



# **Age Manager Training Participant Manual**

**October 2022**

Version 1.2

## Table Of Contents

<b>Introduction</b>	<b>2</b>
<b>Shot Put: Standing Throw</b>	<b>3</b>
<b>Discus: Standing Throw</b>	<b>7</b>
<b>Javelin</b>	<b>10</b>
<b>Long Jump</b>	<b>13</b>
<b>Triple Jump</b>	<b>18</b>
<b>Scissors High Jump</b>	<b>21</b>
<b>Recording Field Results</b>	<b>25</b>
<b>Track Events</b>	<b>26</b>
<b>Further Reading &amp; Resources</b>	<b>28</b>

## ***Introduction***

This manual summarises the content contained in the practical version of the Age Managers Training course.

It will help you to recall and retain the information presented during the course. It also includes some information best suited to post-course reading. This allows the presenter to concentrate on content that most requires a practical demonstration.

It is not a definitive outline of all Little Athletics rules, skills, event set-up, or safety.

Links to further information can be found within and at the end on the manual.

## Shot Put: Standing Throw

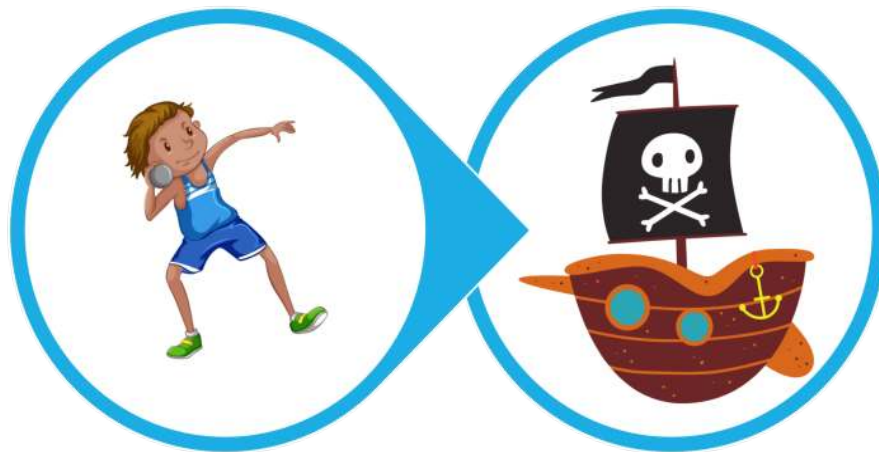
### Introduction

Shot put is done by all age groups starting at Under 6. The aim is to put the shot as far as possible whilst keeping within the rules. This course covers a standing throw only. It does not cover stepping or gliding across the circle.

### Learning Prompts

Use a "pirate ship" scenario to help learning stick:

- Throwing circle is the ship
- The stop-board is the ship's safety barrier
- Inside the landing sector is the water
- The child is a cannon on the pirate ship
- The age manager is the pirate ship captain



## Set-Up

- Age Manager to judge validity of throw, coordinate, and supervise children.
- Adult helper to judge and mark landing of the shot with zero end of tape measure on spike (stand on the shore outside the sector)
- Adult helper to retrieve and return shots (carry back - not thrown).
- Adult helper to record (this role can also be done by the age manager)

## Safety

- All children, officials, and observers must be in a safe position. (The children sit on the shore back from the ship).
- Shots (cannonballs) should be stored out of reach.
- The children should only throw once given the signal to do so. (Hold fire until the captain gives the signal).
- Ensure that the kids are using the correct sized shot for their age group.

## Teaching Tips

### "Ready"

- Load the cannonball (Grip the shot like an ice cream scoop in a cone - the shot is held at the base of the fingers, off the palm)



- Lock the shot in under the jaw & against windpipe (Not on the cheek or the ear); elbow up behind shot.

### "Aim"

- Point the non-throwing hand in the direction of the throw
- Just prior to the put the belly button and big toes point in the direction of the throw .

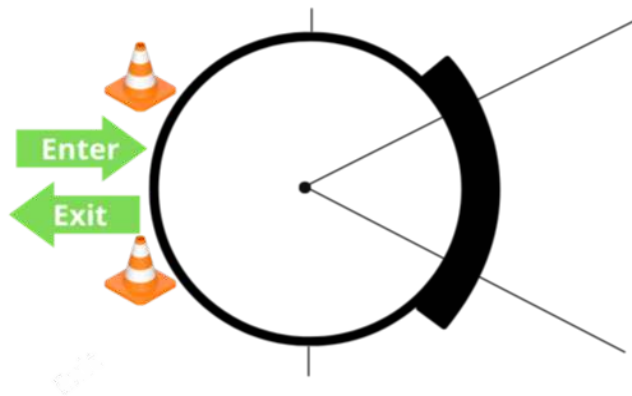
## "Fire - Boom!"

