

***Athletics Waikato Bay of Plenty  
2020 Cross Country and Road Handbook***



***Michael Voss, Lake City, takes an early lead on his way to winning the Senior Men's race at the Waikato-Bay of Plenty Road Race Championships in Cambridge – 25 August, 2019***

**Welcome to Athletics Waikato-Bay of Plenty (AWBoP)  
Cross-Country & Road section**

The information in this Handbook is an attempt to provide you with some basic 'know how' of our Sport's cross-country and road events.

It is not a full and complete guide, but there is information for athletes, clubs, event organisers and referees.

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The calendar of events listed relates to events hosted by clubs within the AWBoP Centre, as well as National events. For these events to continue they need the support of athletes. Come and test your fitness levels against other athletes.

Social athletes and non-registered athletes can now take part in AWBoP Cross-Country, Road Racing and Mountain Running championships, but are not eligible for a championship placing.

Athletes wishing to take a championship place **must** be registered with AWBoP as a competitive member through an **affiliated** Club.

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The winter months are for all to walk, run, or jog, over farmland, in park-like surroundings, or out on the streets or roads. Come along and see what our winter sport is about. Regular cross-country and road running builds a good base for the summer months and any other sporting interest you may have.

The serious athlete, the slow and the in-between, the young through to the old  
are welcome. *Bring the family along!*

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For results and information about centre events please see our website:

[www.athleticswaikatobayofplenty.org.nz](http://www.athleticswaikatobayofplenty.org.nz)

Also keep updated by liking Athletics Waikato-Bay of Plenty on Facebook.

**ATHLETICS WAIKATO-BAY of PLENTY Inc**

**MANAGEMENT**

*Life Members* M Oman K Diprose D M Taylor E A Taylor B Addison  
J Rawnsley G Caddie J Vedder-Price

*President* Dianne Rodger

*Chairman* Murray Green  
teawamutu@paperplus.co.nz

*Centre Administrator* Steve Rees-Jones  
PO Box 46, Hamilton 3240 Ph: 07 858 5392  
Mob: 0212676997  
[administrator@athleticswbop.org.nz](mailto:administrator@athleticswbop.org.nz)

**Management Committee structure**

The Management Committee is made up of a Chairman, the Centre administrator, two representatives each from the areas of Track & Field, Cross-Country & Road and Children's athletics. The Management Committee meets five times a year.

**Minutes are displayed on our website: [www.athleticswaikatobayofplenty.org.nz](http://www.athleticswaikatobayofplenty.org.nz)**

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**ARBITRATION PANEL**

AWBoP has an Arbitration Panel, which is set up to handle any reported cases of misconduct by Centre athletes.

The current panel is:

John Tylden (convenor), Heather O'Hagan, Stewart Foster, Loloma Foster, Marcia Petley, Murray Clarkson, Andrew Langman, Murray Green, Brett Addison and Joan Rawnsley

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**AWBoP Cross-Country & Road  
PERSONNEL DIRECTORY**

**Management Committee  
Representatives**

Malcolm Taylor  
118a Levers Road, Matua, Tauranga 3110  
Ph: 07 576 0000; Mobile: 027 292 4411  
Email: [janmal@xtra.co.nz](mailto:janmal@xtra.co.nz)

Steve Rees-Jones  
Po Box 46, Hamilton, 3240  
Email: [administrator@athleticswbop.org.nz](mailto:administrator@athleticswbop.org.nz)

**Referees' Co-ordinators**

Dennis and Pam Kenny  
Email: [kennys@xtra.co.nz](mailto:kennys@xtra.co.nz) or [thekennysnz@gmail.com](mailto:thekennysnz@gmail.com)

**Referees**

George Caddie	Cambridge
Brian Evison	Te Aroha
Pam & Dennis Kenny	Rotorua
Ray Young	Tauranga
Murray Clarkson	Tauranga
John Tylden	Ohope
Peter Blackwood	Whakatane
Heather O'Hagan	Paeroa

