

ASSOCIATED & CATHOLIC COLLEGES

OF

WESTERN AUSTRALIA

"CROSS COUNTRY"

**ASSOCIATED & CATHOLIC COLLEGES
OF
WESTERN AUSTRALIA (Inc)**

"CROSS COUNTRY"

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1. AIM

The Association aims at conducting a cross-country carnival, which provides students with the opportunity to participate and to represent their school in accordance with the main aims of the Constitution of the ACC.

2. NATURE OF REPRESENTATION

- Competitors have the opportunity to participate and represent their school, both as part of a team and as an individual.
- To qualify for the gender team trophies (aggregate boys and aggregate girls) and the combined team aggregate trophy, a school must have a minimum of 3 runners who successfully complete the course, within the cut-off time, in **each event** for those gender categories. Aggregate trophies will be presented as part of the presentation ceremony after the last event.
- In addition to the overall aggregate trophies there are also trophies awarded for the winner of each age group and gender i.e. U14 boys, U14 girls. Team age/gender trophies will be presented as part of the presentation ceremony after the last event.
- In each of the individual events, a single runner can qualify for the gold (first), silver (second) or bronze (third) medallions or subsequent places. Medallions will be presented at the start area before the start of the next race, except for the Open (U19) boys and Inclusive medals which will be presented at the final presentation ceremony after the last event.
- The first five place-getters in each gender age group are selected in the ACC All Stars Cross Country Team and are presented with a certificate of acknowledgment and lapel pin badge following the carnival.
- Students with a disability, capable of running their age group's event distance, are encouraged to nominate for the ACC Cross Country Carnival as either a Multi Class or Inclusion competitor. **Multi Class participants are students who are classified for their disability with Athletics Australia.** They are eligible for All Stars Selection & will compete for Multi Class gold, silver & bronze within their age/gender category. Positions will be determined between classifications using Athletics Australia's Baseline Scoring Template. **Inclusion participants are students who are not classified for their disability with Athletics Australia.** They are not eligible for All Stars Selection & will compete for an Inclusion gold medal, which will be awarded to the first Inclusion competitor to cross the line for their age/gender category. **Students that are waiting on their classification are provisional and do not qualify as multi class athletes. Schools, students/parents cannot self-classify an athlete. See 8.1**

3. VENUE

Perry Lakes & Alderbury Reserve - Floreat

The start and finish are on Alderbury Reserve (Perry Lakes) with the course through the Perry Lakes area.

Refer: Appendix No 1, "ACC Cross Country Course".

4. DATE OF EVENT

The carnival is an annual event that for many years has been held on the Thursday before the WA Day long weekend. The first carnival was held in 1966.

The date of the 2023 carnival is **Thursday 1 June**.

5. AGE CATEGORIES AND CUT OFF DATE

It is the policy of the ACC that students competing in ACC sport must be under 19 years of age as of 31st December. Students who have turned 19 years of age are not permitted to participate in ACC sport. It is also ACC policy that student participation is limited to "secondary school students" and that the minimum level for participation is enrolment in Year 7.

GIRLS: U13, U14, U15, U16 and OPEN (U19)

BOYS: U13, U14, U15, U16 and OPEN (U19)

All ACC carnivals use an age cut-off reference date for age group classification, which is in line with the school midyear start age. The age cut-off date is 30th June.

- Competitors are permitted to compete in *one* age group only.
- Competitors are permitted to run in an age group above their actual age group, if they compete in only one event at the carnival and that the school notifies the ACC that the runner will compete up an age group.

AGE GROUP CLASSIFICATION 2023												
YEAR LEVEL	7		8		9		10		11		12	
YEAR OF BIRTH	2011	2010	2010	2009	2009	2008	2008	2007	2007	2006	2006	2005
January to June	U13		U14		U15		U16		U19		U19	
July to December		U13		U14		U15		U16		U19		U19

6. PREPARATION OF COMPETITORS & RACE CUT OFF TIMES

Participation is an essential feature of this event, however it has been agreed by member colleges that competitors nominated should be capable of completing the course without "rest stops". The event is a competitive cross country run and not a recreational walk.

Course officials have the power to disqualify students that are obviously walking the course and have no interest or fitness to compete the course as a run. These students may be directed back to their team area without finishing the course.

Competitors should be adequately prepared in terms of endurance training. This understanding will also reduce the number of stress related injuries as well as aiding the efficient running of the event.

Should a competitor start a race but withdraw and not finish, the school teacher/supervisor of that student is to notify the BlueChip managers at their van located near the finish line. This is important feedback so results are kept accurate with no errors listing in their records.

Race Cut off times.

PLACES WILL NOT BE RECORDED AFTER THE DURATION OF THE FOLLOWING CUT-OFF TIMES – FROM THE EVENT START TIME.

Female: U13 and U14 age categories - **3000m – 20 minutes**

Male: U13 and U14 age categories - **3000m – 18 minutes**

Female: U15, U16, U19 age categories - **4000m – 25 minutes**

Male: U15, U16, U19 age categories - **4000m – 23 minutes**

A CHIME WILL SOUND AT THE DESIGNATED CUT OFF TIME TO ANNOUNCE THAT THE RACE RESULTS HAVE NOW FINISHED. RUNNERS WILL STILL BE ALLOWED TO COMPLETE THE COURSE AND RECEIVE A FINISH TIME, BUT THEY WILL NOT SCORE A PLACE OR RESULT IN THE EVENT.

NB: Team coaches/managers are not to offer mobile on course coaching to competitors.