- Use a strong push away of the shot from the neck (the fingers chase the shot)



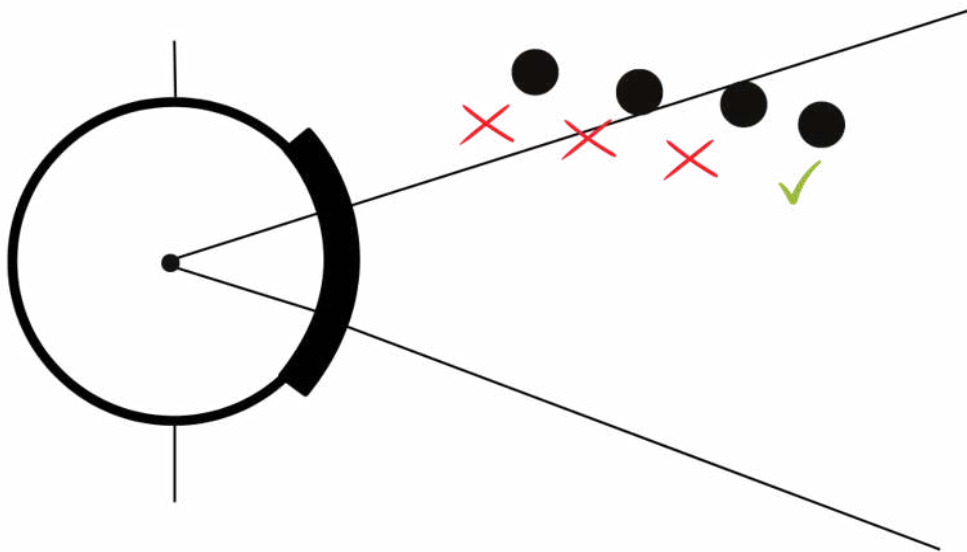
## Basic Rules

- Little Athletes can **enter the circle from any direction**, but must **exit from the rear half of the circle**. It is good practice, however, for the kids to learn to enter and exit the circle through the back. (Board from the shore and leave the ship back to the shore).



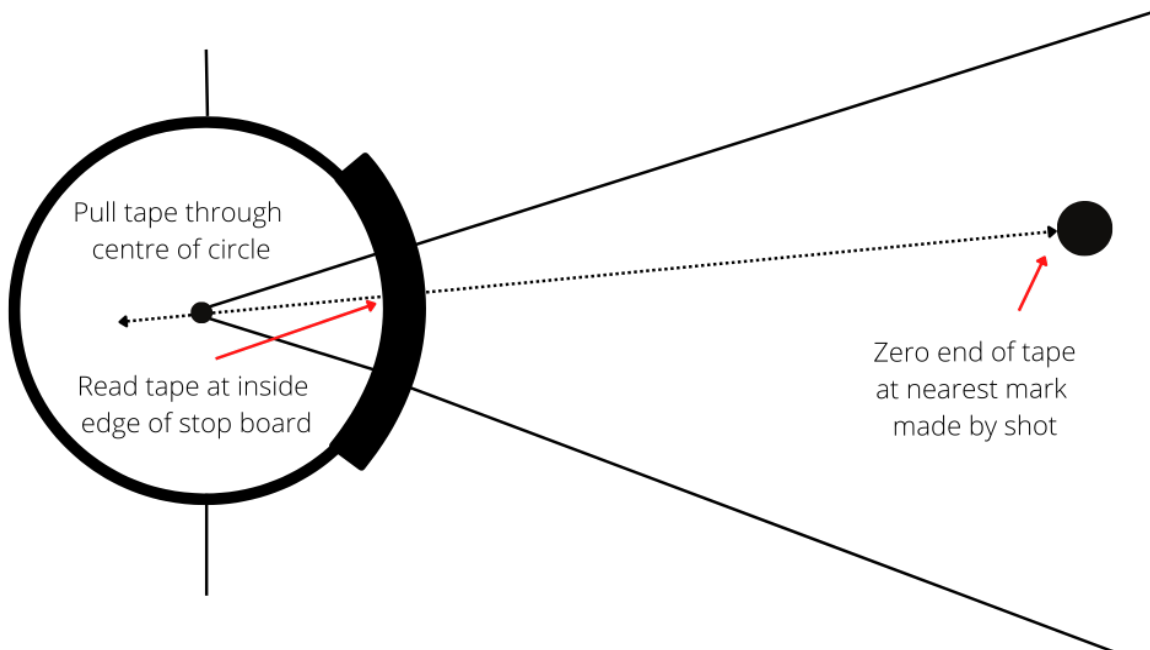
- The shot must be put from close to the neck or chin. It is a foul if the hand is dropped below this position, pulled out to the side, or taken behind the line of the shoulder. (The cannonball falling out of the cannon).
- The throw must be completed within the circle. (Don't fall off ship; keep a solid base so cannon doesn't tip or roll around)
- A Little Athlete is not allowed to touch the top of the stop-board (ship's safety barrier), during or after the put. (Touching the inside of the stopboard is ok).

- The shot must land entirely within the sector. (In the water) On or over the line (hitting the shore) is out.



## Measuring

- Measure from where the shot first makes contact with the ground (zero end of the tape measure) to the inside edge of the stop board.
- Pull the tape measure tight, back through the centre of the circle.
- Ensure that the tape is not twisted.



