

**NEW ZEALAND CHILDRENS ATHLETIC ASSOCIATION  
INCORPORATED**

**COLGATE GAMES**

**NOTES FOR GUIDANCE FOR COLGATE GAMES ORGANISING  
COMMITTEES**

**To be Read With**

**CONDITIONS OF ENTRY**

**MEETING RULES**

## **NOTES FOR GUIDANCE FOR COLGATE GAMES ORGANISING COMMITTEES**

### **MEMORANDUM OF UNDERSTANDING AND AGREEMENT**

A copy of the Memorandum of Understanding and Agreement between NZCAA, the Host Centre's Children's Committee and the Host Centre's Board/Executive will be forwarded to the Host Centre's Children's Committee for signing by all parties. The signing of this document is fundamental to the continuation of the sponsorship contract NZCAA has with Colgate Palmolive (NZ) Limited and the continuation of the Colgate Games.

All correspondence or queries regarding sponsorship or the Games Organisation must be directed to the Convenor of the Competitions Committee – the Convenor is the sole contact with the Sponsor in matters pertaining to the Colgate Games.

### **LOCAL ARRANGED SPONSORSHIP**

The Local Organising Committee can arrange Sponsorship. This sponsorship cannot be in conflict with any of Colgate Palmolive's Products, cannot be used to provide any awards/ prizes to athletes, cannot have any naming right for any events and may not have any advertising on any Officials/ Runners and Souvenir Shirts. This extra Sponsorship can be used by the LOC to pay for costs incurred in staging the Games. Examples of possible items are Stadium and Facilities Hire, Security, Hire or cost of Equipment, Portaloo Hire (if required), Provision of Tents/Marquees for Shelter, and supply of water for Athletes and Officials, Accommodation and Transport Hire for visiting Key Officials.

Any Firms/Business providing sponsorship as outlined above, will be entitled to On Ground Advertising, a Free Coloured Advertising logo in the Printed Programme and can be acknowledged by the Meeting Announcer during the Games and in a list of Sponsors named on the Printed Programme. It is important that the on ground advertising is kept a reasonable distance from the Presentation Area - this is to ensure that only the Colgate signage shows in Presentation Photos.

### **GENERAL**

- A. Copies of the Individual (Club Use Only) Entry Form, Conditions of Entry and Meeting Rules from the previous year will be discussed and amended with the Host Centre Delegates and NZCAA Competition Committee Representatives at the NZCAA AGM at the beginning of August. The Convenor of that Committee may ask other Members of that Committee to attend the discussion.
- B. The Competition Committee will amend the forms and arrange placement on the NZCAA website
- C. The Meeting Rules will be printed in the Souvenir Programme.
- D. Additional Forms: where applicable, a request for Tent Sites, are the responsibility of the Host Centre; Draft copies of these forms should be brought to the AGM.
- E. The individual athletes (Club Use Only) entry form will be accessible from the NZCAA website, but once completed must be returned to the Club Secretary or the person collecting the Clubs entry forms.
- F. Any other information a Host Centre wishes to place on the Website must be via the NZCAA Competitions Committee. NZCAA requires that LOC's do not use their own Websites (or other social media outlets) to place information re Colgate Games in the Public Arena.
- G. A copy of the Final Timed Programme will be placed onto the Web site as soon as it is finalized in Mid-December. (Refer to a copy of the previous year's Meeting for approximate event timing).
- H. The LOC must supply a high speed printer photocopier

### **ENTRIES**

1.
  - (a) The closing date for Entries is fixed by the Competition Committee and advised at the AGM
  - (b) The entry fee for individual events for financial members of Athletics New Zealand affiliated Athletic Clubs, is \$5.00 and the Club entry fee for Relay Events is \$15.00.
  - (c) The entry fee for individual events for financial members of Overseas Athletic Clubs/ Associations is \$7.00 and the entry fee for Relay Events is \$20.00
  - (d) The NZCAA levy on the Entries fees is \$2.00 each individual event entry (NZ), \$3.00 each individual event (Overseas) and \$5.00 each relay entry (NZ), \$10.00 each relay entry (Overseas). Payment of these levies shall be made to the NZCAA Treasurer on the 3rd day of competition
  - (e) Athletes with Disability (un-classified) are welcome to enter the Colgate Games. They compete as Members of their Athletic Clubs in the events applicable to age group and gender. No specific events are held for athletes with disability.
    - (i) Athletes with disability to enter, using the Standard Entry Form, filling out the appropriate items on

the form.