U13 and U14, all genders: **3000m**

U15, U16, U19, all genders: **4000m**

8. SCHEDULE OF EVENTS

Event	Gender	Age	Marshal	Start	Finish Cut-off Time
1	GIRLS	U13	9:10 AM	9:30 AM	9:50 AM
2	BOYS	U13	9:35 AM	9:55 AM	10:13 AM
3	GIRLS	U14	9:54 AM	10:14 AM	10:34 AM
4	BOYS	U14	10:15 AM	10:35 AM	10:53 AM
5	GIRLS	U15	10:34 AM	10:54 AM	11:19 AM
6	BOYS	U15	11:00 AM	11:20 AM	11:43 AM
7	GIRLS	U16	11:24 AM	11:44 AM	12:09 PM
8	BOYS	U16	11:50 AM	12:10 PM	12:33 PM
9	GIRLS	U19	12:14 PM	12:34 PM	12:59 PM
10	BOYS	U19	12:40 PM	1:00 PM	1:23 PM

NB: Multi Class/Inclusive students will compete within their age/gender category, unless advised otherwise.

CLEAN UP

1.25 pm - 1.45 pm

PRESENTATIONS

1.45 pm - 2.15 pm

NB: Start times for events are only approximate and may vary slightly on the day.

8.1 Multi Class/Inclusive Event:

- Multi Class/Inclusive runners will compete and be timed within their age/gender event, as an addition to the mainstream runners for each school for that event i.e., a school can have more than 6 competitors in an event. Their results will only count towards the overall aggregate team scores if they finish in the top three places for that school in the event and within the timed cut off. ***NB: Multi Class/Inclusive students will compete within their age/gender category, unless advised otherwise.***
- The differentiation between the Multi Class and Inclusive runners is that to be considered a Multi Class competitor, the student **must have their disability classified by Athletics Australia. Athletes that are not classified compete as an Inclusive runner.** However, only classified Multi Class competitors will be considered for selection in the ACC All Stars Cross Country team. **Schools, students/parents may not self-classify and students waiting on their classification from Athletics Australia are provisional and may only compete as an Inclusive runner.**
- **Classification**
 - Athletics Classification link for all disabilities: <https://www.athletics.com.au/get-involved-athletics/diversity-inclusion/>
 - Please have your student's parents'/guardians complete appropriate disability classification details and information and send to specific organisation as listed. This classification will enable your student to compete as a Multi Class athlete for both Cross Country and Athletics.

- **MULTI CLASS athlete Nomination:** Please complete the online nomination for any competitors competing as a **Multi Class or Inclusion competitor**.
<http://www.accsport.asn.au/carnivals/cross-country/nominations/no-limits-disability-nomination-form-cross-country>
- Multi Class Competitors with a sport disability classification will compete within their age/gender and classification and will be eligible to post recognised ACC Multi Class XC times, as well as being eligible for selection in the ACC All Stars Cross Country team. • When there are multiple Multi Class runners within the age/gender category, Positions will be determined between classifications using Athletics Australia's Baseline Scoring Template. • Inclusive athletes are not eligible for All Stars Selection & will compete for an Inclusion gold medal, which will be awarded to the first Inclusion competitor to cross the line for their age/gender category.
- The Multi Class/Inclusive runners will report to their allocated school marshal as per normal marshalling procedures.
- The Multi Class/Inclusive athletes will marshal behind their school runners in their age category, unless they are faster than the age category competitors.
- Multi Class/Inclusive competitors will not be subject to the same event cut off time as the mainstream runners and will be able to complete their event after the cut off siren.
- Individual medallions will be presented to all finishing Multi Class/Inclusive participants after the finish of each race near the finish area.

9. MAXIMUM NUMBER OF COMPETITORS

A maximum of **6** competitors only per gender age group may run for an individual school. More students can be nominated for the carnival but only 6 may run per gender age group.

Reserves are **NOT** to run the course unless they have substituted for an originally nominated competitor who has withdrawn i.e. a maximum of 6 runners only per gender age group are permitted to run in an individual event.

The only exceptions are the U19 age category and Multi Class/Inclusive category.

- *A maximum of 8 runners may compete per gender in the U19 age category.*
- *Multi Class/Inclusive runners do not count in the tally of 6 runners per school.*

10. NOMINATION OF COMPETITORS AND OFFICIALS

OFFICIALS NOMINATIONS are due by **Monday 15/5/23**. Officials' **names** are to be submitted via email on the Excel spreadsheet (see instructions on [Appendix No 5](#)).

<https://www.accsport.asn.au/carnivals/cross-country/nominations>

COMPETITOR NOMINATIONS will be done in a two-part process.

- **Nomination 1:** Timing bibs and student supervisors by the **Thursday 4 May**
 - <https://www.accsport.asn.au/carnivals/cross-country/nominations/timing-bib-order-student-supervisor>
- **Nomination 2:** Team list via file upload to the RaceTecWeb app by **Thursday 25 May**
 - <https://results3.racetec.net/login.aspx>
 - <https://www.accsport.asn.au/sites/default/files/Team%20Nomination%20Form.csv> **New file**

Late competitor nominations will not be considered unless the Principal of the school concerned makes an application to the ACC. **Team Nominations can only be submitted via file upload to the RaceTecWeb app. Email nominations will not be accepted.**

11. COMPETITOR NUMBERS

Individual competitors are nominated by the school and then issued with a specific competitor number by the ACC. These numbers will correspond to their timing bib on the day.