# Discus: Standing Throw

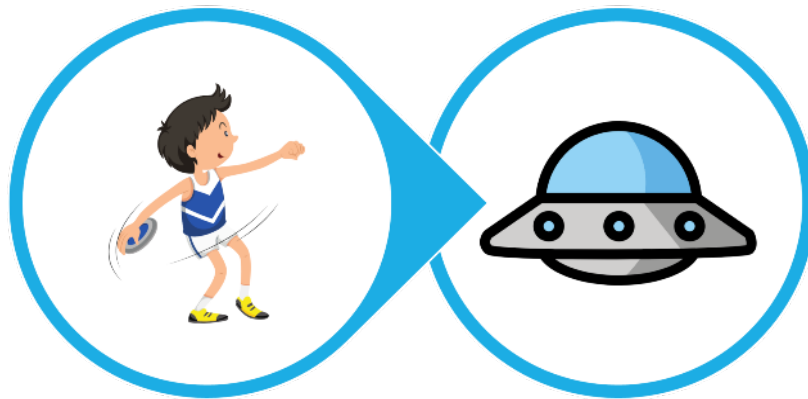
## Introduction

Discus is done by all age groups from Under 6. The aim is to throw the discus as far as possible whilst keeping within the rules. This course covers a standing throw only. It does not cover the rotational throw.

## Learning Prompts

Use a "spaceship" scenario to help learning stick:

- The discus is a spaceship
- The throwing circle is a planet
- The safety cage/net is a forcefield
- The age manager is launch control
- Landing sector is the galaxy



## Set-Up

- Age Manager to judge validity of throws and supervise children.
- Adult helper to judge and mark landing of the discus with zero end of tape measure on spike (stand on the shore outside the sector)
- Adult helper to retrieve and return discuses (Carry back - not thrown or rolled)
- Adult helper to record (This role can also be done by the age manager)



## Safety

- All throwing should be done from inside a discus cage or net, particularly if using a rotational throwing action.
- Under no circumstances should anyone other than the Little Athlete be in the cage during the throw. Those waiting or watching should be one metre away from the cage, with no part of their body touching the cage. (Outside the forcefield)
- A Little Athlete should only throw once given the signal to do so. (Don't launch until given the signal by mission control).

## Teaching Tips

### "Ready"

- Sit the discus flat on the throwing hand. Rest the edge of the discus next to the first finger joints with the thumb on the back of the discus. (The fingers are four aliens peering out the windows of the spaceship; the thumb is a shy alien and hides inside the spaceship).



### "Aim"

- Support the discus on the non-throwing hand (launch platform) with the throwing hand on top (to make a sandwich up near the mouth ready to eat).
- Just prior to the throw the belly button and big toes point in the direction of the throw.

## "Countdown"

- 3-2-1 - Preliminary swings if needed.

## "Blast-Off"

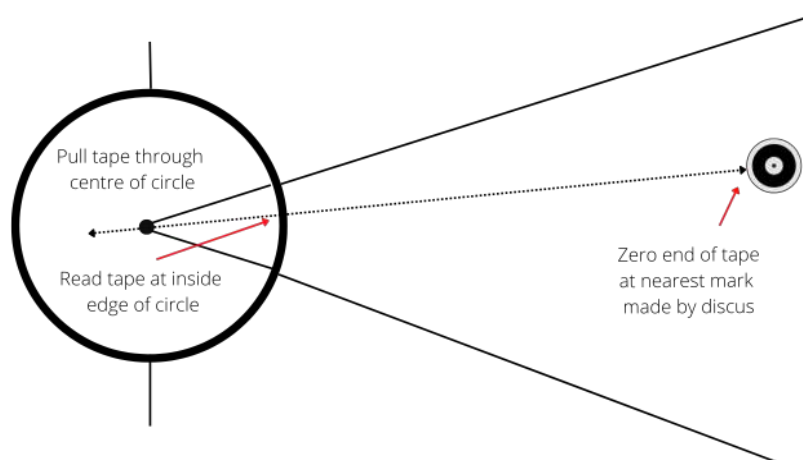
- Discus spins over index finger (teach release with "waterfall" activity)
- Aim to fly discus flat like a spaceship. (Beginners can throw the discus underarm. In this case, the discus will fly upright in a vertical position).

## Basic Rules

- Athletes can enter the circle from any direction, but must exit from the rear half of the circle. It is good practice, however, for the kids to learn to enter and exit the circle through the back.
- The throw must be completed within the circle.
- There are no rules on how a discus is to be held or thrown. A Little Athlete could throw a discus underarm or with two hands, and as long as the discus lands in the sector and no other infringements are made, it is a valid throw.
- If a discus is thrown into the safety cage/net and the discus hits the cage/net or uprights and lands back within the sector, it is a valid throw.
- The discus must land entirely within the sector. (Within galaxy) On or over the line is out.

## Measuring

- Measure from where the discus first makes contact with the ground (zero end of the tape measure) to the inside edge of the discus circle.
- Pull the tape measure tight, back through the centre of the circle.
- Ensure that the tape is not twisted.



