



THE VARSITY ATHLETICS HANDBOOK

for OUAC, CUAC and Achilles committees

including rules governing

The Varsity Match
The US Transatlantic Series
The Varsity Field Events and Relays Matches (FEAR)
The Freshers' Varsity Match

Revised - 2024

DISTRIBUTION: OFFICERS, COMMITTEE, CUAC & OUAC, others involved in promoting, officiating at or coaching for intervarsity competitions.

Recipients are asked to study them carefully, and to bring them to the attention of their successors in due course.

These are the 'Standing Orders' of the Achilles Club, and of OUAC/CUAC in so far as they apply. They are approved by the committees of OUAC & CUAC via their representatives on the Achilles Club Committee and are updated whenever revisions are agreed.

If disputes arise between CUAC and OUAC they should be addressed to The President, Chairman, or Secretary of the Achilles Club.

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General summary on the Varsity Matches

Competition date

The target dates for the Varsity competitions will be those set out below. These dates will be the default dates on that the Achilles Club will aim to host the matches, in consultation with the University's Presidents.

- Freshers Varsity Match – **Michaelmas Term, Saturday Week 6**
- Varsity Field Events and Relays – **Hilary/Lent Term, Saturday Week 7**
- Varsity Match – **Trinity/Easter Term, Saturday Week 4 but not the weekend allocated by England Athletics (EA) to County Championships**

The dates for all Varsity competitions shall be agreed between the University's Presidents and Achilles Club at the earliest opportunity and ideally shortly after the publication of the EA athletics calendar.

- The Varsity Match date should aim to avoid exams to the extent possible, as well as any other major competitions.
- When a date is agreed upon by the Presidents of both clubs and Achilles, it is considered an acknowledgement that all parties believe they can complete their required duties for that date and are subsequently expected to do so.
- In the event of the Presidents and the Achilles Club being unable to agree upon a suitable date for the Varsity Match by the start of the year in which it is to be held each President shall each present their three favoured dates in order of preference and the Achilles President shall decide upon the most appropriate.

Hosting

- Oxford will host the Varsity Match in even calendar years, and Cambridge in odd calendar years; with the other two fixtures (VFEAR and FVM) being hosted by the non-hosting university. In the event that the track at either Oxford or Cambridge is not available at the relevant time the host university will designate an alternative suitable and available venue.

Officials

- All meetings should aim to comply with the EA guidance, with both universities and Achilles working together to achieve that.
- <https://www.englishathletics.org/clubs-and-facilities/organising-an-event/>

For the Varsity Match and VFEAR, the Achilles Club will be responsible for the appointment of suitable officials. In so doing, the following processes shall be followed:

- The Achilles Officials' Co-ordinator shall maintain an ongoing list of officials who are interested in officiating at the Varsity Match, and shall circulate them as to their availability, well in advance of each match.
- Each of the OUAC and CUAC Officials' Secretaries will liaise with the Achilles Officials' Co-ordinator throughout the year. They are encouraged to include the Varsity Match in their own circulation of local officials for other OUAC / CUAC events and are asked to forward those available for the Varsity Match to the Achilles Officials' Co-ordinator on a timely basis, as a matter of course, so that they may also be considered for selection.
- The Achilles Officials' Co-ordinator shall consult with the host University's President and Officials Secretary regarding appointment of Chiefs and Referees, so that any suitably qualified senior local officials may be considered for those posts

- Final invitations / confirmation of selection and related communication with Chiefs and Referees shall be the responsibility of the Achilles Officials' Co-ordinator.
- Achilles pay the travel expenses of officials for the Varsity Match.

OpenTrack results System

This section is still to be fully updated. Work is currently progressing to possibly combine the programme and OpenTrack results system.

The Varsity Match, incorporating the second team matches

- Also traditionally referred to as the Varsity Sports, the Varsity Match incorporates the Men's and Women's Blues Matches.
- Matches between Centipedes and Alverstone Clubs, and Millipedes and Alligators, are held at the same time as the Varsity Match.
- The Varsity Match has recently usually been held in early to mid-May.
- The conduct of the Varsity Match is ultimately the responsibility of CUAC and OUAC under the direction of their Presidents and Committees, in liaison with the respective Blues' committees on issues such as eligibility. At the request of OUAC and CUAC, the Achilles Club assists in the organisation.
- The following arrangements may be amended by prior mutual agreement of the University Presidents in consultation with the Achilles committee. In the event of disagreement, the Achilles President or Chairman shall rule.
- All Varsity matches must be fully licensed. If the host fails to provide suitable facilities, then the visitors may elect to assume responsibility for that year without losing the traditional right to their normal "year" (vis even years Oxford, others Cambridge), or may claim a walk over.

Checklist of key responsibilities

Home club

- Booking the track
- First aid
- Equipment (implements, score cards etc.)
- Check PA system
- UKA Track and Field license
- Risk assessment
- Sale of souvenir t-shirts and programmes
- Refreshments for officials and spectators
- Bring trophies (polished and engraved)
- Parking
- Team data for programme
- Printing and distributing programme
- Livestream
- Dinner
- Catering

Away club

- Bring trophies (polished and engraved)
- Team data for programme

Achilles

- Meeting Controller
- Selecting Officials
- Photofinish, EDM equipment and wind gauges
- Briefing officials 48 hours before and on the day
- Compiling programme
- Announcers and results recorders
- Providing any medals
- Medals presenter and dinner speaker
- Live results – OpenTrack
- Sending results to Power of 10

CUAC

- Bring dinner book

Host University Responsibilities

The host University is responsible for the following, but is free to enlist the help of Achilles:

- **Booking** (and, if applicable, paying for) **the track** and confirming that sufficient ground staff will be on duty;
- Host university to be responsible for ensuring that their facility complies with current UKA **Trackmark requirements** or to procure satisfactory alternative facility;
- **Ensuring that first aid is available on site** on the day of the competition – see <https://england-athletics-prod-assets-bucket.s3.amazonaws.com/2022/10/Event-First-Aid-Guidance.pdf>
- **Risk assessment** to be completed;
- Applying to **UK Athletics for a Track and Field Licence**;
- Ensuring **in advance** that **all necessary equipment is available**, including implements (and that these are up to standard), the public address system in working order and there are sufficient lane draw pads, track results pads, field event height/distance score cards for officials and appropriate numbers for athletes of both universities;
- **Supplying their team details** to the compiler of the match programme;
- Having the compiled **match programme locally printed** and sufficient copies (500 copies recommended) delivered to the track, making sure that 50 are set aside for officials and 10 for the archive;
- **Briefing ground staff** regarding order of events (400m hurdles to be set at women’s height first);
- Ensuring there is **sufficient parking** for officials and other event managers
- Arranging **refreshments for officials** (about 50 individually packed lunches), and tea and water supplied to the infield throughout the match;
- Arranging **catering facilities for spectators**;
- Arranging a **souvenir T-shirt** (currently funded by sales to participants);
- Arranging for **sale of programmes** to spectators (proceeds of sales to be returned to the Host University);
- Booking venues for **first and second team dinner(s)** and supplying directions to venues for inclusion in the match programme;
- **Bringing any trophies** won the previous year to the match;
- **Advertising** the match;
- **Arranging for the match to be livestreamed** in consultation with the Away University;
- **Supplying results to the press**;

Away University Responsibilities

The ‘away’ University is responsible for:

- **Supplying their team details** to the compiler of the match programme;
- **Bringing any trophies** won the previous year to the match;
- Ensuring that they allow **ample travel time** to arrive well in advance of the start of the match;
- **Distributing competitors’ numbers** amongst their team on arrival;

CUAC is responsible for bringing the venerable **Dinner Book** to the post-match dinner for signature.

Achilles Club Responsibilities

The Achilles Club is responsible for:

- **Continuity and advice** from year to year and management resources prior to and on the day of competition;
- Communication with and provision of hospitality for **alumni**;
- Financial assistance, as agreed in advance by the Achilles Hon. Treasurer with the respective Senior Treasurers;
- Appointing an experienced senior member as **Meeting Controller**, to resolve any difficulties which may arise, and to discharge the responsibilities of the Meeting Manager as set out within UKA Rules;
- **Selecting / inviting technical officials** (including appointment of Chiefs and Referees), in consultation with the host the University
- Booking **photofinish, EDM equipment and wind gauges for sprints and field events**, in consultation with the host University;
- **Ensuring that Chief officials are emailed**, at least 48 hours prior to the match:
 - A copy of the programme as soon as it is available;
 - The VM Competition Rules below;
 - A full list of names of competing athletes and their assigned bib numbers, in an Excel spreadsheet to the Chief Photofinish Judge;
 - The lane draw and field event order of trials as per below to Track Referee, Chief Starter, Chief Starter's Assistant and Chief Photofinish Judge;
- **Printing out lane draw and field cards** in advance, from Open Track, and bringing these to the match.
 - If to be done manually on physical lane draw and field cards, then the Achilles Club can delegate this job to the host university, ensuring Achilles supply them with a copy of the programme to this job;
- Recruiting **announcers and recorders**;
- Appointing a person responsible for the **Officials' Reception**, to meet and greet officials on arrival, explain refreshment arrangements and reimburse travel claims;
- **Compiling**, editing and publishing **the Varsity Sports match programme**. The programme compiler will request each University prepare a term in advance the name, full initials, college, home club SB and PB of each athlete who might be included in any of their teams and will supply a spreadsheet in the format required. The final team selections are to be emailed on the spreadsheet to the programme compiler no later than the Sunday evening preceding the Match (assuming the match is to be held the following weekend);
- **Arranging OpenTrack handling of live results**;
- **Supplying** winners' medals for presentation (52 plus spares in case of ties);
- Arranging (including booking venue and selling tickets for) an **Achilles Reunion Dinner** unless combined with the Teams' dinner. Delivering the Achilles Dinner Book;
- Inviting the Achilles **Chief Guest** as presenter of trophies and speaker at the dinner;
- **Sending results** to Po10;
- **Ensuring that a copy of this Handbook is to hand**;

Varsity Match Competition Rules

The Varsity Match shall be conducted under UKA Rules

The timetable and order of events is standardised and may be altered only by mutual agreement by the two Presidents well in advance of the match.

Blues' and Second Team individual track competitions shall be run separately for events of one mile or less (first team races to be run first). For relays, other individual track competitions and Field Events, first and second team competitions shall be held concurrently (second team Field Event competitors to take their trials first).

Men's and women's competitions shall be conducted separately. When these are timetabled at the same point in the meeting, women's event shall commence first, i.e. the order of competition shall be 1. Millipedes v. Alligators, 2. Women's Blues Match, 3. Centipedes v. Alverstone, 4. Men's Blues Match.

Numbering

Individual numbers are allocated in advance to each competitor. If a competitor withdraws the replacement should be given a new unique number (if they do not already have one).

Where a competitor competes in one of the 2nd Teams but also in a Blues relay, they need to be assigned a 2nd team number. If an athlete is promoted from a 2nd to Blues Team, they should be assigned a new number.

