



Winter 2023-24

SUPERTEAMS ORGANISER'S HANDBOOK





INTRODUCTION

The Winter closure of the Emirates Arena in Glasgow during Winter 2023-24 has hugely impacted on the competition plans of a number of athletes and clubs. In order to continue to offer competition opportunities across Scotland in the absence of a major venue, scottishathletics is proposing a selection of alternatives to keep athletes engaged. For our youngest members, a Winter SUPERteams competition, based on our popular SUPERteams format, will enable athletes to compete locally in their usual training facilities as an introduction to multi-event competition. This handbook has been produced to enable clubs to host their own SUPERteams event in their local area, and to support clubs to keep athletes competitive over the coming Winter season.

OVERVIEW

This handbook has been made available to all clubs across Scotland to support them in the planning and delivery of a local SUPERteams-inspired event. Events can be held within a single club, utilising existing club training session times; or between clubs in the same area in a short-format competition. Information about hosting your own SUPERteams event this Winter can be found throughout this guide.

THANK YOU

Thank you to all clubs who have supported SUPERteams to date. All photographs used in this guide were shared by clubs on their social media pages, celebrating the success of their young athletes at SUPERteams events in recent years. Please tag **scottishathletics** in your Winter 2023-24 SUPERteams posts to keep us updated.

GETTING STARTED

Events

The individual events typically comprising SUPERteams are a sprint, a jump and a throw. For Winter 2023-24 SUPERteams competitions, we recommend 60m, long jump, shot put and a shuttle relay if you have access to an indoor athletics facility; or a 2-lap race, standing long jump and shot put in a sports hall. You can also select different events to the recommended three if you wish. Please contact us regarding scoring if you would like to introduce a different event to your local competition. Please bear in mind that all athletes within your competition must compete in the same three individual events to produce comparable scores.

Fun non-scoring relays to end the competition are encouraged. These should take place after the three individual events. A 4x60m shuttle relay on an indoor track or 4x2-lap race in a sports hall would be ideal distances. You can decide the make-up of teams within your competition, and this will also keep the athletes busy while you add up the final scores!

Venue Requirements

- 1 Indoor track or sports hall
- 2 Throws area (clear and safe, with suitable mats)
- 3 Sand pit or standing long jump mat
- 4 Area for Track Assembly
- 5 Admin Area, with computers for results and scoring



SUPERTEAMS IN NUMBERS:

CLUBS WHO TOOK PART IN 2023:

44

PARTICIPANTS IN 2023:

942

PERFORMANCES IN 2023:

3,498

Officials

There is no requirement for these events to have a full complement of qualified technical officials: they provide an ideal opportunity to introduce parents, older athletes and any other volunteers from the club and local area to officiating in a relaxed environment. It is recommended that at least one graded track official oversee track events, and at least one graded field official oversee each concurrent field event, where possible.

Licensing

You are not expected to apply for a **scottishathletics** competition licence for this type of event. It is designed to provide a fun competition opportunity for young athletes: results should not be used for rankings, nor sent to Power of 10. However, if your event will take place between multiple clubs, you may require a basic licence for insurance cover.



TASKS



"These events are fab and really help with the kids' development." Parent, VP Glasgow AC

"It was a great day & just what my daughter needed for that confidence boost" Parent, Law & District AAC

Before the Day

1

Confirm the date and book the facility. Events may be held on a specific day/half-day, or on a club night if convenient. Please consider travel plans for any other clubs/teams you might invite to compete in your event, and choose a time that will allow as many athletes as possible to take part.

2

Arrange first aid cover for the event. This could be through an external contractor or your facility, or first aid could be provided by qualified volunteers from within the club or local community. If you are holding your competition during a training session, your usual training cover may already be sufficient.