The ACC uses automated timing with a disposable timing bib allocated to each student. The timing bib is numbered and must match their allocated competitor number. Timing bibs are issued and attached at the marshaling area before each race.

Refer to [Appendix 3](#) for detailed information on timing bibs and competitor numbers.

12. COMPETITOR CHANGES

Changes to your Cross Country team can only be made via the RaceTecWeb app available at <https://results3.racetec.net/login.aspx>. Schools will be advised by email when the RaceTecWeb app is open for nominations, this should be in the week beginning the 15 May.

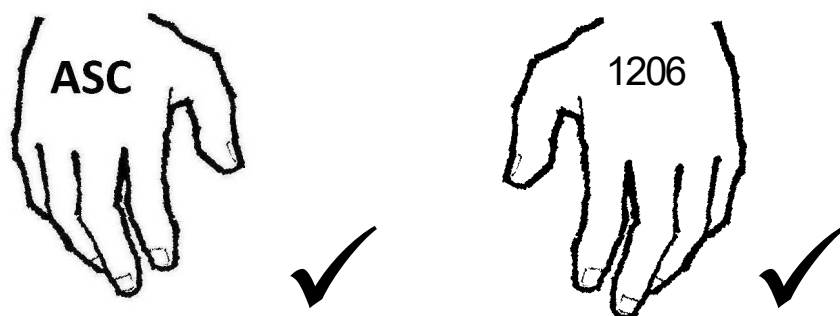
Changes can be made via the app up to Wednesday 31 May at 12.00pm, the web app will close at this time. Changes after this time are to be completed via mobile tablet in the results room at the carnival at least 30 minutes before each race (U13 girls 9.00am).

Changes will not be accepted via email.

Refer to [Appendix 4](#) for detailed information on team changes.

13. NUMBERING GUIDELINES

- **Compulsory:** The team coach or manager is to write the **competitor numbers** on the back of the **left hand** of each competitor.
- **Optional/advisable:** The team coach or manager is to write the **team code school abbreviation** letters (e.g. ASC) on the back of the **right hand** of each competitor.
- Use black waterproof texta.
- The bottom of each individual number/letter is to run parallel to the knuckles. Numbers must be clearly visible to the officials.
- Numbers/letters to be not less than 3cms in height.
- Print numbers clearly:
 - ensure 1's are distinct from 7's
 - ensure 3's are " " 8's
 - ensure 4's are " " 9's
 - ensure 5's are " " 8's
 - ensure 6's are " " 0's
- A timing bib matching the student's competitor number will be issued and fitted at the pre-race marshalling area.



14. COMPETITOR DRESS

- Competitors are to be attired in their school's physical education uniforms or the school's athletic/cross country uniform.
- Footwear is compulsory.
- Spikes are not to be worn.
- Music devices and headphones are not to be worn while competing.
- Timing bibs must be worn and correctly fitted.
 - Schools must send a team liaison person with each group of runners when they report to the marshalling area to ensure that timing bibs are correctly allocated and fitted.
 - Competitors should leave their bib attached after the race and take it home with them. Bib disposal at the venue is not recommended.

15. COMPETITOR ETIQUETTE

- To respect the natural environment and ensure that no rubbish/litter is left on the course.
- To support fellow team members by participating to full capacity.
- To be suitably attired in the appropriate manner.
- To promote worthy competition without losing the aspect of enjoyment of participation in a friendly atmosphere.
- To respect the opposition's involvement as individuals and as teams.
- To assist officials, team managers and coaches by heeding, following, and anticipating carnival protocol along with special announced requests.
- To take heed of my school's ethos while spectating and participating.

16. OFFICIALS

Schools are to provide the officials as listed (return [Appendix 5](#) by the 16 May 2022). Officials are to arrive on time for their briefing at **8.00am** (the briefing will take place in the hockey clubrooms on Alderbury Reserve).

1. Metropolitan Schools (200 - 700):	1 officials/duty + student helpers
2. Metropolitan Schools (700 - 1000):	2 officials/duties + student helpers
3. Metropolitan Schools (1000-1700):	3 officials/duties + student helpers
4. Metropolitan Schools (1700 - above):	4 officials/duties + student helpers
5. Single gender schools (700 and above):	2 officials/duties + student helpers
6. Single gender schools (200-700):	1 official/duty + student helpers
7. Metropolitan schools (under 200):	Not required to provide any officials
8. Country schools:	Not required to provide any officials

The allocation of officials is based on the following method:

Refer: [Appendix No 5, "List of Officials and Stations"](#) and [Appendix No 6a, "Duties of Officials"](#)

The Cross-Country charter appendices for Officials have been restructured to make it easier for Sports Coordinators and Officials to access the relevant information. Each charter appendix for officials has been extracted and placed on the web site as an individual PDF file. On the web site there is a table with each official role listed and next to this the relevant appendix for that position with a link to download the PDF file. There is also a list of important DOT points for all officials to read. Sports Coordinators can now access the specific official's charter sections quickly or they can direct their officials to the new page on the web site. [Carnivals/Cross-Country/Officials Info](#)

17. OFFICIALS' BRIEFING

Officials are to report to the Chief Course Official who is located in the main pavilion (YMCC Hockey Clubrooms) on Alderbury Reserve. The briefing will commence at **8.00am** sharp. Officials must aim to sign in between 7.30am – 8.00am following briefing, they are then to be in position at their station or area by 9.10 am (first event starts at 9.30 am).