# Javelin

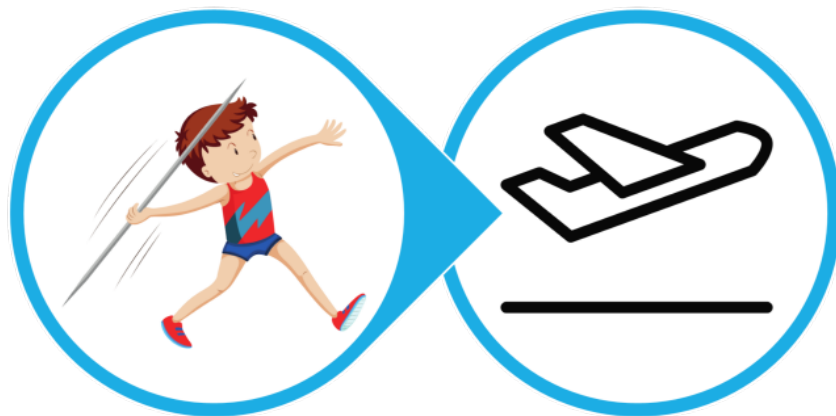
## Introduction

Javelin is done by Little Athletes in the Under 11 age group and older. The aim of javelin is to throw the javelin as far as possible whilst keeping within the rules.

## Learning Prompts

Use a "jet aircraft" scenario to help learning stick:

- The javelin is a jet aircraft
- The javelin runway is the airport runway
- The age manager is air traffic control



## Set-Up

- Age Manager to judge validity of throw and supervise children.
- Adult helper to judge and mark landing of the javelin with zero end of tape measure on spike (stand on the outside the sector).
- Adult helper to retrieve and return javelins (Carry back - not thrown)
- Adult helper to record (This role can also be done by the age manager)

## Safety

- Children, officials and observers must be situated in a safe position.
- Javelins should be stored safely out of reach. Stand the javelins upright with the tip in the ground - never at an angle.
- Carry javelins point-down in a vertical position. Take care with both ends of the javelin.
- The children should only throw once given the signal to do so. (Don't launch until given the signal by air-traffic control).
- Never run to collect a javelin.
- Move the javelin to a vertical position once the javelin has been withdrawn from the ground.
- Javelins must be carried back (not thrown)

## Teaching Tips

### "Ready"

- Hold the javelin firmly diagonally along the palm. Either the index finger and thumb (1-finger grip) OR the first and first and second finger (V-grip) sit at the back edge of the binding.



### "Aim"

- Point the javelin where you want it to go. (Aircraft on a runway).
- Belly button and big toes pointed in the direction of the throw.

## "Take-Off"

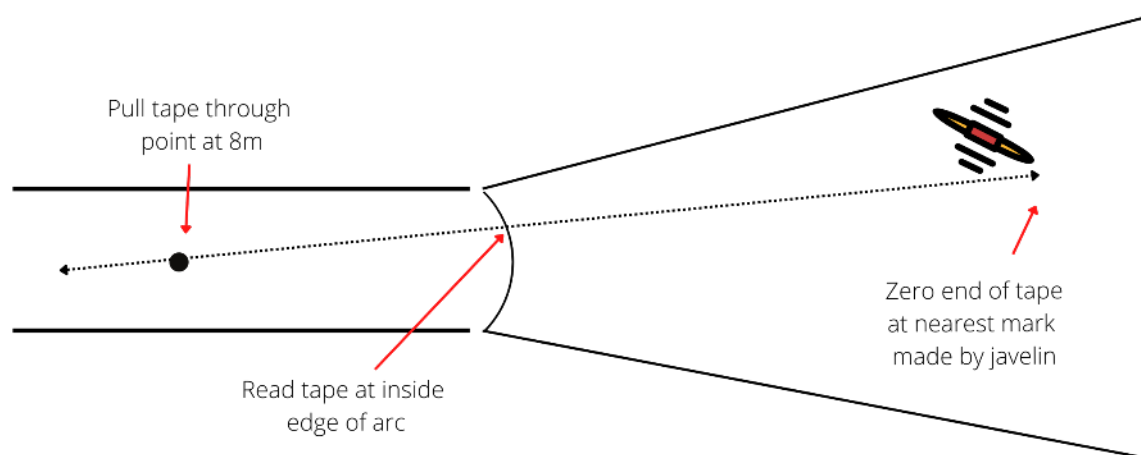
- A child can stand or run up to throw.
- During run-up and delivery, keep javelin steady and pointed in direction of throw.
- To throw, pull the javelin over shoulder. It is similar to throwing a ball.
- The javelin should rotate around its vertical axis on release out of the hand.
- Aim for the tail of the javelin to follow the same path as the tip.

## Basic Rules

- Athletes can enter the runway from any direction, but must exit from behind the foul line.
- The throw must be completed behind the foul line.
- The javelin must be thrown over the shoulder. It cannot be slung.
- For a valid throw, the javelin's metal head must strike the ground before any other part of the javelin. Note – the javelin does not have to 'stick' in the ground.
- A flat or tail - first landing is a foul.
- The head of the javelin must land entirely within the sector. On or over the line is out.

## Measuring

- Measure from where the javelin head first makes contact with the ground (zero end of the tape measure) to the inside edge of the foul line.
- Pull the tape measure tight, back through the intersection of the sector lines (a point 8 metres back from the foul line).
- Ensure that the tape is not twisted.



