

# *The UK Young Athletes League Handbook*

**A Guide for England and Wales Divisions  
Event Organisers and Member Clubs**

**The League Competition Rules**

**The League Constitution**

**Equipment List**

**England / Wales Timetables**

**2010  
to  
2012  
inclusive**



Supporting



# FORWARD BY THE ADMINISTRATOR

This handbook serves as a guide to all member clubs of the league those organising a meeting and those participating in it. All of the information required is in one place and this needs to be available to anyone who is organising or acting as chiefs and referees at any meeting organised by you and is an essential guide for your league managers.

Following much discussion prior to and during the Annual General Meeting in November 2010 many changes to the league competition structure were accepted; changes which were accepted by a large majority of the clubs who attended the AGM and voted.

It is acknowledged that the timetable is tight, inevitably so without the acceptance of event rotation for some of the events, particularly field events, but with the full cooperation of all athletes and officials, the management is confident that the challenges presented will be overcome. The essential elements are for the athletes to be on time for the event, for the officials to start the competition (NOT the warm up) as closely as possible to the indicated time and to record the athletes result and retrieve field equipment as quickly as possible whilst ensuring the safety of all. Wherever possible opposite ends of the stadium should be used for the long throws, this is allowed if safe to do so; certainly the officials on the event could 'book in' the athletes on time to ensure a prompt start when the area is clear.

The extra teams present should provide a good atmosphere and see increased competition in some events. The changes to the points scoring system for the Premier and division 1 matches and the introduction of area finals for the top premier teams should all add to the excitement of the season. What transpires is in the hands of those taking part, the athletes, the managers and the officials, please continue to play your part in demonstrating why this league has earned its place at the top of the national league competition providers.

*Doug Hanna*

## *A BRIEF HISTORY OF THE LEAGUE*

The Nation Young Athletes' League has been at the forefront of British athletics since 1974. It is the largest track and field league in the country boasting over 250 teams. It is the main source of competition for the nation's up and coming young athletes.

The winter months of 1973 – 74 saw the embryonic thoughts of Ron Sales, often seen as the League's founding father, come into being.

Even as early as the first season there were the makings of the now complex League structure, so necessary to enable as many teams as possible to compete to the best of their ability. The plans laid down for the inaugural League season had 47 Clubs, mainly from the South East of England, competing. These early pioneers had three matches and success took a Club to the finals match at the end of the season. Since 1974 the League has been in a constant state of flux. In 1975, the second year of the League the competition was organised into 8 regions of 8 Clubs with the winners contesting a Final.

Meanwhile, a similar pilot scheme along the same lines was being organised in the North of England. The winners of this League were invited to the Young Athletes' League Finals in 1977 and 1978 and the league became the National Young Athletes' league when the two amalgamated in 1979, one of the League's largest ever single increase in size.

1990 saw the start of a Girls competition, which began as a knock-out competition over 3 rounds, the winners being invited to compete in the Finals alongside the Boys. Four years later the Girls formed a League following the restructuring of the UK Women's League without younger age groups. Initially there were 65 Clubs in the structure that gradually increased to 163. For a number of years the two Leagues ran parallel to each other. The inclusion of the Girls in the Finals weekend, certainly enhancing the competition, was to be a catalyst for discussion between the Leagues, culminating in their amalgamation for the 2003 season.

Similar League competition has been organised in Scotland and Northern Ireland. Though organised independently the Leagues now form the UK Athletics Young Athletes' League with representatives on the Management Group for the three constituent Leagues.

In 2005 more than 250 Clubs affiliated to the League. A typical League weekend will see upwards of 10,000 young athletes competing in meaningful, well-ordered competition.

National Road Relay Championships were instituted in 1983 and continued until 2002 when the AAAoE asked the League if they could use the regular date of the first Sunday in April to stage a similar event.

During its 30 years history the League has received support from a number of commercial companies; Dunlop, Girobank, Woolworths, McDonalds and McCain. This has enabled the League to support Clubs who may have to travel enormous distances, from Swansea to Birmingham and Norwich to South London, to give their athletes the best of competitive opportunities. The cost of staging meetings has spiralled and the League has been able to offset some of this expense.

The culmination of each season's activities is the staging of the Finals in Birmingham. This brings together the top teams from across the United Kingdom.

The League is supported by UK Athletics, the governing body of the sport.

The League owns its own web site and its popularity is increasing month on month.

The opportunity for display boards and local personnel being in attendance at venues throughout the country on various weekends are very much a bonus for a sponsor.

The progress the League has made has certainly permeated down to the Clubs and has had a beneficial effect on the Sport. Clubs are encouraged in talent identification and to recruit and train officials and team managers to assist their members towards athletic fulfilment.

The League has been in existence long enough to have had a considerable effect on British senior athletics and our current strength must have a lot to do with this. Indeed if the trend continues there should be some well-known athletes emerging from the ranks of young hopefuls who compete each year. For example, one of the first League record holders was Daley Thompson, who went on to be double Olympic decathlon champion, while Peter Elliott was also a regular competitor in his younger days and is still holder of the League's under 17 record.

Other well-known stars that competed for their Clubs during their formative years include Colin Jackson, Steve Backley, Darren Campbell, Mark Lewis-Francis, John Regis and Chris Tomlinson. International honours from young participants of the Girls are Amy Spencer, Charlotte Moore, Julie Pratt and Jenny Meadows with recently emerging Laura Finucane, Danni Christmas and Carly Wenham.

But essentially the League has always been a contest between teams and many top athletes never made it through to the Finals weekend because their Clubs have not been quite strong enough overall. A lot of athletes move unnoticed through the age groups but the importance of the competitive opportunities the League provided cannot be under-estimated.

From the outset the League has provided these opportunities right across the spectrum of events and the technical events in particular have benefited greatly from the structure. There are few other regular competitive opportunities outside the League in many field events.

*Compiled by Frank Starbie Oct 2005*

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# MANAGEMENT GROUP

(As AGM 2009)

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**Welfare Officer** Joyce Tomala (as above)

**Vice Presidents:** John Lofts  
Olive Megit

# SECTION 1

## PRIMARY HOST CLUB RESPONSIBILITIES

The meeting is held under UK Athletics rules for competition taking into account any National Young Athletes League amendments.

The **PRIMARY HOST CLUB** is the meeting organiser at whose 'home track' (normally) the competition is to be held; they are identified as **CLUB 1** on the meeting programme.

It is the responsibility of host clubs to ensure that the facility and equipment to be used complies with the minimum standards required as described in the current UK Athletics RULES FOR COMPETITION.