Before the Day - Continued

- 3** Recruit officials and helpers – approximate numbers required can be found below. Whilst the lists below state ‘officials’, many roles can be carried out by volunteers (ideally under the supervision of a graded official). It is recommended that a graded official acts as track referee, and all field events have at least one graded official on duty throughout.
- 4** Decide how the entry process will work – will the club take entries through ClubServe, or another entry system? Will you take entries on the day? What will the entry fee be, if you will have one? Will athletes enter as a team, or will you assign athletes to a team yourself?
- 5** Prepare a draft timetable. Examples of draft timetables are available within this pack: you could select the most suitable template and update it to include your expected start and end times, as well as considering how many athletes will take part. You can also write your own if you wish.
- 6** Advertise the opening and closing dates for entries within your club and/or local area.



- 7** Order resources: you will need to ensure that you have paper for declarations, your officials have access to paper for start lists and results, and that your printer has plenty of ink/toner. You may also want to offer medals, trophies or certificates for winners. You will also need bib numbers and pins for athletes to wear during your competition.
- 8** Arrange catering for the event, if required. Depending on the time and length of your event, your officials and volunteers may need fed. Even if the event is short, a cup of tea, coffee or water will be appreciated! Some clubs may also want to offer a tuck shop/home bakes at their event for participants and spectators to raise money for club funds or a local charity, particularly if your competition will run for several hours.

Before the Day - Continued

- 9 Finalise your timetable once final entry numbers are known.
- 10 Assign athletes to pools/groups: once entries have closed, divide the number of athletes entered into groups of approximately 8-16 (in line with the timetable you have chosen). If your event is open to athletes from outside of your club, you might want to keep athletes from the same club together, mix groups up so the young athletes can make new friends, or a bit of both. Teams should be made up of four athletes, and are encouraged to be mixed-gender, with no more than two boys per team.
- 11 Prepare your Team Manager's Information and Officials' Information for circulation pre-event. You can write your own, but a draft version of these documents can be found within this pack. If using the template, you should complete the orange sections with the confirmed details specific to your event. Remember to also include a copy of the timetable when you send this!
- 12 To produce scores during the competition, you can use the supplied scoring spreadsheet, or use the OpenTrack online results and scoring platform. Decide which you will use and prepare your scoring spreadsheet (instructions in the next section) or OpenTrack upload. Please be aware that OpenTrack is a paid-for system, so you may incur an additional cost if you choose this option.



Setting Up Your SUPERteams Scoring Spreadsheet

To use the SUPERteams scoring spreadsheet, you will need a device with access to Microsoft Excel. Ideally, this would be a laptop, although a tablet may also work if you are comfortable using Excel on it. Phones are not recommended due to the level of detail required.



Entries and Individual Results

When you are ready to start setting up your scoring and results spreadsheet, this is the tab to start with. Add athletes' details to columns A-F, as shown in the example.

- Assign each athlete a unique number in column A. This should be the same number as they will wear during the competition. If you do not wish to give your athletes bib number (eg. if your event will take place during a training session and are known to all coaches and volunteers), you will still need to assign a number in the spreadsheet for the purposes of scoring.
- Add athletes' names, genders and dates of birth to columns B-E
- Assign a team name to each team of four athletes. This can be 'Team 1', 'Team 2' etc. as shown in the example, or you can come up with any other team name you wish.
- Should you have any incomplete teams taking part, please miss a line before adding the next team (in line with the grid in the scoring spreadsheet).
- Do not make any changes to columns H-T. These contain formulae to calculate your scores for you.

Once you have added all of your athletes to your spreadsheet, the next step is seeding your events. If you will assign athletes/teams to pools in advance of the day, you may wish to set this up in advance too.

Sprint Results by Heat

Once you have your total number of participating athletes, you are ready to assign them to heats for their sprint event. Athletes should compete within pools, and the number of heats within each pool will depend on the total number of athletes and the number of lanes available.