- (ii) Indicate that the entry is for an athlete with a disability by ticking the appropriate box very near the bottom of the Standard Entry Form.
  - (iii) The parents or caregivers of any athlete with disability will be contacted by the LOC, to ascertain if there are any specific requirements that the athlete requires.
- (f) Entries to individual events for any athlete cannot be changed from those in the printed programme, other than under the following circumstances:
- (i) Corrections of any errors made by the Competitions Committee
  - (ii) Special circumstances brought to the notice of the Meeting Secretary, by an athletes' Club Team Manager only, and agreed to, by the Competition Director and the Control Room Manager.
2. a) Entries will only be accepted via the online entry system being used
- b) In October, once a Club has paid its affiliation fee to Athletics New Zealand it will be sent a username, password and instructions to the online entry site. It is the responsibility of the Club to ensure all details required are entered correctly and on time
- c) The online entry site will open near the beginning of November.
- d) Requests for late entries may attract a late entry fee
- e) Overseas entries will be via the Competitions Committee or their delegate only, details will be posted on the NZCAA website for this process

### **ENTRY PROCESSING, MEETING PROGRAMME & ELECTRONIC TIMING**

- a) The entry processing and the Meeting Programme is the responsibility of NZCAA Competitions Committee.
- b) Draws will be processed using the NZCAA Licence of Meet Manager and the timed programme and draws will be sent to the printer no later than the 10<sup>th</sup> December
- c) The Meeting will be run using the full current version of the Hy-Tek Meet Manager Software Only
- d) An appropriate back up system, using the NZCAA Camera, if not required as the major camera, is necessary. If necessary, the backup camera will be supplied, as part of the Colgate sponsorship. An in-field pole to mount the second camera is required, along with an infield power supply.
- e) Experienced operators, conversant with the Finish Lynx System, the Starting System, Meet Manager and networking computers, may be supplied under the sponsorship.
- f) The NZCAA Camera/Starting System is to be insured when being transported to and when being used at Meetings.

### **PRINTED PROGRAMME**

NZCAA Competition Committee supplies or arranges the following for the Programme:

- I. A Message from Colgate Palmolive
- II. A Message from the NZCAA President
- III. Programme
- IV. A list of competing Clubs – Club Name, Abbreviation, uniform description, Managers Names
- V. The dates and venues of the next year's Colgate Games
- VI. Meeting Rules
- VII. Starting Procedure
- VIII. Guide to Safe Competing at the Colgate Games
- IX. Competitors Code of Behaviour
- X. Managers, Coaches, Parents/Supporters Code of Behaviour
- XI. Colgate advertisements
- XII. Details of Opening Ceremony

The Host Centre's Organising Committee needs to supply the following to the Convenor of the NZCAA Competition Committee who will forward it onto the printer early in December

- (i) A Message of Greeting from the appropriate Mayor or his nominee (if felt appropriate by the LOC)
- (ii) A Message of Greeting from the Organising Committee
- (iii) A list of the Organising Committee

- (iv) A full list of Meeting Officials
- (v) Acknowledgments
- (vi) A contact person and phone number for lost property
- (vii) A plan of the Park or Stadium, including warm-up area.
- (viii) The front cover design - usually based on design on the souvenir T-Shirts.
- (ix) Any local advertisements – these must NOT advertise products in conflict with those produced by Colgate Palmolive N.Z. Ltd.
- (x) The inside of the back cover, is available for local Sponsors colour advertisements, as long as there is no conflict with any Colgate Products.