It is the responsibility of the host club to ensure that any officials appointed by them are suitably qualified, have an officials pass and hold a current CRB certificate. This can be checked by referring to the area officials' organisation or UK Athletics.

All officials on duty, the chiefs appointed by the host club and all others used by any clubs, need to 'sign in' using the documentation available through the league. These forms are to be supplied to the discipline chiefs appointed by the host club and requests the information required.

No events, other than league events are allowed to take place during the league meeting and the use of 'guest' or non-scoring athletes is not allowed

### 1 Initial Preparations

As soon as it has been confirmed that you are the PRIMARY HOSTING club then you need to start taking action and consult with the SECONDARY HOST to agree arrangements for results and any other matters. If you have ANY issues then you should contact your local Management Group member and / or the League Administrator immediately.

The main actions are:

#### **A Confirm the track booking.**

It is a good idea to provide the track management with a full programme of events and ensure that they can provide equipment which meets the required standards. That the equipment will be readily available on the day and agree the level of staffing that they will provide to move any equipment such as hurdles and steeplechase barriers; you may need to provide additional assistance.

**B Appoint the CHIEF officials,** Track Referee, Field Referee(s) possibly jumps and throws, Chief Timekeeper, Chief Starter, Starters assistants and Announcer(s). Appoint someone to be responsible for ensuring that all equipment required is available for use on the day and that hurdles and steeplechase barriers are adjusted and moved into place in a timely manner to allow the event(s) to progress according to the timetable.

It is preferred, but not essential, that Referees and Chiefs are appointed from officials who are not connected with any of the clubs attending the meeting. You should be aware that these people are IN ADDITION to any officials requirements and are not included for any "points for officials" awards. Ensure that they each have a copy of the league programme and this handbook

**C**     **Arrange for FIRST AID cover.**

The announcer should make everyone aware of who they are and where they are situated. Some facilities offer first aid through their own staff but most often it is available via the St John Ambulance or some similar organisation. Whoever it is they must be readily and quickly available

**D**     **Arrange for a RESULTS recording team.**

It is preferred that the official league results software is used as this is designed for use in this league and automatically produces results in the format preferred and allows team declarations to be made using the matching team declaration sheets. Use of this software also assists in the easier processing of the results on the league website and production of results in the format required by Power of 10 etc. Free training is offered in the use of the software. See section 4 for further information about the results.

**E**     **Make arrangements for refreshments for officials and visiting clubs.**

Officials and others often bring their own refreshments with them but if you can offer something extra for officials in the form of sandwiches etc and especially have a regular supply of drinks then this is preferred. This can often offer an opportunity for clubs to sell refreshments to other visiting athletes and parents which will bring in some extra income to the hosting club.

## **2 Later Preparations**

**A**     **Check that all arrangements are still in place on a regular basis.**

It is better to have time to make alternative plans rather to find out too late that something has changed or that your Chief appointments are no longer available.

**B**     **Circulate all visiting clubs and officials about 3 weeks prior to the event**

Do not assume that clubs or officials know everything required of them even though part 3 of this booklet guides the clubs. As you are responsible for the organisation of the meeting then you should ensure that you inform **ALL** visiting clubs and your appointed officials as under:

- 1     Travel directions to the venue with a map and a post code where possible.
- 2     Advise of any alterations to the standard field timetable due to local conditions
- 3     Advise of any other issues affecting the meeting, parking, road works, etc
- 4     Who the meeting organiser is and a contact telephone number for him / her and the stadium; in case of travel problems etc.
- 5     Confirm the meeting chief officials to whom their officials should report on arrival.
- 6     Confirm that they need to provide 1 track judge, 1 timekeeper and a minimum of 4 field judges one of whom **MUST** be qualified and able to lead the team at the events for which they have a responsibility.
- 7     Confirm the field events that they are responsible for and 'draw' number, 1-2-3 or 1A-2A-3A [Division 2 teams will be numbered between 1 and 8]
- 8     Confirm where they should hand in team declarations or team changes.
- 9     Advise where team declarations may be sent in advance of the meeting which will save some time on the day for the results team. Ensure them that changes are not only expected but can be made in advance of any individual event being held on the day.
- 10    Advise all that their team managers have the responsibility to ensure that athletes are on time for their event and not to rely on the public address system.

### 3 On the day

- 1 Ensure that your meeting organiser is free of all other duties which would prevent his / her availability to resolve any issues which may occur.
- 2 Ensure that all your Chief officials and ancillary officials are present and that the stadium staff and others are aware of the timetable and order of events.
- 3 Ensure that your results team is in place and ready to accept team declarations or changes
- 4 Ensure that you announcer informs all of any health and safety notices required by the facility as well as informing about first aid, declarations, refreshments and any other matters throughout the day such as latest points scores, etc.
- 5 If available to take away advise team managers about the arrangements for collecting match results, else inform them how / when they can expect results. Final match scores should be made available to all by announcement at the meeting conclusion.
- 6 Ensure that, should any records be broken, that the relevant signatures have been obtained.
- 7 It is the responsibility of the meeting manager to collect details of the officials who have been on duty on behalf of the clubs, the **CHIEF OFFICIALS** have the final say on this matter, the signing in list acting as an information guide only and not to be taken as proof of being 'on duty'.

### 4 At the End of the day / after the meeting

- 1 Check to ensure that the meeting aggregate points are correct, if not look for recording errors
- 2 Inform the league administrator of the point scores. This can be by telephone but should be done via the league website facility if at all possible, see [www.natyal.co.uk](http://www.natyal.co.uk) and select "send basic match results" from the listing on the left of the page.
- 3 Send the COMPLETE league results programme used with the results to the administrator. This is easiest done via the league website, see [www.natyal.co.uk](http://www.natyal.co.uk) and select "upload full match results" from the listing on the left of the page. If the complete programme is sent then the administrator can more easily produce the files required by Athletics Weekly and Power of 10 as well as compile the results for website display. Most importantly any recording issues can also be resolved directly using the programme sent. If not uploaded then send to:  
**yal.results @googlemail.com**, this address will accept the complete database file; if this file is sent then the administrator will circulate to AW and Power of 10, you do not need to.
- 4 Send a complete copy of the results to all visiting clubs if not given out on the day or if they have been altered from those issued on the day.
- 5 Keep all the master recording sheets safely or, if preferred, send them to the league administrator. This must include everything - judges sheets, officials sheets, team declarations and athlete change sheets. If card has been used for the field events then a full and readable photocopy on paper can be posted but the cards must be retained and not destroyed.
- 6 Any problems should be referred to the league administrator.

