

WAIKATO FULL PRIMARY SCHOOL ATHLETICS

SCHOOL BRIEFING NOTES

Thursday 26 November 2026 | Porritt Stadium, Crosby Road, Hamilton

ADMIN COMMUNICATION: DESIGNATED SCHOOL/TEAM OFFICIALS ONLY

Only the designated school/team official may bring enquiries to Admin. Parents, supporters and athletes must not approach event officials or Admin. All queries must go through their designated school/team official.

01 SAFETY & EMERGENCIES

Safety takes priority over the timetable. Follow directions from event officials. First aid is available at the designated station. EVACUATION MEETING POINT: THE CAR PARK. Report emergencies immediately; call 111 when required.

02 ENTRIES & CHANGES

No changes can be made on the day. If an athlete is absent, advise Admin. No replacements will be accepted. All enquiries must be made by the designated school official wearing the school lanyard.

03 TRACK ACCESS & MARSHALLING

Spectators and teachers are not to be on the grassed infield. Athletes report to marshalling when called. Keep the finish line clear at all times. EVENT ACCESS: Enter events at the nearest point to the event. When crossing the track for marshalling, ensure there are no races taking place on the track, as shown on the map.

04 EVENT PROCEDURES

Listen for announcements and calls to marshalling. Track events take precedence when events overlap; athletes must inform the field official before leaving and return promptly if permitted. Follow the event programme and instructions from the chief judge or referee.

05 FIELD EVENT SAFETY & SUPERVISION

Stay clear of discus and shot put throwing sectors, jump run-ups and landing areas. No unsupervised practice throws or jumps. Schools retain responsibility for supervising their athletes outside designated competition areas.

06 CONDUCT & EXPECTATIONS

Respect athletes, officials and other schools. No bullying, bad language, unsafe play, unauthorised track crossing or interference with equipment. Supporters remain in designated viewing areas and should not approach Admin directly.

SCHOOL BRIEFING
ADDITIONAL INSTRUCTIONS

01 COMPETITION RULES & AWARDS

- False starts: one warning followed by disqualification, **if confirmed** in the WFPSA competition rules.
- **Track ribbons:** once each event is completed, results will be sent to Head Admin for ribbon presentations. **Please listen for ribbon presentation announcements throughout the day.** Field-event ribbons will also be announced after events are completed.
- Proposed field format: two attempts, followed by two further attempts for the top eight. Placings and tie-breaking are subject to confirmed WFPSA rules.

02 TRACK ACCESS & SPECTATORS

- **No parents or spectators are permitted inside the track (infield).** Only authorised athletes, officials and marshals may enter active competition areas.
- Teachers and parents must not enter the infield without authorisation. Events may be paused if an unauthorised person enters.
- Schools must use designated access routes. Questions and concerns go through the **designated school delegate**, not directly to Admin.

03 MARSHALLING & FINALS

- Listen for announcements, especially the names of athletes who qualify for 100m and 200m finals.
- Athletes called for finals must report directly to track marshalling, allowing sufficient time before the race.
- **Runners must remain in their allocated lane.** Times are recorded against each athlete's name for the lane allocated to them.

04 TRACK & FIELD CLASHES

- **Track events take precedence over field events.** Athletes must notify the field official before leaving and report back promptly after their race.
- Missed attempts are managed by field officials in line with confirmed competition rules; do not assume additional attempts.

05 SCHOOL DUTIES & RELAYS

- Schools remain responsible for athlete supervision, attendance, conduct and wellbeing throughout the day. Ensure water, suitable clothing and sun protection.
- If an athlete is absent, injured, unwell or unable to compete, the designated school delegate must notify Admin. No on-day replacements.
- Have all four relay runners ready ahead of the **1:30 pm relay programme (subject to the track schedule running on time).**

06 EMERGENCY & FIRST AID

- **Evacuation assembly: designated area in the car park.** Schools must undertake an athlete headcount and immediately report anyone missing or unaccounted for.
- Do not re-enter until authorised. Report injuries and urgent medical concerns to the nearest official or first-aid provider.
- The exact car-park assembly location, first-aid station and AED location must be confirmed at the pre-event briefing.