## 2020 CALENDAR OF EVENTS

- Mar 1 Copthorne Hotel Rotorua off-road Half Marathon, plus 5km and Quarter marathon**  
Event Promotions, PO Box 324, Rotorua 3040  
Ph: 07 348 3301 (w)  
Email: info@eventpromotions.co.nz Website: www.eventpromotions.co.nz
- April 5 Athletics New Zealand Half Marathon Champs, Auckland**  
Athletics New Zealand: Ph: 094770210,  
Email: competitions@athletics.org.nz  
Website and full entry details: www.athletics.org.nz
- April 11 Sun to Surf Half Marathon, Whakatane**  
Alia Ryan 0277334771 (event manager)  
[alia@sun2surf.nz](mailto:alia@sun2surf.nz) Website: www.sun2surf.nz
- April 18 Athletics NZ Mountain Running Champs, Queenstown**  
Athletics New Zealand: Ph: 094770210,  
Email: competitions@athletics.org.nz  
Website and full entry details: www.athletics.org.nz
- April 18 Te Awamutu Athletic Club Fun Run**  
Te Awamutu Athletic Club PO Box 30, Te Awamutu  
Murray Green: Ph. 07 8715257 (w), Mob: 0276216608  
Email: teawamutu@paperplus.co.nz  
Website: <http://www.sporty.co.nz/teawamutuathletics>
- May 2 The 56th Rotorua Marathon**  
**Marathon (plus half marathon, 5km and Quarter marathon fun run/walks), Rotorua ~ also includes the Athletics New Zealand and AWBoP Marathon Championships**  
Email: info@rotoruarun.co.nz  
Website: www.rotoruarun.co.nz
- May 10 Athletics NZ 100km Championships, Christchurch**  
Athletics New Zealand: Ph: 094770210,  
Email: [competitions@athletics.org.nz](mailto:competitions@athletics.org.nz)  
Website: www.athletics.org.nz
- May 19 Bay of Plenty Secondary Schools Cross Country**  
Sport Bay of Plenty: Ph: 07 578 0016 (w)  
Julie Adamson: Mob: 027 458 3622  
Email: juliea@sportbop.co.nz
- May 25 Tauranga Open Cross-Country, Waipuna Park, Tauranga**  
Tauranga Ramblers, PO Box 2376, Tauranga 3140  
Malcolm Taylor: Ph: 07 576 000 (h), Mob: 027 292 4411  
Email: janmal@xtra.co.nz Website: www.taurangaramblers.co.nz

- Jun 10 Waikato-Bay of Plenty Secondary Schools Cross-Country Champs, Whakatane**  
 WBoP Secondary Schools Athletics Assn [www.wsss.org.nz/athletics/cross-country/](http://www.wsss.org.nz/athletics/cross-country/) Email: tony@acesports.co.nz
- Jun 20 to 21 NZSS Cross-Country Champs, Hawera**  
 New Zealand Secondary Schools Athletics Assn  
 Email: oe@nzssaa.org.nz Website: www.nzssaa.org.nz
- Jun 20 Hamilton City Hawks Cross Country Championships and Open inter club event for all WBOP clubs (free entry) Minogue Park, Hamilton**  
[www.hamiltoncityhawks.co.nz](http://www.hamiltoncityhawks.co.nz)
- Jul 4 North Island Cross-Country Championships, Taupo**  
 Taupo Harrier Club PO Box 1112 Taupo 3351  
 Noel Bennett: Ph: 07 378 3543, 027 758 3410  
 Email: noel.bennett@slingshot.co.nz Website: www.taupoharriers.com
- Jul 18 Waikato-Bay of Plenty XC Championships, Waipuna Park, Tauranga**  
 Hosted by: Athletics Tauranga entries to: Centre Administrator  
 PO Box 46 Hamilton 3240 Ph: 07 858 5392  
 Email: administrator@athleticswbop.org.nz  
 Website: www.athleticswaikatobayofplenty.org.nz
- Aug 1 Athletics NZ Cross-Country Championships, Dunedin**  
 Athletics New Zealand: Tel: 09 477 0210,  
 Email: [competitions@athletics.org.nz](mailto:competitions@athletics.org.nz)  
 Website and full entry details: www.athletics.org.nz
- Aug 23 Athletics Waikato-Bay of Plenty Road Championships, Cambridge**  
 Entries to: Centre Administrator  
 PO Box 46 Hamilton 3240, Phone: 07 858 5392  
 Email: administrator@athleticswbop.org.nz  
 Website: www.athleticswaikatobayofplenty.org.nz
- Sep 1 Athletics NZ Half Marathon Championships, Dunedin**  
 Athletics New Zealand: Tel: 09 477 0210 Email: [competitions@athletics.org.nz](mailto:competitions@athletics.org.nz)  
 Website: [www.athletics.org.nz](http://www.athletics.org.nz)
- Sep 6 AIMS Games Cross-Country & Relay, Tauranga (Yr 7 & 8 school students)**  
 Sport Bay of Plenty, PO Box 13355, Tauranga  
 Vicki Semple: Ph: 07 578 0016 Ext 805, Mob 027 290 0122  
 Email: [vickis@sportbop.co.nz](mailto:vickis@sportbop.co.nz)
- Sep 13 Athletics NZ Road Championships, Auckland**  
 Athletics New Zealand: Tel: 09 477 0210 Email: [competition@athletics.org.nz](mailto:competition@athletics.org.nz)  
 Website and full entry details: www.athletics.org.nz
- Sep 13 Cambridge Half Marathon (Incl. AWBOP Half Marathon Champs)**  
 Cambridge Athletic & Harrier, PO Box 245, Cambridge 3450  
 Paul Signal: 07 823 0044 Email: [pvnbsignal@xtra.co.nz](mailto:pvnbsignal@xtra.co.nz)  
 Website: <http://www.sporty.co.nz/cahcnz>

