



ATHLETICS NEW ZEALAND

TEAM LEADER, OPERATIONS MANAGER AND TEAM COACH GUIDE

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1 INTRODUCTION

These notes have been written as a guide for team officials to clarify the various responsibilities that typically need to be carried out when appointed to a team management and coaching position with a New Zealand team.

The guidelines should not be considered restrictive in any way – but rather they are an attempt to ensure that the various roles of team personnel are optimised during the formation of any team.

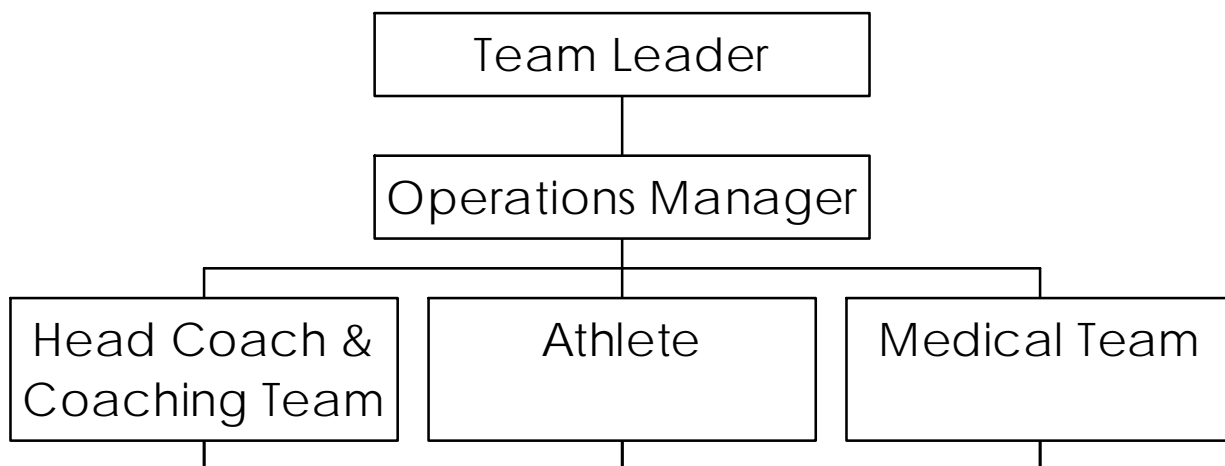
Overlapping of responsibilities to a certain extent is to be expected – and in fact from time to time, the Team Leader and Operations Manager may be the same person. Either way, communication and cooperation between all team officials is required at all times.

As soon as possible after team officials are appointed, individuals should become fully aware of their responsibilities within the team.

Above all, common sense should prevail - and will guarantee a successful tour.

1.1 Organisational Chart

National Team Organisational Chart



2 TEAM LEADER

The Team Leader will have the overall responsibility for the welfare of the team. For New Zealand Olympic Committee (NZOC) teams, the team leader needs to liaise with the NZOC while maintaining overall responsibility for the team.

Working in coordination with the Head Coach and Operations Manager, the Team Leader is responsible for establishing an acceptable team environment to facilitate successful outcomes by team members.

In addition to the duties for which the

Team Leader is solely responsible for, there are many elements of team management and administration that must be attended to.

It goes without saying that the Team Leader and Operations manager along with the Head coach, Coaching team and Medical Staff must work together. At the same time, it is imperative to clearly identify responsibilities for specific areas/tasks to ensure the best possible environment for high-level performance results at international competitions.

2.1 General Responsibilities

- Coordinate the work of the operations manager, team coaches, medical staff and other team officials.
- Be familiar with ANZ's selection criteria and By-Laws (specifically – Code of Conduct and Anti-Doping)
- With the Operations manager and Head coach, prepare materials for the technical meeting
- Prepare a technical report on the championship at its conclusion
- If appropriate, visit the venue at least 12 months prior to the championships
- Review reports on previous relevant championships
- Ensure you know the selection criteria for the team and the pre-departure and village entry standards
- Ensure all travel taxes are paid
- Carry foreign currency for stop-overs and final destination
- Collect and review all published information related to the event (dates, entry standards, technical bulletins, etc)
- Gather preliminary information regarding the country/regions you will be visiting: (e.g. visa requirement, climate, time change, foreign exchange, travel time, inoculations, etc)
- Contact High Performance department of Athletics New Zealand regarding preliminary arrangements
- Obtain all relevant data on team members from ANZ High Performance division, liaise with team medical personnel to ensure they also obtain any necessary medical documentation
- Distribute team list and contact details to all team staff and athletes – update as required
- Contact Media Liaison person of Athletics New Zealand regarding production and distribution of Team Handbook, where required
- Obtain a competition program and allocate coaching duties to the coaching team on the basis of their respective/individual expertise and team make up. Check for conflicts of programming (e.g. athletes doubling up, etc)
- Carry the relevant/current rule book/s, e.g. IAAF Handbook, at all times – including ASDA handbooks
- Request provision, if time of arrival is suitable, for post travel warm-up and/or viewing of stadium for team members

- IAAF Doping Control Procedures (particularly important in the event there is not a Team Doctor)
- Conduct appraisal of competition situation (along with other coaches, if necessary) prior to technical meeting
- Host full team and staff meetings, where needed. Ensure all staff attend at least one group meeting a day, if competition schedule allows
- Arrange briefing meeting/s for coaching staff
- Check transport times from accommodation to competition venue and duration of the journey; then help team officials to establish a transport routine for competition trips. Ninety minutes should be allowed at the competition venue before the athlete's event is due to start
- Arrange a Team Notice Board
- Post and update items on the team notice board and/or delegate to the appropriate member of team staff
- Be aware of the financial and transport arrangements
- Confirm "Out of Village Policy" with athletes. Approve any athlete who wishes to be accommodated away from team accommodation, either on a daily basis or for a longer period. At this stage, athlete and Team Leader should establish a daily contact time, ensuring that athlete is contactable at all times
- Ensure relevant Release Forms are signed by athletes leaving the Village
- Ensure the relevant New Zealand representative attends all official functions
- Brief athletes on what is known about procedures and routines at the competition
- Maintain team and individual moral through recreational activities, speakers, visits from past champions, videos of previous championships
- In the first 24 hours a number of essential and time-consuming tasks must be completed. Work with team staff to complete all tasks and show a willingness to assist other staff in completing their tasks. Often the simple meeting of team staff at the end of the day for a social meal or drink will allow the team to decide if other jobs need to be completed, or if other team officials require help

2.2 The Team Meeting

The Team Leader or nominated "other" chairs the meeting. Before the Team Meeting, the Team Leader decides areas to be presented to the meeting by various team officials. At the meeting, administrative and general matters are dealt with by a team official, while the technical matters, agreed at the Technical Meeting, are normally passed onto the team by the Team Leader who delegates to the team coaches' event specific items for their respective athletes.