WAIKATO FULL PRIMARY SCHOOL ATHLETICS

OFFICIALS SAFETY BRIEFING

PORRITT STADIUM | 26 NOVEMBER 2026

15 essential safety points • Brief all officials and volunteers before competition

01 Purpose & shared responsibility

Athletics involves inherent risks. Athletes, officials and spectators must help prevent harm. Safety overrides the programme and timetable.

02 Appointments & staffing

The Meeting Director appoints competent officials appropriate for each event, including chief judges and sector marshals. Do not run a field event without suitable supervision.

03 Know the rules and hazards

Each volunteer must understand their assigned event, local hazards, safe operating area, emergency process and who may suspend competition.

04 Medical readiness

Identify the first-aid station and designated first-aid provider. Confirm kit, ice packs, incident forms, AED location, ambulance access and emergency meeting point. Log kit use and incidents.

05 Venue conditions

Continually monitor weather, track surface, changes in footing, visibility, equipment and adjacent activities. Secure loose equipment and tents in strong winds.

06 Stop unsafe activity

Any official who sees an unsafe condition should stop the activity when necessary, then immediately notify their chief judge, referee or Meeting Director.

07 Greater care for younger athletes

Use clear age-appropriate instructions, barriers or cones, active marshalling, appropriate staffing and closer supervision of primary-school athletes.

08 Keep competition areas clear

Only current competitors and required officials may enter active track, jump and throw areas. Officials who finish their duties must leave the active zone.

09 Infield access

Athletes must not independently cross the grassed infield. Use the track perimeter and specifically designated access routes; officials manage any permitted crossings.

10 Athlete control & handover

Athletes must remain with their event group while competing. Schools and marshals coordinate a clear return to the responsible school supervisor after each event.

11 Concentration & fatigue

Rotate officials or provide relief when attention may drop. Extra vigilance is essential around discus, shot put, finish lines and other high-consequence tasks.

12 Throwing implements

Never leave shot puts or discuses unattended. No unsupervised practice or entry into throwing sectors. Implements are carried back by hand, never thrown back.

13 Pack-down

Return implements safely to the designated gear shed or equipment store. Clear the sector, runway and surrounding area; report damaged or missing equipment.

14 Minimum field-event staffing

At least TWO competent officials must be in attendance for every throw or jump, as specified by the reference Porritt Stadium plan. Suspend the activity if appropriate staffing is unavailable.

15 Reporting & briefing record

Report injuries, hazards and near misses promptly. Record details, actions taken and any follow-up. Log briefing attendance, appointed personnel and completion of checks.

BEFORE COMPETITION STARTS

Confirm first aid / AED, weather, barriers, event staffing, access routes, school delegates and briefing attendance.

PORRITT STADIUM

VENUE MAP & EVENT SCHEDULE



START

TRACK & FIELD EVENT TIMES

TRACK EVENTS

9:45 am	100m preliminaries
10:30 am	100m finals
10:45 am	800m finals
11:45 am	200m preliminaries
12:15 pm	200m finals
12:45 pm	1500m finals
1:30 pm	4 × 100m relay finals

FIELD EVENTS

9:45 am	Y7 Girls: High jump Y7 Boys: Long jump Y8 Girls: Discus Y8 Boys: Shot put
10:45 am	Y7 Girls: Shot put Y7 Boys: High jump Y8 Girls: Long jump Y8 Boys: Discus
11:45 am	Y8 Girls: High jump Y7 Boys: Shot put Y7 Girls: Discus Y8 Boys: Long jump
12:45 pm	Y7 Girls: Long jump Y7 Boys: Discus Y8 Girls: Shot put Y8 Boys: High jump

Track times apply to Year 7 and Year 8 girls and boys.

Field times are event-specific. Follow official marshalling announcements.