- If a replacement competitor does not compete under a new unique number, then they will be disqualified and will receive no points for their performance.

Where required by any relevant sponsorship agreement, the sponsor's logo should appear on the numbers.

Colours

- Cambridge Blues – white vests, white shorts
- Oxford Blues – dark blue vests, white shorts

- Cambridge 2nd teams – light blue vests, black shorts
- Oxford 2nd teams – dark blue and white vests, dark blue shorts

Relay runners must wear the correct colours.

Lane order for track events

The Presidents should complete this process via telephone at least 48 hours before the match in order to advise the chief officials, photofinisher et al., least 48 hours before the match.

The Presidents or other nominated persons shall toss a coin. The winner chooses a track event and opts for lanes 2 and 4 or lanes 3 and 5. By default, the A string athletes will be expected to occupy lanes 2 and 3 and the B string 4 and 5, although the Presidents are free to allocate lanes otherwise – if they do so, they should draw officials' attention to this in the lane draw. The loser of the toss then chooses another track event and the two lanes. This procedure of choice continues alternately for all the track events. The lanes for both the Men's and Women's Blues Matches shall be decided separately in this fashion, and the Centipedes vs Alverstone, and Millipedes vs Alligators Matches, shall both take the same lane draws as their respective Blues Matches.

The lane draws shall then be given to the Chief Officials (Meeting Controller, Starter, Track Referee, Photofinish) and Announcer as soon as the draw is complete. If neither President insists on following the above procedure, then whatever lane draw mechanism the Starter's Assistant proposes may be used.

Relay staggers

The 4 x 400m relays shall be run off **long staggers** (i.e., 1¼ laps in lanes).

Field Event starting heights and order of trials

The order of trials for each Field Event (1 and 3 or 2 and 4) will be determined through the process set out in 3.5.4 above (toss of coin, followed by choice by Presidents / Captains). The same order of trials will apply to both the Blues' and the Centipede / Alverstone matches. The same procedure as above will be carried out by respective Presidents / Captains for the Women's matches.

For throws and horizontal jumps, there shall be six trials per competitor in both first and second team matches.

The starting heights and increments in the High Jump and Pole Vault are as follows

	Starting height	2nd height	increments
Men's HJ	1.40	1.50	5 cm to 1.95, thereafter 3 cm
Women's HJ	1.10	1.25	5 cm to 1.60, thereafter 3 cm
Men's PV	2.00		10 or 20 cm at competitors' option
Women's PV	1.70 or lower if practicable		10 or 20 cm at competitors' option

In all Field Events or the purposes of compliance with UKA Rules in determining whether a round has been completed (e.g., UKA Rule 121(2)), the fact that there are separate Blues' and Second Team competitions shall not be considered.

Eligibility

Eligibility to compete in the Blues' match shall be as is mutually agreed by the "Blues Committee" of both Universities.

Guest competitors / teams are not permitted

Team Declarations

It is desirable that athletes listed in the programme do compete in their declared events. However, declarations may be changed at any time until the start of the match upon informing the opposing President and the relevant match officials.

Both sides should ensure that for each event they field their best athletes in the Blues matches. It is expected that the Presidents raise any queries about the opposition team declaration prior to the start of the match and, if they cannot reach agreement, they may lodge a protest with the Meeting Controller.

If during the match one or other side needs to make a substitution (for example, due to injury), their President should notify the opposing President, the Meeting Controller and the relevant Track/Field

officials without delay. The opposing President, if they believe it is not in keeping with the spirit of the competition, will then have the opportunity to protest the change to the Meeting Controller. In exceptional circumstances it may be necessary to make a substitution at the very last minute, and the substitution can be permitted under protest, to be reviewed by the Meeting Controller after the event.

The Meeting Controller, in making their deliberations, shall have the following powers available: to take no action, to order that the offending athlete/team should not score, or to order that the offending athlete/team should be disqualified from that event. The decision of the Meeting Controller shall be final and no further appeal permitted. Any attempts to influence the decision of the Meeting Controller, or any unwarranted or discourteous behaviour, may attract further sanctions.

Varsity Match Relay eligibility

There shall be no interchange between Blues' and Second team matches of athletes who have already competed in either of the two men's and women's matches, except in the relays where the interchange may be either way. It is not obligatory for a member of a Relay Team to have competed first in another event in his/her match.

For the 4x100m and 4x400m relays:

- Athletes can only race in the blues or seconds team for one or both relay races (not blues for one and seconds the other).
- This is irrespective of which individual event(s) they compete in.
- Captains are to select 10 athletes as follows:
 - o Athletes 1-4 for the blues team
 - o Athletes 5-8 for the seconds team
 - o Athletes 9-10 as reserves
- Captains may (without any permission or justification):
 - o Sub any athlete 5-10 into blues if the athlete they replace does not run
 - o Make any switches between athletes 5-10 in the seconds team.
- With reasonable justification to and permission from the meeting manager (or opposing captain), captains may also:
 - o Make any changes to strengthen their blues team.

Example 1: In the situation that athlete 7 runs a faster 400m earlier in the day than athlete 3, these athletes may be switched- running 7 in the blues and 3 in the seconds.

Example 2: Athlete 3 runs below expectation in their individual event and is replaced in the blues by athlete 9 (who is already selected in the other blues relay), athlete 3 races in the seconds and an athlete 8 does not race.

- o Captains are under no obligations to deviate from their declared team and make these changes.
- In the event of injuries etc, athletes previously undeclared may run in the relays. All previous rules must still be observed, and new athletes are treated as reserves.

The Meeting Controller in consultation with Achilles Club officers shall have the discretion, should he consider that the Relays have not been conducted in the spirit of the matches (i.e., with each side fielding its best team in the Blues Match) to disqualify the offending teams from the events concerned.

Scoring

For individual events: 5,3,2,1,



Relays 5, 2.

Men's and women's competitions, and Blues and 2nd teams, shall each be scored separately.

Trophies and presentation

- Achilles shall maintain a list of the whereabouts of all relevant trophies. Responsibility of the holders to give trophies to their associated sports federation, for safekeeping, within 2 weeks of receiving, to reduce the possibility for trophies to get lost.
- Responsibility for the safe return of trophies rests with the holders: **University Senior Treasurers** are responsible for ensuring that the trophies won the previous year by their respective universities are brought to the Match (trophies to have been CLEANED & POLISHED, and with engraving updated if applicable), and that they are taken back into their safekeeping at the end of the day.

These comprise:

Name	Awarded for	Photo	Current whereabouts
C.N. Jackson Cup ¹ (wrongly inscribed 'Arnold Jackson')	Winning University of the Blues Match (Gentlemen)		
Ladies' Varsity Match Trophy (not currently named but might in due course)	Winning University of the Blues Match (Ladies)		
Drake Digby Cup ²	Best performance in either Varsity Match		Missing in 2022 - with Jude Bright-Davies (Ox)
Le Touquet Baton	Most improved performance		Missing in 2022 - CUAC tracing Harry Cox
Paul Gomme Trophy ³	Best performance in a throwing event		Original large brass trophy lost – replaced by silver salver

¹ Clement Jackson (Oxford), known as 'Jackers', was one of the three founders of the AAAs in 1880, and Treasurer until 1910. He held the world's best for 120y hurdles, 16.0 secs, won the Varsity Sports 120y hurdles in 1867, and coached his nephew Arnold to the 1912 Olympic 1500m title

² F.N. Drake Digby was starter and archivist of CUAC for many years prior to the Second World War. The Trophy was first competed for in a 4 x 110 yards Relay, won by Oxford in 1949, which did not form part of the Match.

³ Paul Gomme, winner of the Shot Put at the Varsity Matches of 1979 and 1980, died of cancer in 1983.

Graham Goddard Trophy	Winning team in the Centipedes vs Alverstone Match		
Achilles Trophy	Outstanding contribution to Varsity Athletics during the year		
Derek Steel Trophy	Winning team in the Millipedes vs Alligators Match		Missing in 2022 - Have asked OUAC
Susan Dennler Cup⁴	Best performance		
Steven Stuart Trophy	Most notable second team performance – not necessarily the best		
Roger Lane Trophy	Men’s javelin winner		
Carole Morris Trophy	Women’s javelin winner		
Dinner Book (the property of CUAC)			

Dinners after the Varsity Match

After the VM there is usually a dinner for the men's and women's teams, presided over usually by one of the Senior Treasurers. The Presidents make brief (5 minute) speeches and the Captains award Blues but do not make speeches. The President of the winning University in the Men's Match (irrespective of the result of the Women's Match) may opt to speak last. The Dinner Attendance Book (owned by CUAC and started in 1905) is passed round for signature.

An Achilles Reunion Dinner has in some years been held at a separate venue but in more recent years has been held successfully with the main team dinners. When it is held separately The Chief Guest is invited to speak. The Achilles Dinner book is passed around for signature. Until further notice it is hoped that the Reunion dinner will be able to take place as part of the teams' dinner.

⁴ Susan Dennler (now Pappas), a high jumper, was the sole female athlete of national standard at Oxford during the 1960's.

The Freshers Varsity Match

The Freshers Varsity Match (FVM) is usually held during the first weekend of November

The conduct and organisation of the FVM is the responsibility of CUAC and OUAC under the direction of their Presidents and Committees: the Achilles Club provides assistance if required.

FVM Eligibility

- Students in their first term of membership of CUAC or OUAC (counted separately) or representing CUAC or OUAC for the first time.

FVM - Checklist of key responsibilities

Home club

- Booking the track
- Meeting Controller
- Selecting Officials
- Photofinish, EDM equipment and wind gauges
- UKA Track and Field Licence
- Briefing officials 48 hours before and on the day
- Printing out lane draw cards and field cards
- First aid
- Equipment (implements, score cards, bib numbers etc.)
- Check PA system
- Announcer
- Programme
- Refreshments for officials and spectators
- Bring trophies (polished)
- Parking

Away club

- Bring trophies (polished)
- Providing team lists adequately in advance in particular if Open Track is being used.

