returned to the correct area in the shed; pack up BBQ area, gather lost property; must remain until **all** equipment is packed away.

### *BBQ*

Attend BBQ site by 7.45am to commence cooking; whilst it is up to the Age Group Manager to co-ordinate, it is suggested the volunteers are split into two or three shifts to share the load, i.e. 7.45am to 9am, 9am to 10.15am, 10.15am to 11.30am (includes packup and cleanup). You will require 3 people per shift – cooking, preparation and serving.

Please see the schedule below for the weeks that your Age Group is on BBQ or Pack Up roster.

[Age Group BBQ & Pack Up Schedule](#)

## Competition Day Instructions

- All other parents should report directly to their site 7.45am (4.45pm for Twilight meets). A QR code is located on the file for parent to sign into their roster (which will be at the site), except for Mobile Volunteers who must pick up their Age Group file form the Admin area.

Contact Details: Coaching Co-ordinator and Competition Officer – Nieve – [competition@uwalac.com](mailto:competition@uwalac.com)

Administration – [contact@uwalac.com](mailto:contact@uwalac.com)

Website: [uwalac.com](http://uwalac.com)



- Each area will have a site official allocated to help new parents and make sure that all sites are run efficiently. Site Officials will be wearing green vests with the site name on the back.
- You are required to stay at your site to complete all events scheduled. If you have a break in your schedule you may leave the site to watch your children, but one person **MUST** stay on the site, and you **MUST** return when the next event is scheduled or a group arrives to complete their event.
- The Competition Officer will check into sites during the day to ensure all rostered volunteers have attended the site for the duration of competition.
- If there is a potential record, the **ARENA MANAGER (OR DELEGATE) MUST BE CALLED TO VERIFY THE RESULT**. Do not proceed with the event until this has been done otherwise the record may not be valid.
- If you cannot do your roster, **please try and swap with another person on the alternate roster** via the whatsapp group or find a replacement for yourself.
- Parents who cannot do their roster due to **exceptional circumstances** must email [competition@uwalac.com](mailto:competition@uwalac.com) with **PARENT ROSTER** in the subject line. Failure to attend to a roster without a genuine attempt to find a replacement or contacting the club may result in your child being unable to compete in a future competition.

Here is a brief description of each role and the frequency required throughout the season.

**Mobile Volunteers** - One mobile volunteer must pick up the Age Group file from the information area prior to 7.45am; Mobile volunteers meet athletes at the Age Group number on the southern hill, during competition they organise the kids moving them through their events per the schedule, measure their jumps and throws, recording their results. At the beginning of the week, the age group coordinator will sort out in the group which parents are helping the group. It is the aim that you will only need to help every second week but leaves flexibility for swap within the group between parents.

**Set Up** – must arrive at 6:15am/finishes by 7:30am; take instructions from set up coordinator as to what equipment is required; work in small teams to put up shade tents and arrange hurdles, organise equipment at throws and jumps sites; put up safety rope around sites; put up bunting; remove cover from pits; arrange bins around the reserve; put up signage, set up BBQ area.

**Field Key Officials – discus, shotput, javelin, long jump, triple jump, high jump** – arrive to site by 7.45am (4.45pm twilight); check equipment at field site has been set-up correctly; mark the record with the flag for long jump or in the field for throws; organise parent helpers and clarify their duties; judge each athletes' jump or throw is legal; immediately notify Arena Manager if record is equalled or broken and suspend event until verified; return officials vest to the Admin area.

**Site parent helpers – discus, shotput, javelin, turbo javelin, vortex, long jump, triple jump, high jump** – arrive to site by 7.45am (4.45pm twilight); refer to Key Official on site for instructions, including organising athletes, measuring, racking pits, retrieving discus/shot/javelins.

**First Aid Officer** – must arrive by 7:45am to check in at Admin area, requires a current first aid certificate or can be a nurse or doctor; must be contactable via mobile **AT ALL TIMES** during competition; liaise with Arena Manager for significant injuries/accidents; complete incident report forms; speak to parents if further attention to an injury or accident is required.