- Pre-meeting, ensure bibs (numbers) ready for distribution to athletes, writing names on the back of each number
- One Team Official to brief the athletes on the following:
 - Advise of all security issues
 - Introduce other Team Officials
 - Location of the TOs and brief resume of their duties.
 - Numbers
 - Electrical equipment, phones, etc. will not be allowed in final call
 - Wearing of Athletics New Zealand National team kit only
 - Spike length
 - Explain the importance of informing the person carrying out the bus check of change of departure time
 - Doping control arrangements

- Protests - explain who does what and what they, the athletes, should do
- Start lists - who will have them and when the athletes should expect them?
- Ensure athletes are aware that they are able to have an official accompany them to a drug test
- Location of team official for distribution of kit
- If athletes wish to change rooms they should contact you for permission and to make sure Team Staff and hotel know
- Advise athletes to look after kit and mark labels, especially if sharing rooms or having to leave kit in central warm-up area (always leave with team staff)

2.3 Worksheets

The responsibility for the daily worksheet is that of the Team Leader - although they may delegate much of this task to a team coach/s. The following points should be noted when preparing the worksheet:

- That all support staff and relevant athletes should have a copy of the worksheet prior to going to sleep
- Due to work pressures at the Technical Information Centre (TIC) you may only be able to produce a provisional hand written copy before most athletes retire for the night, but a final copy can then be produced ready for athletes/staff when they wake
- The worksheet is a complicated piece of administration and should always be checked upon receipt. The coach in charge of the individual event should always double-check the times, seeding, etc. especially a final check close to the report time. Never assume anything
- When preparing the timings always give more than enough time - it is better for the athlete to have plenty of time at the warm up track than having to rush around at the last moment because the bus was held up in traffic
- The athlete should arrive at the warm-up track a minimum of ninety minutes before the report time
- It is important that all support staff receive a copy of the worksheet and that a copy is placed on the team notice board(s). *Athletes' room numbers must never be posted on notice boards that are accessible to the general public*

Sample Worksheet

Day 2	Saturday 4 th August											
Name	Event/s	Event Time	Pool Position	Round	Heat Lane	Wake meet lobby	Up	Depart Hotel	Arrive Track	Call Room	Team Coach	Personal Coach
	Shot	08.30		Qual		0500		05.30	06.00	07.35		
	Pole Vault	08.45	B - 9	Qual		0500		05.30	06.00	07.20		
	Hammer	10.00	A - 6	Qual		0645		07.00	07.30	09.05		
	100m	10.30		1	ht 3/Ln 6	0630		07.00	07.30	10.00		
	Shot	16.00				1245		13.00	13.45	15.05		
	100m	16.05				1200		12.30	13.00	15.30		
	Triple Jump	16.30	A - 6	Qual		1315		13.30	14.00	15.35		
	1500m	17.40		1	ht 3/Ln 1	1445		15.00	15.30	17.10		

2.3.1 DURING THE EVENT

Pre Assembly

- Team Officials to have sight of all paperwork sent out to athletes, which should include:
 - Team lists
 - Telephone numbers of the parties travelling
 - Travel plans (do not change travel plans without contacting the ANZ office)
 - Next of Kin.
- Pack following items:
 - IAAF Rule Book
 - DFSNZ - Handbook
 - Essential stationery – whiteboard marker, packing tape, sticky tape, receipt book, plastic sleeves, blue-tack, stapler
 - Local currency

2.3.2 Airport

- Confirm oversize baggage requirements for Pole Vaulters
- If carrying poles, contact airport to discuss/confirm arrangements
- Before departure, if it is group or individual check in
- Arrive early - try to be one of the first officials present
- Welcome athletes as they arrive at pre-arranged meeting point
- Listen and watch for changes
- At the airport assist personnel with ticket issue and baggage labelling, etc
- Check athletes have names on bags
- If a long journey, try to arrange extra leg room for athletes on the aircraft
- Be in possession of a current list of those travelling that day with contact numbers – and passport numbers (ANZ should have a copy of passport nos)
- Collect return tickets and pass to Team Manager on arrival
- Check athletes keep their passports in their hand luggage. With Junior athletes you are advised to keep hold of their passports, with their air tickets and airline baggage tags
- Be prepared to hold check-in gate open until very late
- If boxes of kit are to be checked through, check how many there are, number them and keep receipts from the airline tags – if possible, write on luggage receipt, which items are which so if items “go missing”, they can be more easily identified with the relevant baggage label
- Check over size items through - poles, javelins and medical equipment
- Make 'debutantes' feel especially welcome
- Enquire if any have a particular fear of flying and if so seek guidance from airline staff
- Special dietary requirements, including religious and medical considerations - normally airline are informed of any before departure day
- Sweep through shops and coffee shops on the way to the gate
- Ask at gate if any of the party is missing
- Always ensure that there is a “top and tail” = a staff member first and last at check in

2.3.3 Airport Arrival at Competition Venue

Take responsibility for one area of the arrival process. These areas include:

- Ensure all baggage has arrived, including team supplies. Any missing items to be reported before leaving the airport, completing all the necessary

paperwork. Have details on accommodation so that any missing items can be delivered there

- Meet member of Local Organising Committee or organise with team manager to gather essential information to enable smooth transfer to accommodation
- Supervise loading of coaches, with all bags and equipment, try to ensure all staff have a role, as it will minimise the stress and complete the task in a shorter period
- If transferring to accreditation, ensure security of team baggage while athletes/officials are going through accreditation
- Checking and double-checking all athletes are present, especially if coaches have two entrances/exits
- By taking responsibility for one area, the main party of athletes maybe able to move through the various stages of arrival at a quicker speed

2.3.4 Arrival at Team Accommodation

- Prepare rooming lists prior to arrival to team Hotel/Accommodation.
- Assist with unloading of coaches, again including all staff in process
- Be available to resolve accommodation problems.
- Check and be aware of essential locations:
 - Restaurants and meal times
 - Physiotherapist base. These may need to be booked before you arrive but should be an early priority for one member of team staff
 - Meeting rooms
 - Local shops
 - Rules, regulations of accommodation and local area
 - Fire escapes and meeting points
 - Local banks
- On the first evening, and all other evenings, check the floors of athletes for noise or other disturbances which may effect athletes in achieving a good night's sleep

2.3.5 Team Notice Board

- Agree Team Official in charge of notice board
- Decide on number of notice boards, dependent on location of team
- Gain agreement for notice board to be displayed, otherwise cleaners may take it down
- Include essential information on notice board and keep updated:
 - Staff room list but not athletes' rooms - emphasis on doctor/physio
 - Meal times and location
 - Daily results
 - Posters for medal winners
 - Team meeting times
 - Functions
 - Clear area for the daily duty list.
 - Bus lists.
- Keep notice board updated and remove out-of-date information

2.3.6 Communication

- The most cost-effective and efficient means of using the mobile phones should be investigated prior to departure. Eg hire local phones, phone cards, etc - all are usually cheaper than using New Zealand phones
- Radio transceivers if possible - mobile phones as back up

- In some locations mobile phones/radios will not work or give poor reception. Therefore agree with your colleagues your location and try to stick to it, so that verbal communication can take place.
- Mobile phone numbers to all staff for accreditation passes
- Ensure phones and radios are charged at every opportunity
- Inform other managers of location when arriving on site or leaving post
- Keep other managers informed of competition progress when in stand

2.3.6 Technical Information Centre (TIC)

- Make friends with staff in TIC
- Ensure any form that is submitted is timed and dated
- Results, start lists, protests, athlete withdrawals, shoe change and questions for Technical Delegate are dealt with here

2.3.7 Warm-up Area

- One team official to travel on first bus taking spare kit
- Check location of call room and check posted call-up times against worksheet times – if there are significant changes, eg athlete required 30minutes earlier or later, contact main person at accommodation
- Monitor check-through of athletes by coaches
- Deal with current issues as they arise and inform other Team Officials (TO's) as necessary
- Ensure suitable place for sports medicine staff is available

2.3.8 Stand

- Observe New Zealand competitors for possible rule infringements. A set of binoculars is a useful addition to the rucksack
- Enlist other staff for possible second opinions
- Try to locate event coach, especially for field events, and endeavour to establish contact with a view to asking opinion in the event of a protest
- From the main scoreboard inform other TOs of athletes progressing, or not, to the next round
- Inform TOs of current positions in field events and finishing positions on the track
- Make whereabouts known if moved from agreed location in stand
- Liaise with other TOs to facilitate change of locations