SCHOOL ATHLETE RUN SHEET

Track and field | Two athlete name spaces per event | Year 7 and Year 8

WFPSA ATHLETICS • 2026

Porritt Stadium | Hamilton

TRACK EVENTS

9:45 am — 100m • Prelim

	ATHLETE 1	ATHLETE 2
Year 7 Girls		
Year 7 Boys		
Year 8 Girls		
Year 8 Boys		

10:30 am — 100m • Final

	ATHLETE 1	ATHLETE 2
Year 7 Girls		
Year 7 Boys		
Year 8 Girls		
Year 8 Boys		

10:45 am — 800m • Final

	ATHLETE 1	ATHLETE 2
Year 7 Boys		
Year 8 Girls		
Year 8 Boys		
Year 7 Girls		

11:45 am — 200m • Prelim

	ATHLETE 1	ATHLETE 2
Year 8 Boys		
Year 7 Girls		
Year 7 Boys		
Year 8 Girls		

12:15 pm — 200m • Final

	ATHLETE 1	ATHLETE 2
Year 8 Boys		
Year 7 Girls		
Year 7 Boys		
Year 8 Girls		

12:45 pm — 1500m • Final

	ATHLETE 1	ATHLETE 2
Year 7 Girls		
Year 7 Boys		
Year 8 Girls		
Year 8 Boys		

1:30 pm — 4 × 100m Relay • Final

	ATHLETE 1	ATHLETE 2
Year 7 Girls		
Year 7 Boys		
Year 8 Girls		
Year 8 Boys		

FIELD EVENTS

9:45 am — FIELD • Finals

		ATHLETE 1	ATHLETE 2
High Jump	Year 7 Girls		
Long Jump	Year 7 Boys		
Discus	Year 8 Girls		
Shot Put	Year 8 Boys		

10:45 am — FIELD • Finals

		ATHLETE 1	ATHLETE 2
Shot Put	Year 7 Girls		
High Jump	Year 7 Boys		
Long Jump	Year 8 Girls		
Discus	Year 8 Boys		

11:45 am — FIELD • Finals

		ATHLETE 1	ATHLETE 2
Discus	Year 7 Girls		
Shot Put	Year 7 Boys		
High Jump	Year 8 Girls		
Long Jump	Year 8 Boys		

12:45 pm — FIELD • Finals

		ATHLETE 1	ATHLETE 2
Long Jump	Year 7 Girls		
Discus	Year 7 Boys		
Shot Put	Year 8 Girls		
High Jump	Year 8 Boys		

Prelim = preliminary heats. Final = championship final. Relay spaces may list teams or runner names.

SCHOOL: _____

Times are scheduled starts. Listen for marshalling announcements.

WAIKATO FULL PRIMARY SCHOOL ATHLETICS

ATHLETE ENTRIES / RESULTS | YEARS 7 & 8

SCHOOL: _____ **SCHOOL DELEGATE:** _____

YEAR 7 ATHLETES

EVENT / RESULTS	GIRLS	BOYS
100m - 1		
100m - 2		
200m - 1		
200m - 2		
800m - 1		
800m - 2		
1500m - 1		
1500m - 2		
High Jump - 1		
High Jump - 2		
Long Jump - 1		
Long Jump - 2		
Shot Put - 1		
Shot Put - 2		
Discus - 1		
Discus - 2		
4 x 100m Relay - 1		
4 x 100m Relay - 2		
4 x 100m Relay - 3		
4 x 100m Relay - 4		

YEAR 8 ATHLETES

EVENT / RESULTS	GIRLS	BOYS
100m - 1		
100m - 2		
200m - 1		
200m - 2		
800m - 1		
800m - 2		
1500m - 1		
1500m - 2		
High Jump - 1		
High Jump - 2		
Long Jump - 1		
Long Jump - 2		
Shot Put - 1		
Shot Put - 2		
Discus - 1		
Discus - 2		
4 x 100m Relay - 1		
4 x 100m Relay - 2		
4 x 100m Relay - 3		
4 x 100m Relay - 4		

Record athlete names and results for each event. Relay rows can be used for runners 1–4.