## Long Jump

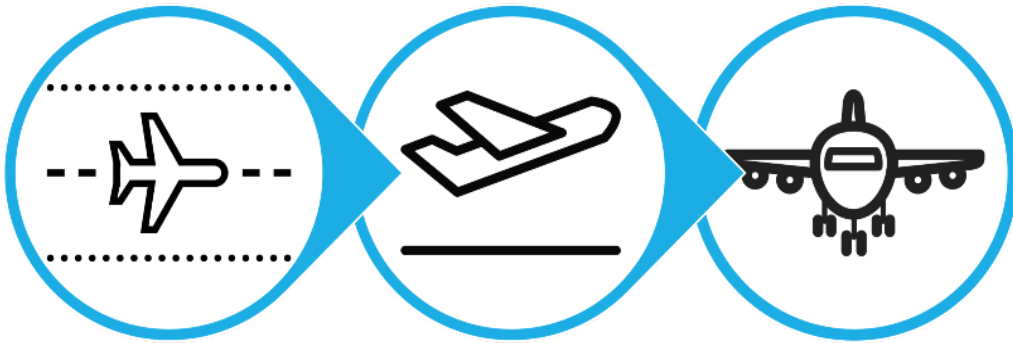
### Introduction

Long jump is done by all age groups from Under 6. The aim is to jump as far as possible into the landing pit.

### Learning Prompts

Use a jet aircraft on a runway scenario to teach this unit:

- The Little Athlete is the jet aircraft
- The long jump runway is the airport runway
- The aircraft's landing gear (legs & feet) are pulled up at take-off and brought down on landing.



### Set-Up

- Age manager to judge, measure from take-off point, and coordinate
- Organise an adult helper to mark landing with zero end of tape measure on spike; another to rake/broom pit.
- Adult helper to record (if not possible, can be done by age manager)
- For Under 6-10 age groups, place sand rectangle no further than 0.5m from the edge of the landing pit.

## Safety

- Landing pit to be properly dug over, inspected, and raked/swept.
- Ensure a stable, non-slip take-off area
- Rakes and shovels out of way – avoid as a trip hazard.
- Little Athletes waiting out of way; caution them about crossing runway.
- Little Athlete not to commence run-up until the age manager gives signal (Air traffic control – “clear for take-off”)

## Teaching Tips

### Run-Up

- 10m distance for beginners? (but kids can run from anywhere)
- Run fast on runway (like plane preparing for take-off).
- Belly button and big toes pointing down runway.

### Take-Off

- One foot take-off, jump up and out.

### Flight

- Pull legs up (Landing gear/wheels up).

### Landing

- Two-foot landing (landing gear/wheels down together).
- Bend at hips and knees to control and cushion landing.

NOTE: Discuss the difficulties young beginners have with a 1-foot take-off, 2-foot landing and necessity to spend time to teach it.

## Basic Rules

- 20cm take off board (U11 - U17)
- 50cm sand rectangle (U6 - U10)
- Foul = Step over the front of the board or mat; walk back through the pit.

## Measuring

For all age groups, measure from the nearest break in the landing area made by any part of the body or limbs.



### **50cm Sand Rectangle (Under 6 to Under 10)**

- Measure to the front of the imprint made in the take-off area by the foot.
- If no imprint is made, measure from the back of the rectangle, or its extension. perpendicular to the back of the sand rectangle.
- Ensure that the tape is not twisted.



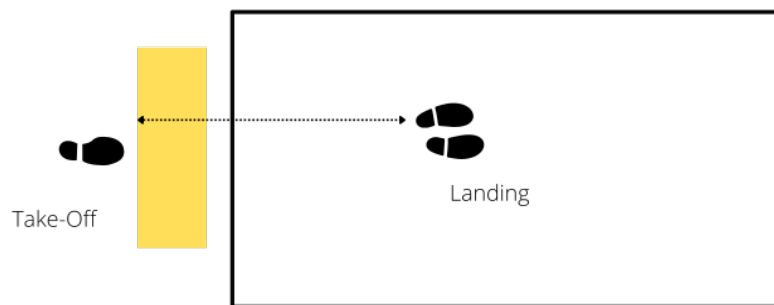


## 20cm Take-Off Board

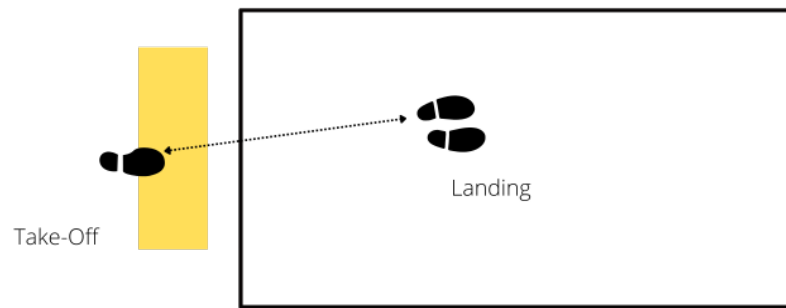
- Measure from the front edge of the take-off area, perpendicular to the take-off line or its extension.
- Ensure that the tape is not twisted.