2.3.9 Mixed Zone

- Normally accessible only with a special pass
- Ensure ALL athletes are met in the mixed zone by a member of Team Management/Coaching staff
- Congratulate or console athletes as necessary, or just be there for them
- Ask them if they require anything
- If they are required for doping tests, request the presence of a doctor
- Ask them if they know the way back to the warm-up track or bus
- Towards the end of the day, inform the physios in the warm-up area of the intentions of athletes with regard to whether or not their services are required
- Update other TOs of finishing positions, or progression to next round,
- Walk the route, on more than one occasion, from other locations prior to the competition
- Locate doping control, medical centre, call room, presentation room and multi-event rest room

- Normally the official in this location at the end of the day will 'sweep up', taking in TIC and warm-up area and assist physios as required
- Check TIC for property that may have been removed from athletes – walkman, mobile phone etc – and that may not have been collected.
- Ensure a Team Official accompanies athletes to doping control
- Ensure no athlete has slipped through the net and is in doping control
- Be prepared to miss the last bus and catch a taxi
- Phone through to accommodation to book late meals as required

2.3.10 Entries

- Preliminary and final entries are submitted by Athletics New Zealand. At major competitions a final declaration must be handed into the TIC. Normally the first day is two days before competition and subsequent days, 24 hours before
- At venue, as soon as possible, check the accuracy of the entries to prepare for final declaration against the following criteria:
 - Date of birth
 - Weight
 - Height
 - Season's best, venue and date
 - Personal best, venue and date
 - New Zealand records
- Relays - no later than one day before competition
 - Involve the coaches in the process
 - Must be declared including running orders

2.3.11 Withdrawals

- At the earliest opportunity withdraw any athlete who is not going to compete. Failure to do this could have implications for qualification in the early rounds. Keep copy of withdrawal form as evidence

2.3.12 Start lists

- Collect ASAP
- Discuss with athlete when they can expect them
- Duplicate and distribute
- If start list is for next day and athletes are in team hotel, work out an efficient system to get information back ASAP
- Agree who should receive start lists apart from the Team Leader and relevant event coach
- Where it appears likely that the start list will be late, discuss with the athlete when it is too late to give the information. Eg, early morning qualifying rounds, Pool A 8.00am, Pool B 10.00am – does the athlete want to be woken to be told which pool they are in.

2.3.13 Results

- Agree who will collect information from the pigeon hole in the TIC
- Agree who should receive results
- Duplicate at TIC, if copier available, before leaving the track
- Record events, by day, for entries, start lists and results
- Official, consolidated results normally issued on the day of departure
- Copies of official results & field recording sheets are required if a New Zealand record is broken overseas and is to be claimed and ratified back in New Zealand
- A complete set of results should be brought back to Athletics New Zealand
- At smaller meets, where results may not go straight onto a relevant website: fax; email results to ANZ.

2.3.14 Departure

- Arrange for early morning calls by the hotel
- Staff to assist in ensuring athletes are 'up and about'
- Encourage athletes to clear room bills the night before
- Arrange for early breakfast
- Enlist the help of all staff and willing volunteers to load baggage
- Bus check list - one person to carry out roll-call
- Team Official, plus one other to go early to airport to establish check-in desk – try to determine in advance if group check in or individual
- Tickets and list of those travelling should correspond
- Check bags for correct labels
- Check over-sized items through
- In New Zealand check all luggage has arrived
- If not, make sure all the required forms are completed before leaving
- If the flight is delayed for any reason and connecting flights or trains have been missed, make alternative arrangements
- Make sure you have our travel contact, Kristie Campbell at Orbit Travel telephone number for problems:

Kristie Campbell
+64 4 496 3284

2.3.15 Significant Others

- Dietary or other allergies that may be serious or any medical conditions (pre-existing), treatments or medication consumption
- Personal Letter from Team Leader to Team Staff and Athletes
- Recent family bereavements
- Non-compatibility of athletes when drawing up room lists, including heavy snorers
- Opening and Closing Ceremony:
 - Find out number of athletes/officials required
 - The time needed for ceremony
 - Dress for event, wear kit which will be comfortable
 - Arrange suitable food and drink for participants
 - Decide on flag carrier
 - Copies of New Zealand Anthem and words – particularly for junior/youth teams
 - Decide on method of selecting athletes/officials and follow through to event

3 OPERATIONS MANAGER

Operations manager refers to the various duties that are required in order for any team to participate successfully. The administrative functions cover a wide variety of areas including pre-planning, travel logistics,

communication, and uniform issue and so on.

How well these various functions are managed can have a significant impact on the success of the Team.

3.1 General Responsibilities

- Distribute team uniforms and coordinate any changes
- Ensure preliminary entries have been submitted in accordance with LOC requirements
- Ensure final entry deadlines are met
- Be familiar with all team travel arrangements
- Ensure LOC has national flag and recording of national anthem for medal ceremonies
- Obtain all relevant documentation for team members. Check passports and visas
- Manage budget and financial matters
- Confirm other associated individuals from New Zealand:
 - Personal Coaches
 - Agents
- At LOC office, settle all financial matters:
 - Entry fees
 - Accommodation costs
- Need to know:
 - full team size
 - Number of days staying
 - IAAF subsidy
 - Copies of any bank transfers from Athletics New Zealand (if applicable)
- Request copies of any forms completed and acknowledgement of any monetary transaction
- Ask LOC for arrangements for poles
 - How will they be collected on arrival?
 - Where will they be stored?
 - When will they be available for training?
- Declare competition kit for photographs by LOC if required
- Organise all freight, excess baggage and equipment transportation
- Confirm national anthem and flag
- Meet any officials that will be attached to Teams
- Be prepared to wait – you will be at accreditation for a long time. Try to complete all tasks in one go
- Have insurance information, ie emergency contact number, what is/is not covered and at the same time, understand what paperwork may be required eg police report for significant items

3.2 Site Visits

At major championships, you may have the opportunity to conduct a pre-event visit. Decisions may be required on the following:

- Choice of hotel - the following should be considered:
 - Quality of accommodation
 - Local facilities and general environment (noise/safety of team)
 - Location in relation to competition venue and training tracks
- Accommodation for team staff who may not be able to stay in Team Hotel
- Also try to gain information on:
 - Training venues/options
 - Lifting facilities
 - Running options for distance athletes
 - Training options for race walkers
 - Competition Implements
 - Timetable
 - Availability of tickets
 - Accommodation for athlete's family and/or personal coaches
 - Visas
 - Web sites or key contacts
 - Local transport and LOC transport
- Don't forget a letter of thanks for any contacts you make. You are likely to be working with these individuals at the Championships - build a good relationship from the start

3.3 Equipment supplies to organise and Take

- One set of male/female Competition kit for official photograph
- International adapters
- Currency for country of destination
- Final entries submitted by ANZ
- Gifts
- Kit not distributed before departure and spares
- Laptops (as required)
- Paper work submitted to IAAF
- Physio bed (as required)
- Team Manuals
- Relevant information forms, eg Next of Kin of athletes
- First Aid supplies- basic Kit including bandaids etc

3.4 Pre-Championships

- Check final entry and keep copy
- Check travel details and keep copy
- Arrange bank transfer for entry fees and accommodation. Also local currency for float and protests
- Contact New Zealand Embassy
- Arrange mobile phones/communication channels