Achilles

- Sending results to Power of 10

Host University Responsibilities

The host University is responsible for the following, but are free to enlist the help of Achilles:

- **Booking** (and, if applicable, paying for) **the track** and confirming that sufficient ground staff will be on duty;
- Appointing a **Meeting Manager** as set out within UKA Rules;
- Host university to be responsible for ensuring that their facility complies with current UKA **Trackmark requirements** or to procure satisfactory alternative facility;
- **Selecting / inviting technical officials** (including appointment of Chiefs and Referees);
- **Booking photofinish, EDM equipment and wind gauges** in consultation with Achilles;
- **Ensuring that first aid is available on site** on the day of the competition – see <https://england-athletics-prod-assets-bucket.s3.amazonaws.com/2022/10/Event-First-Aid-Guidance.pdf>
- **Risk assessment** to be completed;
- Ensuring **in advance** that **all necessary equipment is available**, including implements (and that these are up to standard), lane draw pads, track results pads, field event height/distance score cards for officials, public address system in working order;
- Applying to UK Athletics for a **Track and Field Licence**;
- **Compiling and printing off a concise match programme, setting out timetable, match records, etc**;
- **Briefing ground staff** regarding order of events;
- Recruiting **announcers and recorders**;
- Appointing a person responsible for the **Officials' Reception**, to meet and greet officials on arrival, explain refreshment arrangements and reimburse travel claims;
- Arranging **refreshments for officials** (sufficient packed lunches and tea and water supplied to the infield throughout the match);
- Organising **catering facilities for spectators**;
- **Ensuring that Chief officials are emailed**, at least 48 hours prior to the match:
 - A copy of the programme as soon as it is available;
 - A full list of names of competing athletes and their assigned bib numbers, in an Excel spreadsheet to the Chief Photofinish Judge;
 - A copy of the rules with the match will be run under;
- **Supplying sufficient athlete numbers** (with sponsor's logo if any) and distributing them to the away University
- **Arranging OpenTrack handling of live results**;
- **Printing out lane draw and field cards** in advance, from Open Track, and bringing these to the match.
 - If to be done manually on physical lane draw and field cards, then it is the responsibility of the Host University to supply enough physical field and lane cards and ensure they are filled out in advance;
- **Bringing any trophy** won the previous year to the match;

Away University Responsibilities

The 'away' University is responsible for:

- **Bringing any trophy** won the previous year to the match and a comprehensive team list to assist with recording;

Achilles Club Responsibilities

The Achilles Club is responsible for:

- **Recruiting a presenter of the match trophies;**
- Supplying and awarding two **'Outstanding Freshers' medals;**
- **Sending results** to Po10;
- Continuity and advice from year to year;

FVM Competition Rules

The FVM shall be conducted under UKA Rules

The **events** to be contested are at the discretion of the Presidents, having regards to the time of year. Senior distances, hurdle heights and throwing implements shall be used for both men and women, except that in the men's 110mH shall be run over 3'3" barriers and women's steeplechase, if held, shall be run over 1500m. In the field events there will be 4 trials. 4x400m relay will be run of a short stagger.

Lane order and starting heights

See Varsity Match rules above

Scoring

For individual events: 5,3,2,1,

Relays 5, 2.

Men's and women's competitions are scored separately.

FVM Trophies

Name	Awards for	Photo	Current whereabouts
Achilles Hong Kong Match Trophy	Winning University in the Freshers Varsity Match (Gentlemen)		

Ladies' trophy identical to above	Winning University in the Freshers Varsity Match (Ladies)		
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The above trophies and Outstanding Fresher Medals, decided by members of the Achilles Committee present at the match in consultation with the University Presidents, will be presented immediately after the Match

The Varsity Field Events and Relays Matches ('VFEAR' or 'FEAR')

FEAR is usually held in indoors at Lee Valley, at the end February or early March according to track availability.

The 'Home' Club is the Club not hosting the VM that year, and shoulders more of the responsibilities

Checklist of key responsibilities

Home club

- Match trophies
- Programme
- Bib numbers

Away club

- Match trophies

Achilles

- Book track and equipment
- Booking photofinish and EDM equipment
- Applying for UKA Track and Field Licence
- First aid
- Meeting Controller
- Officials
- Official's refreshments
- Event trophies
- Announcers
- Live results - OpenTrack

Host University Responsibilities

The host University is responsible for the following, but is free to enlist the help of Achilles:

- Compiling and printing off (200 copies) a **concise match programme**, setting out timetable, match records, etc;
- **Bringing any trophies** won the previous year to the match;
- Supplying sufficient athlete numbers (with sponsor's logo if any) and distributing them to the away University;

Away University Responsibilities

The 'away' University is responsible for:

- **Bringing any trophies** won the previous year to the match;
- **Distributing competitors' numbers** (supplied by the Host University as above) amongst their team on arrival;

Achilles Club Responsibilities

The Achilles Club is responsible for:

- **Continuity and advice** from year to year;
- Appointing an experienced senior member as **Meeting Controller** to discharge the responsibilities of the Meeting Manager as set out within UKA Rules;
- Recruiting **announcers and recorders**;
- **Booking the track** and confirming that sufficient ground staff will be on duty;
- Applying to UK Athletics for a **Track and Field Licence**;
- **Selecting / inviting technical officials** (including appointment of Chiefs and Referees);
- **Booking photofinish and EDM equipment**;
- **Ensuring that first aid is available on site** on the day of the competition – see <https://england-athletics-prod-assets-bucket.s3.amazonaws.com/2022/10/Event-First-Aid-Guidance.pdf>
- **Risk assessment** to be completed;
- Ensuring **in advance** that **all necessary equipment is available**, including, competitors' numbers arranged by the 'Home' Club, track results pads, field event height/distance cards.
- Arranging **refreshments for officials**
- **Ensuring that Chief officials are emailed**, at least 48 hours prior to the match:
 - A copy of the programme as soon as it is available;
 - The VFEAR Competition Rules below;
 - A full list of names of competing athletes and their assigned bib numbers, in an Excel spreadsheet to the Chief Photofinish Judge;
 - The lane draw and field event order of trials as per below to Track Referee, Chief Starter, Chief Starter's Assistant and Chief Photofinish Judge;
- **Arranging OpenTrack handling of live results**;
- **Printing out lane draw and field cards** in advance, from Open Track, and bringing these to the match.
 - If to be done manually on physical lane draw and field cards, then the Achilles Club can delegate this job to the host university, ensuring Achilles supply them with a copy of the programme to this job;
- Bringing the Ben Ellis **Event Trophies** to the track for presentation, and retrieving them for safe keeping;
- **Sending results** to Po10;

VFEAR Competition Rules

FEAR shall be conducted under UKA Rules

The timetable and order of events is decided by mutual agreement by the two Presidents and Captains well in advance of the match.

Lane order

To be decided by the Track Referee and Chief Starter, after consultation with the respective Presidents.

Starting heights

The starting heights and increments in the High Jump and Pole Vault are as follows

	Starting height	2nd height	increments
Men's HJ	1.40	1.50	5 cm to 1.80, thereafter 3 cm
Women's HJ	1.10	1.25	5 cm to 1.45, thereafter 3 cm
Men's PV	2.00		10 or 20 cm at competitors' option
Women's PV	1.70 or lower if practicable		10 or 20 cm at competitors' option

Eligibility

The current British Universities & Colleges Sport (BUCS) eligibility criteria shall apply. These allow any current student on a recognised course of study within the University, irrespective of matriculation or number of years of previous participation, the right to participate.

Guest runners and relay teams are permitted.

Scoring





The results of the four matches (Men's Relays, Women's Relays, Men's Field Events, Women's Field Events) are each decided by event scoring. There will also be an overall joint match winner decided by adding together the scores of the Relays and Field events matches

In the Field Events Match: 4 competitors take part for each team in each of the four throwing and four jumping events. Four may compete in each of the Field Events Match events, with all four performances totalled. In the throws and horizontal jumps each competitor shall have four attempts. Instead of relays of 60m and 60m hurdles, 5 athletes may run, and each University's 4 best competitors' times are totalled

Trophies and presentation

Responsibility for the safe return of match trophies rests with the holders: **CUAC and OUAC** are responsible for ensuring that the trophies won the previous year by their respective universities are brought to the Match (trophies to have been CLEANED & POLISHED, and with engraving updated if applicable), and that they are taken back into their safekeeping at the end of the day. Bringing and retrieving the event trophies is the responsibility of the Achilles Club

Match Trophies

Name	Awarded for	Photo	Current whereabouts
VBV Powell Trophy	Winning university of the Men's Relays Match		
The All Ireland Shield⁵	Winning university of the Women's Relays Match		
Seoul Olympics Batons x5	Women's Match Events		
Penn Relays 2014 Baton			
Sandy Duncan and Robert Kennedy Match Trophies.(salvers)			
Douglas Lowe Trophy (England Athletics All of Fame)			
Event Trophies (responsibility of Achilles) <ul style="list-style-type: none"> - 7 Silver batons (Men's Match events) and stands - Quarter Mile Relay (i.e. 4 x 110y - now 			

⁵ The All Ireland Trophy was won by the Achilles Club in a match against All Ireland in 1925

<p>the 60m aggregate)</p> <ul style="list-style-type: none"> - Half Mile Relay (4 x 220y – now the 4 x 200) - One Mile Relay (4 x 440y – now the 4 x 400) - Two Miles Relay (4 x 880y – no the 4 x 800) - Four Miles Relay (4 x 1 Mile – now the 4 x 1500) - Something like ‘4 x120y Hurdles Relay’ (4 x 120yH – now the 60mH aggregate) - Something like ‘Half Mile Hurdles Relay’ (4 x 220yH – sadly no longer contested) 		 	
<p>Roly Harper Women's Hurdles Relay Trophy (salver)</p>			
<p>The Ben Ellis Field Event Trophies</p>			



SERIES OF MATCHES VS. AMERICAN UNIVERSITIES – 'THE TRANSATLANTIC SERIES'

Overview

The series has in the past followed a four-year pattern:

- Olympic year: fallow
- Following year: Oxford and Cambridge tour USA
- Following year: Cornell and Pennsylvania in the UK
- Following year: Harvard and Yale in the UK

Following the Covid pandemic the series was rebooted with a tour to the US by Achilles in April of 2023, and with two separate matches in the UK in June 2023.

Thereafter the resumed series rotation will be renegotiated.

The burden of the cost of the tour is broadly that whilst in the US accommodation and food is provided by the US host universities as are all internal US travel costs with exceptional costs such as non-dorm accommodation for athletes and ancillary matters paid by the AAF; the touring side pay for their travel to and from the US towards which the Achilles trust and exceptionally the Achilles Club make a contribution.

In the UK the general rule is that the touring party pay for their own accommodation with the exception of the management team which for up to 10 persons is paid for by the hosts at a level equivalent to college accommodation and that all food and transport to Oxbridge and then onwards to the next destination in the UK up to the agreed number of touring persons is also paid for by the hosts. "Hosts" has traditionally meant the University clubs, but the Achilles Club intends to bear the greater part of those costs going forward.

Management and planning of the series and tours

The Achilles Executive shall appoint the "**Director(s) of U.S. Matches**" who will negotiate with the U.S. Universities' coaches and plan the tour arrangements in the UK and USA, including venues, dates, and financial arrangements (see section below).

The Director(s) will appoint sufficient support for the US teams when in the UK and make all necessary arrangements for them as provided below. For matches in the USA Tour Directors shall appoint a suitable management team.

