

Hello Everyone

Online registration is now up and running for the 2020 - 2021 season, please read the following instructions on how to register. Registration is undertaken using our online registration portal – links are included below for your use. Please ensure to read page 4 which has some essential information to assist in your decision making. Please also visit our website and read the FAQ for more details. If you have further queries please do not hesitate to come and see us or give us a call or send an email – we are here to help and ensure you have the best possible experience.

During the registration process there are a number of options available:

- Triallist or full member. **IF IN DOUBT REGISTER AS A TRIALLIST** as **LAQ have a strict no refund policy**. Trialling runs for 2 weeks of both training & competition and if you continue on after the trial, the trial fee comes off the full season fees. If you have trialled previously you are not eligible to trial again.
- Payment can be made online during the registration process or at the club using cash or card. Get in the Game vouchers are also accepted as a part payment of fees
- Uniform items can be purchased and paid for online as part of the sign on process or they can be purchased at the clubhouse
- Irrespective of the sign on method you must turn up to the clubhouse to collect your 'kit'.

#### **INFORMATION SESSIONS / PRE-SEASON SIGN-ON DATES / UNIFORM COLLECTION DATES**

Sign on dates	Time
Tuesday 18 <sup>th</sup> August 2020	5.30pm – 7.00pm
Wednesday 19 <sup>th</sup> August 2020	5.30pm – 7.00pm
Tuesday 25 <sup>th</sup> August 2020	5.30pm – 7.00pm
Wednesday 26 <sup>th</sup> August 2020	5.30pm – 7.00pm

#### **PROOF OF AGE**

Proof of age is required for **all new athletes**. Please bring along an original birth certificate or passport so these details can be registered. Your registration cannot be finalised without this. You can also upload a copy of your child's birth certificate or passport in the appropriate section of the registration page.

#### **FEES**

Fees for the current season are as follows:

1. U6 athlete \$151.50 no discounts applicable
2. U7-17 athlete \$221.50 discounts apply
3. Additional athletes \$161.50 If 1 athlete is U6 they are counted as an additional athlete not the first athlete
4. Family levy \$50 refundable when required assistance level is achieved (10 nights excluding weeks 1-3)
5. Competition polo \$35 Required for all athletes
6. Shorts / Tights \$25 Plain navy shorts and or tights are required (avail. elsewhere or you may already have)

Other items are available from the uniform shop are optional. Note it is not a requirement to wear your competition polo to the Tuesday coaching sessions.

#### **PAYMENTS**

All categories of registration will require payment of the associated fees through one of the options outlined below. **Our preferred option is for you to PAY YOUR FEES ONLINE AS PART OF THE SIGN ON PROCESS**

Payment options

1. Credit card or PayPal payment online as part of sign on process, or
2. Select cash at the end of the sign on process and pay via one of the following:
  - a. Direct deposit to our bank account  
Bank: Bendigo Bank  
Account: Balmoral Little Athletics Centre General Account  
BSB: 633-000  
Account Number: 146541891
  - b. Pay by EFTPOS at the clubhouse
  - c. Pay by cash at the clubhouse

Transaction fees and charges apply to all payments. These are \$2.00 athlete fee, 2% credit card transaction fee and \$0.30 transaction fee. All charges are excluding GST and are additional to the registration fees noted.

**Note:** Until you have paid your fees your children will not automatically appear in the resulting sheets and their results will not be available online.

Please call me if you have any problems 0411 952 507. As always, we appreciate good constructive feedback on the registration process to improve it for you wherever it is possible, so please do not hesitate contact us via telephone, email or PM on Facebook.

Thank you  
Tony Frampton  
Registrar

Balmoral Little Athletics Centre Inc.  
IA 03337 / ABN: 94 927 942 490

0411 952 507m

tonyf@ipd.net.au

Balmoral Little Athletics Centre Inc.  
PO Box 482  
Cannon Hill QLD 4170

Clem Jones Centre  
Cnr Stanley & Creek Roads  
Carina QLD 4152

## For returning athletes:

Registration comprises the following components:

**Completing a registration form using the online link.** The process is quite simple and should only take 5 minutes. For returning athletes please enter system as a “returning member” with your login details from last season.

**Returning Member – click on the link above (works best with Chrome)**

To re-register you will need your user name and password – if you cannot remember either please use the forgot password option and enter in your email address and it will send you your login details.

Note if you have problems we will have a couple of tablets at the clubhouse to help you through this portion when you come to the clubhouse on one of the sign-on days or later as agreed. *(please be prepared to wait as this is a time consuming process)* **The more people that can complete the online registration process before turning up to the clubhouse will assist in keeping delays to a minimum.**

- A. Bringing your **printed registration receipt form and if paying by an alternate method such as direct deposit a copy of your direct deposit receipt** with you to the clubhouse to collect your sign on kit.
- B. Provide **PROOF OF AGE** either online during sign on (preferred) or at clubhouse so this can be registered.
- C. End of process – see you on the first night of coaching 6:00pm Tuesday 1<sup>st</sup> September 2020 which will include parent orientation. First night of competition is Wednesday 2<sup>nd</sup> September 2020 from 5:30pm for signing in with competition starting at 5.45pm. It would be appreciated that all returning members knowing the process will arrive early to help with field setup – a roster will be published for the rest of the season

LITTLE ATHLETICS  
CENTRE

# For new athletes and triallists - please follow the instructions below.

Completing a registration form using the online link and following the instructions below.