18. FINISH LINE PROCEDURE

Competitors are to run "through" the finish line arch and over the timing mats under the arch. Races are all automatically timed using disposable UHF timing bibs. The timing system will automatically record the time and place of each runner as they cross the finish line. Runners are asked not to stop on the line but to continue running into the finish area chutes and maintain their place position in the line.

Only the first 5 place getters will be issued with a place card by the judges according to the place achieved. The first five place getters will be ushered to the recorders marquee to have their details manually recorded. Only the first 5 place getters will receive a manual time and place.

All runners after 5th place will not receive a manual time and place card at the finish line. The automatic timing results and places will be displayed at the carnival on the Internet ASAP after the race is finished. After crossing the finishing line runners must remain in place order and keep moving through the finish transition chutes. Runners must not remain on the finish line as this will create a dangerous bunch up of competitors and make it difficult for other runners to cross the finish line and receive an accurate time.

The Listed (First 5) Place Getters Recorder is to immediately send the result sheet to the computer room once the 5th place has been noted and all times recorded. The manual timekeepers will provide the recorder with a timing slip for the first 5 places.

Course finish cut-off (deadline)

4000m events (U15, U16, U19) — **25** minutes (girls)) and **23** minutes (boys)

3000m events (U13, U14) — **20** minutes (girls) and **18** minutes (boys)

Competitors who have not completed the designated distance within the time specified above **will not** be awarded an official place or points. A hooter or siren will sound at the cut-off time limit. Runners that are still on course will be allowed to complete the course and register a time, but they will not be eligible to score points for their school. *The only exceptions are the Multi Class/Inclusive competitors, they are not subject to the race cut off and will be allowed to complete the race after the cut off time and still record an official time and result in their Multi Class/Inclusive event.*

19. SUPERVISION/SPECTATOR VIEWING

- Schools are to ensure that they have an adequate ratio of staff to students so that students can be supervised at all times and duty of care is met.

- On arrival at the venue the supervising teacher is to advise all students, teachers and coaches from their school where their designated team area is to be located. This may be a marquee or some other area defined by the supervising teacher. Students must muster in their team area if an emergency or evacuation is announced and after the last race of the carnival. Officials emergency muster point is the YMC hockey clubrooms and for parents/public spectators and vendors outside the announcers van. School staff must be familiar with the carnival risk, safety and evacuation procedures outlined in [Appendix 22](#).
- Schools competing in the Cross Country carnival are asked to provide the contact details for the staff member they have designated as their official **student supervisor**. This contact is needed in case the ACC needs to make urgent contact with the school due to student management/behaviour, injury or illness, disqualification/disputes and age group verification. Schools may nominate more than one staff member if this is appropriate. Nomination of the student supervisor contact details is due by the **5 May** is through the web form at: <http://www.accsport.asn.au/carnivals/cross-country/nominations/nomination-1-timing-chip-order-student-supervisor>
- Spectators are to remain behind the always roped off areas. Any spectator impeding a runner during a race will have all their runners in that race disqualified.
- Students should be always under staff supervision, however common sense would suggest that it is unrealistic to expect all students to be under constant and direct staff supervision. There will be times when students are not being directly supervised and there is no inherent safety risk.
 - Examples when students do not need direct and constant supervision:
 - Watching the start and finish of a race with other spectators.
 - Sitting quietly in their team area/marquee.
 - Walking to or from; starting or finishing a race, watching a race.
 - Warming up or cooling down.
 - Using the toilets or change rooms.
 - Purchasing and queuing at food/drink vendors.
 - Examples when students MUST be directly supervised:
 - Walking over any section of the course route.
 - In and around bush land areas of Perry Lakes reserve, lakes & wetlands, and Bold Park.
 - Near any of the Perry Lakes Reserve play equipment areas.
 - In or near the Computer/results room (hockey clubrooms).
 - Near the Scout Hall building.
 - Car and bus parking areas and school buses.
 - Another schools team area/marquee.
 - Any road crossing.
- ❖ ***Football/Soccer balls etc. are totally banned at all areas – no exceptions. If necessary, the carnival events will be held up if ball games are being played until students return to their team area.***
- ❖ ***The Skate Park off Perry Lakes drive is out of bounds.***
- ❖ ***Climbing of trees, hockey goals, marquees and buildings is prohibited.***

20. SCORING

- a) Individual competitors are allotted individual places within their gender age group. The place gained is the score; hence the lower or better the place, the better the score.
- b) The first five runners only in each gender age group event are manually timed/placed and will be selected in the ACC All Star Cross Country team. Certificates will be presented to the All Stars after the carnival at a school assembly. The first three runners are awarded medallions according to the place awarded. Medallions will be presented immediately after each race on a dais next to the finish area. Team awards will be presented as part of the final team presentations. All runners are automatically timed and placed through the timing system when they cross the finish line.

- c) Team Events - the first three places gained by an individual school, in each gender age group event, count towards the team's trophies.
- i) Girls Aggregate Trophy _____ } (iii) Combined Aggregate Trophy
- ii) Boys Aggregate Trophy _____

N.B.

- Single gender schools vie for their appropriate gender aggregate trophies only.
 - Co-educational schools vie for all trophies that they qualify for.
 - Age Group gender trophies are awarded in each age group i.e. U14 boys, U14 girls etc...
 - U13 events WILL COUNT towards the overall aggregate trophies.
 - An individual school qualifies for each of the trophies, only if they satisfy the minimum requirement of having 3 runners complete the course and for those runners to be awarded a place IN EACH OF THE CATEGORIES.
 - *Multi Class/Inclusive competitors would only score points for their school in the main trophy categories if they finish inside the cut off time and are in the top three finishers for their school. The actual Multi Class/Inclusive events are separate events outside of the mainstream event categories.*
- f) Competitors are awarded points according to the individual place allocated, consequently, the lower the combined score, the better the overall place gained.
Refer: Appendix No 7a, b, c "Score Sheets"

21. INDIVIDUAL EVENT PROTESTS

Individual event protests are to be lodged within 10 minutes of that event's official 'cut off time'.