**Short track/circular track Marshall** – must arrive by 7.45am at their designated finish line tent to check in; pick up the ipad, 2-way radio and folder; proceed to start line for commencement of events by 8am; place athletes into lanes; take numbers from athletes to load into ipad; ensure numbers have been received at finish line computer using 2-way radio; when event finished, return ipad, 2 way radio and folder to Admin area.

Contact Details: Coaching Co-ordinator and Competition Officer – Nieve – [competition@uwalac.com](mailto:competition@uwalac.com)  
Administration – [contact@uwalac.com](mailto:contact@uwalac.com)  
Website: [uwalac.com](http://uwalac.com)



**Short track/circular track/long track Recorder** – arrive 7.45am; work with Timing Gates Controller to ensure track events are electronically recorded and uploaded via the laptop; work through any technical issues that arise; communicate with starter as required; record secondary timing information (if required - LT); notify Timing Gates Race Controller when a record has been equalled or broken; must remain until all track events have concluded.

**Starter** – arrive by 7.45am; liaises with finish line to ensure timing gates are ready for next event; takes athletes through the start procedure as per LAWA rules using Timing Solution starter; watches athletes for false starts; indicates false start with flags and squistles (squeeze whistles); liaise with finish line if false start to ensure race is reset; ensure hurdles are at the correct height and distance for age group; must stay until all track events are completed.

**Hurdle setup** – arrive by 7.45am; set up hurdles to correct height and distance for each event; ensure knocked hurdles are upright for upcoming races; remove hurdles from shorttrack when all hurdles races complete, pack hurdles onto hurdle trolley; return hurdle trolley to shed.

Please see link to Website for listing of ALL ROSTER POSITION. This is subject to change.

<https://uwalac.com/wp-content/uploads/2024/10/Duty-Roster-20241009.pdf>

If you are not on your Age Group Whatsapp chat, please contact your Age Group Manager.

Age group	Manager	Manager Email	Manager Phone
U6/7 Girls	Andrew Boyatzis	boyatzis.home@gmail.com	0419919659
U6/U7 Boys	Katyanne Garner	katyanne82@hotmail.com	0439988743
U8 Girls	Leanne Laffrey	leanne@laffrey.org	0413937892
U8 Boys	Anastasia Diamond	corysia003@gmail.com	0419813185
U9 Girls	Dulani Van Den Broden	dulani.heenetigala@gmail.com	0476 256 554
U9 Boys	Melinda Judge	melinda1913@hotmail.com	0415 702 573
U10 Girls	Nat O'Neil	natandtravis@outlook.com	0422575166
U10 Boys	Hayley McInnes	hayleymurdoch@hotmail.com	0434126244
U11 Girls	Debbie Van Goethem	dgoethem@gmail.com	0407708949
U11 Boys	Angela Jarrot	Amcgrade18@gmail.com	0447851325
U12 Girls	Fiona Stupples	fionaparker71@gmail.com	0423 984 589
U12 Boys	Yasmin Jebb	yasmin_01@hotmail.com	0402131593
U13 Girls	Amy Levitzke	amylevitzke@hotmail.com	0421083704
U13 Boys	Jen Mortenson	jen.mortenson17@gmail.com	0408732242
U14 Girls	Natasha Smith	tashsmithjbt@gmail.com	0460 300 001
U15 Girls			
U16-17 Girls	Katrina Downes	kcommunications@hotmail.com	0438940364
U14-17 Boys	Rachel Trotter	racheltrotter6@gmail.com	0418960297

Contact Details: Coaching Co-ordinator and Competition Officer – Nieve – [competition@uwalac.com](mailto:competition@uwalac.com)  
 Administration – [contact@uwalac.com](mailto:contact@uwalac.com)  
 Website: [uwalac.com](http://uwalac.com)