- Oct 3 Athletics NZ Road Relay Championships, Fielding**  
 Athletics New Zealand:Tel: 09 477 0210  
 Email:[competitions@athletics.org.nz](mailto:competitions@athletics.org.nz)  
 Website and full entry details: [www.athletics.org.nz](http://www.athletics.org.nz)
- Oct 18 Athletics NZ Trail Running Championships, Christchurch**  
 Athletics New Zealand:Tel: 09 477 0210  
 Email:[competitions@athletics.org.nz](mailto:competitions@athletics.org.nz)  
 Website and full entry details: [www.athletics.org.nz](http://www.athletics.org.nz)
- Nov 22 The Julian's Berry Farm and CafeToi's Challenge, Whakatane**  
 Whakatane Athletic & Harrier, PO Box 142, Whakatane, 3158,  
 William Doney: Ph: 07 307 0042/Mob 027 498 1986 Email: [dbulled@xtra.co.nz](mailto:dbulled@xtra.co.nz)  
 Website: [www.sportsground.co.nz/whakatanehc](http://www.sportsground.co.nz/whakatanehc)
- Dec 26 King & Queen of the Mountain, Mt Maunganui ~ includes the AWBoP Mountain Running Championships**  
 Malcolm Taylor: Ph: Ph: 07 07 576 000 (h) ,Mob: 027 2924411  
 Email: [janmal@xtra.co.nz](mailto:janmal@xtra.co.nz) Website: [www.taurangaramblers.co.nz](http://www.taurangaramblers.co.nz)

## **REQUIREMENTS WHEN ORGANISING AN EVENT**

### **Sanctioned Events**

Sanctioned events are run under the competition rules of Athletics New Zealand, and receive the following benefits:

- Event management assistance, including access to Athletics New Zealand competition rules.
- Public liability Insurance Cover
- Support from Athletics New Zealand members.

### **Entry Forms and Fees**

- Include the following words on the front of the entry form: The event is an AWBoP sanctioned event with the sanction number issued by AWBoP i.e. WBP 000
- Accepted entries will not be transferred to another athlete unless approved by the event organising committee.
- For all events organised by clubs affiliated with Athletics New Zealand (including fun runs with an entry fee greater than \$6.00) a competition fee / levy of \$3 per person entered (excluding children Grade 14 and under) is payable to AWBoP within 21 days of holding the event. A form will be sent to the Event Organiser by the Centre Administrator for completion of payment details, and return to PO Box 46, Hamilton 3240.
- Ensure that there are clear instructions as to who entry fees (cheques, money orders, Internet banking), must be made 'payable to'.
- Include contact name, phone number, or email address on the entry form.