Eligibility and selection

General

Those eligible for selection as members of the Oxford/Cambridge team are:

- a. those who are "in residence" at Oxford or Cambridge and eligible for Blues competition
- b. those athletes who have "gone down" the previous year after not more than 3 consecutive years in residence

The presumption is that athletes may only take part in one US Tour. However, in exceptional circumstances, and at the discretion of the Director US Matches, the following may be deemed eligible to tour so long as in so doing they do not deprive a comparable athlete of their first Tour

- c. an athlete who has toured before but continues to meet criterion a. above
- d. an athlete who is no longer "in residence" but has not previously toured
- e. an athlete who does meet any of the above criteria but is qualified to represent Oxford or Cambridge in BUCS competition

The Oxford and Cambridge team is selected solely on merit and availability. Presidents are not selected as of right.

The **selection committee** shall be constituted as follows:

- The Director(s) of U.S. Matches
- The two Presidents
- A representative of the Achilles trust with a power of veto

The selection committee shall consult as it deems necessary e.g., with the University captains, coaches, cross country captains, past Presidents et al., to ensure that the best available full team is selected

The Captain for each match will be agreed between the two Presidents and the Director(s) of the O/C team.

Note that, for the purposes of US matches held in England in May/June or during the summer vacation, the Presidents, and Captains of the two University clubs referred to in this section shall be those in office at the time of the immediately previous Varsity Match.

Selection for matches in the UK

For matches in the UK the Director of US Matches will be responsible for notifying all winners on the day of the Varsity Match that they are selected for the US Match, obtaining their contact details, and following up with a written formal invitation. The selection committee shall then consult e.g., with the University captains, coaches, cross country captains, past Presidents et al. to ensure that the best available full team is selected. All team members who tour the US are expected to make themselves available for the UK matches so long as they do not have prior athletic commitments.

Selection for U.S. Tours

For the US Tour, athletes will in general terms be **considered for selection and always subject to the discretion of the tour Director** who have:

- achieved a Blues standard, or at least a Half-Blues standard, within the last 12 months
- demonstrated their fitness at competition level within 2 months prior to selection
- regularly attended OUAC/CUAC/Achilles training in recent months

Athletes who are **injured or unfit** may not be eligible to proceed on tour. Any injury or illness should be disclosed to the tour management IMMEDIATELY on selection or on occurrence prior to departures. Failure to disclose such information immediately may render the athlete liable for the FULL COST of their travelling expenses.

The costs of the tour are met mainly by the Achilles Trust, the American Achilles Foundation, the Achilles Club and the U.S. Universities. However, each athlete and member of the management team is required to contribute a modest sum: it may be possible for athletes still in residence to obtain grants to assist them in this respect, and they are recommended to approach their colleges accordingly. In the event that genuine hardship would prevent an athlete from accepting selection, they are advised to contact the Secretary of the Achilles Club and their university clubs.

Competition

General

Responsibility for match arrangements generally follow those for the Varsity Sports under 3.2 above.

All matches shall be conducted under **World Athletics Rules**, amended and supplemented as necessary to take account of any relevant local Health & Safety regulations.

There shall be men and women's matches against the U.S., and the touring side shall choose whether the match shall be decided by **events**, or by point **scoring** (5,3,2,1 - and Relays 5-2). There shall be deemed to be three matches - the men's, women's and joint teams, but traditionally the joint result is the important score in Harvard/Yale fixtures, whereas the separate men's and women's results feature more in the matches against other teams.

From 2023 the Achilles Club Inclusivity protocol will be engaged on a formal or informal basis (Appendix 9) and the tour Director(s) will engage with all necessary parties to promote its utilisation

Events, timetable & guests

The **events in the match** will be negotiated by the Director of U.S. Matches with the U.S. coaches, based upon the full international programme (less the marathon and walking events), and agreed by the two Presidents. The main variables will be whether:

- There will be a 10,000m event in either match: this is at the Visitors' option, and it is important that this be agreed well in advance of the meeting.
- It will be necessary to hold the Hammer competition away from the main arena (sometimes required at Iffley Road).
- Typically there is now no 200mH.

Recent timetables for matches in the UK are set out, for guidance, in Appendices 5 and 6 (one with 10,000m included and one without 10,000m, and with different hammer arrangements). These may need amendment to include any women's 10,000m.

There may be additional non-scoring events, and if it is mutually agreed there may also be non-scoring Guest competitors in the match events (guests are usually excluded from the Harvard Yale match, but a more flexible attitude is adopted with Penn Cornell).

ONLY 60 ATHLETES MAY COMPETE FOR EACH TEAM, AND ONLY THOSE WHO HAVE ALREADY COMPETED IN THE MATCH ARE ENTITLED TO TAKE PART IN THE RELAY EVENTS. Nb until 2023 the limit was 50 athletes, a higher figure of 60 is being trialled with effect from 2023.

Technical meeting

A Technical meeting shall be arranged, ideally the evening before each match. The Oxford/Cambridge representatives shall be nominated by the Director of the US Tour. The purpose of this meeting shall be to discuss and resolve any technical issues in advance of the competition itself, and the agenda will normally include:

- Draw for lanes / order of trials (see below)
- Use of staggers (800m, 4x400)
- Guest competitors
- Clarification of World Athletics rules (e.g., reversal after 3 rounds, jump offs &c, order for any mixed relay);
- Access to competition areas by coaches
- Communication of local Health & Safety procedures
- Procedures for checking of implements

The draw for lanes and order of trials for field events shall be decided by the representatives of each team attending the Technical Meeting. A coin will be tossed, and the winner chooses a track event and lanes 1 and 3, or 2 and 4. The loser chooses another event and the preferred lanes, and this procedure of choice continues alternately for all the track events. The agreed lane order for all track events will be given to the Announcer, Track Referee and Chief Starter. The order of trials for each Field event (1 and 3, or 2 and 4) will be determined by the same process.

For matches in the U.K., the Tour Director shall appoint a **Competition Director**, who shall attend the Technical Meeting and thereafter communicate its decisions to the relevant Chiefs and Referees prior to and during the competition.

Technical officials

The Achilles Club will obtain the services of **Technical Officials** for matches in the UK and will appoint all Chiefs and Referees. While the overriding concern will be to obtain the necessary number of officials with experience of judging at international events, every effort will be made to ensure that due regard is given to including officials who are "loyal servants" of OUAC and CUAC.

UKA clearance

The Achilles Club shall be responsible for seeking and obtaining any clearance required from UK Athletics, for example in respect of any UKA Licensing requirements.

Financial considerations

Achilles support

For all matches in the U.K., the Achilles Trust will make some finances available to assist the two U.K. universities in meeting the costs of hosting the U.S. visitors. The amount available in this respect shall be agreed in advance by the Clerk of the Trust. The Achilles Club may also assist with costs of staging the match itself: to be agreed by the Hon Treasurer with the Director of U.S. Matches.

For tours to the U.S., the Achilles Trust will make funds available towards the cost of travel for students and the Achilles Club may on an extraordinary basis also assist with funding. The American Achilles Foundation will provide financial assistance towards local travel and accommodation. Team members will also be required to contribute personally.

Costs of hosting U.S. teams in the U.K.

In general, the Achilles Trust will endeavour to bear the majority of the costs of the visiting universities. However, this is a departure from the standard agreed protocol, and the primary responsibility rests in certain categories with the universities as set out below, and will be called upon in the event that the Achilles Trust has insufficient funds to pay and also to maintain the security of the series going forward.

OUAC, CUAC and the Achilles Trust (and on an extraordinary basis the Achilles Club) shall together provide funds to cover the "relevant" travel and accommodation costs of U.S. teams in the UK, up to a limit 60 team members and 10 coaches. It shall be the responsibility of the Director of U.S. Matches (liaising and consulting as appropriate with the respective Senior Treasurers of OUAC / CUAC and with the Clerk to the Trust) to:

- Confirm with the U.S. coaches those costs (type and best estimates thereof) which will be borne by the U.S. universities and agree the timing / method of receipt of funds from them to meet such costs
- Agree with the Clerk to the Trust the level of funding available from the Achilles Trust
- Draw up and agree with the Senior Treasurers a budget for the remaining costs of hosting the U.S. universities, including the allocation of those costs between OUAC and CUAC
- Agree with the Achilles Hon. Treasurer any specific match costs (e.g., Photo Finish, Officials' travel) which may be borne by the Achilles Club
- Through the Senior Treasurers, ensure that all bills and expenses are settled, and that reimbursement of costs agreed to be borne by U.S. universities is made, on a timely basis
- Liaise with the Senior Treasurers and the U.S. Universities regarding resolution of any variances from the agreed budget (see note below)
- Prepare final accounts of the U.S. visit for submission to the next Achilles Club Committee meeting

Note: for the avoidance of doubt, any adverse variances from budget / cost over-runs that cannot be legitimately recovered from the U.S. universities will in the first instance need to be met by OUAC / CUAC. It should not be assumed that further funds will be available from either the Achilles Trust or the Achilles Club, each of which have finite resources.

In determining what are the "relevant" travel and accommodation costs, the following principles shall apply:

1. There shall be a clearly agreed limit (up to 60 athletes and 10 coaches / team management) to the numbers of the U.S. touring party whose costs will in any way be borne by OUAC / CUAC or Achilles. Costs associated with any excess over that number shall be for the account of the U.S. universities and shall be settled on a timely basis, preferably before departure from the host University.
2. Any board and lodging costs to be borne by OUAC / CUAC shall be based on prevailing Oxford / Cambridge college cost rates. Should the U.S. tourists (athletes or coaches) choose to seek accommodation outside colleges, the whole of such accommodation costs will be borne by them.
3. For visiting athletes, food costs only shall be borne by OUAC / CUAC. Athletes' lodging costs will in all cases be for the account of the U.S. universities. In the case of coaches, ordinarily both accommodation and food costs will be borne by OUAC / CUAC up to a limit of 10 persons and at a level of college accommodation or equivalent. The US universities are to be encouraged to book and pay for their accommodation advance, in the case of college accommodation with the introduction from the UK Tour Director.

4. Transport costs for the U.S. tourists to be borne by OUAC / CUAC / Achilles shall be limited to (and subject to the limitations set out in (a) above) the cost of transporting their team by coach from xx (Previous tour venue in England) to Oxford or Cambridge (as appropriate), from Oxford to Cambridge (or vice versa), and thence to a London airport or other reasonable onward destination. In addition, one minibus shall be provided / funded by OUAC / CUAC to the U.S. Tourists during their stay at Oxford and Cambridge.
5. The costs of attending a dinner after the match by athletes and coaches and a dinner for coaches (in both cases subject to the limitations set out in (a) above) shall be borne by OUAC / CUAC. It is expected that the totality of the cost of the agreed number of visitors will be met by OUAC/CUAC (although more probably by the Achilles Trust) and that subsidies be given for Oxbridge team athletes attending. Where space permits additional tickets at full price may be available for purchase by the visitors or Oxbridge students/staff.

Appendix 8 provides some practical illustration of these principles.

Costs of touring in the U.S.