- Follow the layout demonstrated in the example. Add as many pools (column A), heats (column B) and lanes (column C) as required. This may be all you do in advance of your competition if you plan to seed events on the day. You can add more lanes than are in the template to suit the number of lanes available to you.
- You can add as many new rows as needed, but DO NOT add any new columns.
- If you pre-seed your races, or when you seed races on the day, add athletes' bib numbers to column D against which pool/heat/lane they will run in.
- After each race, add the athletes' times to column E. This should be to tenths of a second (one decimal place) and always rounded up, eg. 10.53 on a stopwatch would be entered as 10.6

Once your results have been added, your results will be pulled through to the 'Entries and Individual Results' tab, where scores will also be calculated and displayed for you.

"This is one of my favourite events to officiate at. Seeing all of the wee faces enjoying themselves is just a joy" - Official

Jump Full Results and Throw Full Results

Once you have your total number of participating athletes, you are ready to assign them to field pools. Athletes should compete within pools in the jump and throw events, and the number of pools required will depend on the total number of athletes.

- Follow the layout demonstrated in the example. Add as many pools (column A) as required.
- You can add as many new rows as needed for the number of athletes taking part, but DO NOT add any new columns.
- Add athletes' bib numbers to column B against which pool they will compete in and in which order.
- After each round or event, add the athletes' performances to columns C-F. This should be in centimetres (ie. two decimal places).
- Each athlete's best performance from their four trials will be calculated automatically in column G. This is calculated by a formula, so do not type in this column. Pull the formula down to fill any additional rows required.
- Once your results have been added to the spreadsheet, the athlete's best performance will be pulled through to the 'Entries and Individual Results' tab, where scores will also be calculated and displayed.



Entries and Individual Results 2

Once results have begun to be added to each of the individual event tabs, scores will begin to appear against athletes' names in this tab. It is extremely important that athlete bib numbers are correct in the event tabs, as this is how athletes' scores are identified. Performances and scores for each individual event will be displayed in columns H-M, and the athlete's total individual score in column N. Columns O and P show athletes' individual position by gender, helping you to recognise the top-performing girls and boys at the end of the competition.

Team Scores

The 'Team Scores' tab will display the points total for each team. The 'Place column' will tell you in which place overall each team is currently in or has finished the competition in to enable you to recognise the top-placed teams.

If you have completed the other tabs correctly, you should not need to make any changes to the 'Team Scores' tab.





On the Day

Administration/Results and Scoring

EQUIPMENT:

- Computer and printer
- Pens and tables in an area for declarations

OFFICIALS/VOLUNTEERS:

- 1 – 2 volunteers to seed events and print start lists and field cards (could also be done in advance)
- 1 – 2 volunteers to check athletes in and distribute numbers
- 1-2 volunteers to input performances into scoring spreadsheet/OpenTrack (these could be the same volunteers from declarations)

METHOD:

- Teams should be entered into your scoring spreadsheet pre-event, if possible, or uploaded to OpenTrack. You can seed events in advance if you wish, or seed events on the day if you feel confident enough to do so.
- On receipt of results, enter athletes' best performances into your results spreadsheet or OpenTrack
- Points will be automatically calculated using the scoring formula within the spreadsheet, or by OpenTrack. Individual overall points will also be totalled up.
- Care should be taken when entering data as this is where a lot of mistakes can occur

60m or 2-Lap Sprint

EQUIPMENT:

- Start System – Whistle, TESS, Clapper, Flag, etc.
- Stopwatches – If enough timekeepers are in place, they generally bring their own watches, but additional volunteers are welcome and may need to be supplied with a watch
- Reversa-boards (if in a sports hall)

OFFICIALS/VOLUNTEERS:

- Starter to start the races
- 1 – 2 Starters Assistants to organise athletes prior to the start of their race from paperwork produced by the administration team
- 3 – 6 Timekeepers to time athletes
- 3 – 6 Track Judges/Umpires at Finish Line to determine placings
- 1 – 2 Track Judges at end of straight

(Numbers required will depend on your facility and the number of lanes available)

METHOD:

- Athletes are split into heats within their pool
- Run as a standard track race. No starting blocks required; all athletes run in their own lane and against the clock
- Athletes should not be disqualified for false starts, but races may be recalled and restarted if one or more athlete gains a clear, unfair advantage

Long Jump or Standing Long Jump

EQUIPMENT:

- Sand pit
- Rakes and spades needed to prepare pit
- 2 x 20m Tapes required + 6 x dome cones (2 of each colour)
- Take off should be from 1m² from edge of pit (no need for a board)
- OR
- Standing Long Jump Mat

OFFICIALS:

- 4-5 Field Judges/volunteers - 1 (graded) judge to call athletes up and record measurements on the field card; 1 to mark the distance jumped; 1 to pull the measuring tape through the line to allow an accurate reading; 1-2 to rake the pit after each jumper
- OR
- 2-3 Field Judges/volunteers - 1 (graded) judge to call athletes up and record measurements on the field card; 1 to mark the distance jumped and read the distance achieved

Additional volunteers, if available, can allow roles to be split or for a scoreboard to be used

Long Jump or Standing Long Jump Continued

METHOD:

- All competitors will be given one warm up and three jumps in competition
- All valid jumps will be measured
- Athlete's best individual effort will count towards SUPERteams score. If an athlete produces three fouls, their third attempt should be measured from where they take off, minus 10cms.
- Long Jump athletes will NOT be allowed to use tic-tac method or run back from board to set check mark. A tape will be attached to the edge of the runway. In addition, cones will be placed at 10m, 12m and 15m. A maximum distance of 15m will be allowed for run ups in SUPERteams. Athletes may not 'walk in' to the 15m limit

Shot Put

EQUIPMENT:

- 1x20m tape to measure throws.
- 6 x indoor 2.72kg shot puts to be used. Alternative weights or outdoor shots may be used in some facilities, but it is important that all athletes within the same competition throw the same kind of implement.
- Sectors can be set out with cones or tape
- Stop board could be a bench or similar, if more convenient: a shot circle is not required

OFFICIALS:

- At least 4-5 Field Judges/volunteers - 1 (graded) judge to call athletes up and record measurements on the field card; 1 to mark the distance thrown; 1 to pull the measuring tape through the line to allow an accurate reading; 1 to retrieve the implement after each throw
- Additional officials/volunteers, if available, can allow roles to be split, or for a scoreboard etc. to be used.

METHOD:

- All competitors will be given one warm up and three trials in competition
- All valid throws will be measured
- All throws must be made from a standing position (no side steps, glides, rotations, etc.)
- Athlete's best individual effort will count towards their SUPERteams score

Relays (4x60m Shuttle or 4x2-Lap)



EQUIPMENT:

- Relay Batons (junior sizes) – one for each team
- Start System – Whistle, TESS, Clapper, Flag, etc.
- Stopwatches – If enough timekeepers are in place, they generally bring their own watches, but additional volunteers are welcome and may need to be supplied with a watch
- Reversa-boards (if in a sports hall)

OFFICIALS:

- Starter to start the races
- 1 – 2 Starters Assistants to organise athletes and teams
- 3 – 6 Timekeepers to time athletes
- 3 – 6 Track Judges/Umpires at Finish Line to determine placings
- 1 – 2 Track Judges to assist with/prepare athletes for changeovers

(Numbers required will depend on your facility and the number of lanes available)



METHOD:

- Whilst 60m shuttle relays (indoor track) or 4x2-lap relays (sportshall are recommended, you could choose to offer alternative distances or formats (eg. medley) if preferred as the relays are non-scoring and do not need to be timed.
- Relays should use a similar change to 4x100m outdoors, instead of face to face, wherever possible
- Athletes should not be disqualified for illegal changeovers, or running out of lanes. Time penalties could be applied instead, if the event is timed, or the event can be used as a learning/coaching opportunity.
- Timing of relays is not compulsory and could require races to be seeded. To keep the organisation of the competition simple, you could allocate lanes randomly.



Results

At the end of the event, it is suggested that you recognise the following results:

- 1st, 2nd and 3rd highest points-scorers across all three events (boys)
- 1st, 2nd and 3rd highest points-scorers across all three events (girls)
- 1st, 2nd and 3rd teams

If you use the spreadsheet, your individual scores will be calculated in column N in the 'Entries and Individual Results' tab of the scoring spreadsheet, and your teams scores in the 'Team Scores' tab.