**SEE ALSO RESULTS MANAGEMENT SECTION 3**

# SECTION 2

## SECONDARY HOST CLUB RESPONSIBILITIES

### 1 Initial Preparations

As soon as it has been confirmed that you are the SECONDARY HOSTING club then you need to start taking action and consult with the PRIMARY HOST to agree arrangements for results and any other matters. If you have ANY issues then you should contact your local Management Group member and / or the League Administrator immediately.

### 2 Results Software

The results software has been written to allow both sets of match results to be completed on 1 computer but it can also be used to record either match individually. To produce single match results is considered to be wasteful in terms of field card printing and duplication of recording equipment, computers and printers and will require a larger space.

It is hoped that by consulting with one another an agreement can be reached to use one set of equipment allowing the results teams to work together, learn from one another and to be able to take occasional breaks. Once the team declarations have been completed there should be ample time to compile the two sets of results on one computer without delaying the departure of teams at the end of the meeting. The new software will produce less sheets of paper for the complete sets of results, 5 to 7 sheets instead of the previously required 15 + sheets.

### 3 Other Considerations

The PRIMARY HOST may ask you to assist in other ways especially if they are having difficulties arranging for the teams of ancillary helpers required; this should not be the norm but please consider any request for assistance in a positive manner. For example they may ask you to provide all or some of the officials' refreshments. Most clubs will have been allocated at least one hosting duty, Primary or Secondary and this should be considered when any shared hosting duties are being discussed.



## SECTION 3

# A GUIDE TO DECLARATIONS & RESULTS

## Declarations

These should be made on the sheets available from the league website, they are designed to assist the results team and they comply with the requirements of the official league results software.

Athletes should be listed in any order but on the correct age related page, this allows the results team to copy more easily and to use any emailed declaration by using the 'copy' and 'paste' facility of the excel files used.

When completing the events that the listed athlete is competing in the relative column should indicate whether the athlete is the "A" or the "B" declaration by using the single or double team number or letter allocated [eg "X" or "XX", "3" or "33"]

The software will automatically check that the athlete has not been entered in too many events or a combination of events not allowed, it will also check that no more than 2 athletes have been entered in the individual event. When declaring RELAY teams the athletes should be numbered in their running order by using the numbers 1, 2, 3 or 4 irrespective of the team number being worn.

It is very likely that a large percentage of the athletes used for each round of competition are the same so why not keep a copy of the athletes listed on a blank declaration sheet and simply mark the athletes' event. It does not matter if athletes are listed which are not being used and it would allow you to email the list to the match recorders prior to the match – this makes the recorders job easier as they would only need to update the stored list by adding the events on the day.

<b>DIVISION NAME</b>	<b>McCa</b>									
	<b>NUMBER(s)</b>						<b>CLUB</b>			
<b><u>U13 BOYS</u></b>		75mHdl	LONG Jp	800m	SHOT	100	HIGH JP	200	1500m	4 x 100m
<b>STANDARD PROGRAMME TIME =====&gt;&gt;&gt;&gt;&gt;</b>		11.30	11.30	12.20	12.30	13.00	13.30	14.25	15.10	16.25
Fred Smith	1	3			33					3
Alan Jones	2		33							1
Damien Montgomery	3	33			3					2
Gordon Smith	4		3							4
	5									
	6									

**EXAMPLE OF HOW TO COMPLETE THE DECLARATION SHEET**

# Results

## 1 Initial Preparations

The preferred results software is that available through the league free of charge and written especially to allow easy team declarations, results preparation, points scoring and performance standards recording amongst its many features. An application matched set of declaration papers is the standard declaration sheet available to clubs which allow easy transfer of names manually or as a copy from any emailed version of the sheet; this minimises the possibility of name transfer errors or spelling of the declared athlete's name.

This software has been tried and tested over a few years and is easy to use.

## 2 Training

Most of the issues that are found seem to be generated as a result of inputting errors or by not reading and / or understanding the guide notes accompanying the software. It is essential that the computer operator has early access to the software and gains an understanding of its operation, for this reason training in its use will be made available to anyone who requests it. This software suite is the preferred standard for many leagues so learning for the YAL application will enable it to be used by the operator for any matches where the software suite is used.

## 3 What to do with the results

The question to be asked is "who needs the results?" Answering this question will tell you what to do with the results.

The following need to receive copies of the results:

- A Each team competing in your match
- B The league Administrator
- C Power of 10
- D Athletics weekly and perhaps local newspapers.

**A** It is possible that you supplied a complete set of results on the day to the competing teams, these will have been the *PROVISIONAL* results which would allow those teams to check the data themselves and perhaps request changes. If changes are made then those clubs should be made aware, the easiest way is to send an updated copy of the results to the club contacts. Alternatively, if you provided as indicated in "B" to the administrator, telephone those clubs with the revisions and request that they download an updated copy via the league website. Whichever system that you employ it is important that clubs are 'informed' rather than 'discover' that changes have been made. If the updates are spelling errors and the like which do not change the actual points totals then this information should be passed to the administrator in order that updates could be made but do not need to be passed to the other clubs.

**B** The **LEAGUE ADMINISTRATOR** requires a complete set of the individual results as soon as possible after the match, certainly within 7 days of the event. The information required within 24 hours, preferably immediately following the match, are the overall scores; this will enable the league tables to be completed and placed on the website for Monday viewing. It is preferred that these points scores are sent via the website as the Administrator may be travelling with his own club team, please select '**Send Basic Match Results**' option and complete the table information found on the website, or use the email below.

When the complete results are received the Administrator will process them and advise Power of 10, Athletics Weekly and update the website information. For this reason it is preferred that the complete software file of results is sent as this will enable him to manipulate or correct those results easily and quickly. Following the screen instructions will help with

this but essentially you will need to know where the file used is on your computer and 'point' to it, this will take a copy from your computer and attach it to an email to send to the Administrator. If there are outstanding issues with the results, such as failure to correctly show high jump results or allocate standards and the like, the Administrator will be able to check the inputted information and/or the software. This file is large and should be sent to this email address NOT the standard contact address: [yal.results@googlemail.com](mailto:yal.results@googlemail.com) OR uploaded via the website using the '**Upload Full Match Results**' option

## WEBSITE MENU SELECTION ([www.natyal.co.uk](http://www.natyal.co.uk))

- [Home](#)
- [Fixtures](#)
- [Rankings](#)
- [Results](#)
- [League Tables](#)
- [League Records](#)
- [Downloads](#)
- [Stadium Locations](#)
- [Athletes of the match](#)
- [Contacts](#)
- [Upload Full Match Results](#) ←----- USE FOR FULL RESULTS
- [Send Basic Match Results](#) ←----- USE FOR MATCH SCORES
- [Login](#)

**C The Administrator will inform Power of 10**

**D The Administrator will inform Athletics Weekly, you need to inform the local press.**

If there are any issues with the information displayed on Power of 10 then *THEY* should be informed directly, the Administrator cannot be used as a 'go between' to correct the information supplied or not supplied to him. Equally, should you wish to have information displayed on Power of 10 because results have not been supplied to them then you should contact them directly.