## Course Setting

- All courses should be clearly marked, so that competitors do not run off course. Taping is desirable on corners, especially on the inside. On cross-country courses, a single marker indicates that the competitor is to run within five (5) metres of the marker.
- Double markers indicate the competitor is to run between the markers.
- Road courses: the course should be measured on the shortest possible route that a competitor is able to follow, on the section of road permitted for competition. It should accordingly be clearly marked.
- Set up a race finish chute to keep spectators separate from competitors, and to assist with the recording of finishers.

## Health and Safety

- Full consideration must now be given to Health and Safety legislation at sanctioned events. Please see our website for a risk plan covering winter events, which can be used as a guide:  
[www.athleticswaikatobayofplenty.org.nz/Activities/Road-Cross-Country](http://www.athleticswaikatobayofplenty.org.nz/Activities/Road-Cross-Country)

## Course measurement

- Road and cross-country courses are to be measured by a graded course measurer. Graded Course measurers are detailed *on page 5*.
- When planning a road event, check with your local Council for any Traffic Management requirements. If State Highways are being used or crossed, Transit New Zealand approval must also be sought.

## At the event

- Display a race map and programme at race headquarters.
- Have a loud speaker system available.
- Provide drink stations at the finish, and on course for longer events.
- Provide toilet facilities and appropriate medical assistance; e.g. First Aid kit, St John, nurse or doctor. If using St. John's, booking well in advance is recommended.
- A preliminary set of results should be displayed as soon as possible after the event has concluded.

## Race results

- Send copy of results to Centre administrator for placement on the AWBoP website
- Send results/story/photographs to local media.

Websites: Athletics Waikato-BoP  
Athletics New Zealand

[www.athleticwaikatobayofplenty.org.nz](http://www.athleticwaikatobayofplenty.org.nz)  
[www.athletics.org.nz](http://www.athletics.org.nz)

## REFEREES

### Who is qualified to act as a Referee?

The list shown at the bottom of page 5 of the Personnel Directory is not complete but indicates some of the Referees currently available. Every AWBoP sanctioned event requires a Referee. These are appointed by the referee's coordinator prior to the event.

### What is a Referee required to do?

Referee(s) are to ensure the event is conducted in accordance with Athletics New Zealand rules. They are also the representative of AWBoP and are required to give a written report on the general conduct of the event to AWBoP.

### Duties

Referee(s) should inspect the course, then discuss with the organisers any deficiencies found in its marking, marshalling, start-and-finish arrangements, and any safety aspects. The organisers should make any changes that can reasonably be done at short notice, especially where safety is a concern - the responsibility for these matters rest with the Event organisers.

Referee/s shall decide what action (if any) is to be taken for any breach that they might observe of the rules of competition. In the event of a report or protest regarding an infringement, that they have **not** observed, the Referee/s may make enquiries, and shall decide what action (if any) is to be taken.

Referee/s decides any dispute about eligibility, calculation of team points, judges' placing, times, etc.

Any contentious matters will be discussed and if need be a report will be taken to the next AWBoP management meeting.

### Identification

Safety vests marked '**REFEREE**' are held by the referee's coordinator. The appointed referee should make their presence known to the announcer and advise competitors who have any queries to contact them at the announcers' position **prior** to the event.

## JURY OF APPEAL

Club and Event Organisers should have available a three-person arbitration panel to deal with protests. This is particularly important if holding a major open event. (Refer to IAAF Rulebook: Rule 124.4, 146 for further information).

## PRIVACY ACT ~ HEALTH AND SAFETY ACT

Be aware that these two pieces of legislation may have implications for the way in which you organise your event. All clubs should familiarise themselves with the Health and Safety Act.

## VOLUNTEERS

Don't forget to thank your volunteers and officials for their part in assisting with your event and consider reimbursing Referees their travel expenses.

**ATHLETICS WAIKATO-BAY of PLENTY CROSS-COUNTRY & ROAD  
CHAMPS DISTANCES**

Note that in some instances grades that race over the same distances will be combined into one race, with grade placings separated in the results.