The protest must be lodged to the ACC PROTEST OFFICIAL (**located in results room**) on the official protest form (see appendix 12) by the school team nominated PROTEST OFFICIAL on behalf of the competitor/s.

The outcome of the protest will be decided upon within reasonable time to permit that event to be scored in time for presentations. The protest may be referred to the Disputes Committee post carnival.

22. CATERING

This year the ACC has revamped the catering provided at the carnival and we will be running a **Food Truck Fit Stop** with around ten vendors provide a wide range of interesting and healthy choices. The ACC will provide all schools with the final list of vendors before the carnival and also the menus of the food outlets. The range will include coffee vans, Boost Juice, pizza, pasta, fusion, wraps, toasties, south American and BBQ.

Vendors have been asked to provide healthy options where possible and to make sure that each of them has some low-cost options. Food will include larger meals as well as pre and post-race snacks.

ACC schools should promote the service to their students, officials, staff, and parents.

Adult Officials are provided with a complimentary card at the coffee van and will be granted exclusive *jump the queue* access to the service when wearing their officials vest.

Adult and student officials are to be advised to provide their own lunches as they may not be able to leave their duty during the carnival to visit the food outlets.



23. FIRST AID

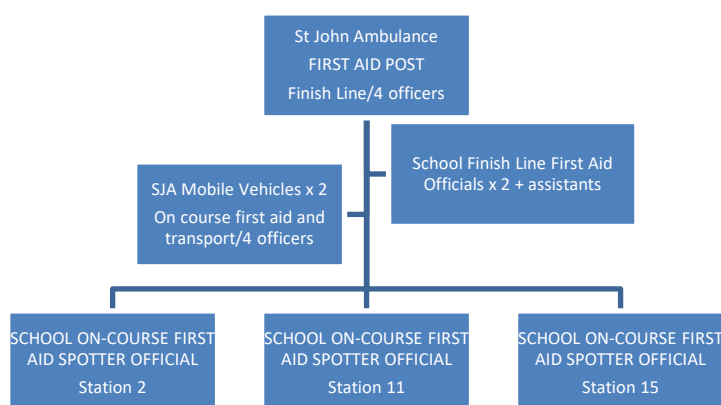
First Aid officials (St John Ambulance) will be in attendance and located in the first aid post next to the finish line on Alderbury Reserve. Four SJA first aid event officers will man the main post and they will also have two mobile patient retrieval vehicles out on the course (**stations 6 & 15**), both with two SJA officers per vehicle. The SJA event officers will have their own radio network separate to the ACC radio channels. The main first aid post will also have one ACC two-way radio for communication with ACC officials.

In addition to the official SJA first aid officers, three of the participating schools are allocated the task of providing on-course first aid “spotting” staff officials (located at stations 2/11/15). Three schools will also provide first aid spotter officials at the finish line. It is recommended that the school on-course first aid spotter officials have a minimum of a Senior First Aid or Sports First Aid qualification. The primary role of the school first aid spotter official is to look out for first aid incidents, assess the incident and radio the SJA first aid post to report on the incident. The spotter officials must administer immediate first aid in critical care/life threatening situations until the SJA officers arrive. Injury treatment of non-life threatening incidents is not the role of the spotter.

The process for first aid treatment is as follows:

- Minor injuries/ailments should be treated by school staff and not the official SJA first aid officers. Individual schools must have their own first aid equipment and designated staff to cope with any minor injuries.
- Injured and distressed competitors at the finish line will be assessed by school finish line first aid officials at the finish line and then if required treated by SJA officers in the official first aid post adjacent to the finish. SJA officers will remain at the post unless called to the finish line in an emergency situation. The school finish first aid role involves spotting first aid incidents, providing initial assessment and immediate aid and then either seeking assistance from the main first aid post or assisting the patient to the first aid post.
- In the case of an injury to a competitor on the course the following procedure should be followed:
 - The closest station official should send their student assistant to the closest school first aid spotter official with a two way radio (located at the finish area, stations 2/11/15 or the roaming SJA mobile vehicles based near **station 16 (Meagher Drive road closure) and centrally near station 6**, and ask them to attend to the injured athlete. Course scooter drivers also have two way radios if necessary.
 - The school first aid spotter official needs to provide any immediate first aid that they can and assess the severity of the injury.
 - Severe: Any injury which is life threatening or any major injury such as a suspected fracture/dislocation, severe sprain/strain. School first aid spotter officials should radio the SJA first aid post and ask the mobile SJA officer to attend the injured athlete at the course location.
 - Less Severe: Any injury which is not life threatening (i.e. less severe sprains/strains) and the runner cannot walk back to their team area. The school first aid spotter official should radio the SJA first aid post and ask the mobile SJA officer to attend the injured athlete at the course location.
 - Minor: Minor sprains, strains etc... If the injury is very minor the student can either walk back to the school area or the first aid post. If the student is unable to walk then the school first aid spotter official should radio the mobile SJA officer and ask them to report to the course location and transport the athlete to the main first aid post. If in doubt radio the SJA officers.
 - Students with severe injuries that are unable to be safely transported to the first aid post will remain on course and an ambulance called for professional transportation. SJA event officers will assess these situations and take action as they deem appropriate.

