

ENGLISH SCHOOLS' ATHLETIC ASSOCIATION

TRACK & FIELD CUP 2014

ESAA Chairman:
Miss Sue Garvey



ESAA Hon Secretary:
Mr. David Littlewood M.B.E.

TO MEMBER OF STAFF I/C ATHLETICS

Dear Colleague,

We extend to you a warm invitation to enter teams from your school in the English Schools' Athletic Association Track and Field Cup Competition. This booklet contains a copy of the rules and important information about the **online entry** system. This is the online version of the event brochure - you can find other information including scoring tables and previous years' results on the website. You can find contact details of your County and Regional Secretaries when you log in online - details are also contained in the paper copy of this brochure which is posted to all schools.

PLEASE NOTE THAT THERE IS NO PAPER ENTRY FORM, AND THAT ALL ENTRIES CAN ONLY BE ACCEPTED ELECTRONICALLY THROUGH THE ESAA WEBSITE. THE ENTIRE EVENT IS ADMINISTERED ONLINE.

1. HOW TO ENTER

Entries **must** be made on the internet

- a. Go to the ESAA website at www.esaa.net
- b. Click the Track & Field Cup box
- c. Click the **Online Entry Form** button
- d. Enter the security code you can find printed in the paper copy of this document which was posted to your school, and enter your school's postcode. If you cannot find the security code please use the **contact us** link on the website and supply sufficient information for us to be able to verify that you are a genuine teacher. The security code will then be phoned through to your school secretary - for obvious reasons we won't be able to give it to just anyone who asks!

Entering a team is very quick: you will be asked to fill in your name, phone, and email address details, then tick which teams you wish to enter. You will need to enter a password of your choice to enable you to log in again to follow the progress of the competitions and to allow you to enter your athletes names and events just before each competition.

An invoice is then displayed together with payment instructions - you can print this and pass on a copy to your school secretary to pay electronically by BACS or by sending a cheque in the post.

2. HOW TO PAY

- a. **The cost is £12 per team.** Payment can be electronically (BACS payment only) or by sending a cheque in the post.
- b. **Electronic payment - (preferred method):** Give a copy of the invoice which is presented to you online to your school's account department for payment. The account details are printed on the invoice with further instructions. Please then post a copy of your invoice to Paul Ponton (address below) to confirm that you have made a payment.
- c. Cheque payment - print a copy of the invoice and enclose it with a cheque for the correct amount (£12 per team, ie. £48 if you enter all 4 teams). Please make your cheque payable to **ESAA** and send it with a copy of your entry to...
Paul Ponton, The Old Vicarage, South House, Corbridge, Northumberland NE45 5DR

3. CONFIRMATION OF ENTRY

Confirmation of entry **will not be posted to individual schools** but can be viewed online at the ESAA website - you can log in to view your entry which will show whether your payment has been received, but it might take a couple of weeks to show up because payment details are only updated in batches as and when time permits.

4. CLOSING DATE

The closing date for entries is 28th February 2014 and the online entry form will be closed at midnight that day. Your subsequent payment should be received no later than Friday 7th March. **WE DO NOT ALLOW LATE ENTRIES.** Anyone asking to enter after the closing date for entries for whatever reason, MAY be accepted but only given very exceptional circumstances, subject to special agreements from your local County Secretary, other schools in your area, and the National Coordinator, however, the cost will be increased to £20 per team to cover the additional administration costs involved. Because the rules dictate that entries are subject to you being willing to host a first round if asked to do so, it is not fair to other schools who enter on time if you are not considered as a potential host and we reserve the absolute right to refuse all requests for a late entry.

5. ONLINE INFORMATION - Logging in

All available details of the events will be available to you at all times on the internet, including Competition Rules, Score Tables, Award Badges and Certificates, Previous Years Results, Contact Information for Co-ordinators / County Secretaries / Regional Secretaries, Lists of Schools Entered in your County etc..etc.. Additional features will be added during the run up to the events. **You will need to log in to the secure area** for teachers to view this information, by clicking the **competition progress** button, and entering your email address and the password you chose when you made your entry. You will then be presented with a menu which is customised for your own school entry. **Please don't rely solely on emails or other contact** from event organisers (sometimes they get blocked by schools) - **you MUST check the website** regularly for all administrative information.