**Cross-Country**

Masters Men	35-64	8km	Women U20	18, 19 yrs	6km
Masters Men	65 Plus	6km	Men U18	16, 17 yrs	6km
Masters Women	35-49 50 plus	6km 4km	Women U18	16, 17 yrs	4km
Senior Men	20-34 yrs	10km	Boys/Girls U16	14, 15 yrs	4km
Senior Women	20-34 yrs	10km	Boys/Girls U14	12, 13 yrs	3km
Men U20	18, 19 yrs	8km	Boys/Girls U12	11 and under	2km

**Road Running**

Masters Men	35 plus	10km	Men U18	16, 17 yrs	6km
Masters Women	35 plus	5km	Women U18	16, 17 yrs	5km
Senior Men	20-34 yrs	10km	Boys/Girls U16	14, 15 yrs	4km
Senior Women	20-34 yrs	10km	Boys/Girls U14	12, 13 yrs	3km
Men U20	18, 19 yrs	8km	Boys/Girls U12	11 and under	2km
Women U20	18, 19 yrs	5km			

**Road Race Walking**

Masters Men	35 plus	10km	Senior Women Men U18	20-34 yrs	10km
Masters Women	35 plus	10km	Men U20	18, 19 yrs	5km
Senior Men	20-34 yrs	10km	Women U20	18, 19 yrs	5km

## **CLUB REQUIREMENTS**

### **Club Affiliation Fee**

Every club must pay an annual Affiliation Fee to Athletics New Zealand (due April)  
**NB:** Athletes will **NOT** be registered until the affiliation fee is paid.

### **Athlete Registration**

Registration fees are payable to both Athletics New Zealand and AWBoP. The AWBoP fee is \$7 for each athlete aged 7 and over. There is no AWBoP fee for those under 7. For further enquiries regarding registrations please contact the centre administrator: administrator@athleticswbop.org.nz, ph 07 858 5392.

Registration covers the period 1st April 2020 to 31st March 2021

### **Age Groups**

All age groups (other than Masters) are as at 31 December 2020. Masters ages are on race day, and their competition is recorded in 5-year age groups (unless race entry forms state otherwise, e.g. 10-year age groups).

Masters Men/Master Women	35 plus	Boys/Girls U16	14, 15 yrs
Senior Men/Women	20-34 yrs	Boys/Girls U14	12, 13 yrs
Junior Men U20/ Junior Women U20	18, 19 yrs	Boys/Girls U12	11 and under
Youth Men U18/ Youth Women U18	16, 17 yrs		

### **ATHLETES - Uniform**

Club uniforms are only compulsory in Waikato-Bay of Plenty Championships. Where there is a team's competition, all team members **must** wear the same uniform.

In events where race numbers are a requirement, these should be worn on the front of the athlete's clothing (unless otherwise requested by race organisers).

### **AWBOP CHAMPS ELIGIBILITY**

Athletes competing in AWBoP Cross-Country, Road Racing and Mountain Running Champs **must** be registered for the current season (i.e. they must be registered from **1<sup>st</sup> April 2020**). They must be registered as a competitive member with AWBoP through an **affiliated** Club if they wish to take a championship placing. Social athletes and non-registered athletes can take part but are not eligible for a championship placing.

## **AWBOP CROSS-COUNTRY & ROAD TEAM SELECTION POLICY**

AWBoP Selectors will monitor athletes' performances throughout the season - athletes are expected to compete regularly. Athletes who wish to be considered for National Champs' teams should compete at AWBoP Cross-Country and / or Road Champs.

**Note:** Individual New Zealand Champs apply from the under 14 grade upwards, in age groups. Runners in the U14 and U16 grades **must** wear their club uniforms in their individual races. There are no teams' races in events for those grades.

Selected athletes M U18 / W U18 - through to Masters selected to represent AWBoP for Cross-Country and Road National Champs **ARE** required to wear AWBoP Centre uniform. These uniforms (singlets) will be loaned by the Centre or can be purchased. *Athlete is to supply their own black shorts.*

### **Athlete Subsidies for NZ Championships**

Athlete subsidies of \$50 each are available from AWBoP for those selected for the WBOP team at the NZ Road Race and Cross-Country Championships. You will only be eligible for the subsidy if you enter the relevant AWBoP Championship, i.e. to receive the subsidy for the NZ Cross Country Championships you must have entered the AWBoP Cross Country Championships.