3.5 Arrival

- On arrival at airport you should be directed to the IAAF office, followed by the LOC office. Have a copy of Team Manual with you, highlighting sections that will be needed at the accreditation centre
- Confirm team entry
 - Male/female ratio
 - By event
 - Team Officials
 - Medical staff

3.6 At Hotel

- Try to establish a daily link with Manager of Hotel
- Present forms provided by LOC
- Try to present completed room list
- Try to arrange to collect room keys for athletes/officials before their arrival
- Telephone lines from athletes rooms to be restricted, unless athletes provide credit cards
- Try to identify any other source of extra costs (e.g. laundry or bar bills) for which athletes may make themselves liable
- Confirm meal times and venues
- Confirm facilities in Team Hotels:
 - LOC Information Desk
 - Physiotherapy room(s)
 - Meeting rooms
- Book:
 - Team Meeting Room - normally the evening before the competition starts
- Check that electrical adaptors work
- Establish area for notice board - this will be determined by the spread of the team staff and athletes. Ask for permission from hotel for notice board
- Establish any security measures – eg, accreditation requirements to enter hotel. If not sufficient, discuss needs with Hotel Manager how it could be improved

3.7 Athletes and Team Staff Arrival

- Arrange transport for yourself to airport, if feasible, to meet Team on its arrival
- Prepare envelope including:
 - Room key
 - Information sheet with basic details on meal times and any changes to initial information issued to team
- Try to clear athletes from hotel lobby to rooms as soon as possible
- Be available to sort problems
- Inform medical staff of facilities and availability office
- Let athletes/staff be aware of Team Office and from where they can collect water etc and outstanding kit
- Ensure basic security measures to keep team passports and return tickets safe

4 HEAD COACH

The Head Coach works closely with the Team Leader and Operations manager to ensure the successful management and ethic of the team encompassing athletes, coaches and medical staff.

The Head Coach plays the critical role of ensuring that the various coaching and technical aspects of team preparation and competition are appropriately addressed.

4.1 Responsibilities

- Coordinate the preparation and coaching of the team/group
- All coaching, technical, tactical and organisational matters
- Ensure preliminary entries have been submitted in accordance with the requirements of the LOC
- Ensure final entry deadlines are met
- Liaise with potential team members and personal coaches to discuss:
 - athlete's goals
 - training/competition programme
 - qualification and selection requirements
 - monitoring of progress and any problems
 - special needs or services required
- Ensure NZ Team Management is aware of any special travel, accommodation or other arrangements that may be required by an individual athlete
- Remain informed of the health and fitness status of athletes in the preparation for, and during competition
- Conduct regular coaches meetings (even if informal over dinner) to discuss the responsibilities of the coaches. This may include assisting other event group coaches who through circumstance require help, assisting management with the organization of the team, or particularly for inexperienced coaches, ensuring they are fully aware of their daily requirements.
- To coordinate activities at the competition venue during competition
- To assist the team leader implementing any disciplinary matters
- Monitor training to ensure athletes are in optimum state of preparation
- Ensure any special travel requirements are in place including provision for extra baggage, vaulting poles, sport science and medical equipment
- Ensure all team members are familiar with travel schedule, including stop-overs, time-zone changes
- Prepare rooming lists and ensure all athletes are checked into village/hotel
- Ensure adequate facilities are provided for team medical staff to provide treatment
- Ensure all athletes and team officials have appropriate accreditation
- Visit dining room and check on meal arrangements
- Confirm final entries

4.2 Preparation for Technical Meeting

The Head Coach, in consultation with team coaches, should make a list of technical notes for the meeting.

They should include:

- Team changes
- Request for program re-timetabling, if appropriate
- Lanes, jumping and throwing orders for NZ athletes. There should be a list for any given draw
- Starting heights and increments
- Information on whose implements requires checking, where and when
- Request for 'extra competitions' (e.g. relay athletes in 'B' 100m or in spare lanes)
- Any relevant medical certification information
- Other technical points, which have arisen from pre-competition appraisal of stadium and discussion with athletes
- Need for lap times/splits, etc

4.3 Technical Meeting

Technical Meetings have become very organised affairs with little room to manoeuvre, due to the uniform approach by the IAAF. The Technical Meeting generally covers the following topics.

An agenda will be produced at commencement of the meeting and the Team Leader should be fully equipped with the information required for each item.

It is important to note the following in relation to attending the Technical Meeting:

- Written questions in beforehand
- Amongst other issues, clarify mixed zone access for post event
- Ensure that decisions taken will reach interested parties, e.g. TIC, mixed zone, etc
- Generally, only two persons per team are allowed to attend - Typically, the Head Coach and one nominated Team Official [Team Coach] should attend.
- If at all possible, first time coaches should attend.

Sample Technical Meeting Agenda:

1. Welcome
2. Jury of Appeal (presentation or nomination)
3. Introduction of Competition Managers (Referees and Chief Officials) and Head Coaches/ Team Leaders
4. IAAF Competition Rules (800m, 4x400m, etc.)
5. Specific competition rules (Indoors arrangements)
6. Scoring system to be used, if applicable
7. Lanes to be used when there are fewer athletes than lanes (eg. relays)

8. Rules for lane draw in subsequent rounds - see IAAF RULE 166 pages 115-119, (2006-2007 IAAF Handbook)

Example: Qualification from Preliminary Heats

Events: 100m, 200m, 400m, 100mH, 110mH

Declared entries	Qualifying Round 1			Qualifying Round 2			Qualifying Round 3	
	Heats	Place	Time	Heats	Place	Time	Heats	Place

Events: 400mH, 800m, 4 x 100m, 4 x 400m

Declared entries	Qualifying Round 1			Qualifying Round 2			Qualifying Round 3	
	Heats	Place	Time	Heats	Place	Time	Heats	Place

9. Additional competitors should be agreed at this point - also lanes/orders and numbers for such athletes.
10. Words of command: these should be noted and read out to athletes and coaches.

Language	Commands	
English	On your marks	Set
French	A vos marques	Prets
Italian	Al Vostri Posti	Prego
Greek (phonetic)	Lavete Thaysis	Eteme
German	Auf di Platze (Owf dee Pletser)	Fertig
Spanish	A vuestros puestos	Listos
Polish	Na Miajsca	Gotowi
Turkish	Yerlerinize	Dikkat

11. Starting Heights: these will have been discussed with athletes concerned and the official competition procedures will be established at the Technical Meeting.

Suggested progression of normal ranges:

- High Jump - Men 2.00-2.05-2.10-2.15 (then +3) 2.18 2.21-2.24 (then + 2) 2.26
- High Jump-Women 1.75-1.78-1.81-1.84 (then + 2) 1.86-1.88-1.90-1.92
- Pole Vault - Men 5.00-5.10-5.20-5.30- 5.40-5.45 + ??
- Pole Vault- Women 3.80- 3.90-4.00- 4.10-4.15 + ??

12. Implements check in: note the procedures for delivery of poles to track
13. Final calls: timing relative to starting time must be discussed and agreed. Also the location of the reporting room must be established. Typically, reporting is as follows:

Event:	Major Games	Internationals – NZ Vs Or other competitions
Track	35 minutes	15 minutes
Hurdles	45 minutes	20 minutes
Field	60 minutes	30 minutes
High Jump	70 minutes	40 minutes
Pole Vault	80 minutes	50 minutes

NB: A training session with the official starter should be secured if at all possible

14. Ceremonies procedures
15. Doping control:
- Number of tests will be announced.
 - Random sample is normally 'drawn' with the doctor and/or others present.
 - Procedure for testing should be clearly understood and the doctor or other will take athlete to the doping control room. The athlete must be accompanied.
 - Medical certificates: knowledge of the medical certificate situation in the team should be obtained before the Technical Meeting.
16. Event Warm-up: location of the warm-up area, facilities and equipment available should be explained and noted.
17. Announcements: are usually made in the home country's language plus English. The issue of lap times (in what language) should be clarified at this point.
18. Records: Record Forms are usually carried by the Team Leader. All relevant signatures and film must be obtained on the day. Understand rules for New Zealand records.