- School first aid spotter officials on course should always contact the SJA first aid post if they are unsure about the management of an injured athlete.



- In the event that a student requires transportation to a hospital or medical centre, the school concerned must be equipped, both with sufficient staff and transportation, to meet the "need". Supervision of the bulk of competitors throughout the day however, must be maintained.
- The decision to call for an ambulance will be made by the senior SJA first aid official. The SJA officer will inform the ACC carnival manager and relevant school staff.
- The two school first aid spotter officials, school finish first aid officials and the SJA lead officer must report to the officials briefing at **8.00am**.
- First aid officials should familiarize themselves with the Risk Management, Safety and Evacuation procedures in Appendix 22.

24. COURSE COMMUNICATION

Radio communication, with stations placed around the course and at the central pavilion location, will be provided whenever possible. Course station officials are advised to use their student officials as “runners” to assist in communicating with radio personnel when assisting an injured competitor. Two-way radios are located at stations 2/5/11/15. The official first aid post, announcer and carnival manager are also in radio contact.

25. LITTER:

It is the responsibility of all schools to assist with the collection of litter. Schools should ensure that litter collection is on-going throughout the day in and around their team area. In addition to the bins provided at the venue, schools should bring their own extra garbage bags to assist with litter collection in and around their team area.

At the conclusion of the last event ALL schools are asked to assist with the cleanup of the start and finish areas, in addition to their own team areas. No presentations will commence until all litter is cleared from the reserve.

26. PARKING:

Schools are requested to follow the parking plan developed between the ACC and the Town of Cambridge (93476031). Please ensure that the parking plan is provided to all bus drivers/companies and that parents are also advised. All school buses should be clearly marked with the name of the school to assist staff and students.

Parking:

- **Large Buses:** are requested to drop off and pick up along Alderbury St or Perry Lakes Drive (as per the allocation below). Verges on Alderbury St & Perry Lakes Drive will be spiked signed “no parking”, but buses can still drop off and pick up at these sites. Large buses remaining for the duration of the event cannot remain in the Perry Lakes locality but must park at the following location:
 - Car parking areas at City Beach (between Challenger Parade and Fred Burton Way)
 - **No** all-day parking on Alderbury St, Perry Lakes Drive, Brookdale St, behind YMCC hockey clubrooms.
- **Smaller Buses:** smaller buses (capable of fitting in a standard car bay) should park in the following areas:
 - Car park behind the YMCC Hockey Club Rooms (before 9.15am)
 - Parking areas on east side of Perry Lakes drive
 - **Mt Claremont Sport Precinct – off Underwood Ave / Stephenson Ave (Bendat Basketball Stadium, WA Athletics Stadium, HBF Stadium)**
 - **Floreat Sport Precinct - off Ulster Road, Chandler Ave (Floreat Park, McLean Park, Cambridge Bowling/Croquet Club)**
 - Small buses **MUST NOT** park on the temporary grass parking off Alderbury St or on Perry Lakes Drive near the skate park.
- **Car Parking:** car parking is available at:
 - In the car park behind the YMCC hockey clubrooms (before 9.15am)
 - On the temporary grass car park off Alderbury St.
 - Street parking is also available in the residential area to the **east & south** of Alderbury Street in marked areas only.
 - **Parking areas on east side of Perry Lakes drive**
 - **Mt Claremont Sport Precinct – off Underwood Ave / Stephenson Ave (Bendat Basketball Stadium, WA Athletics Stadium, HBF Stadium)**
 - **Floreat Sport Precinct - off Ulster Road, Chandler Ave (Floreat Park, McLean Park, Cambridge Bowling/Croquet Club)**
- **Car or Bus Parking is not allowed:**
 - The entrance road to the YMCC Hockey Clubrooms car park will be closed after 9.15am.
 - No car parking is allowed in the pickup/drop off bus zones on Alderbury St and Perry Lakes Drive.
 - No car parking is allowed in the Bold Park car parks off the west side of Perry Lakes drive (Tuart and Camel Lake)
 - No parking is allowed in the WA Ecology Centre and Perry House car parks off Perry Lakes drive.
 - No car parking is allowed on Perry Lakes Drive in the vicinity of the skate park.

Bus Drop Off / Pick Up:

- **Drop Off:** Buses are to proceed **south down** Perry Lakes Drive or **north up Alderbury St**. **Students ARE NOT to cross the road on drop off**. If remaining for the day, proceed to City Beach parking.
- **Pick up:** Buses may start to line up for pick up from 1.30pm. Allocated drop off/pick up areas are schools A-L on Alderbury St and schools M-Z on Perry Lakes Drive. Direction of buses is:
 - Perry Lakes Drive: approach in a southerly direction and wait on the left/east side adjacent Alderbury Reserve. **DO NOT** wait or pick up on the west side of Perry Lakes Drive heading north.