6. ONLINE TEAM DECLARATION

You will be able to enter the names of your squad of athletes at any time in the run up to the event. You need the firstname (not just an initial), surname and date of birth of each potential team member - these names will be stored online for the full duration of each pupil's school career so you only need to enter them once, this can be done at any time. A few days before the event you need to select your teams and click the events each athlete will do - you can then print a copy of these for display on your school noticeboard and you need another copy to take to the event. Illustrated instructions showing how to follow your progress through the events are available on the website when you log in.

7. DATES OF COMPETITIONS - PLEASE NOTE THESE IN YOUR DIARY NOW

1st Rounds	Between Tuesday 6th May and Friday 16th May . Competitions should be held during this time but no later than Friday 16th May .
REGIONAL FINALS	Monday 9th June to Thursday 19th June If any County Round / Regional Final has to be abandoned, a new date will be set and a new competition will be held. Any school unable to compete on the new date will forfeit their place.
CUP FINAL	Saturday 5th July - at Bedford International Athletic Stadium

Each County Cup Secretary will determine the date for the 1st round after consultation with competing schools.

8. NUMBERS and EVENT MANAGEMENT FORMS

Each school will be allocated two numbers for each of their teams by their County Cup Secretary. These will be displayed on the website and on the team declaration sheets. Numbers are available to download from the website, ready for you to copy onto card. You need to supply sufficient numbers and pins for your team.

There are a number of other forms available to download from the website to assist with running competitions. These include field event cards, track event recording slips, and team results recording forms - the latter are only needed if you don't use the computer program described below.

9. RESULTS

A computer program is available for downloading from the internet. This automatically includes all the teams and athletes' names which have been entered online for each event, and it uploads the results to the website. The program also prints out field event cards with athletes names and schools already filled in - this saves a considerable amount of time on competition day.

The organising school **must upload** the results directly to the internet using the facility provided in the results program on the evening of their event.

10. EXPENSES

If a track is hired for the staging of 1st round matches, schools competing must be prepared to share the hiring fee and other expenses, but these must not include staff cover at the organising school. **Schools withdrawing** from a competition after the round has been organised by the County Secretary will be required to **contribute to any costs** in staging that round.

11. INSURANCE

All rounds of this competition are covered by the ESAA Insurance Scheme.

12. FIRST AID

It is expected that individual schools will provide their own first aid unless the allocated Stadia deem otherwise.

We very much hope that your school will decide to enter this year's competition, and wish you all every success.

Yours sincerely,

Edna Beveridge and Paul Ponton

Joint Co-ordinators

ENGLISH SCHOOLS' ATHLETIC ASSOCIATION

TRACK & FIELD CUP

Competition Rules

(as in the ESAA Handbook)

GENERAL

9. DRUG ABUSE

The use of drugs to enhance performance before or during competitions is forbidden and anti doping test may be carried out at any E.S.A.A. event.

10 Officials

Officials for Championships and Cup Competition Finals shall be appointed by the E.S.A.A. through its appropriate committee.

11. Protests

(a) Any protest or objection by a competitor or team against the conduct or placing of another competitor or team in any competition or relating to any matter which may develop during the carrying out of the programme shall be made to the appropriate referee by an authorised team steward during or immediately after that particular competition. The decision of the referee shall be final and shall be announced immediately.

(b) Any other protest concerning eligibility or qualification to compete should be made in writing to the Coordinators within seven days of the event.

TRACK & FIELD CUP COMPETITION

65.

The Cup Final shall **normally** be held annually on the first Saturday in July.

66. Ages

The age groups for the competition shall be:

Junior	12 years and under 14 years. Years 7 & 8.
Intermediate	14 years and under 16 years. Years 9 & 10.

Ages as at 31st August/1st September at the end of the current school year. (*Note the current school year is the one which ends when the summer holiday starts, irrespective of whether some schools might start their year before the end of August*)

67. Teams

This competition is for individual school teams and entries must **NOT** be submitted by neighbouring schools combining to make a team.

