

KU-RING-GAI LITTLE ATHLETICS CENTRE

How to Use Your Little Athletics Achievement Book

Welcome to Ku-ring-gai Little Athletics. This form explains how to use your Achievement Book. Please refer to the Hand Book for explanations on clubs, achievement levels, patches and merit awards.

Purpose of your book

Here is your Achievement Book for this season. The purpose of this book is for you to keep a record of your achievements each week. You will also find your weekly results on the website, however, this book will help you keep your tickets together and follow your weekly progress in each event in which you participate.

How to use your book

The book is easy to use. The important thing to remember is to stick your tickets in every Saturday morning after competition. Paste them in so that you have **one week per page**. That way you can follow your events and results week by week. Each page has a coaching tip at the top. This is for your information only, and NOT a guide for pasting tickets. If you paste your tickets one week per page, your club officials can easily verify your achievements when you submit your book for an achievement level.

Importance of your book

Your book is important because it will be your only comprehensive record of all your Saturday performances for the whole season. It will help you set your season's goals and track your progress in meeting those goals.

It is important to keep your book in good order because it will contain the original tickets of each of your performances. For example, if you think that the computer result is not accurate, you can dispute it by providing your original ticket which will show the true result for an event on a given day. It is your proof that you have met the respective achievement levels, so that the club officials can give you your achievement level patches when you earn them.

Results on the Website

The results on the website show every athlete's performance each week, gives a report on every athlete's personal best performances and tracks the season best performances for each age group. Each personal best report has a link to show you what achievement levels you have achieved, according to the computer data (however, mistakes in data entry can occur, and if you do not agree with a result, this can be challenged if you have your ticket).

How to Claim an Achievement Level

When you think you have reached an achievement level, make sure that you have all your tickets pasted in your book, print out a copy of the 'Achievement Levels Reached' page from the computer, and submit it with your book to your club table when you sign in on Saturday morning. The club officials will check your book and sheet and give you your achievement patches before the end of competition that same morning. Make sure you always check whether you have reached a GOLD Achievement level.

Enjoy your season at Ku-ring-gai Little Athletics.

FREQUENTLY ASKED QUESTIONS

(This section will be on the reverse of the letter)

What do I do if I lose a ticket?

If you need a replacement ticket, ask at your club table. KLAC records all performances on the database, so your club table can write a new ticket for you if necessary. Remember that your original ticket will always be the most reliable record of your performance so try to keep track of all your original tickets if possible by pasting them in your Achievement Book each week.

Once I have all my achievement levels, do I still keep updating my book?

Yes. You need your book as your personal record of achievement. More importantly, you need your book so that you can receive your merit award at the end of the season.

How often do I submit my book?

Submit your books as soon as you think you have qualified for an achievement award, or towards the end of the season, a merit award. You can submit your book again at any time if you think you have qualified for another award.

Every athlete should also submit their book just before the end of the season so that your Club can work out if you are due for a merit award or perhaps a Club trophy at the end of season Club Presentations.

Who do I give my book to?

You give your book to your club officials at the club table on a Saturday morning when you sign on.

What do the club tables do?

Your Club Table is your point of contact with the Ku-ring-gai Little Athletics Centre. The people at your Club Table can help you with everything from registration questions to who runs in the President's Relay. They help you to understand how everything works, where to of and what to do. They administer the merit and achievement award schemes and issue these patches when you have earned them. They will also help mind small amounts of money for you, assist with lost tickets and so on.