## 50cm Sand Rectangle (Under 6 to Under 10)

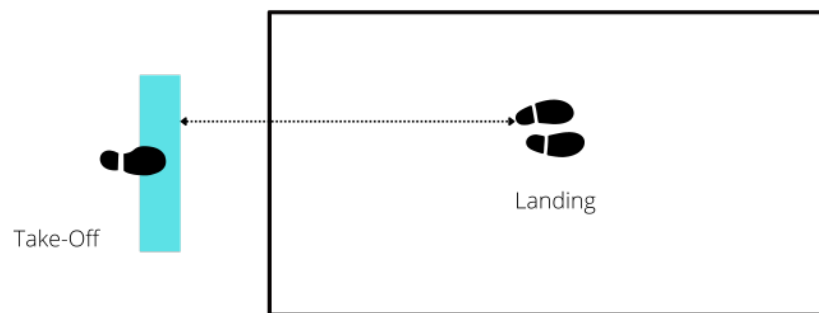


If no imprint is made in the sand rectangle, measure from the back of the sand rectangle, or its extension, perpendicular to the back of the mat.



Measure from the nearest mark made by the child in the sand landing area to the front of the imprint made in the sand rectangle by the foot.

## 20cm Take-Off Board (Under 11 to Under 17)



Measure from the nearest mark in the landing area made by the child to the front edge of the take-off board (perpendicular to the take-off line or its extension).

# Triple Jump

## Introduction

Triple jump is done by Little Athletes in the Under 11 age group and older. The triple jump consists of a run-up followed by a hop-step-jump sequence for distance. The aim of the triple jump is achieve the longest possible hop, step, jump sequence.

## Set-Up

- Age manager to judge, measure from take-off point, and coordinate.
- Organise an adult helper to mark landing with zero end of tape measure on spike; another to rake/broom pit.
- Adult helper to record (if not possible, can be done by age manager)

## Safety

- Pit to be properly dug over, inspected, and raked/swept.
- Ensure a stable, non-slip take-off area
- Rakes and shovels out of way – avoid as a trip hazard.
- Little Athlete waiting out of way; caution kids about crossing runway.
- Little Athletes not to commence run-up until the age manager gives signal.

## Triple Jump Take-Off Areas

- Little Athletes can choose which take-off area to use.
- Recommended 5m take-off area for beginners. Create a closer take-off if required.
- If a child is consistently landing well over 2m+ into pit: trial increasing take-off distance in increments - may need to be done away from "competition".

## Teaching Tips

### Run-Up

- 10m distance for beginners? (but kids can run from anywhere)
- Run fast on runway.
- Belly button and big toe pointing down runway.

## Sequence

- Commonly known as a "hop-step-jump" sequence.
- Land on same foot-other foot- both feet



NOTE: The sequence is best taught with evenly-spaced cones on grass away from the pit.

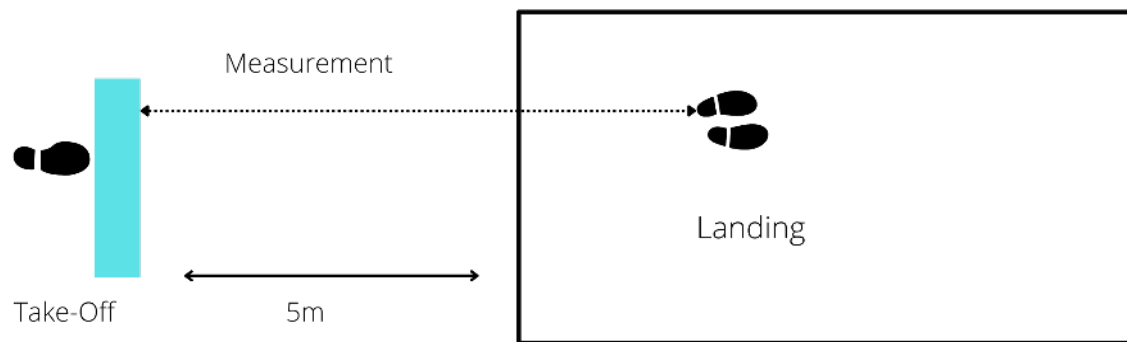
## Basic Rules

- 20cm take off board (U11 - U17)
- It is a foul if the athlete steps over the front of the board or walks back through the pit.
- It is a foul if hop-step-jump sequence is not performed or if the athlete's jump phase does not reach the sand pit.

## Measuring

### 20cm Take-Off Board

- Measurement is made from the hop take-off to the jump landing.
- Measure from the nearest break in the landing area made by any part of the body or limbs. (Zero end of tape)
- Measure from the front edge of the take-off board, perpendicular to the take-off line or its extension.
- Ensure that the tape is not twisted.



Measure from the nearest mark in the landing area made by the child to the front edge of the take-off board (perpendicular to the take-off line or its extension).

# Scissors High Jump

## Introduction

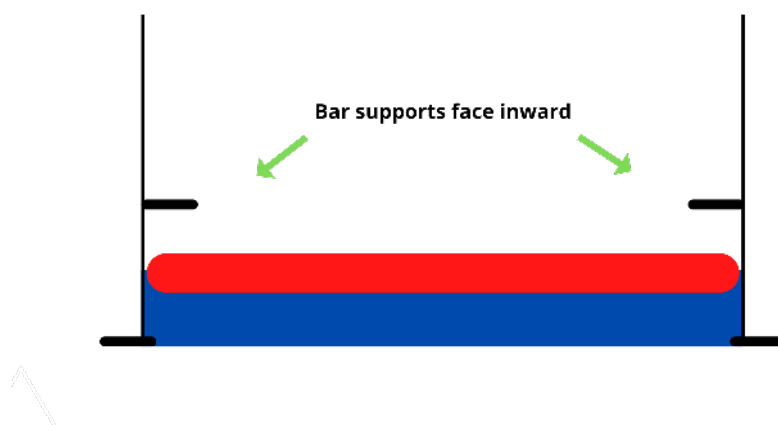
- High jump is an event that starts from Under 9.
- The Under 9 and Under 10 age groups MUST use the scissor technique and use scissor-style mats.
- All athletes in the Under 11 and above age groups have the option to use any legal jumping technique (including scissors) where flop mats are provided.
- This course covers scissors high jump only. The flop technique is not part of this course.