- Each boys' team may have up to 14 (fourteen) competitors plus one named reserve.
- Each girls' team may have up to 12 (twelve) competitors plus one named reserve.

The reserve will only be allowed to substitute in the event of an injury being sustained during the meeting and then only at the discretion of the Referee. **The substitute may only compete in the event(s) in which the injured athlete was entered.**

Each team **MUST** enter a relay team and up to two competitors per event provided that no one competitor competes in more than two events which shall be either:

- One track event and the relay
- One track event and one field event
- One field event and the relay

68.

The entry contributions for each team entered, which will be determined annually by the General Committee, must accompany the entry form. Should a school subsequently withdraw a team from the competition the entry contribution will not be refunded.

69. The Competition

(i) in all rounds of the Competition

Including the Final, each participating school must be accompanied by at least one teacher in charge and two competent adults to officiate.

(ii) First Rounds:

- (a) County Cup secretaries will ask appropriate schools to act as organisers and to stage the meetings at its own school or other suitable venue.
- (b) Each participating school will be responsible for downloading their designated numbers from the website (www.esaa.net) - clearly visible black numbers on white card and provide their own safety pins.
- (c) The host school will be responsible for the organisation of the Competition and in particular for the appointment of Referee(s) who shall be in charge of all matters appertaining to the rules of the events and who will decide on all appeals.
- (d) Schools must compete on the prescribed date unless weather intervenes.
- (e) Where at least **five** schools have competed in a First Round match, the winning team will automatically qualify for the Regional Final, either A or B. An appropriate number of other high scoring teams will also be included in the Regional Round.
- (g) In the event of a tie, the premier place will be awarded to the team gaining the greater or greatest number of first places. If a tie still remains reference will be made to the greater or greatest number of second places and so on.

(iii) Regional Finals

- (a) Counties will be allocated to one of seven Regions which will be defined by the General Committee.
- (b) The highest scoring teams in each Region will compete in the Regional A Final and the Regional Secretary will determine the number of teams taking part which may vary from one Region to another. All other qualifiers will compete in Regional B Finals.
- (c) All schools who have successfully qualified for the Regional Finals will be notified.
- (d) The Regional Cup Secretaries will arrange the Regional Finals, appoint organising schools and allocate numbers to each team. Each school will be responsible for downloading their allocated numbers from the website (www.esaa.net) and making sufficient copies (clearly visible black numbers on white card) for their team. Schools must supply their own safety pins.
- (e) In the event of a tie the premier place will be awarded to the team gaining the greater or greatest number of first places. If the tie still remains reference will be made to the greater or greatest number of second places and so on.

(iv) Cup Final:

- (a) The winners of Regional Finals A plus the five highest scoring teams nationally will proceed to the Cup Final.
- (b) The organisation of the Cup Final is the responsibility of the General Committee.
- (c) In the event of a tie in the Cup Final the team placings shall stand. Where trophies are involved they shall be shared by the teams concerned.

70. Event Rules

- (a) The events for the competition shall be:

Girls	100m, 200m, 300m (Inters only), 800m, 1500m, 4 x 100m Relay, Hurdles, High Jump, Long Jump, Triple Jump (Inters only), Putting the Shot, Throwing the Discus, Throwing the Javelin.
Boys	100m, 200m, 300m (not year 7), 800m, 1500m, 4 x 100m Relay, Hurdles, High Jump, Long Jump, Triple Jump (not year 7), Pole Vault, Putting the Shot, Throwing the Discus, Throwing the Javelin, Throwing the Hammer.

- (b) The recommended order of track events shall be: Hurdles, 1500m, 100m, 200m, 300m, 800m. All relays shall take place at the conclusion of the programme. **Starting blocks are not to be used in any round of the Competition.**
- (c) All field events shall be held before or after all individual track events in each age group.
- (d) The order of field events will be determined by local conditions, but the Pole Vault and High Jump should be started as soon as possible, the bar set initially at the height required to score one point, and raised thereafter as competitors require, in accordance with the scoring tables.
- (e) In track events each competitor shall be timed separately.
- (f) In field events for height each competitor may have up to seven attempts in all, unless before then he/she has failed three times running. A competitor may choose the height at which he/she enters the competition.
- (g) In field events for distance each competitor shall be allowed four attempts.
- (h) In the Triple Jump 7 metres, 9 metres and 11 metres take off markings should be available.