New Member – click on the link above (works best with Chrome)

Select REGISTER BUTTON AT top right corner of page

- This should bring up the Balmoral LAC 2020-2021 Registration page
- Click on the I do not have an account page (If you are an existing member adding another new family member this can be done using the existing member link and instructions on the previous page)
- Fill in all applicable details – **email address required** (if you do not have one contact me).
- When entering a contact number please do not insert any blanks.
- A secondary contact is also required
- Create a password that is easy to remember as this will be your login during the season for results, and click on **Next**.

1. This is where you will enter the first athlete details.

- Click on **Add New**
- Complete first name, surname, date of birth and the age group will come up automatically.
- Select appropriate gender
- Proof of age – you can upload a scan or picture in the nominated formats to simplify & speed up the completion of the registration process (preferred option) or bring a copy to be sighted at the clubhouse
- Add school details
- Club should automatically be BLAC – if not please select
- Advise any medical conditions by typing in the box provided – an answer must be provided – no or add the appropriate details
- Tick yes for ambulance cover as it is provided by default in QLD, and advise yes or no for treatment option.
- If you are joining (**not trialling**) choose: **FULL PRODUCT**; or
- If you are **trialling** then choose: **Triallist 14 DAYS** (Note Triallists do not get charged the refundable parent levy at this time nor do they require to purchase any uniform items)
- Click on **Create**
- A summary of the athlete added should show up with options to edit or trash
- You may add further athletes by clicking **Add New** (repeat as necessary), if there is no one else click **Next**

The next page will bring up extras that may be purchased here (or you can simply purchase separately when you turn up to the club). Select items and quantities as appropriate and click on **Next**

This next page contains our standard terms and conditions where you have the ability to read and / or download. Once read, you must then select Yes in the dialog box to continue, then click **Next**

A summary page will then appear consolidating all the information from previous pages – edit if required using the Edit button. If no editing is required, click on **Next**

You will now be on the payment page where you will see the fees including the processing charges, you can add a discount code if you have one i.e. early bird (BLACEB10 will expire midnight 26<sup>th</sup> August 2018), and then select payment method.

Enter credit card details if using credit card option then hit **Pay Now** to complete the process, or

If using PayPal click on the PayPal Checkout button. A popup will appear for the PayPal website. Complete as usual and Pay Now to complete the process, or

If paying by Cash / EFT / Voucher select this option and then **Pay Cash / EFT** to complete the process.

Once you complete the process a registration receipt will be provided – please print this to bring along to the clubhouse to handover when collecting your “kit” – if you need a copy for your own record please print a second copy now.

2. **Bringing your printed registration receipt form and copy of your direct deposit receipt with you to the clubhouse to collect your sign on kit (Triallists do not get a sign-on kit).**
3. Provide **proof of age** so this can be registered.

4. End of process – see you on the first night of coaching 6:00pm Tuesday 1st September 2020 which will include parent orientation. First night of competition is Wednesday 2nd September 2020 from 5:30pm for signing in with competition starting at 5.45pm.

#### **SEASON DATES:**

Start date: Tuesday 1<sup>st</sup> September 2019 First coaching night  
Wednesday 2<sup>nd</sup> September 2019 First competition night  
Finish date: Wednesday 10<sup>th</sup> March 2020 Last Centre competition night  
School holidays: Weekly competition stops but clinics and other competitions may be available

#### **COACHING:**

Coaching: Tuesdays from 6:00pm – 7:00pm with usually 3 event disciplines to choose from. No extra cost.

**COMPETITION:** Wednesday nights from 5:45pm until finished (finish time will vary depending on the 4 events being run on the night). Please arrive at 5.30pm to allow time to sign in and be ready for competition.

**FEES:**

First child U7-U17	\$228.17
Additional children	\$166.97
U6 child (as only child)	\$156.77
Triallist	\$40.00 (incl. trial, facility, coaching)
Family levy: \$50	Refundable if helping conditions are met

**UNIFORM:**

Sublimated polo	\$35 – required
Shorts/ Tights	\$25 – plain navy only

Competition nights require the athletes to wear a complete & proper uniform comprising the competition polo complete with Athlete number, Age label & Coles badge all affixed in the correct location. They must also wear plain navy shorts or tights (girls only may wear tights). If a male athlete wishes to wear bike pants tights under shorts they shall be plain navy or plain black in colour. Girls may wear plain black tights in lieu of plain navy. All athletes must wear footwear for each event – refer footwear table for allowed footwear. Note spikes must only be put on after reaching the specific event and then removed immediately after that event even if the next event also allows spikes to be worn i.e. spikes are not allowed to be worn on Little Athletics Centre events as per LAQ footwear rules.

**EVENTS:** Events include full or modified version of the following pending age of athletes

(Sprints, Distance, Hurdles, Shot put, Discus, Javelin, Long jump, High Jump, Triple Jump (U11 & up), Relays)

Each competition night there will usually be 4 events – 2 running, 1 throwing, and 1 jumping. Will vary sometimes (i.e. first 3 weeks whilst large number of triallist we use a 3 event competition, rain effected nights where not completely rained out will use a shortened modified program, and there may also be additional optional events like 1500m – age dependent.

#### **CONTACTS:**

CENTRE MANAGER	Hannah Elder	blac.centremanager@gmail.com	0413 302 277
SECRETARY	Justin Philip	sirtrist@hotmail.com	0403 057 118
REGISTRAR	Tony Frampton	tonyf@ipd.net.au	0411 952 507