Please use the 'Rankings' link from the website menu and follow the Powerof10 links

or send using this email address **admin@thepowerof10.info**

# SECTION 4

## COMPETITION RULES

1. All competitions shall be held under **UKA Rules for Competition**.
2. Clubs shall be responsible to ensure that their **athletes do not breach UKA Rules for Competition**.
3. All clubs must **affiliate to the Territorial or National Association** in whose geographical area of responsibility the Club's headquarters are located.
4. All competitors must be bona fide **first claim members of their club** and eligible to represent it in open team competition. In the event of transfer between clubs, relevant written clearance must be available and presented to the appropriate referee within 14 days if requested.
5. Athletes shall be confined to competing within their **own age group** in all League matches.
6. Any athletes found to be **ineligible because of age** for any event(s) in which he or she competed shall forfeit the match points gained in the event(s) which shall be re-scored as though he or she had not taken part.
7. **Composite teams** shall be admitted to the League in accordance with *UKA Rule 3 (14)*.
8. The promoting club must provide **officials** as required under "Conduct of Fixtures". All teams **MUST** provide **officials** as designated under "Conduct of Fixtures"; 10 points will be added to the teams score for each designated official present, to a **MAXIMUM** of 60 points.
- 9 The **events** to be contested shall be:

<b>Under 17 Women</b>	<b>Under 15 Girls</b>	<b>Under 13 Girls</b>
100m	100m	75m
200m	200m	150m
300m	800m	800m
800m	1500m	1200m
1500m	75m Hurdles	70m Hurdles
3000m	4 x 100m Relay	4x100m Relay
80m Hurdles	High Jump	High Jump
300m Hurdles	Long Jump	Long Jump
4x100m Relay	Shot	Shot
4x300m Relay	Discus	
High Jump	Javelin	
Pole Vault	Pole Vault	
Long Jump		
Triple Jump		
Shot		
Discus		
Hammer		
Javelin		

**Under 17 Men**

100m  
 200m  
 400m  
 800m  
 1500m  
 3000m  
 100m Hurdles  
 400m Hurdles  
 1500m Steeplechase  
 4x100m Relay  
 4x400m Relay  
 High Jump  
 Pole Vault  
 Long Jump  
 Triple Jump  
 Shot  
 Discus  
 Hammer  
 Javelin

**Under 15 Boys**

100m  
 200m  
 400m  
 800m  
 1500m  
 80m Hurdles  
 4 x 100m Relay  
 4 x 400m Relay  
 High Jump  
 Pole Vault  
 Long Jump  
 Shot  
 Discus  
 Hammer  
 Javelin

**Under 13 Boys**

100m  
 200m  
 800m  
 1500m  
 75m Hurdles  
 4x100m Relay  
 High Jump  
 Long Jump  
 Shot

10. **Two competitors** per club shall be permitted and score in each event. Where both competitors for a club compete together, the leading competitor shall be regarded as the 'A' competitor.
11. In any match where sufficient **lanes are not available**, separate races shall be held as "time trials" and match points allocated accordingly. Competitors attaining equal times shall be accorded the same place for scoring purposes regardless of the finishing order of the trial.
12. Each competitor shall be permitted three **trials in the field events** (except vertical jumps).
13. The minimum **starting height** and progression in the high jump and pole vault will be as follows:

**High jump:**

Starting height: U13 Girls	1.05m
U15 Girls	1.15m
U17 Women	1.25m
U13 Boys	1.05m
U15 Boys	1.25m
U17 Men	1.35m

**Pole vault:**

Starting height: U17 Women	1.70m
U15 Girls	1.70m
U15 Boys	1.70m
U17 Men	2.00m

**Progression:**

5cm until three athletes remain and then 3cm

**Progression:**

10cm until three remain and then 5cm

14. Athletes may compete in events as defined in **UKA Rules 107 (2), (3) and (4)**.  
Under 13's under 15's and under 17's may compete in a **maximum of 4 events** on one day and if so doing one must be a relay.
15. **Club colours** must be worn.
16. The use of **audio equipment** is banned within competition areas.
17. **Guest competitors** are not allowed to compete in any event.
18. **Non scoring races** are not to be added to the League programme
19. Boys and girls events are **scored together** in all League matches.
- 20.1. In high jump and pole vault event, whenever the placing of two or more competitors cannot be separated using the **count back procedure**, they shall be judged equal. In any contest, if two or more competitors are judged equal, they shall share the combined match points for the relevant places.
- 20.2. **MATCH POINTS:** Each match shall be decided on an **overall ATHLETE earned points allocation with officials earned points** (as appropriate), whereby first place **athlete** shall receive points equal to the number of **competitors** scheduled to take part in the event ("A" and "B" together for league matches in divisions Premier and 1), with each athlete receiving one point less, e.g. in a three Club match the leading competitor shall receive six points, the second five, etc.

For division 2 matches and in all finals the athletes will score as separate "A" and "B" events from 8 down to 1 point

- 20.3 **LEAGUE POINTS** shall be allocated to each match on the same basis as match points, i.e. whereby first place shall receive points equal to the number of **clubs** scheduled to take part, with each **club** receiving one point less, **e.g. in a three Club match the leading Club shall receive three points, the second two, etc. In a six Club match the leading Club shall receive six points, the second five points, etc.**

If two or more clubs have equal match points, they share the combined league points for the relevant position(s). League positions shall be based upon aggregate **MATCH POINTS** gained. In the event of a tie, aggregate **LEAGUE POINTS** shall decide the positions.

21. Points will not be awarded for any **individual event (or relay) cancelled** or not held.
- 22. Cancellation & abandonment of fixtures.**
- 22.1. If a Host Club is faced with the **possible cancellation** prior to a fixture it must adhere to the following process:
- i. contact the League Administrator as soon as an issue arises;
  - ii. agree a course of action with the League Administrator;
  - iii. notify all participating Clubs and chief officials of the subsequent decision.
- 22.2. After the final fixture, notional **match points for any cancelled match** shall be calculated by the administrator by averaging, for each involved club, points completed. If necessary these points shall be adjusted proportionally (and rounded to the nearest half point) so that their aggregate does not exceed the maximum available for the match. League points may then be allocated in accordance with the notional match result so produced.