(i) In the throwing events the following weights shall apply:

	JUNIOR BOYS Years 7/8	INTER BOYS Years 9/10	JUNIOR GIRLS Years 7/8	INTER GIRLS Years 9/10
SHOT	3.25 kg	4.00 kg	3.00 kg	3.0 kg
JAVELIN	600 g	600 g	500 g	500 g
DISCUS	1.00kg	1.25kg	1.00kg	1.00kg
HAMMER	3.00 kg	4.00 kg		

(j) In all throwing events competitors shall only use the implements provided for general use.

(k) In the Hurdles events conditions shall be:

Distance	Height	No.	Approach	Interval	Finish
Junior Boys 80 metres	76.0cm	8	12.00m	8.00m	12.00m
Intermediate Boys 80 metres	84.00cm	7	13.00m	8.50m	16.00m
Junior Girls 75 metres	76.0cm	8	11.50m	7.50m	11.00m
Intermediate Girls 80 metres	76.0cm	8	12.00m	8.00m	12.00m

71. Scoring

Each competitor or Relay Team shall score according to the appropriate performance points table.

72. Travel

The General Committee may, in its absolute discretion, make grants towards the travel expenses of schools to Regional and Cup Finals.

MARSHALLING - CUP FINAL ONLY

Marshalling will take place for all athletes, except pole vaulters who should report direct to the event area 30 minutes before the start. Details of marshalling will be included with the Cup Final information.

IMPORTANT REMINDERS

CUP FINAL 2014 - note change of weekend again to 5th July

entry fee is now £12 per team

JUNIOR BOYS

300m is available for **year 8** only – New Points Table

Triple Jump, and 300m are **only for Year 8** boys and **MUST NOT** be contested by Year 7 boys.

It is recommended that you have a Year 8 substitute so that you can cover all the events.

INTERMEDIATE BOYS

300m – New Points Table

JUNIOR & INTERMEDIATE GIRLS

Shot is now 3kg

Javelin is now 500g

No points table change

IMPLEMENTS

No personal throwing implements are to be used at any stage of the Cup Competition.

Pole Vaulters must **use their own poles** at all stages of the Cup Competition.

CERTIFICATES - free of charge

Schools may apply for:

- i) **Individual Certificates** for those pupils who score 17 points or more in an event.
- ii) **ONE school team certificate** provided that team has scored at least:
Junior Boys **300** points; Inter Boys **320** points; Junior Girls **240** points; Inter Girls **250** points.

Track & Field Schools' Cup Award Badges

NEW



45 points



35 points



28 points



17 points

Individual badges for achieving the above points score
from both events including Relay

BADGES

Individual badges are available for achieving the following combined points score from both events (including Relay) :

PLATINUM = 45 points

GOLD = 35 points

SILVER = 28 points

BRONZE = 17 points

Please use the following order forms for Certificates and Badges .

English Schools' Athletic Association

Track and Field Cup

CERTIFICATES

Please use BLOCK CAPITALS

Teacher in Charge.....

Name of School.....

Address.....

.....County.....Postcode.....

Please send.....Certificates for Individuals andCertificates for teams.

Date.....Signed.....

Note: ONE team certificate ONLY will be awarded where a minimum TEAM TOTAL is achieved. This is for the school, not athletes

BADGES

Please send.....Badges at £1 (inc VAT).

Amount enclosed £.....

Cheques should be made payable to **English Schools' Athletic Association Track & Field Cup**

Teacher in charge.....School.....

School Address.....

Postcode.....Tel:.....

	Number of badges required
PLATINUM - 45 pts	
GOLD - 35pts	
SILVER - 28pts	
BRONZE - 17pts	

When completed, please send this form, **with an appropriate sized self addressed, STAMPED envelope** to

**EDNA BEVERIDGE, 'Barwick', 10 Reigate Square, Parkside Glade,
Cramlington, Northumberland NE23 1NW**