The arrangements for these largely mirror those above. However, OUAC and CUAC will generally not be expected to provide any direct funding (though individual athletes may apply to their colleges for grants etc.), and funds will be available from the American Achilles Foundation towards accommodation costs in the U.S. It is expected that each host university will provide at their own cost suitable athlete and coach accommodation and food so that the AAF's responsibilities will be restricted to ancillary costs and any accommodation outside the auspices of the host universities and to any necessary upgrades to college accommodation. The Director of U.S. Matches (liaising and consulting as appropriate with the respective Senior Treasurers of OUAC / CUAC and with the Clerk to the Trust) shall be responsible for:

- Confirming with the U.S. coaches "relevant costs" while in the U.S., i.e., those costs (type and best estimates thereof) which will be borne by hosting U.S. universities and which by the Achilles touring party, and agreeing the timing / method of payment of funds to meet such costs
- Agreeing with the Clerk to the Trust the level of funding available from the Achilles Trust (typically towards student athletes' travel costs to the U.S.)
- Agreeing with the Chief Executive of the American Achilles Foundation the level of funding towards costs incurred while in the U.S., including athletes' accommodation
- Drawing up and agreeing with the Officers of the Achilles Club Committee a budget for the remaining costs and the resulting agreed contribution to be sought from each of the tourists
- Collecting the agreed contribution from each tourist prior to departure
- Through the Clerk to the Trust, the Achilles Club Hon. Treasurer and the Chief Executive of the American Achilles Foundation, ensuring that all bills and expenses (including air travel) are settled on a timely basis
- Liaising with the Achilles Club Committee and the U.S. Universities regarding resolution of any variances from the agreed budget.
- Ensuring that suitable insurance is in place
- Preparing final accounts of the tour to U.S., for submission to the next Achilles Club Committee meeting

The principles to be applied in determining which are "relevant" costs for visits to the U.S. shall (on the basis of reciprocity) be broadly similar to those set out in 4.5.2 above except that each US host university will provide and pay for accommodation and food for the UK athletes and coaches whilst they are in their university.

Sponsorship

OUAC and CUAC shall have primary responsibility for obtaining any third party sponsorship, having due regard to their own existing and planned sponsorship arrangements. They should consult with the Officers of the Achilles Club Committee (who may also wish to consult in turn with the Chief Executive of the American Achilles Foundation), for example to ensure there is no potential conflict of interest.

Event by event sponsorship should be vigorously pursued by the host University, subject to the approval of any main sponsor.

Dinners and other hospitality

When the U.S. Matches are in the UK, medals (supplied by the Achilles Trust) will be presented to the winners of each event, and later distributed to each other member of the U.S. touring side (less family members)

A **formal dinner** is usually held in the UK: this will normally occupy about three hours, and microphones and loudspeakers will be required. The Achilles President/Chairman or an invitee from either of these shall act as the Dinner Chairman.

In the UK the Loyal Toast is "His Majesty The King" followed by "The United States of America" - and vice versa in USA. Medals will be presented to the winners of each event (unless presented after the match).

With Opening and Closing remarks by the Dinner Chairman the speeches will be: Lady Captains Oxford/Cambridge Team - The two U.S. Lady Captains - Captain Oxford/Cambridge Team (men) - The two U.S. Captains (men) and any others at the discretion of the Chairman.

Any other arrangements for the U.S. teams in the UK will be decided by the Achilles Committee, and usually include a dinner for the U.S. Coaches.

Gifts will normally be required for presentation to the Americans.

It is noted that students on both sides of the Atlantic would welcome more integration with their counterparts. Accordingly:

- Management may need to ensure that more disciplined communication is in place to ensure that planned social events are seen through.
- Ideally the visitors programme should consist of a 3 day visit to one University, followed by the match and dinner at the other University.
- Introducing visitors and hosts according to their events should be arranged.
- Achilles participation in an earlier event in the visitors' tour has proved successful in the past

Encouragement will be given to more "razzmatazz" (flags, parade etc.) for future meetings in the series.

Trophies

Presentation of trophies will normally take place at the dinner organised after the match. For matches in the UK, the US Tour Director will appoint the person(s) to present such trophies.

Trophies for the matches vs. Harvard & Yale

Three team trophies are contested: for the men's events, the women's events, and all events combined, together with three individual trophies. The matches are scored either by match points or by number of wins: the scoring system used is decided by the visiting team and will be announced at the beginning of the match.

The Naughton Trophy for the combined match. Joseph Naughton, Harvard '73, won the Shot in the London meeting of 1971, but died of cancer less than two years later. This magnificent trophy was first contested in 1977 and splits in two, one part being held by each of the winning pair of Universities.

The Achilles Trophy and The Stead-Sellers Trophy

Presented by Tim Sellers (Harvard '80, subsequently at both Oxford and Cambridge and winner of the Triple Jump in this series in 1981) and his wife Frances Stead (Oxford and Cambridge), they are to be held by the winning team in the men's and women's matches respectively, and presentation texts as follows are to be observed as per Appendix X.



The Pat Liles Outstanding Performer Awards. Pat Liles competed in this fixture for Harvard in 1957 and 1959, and for Cambridge in 1961: he died in 1983. These awards were first presented in 1985 to those judged by the head coaches to be the best male and best female athlete in the meeting.

The Boal Hammer Awards. Ayers Boal, Harvard '00, won the Hammer in the first meeting of 1899. The Hammer event was dropped from the match programme for many years but these fine awards to the winners of men's and women's hammer events, donated since 1979 by John Thorndike, Harvard '49, now affirm the event's prominence.

The Bob Rittenburg Hurdles Awards to those judged by the head coaches to be the best male and best female hurdlers in the meeting.

Trophies for the matches vs. Cornell & Penn

Two team trophies are contested:

- **The Sir Thomas Macpherson Trophy**, for the winning men's team.



- **The Robert Stinson Trophy**, for the winning women's team.



Both these trophies were donated in 2010 by a number of senior members of the Achilles Club, in recognition of the outstanding leadership roles played by Sir Thomas Macpherson and Robert Stinson in reviving and sustaining the series in the 1970's, after there had been (for the first time in several decades, excluding the war years) no Oxford / Cambridge tour to the U.S. in 1969.

Again, the matches are scored either by match points or by number of wins: the scoring system used is decided by the visiting team and will be announced at the beginning of the match.

Individual medals

In the UK, **Medals** are awarded to the winners of each event, and to all other members of the visiting team.

Ancillary matters:

Entertaining coaches. There is no set protocol specifying who pays for the entertainment of the Coaches (often far more than 6!) on a day by day basis. In the event, H and Y were content to pay a significant contribution, OUAC and CUAC contributed some funding, and Achilles hosts also contributed from their own funds. Each university should allocate a suitable amount for this important social interaction and willing hosts to bear the cost are always to be valued. Any socialisation should be arranged on clear principals of whether coaches are guests, or everyone is paying their way. The budget will provide for funding food for coaches so this element should be extended to private entertainment of the coaches.

Match programme. The Match Programme was clearly a collector's item, and all those produced vanished in minutes on the day of the Match! Suggest print 500.

Ice. The US teams and their trainers consume ice in arctic quantities during training sessions both facilities at Oxford and Cambridge should be prewarned.

Attendance at Banquets: Attendance should be by named ticket holder only and as much advance notice of numbers as possible (many venues required final numbers 2 weeks in advance). Bear in mind the US team may have supporters travelling separately who wish to attend so adequate opportunity should be given for this to happen or for advance notice if it is not possible. Ideally switching to online booking may resolve this issue.

Trophies. A receipt co-signed by a suitable guarantor "official" (senior member of the team who holds the trophy) should be obtained for all presentations for challenge trophies.

Budget: It was agreed that the budget should be set so the University clubs should not expect to make a loss.

Competitors medals: it was noted that visiting athletes who had not won events were bemused to receive competitors medals, and that that we should reconsider their distribution in future.

Team photo: It was agreed that more efforts should be made to arrange a team photo for the home team.

THE ACHILLES CLUB

The Club was founded in 1920, and as at that point all Old Blues were elected retrospectively its roots stretch back to the first Varsity Sports of 1864. It is a mixed Club for men and women, affiliated to Surrey and to England Athletics for Track and Field, Cross-Country and Road Running. The Officers, appointed by the Committee, are the Chairman, Hon. Secretary, the Hon Treasurer and Membership Secretary, the Team Managers (men and women), the Supervisor of the Achilles Schools Relays and the Director of U.S. Matches. Other Committee appointments may include members responsible for e.g., kit, the website and the Varsity Match. The President also takes a close interest in the running of the Club, supported by Vice-Presidents. At times the Club enjoys the support of a Patron.

The Clerk to the Achilles Trust is also an Officer and will be appointed by the Trustees, or by the Committee of Management consisting of The Achilles Chairman, Hon. Secretary, Hon. Treasurer, the Team Managers and the outgoing Clerk to the Trust.

In 2022 the Club reorganised itself into a series of sub committees reporting to an executive as reflected in the Constitution; the structure is set out hereafter as Appendix 1

The Club in General Committee aims meets not less than three times a year usually virtually.,

Any cost of travel to Achilles committee meetings held in person by OUAC / CUAC officers are borne by the respective University clubs.

The finances of the Club are administered by the Hon. Treasurer, and each member is asked to pay an annual subscription. For practicable purposes the Club is operating an Active and Inactive List. The Inactive List comprises those who were properly elected, did not become Life Members, and whose annual subscription has lapsed. The Active Members are Life Members and / or those paying an annual subscription. It is primarily these active members who are on the Club's Mailing List to receive news of current activities, and whose names will appear in the list of members from time to time.

The Achilles Trust (Registered charity number 1152963) supplements the funds available from the Hon. Treasurer and other sources, in accordance with the terms of the Trust, and in particular makes funds available for the U.S. Series of matches, coaching, tours etc. The terms of the Trust dictate that funds can only be used for the benefit of students in statu pupillari at Oxford and Cambridge.

The University Athletic Clubs - OUAC and CUAC

(logo templates in traditional format are as per front cover above and can be downloaded in scalable version from www.achilles.org)

Roles of Officers in interacting with Achilles

The President, Secretary and Captain of each University Club liaise closely with the Achilles Club throughout the year in respect of fixtures, elections, etc., etc., and send Fixture Lists to the Achilles Hon. Secretary

Election of OUAC and CUAC members to Achilles

The following are eligible for election to the Club from each Athletic Club, including Cross Country: Blues, Half Blues; Cross Country, Marathon, Relay and Field Event Colours, Alverstone, Centipedes, Alligators and Millipedes and parathletes who have represented the Universities. In addition the Committee of each University Club may nominate members not covered by the above categories but who are or have been fully matriculated members of one or more of the two universities. Members shall complete a joining form on line and a Bank Standing Order Form (which shall be returned to the Hon. Treasurer once completed).

Prospective members who were not elected while up at Oxford or Cambridge, but who met the current eligibility criteria, are eligible for retrospective election.