## Set-Up

- Age manager to judge and coordinate the event.
- A couple of adult helpers to assist with replacing the bar as required.
- Adult helper to record (if not possible, can be done by age manager).

## Safety

- Appropriate bags and covers must be used; must have a one-piece landing surface.
- The high jump stands (uprights) must be positioned so that the bar can fall off either forwards or backwards – i.e. the supporting rests for the ends of the bar are facing inward and towards each other.



- The run-up and take off surface must be level, firm and not slippery.
- Show the kids a safe take-off point that will lead them to land in the middle of the bags. (E.g. 1/3 of the way down the bar from the nearest upright and approximately two foot-lengths out from the bar. Instruct the kids to abort their jump if they look like missing this take-off point.
- If you are concerned with the manner in which an athlete is jumping (i.e. in an unsafe manner), you should ask the athlete to cease jumping and seek coaching in the event.
- Teach the kids to wait for a signal before beginning their run-up.
- Use a flexible foam training bar for teaching beginners.

NOTE: Restraining straps must be used for all competition (with the exception of age groups using scissor mats). The use of restraining straps avoids the problem of having the bar fall onto the landing bags under the falling body.



## Teaching Tips

### Starting Point

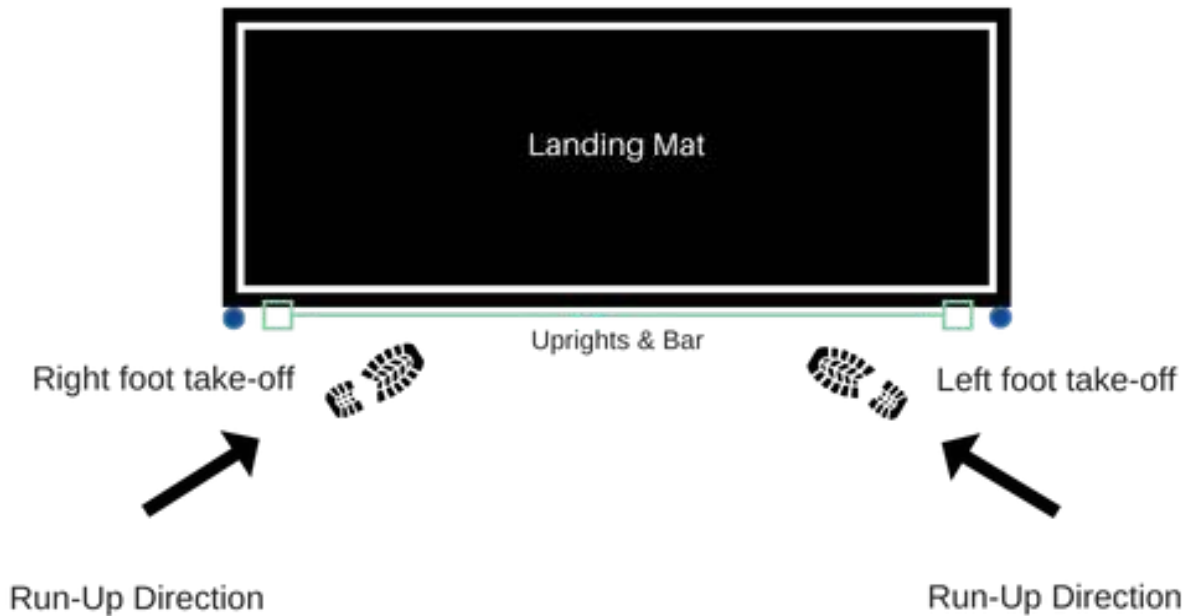
- An age manager will often need to help a Little Athlete determine which side of the high jump mats they begin their run-up from.
- Generally, if a child likes "leading" with their right leg, they will run in from the right side. If they like "leading" with their left leg, they will run in from the left side.
- Once the run-up side is determined, place a marker 8-10 strides back from the take-off point directly in line with the far-side back corner of the landing area.

### Scissors Run-Up

- Use a straight run-up of 8-10 strides
- The belly button and big toes point at far corner of landing area during the approach.

### Scissors Take-Off

- Use a 1-foot take-off
- The leg closest to the bar goes up and over first in a scissors action (lift the knee rather than the foot).
- Keep the belly button and big toes pointing at far corner of landing area during the take-off.



### Scissors Flight

- Stay upright.
- Lift both knees and feet over the bar.