Numbers: these will be provided by organisers and distributed at the team meeting. Ensure all athletes are accommodated. The correct number and athlete should be given at the Technical Meeting for media, programmes, etc., and to meet Meeting Rules and Regulations.

(NB – hip numbers should be attached immediately prior to entry to stadium)
 Programme corrections: these must be forwarded at the Technical Meeting.
 Relay running orders and nominations may normally be deferred until an appropriate point in the competition. Ensure you know when this is and where the nomination should be presented.

19. Number of officials in arena: this is open to debate, but will be agreed at the Technical Meeting. Coaches should have access to spectator sections closest to each event. Ensure the correct accreditation is obtained
20. Athletes seating: the seating available for athletes in the stadium should be indicated at the Technical Meeting
21. Transport: the transport arrangements from the hotel, etc. to the stadium should be announced and timetable provided
22. Refreshments: if warm weather, provision of drinks, sunshades, etc. may be announced. In addition, if a multi-event competition or a 'long day', arrangements for packed meals should be agreed. Drinks will be required for indoor meets.
23. Multi-events: agreement should be reached on what/where the athlete is permitted to go/do between events. Ask for provision of a rest room at the stadium or if appropriate return to the village.
24. Multi-Events: Clarify Personal and Team Coach access to athletes between events.
25. Walks and marathon: the routes should have previously been travelled by the coach/athletes. At the Technical Meeting questions regarding the route, feeding/watering stations, provision of bottles, checking of bottles, medical support, etc. must be raised and answers understood.
26. Any other business

5 TEAM COACH/ES

Team Coaches are responsible to the Head Coach.

The number of Team Coaches allocated to any travelling team will vary from event to event.

Team Coaches provide key support to athletes in the preparation for a major championship or event and will often be required to advise athletes on technical matters in the absence of a personal coach.

The Final decisions pertaining to the selection of Team Coaches will be made by the High Performance Director in coordination with Athletics New Zealand.

5.1 Responsibilities

- Knowledge of specific coaching, technical and tactical matters relative to the events for which they are responsible
- Providing specific coaching, technical and tactical services for athletes in preparation for the competitions
- Providing specific items for the technical report
- Equipping the Head Coach with specific items for the Technical Meeting
- Anticipating the needs of athletes and being in a position to respond positively to these needs
- Introduce themselves to/and familiarize with the athlete and personal coach in his/her event area prior to departure and post selection
- Should obtain from the personal coach training programs for all athletes he/she has been allocated
- Should obtain details of the athletes' season and Personal best performance, and if possible, those of the opposition and oppositions' patterns of performance (e.g. tactics, competitive temperament, etc.), done via initial contact with personal coach
- Should establish the athletes' fitness status, and maintain close liaison with the physiotherapist and team doctor on areas of doubt
- Monitor training to ensure athletes are in optimum state of preparation
- Ensure NZ Team Management is aware of any special travel, accommodation or other arrangements that may be required by an individual athlete
- To assist the team manager in implementing any disciplinary matters
- Ensure any special travel requirements are in place including provision for extra baggage, vaulting poles, sport science and medical equipment
- Ensure all team members are familiar with travel schedule, including stop-overs, time-zone changes
- Must check medical clearance on bandaging/taping, especially throwers' hands and that three copies of the letter of clearance are available in the 'language of the meeting'
- Must check athletes personal equipment, e.g. shoes, spike length to ensure they are adequate for the requirements of a specific competition. In addition, he/she should check that athlete has clothing suited to the climatic conditions.
- Must check that the athletes have his/her number(s), current team uniform and all that they require to compete before leaving team headquarters
- Must inform athletes of transport; warm up, reporting, competition times and competition draw

- Must attend all training sessions of athletes allocated where appropriate or provide appropriate supervision
- If in hotel, know the athletes room number and roommate
- Ensure the athlete also has your room and contact number/s
- All coaching staff represents Athletics New Zealand. Their code of conduct should reflect this

5.2 Clothing

- The official team uniform on duty is: the New Zealand Team tracksuit, competition kit and other Team issued apparel. Footwear is a personal matter.
- Where team uniform is inadequate due to inclement weather conditions non branded personal kit maybe be acceptable with the permission of the Team Manager.
- Coaches are expected to attend official functions, to which they are invited where possible and to dress appropriately.
- When travelling with a team, coaching staff should be seen to be smartly dressed and assist where required at airports, hotels, etc.
- No smoking in hotel, at track or in public.

5.3 Inventory Checklist

Although the list of items you may wish to take to an international competition is very much left to your personal choice and the demands of your event, the following list indicates a possible starting point:

- Stop watch
- Measuring tape
- Water bottle
- Marker tape
- Marker pen
- Pens/pencils
- Clipboard
- Spike spanners
- Swiss Army knife)
- Scissors) need to be packed in checked luggage
- Sun block
- Head wear
- Sunglasses
- Small binoculars
- Latest International rankings list
- IAAF Handbook-current issue
- Backpack for coach's equipment
- Basic First Aid – tape, bandaids, antiseptic, massage oil, insect repellent (as required)
- Other item particular to your event needs

5.4 Additional points

- Be aware of all competition rules relating to your group of events
- Establish special dietary requirements and communicate to the Team Manager and other personnel
- Note special travel requirements necessitating exceptions to the team travel routine for competition

- Encourage the athlete prior to departure to carry competition footwear in hand luggage
- Ensure that you have looked at the current rulebook

5.5 Pre Competition Inspection

This must be arranged before the Technical Meeting at Major Championships, if the Head Coach is to be fully briefed for that meeting.

Check

- Existence of warm up area and physiotherapy room at the stadium
- Locate weights room and know what it contains
- Familiarize yourself with the route to and from the "reporting-in area" - even the time it takes to walk from the warm up area to the 'report' room
- Warm up provision and running surface, field events rehearsal, hurdles, throwing equipment, etc
- Existence of a 'quiet room' where athletes may relax and if mattresses, etc. are available for them
- If sunshades/umbrellas are available for field events and appropriately positioned at both warm and competition arenas
- Competition facilities and equipment (see specific events notes)
- The number and condition of lanes (implication for choice of lanes)
- Track markings
- Relay zone
- Stagers for 200, 400, 800 and 4x400
- Break lines after first (third) bend, (after second bend indoors)
- Colours of markings on the track
- Exposed kerb sections (e.g. if part of kerb is removed for steeplechase)
- Blocks - suitable for all shoe types, varying block angles, spacing and firmly secured
- Throwing equipment - make available at the stadium and warm up
- Weigh In room for weighing and measuring (also blocks, poles)
- Type of shot - indoor or outdoor
- Jumping approaches
- Measure the horizontal runway approach lengths and check size of the high jump fan
- Individual event approaches, circles, etc. for hazards or conditions, which will suggest technical adjustment on the part of the athlete
- Everything meets requirements of the laws under which the meeting is held (e.g. steeplechase start to 1st hurdle, height of circle rims, size of landing areas, etc.).
- Local or 'traditional' rules - e.g. A&B sprints and sprint hurdles indoors, tables and events for indoor combined events, etc
- Warm-up arrangements are such that athletes can rehearse their event in conditions, which are similar to those for the competition. Eg surfaces
- Locate warm-up area, competition site, and medical area - access to shade, etc. for pre-comp warm up
- Position of toilets in relation to other sites
- Location of reporting room and route from warm up area to reporting room
- Where and what food and drink are available
- Local wind conditions and wind directions during the day

5.6 Preparation for Technical Meeting

The Head Coach, in consultation with team coaches, should make a list of technical

notes for the meeting.

