

Edgeworth & District Little Athletics Club (ELAC)

Club Records Policy

1. Purpose:

The purpose of this policy is to establish guidelines and procedures for setting, recording, and ratifying club records within the Edgeworth & District Little Athletics Club. The policy ensures that all records are set in compliance with New South Wales Athletics rules and regulations and are properly verified and recorded by qualified individuals.

2. Record Attempt Procedure:

Field Events:

- **Approval for Record Attempt:** Any athlete attempting to break an existing club record in a field event (Long Jump, Triple Jump, High Jump, Shot Put, Discus, Javelin) must ensure that the attempt is made in the presence of an approved official. The approved official must be a committee member, an accredited coach, or an accredited official.
- **Presence of Approved Official:** An approved official (committee member, accredited coach, or accredited official) must be present at all times during the record attempt. The official will ensure that the event is conducted according to New South Wales Athletics rules and regulations.
- **Conduct of Event:** The approved official is responsible for overseeing the event to ensure that it adheres to the official guidelines set by New South Wales Athletics, including the correct procedures for measurement and technique for field events.

Track Events:

- A qualified official must be present during the track event (Short distance, Middle distance, Long distance, Hurdles, Walks) record attempt. For timing, this can include either:
 - a) An approved official (committee member, accredited coach, or accredited official).
 - b) A trained individual who is proficient in operating the electronic timing systems.
- **Electronic Timing:** All track events must be electronically timed using appropriate equipment (e.g., automatic timing system, electronic gates). If electronic timing is not available, the approved official may authorise the use of a hand timer.
- **Hand Timer Usage:** If a hand timer is used, an approved official must operate the hand timer. The official must ensure accurate and consistent timing, and the recorded time must be documented and signed by the official for verification.

- **Event Conduct:** The approved official or trained timer will supervise the event to ensure it is conducted according to New South Wales Athletics standards, including:
 - Proper start procedures
 - Correct race format (e.g., sprint, middle-distance, or long-distance)
 - Accurate lane allocation and track markings (if applicable)

3. Measurement & Verification:

Field Events:

- **Measurement Responsibility:** The approved official must accurately measure the performance (e.g., distance, height) during the field event. This includes ensuring the correct equipment and measurement tools are used according to New South Wales Athletics standards.

Track Events:

- **Electronic Timing:** For all track events, electronic timing must be used to record the athlete's performance. This includes the use of properly calibrated timing equipment such as automatic timing systems or electronic gates.
- **Hand Timer Usage:** If a hand timer is used for timing a track event, an approved official must operate the hand timer. The approved official must ensure the timing is recorded accurately and consistently, and the result must be documented and verified in the same manner as electronic timing.
- **Results Documentation:** The approved official must record the result of the record attempt on the official results sheet, ensuring that all details are accurately noted, including the athlete's name, the event, the result, and the date of the attempt.
- **Verification:** The approved official must sign the results sheet to confirm that the event has been conducted in compliance with all necessary rules and regulations.

4. Record Ratification:

Process:

- **Submission of Record Attempt:** After the record attempt, the results sheet with the signed verification by the approved official must be submitted to the club committee.
- **Review & Ratification:** The record will be reviewed at the next Edgeworth & District Little Athletics Club Committee Meeting. The committee will review the submitted documentation to ensure compliance with this policy and approve the record.
- **Record Update:** Once ratified by the committee, the new record will be officially recognised and updated in the club's records database.

5. General Guidelines:

Eligibility:

- The athlete must be a registered member of Edgeworth & District Little Athletics Club to have their performance count towards a club record. Athletes can only attempt to break a record within their registered age group and gender. Records can only be set in the age group that the athlete is currently registered for during the competition season.

Record Categories:

- Records may be set in various age groups and events, with separate categories for boys and girls in each event. Events eligible for records include: 50m, 70m, 100m, 200m, 400m, 400m Pack, 500m, 700m, 800m, 1500m, 3000m, 60m Hurdles, 70m Hurdles, 80m Hurdles, 90m Hurdles, 100m Hurdles, 200m Hurdles, 300m Hurdles, 400m Hurdles, 700m Walk, 1100m Walk, 1500m Walk, Discus, Shot Put, Javelin, High Jump, Triple Jump, Long Jump.

Club Events Only:

- Records can only be broken during Club events that are specifically listed in the Edgeworth & District Little Athletics Club's yearly handbook. Records set during non-club events or outside of the scheduled events in the handbook will not be considered eligible for ratification.

Appeals:

- In the event of any dispute regarding the eligibility or validity of a record attempt, the issue will be discussed and resolved by the Edgeworth & District Little Athletics Club committee.

6. Conflict of Interest:

To maintain the integrity of the record-setting process, any approved official involved in a record attempt (whether for a field or track event) must declare any conflict of interest. This includes, but is not limited to, situations where the official is directly related to the athlete or has any personal interest in the outcome of the record attempt.

- **Declaration of Conflict:** If a potential conflict of interest exists, the official must disclose this to the committee prior to the event. The committee will then decide whether the official can remain involved in the record attempt or if an alternate official should be appointed.
- **Replacement of Official:** If a conflict of interest is found after a record attempt has occurred, the results will not be ratified until the conflict is

resolved. The committee will review the situation and may replace the official or void the record attempt, depending on the circumstances.

7. Process for New Age Groups, Events, or Specification Changes:

In the event that a new age group, new event, or a change in event specifications (e.g., implement weight, hurdle height, track layout) is introduced:

- **Year One Benchmarking:**
 - No official club record will be declared in the first season.
 - The best performance from the first year will be recorded as a Season Best and used as the benchmark for record eligibility in the following year.
- **Year Two Evaluation:**
 - If the best performance from Year One is not surpassed in Year Two, the Year One performance will be retrospectively ratified as the official club record.
 - If the Year One benchmark is surpassed in Year Two, the improved performance will be awarded the Sub standing Record, and this will become the inaugural official club record.
- **Sub standing Record Definition:**
 - A Sub standing Record represents the first officially recognised club record in a new event, age group, or after a specification change, where the initial benchmark performance has been exceeded in the second year.

8. Review:

This policy will be reviewed annually to ensure relevance and effectiveness.

Approved by: EDLAC Committee

Effective Date: 29/07/2025

Review Date: 24/05/2026