Upon competing in a Varsity Match and/or becoming an Achilles member, said member must confirm they have read and agreed to comply with UKA's Safeguarding and Anti-Doping codes.

- <https://www.englandathletics.org/clubhub/resource/club-safeguarding-code-of-conduct/>
- <https://www.englandathletics.org/about-us/england-athletics-clean-sport/>

ACHILLES CLUB EVENTS

Achilles Club Matches and Tours

UK matches and tours

Club Matches and Tours are organised by the Achilles Team Managers. The Achilles Club may agree (but is not obliged) to pay travelling expenses for team members, each of whom should give details of legitimate expenses on line for the attention of the Hon Treasurer. The normal expenses are limited to the cost of second class rail travel or normal bus fare or petrol costs incurred. The costs of meals or overnight accommodation are not normally paid.

Foreign tours:

The Achilles Committee shall decide the arrangements for other tours.

Achilles Schools Relays

The Supervisor of the Achilles Schools Relays shall be appointed by the Achilles Club Committee and shall be responsible for:

- ensuring that the traditions and standards of the meeting are maintained, and that it is run safely (e.g., consistent with current UKA guidelines re Safeguarding of Children) and on a sound financial basis.
- ensuring that there is a Competition Organiser and liaising appropriately in order to book the track.
- ensuring that the Committee appoint a Referee.
- monitoring the trophies presented by the Club.

The Achilles Schools Relays are normally organised annually in early May on The Sir Roger Bannister Running Track, Iffley Road (Oxford).

OTHER ACHILLES MATTERS

Achilles Medals

The Committee shall each year award an Achilles Medal to the Member who it feels has achieved the best performance during the year in

- a) a 'track' (including road running and walks) event and
- b) a 'field' (including multi events) event.

Social events

Dinners and Balls are held when an organiser or host volunteers and when there is sufficient demand.

The organiser shall prepare a budget for the event, for agreement with the Hon. Treasurer, shall collect all monies from those attending and present accounts to the Hon. Treasurer.

Annual Report

The Club publishes an Annual Report for circulation to members in February.

Website

Many of the Club's archives are stored at www.achilles.org.

There are also at least two face **Facebook** pages: 'Achilles Club' and 'Achilles on Tour'

The Achilles Club Committee appoints a Webmaster with responsibility for maintenance.

England Athletics compliance

Affiliation and Registration of Athletes

England Athletics operates (consistent with an overall structure included within UKA Rules) a system of Affiliation for clubs and Registration for individual athletes. Both of these regimes use an April to March registration / competition year, so most of the administrative work will need to be done in the early part of the outdoor season: see <http://www.englandathletics.org/athletics-clubs/club-affiliation>. That applies to each of Achilles, CUAC and OUAC, and responsibility for meeting their own individual annual requirements lies within each of those clubs, which should use the England Athletics Club Portal at <https://livemyathletics.uka.org.uk/ManageMyClub/Secretaries/Login>. Those should be simple for the annual affiliation and related payment by the club itself, but will inevitably be more complex in the case of individual athlete registration. Every athlete when first registered will be allocated a (seven digit) Unique registration number (URN) which will "belong" to that athlete permanently even if they change clubs or stop competing, but is only

valid in each competition year when the relevant fee for that year has been paid. The following processes are recommended:

- **Current students in residence at Cambridge or Oxford:**
 - When new members join CUAC or OUAC, the relevant University club secretary should check if they are already registered (i.e. payment made for the current competition year) with another club. That can be done online by visiting <http://livemyathletics.uka.org.uk/LicenceCheck/> . Registration is only required in any year in respect of one club, generally the athlete's first claim club. If the new member has not already been registered (with due payment made), that needs to be rectified as soon as possible, either by the athlete's existing club, if applicable, or by CUAC / OUAC. Alternatively, previously unregistered athletes who wish to join Achilles may be registered via the process below. The relevant University club secretary will be responsible for ensuring that any related subscriptions due to CUAC or OUAC are paid.
 - When a current student joins Achilles, the Achilles Club Membership secretary will use the above online tool to ascertain whether they are already registered (either with CUAC / OUAC or another first claim club) for the current competition year. For those who are not registered, the Achilles Club Membership secretary will give the athlete and the relevant University club secretary the option of being registered as first claim with Achilles: if that option is taken (assuming that the athlete has paid their Achilles Club subscription) the Achilles Club Membership secretary or Hon. Treasurer will make the appropriate payment to England Athletics and advise the athlete concerned of their URN. Registration as a First Claim member with Achilles will not affect the athlete's ability to compete in University competition for CUAC or OUAC.
 - For existing members, each March / April, the relevant University club secretary should renew their registration and pay the registration fees for all of those who were registered as first claim members with CUAC / OUAC in the prior year and are still in residence / wishing to compete in the new competition year. Those who have left the University the previous summer should not be registered may then become the responsibility of Achilles (see below). The relevant University club secretary will be responsible for ensuring that any related subscriptions due to CUAC or OUAC are paid.
 - It is also recommended that the relevant University club secretary should remind members who are first claim members with / registered by another club that their first claim club has registered them for the current year.
 - The Achilles Club Membership secretary will periodically (at least once a year, usually at the start of each academic year) provide the relevant University club secretary and each University Achilles rep with a list of

Achilles members who are believed to be in residence at Cambridge or Oxford, showing what their England Athletics registration status is for the current competition year.

- **Achilles members who are no longer students in residence at Cambridge or Oxford:**

- Similar processes will be operated by the Achilles Club Membership secretary for first claim members of Achilles who are still actively competing but are no longer full time students. Current UKA / England Athletics rules do not require members who are not competing to register.
- The Achilles Club Membership secretary will, each March, contact members who were registered by Achilles in the competition year then ending, to check if they wish again to be registered for the upcoming new competition year.
- The Achilles Club Membership secretary will also, each March, contact members who were previously registered by CUAC or OUAC in the competition year then ending, and where the Achilles Club Membership secretary has been advised by the relevant University club secretary that they are no longer resident at Cambridge or Oxford, to check if they wish now to be registered by Achilles for the upcoming new competition year.
- Based on the outcome of the above enquiries, the Achilles Club Membership secretary will, each April, register competing first claim members accordingly, and will be responsible for ensuring that any related subscriptions due to Achilles are paid.

I

- Achilles Club is keen to support the England Athletics registration process, as the funds generated from it help to support coaching and other important infrastructure at grass roots level within the sport. For members who are paying the required Achilles Club subscriptions, Achilles does not currently make an additional charge to the member for registration. This policy is subject to review at the Achilles AGM.
- Achilles Club is also keen to assist the University clubs with this process. The University club secretaries are very welcome to seek advice on the registration process from the Achilles Club Membership secretary, who will generally have gained experience with the England Athletics systems in prior years.
- Athletes are encouraged to check their own details regularly via the Athlete Portal at <https://livemyathletics.uka.org.uk/ManageMyClub/Members/Login> .
- Changes of first claim club (other than when CUAC or OUAC first claim membership ceases when an athlete leaves University) need to be notified separately: see

<http://www.englandathletics.org/page.aspx?sitesectionid=725§ionTitle=Registration+%26+Affiliation#Movingclubs>.

- Additional requirements (including additional payment) apply in respect of “Foreign athletes”: see http://www.englandathletics.org/athletics-clubs/club-affiliation#Foreign_Athlete.”

Licensing of Competitions (see application form in appendix)

The Permitting regime is governed by UK Athletics, with regulations in respect of Track & Field competition for the ensuing year set out annually (publication generally in October) in documents that are downloadable from the UKA website at <http://www.britishathletics.org.uk/competitions/rules/>. These change from year to year, so care should be taken to ensure that current regulations are being followed.

There are important linkages between the above permitting / licensing regimes and availability of UKA Public Liability Insurance cover, which is also linked to the host club being affiliated to England Athletics, see <http://www.englandathletics.org/athletics-clubs/club-affiliation#Insurance>.”

Appendix 1a.

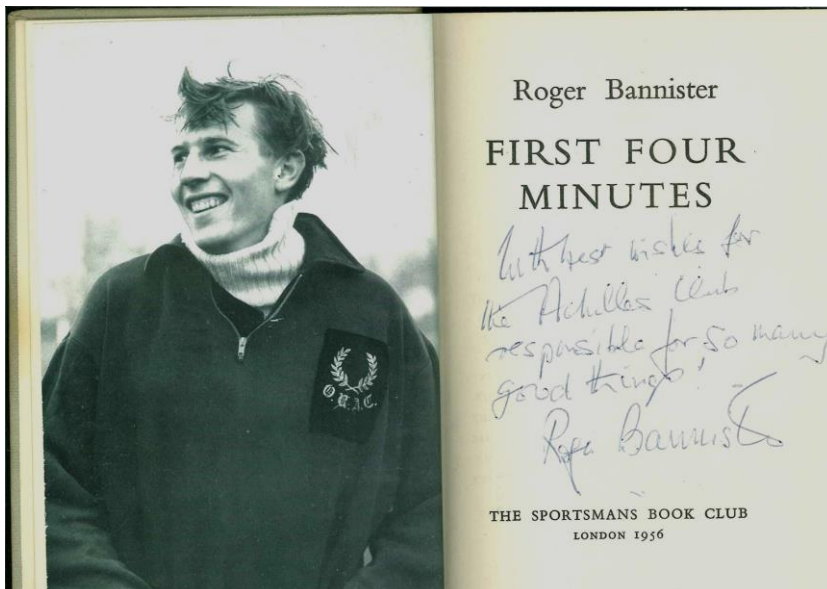
Why join Achilles?

- **Joint:** Achilles is a joint club between Oxford and Cambridge. If you've competed for the uni in the Freshers' Varsity Match, at VFEAR, or in the Summer Varsity match, you're eligible to join. Both current members of CUAC and OUAC, as well as alumni, are part of the club.
- **Organisation:** CUAC rely heavily on Achilles and its organisational structure which gives continuity to events like the Varsity Match/VFEAR/FVM. The President, Captains and Hon. Sec. of CUAC, are all ex officio members of the Achilles Club committee. The rest of the committee are Alumni of the two clubs who are committed to making sure Oxbridge athletics continues to thrive.
- **Inter club Competitions:** If you want an opportunity to get involved with more competitions outside of CUAC, Achilles enters teams for several matches in the UK each year. These include the London Inter Club Challenge (LICC) meetings and the Kinnaird and Sward meeting. Here past and present members of CUAC and OUAC compete alongside each other as members of Achilles.
- **Nostalgia:** The club exists to help strengthen and maintain the friendships forged between University club team mates and their rivals at 'the other place'. Several Achilles events are held each year such as the Post-Varsity Match Dinner and drinks, barbecues and curries after matches are commonplace. So this is a great way to stay in touch and reminisce about student days once you have gone. They also send out an annual report with all the CUAC/OUAC news.
- **Tours:** Every fourth year Achilles arranges a tour to the US for a series of matches against Penn & Cornell and Harvard & Yale. This tour is open to both current students as well as recent alumni from Oxford and Cambridge, and all CUAC members are eligible for consideration for selection for one such tour. In the intervening years, Achilles hosts reciprocal matches for the visiting American teams. There have also been Achilles tours to Austria, China, Singapore, Japan, Hong Kong and South Africa. THINK OF THE STASH.