- 22.3. The following condition will apply for any **abandoned League match**;
- (a) For any match where at least 40% (31 events) but not all of the scheduled events have been completed then the result will stand with clubs being allocated points based on their relative positions at the time the match is abandoned.
  - (b) For any match where less than 40% of the events(31 events) have been completed then the match will be treated as a cancelled match and points will be allocated as 22.1
23. Clubs will be advised of conditions for **promotion, relegation, and invitations to Finals** before the start of each League season. This would normally be indicated on the LEAGUE TABLES.
24. **NO ATHLETE** may be used in the **NATIONAL FINALS** who has not had a previous history for competing for the club in the YAL team during the current season.

Note:

Ref 24 this was proposed and agreed at the 2008 Annual General Meeting.

Ref 20.2 The use of SCORED POINTS ahead of LEAGUE POINTS to decide league placing was proposed and agreed at the 2009 Annual General Meeting as part of the Management Group proposal.

# SECTION 5

## CONDUCT OF FIXTURES

### PREPARATION FOR THE MEETING

1. The promoting club **MUST inform clubs** at least 14 days prior to the meeting of:
  - (a) Any **event which will not be held** for safety reasons.
  - (b) Any **change in field event order** due to track layout or regulation.
  - (c) Any stipulation regarding type or **length of spike**.
  - (d) Track or stadium name and **directions to the venue. Map** to be provided if possible

### 2. **Team Identification Numbers/Letters:**

The League will provide all **competition numbers/letters** allocated to clubs, in quantities to last the whole season. They **MUST** be worn, front and back, in all events except high jump and pole vault, where one is permissible, worn on either front or back. Clubs must provide their own pins.

### 3. **Officials:**

#### FOR ALL LEAGUE COMPETITIONS:

**THE PROMOTING CLUB** must appoint the following GRADED officials:

Track Referee, Field Referee, Chief Timekeeper, and Starter.

Additionally they should appoint Starter's Assistant(s), Announcer(s) and Recorder(s).

**ALL COMPETING TEAMS** should provide a minimum number of officials as identified under:

One track judge, one timekeeper and four field judges of whom one should be graded.

Clubs will be awarded 10 points for each official provided, up to a maximum of 60. These officials **MUST** report to their chief officials and must also sign the Health and Safety Attendance Forms indicating their grade (level) and registration number where appropriate, failure to sign may result in points not being awarded. A signature cannot be accepted as being proof of being present at the discipline, the final decision on this matter to be taken by the chief official for each discipline on the day.

4. **Standard Certificates:** These are available from the Administrator for all clubs who request them.
5. **Programmes and Handbooks:** These will be available as a download from the league website with printed versions also provided by the League.
6. The PROMOTING CLUB must arrange for a competent **FIRST AIDER** to be in attendance and his/her whereabouts must be made clear to all clubs before the start of the meeting.
7. The **order of track events** shall not be changed unless deemed necessary as an emergency measure by the track referee.
8. The **order of field events** may be changed depending on the layout of the arena, but all visiting clubs shall be advised of such changes 14 days prior to the meeting.

## DURING THE MEETING

- 9 **TEAM DECLARATIONS** should be sent to the host club by email before the day if possible but **MUST** be made at least fifteen minutes before the first scheduled event. The competitor's first name **MUST** be included. Any subsequent changes should be advised using any athlete change slips provided preferably prior to the start of the relevant event. Failure to update the declaration may result in the incorrect names being displayed on the final results; rectification may not be possible before publication on the website or by any other media.
10. Promoting clubs are responsible for scrutinising the Health and Safety Attendance Forms and checking with the chief officials prior to awarding the appropriate number of points to each club for the officials provided.
11. **Manual Scoring** should be completed on the result sheets provided. It is preferred that host clubs use the leagues computerised scoring system.

## PROTESTS

12. Any **protest** concerning the conduct of a League meeting **MUST** be made to the appropriate referee whose decision is final, and will be dealt with in accordance with UKA Rules 23 or 106

Any other complaint should be made in writing, **on Club headed notepaper**, to the League Administrator and signed by a principle officer of the club; this complaint will be taken as indication that the club management is in agreement and the necessary action / investigation will be carried out as deemed appropriate.

## AFTER THE MEETING

Hosting Clubs (primary and secondary) please see section 1, paragraph 4

# SECTION 6

## LEAGUE CONSTITUTION

**Approved at the Inaugural Meeting – 23<sup>rd</sup> November 2002**

**Amended at the Annual General Meeting – 27<sup>th</sup> November 2004**

**Re-drafted and accepted at the Annual General Meeting – 12<sup>th</sup> November 2005**

### **1 Name:-**

The “Name” of the League shall be the “**UK Young Athletes League**”  
(hereafter referred to as “The League”)

The name of a commercial sponsor may be incorporated into the “Name” without the need for a formal change if deemed by the “Management Group” to be in the interests of the League

### **2 Objects :-**

The objects of the League shall be:

- a) To provide inter-club competition for Club teams of male and female athletes who are under the age of 17 in accordance with “UK Athletics Rules for Competition” and the specific “Rules of Competition” of The League so long as they do not weaken the requirements of “UK Athletics Rules for Competition”
- b) To generally foster and encourage the development of all aspects of athletics for Young Athletes throughout the UK

### **3. Membership :-**

Membership of the League shall be open to First Claim clubs as defined in Rules 2 and 3 and composite teams as defined in Rule 3(14) of “UK Athletics Rules for Competition” with the exception of school teams

The total size of membership shall be determined by the Management Group who shall decide on applications for admission.

The Management Group may require Clubs that do not satisfactorily fulfil League obligations to withdraw.

- 3.1 Each member club or team (and each part of a composite team) will pay a subscription fee that will be set at the Annual General Meeting and must be paid by 31<sup>st</sup> December immediately following
- 3.2 All member clubs or composite teams must host fixtures at the reasonable request of the League Administrator
- 3.2.1 Each club participating in the League must participate in 60% of the events throughout the season. The Management Group will investigate any club which fails to meet these criteria and their future participation in the League will be reviewed.

## 4 Management Group :-

a) The Management Group shall comprise eleven members –

Administrator

Chairman

Finance Officer

Five other members

One representative each from Scotland and Northern Ireland.