They should include:

- Team changes
- Request for program re-timetabling, if appropriate
- Lanes, jumping and throwing orders for NZ athletes. There should be a list for any given draw
- Starting heights and increments
- Information on whose implements requires checking, where and when
- Request for 'extra competitions' (e.g. relay athletes in 'B' 100m or in spare lanes)
- Any relevant medical certification information
- Other technical points, which have arisen from pre-competition appraisal of stadium and discussion with athletes
- Need for lap times/splits, etc

5.7 Technical Meeting

Technical Meetings have become very organised affairs with little room to manoeuvre, due to the uniform approach by the IAAF. The Technical Meeting generally covers the following topics.

An agenda will be produced at commencement of the meeting and the Team manager should be fully equipped with the information required for each item.

It is important to note the following in relation to attending the Technical Meeting:

- Written questions in beforehand
- Amongst other issues, clarify mixed zone access for post event
- Ensure that decisions taken will reach interested parties, e.g. TIC, mixed zone, etc
- Generally, only two persons per team are allowed to attend - Typically, the Head Coach and one nominated Team Official [Team Coach] should attend.

Sample Technical Meeting Agenda:

27. Welcome
28. Jury of Appeal (presentation or nomination)
29. Introduction of Competition Managers (Referees and Chief Officials) and Head Coaches/ Team Leaders
30. IAAF Competition Rules (800m, 4x400m, etc.)
31. Specific competition rules (Indoors arrangements)
32. Scoring system to be used, if applicable
33. Lanes to be used when there are fewer athletes than lanes (eg. relays)
34. Rules for lane draw in subsequent rounds - see IAAF RULES- IAAF Handbook)

Example: Qualification from Preliminary Heats

Events: 100m, 200m, 400m, 100mH, 110mH

Declared	Qualifying Round 1	Qualifying Round 2	Qualifying
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entries							Round 3	
	Heats	Place	Time	Heats	Place	Time	Heats	Place

Events: 400mH, 800m, 4 x 100m, 4 x 400m

Declared entries	Qualifying Round 1			Qualifying Round 2			Qualifying Round 3	
	Heats	Place	Time	Heats	Place	Time	Heats	Place

35. Additional competitors should be agreed at this point - also lanes/orders and numbers for such athletes.
36. Words of command: these should be noted and read out to athletes and coaches.

Language	Commands	
English	On your marks	Set
French	A vos marques	Prets
Italian	Al Vostri Posti	Prego
Greek (phonetic)	Lavete Thaysis	Eteme
German	Auf di Platze (Owf dee Pletser)	Fertig
Spanish	A vuestros puestos	Listos
Polish	Na Miajsca	Gotowi
Turkish	Yerlerinize	Dikkat

37. Starting Heights: these will have been discussed with athletes concerned and the official competition procedures will be established at the Technical Meeting.

Suggested progression of normal ranges:

- High Jump - Men 2.00-2.05-2.10-2.15 (then +3) 2.18 2.21-2.24 (then + 2) 2.26
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- Pole Vault - Men 5.00-5.10-5.20-5.30- 5.40-5.45 + ??
- Pole Vault- Women 3.80- 3.90-4.00- 4.10-4.15 + ??

38. Implements check in: note the procedures for delivery of poles to track
39. Final calls: timing relative to starting time must be discussed and agreed. Also the location of the reporting room must be established. Typically, reporting is as follows:

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NB: A training session with the official starter should be secured if at all possible

40. Ceremonies procedures
41. Doping control:
 - Number of tests will be announced.
 - Random sample is normally 'drawn' with the doctor and/or others present.
 - Procedure for testing should be clearly understood and the doctor or other will take athlete to the doping control room. The athlete must be accompanied.
 - Medical certificates: knowledge of the medical certificate situation in the team should be obtained before the Technical Meeting.
42. Event Warm-up: location of the warm-up area, facilities and equipment available should be explained and noted.
43. Announcements: are usually made in the home country's language plus English. The issue of lap times (in what language) should be clarified at this point.
44. Records: Record Forms are usually carried by the Team Manager
All relevant signatures and film must be obtained on the day. Understand rules for New Zealand records.

Numbers: these will be provided by organisers and distributed at the team meeting. Ensure all athletes are accommodated.

(NB – hip numbers should be attached immediately prior to entry to stadium)
45. Number of officials in arena: this is open to debate, but will be agreed at the Technical Meeting. Ensure the correct accreditation is obtained
46. Athletes seating: the seating available for athletes in the stadium should be indicated at the Technical Meeting
47. Transport: the transport arrangements from the hotel, etc. to the stadium should be announced and timetable provided
48. Refreshments: if warm weather, provision of drinks, sunshades, etc. may be announced. In addition, if a multi-event competition or a 'long day', arrangements for packed meals should be agreed. Drinks will be required for indoor meets.
49. Multi-Events: Clarify Personal and Team Coach access to athletes between events.
50. Walks and marathon: the routes should have previously been travelled by the coach/athletes. At the Technical Meeting questions regarding the route, feeding/watering stations, provision of bottles, checking of bottles, medical support, etc. must be raised and answers understood.

5.8 At the Competition

- Check spike lengths, types and settings, also throwing shoes, heel spikes, etc. at warm-up areas. Athletes will have been advised by their relevant team coach on this matter beforehand
- A spare pair of relevant shoes should be taken onto the arena in the athletes' bag, provided this is acceptable to the meeting organisers. Check numbers, etc. and know reporting procedures
- Know where to reach Team Manager, other Team Coaches, and Medical staff
- Ensure you have contact details of Team leader, Team Manager, Head Coach and other staff
- Know where to obtain extra pins, talc, tape, etc. and carry a small supply of these
- Familiarise athletes with wind directions
- Wear New Zealand tracksuit or other agreed uniform for ease of identification both at warm-up and during the competition
- Keep coaching comments [if required] to fundamental principles - technique should not be tampered with unless prior agreement has been given by the personal coach
- It is perfectly clear that one or two of the athletes in the team might treat you with reservation. Your objective is to offer a service, which will help every athlete in the team. If these 'one or two' athletes are unapproachable, it is unlikely that they will warmly receive any technical comment you make, so it is best that these athletes be advised that comment is available
- Once the event is over, it is possible that you might discuss the event/performance further with the athlete (depending on the circumstances).
- At the conclusion of the competition collect a copy of the results to include in the manager report to be submitted to ANZ High performance unit.
- Where it is appropriate, and in liaison with the Team Manager, it may be beneficial to contact the athlete's personal coach to provide feedback on performance. A phone call to the coach is the best approach and is even warranted when the information is all positive

5.9 Inspection for specific event groups

5.9.1 Sprints/Sprint Hurdles (Team Coach)

- Be available for practice starts and give commands in the language to be used in the competition

5.9.2 Competition Venue

100 metres

- Check blocks are available - that they are not likely to 'give' and that they are rubber faced to suit all types of shoe
- Indoors - check consistency of surface

200 metres / 400 metres

- As for 100m
- Check alignment of blocks and position of securing spike hole
- Check wind direction as it affects choice of lanes
- Indoors - check consistency of surface

Sprint Hurdles

- Check heights, weights and distances
- Shift blocks to leading leg side of lane for tall hurdlers
- Indoors - check consistency of surface

5.9.3 At Competition

- All sprints - Note timing of commands from starter. Also the type of gun to be used - acoustic or traditional
- 400m & 400m H - Be prepared to note splits if requested. Normally 200m/300m
- 400m Hurdles - Be prepared to note touchdown times
- 200m - Be prepared to take 100m [bend] times
- 4 x 100m - Changeovers observed by coaching staff to give post race feedback - one coach to each changeover
- 4x400m - Must arrange for split times [each 400m run]

5.9.4 Relays

Consult with Team manager, Head Coach or team sprints staff coaches on suggested running orders. The Team Manager will submit the running order to the Technical Information Centre (T.I.C.)