### Scissors Landing

- The lead foot, followed by trailing foot touch down on the mat.
- The Little Athlete should aim to land on their feet or in an upright position

### Recommended Video Resource

Click on the following link to watch the video:

[How to Teach Scissors High Jump](#)



## Basic Rules

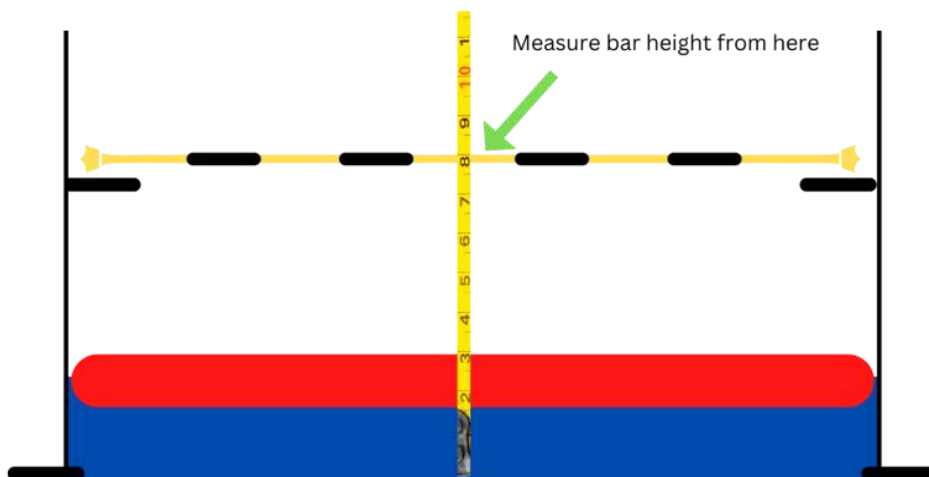
- Measure the height of the bar at the top of the centre of the bar. The height is also checked at each end of the bar to ensure that it is level.
- The kids are allowed 3 attempts at each height.
- Three consecutive failures = athlete is out.
- Knocking off the bar = a failure.
- A foul can still be called even if an athlete is off the mat before the bar falls off.
- Athletes must jump off one leg, not two.

## Bar Starting Height

- Check if your centre has recommended bar starting heights for each age group.
- Ideally, start the bar at a height that all of the kids can clear.

## Bar Height Increments

- It is recommended that the bar be raised by 5cm increments for the first few heights or until there are six or fewer athletes remaining. Increase increments of 2cm thereafter until only one athlete remains. When only one athlete remains, that athlete may choose the increments.
- Otherwise, use your judgement to allow the kids a "fair go" without making the event drag on.



## Recording Field Results


### Throws and Long/Triple Jump

- Athletes receive 3 throw/jump attempts, with each result recorded in the relevant column. The best result of the 3 is indicated in the “Best” column.
- Results are recorded to the nearest centimetre.
- For any fouls, mark an “X”.
- To avoid long waiting periods for throwing events, consider allowing athletes to have three consecutive throws. Have all attempts marked with a field marker, but only measure and record the “best” attempt.

### High Jump

- Athletes are allowed 3 attempts at each height.
- For any successful attempts, mark a “O”.
- For any fouls, mark an “X”.
- The child's result is the last height that they cleared.

Athletics Event  
High Jump / Pole Vault



Event \_\_\_\_\_

	O-Make	P-Pass	X-Miss								Best	Place
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

## Track Events

### Introduction

Depending on their age, athletes will be involved in short sprints to middle distance races, hurdles and race walking.

### Safety

- Teach the kids to cross a track like crossing a road - stop and look both ways
- Spikes should only be put on just prior to a race and removed immediately after.
- Set up hurdles so that they fall away from the child.
- The children should only clear a hurdle in the right direction. Never run back over a hurdle from the other side.

### The Start

- For event's run entirely in lanes, the starter's commands are "On Your Marks"... "Set"... \*Gun fired\*
- For event's not run entirely in lanes (incl. walks), the starter's commands are "On Your Marks... \*Gun fired\*".
- When using a standing start position, point belly button and big toes straight down the track; bend at the hips and knees; have opposite arm and leg forward. The feet must be entirely behind and not touching the line.
- Crouch sprint starts are introduced at a later stage to older athletes (not part of this course).
- False Starts – Occurs when there is any movement after the word 'Set'. Signal a false start by firing the gun a second time. All kids return to the start line.

### Running

- Belly button and big toes straight down the track.
- Fast arms, fast legs. Thumbs to the eye, elbows to the sky.

## Hurdling

- Run over the hurdles, don't jump. Think of "stepping" over the hurdle.
- To avoid small, hesitant steps to and between hurdles, learn to "lead" with either leg.
- If constantly hesitating to the first hurdle, change feet at the start. This may allow a smoother approach.
- Athletes are not permitted to deliberately knock down a hurdle. Otherwise, the knocking down of hurdles does not result in disqualification.

## Race Walking

- Keep head still and use a bent arm action.
- Use a heel-toe action walking action.
- Keep one foot in contact with the ground at all times. No running flight phase.

## Finishing

- Teach kids to keep up their running walking speed until they are well past the finish line.

## Further Reading & Resources

Click on the relevant link:

- [Video Series: Hints and Tips For Age Managers & Volunteer Helpers](#)
- [Basic Event Fact Sheets](#)
- [Little Athletics NSW Rules of Competition](#)
- [Coaching Courses](#)
- [Officiating Courses](#)

### Reference

Little Athletics South Australia, *Centres Parent Volunteer Helper Course - Presenters Handbook*