- Alderbury St: enter Alderbury St off Brookdale St and wait on west side of Alderbury St (adjacent to the finish area on the reserve). DO NOT wait or pick up students on the east side of Alderbury St.
- If these areas are full wait on Brookdale St until Alderbury St is clear. DO NOT enter Alderbury St off Oceanic Drive.
- Students are not to cross roads on pick up or drop off, hence no bus standing on the west side of Perry Lakes Drive, and east side of Alderbury St.
- If bus drop off/pick up areas on Perry Lakes Drive /Alderbury St are full on arrival, proceed to Brookdale St and use parking embayments on west side of road until space is available to proceed down Alderbury St. Alternatively wait in the new housing areas off Meagher Drive/Alderbury St. Pick up/drop off is also allowed from this area.
- School pick up/drop off in the allocated areas. Schools A-L on Alderbury St and schools M-Z on Perry Lakes Drive. Please instruct bus drivers to drop off and pick up students in these areas:

BUS - PICK UP/DROP OFF AREAS (2023)			
<i>Alderbury St</i>	<i>Alderbury St</i>	<i>Perry Lakes Drive</i>	<i>Perry Lakes Drive</i>
Al-Ameen College	Grace CC	Mandurah BC	Seton
Alkimos Baptist	Guildford GS	Mandurah CC	South Coast Baptist
All Saints'	Helena College	Mater Dei	St Andrew's
Aranmore	Heritage College	Mazenod	St Brigid's
Austin Cove Baptist	Holy Cross	Mercedes	St George's
Bunbury Grammar	Immaculate Heart	Mercy	St James'
Carey - Harrisdale	International School	Mother Teresa	St John Bosco
CBC Fremantle	Irene McCormack	Mundaring	St Joseph's School
Chisholm	John Paul	Nagle	St Mark's
Corpus Christi	John Septimus Roe	Newman	St Mary MacKillop
Court Grammar	John Wollaston	Peter Carnley	St Stephen's (Carramar)
Dale CS	John XXIII	Peter Moyes	St Stephen's (Duncraig)
Edmund Rice	Kearnan College	Prendiville	Swan Christian
Emmanuel CC	Kennedy Baptist	Providence	Swan Valley
Emmanuel CS	Kingsway	Quinns	The King's College
Foundation CC	Kolbe	Sacred Heart	Tranby
Fremantle CC	Lake Joondalup	Rehoboth	Ursula Frayne
Georgiana Molloy AS	La Salle	Salvado	
Geraldton CC	Living Waters	Servite	
Geraldton GS	Lumen Christi	St Norbert	

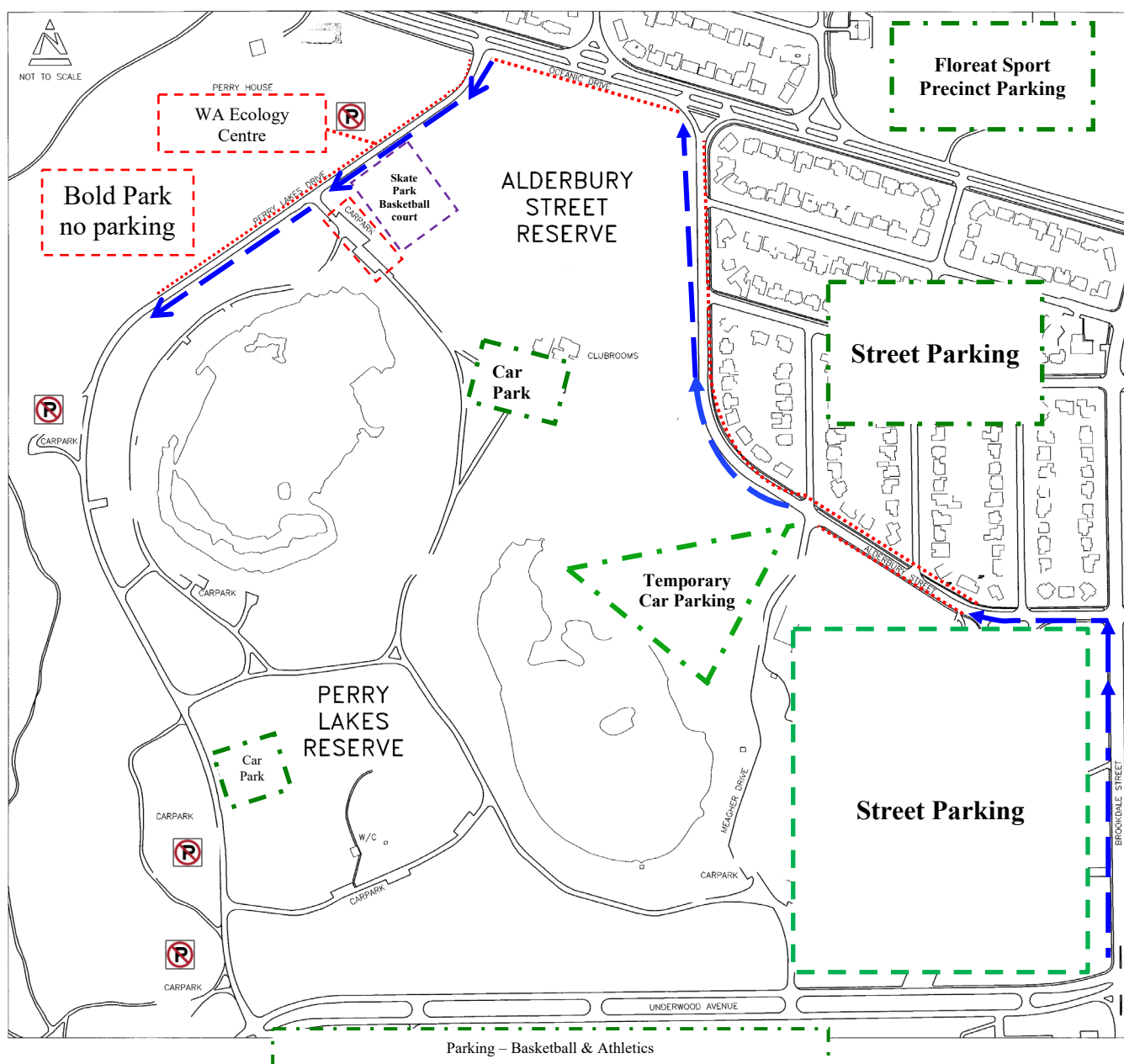
26.1 PARKING MAP: 2023 TBC

Red lines = no bus pick up/drop off/parking/standing

Blue Lines = bus pick up/drop off only (no all day parking)