4x100m Relay

- Teams must be well practiced before the competition, with check marks noted by coach. Basic techniques are established through the event specialization scheme, so hopefully no revision of check marks needs to be done
- Check availability of tape for check marks
- Check athletes know acceleration zone markings, etc. and that starting methods are consistent both in training and competition

4x400m Relay

- Teams should 'take left transfer to right' and start 'on the burst' from the box
- Have each changeover observed and note observations – nominate other team coaches to assist

5.10 Endurance Events (Team Coach)

Check

- Timing of pre-competition altitude training or warm-weather, where relevant
- Possibility of training in parkland, etc
- Agreement on tactics
- Split time requirements

5.10.1 Marathon and Walks

Check

- If special drinks or drink mix are required these should be taken from New Zealand/home
- Athletes' footwear and availability of Vaseline, etc. to reduce friction of clothing
- Elastoplast for nipples
- Split times per 5km on marathons/walks on that course

5.10.2 Competition Venue

Marathon & Walks

- Take athletes round the course plotting landmark undulations, feeding/sponging stations, toilets etc
- Note prevailing temperature and humidity at time of day of competition. (This information should be available to athletes as they prepare for the competition to allow for possible adaptation, etc. in long-term training)

Check

- Where the athlete wishes 'support' on the course
- Any provision/requirements re food, bottles, etc

1500m-10000m

- If lap times are in a foreign language, check availability of digital timer - or conditions for calling times in English.
- Also check where athlete wishes the splits given (e.g. each 400m from start of 1500m; each of 1000m, etc.)

Steeplechase

- Positioning of barriers
- Safety of water jumps
- Distance to first barrier for water jump 'inside' track (390 - lap) = 270m and 'outside' track (410 - lap) = 130m
- Lap times as per 1000
- Lane preference of athletes
- Break line after first bend
- Are splits required at 200/600?

5.10.3 At Competition

Marathon/Walks

- where split times are required (1km, 5km, 10km miles etc)

10000m/3000m/SC

- where split times are required (per 200m, 400m, km, etc.)
- remind steeple-chase athletes of the importance of the 'trailing leg' rule

5.10.4 Field Events (Team Coach)

- Ensure drinks are available for athletes to take into competition area

5.10.5 Jumps

Check

High Jump

- Starting heights required and by what increments the bar should be raised. If possible, progress in increments to qualifying marks (if Olympic qualification, etc. is sought) or record
- Siting of landing area relative to approach, sighting of bar, etc
- Rehearse approaches before competition and mark with industrial wax crayon or marker provided
- Footwear

Pole Vault

- As per High Jump
- Check poles in at competition according to rules and arrange to pick up poles after competition has been completed

- Ensure pole vault bags are clearly marked with athlete's name and country
- Assist vaulters in their transport to the competition venue
- Adhesive, tape, etc

Long Jump and Triple Jump

- Measure approaches during pre-match venue inspection and mark with markers provided.
- Footwear.
- Indoors - Sand spray onto track. If so request track brushed between rounds.

Combined Events

- Make sure you know the Combined Events rules.

5.10.6 Competition Venue

Check

High Jump & Pole Vault

- Landing area and bar for safety and specification (e.g. IAAF Rules)
- Siting of landing area relative to wind (cross winds are a problem)
- Range of upright adjustment possible

Long Jump

- Board level with approach. If there is a 'dip' or if there is movement in the approach surface, then have athlete run at outside edge of the runway
- No jump indicator and, if not already in place, request extra piece of elastic surface to bring running surface beyond board (sand side) up to the level of plasticine (13mm)
- That sand is soft and damp, the top of which should be level with the take-off board
- That pit surrounds offer no safety hazards
- That removable triple board is secure if on long jump runway
- That markers, pegs and measuring tape, etc. are available for marking and measuring the approach

Triple Jump

- As per Long Jump
- Removable long jump board is secure if between triple board and pit
- That surface between board and pit is consistent
- Distance from board to pit to ensure that the first two phases of the jump can be completed before the sand and that the final phase can be completed in the sand

NB: in the horizontal jumps, do not allow a 'close' no jump to be raked until the athlete has that jump marked.

All jumps

- Athlete knows his/her jumping order and follows this in the warm up jumps in the arena.
- Athlete knows qualifying conditions where relevant

5.10.7 Throws (Team Coach)

Before the Competition - Check

Shot/Discus

- Types of implements and have personal implements approved

Hammer

- Athletes have familiarised themselves with the circle
- Athlete has glove checked and approved

Shot Put

- Athlete has resin or similar substances for fingers/shot

Javelin

- Athletes measure and mark with industrial wax crayon their approaches during the pre-match venue inspection
- Types of implements and have personal implements approved
- Athlete has resin or similar substances for fingers/javelin

All Throws

- Athletes' footwear must be suited to circle/surfaces
- Check regulations on strappings and obtain appropriate medical notes for presentation to officials

Appraisal of Competition Venue - Check

Shot Put

- Circle surface and dimension and stop board
- Clear sighting area behind the circle
- Availability of towel/rag for cleaning/drying Shot/Discus
- Broom available for dusting circle or sweeping out water
- Athlete may clean and dry shoes between rounds if conditions are wet/muddy

Discus - as per shot

- Wind direction, circle surface and dimensions, height or rim and sighting area
- Cage is adjustable and does not inhibit athlete

Hammer - as per Shot

- Cage is adjustable and does not inhibit athlete

Javelin - as per shot

- Wind direction and approach

5.10.8 Combined Events (Team Coach)

Whilst almost all the above mentioned event-specific points are relevant to combined events competitions, it must be borne in mind that combined event athletes are not always experts in some of the individual disciplines. Consequently certain events require closer knowledge of the individual performances during combined event competitions, rather than individual event personal records. Coaches therefore should ensure they have a current list of decathlon/heptathlon personal best marks and individual event personal bests.

The competition 'Technical Meeting' will require the following:

100m, 200m, 400m, 100mH and 110mH

Individual event performances event races are normally organised so that slower races are first with one or two per team according to size of field, timing facility and

seeding, etc. The 200m and 400m races require firm knowledge of the athletes' ability to run in certain lanes. It is more of a time trial than a race.

Long Jump, Discus and Shot

These are organised so that the best athletes are pooled together - three attempts only.

High Jump

This requires careful attention, as many athletes require getting an early jump fairly easily so coaches should find out the starting heights of all athletes.

Pole Vault

The above process is also required in Pole Vault because of ability, 20cm through to 4m can often be hard on poorer vaulters, therefore 20cm to 3.80m is often psychologically better, followed by 10cm increments.