It is up to you whether you offer medals, trophies, certificates or anything else as prizes.

After the Day

1

Share your results with your participants. This could be a copy of the spreadsheet used for calculating scores in pdf format for publication on your website, or sharing a link to your results in OpenTrack.

2

Let us know how your event went. Tag us in your social media posts, or get in touch with our Competitions Team on events@scottishathletics.org.uk



SUPERTEAMS ORGANISER'S RESOURCES

**“SUPERteams is where it all starts”
- Parent of a Scottish international athlete**

Example Timetables

Choose your timetable from the list below based on the overall number of athletes you expect to attend, and your facility. Fill in the timings for each rotation in the first column based on the number of athletes in each group. It is recommended that each group be made up of around 8-16 athletes. Allow around 20-30 minutes at the end for fun relays and the final results.

Group Size	<10 athletes	10-16 athletes
Time Required	15 minutes	20 minutes

Timeslot	Sprint	Jump	Throw
1	Group 1	Group 2	
2		Group 1	Group 2
3	Group 2		Group 1
4	Relays and Results		

16 - 32
Athletes

2 Groups

24 - 48
Athletes

3 Groups

Timeslot	Sprint	Jump	Throw
1	Group 1	Group 2	Group 3
2	Group 3	Group 1	Group 2
3	Group 2	Group 3	Group 1
4	Relays and Results		

Example Timetables Continued

Timeslot	Sprint	Jump	Throw
1	Group 1	Group 2	Group 3
2	Group 2	Group 3	Group 4
3	Group 3	Group 4	Group 1
4	Group 4	Group 1	Group 2
5	Relays and Results		

32 - 64
Athletes

4 Groups

48 - 96
Athletes

6 Groups

Timeslot	Sprint	Jump	Throw
1		Group 3	Group 4
2		Group 1	Group 2
3		Group 5	Group 6
4	Groups 1 & 2	Group 4	Group 3
5	Groups 5 & 6	Group 2	Group 1
6	Groups 3 & 4	Group 6	Group 5
7	Relays and Results		

Example Timetables Continued

To accommodate 100 or more athletes, it is recommended that two areas are used for field events. This will depend on the availability of space and equipment at your chosen venue.

48 - 96 Athletes 6 Groups

Timeslot	Sprint	Jump 1	Jump 2	Throw 1	Throw 2
1	Groups 1 & 2	Group 3	Group 4	Group 5	Group 6
2	Groups 3 & 4	Group 5	Group 6	Group 1	Group 2
3	Groups 5 & 6	Group 1	Group 2	Group 3	Group 4
4	Relays and Results				

64 - 128 Athletes 8 Groups

Timeslot	Sprint	Jump 1	Jump 2	Throw 1	Throw 2
1	Groups 1 & 2	Group 3	Group 4	Group 5	Group 6
2	Groups 3 & 4	Group 5	Group 6	Group 7	Group 8
3	Groups 5 & 6	Group 7	Group 8	Group 1	Group 2
4	Groups 7 & 8	Group 1	Group 2	Group 3	Group 4
5	Relays and Results				

Example Officials / Volunteers List

Discipline	Role	Name
Admin	Admin volunteer –seeding races, printing field cards, results input etc	
	Admin volunteer –seeding races, printing field cards, results input etc	
	Declarations volunteer	
	Declarations volunteer	
	Assembly Steward	
	Assembly Steward	
Field	Field Referee	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	
	Field Judge	

Example Officials / Volunteers List Continued

Discipline	Role	Name
Track	Track Referee	
	Track Judge	
	Track Judge	
	Track Judge	
	Track Judge	
Starting	Starter	
	Starter's Assistant	
Timekeeping	Chief Timekeeper	
	Timekeeper	
	Timekeeper	
	Timekeeper	
Other	Announcer	

Numbers required in each role will vary, depending on the number of athletes, your timetable and your venue.