The UKA takes 1 place; their representative is decided by themselves,

The Administrator is by appointment of the Management Group,

All others shall be by election at the Annual General Meeting.

b) The “Management Group” shall be responsible for:

Controlling and administering the affairs of The League in accordance with the terms of this Constitution including matters relating to calling, conduct and administration of “General Meetings” of the League. They shall also be responsible for maintaining and enforcing “The League” Rules under 2(a) above. They may also make recommendations for change to “The League Rules” to the Annual General Meeting.

c) The “Management Group” shall have the power to:

i) control the Finances of the League

ii) appoint sub-committees and convene such groups or co-opt such persons as deemed appropriate to both strategic and operational needs of the “The League”

iii) deal with all matters to budgeting and finance, membership and competition and day to day organisation of the league. (On major matters the Management Group may solicit opinion from all member clubs and bring recommendations to the Annual General Meeting or an Extraordinary General Meeting)

iv) call Annual and Extraordinary General meetings

v) make proposals to General Meetings relating to the Constitution and / or Competition rules

d) The Management Group will appoint a Vice Chairman of the group at their first Committee meeting and may nominate honorary positions for consideration by Clubs at the Annual General Meetings

The Management Group will meet formally on not more than six occasions and not less than three occasions each year.

A Management Group quorum shall be 60% + 1 of the members.

## 5 Finance.

The Financial Year shall be 1<sup>st</sup> October to 30<sup>th</sup> September

The Finance officer shall:

a) be responsible for all the funds of The League and maintain accounting records and bank accounts as directed by the Management group.

b) Present audited accounts on behalf of the Management Group to the Annual General Meeting.

c) Annually the league will provide UK Athletics with Audited Accounts and a progress report relating to a pre-agreed Business Plan.

## 6. Meetings:-

An Annual General Meeting shall be held not more than 8 weeks after the close of the League's Financial Year in order to present;

- A The Management Group's Annual Report
- B the Finance officer's Report with annual audited Financial Accounts which will include any recommendations for assistance to clubs.
- C To agree the membership subscription for the following year
- D To appoint Auditors
- E To consider any proposed changes to the Constitution or Competition rules
- F To facilitate the election of the Management Group

Any resolutions concerning the Constitution and Rules of Competition must be on club headed notepaper signed by an Officer of the club and have the agreement of the club's management Committee.

Notice of the Annual General Meeting shall be sent to all affiliated clubs at least 42 days prior to the date of the meeting.

All items for the Agenda including Nominations for office shall be sent to all affiliated clubs at least 14 days before the date of the Annual General Meeting.

Extraordinary General Meetings will be held when considered necessary by the Management Group or when requisitioned by ten affiliated clubs. 21 days notice of the Extraordinary General Meeting giving details of matters to be discussed shall be sent to all affiliated clubs.

## 7 Voting

Each affiliated club represented at an Annual or Extraordinary meeting shall be entitled to **ONE** vote

Each delegate attending at an Annual or Extraordinary General meeting may only represent one club and have one vote.

There will be no proxy votes.

Constitutional matters voted on shall be decided by a two-thirds majority of the valid votes cast. A simple majority shall decide all other matters.

- a) **The Chairman** shall take the Chair at all General Meetings and at Management Group meetings
- b) **The Administrator** shall coordinate all arrangements for the running of the League convene all meetings prepare minutes assist with preparation of annual budgets and prepare a fixture plan each year in consultation with UK Athletics and appropriate bodies and maintain communication with clubs.
- c) **Members of the Management Group** and any co-opted members or sub-committee members may be required to deal with League matters as directed by the Management Group

# SECTION 7

## EQUIPMENT GUIDE

Hurdles (a minimum of 60 to enable 6 lanes with 10 flights)

Steeplechase barriers and water jump

Lap marker, bell and break flags for 800m run in lanes

Relay batons (number dependent on teams competing)

3 sets of red & white flags for Relay take over

Set of flags for ALL long throws, triple and long jump

Warning horns for ALL long throws

Microphone & public address system for announcer

Rakes, brushes, rollers, plasticine, watering can for long/triple jumps

5Kg, 4Kg, 3.25Kg, 3Kg Shot (at least 3 of each)

1.5Kg, 1.25Kg, 1Kg Discoi (at least 4 of each)

700g, 600g Javelins (at least 4 of each)

5Kg, 4Kg Hammers (at least 3 of each)

Pole Vault uprights, bars and extension arms (if available)

High Jump uprights and bars

Tape measures 2m for HJ, 5m for PV, 20m for LJ/TJ, Shot, 60m for long throws, (100m on standby for very long throwers)

Additional equipment that may be available – lane boxes, wind gauge, distance/height indicator boards, Pole Vault sock

# McCain Young Athletes League 2010 - Timetable for Premier & Divn 1 Matches

TRACK EVENTS			LINE UP ATHLETES "A" lanes 1,2,3 and "B" in 4,5,6. MATCH 1 THEN MATCH 2					
TIME	A/G	EVENT	MATCH 1			MATCH 2		
<b>11.30</b> SPRINT HURDLES	U13G	70m	1	2	3	1B	2B	3B
	U13B	75m	2	3	1	2B	3B	1B
	U15G	75m	3	1	2	3B	1B	2B
	U17W	80m	3	1	2	1B	2B	3B
	U15B	80m	2	3	1	2B	3B	1B
	U17M	100m	1	2	3	3B	1B	2B
<b>12.20</b>	U17W	800m	1	2	3	1B	2B	3B
	U15G	800m	2	3	1	2B	3B	1B
	U13G	800m	3	1	2	3B	1B	2B
	U17M	800m	3	1	2	1B	2B	3B
	U15B	800m	2	3	1	2B	3B	1B
	U13B	800m	1	2	3	3B	1B	2B
<b>13.00</b>	U13G	75m	3	1	2	3B	1B	2B
	U17W	100m	1	2	3	1B	2B	3B
	U15G	100m	2	3	1	2B	3B	1B
	U17M	100m	3	1	2	1B	2B	3B
	U15B	100m	2	3	1	2B	3B	1B
	U13B	100m	1	2	3	3B	1B	2B
<b>13.40</b>	U17M	3000m	NO LINE UP ORDER - all run together					
	U17W	3000m						
<b>14.00</b>	U17W	300m HURD	3	1	2	1B	2B	3B
<b>14.10</b>	U17M	400m HURD	2	3	1	2B	3B	1B
<b>14.25</b>	U13G	150m	1	2	3	1B	2B	3B
	U13B	200m	2	3	1	2B	3B	1B
	U15G	200m	3	1	2	3B	1B	2B
	U15B	200m	3	1	2	1B	2B	3B
	U17W	200m	2	3	1	2B	3B	1B
	U17M	200m	1	2	3	3B	1B	2B
<b>15.10</b>	U13G	1200m	1	1A	2	2A	3	3A
	U13B	1500m	2	2A	3	3A	1	1A
	U15G	1500m	3	3A	1	1A	2	2A
	U15B	1500m	3	3A	1	1A	2	2A
	U17W	1500m	2	2A	3	3A	1	1A
	U17M	1500m	1	1A	2	2A	3	3A
"B" runners line up on behind "A" in 1500m								
<b>15.55</b>	U17W	300m	1	2	3	1B	2B	3B
	U15B	400m	2	3	1	2B	3B	1B
	U17M	400m	3	1	2	3B	1B	2B
<b>16.25</b>	U17W	4 x 100m	1	2	3	1B	2B	3B
	U17M	4 x 100m	2	3	1	2B	3B	1B
	U15G	4 x 100m	3	1	2	3B	1B	2B
	U15B	4 x 100m	3	1	2	1B	2B	3B
	U13G	4 x 100m	2	3	1	2B	3B	1B
	U13B	4 x 100m	1	2	3	3B	1B	2B
	U17W	4 x 300m	2	3	1	2B	3B	1B
<b>RUN BOTH RELAYS MATCHES TOGETHER</b>								
<b>17.00</b>	U17M	1.5K S-chase	ALL TOGETHER					
<b>RUN BOTH RELAYS MATCHES TOGETHER</b>								
<b>17.15</b>	U15B	4 x 400m	3	1	2	1B	2B	3B
	U17M	4 x 400m	2	3	1	2B	3B	1B