It is normal, in large competitions, to have two pools, and if they start at different heights, e.g. 3.00m and 3.60m, they must come together and in this case stay at 10cm rather than the 20cm which may be requested by better vaulters. Find out opening height requirements.

Javelin

Request pools of at least 6, especially for better throwers who may arrive late from the pole vault, in the pool situation. It is very difficult to throw in twos and threes, because this gives very little recovery between throws when the athlete is already tired.

800m and 1500m

In the last event of Combined Event Competition, the heats will be arranged so that one race will contain the group of leading competitors after the penultimate event.

The order of events is as follows:

Heptathlon

Day 1: 100m Hurdles - High - Shot - 200m

Day 2: Long - Javelin - 800m

Decathlon

Day 1: 100m - Long - Shot - High - 400m

Day 2: 110m Hurdles - Discus - Pole - Javelin - 1500m

5.10.9 Personal Support Staff

It is commonplace today for athletes to travel with their own personal coach and/or medical staff. It is important that such personal staff are made to feel they are wanted and are valued by the New Zealand team staff. It is worth noting the following:

- Personal support staff should, before departure, know what services can be delivered to them. This will depend upon the level of competition from almost full accreditation at certain age group competitions to only a day pass at the Olympics
- Don't make promises you can't keep
- Coaches need to communicate with their athletes and therefore access to the hotel is helpful although this is usually restricted to the reception area not the athletes' bedrooms

- Know where the personal support staff are staying and have a contact number since they need to be informed of any changes
- Although an athlete's coach may be able to be with the athlete in the warm up area, the Team Coach will always have the responsibility of ensuring that the athlete arrives at the report area on time with all the requirements, e.g. numbers, etc

6 MEDICAL STAFF

The medical personnel typically include Team Doctor and/or Physiotherapist/s. Collectively, the Medical Staff are responsible for ensuring that athlete health and physical preparations are optimal for competition.

The Medical Team are integral within the team framework and the spirit of cooperation is equally important to ensure Team success.

6.1 Responsibilities: TEAM DOCTOR

- Liaise with ANZ Teams Coordinator to obtain all relevant medical data on all potential team members (including staff).
 - note results of full medical and physiological examinations
 - note all recent/present injuries and/or illness and treatment given
 - note any allergies
 - note all medications and supplements
- Find out and advise ANZ and medical staff what vaccinations are necessary and recommended.
- Assess and institute appropriate treatment to injured athletes
- Communicate with ANZ Team Coaching Staff about the fitness of injured athletes.
- Ensure fully stocked medical kit is available to take on tour
- Ensure any relevant paperwork in relation to export/import of medications is complete
- Ensure ANZ High Performance department has all relevant information pertaining to any special travel arrangements [eg excess baggage]
- Work with ANZ High Performance department to ensure appropriate treatment facilities will be available on tour
- Liaise with senior physiotherapist to facilitate an integrated approach to the medical treatment of all team members
- Understand doping control procedures and be able to explain to other team members [athletes and staff].
- Decide who will accompany athletes called for tests
- Be prepared to stay late for doping control. Confirm special transport and late meal arrangements with LOC or other team personnel
- Maintain appropriate medical records.
- Ensure the requirements and procedures for femininity testing are known to any necessary athletes.

6.2 Responsibilities: PHYSIOTHERAPIST & MASSAGE THERAPIST

- The Physiotherapist and Massage Therapist are responsible to the Team Doctor
- Ensure that the status of any new injuries are promptly reported to the Team Coaching Staff
- Notify Team Doctor and /or Team Coaches on the progress and treatment of injuries
- Provide feedback to the Team coaches, High performance teams coordinator and in the case of a pinnacle event competition the High Performance director on the most appropriate decision/course of action in relation to an athletes' ability to compete

7 OTHER INFORMATION

5.1 Currency

All team members should be made aware of the currency of the country to be visited as well as basic information on the following:

- Exchange rates
- Currency restrictions
- Where currency can be exchanged
- Banking hours

7.2 Host Country

Provide all team members with information on the traditions and customs of the country visited, including:

- Possible restrictions on alcohol usage
- Dress customs
- Acceptable behaviour
- Political issues which are important and sensitive
- Opening hours of shops and banks

7.3 Smoking

No smoking – athletes or coaches – with the team, ie track, hotel, while travelling.

7.4 International Drivers Licence

New Zealand management staff planning to drive overseas need to obtain an international drivers licence prior to departure where appropriate.

7.5 Sample Worksheet

Day 3 Sunday 28th July														
	Surname	First	Event/s	Event	Pool-	Round	Heat	Wake Up-	Depart Hotel	Arrive	Call	Team	Personal	Venue
				Time	Position		/lane	Meet lobby		track	room	Coach	Coach	Pass
	<i>Session 1</i>													
1			Marathon	8.00		Final		6.15	6.30	6.50	7.40			
2			Marathon	8.00		Final		6.15	6.30	6.50	7.40			
3			Marathon	8.00		Final		6.15	6.30	6.50	7.40			
4			Marathon	8.50		Final		6.45	7.00	7.20	8.30			
5			Marathon	8.50		Final		6.45	7.00	7.20	8.30			
6			Marathon	8.50		Final		6.45	7.00	7.20	8.30			
7			110m H -Decathlon	10.00				7.20	7.30	8.00	9.15			227
8			Pole Vault - Women	10.05	A/B	Qualifying			7.15	7.30	8.35			Ticket
9			Pole Vault - Women	10.05	A/B	Qualifying		7.00	7.10	7.35	8.35			Ticket
10			Pole Vault - Women	10.05	A/B	Qualifying		7.00	7.10	7.35	8.35			Ticket
11			Long Jump	10.15	A/B	Qualifying		7.15	7.30	8.00	9.15			Ticket
			Discus -Decathlon	11.00	A			NA						Ticket
12			High Jump	11.20	A/B	Qualifying		8.25	8.40	9.10	10.10			Ticket
			Pole Vault -Decathlon	13.15	A/B			NA						Ticket
13			20km walk	15.00		Final		12.30	12.45	1.00	2.40			
14			20km walk	15.00		Final		12.30	12.45	1.00	2.40			
15			20km walk	15.00		Final		12.30	12.45	1.00	2.40			
16			20km walk	15.20		Final		12.30	12.45	1.00	2.40			
17			20km walk	15.20		Final		12.30	12.45	1.00	2.40			
1			Javelin-Decathlon	18.15	A			NA						Ticket
2			Shot Put	18.25		Final		3.45	4.00	4.25	5.25			Ticket
3			800m	18.52		SF 2/ L3		16.15	16.30	16.50	18.12			207
4			200m	19.00/19.26		Rd 1								
5			400m Hurdles	19.35		Final		16.15	16.30	17.00	18.50			207
6			Triple Jump	19.43		Final		16.25	16.40	17.10	18.43			Ticket
7			Hammer	20.00		Final		5.00	5.20	5.50	7.00			Ticket
8			5000m	20.25		Final		17.55	18.10	18.30	19.45			207

7.6 Sample Rooming List

Rooming and Accommodation - Athletics

Block I

Flat 8 – 3rd Floor

1.	Rm 62
2.	Rm 63
3.	Rm 57
4.	Rm 64
5.	Rm 58

Flat 6 – 2nd Floor

1.	Rm 43
2.	Rm 44
3.	Rm 48

Flat 4 – 1st Floor

1.	Rm 28
2.	Rm 27
3.	Rm 29
4.	Rm 30

Flat 7 – 3rd Floor

1.	Rm 50
2.	Rm 53
3.	Rm 54
4.	Rm 55