### **Entry into individual New Zealand championships**

Athletes who wish to compete in either the cross-country or road champs (or both) must make their own entries. Entries are now online.

Entry to be made via Athletics New Zealand website [www.athletics.org.nz](http://www.athletics.org.nz). To enter online a credit card is needed. Each athlete will need their personal password to enter a Athletics NZ championship event, this can be obtained via the event online entry link.

## **AGE GRADES FOR NZ CHAMPIONSHIPS – NOTES OF EXPLANATION**

For full details see Athletics New Zealand By law C3.2 and S241. Age group rules are summarised as follows:

### **Out of stadia events**

An athlete to compete in either the Senior Men or Senior Women Grades shall be aged 17 years or over on the 31st December in the year of competition.

An athlete to compete in either the Junior Men (M-U20) or Junior Women (W-U20) Grades shall be aged 15, 16, 17, 18 or 19 years on the 31st December in the year of competition.

An athlete to compete in either the Youth Men (M-U18) or Youth Women (W-U18) Grades shall be aged 15, 16 or 17 years on the 31st December in the year of competition.

An athlete to compete in either the Half-marathon, Mountain Running – Senior Grade or the 20km Walks Championship shall be aged 18 years or over on the 31st December in the year of competition.

An athlete to compete in either the Marathon, 100km, 50km Walks or Trail Running Championship shall be aged 20 years or over on the 31st December in the year of competition.

### **Road Relays**

Competitors in the Junior Men and Junior Women Grades shall be aged 14, 15, 16, 17, 18 or 19 years on the 31st December in the year of the race.

Competitors in the Masters Men's grade shall be aged 40 years or over on the day of the race.

Competitors in the Masters Women's grade shall be aged 35 years or over on the day of the race.

Competitors in either the Senior Men or Senior Women Grades shall be aged 17 years or over on the 31st December in the year of the race.

### **Athlete Transfers**

If an athlete is intending to transfer from one club to another to contest national championships this must be done by 1 August 2020. Transfers must be requested by the club the athlete is joining (via registration database). Transfer approval by the athlete's former club has to be confirmed before an athlete turns out for their new Club. Note that an athlete can only transfer from one club to another **once** during any registration year.

### **WAIKATO MASTERS ATHLETICS**

Closely aligned with our sport is Waikato Masters Athletics (35 years plus) - Masters' events are held throughout the year.

For details of all of their activities and for contact details check out the Centre website or go to: <https://nzmastersathletics.org.nz/waikato-bop/>

*The full Masters Winter Cross-Country programme is to be confirmed and will be listed at: <http://www.athleticswaikatobayofplenty.org.nz/Activities/Masters>*

## **SCHOOL EVENTS**

Numerous School events are held throughout the Waikato Bay of Plenty with details available via regional sports trusts such as Waikato Secondary School Sports <https://wsss.org.nz> and Sport Bay of Plenty [www.sportbop.co.nz](http://www.sportbop.co.nz). We encourage clubs to maintain contacts with the Primary School and Secondary School Sports co-ordinators to be aware of events, to assist with events, and also provide contacts for recruiting young athletes into our sport.

## **WHO WILL REPLACE THE CURRENT OFFICIALS IN A FEW YEARS TIME?**

Over the years these people have developed their knowledge, experience and qualifications to be key harrier officials. Some even get asked to do duty in other Centres especially at National Championships.

We need new people now to become qualified to take their places. Clubs should be encouraging people to become qualified harrier officials. That is starters, judges, timekeepers, finish line personnel, results recorders, race organizers, announcers and ultimately referees and course measurers.

Athletics NZ has a system to recognize people as qualified officials. Get your feet on the ladder by coming to a part day (usually Sunday) course, or if you already have the basic qualification come and take a step up.

Heather O'Hagan is the Centre's official's education person – contact details on the next page. Ask your club to come and have her do a presentation

**Officials Contact** Heather O'Hagan *Email:* [ohagan@visique.co.nz](mailto:ohagan@visique.co.nz)