PLUS: If you become a member you'll also get a FREE Achilles Vest and a discount off warm weather training.

How to join:

- Pay a small annual subscription which is £10 for students £25 for Alumni.



Appendix 1b - Present organisation of the Achilles Club

President

Gives wise council. Has many contacts. Chairs Dinner to US teams, AGM and sometimes Club Committee.

Vice-Presidents

Those who have recently been officers of the Club give valuable advice to their Successors.

Chairman

Chairs Committees. Co-ordinates work of other officers. Entertains US "top brass".. Presides over Elite Athletes scheme. Co-ordinates liaison with the Achilles Trust.

Hon. Secretary and Assistant Secretary

Agendas and Minutes. Maintains Club archives and statistics. Assists Chairman in co-ordination of Club affairs .Liaise with Old Blues. Stores/sells Club buttons. Produces fixture card and Newsletter. Co-ordinates Varsity/US matches and dinners. Up-dates Standing Instructions. Orders Varsity and US matches medals. Prepares recommendations for Achilles medals. Deals with Club printing. Currently hosts some committee meetings.

Hon. Treasurer

Maintains and updates Club Membership Records, "Gone Away" and Deceased. Follows-up "Gone Aways". Deals with B/Os. Supervises distribution of Newsletter. When Club funds not at 'low ebb' pays individual's match expenses, official expenses, medals for Varsity/US matches and touring team ties. Insurance of Club trophies. Maintains Club accounts. Co-ordinates appeals for funds. Oversees sales of club kit. Issues membership invitation letters, obtains results of Varsity, Freshmen's and Field event matches, relays and cross country. Sends lists of those to be invited to Chairman, Hon. Secretary and Treasurer, Presidents/Lady Captains and Achilles Representatives. Sends invitation letters, joining cards and with sae to himself for those invited to join the Club to Chairman for signing letter and posting. Receives from recipients joining cards and B/s. Supplies names/addresses of members to committee members and team man Assists in limited way Achilles Schools Relays and OUAC/CUAC. Works closely with Chairman and Hon. Treasurer at funding of Clubs activities in accordance with Trust's charitable status.

Appendix 2 – Sample timetable for Varsity Sports

(Based on that used at Iffley Road, May 2022)

Event	Time			MEN				WOMEN					
				Ox	Ca m	Ce	Al	Ox	Ca m	Mi	Al		
1	11:00	Mile	Open										
2	11:30	Hammer	Men										
3	11:30	Pole Vault	Men										
4	11:45	Long Jump	Men										
5	12:15	400m Hurdles	Men										
6	12:30	400m Hurdles	Women										
7	12:30	Hammer	Women										
8	12:45	800m	Women, Men										
9	12:45	Long Jump	Women										
10	13:00	High Jump	Men										
11	13:15	100m	Women, Men										
12	13:30	Javelin	Men										
13	13:35	5000m	Women										
14	13:35	Pole Vault	Women										
15	14:00	3000m S'Chase	Men										
16	14:00	Triple Jump	Men										
17	14:20	110m Hurdles	Men										
18	14:30	100m Hurdles	Women										
19	14:30	Discus	Women										
20	14:50	400m	Women, Men										
21	15:10	Mile	Men										
22	15:25	High Jump	Women										
23	15:30	2000m S'Chase	Women										
24	15:30	Shot	Women										
25	15:30	Discus	Men										
26	15:55	200m	Women, Men										
27	16:15	Mile	Women										
28	16:15	Triple Jump	Women										
29	16:30	200m Hurdles	Women, Men										
30	16:30	Shot	Men										
31	16:40	Javelin	Women										
32	16:55	4x100m Relay	Women, Men										
33	17:05	5000m	Men										
34	17:30	4 x 400m Relay	Women, Men										
TOTAL ...													

Note: The Mile is now usually contested when the match is at Iffley Road: 1500m when elsewhere.

Appendix 3 – Sample timetable for VFEAR

Timetable of Events

Time	Indoors	Outdoors
10:50am		Discus (M)
11:50am		Discus (W)
12:45pm	High Jump (M)	
12:50pm	Triple Jump (W)	Javelin (W)
1:30pm	5000m (M/W, non-scoring)	
	Shot (M)	
2:00pm	60m Hurdles (W)	Javelin (M)
2:15pm	60m Hurdles (M)	
2:20pm	Pole Vault (W)	
2:30pm	Triple Jump (M)	
2:35pm	4 x 800m (W)	
2:50pm		Hammer (W)
2:55pm	4 x 800m (M)	
3:10pm	60m (W)	
3:20pm	60m (M)	
3:30pm	Pole Vault (M)	
	4 x 400m (W)	
3:40pm		Hammer (M)
3:50pm	4 x 400m (M)	
	High Jump (W)	
4:00pm	Shot (W)	
4:30pm	4 x 200m (W)	
4:40pm	Long Jump (M & W)	
4:45pm	4 x 200m (M)	
5:10pm	Medley Relay (1200m-400m-800m-1600m) (W)	
5:30pm	Medley Relay (1200m-400m-800m-1600m) (M)	
5:50pm	Presentation of trophies	

Appendix 4 – Sample timetable for FVM

(based on that used at Cambridge in November 2021)

Time	Track	Field
12.00pm		Pole Vault (M & W) Hammer (M & W)
12.30pm	400mH (M & W)	
12.50pm	800m (M & W)	
1.00pm		Long Jump (W) Discus (M & W)
1.10pm	100m (M & W)	
1.30pm	400m (M & W)	
1.45pm	1500m (M)	Long Jump (M) High Jump (W)
2.00pm	100mH (W)	Shot (M)
2.15pm	1500m (W)	
2.30pm	110mH (M)	Triple Jump (W) Javelin (M)
2.50pm	200m (M & W)	High Jump (M) Shot (W)
3.10pm	3000m (M)	
3.20pm		Triple Jump (M) Javelin (W)
3.25pm	4 x 100m (M & W)	
3.45pm	3000m (W)	
4.00pm	4 x 400m (M & W)	
4.15pm	Presentation of trophies	

Appendix 5 - Sample timetable for match vs. U.S. Universities

With Men's 10,000m and Hammer at separate venue

(based on match at Iffley Road in 2007)

	Track	Field
11:30		Hammer (men & women) <i>followed by</i>
11:45	10,000m (men)	Discus (men & women) at Horspath*
12:30		Pole Vault (men)
12:40	400mH (women)	High Jump (men) Long Jump (women)
12:50	400mH (men)	
1:10	800m (women)	
1:25	800m (men)	
1:30	100m (women)	
1:35	100m (men)	
1:50	3000m S/C (men)	
2:00		Long Jump (men)
2:20	100mH (women)	
2:30	110mH (men)	Pole Vault (women)
2:40	5000m (women)	Javelin (men) Shot (women)
3:00	400m (women)	Triple Jump (men)
3:05	400m (men)	
3:20	One Mile (women)	High Jump (women)
3:35	One Mile (men)	Javelin (women)
3:50		Shot (men)
4:00	200m (women)	Triple Jump (women)
4:05	200m (men)	
4:10	5000m (men)	
4:30	4 x 100m (women)	
4:35	4 x 100m (men)	
4:40	3000m S/C (women)	
5:05	4 x 400m (women)	
5:10	4 x 400m (men)	

Appendix 6 - Sample timetable for match vs. U.S. Universities

Without Men's 10,000m and with hammer at main venue

(Based on that used at Iffley Road, June 2010)

	Track	Field
12:30		Pole Vault (men) Hammer (men & women)
12:40	400mH (women)	High Jump (men) Long Jump (women)
12:50	400mH (men)	
01:10	800m (women)	
01:15	800m (men)	
01:30	100m (women)	
01:35	100m (men)	
01:45		Discus (women)
01:50	3000m S/C (men)	Long Jump (men)
02:20	100mH (women)	
02:30	110mH (men)	Discus (men) Pole Vault (women)
02:40	5000m (women)	
03:00	400m (women)	Triple Jump (men)
03:05	400m (men)	Shot (women) High Jump (women)
03:15	One Mile (women)	Javelin (men)
03:25	One Mile (men)	
03:40	200m (women)	
03:45	200m (men)	
04:00	5000m (men)	Javelin (women) Triple Jump (women)
04:10		Shot (men)
04:25	4 x 100m (women)	
04:30	4 x 100m (men)	
04:35	3000m S/C (women)	
04:50	4 x 400m (women)	
05:00	4 x 400m (men)	

Appendix 7 - Presentation texts for Harvard / Yale trophy presentation

"The Achilles Trophy is presented to the Men's Team winners at the Oxford and Cambridge against Harvard and Yale Athletics Match, in honor of the Achilles Foundation, which helps to support these competitions. This trophy is dedicated to the perpetual renewal of friendship between British and American students through participation in the world's oldest international track meet. The Achilles Foundation looks forward to welcoming today's competitors, both men and women, to future Achilles meetings and banquets and invites all today's athletes to join in helping to provide the same opportunities to other students in the future.

The winning team at this year's meet was _____, by a final score of ___ to _____. The date, the winning universities' names and the winning score will be inscribed on these two silver trophies. Would the two captains please come up to be congratulated?

The Stead-Sellers Trophy is presented to the Women's Team winners at the Harvard and Yale against Oxford and Cambridge Track and Field Competition, to honor the achievements of women athletes and in particular four generations of Stead and Sellers women at Radcliffe and Oxford, who were not able to take part in the transatlantic meet because (before 1981) there was no women's competition. This trophy is dedicated to women athletes and to the perpetual renewal of friendship between British and American students through athletic competition.

The winning team at this year's meet was _____, by a final score of ___ to _____. The date, the winning universities' names and the winning score will be inscribed on these two silver trophies. Would the two captains please come up to be congratulated?

Accordingly this year the overall winning university is []“

Appendix 8 - Ground rules for U.S. athletes visits to Oxford and Cambridge

(reconfirmed by Harvard & Yale for 2011) with changes to reflect an increase in numbers and post covid reboot added in 2022

1. *We pay for the food of up to 60 visiting athletes (the Americans pay the food costs for any over 60).*
2. *The Americans pay the accommodation (bed) costs of all their athletes*
3. *We pay for a bus (large enough for 60 plus management of up to 10) to bring them from XX to Oxford or Cambridge, for a bus for the journey between Oxford and Cambridge, and for a bus for their journey from Oxford or Cambridge to a London airport*
4. *We pay for the hire of a minibus for the duration of their Oxbridge stay*
5. *If the Americans need a second bus (because of the size of their party), they pay the costs for that second bus. (this may not apply if the agreed athlete and staff numbers are 60 and 10 respectively if no one bus is available for that size of party in which case we pay for both smaller busses)*
6. *We make the offer to accommodate and feed their adults (coaches etc.), but we only pay the costs of up to 10 (if they bring more, they pay, both for bed and board, for the excess). If their adults wish to make their own arrangements (hotels) we should encourage them to do so, and assist with making the necessary reservations. If their adults do stay at hotels, this is all at their own expense, but we should be fairly generous about providing eating opportunities for them (at our expense).*

The Achilles Trust will provide as much of the required finance as it can, but this may well not cover the whole cost.