RUN MATCH 1 AND MATCH 2 TOGETHER in all field events, 3000m, 1500m, 1500m S'chase and relays	
DRAW NUMBER REFERS TO CLUBS AS LISTED UNDER:-	
<b>MATCH 1</b>	
<b>1</b>	Primary Host Club
<b>2</b>	
<b>3</b>	
<b>MATCH 2</b>	
<b>1B</b>	Secondary Host Club
<b>2B</b>	
<b>3B</b>	

### OFFICIALS

Your officials need to SIGN IN with the discipline chiefs and give their level and number where appropriate. It is essential that they do this as 10 points are awarded for each official required - extra officials do not get points - the MINIMUM NUMBERS for each discipline required are:  
 1 x TRACK JUDGE  
 + 1 x TIMEKEEPER  
 + 4 x FIELD JUDGES.

### POINT SCORES

These are awarded on a FIRST ACROSS THE LINE basis. "A" and "B" athletes are not separated first. Points are 6,5,4,3,2,1 with 6 for 1st place and 1 for 6th. FIELD CARDS should show athletes for each match ranked 1 to 6.

FIELD EVENTS			CLUB ON DUTY					
TIME	A/G	EVENT	1	2	3	1B	2B	3B
<b>11.30</b>	U13B	LONG JP		2				
<b>11.30</b>	U17M U15B	HIGH JP HIGH JP			3			
<b>11.30</b>	U15B U17M U17W	HAMMER HAMMER HAMMER	1					
<b>12.15</b>	U17W	LONG JP				1B		
<b>12.30</b>	U15B	SHOT					2B	
<b>13.00</b>	U13G	LONG JP						3B
<b>13.00</b>	U15B U17M	JAVELIN JAVELIN		2				
<b>13.30</b>	U13B U13G	HIGH JP HIGH JP	1					
<b>13.30</b>	U15B U17M U15G U17W	POLE VLT POLE VLT POLE VLT POLE VLT					1B	
<b>13.45</b>	U17W	SHOT		3				
<b>13.45</b>	U17M	LONG JP					2B	
<b>14.15</b>	U15G U17W	DISCUS DISCUS						3B
<b>14.30</b>	U13B	SHOT			3			
<b>14.30</b>	U15G	LONG JP					2B	
<b>15.15</b>	U15G	SHOT					1B	
<b>15.15</b>	U15B	LONG JP	1					
<b>15.25</b>	U15B U17M	DISCUS DISCUS			3			
<b>15.30</b>	U15G U17W	HIGH JP HIGH JP		2				
<b>16.00</b>	U17M	SHOT						3B
<b>16.30</b>	U17M U17W	TRIPLE JP TRIPLE JP					1B	
<b>16.35</b>	U15G U17W	JAVELIN JAVELIN	1					
<b>16.45</b>	U13G	SHOT					2B	