### **NAME TAGS/ WRIST BANDS**

- 1) The NZCAA Competitions Committee will provide cards & plastic bags to use as Officials and Team Managers Name tags
- 2) The NZCAA Competitions Committee will provide wrist bands to the Host Organising Committee. Once all entries are processed into the data base, the Competitions Committee will send to the Organising Committee a set of labels showing the athletes' name, Club abbreviation, age grade and individual events entered.
- 3) The athletes wrist bands and Managers name tags are to be included in the Teams Packs, given out from 1.00pm on the Thursday preceding the Start of the Games.

### **RIBBONS, MEDALS, PENNANTS, CERTIFICATES**

- (a)(i) NZCAA will order all these items from the suppliers and have them sent to the LOC.
  - (ii) The pennants will need to be sorted into age groups.
  - (iii) The Chairman of the Organising Committee needs to sign the Certificates. (this may be printed on )
  - (iv) NZCAA will supply a computer programme for printing the details onto the certificates (LOC to provide printer)
- (b) Refer to the Meeting Rules for details on who receives awards
- (c) Collection of Certificates  
These may be collected from the Control Room from the Club Envelope System, by the Team Manager. Suitable times for collection will be announced by the Meeting Announcer.
- (d) Presentation of Medals  
Medals are presented by Invited Guests or Meeting Officials from a dais near the Presentation Tent.

### **QUALIFIERS FOR FURTHER ROUNDS**

- 1 Progression of Overseas Athletes to Finals of Track Events
  - (a) Laned Events : A maximum of 3 Overseas Athletes/Teams can proceed to the final of Laned Track Events
  - (b) (i) 800m : A maximum of 4 Overseas athletes can proceed to the final ( except where no heats are held)
  - (ii) 1500m : A maximum of 5 Overseas athletes can proceed to the final ( except where no heats are held)

### **OFFICIALS**

- (i) All Officials applications will be online only. The Competitions Committee will arrange for this. It shall include information on the applicants experience, position applied for, shirt size and availability
- (ii) The first close off will be 30<sup>th</sup> November
- (iii) Acceptance should be sent to all Officials prior to Christmas.
- (iv) The number of Shirts and a breakdown of sizes required for officials and runners needs to be worked out and advised to NZCAA by the end of November.  
Polo shirts will be available for Officials and Tee shirts for Runners.  
Runners Tee Shirts can be a colour requested by the Local Organising Committee, subject to availability. Please advise colour choice early after NZCAA AGM in August. (The LOC may choose to supply these themselves in which case the cost may be subsidised by NZCAA up to the value that they could supply at)
- (iv) Officials Required

- The Competition Director, All Managers, All Referees, Jury of Appeal, Electronic Timing Team and the Control Room Team are appointed by NZCAA Competition Committee, after liaison with the LOC. To help make these appointments, the LOC shall send a preliminary list to the Competition Committee 2 weeks prior the NZCAA AGM

Competition Director	1
Meeting Manager	1
Technical/Facilities Manager	1 (Note: The Technical/Facilities manager should be a local official)
Meeting Secretary	1
Meeting Treasurer	1
Jury of Appeal	3 Minimum
(Note that the Competition Director, Meeting Manager, or a Team Manager may not serve on the Jury)	
Officials Co-ordinator	1
Track Referee	1
Assistant Track Referee	1
Starts Referee	1
Chief Track Umpire	1
Track Umpires	6 minimum
Starters	3 minimum (NI Games should have 4 appointed)
Manual Timekeepers	1
Starts Team Chief	1
Starters Assistant	1
Call Tent/Room Referee/Manager	1
Track Call Tent/Room	2 (Minimum)
Track Judges	2
Track Recorder	1 (NI Games should have 2 appointed)
Walk Judges	5 minimum
Field Referees	2 or 3
Field Call Tent/Room	2
Chief Judge High Jump	1
High Jump Judges	3
Chief Judges Long Jump	2
Long Jump Judges	8
Wind Gauge Operators	2
Chief Judge Shot Put	2
Shot Put Judges	8
Chief Judge Discus	2
Discus Judges	8
Announcer	2 (1 for Presentations)
Control Room/Photo Finish	(Liaise with NZCAA Competitions)
Medal Presentation Team	3
Certificate Typist	1
Ribbons Allocation Officer	1
Runner Co-ordinator	1
Runners	25 minimum (NI Games should appoint 30 minimum)

Dependant on the Centres level of knowledge and experience in running major children's athletic meetings, the Centre should in conjunction with the Competitions Committee source suitable Key Officials for senior roles from outside the Centre. This list of required Key Officials is to be available for approval at the Competitions Committee's Meeting prior to the NZCAA AGM. Both NZCAA and the Host Organising Committee may help pay costs in bringing Key Officials to assist with the meeting.