The Oxbridge organisers of the Americans visits should determine costs in advance, so that (a) the Americans are told in good time what their financial liabilities will be, and (b) so the Clerk to the Achilles Trust can seek to supply appropriate funds for the visit. It is probably convenient for the Americans to remit funds to cover their liability, in advance, to the CUAC bank account (this is because this has been the practice for the last 3 visits, and the necessary reference numbers and codes to permit a money transfer, are already known to all parties). CJRT 26.1.2007

Furthermore:

CUAC and OUAC are responsible for arranging for the visiting athletes to be hosted [i.e., entertained] by their members during their visits.

The University Club hosting the match is responsible for ensuring that equipment for the match including implements, score card, numbers, pins, etc. are to hand, and for supplying packed lunches for officials. They are also responsible for arrangements for the post-match dinner, and for assisting with arranging accommodation for teammates from the other University.

The University Club not hosting the match is responsible for arranging a Coaches Dinner. [in practice these dinner arrangements have been taken over by the US tour committee]

Appendix 9 - Inclusivity

The Presidents have agreed to adopt the attached provisions for all Varsity fixtures although the chart at the end of comparable world marks is subject to ongoing review.

The Achilles club is committed to inclusivity for all in their athletic competitions. To this end a trial has been established to investigate and evaluate the direct inclusion of para athletes in Varsity and other competitions in which the club is involved. The trial will run for two years and be assessed thereafter with a view to becoming permanent.

There exists at present a scheme whereby the “equivalent” able bodied performance for a para athlete can be calculated by reference to the performance’s percentage of the relevant world record. So, if the para athlete performs at 90% of the para world record for the category in which they compete, it will better an able bodied performance that is only 75% of the able bodied world record. These equivalency tables are known as Raza tables. They are not perfect in that the able bodied world records are less likely to be “clean” than the para records (so a higher bar is set for the able bodied athlete) and the para events are at present less mature than the able bodied and likely to develop significantly as time progresses. To take account of this a set of notional base points for the able bodied mark has been established (attached) which reflects the best guess at the “realistic” world record, without in anyway suggesting that any of the specific actual marks may be suspect.

The process is also far from easy to compute in a match scenario which might detract from the excitement of the competition. Nor is it felt fair that the able bodied athlete should have no real feel for the performance level required to better the para when not in direct head to head competition. For that reason, the following protocol has been agreed for a two year introductory period:

Equivalency tables will only be used for track events up to 400m (excluding wheelchair racing) and for all field events. This is because in fairness to the able bodied athletes longer events may involve a degree of tactics which will be lost if a straight line equivalency table is employed.

For longer track events a different process will apply which will only apply to Inter-Varsity sports. That process is set out at the end of this paper.

If either university wishes to include a para athlete in their team as a scoring member of the team on adjusted performances for **events up to and including 400m on the track and all field events** (subject to any health and safety concerns for specific athletes and their degree of disability) then they MUST

- preadvise the other university at least 48 hours in advance of the meet and also advise the meeting director.

- The preadvice must take the form of the athlete’s name, the para category that applies, the event(s) for which competition is intended, the current world records in the event(s) both absolute and for the para category in question, the Raza table equivalent performance for the athletes PB and for para performances within 10% of the current pb and their equivalent (if possible, by way of a line graph).
- This equivalency exercise will be available to all other athletes in the competition so as to give an indication of the approximate performance level required
- After competition the two teams will prepare their equivalency results for agreement and for the award of the correct points in the match.
- Unlike for longer events the para athlete will take one of two team places for the university and will not be an additional athlete in the event.

Failure to adhere to this protocol will not entitle the para athlete to any points for their performance. To make the scheme work in fairness to all there must be a high level of transparency.

For all longer track events, and subject always to any specific health and safety concerns, para athletes may compete as first team members if similarly pre-advised and if their pbs are within 10% of the OUAC para Blues standards (or such other equivalent standards that may be agreed). Such athletes may compete in addition to the full team complement of able bodied athletes and any para athlete so competing will be awarded a point in the match if they achieve or exceed the relevant performance levels set by OUAC for para blues regardless of where they finish in the race.

[any provision for second team paras?]

Base points for equivalency calculations - able bodied.

Event	WR men	Suggested base	WR women	Suggested base
100	9.58 (2009)	9.7	10.49 (1988)	10.7
200	19.19 (2009)	19.3	21.34 (1988)	21.6
400	43.03 (2016)		47.6 (1985)	48.5
100H			12.12 (2022)	
110H	12.8 (2012)			
400H	45.94 (2021)		50.68 (2022)	
LJ	8.95 (1991)	8.50	7.52 (1988)	7
TJ	18.29 (1995)		15.74 (2022)	
HJ	2.45 (1993)	2.37 (Olympics)	2.09 (1987)	2.04 (Olympics)
PV	6.21 (2022)		5.06 (2009)	
SP	23.37 (2021)		22.63 (1987)	20

DT	74.08 (1986)	68	76.80 (1988)	68.9
HT	86.74 (1986)	82.5	82.89 (2016)	
JT	98.48 (1996)	87	72.28 (2008)	70

OUAC para standards 2022 (longer events)

Track

Event	Men	Men (Half)	Women	Women (Half)
800m				
T33-34	2:03	2:10	2:50	3:00
T52	2:15	2:22	2:45	2:54
T53	1:54	2:00	2:22	2:30
T54	1:50	1:56	2:15	2:23
1500m				
T11	4:32	4:49	6:20	6:48
T12-13	4:30	4:47	5:45	6:11
T20	4:30	4:47	5:45	6:11
T34	3:40	3:54	4:30	4:50
T37-38	5:00	5:19	5:45	6:11
T45-46	4:30	4:47	5:45	6:11
T52	5:20	5:41	4:30	4:50
T53-54	3:30	3:43	4:30	4:50

Event	Men	Men (Half)	Women	Women (Half)
5000m				
T11	16:55	17:41	21:05	21:41
T12-13	15:57	16:40	19:53	20:27
T53/54	10:50	11:19	13:30	13:53

ACHILLES CLUB HANDBOOK - Proposed allocation of Competition costs for Inter-Varsity events

This document provides guidance regarding which entity should bear the costs of Inter-Varsity competition, supplementing that in the Achilles Handbook (as published at <https://www.achilles.org/handbook>), which already gives guidance regarding responsibility for booking/arranging items. The details given below generally reflect the practices followed since 2020 and (having been documented here) are expected to be followed in future years. They may exceptionally be varied (e.g. in the case of a Host University wishing to seek additional financial support) by prior discussion with and written confirmation by the Achilles Club Hon Treasurer.

	Varsity Sports		VFEAR		Freshers VM		US Series Home	
Handbook References re booking responsibility	Pages 7-9		Pages 19-20		Page 16		Pages 26-28	
	Booking done by	Costs are borne by	Booking done by	Costs are borne by	Booking done by	Costs are borne by	Booking done by	Costs are borne by
Photo-finish (incl. Wind Gauge for Track events)	Host Uni	Achilles	Venue	Venue	Host Uni	Host Uni	Achilles	Achilles
EDM	Host Uni	Achilles	Host Uni	Host Uni	Host Uni	Host Uni	Achilles	Achilles
Wind Gauge (for LJ/TJ)	Host Uni	Achilles	N/A	N/A	<i>Host Uni</i>	<i>Host Uni</i>	Achilles	Achilles
Digital Time Clocks (for Field Events)	<i>Host Uni</i>	<i>Achilles</i>	N/A	N/A	N/A	N/A	Achilles	Achilles
Electronic Start or ammunition	Achilles	Achilles	Host Uni	Host Uni	Host Uni	Host Uni	Achilles	Achilles
Officials' Travel & Lunch per diem Allowance	Achilles	Achilles	Host Uni	Achilles	Host Uni	Host Uni	Achilles	Achilles
Officials' Lunches (if no per diem allowance)	Host Uni	Achilles	Host Uni	Host Uni	Host Uni	Host Uni	Host Uni	Achilles
Other Officials' refreshments (tea/coffee)	Host Uni	Host Uni	Host Uni	Host Uni	Host Uni	Host Uni	Host Uni	Achilles
Commemorative T-Shirts for Officials	N/A	N/A	N/A	N/A	N/A	N/A	<i>Host Uni</i>	<i>Achilles</i>
Athletes' Bib Numbers	Host Uni	Host Uni	Host Uni	Host Uni	Host Uni	Host Uni	Achilles	Achilles
First Aid	Host Uni	Achilles	Host Uni	Host Uni	Host Uni	Host Uni	Achilles	Achilles
Venue Hire/Booking	Host Uni	N/A	Host Uni	Host Uni	Host Uni	N/A	Host Uni	N/A
Printing of Programmes	Host Uni	Host Uni	<i>Host Uni</i>	<i>Host Uni</i>	<i>Host Uni</i>	<i>Host Uni</i>	Achilles	Achilles
Meeting Management system (e.g. OpenTrack)	Host Uni	Achilles	<i>Host Uni</i>	<i>Host Uni</i>	<i>Host Uni</i>	<i>Host Uni</i>	Achilles	Achilles
Live Streaming/Commentator	<i>Host Uni</i>	<i>Host Uni</i>	N/A	N/A	N/A	N/A	<i>Achilles</i>	<i>Achilles</i>

1. It is assumed that there will continue to be no charge for using Iffley Road or Wilberforce Road for these meetings.
2. Arrangements for athletes' travel/subsistence to/for these matches and post-match dinners are out of scope (the responsibility of the respective University Clubs or in the case of the US Series the Transatlantic Series Directors).
3. Items in *italics* are considered optional for the meeting concerned.
4. Where a Host University is booking an item that is expected to be paid for by Achilles, they should agree on a budget with the Achilles Club Hon. Treasurer.
5. Wind Gauge costs for LJ/TJ should be nil at Iffley Road (as there is a working WG there).
6. Booking of LVAC (venue for VFEAR) is typically done by the Host University in conjunction with the Achilles-appointed Meeting Manager. If the Freshers VM moves from being an outdoor event at Iffley Road / Wilberforce Road to an indoor/hybrid event at LVAC this document may need to be updated.
7. References above to Achilles are to the Achilles Club (not the Achilles Trust). Invoices/reimbursement claims should be addressed to the Achilles Club Hon. Treasurer. For the US Series Home fixtures, the Achilles Club will appoint a Competition Director who shall co-ordinate the booking of items shown as Achilles' responsibility.