Example Athletes'/Team Managers' Information

[Your club]'s Indoor SUPERteams Competition

[Event Date]

[Event Venue]

Thank you for your/your club's entry into this event. All of the information you need to prepare for the day can be found below.

Arrival and Parking

Provide some parking instructions – if your event is open to other clubs or prospective new members, there could be athletes attending who have not been to your venue before. Where should athletes and their families park? Is there specific bus parking for visiting teams? Will you encourage attendees to car share or use public transport?

Opening Hours: What time will the venue be open to participants and spectators?

Declarations: What time will declarations open and close?

Declarations

On arrival, athletes should confirm their attendance and collect their number from the declarations table. This will be located **where?** All athletes must declare at least **30 minutes** prior to the start of their first event.

Bib numbers must be securely pinned to the front and back of the top the athlete will compete in (eg. club vest or t-shirt), and must not be folded or altered in any way.

Event Assembly

Athletes should report to the assembly areas prepared to compete, with numbers securely fastened to their club vest and visible to officials. Spikes, if worn, should be checked and tightened before reporting (**indoor track only – no spikes in sports halls!**), and no additional kit or bottles should be brought into the assembly areas. Care should be taken if crossing the track to report to events.

TEAM MANAGERS/CHAPERONES MUST ENSURE THAT ATHLETES ARE WEARING THE SAME BIB NUMBER AS RECORDED ON THE DECLARATIONS SHEET.

Confirm which events will take place during your event, eg. Events will be 60m, standing long jump and shot put.

Field Events: Athletes should report to the Field event **at least 5-10 minutes** before the timetabled start time. Field assembly will be located **where? – could be at the event site.**

Track Events: Athletes should report **where? at least 5-10 minutes** before the timetabled start time for their event to be collected by officials and escorted to the start line.

General Information

- Assembly areas and pools will be clearly signposted on the day.
- Personal equipment, including phones and music players **MUST NOT** be brought into the competition area.
- Spike Length: spike length must not exceed 6mm
- **Mobile Number** is available to athletes, coaches, team managers, officials or spectators for on the day enquiries, if required. If unanswered, a message should be left detailing name, issue and return contact telephone/mobile number.

Example Officials' Information

[Your club]'s Indoor SUPERteams Competition
[Event Date]
[Event Venue]

Thank you for volunteering to officiate at this event. All of the information you need to prepare for the day can be found below.

Withdrawals

If, for any reason, you are no longer able to attend this event, please advise **e-mail address or phone number** as soon as possible.

Arrival and Parking

Provide some parking instructions – there could be officials/volunteers attending who have not been to your venue before. Where should they park? Is this different to athletes and spectators? Will you encourage attendees to car share or use public transport?

Opening Hours: What time will the venue be open to officials/volunteers? They may need to set equipment up

Declarations: What time will declarations open and close?

On arrival, please report to where? Officials should check-in somewhere when they arrive so that you know who is there. They might also want to leave their belongings somewhere instead of taking them into the competition area – a rest area or directions to facility lockers may be useful.

Meeting Information

- Declarations will be located where?
- Seeding and results will operate from where?
- Start lists and field cards will be available for collection from where? throughout the day.
- A scoring spreadsheet will be used for event scoring and results
- The assembly area for track athletes will be where?
- Field athletes will be asked to report where? 10 minutes before the scheduled start time of their event.
- **Mobile Number** is available to athletes, coaches, team managers, officials or spectators for on the day enquiries, if required. If unanswered, a message should be left detailing name, issue and return contact telephone/mobile number.

SUPERteams Field Card

<u>EVENT DATE:-</u>	<u>TIME:-</u>	<u>VENUE:-</u>							
<u>EVENT:-</u>									
ORDER	BIB NUMBER	COMPETITOR'S NAME	TEAM	1st Trial METRES	2nd Trial METRES	3rd Trial METRES	4th Trial METRES	Best Trial METRES	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
<u>JUDGES :-</u>								<u>END TIME:-</u>	