# McCain Young Athletes League 2010 - Timetable for Division 2 Matches

TRACK EVENTS			CLUB LINE UP. RACE 1= "A" and RACE 2="B". Combine only if safe to do so								DO NOT LEAVE LANES EMPTY IF CLUBS 7 OR 8 DO NOT EXIST AT THE MATCH		FIELD EVENTS			CLUB ON DUTY						
TIME	A/G	EVENT											TIME	A/G	EVENT	1+7	2	3+8	4	5	6	
			LINE UP "A" and "B" RACE								DRAW NUMBER REFERS TO CLUBS AS LISTED UNDER:-											
<b>11.30</b> SPRINT HURDLES	U13G	70m	1	2	3	7	4	5	6	8	<b>TEAMS ATTENDING</b>											
	U13B	75m	8	2	3	1	5	6	4	7												
	U15G	75m	7	1	2	8	6	1	4	5												
	U17W	80m	3	7	1	2	4	5	6	8												
	U15B	80m	2	3	7	8	5	6	4	1												
	U17M	100m	1	8	2	3	7	6	4	5												
<b>12.20</b>	U17W	800m	1	2	3	7	4	5	6	8	<b>1</b> Host Club											
	U15G	800m	8	2	3	1	5	6	4	7												
	U13G	800m	7	1	2	8	6	1	4	5												
	U17M	800m	3	7	1	2	4	5	6	8												
	U15B	800m	2	3	7	8	5	6	4	1												
	U13B	800m	1	8	2	3	7	6	4	5												
<b>13.00</b>	U13G	75m	1	2	3	7	4	5	6	8	<b>2</b>											
	U17W	100m	8	7	3	1	5	6	4	2												
	U15G	100m	3	1	2	8	6	7	4	5												
	U17M	100m	4	7	1	2	3	5	6	8												
	U15B	100m	2	3	7	8	5	6	4	1												
	U13B	100m	7	8	2	3	1	6	4	5												
<b>13.40</b>	U17M	3000m	NO LINE UP ORDER - all run together								<b>3</b>											
	U17W	3000m																				
<b>14.00</b>	U17W	300m HUR	3	1	2	7	4	5	6	8	<b>4</b>											
<b>14.10</b>	U17M	400m HUR	2	3	1	8	5	6	4	7												
<b>14.25</b>	U13G	150m	1	2	3	7	4	5	6	8	<b>5</b>											
	U13B	200m	8	2	3	1	5	6	4	7												
	U15G	200m	3	1	2	8	6	7	4	5												
	U15B	200m	4	7	1	2	3	5	6	8												
	U17W	200m	2	3	1	8	5	6	4	7												
	U17M	200m	1	8	2	3	7	6	4	5												
<b>15.10</b>	U13G	1200m	1	2	3	7	4	5	6	8	<b>6</b>											
	U13B	1500m	8	2	3	1	5	6	4	7												
	U15G	1500m	6	1	2	8	3	7	4	5												
	U15B	1500m	3	7	1	2	4	5	6	8												
	U17W	1500m	2	3	1	8	5	6	4	7												
	U17M	1500m	1	8	2	3	7	6	4	5												
<b>15.55</b>	"B" runners line up on behind "A" in 1500m										<b>7</b>											
	U17W	300m	3	7	1	2	4	5	6	8												
	U15B	400m	2	3	1	8	5	6	4	7												
	U17M	400m	1	8	2	3	7	6	4	5												
<b>16.25</b>	U17W	4 x 100m	1	2	3	7	4	5	6	8	<b>8</b>											
	U17M	4 x 100m	8	2	3	1	5	6	4	7												
	U15G	4 x 100m	6	1	2	8	3	7	4	5												
	U15B	4 x 100m	3	7	1	2	4	5	6	8												
	U13G	4 x 100m	2	3	1	8	5	6	4	7												
	U13B	4 x 100m	1	8	2	3	7	6	4	5												
	U17W	4 x 300m	8	2	3	1	5	6	4	7												
<b>17.00</b>	U17M	1.5K S-chas	ALL TOGETHER								<b>8</b>											
<b>17.15</b>	U15B	4 x 400m	2	3	1	8	5	6	4	7												
	U17M	4 x 400m	1	8	2	3	7	6	4	5												
<b>11.30</b>	U13B	LONG JP	2																			
<b>11.30</b>	U17M	HIGH JP	3+																			
	U15B	HIGH JP	8																			
<b>11.30</b>	U15B	HAMMER	1+																			
	U17M	HAMMER	7																			
	U17W	HAMMER	7																			
<b>12.15</b>	U17W	LONG JP	4																			
<b>12.30</b>	U15B	SHOT	5																			
<b>13.00</b>	U13G	LONG JP	6																			
<b>13.00</b>	U15B	JAVELIN	2																			
	U17M	JAVELIN	2																			
<b>13.30</b>	U13B	HIGH JP	3+																			
	U13G	HIGH JP	8																			
<b>13.30</b>	U15B	POLE VLT	1+																			
	U17M	POLE VLT	7																			
	U15G	POLE VLT	7																			
	U17W	POLE VLT	7																			
<b>13.45</b>	U17W	SHOT	4																			
<b>13.45</b>	U17M	LONG JP	5																			
<b>14.15</b>	U15G	DISCUS	3+																			
	U17W	DISCUS	8																			
<b>14.30</b>	U13B	SHOT	4																			
<b>14.30</b>	U15G	LONG JP	6																			
<b>15.15</b>	U15G	SHOT	4																			
<b>15.15</b>	U15B	LONG JP	5																			
<b>15.25</b>	U15B	DISCUS	1+																			
	U17M	DISCUS	7																			
<b>15.30</b>	U15G	HIGH JP	2																			
	U17W	HIGH JP	2																			
<b>16.00</b>	U17M	SHOT	6																			
<b>16.30</b>	U17M	TRIPLE JP	3+																			
	U17W	TRIPLE JP	8																			
<b>16.35</b>	U15G	JAVELIN	1+																			
	U17W	JAVELIN	7																			
<b>16.45</b>	U13G	SHOT	6																			

**OFFICIALS**

Your officials need to SIGN IN with the discipline chiefs and give their level and number where appropriate. It is essential that they do this as 10 points are awarded for each official required - extra officials do not get points - the MINIMUM NUMBERS for each discipline required are:  
 1 x TRACK JUDGE  
 + 1 x TIMEKEEPER  
 + 4 x FIELD JUDGES.

**POINT SCORES**

FOR DIVISION 2 MATCHES ONLY  
 Due to the possible number of athletes competing in the event "A" and "B" athletes will score separately. 1st = 8 down to 8th = 1. These scores apply regardless of the number of teams present

# SECTION 9

## CLAIMING FOR HOSTING AND / OR TRAVEL

[If submitting a claim please photocopy this form or download a claim form from the league website]

**CLAIMS WILL ONLY BE CONSIDERED IF SUBMITTED TO THE FINANCE OFFICER BEFORE THE END OF AUGUST FOLLOWING THE LEAGUE COMPETITION SEASON FOR WHICH THE CLAIM IS BEING MADE.**

The amount available for allocation will be recommended by the auditors following the annual audit of accounts and the Finance Officer will submit a proposal at each Annual General Meeting.

**TEAM TRAVEL CLAIM** – Travel can be claimed for ONE coach only and for the 4 rounds of league competition. Payment will only be considered for travel above the first 480 miles.

<u>Date of Meeting</u>	<u>Venue of competition</u>	<u>total travel</u>
_____	_____	_____ miles
_____	_____	_____ miles
_____	_____	_____ miles
_____	_____	_____ miles

**TOTAL MILES** = \_\_\_\_\_ MINUS 480 MILES = CLAIMED MILES \_\_\_\_\_

*Mileages will be checked using Microsoft "Autoroute" should claims appear excessive*

**PROMOTION COSTS** (please submit an invoice for track hires – VAT may be removed from any claim)

Please indicate the additional costs requested – this is for information only at this time and will only be paid if finances allow.

<u>Date of Meeting</u>	<u>Track Hire</u>	<u>Officials Refreshments</u>	<u>First Aid</u>	<u>Starter</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTALS =</b>	_____	_____	_____	_____

**SEND TO THE FINANCE OFFICER** (wherever possible BACS transfer of payments will be used)

Your Finance Officer (treasurer) \_\_\_\_\_ tel num \_\_\_\_\_

Name of Club Account \_\_\_\_\_ date \_\_\_\_\_

Club Bank Details Sort Code \_\_\_\_\_ Account Number \_\_\_\_\_

**USE THIS PAGE TO MAKE NOTES AND TO RECORD UPDATES BETWEEN RE-PRINTS**

A large empty rectangular box with a thin black border, intended for notes and updates between re-prints.





**It's all good.**

**REMEMBER TO VISIT YOUR McCAIN YOUNG ATHLETES LEAGUE  
WEBSITE FOR UPDATED LEAGUE INFORMATION, RESULTS,  
LEAGUE TABLES, DOWNLOADS AND MUCH MORE**

[www.natyal.co.uk](http://www.natyal.co.uk)