A full list of Officials should be submitted for approval to the NZCAA Competitions Committee as soon as possible after the Officials application closing date.

## TEAM PACKS

Team Packs should be made up for Team Managers to collect after 1.00pm on the Thursday afternoon before the Games begin. They should include Relay Team Sheets (supplied by the NZCAA Competition Committee), Athletes wrist bands and ribbons and Team Managers name tags and ribbons, along with small safety pins for name tags and ribbons, pre-ordered programmes, discount vouchers etc. (the latter can be sent out with the name tags prior to Christmas if more convenient) and any sponsors products Safety pins are supplied by Host Organising Committee.

## SOUVENIRS

1. The NZCAA Competitions Committee along with the Treasurer, orders a range of souvenir items and will advise the cost price and a recommended selling price.
2. The T-Shirts can be ordered by the NZCAA Competition Committee, after discussion with the LOC, based on the number of entries and recent historical sales figures. No discounting of souvenir T shirts is permitted at any Games.
3. OR: The Organising committee may request to organize the supply of the Souvenir T Shirts.
4. The Host Centre is to come up with a T-Shirt design and send it to the NZCAA Competition Committee as soon as possible to get Colgate approval.
5. When the souvenir items are received, they should be counted and a record kept. Standard souvenirs (less the T Shirts) left after the Games are over, should be counted and NZCAA be paid for what has been sold by the end of January. NZCAA Competition Committee will instruct the Host Centre where to send the left over items. The LOC takes responsibility for the payment of all costs for the Souvenir T Shirts.
6. A limited number of different souvenir items may be sourced by the Host Organising Committee, as long as there is no conflict with the standard range of souvenirs or the Sponsor.

## PROGRAMMES

Programmes are given to key officials and most track officials need to have one. All monies from printing costs of programmes sold are to be paid to NZCAA by the end of January. Programmes should be available for people to buy the afternoon before the Games begin. Sale price of Programmes is set at \$12.00.

## CATERING FOR OFFICIALS

Lunches are to be provided free of charge to officials each day. Morning and afternoon teas should also be provided. It is important to have people to take drinks out to officials.

## FOOD SALES

It is up to the Host Games Committee how they handle this side of things.

## GRADE PATCHES

Ensure that there is a supply of these at the venue for people to buy. The NZCAA Treasurer can bring or send extra patches to the Games if required. Grade Patches to be sold for \$5.00.

## CONCESSION TICKETS

If ground entry concession tickets are being offered, they should be available for people to buy the afternoon before the Games begin.

Guidelines for Ground Entry Fees:

- (a) If free parking available:

Athletes and Children	Free
Adults 15 years +	\$6 per day
\$15 concession for 3 days	
- (b) If parking is charged for by LOC

Athletes and Children	Free
Adults 15 years +	\$5 per day

\$12 concession for 3 days

(c) Team Managers do pay Ground Entry Fees (It is suggested that clubs pay for their team manager)

#### **MEDICAL PERSONNEL**

It is important to have qualified medical people in attendance as well as St John Ambulance officers or similar.

#### **POST GAMES**

- 1) Daily results for Grades 10 to 14, ex Meet Manager will be placed on the New Zealand Children's website by the Competition Committee each evening of the Games if possible.
- 2) A compiled set of results for Grades 10 to 14 will be placed on the New Zealand Children's website by NZCAA within a week of the completion of the Games.
- 3) NO results are published for Grades 7, 8 and 9.
- 4) All money owing to NZCAA should be paid by the end of January, as accounts will need to be paid.
- 5) A brief interim report should be submitted to the NZCAA Easter Executive Meeting.