Green = car parking

No Parking:  (red dotted line)



- **Large Buses:** are requested to drop off and pick up along Alderbury St (west side) or Perry Lakes Drive (east side). Schools A-L on Alderbury St and schools M-Z on Perry Lakes Drive. Large buses remaining for the duration of the event are to use the car parking at City Beach (between Challenger Parade and Fred Burton Way).
- **No** all day parking on Alderbury St, Perry Lakes Drive or Brookdale St. **No** bus parking behind YMCC hockey clubrooms and the temporary grass car park off Alderbury Street.

For more information about designated parking areas schools are asked to contact the chief ranger at the Town of Cambridge on: Direct – 9347 6031, Main switch – 9347 6000

27. FUNDRAISING:

It is the policy of the ACC that schools are prohibited from conducting fundraising activities at ACC carnivals.

28. COMPETITOR SHELTERS:

Many schools provide their competitors with a temporary shelter at the Perry Lakes venue, in the form of a tent or marquee. This is an optional decision for schools to make. These shelters are the responsibility of the schools and not the ACC.

The ACC does however assist schools with a bulk order for marquees through a hire company. Schools are responsible for the costs involved and will be invoiced by the ACC. Schools that wish to order a marquee through the ACC must do so on or before the nomination date of the **15 May**. Marquee orders can be placed on the web site at: <http://www.accsport.asn.au/carnivals/cross-country/marquee-orders>

Marquees hired through the ACC are set up facing towards the finish area between the buildings and Alderbury St, to the south of the finish line.

Schools that wish to erect their own school marquee may do so but need to check with ACC staff on the day as to the correct location. School marquees are to be erected a minimum of 20m behind the course route between the start and station No 1 and not within 30m of the sound van or food vendors. The start/finish area map provides a guideline as to where school marquees can be placed.

Schools that are bringing their own marquee need to erect these along the purple lines marked on the map (App17). One line will be in a north east line following the start of the course towards the first bend. There will also be an east west line to the front of the tree area in front of the clubhouse, from near the food vendors towards the light towers. A third line can also be used in an east west line following the tree line close to the hockey clubrooms car park towards the marshalling area. School marquees must be kept at least 20m off the course route markers and keep out ropes See [Appendix 17 FINISH/START AREA MAP](#)

Marquees must be well secured to withstand strong winds. Please follow these guidelines when setting up your shelter.

- Peg the feet into the ground and if possible, for maximum strength use two pegs per foot.
- **Any pegs or stakes used for school marquees must not be driven into the ground deeper than 200mm so as not to damage water pipes.** Any damage to reticulation pipes caused by school marquees is the responsibility of the school.
- If the marquee feet do not allow for pegging, then attach weights to each leg of the marquee and run guy ropes from the roof cover.
- Secure the marquee further by attaching guy ropes from each of the four corners of the roof cover to the ground at 45° angles from each corner. In extremely windy conditions, it is advisable to add a second guy rope to each corner to double the strength.
- In windy conditions to reduce wind resistance do not set up all three walls of the marquee. Remove the walls completely or only add walls to the marquee sides positioned according to wind direction to avoid a sail effect.
- If it is windy and you do not have sufficient pegs, ropes, or weights to adequately secure the marquee then do not put it up at all.

Marquee sizes and costs – **2023**

Large:	6m x 9m	\$ 772.20
Medium:	6m x 6m	\$ 514.80

Small: 3m x 3m \$ 242.55

<https://www.accsport.asn.au/carnivals/cross-country/marquee-orders>

Marquee allocation and position will be based on a first in first serve basis.

29. START LINE AND PRE RACE MARSHALING PROCEDURES:

MARSHALING:

- Runners are required to marshal 20 minutes before race start time.
- Once the runners have been through the marshaling tent and received their timing bib they should immediately move to the marshaling line and stand in pairs behind their school signposts, approx 5 metres behind the start line.
- The start line assistants should assist the marshals in ushering the runners from the tent to their correct start line position.
- Before the carnival, the ACC will randomly assign each school a position along the start line (1 – 60, from left to right).
- Schools use the same start position for each race and the allocations will be re-assigned each year.
- Runners should be positioned in pairs (2 behind 2) with the best 2 runners per team at the front. *Multi Class/Inclusive runners should be at the back of the other runners, unless they are faster than the age group competitors.*
- In the marshaling tents the team marshals will check that all runners have the correct computer number and code written on the back of their hand. Once numbers are checked then the marshals will give the correct numbered timing bib to each runner and ensure that it is correctly fitted. To assist in the process each school must have a team liaison person with their runners at the marshaling area; this can be a staff member or senior student.
- ***Marshals are to ensure that teams do not move away from their designated start line position and try to take up a more favorable position on the start line that may be vacant due to a missing school or a single gender school.***

START:

- Schools need to brief and prepare their runners before the carnival for a massed start in pairs 2 behind 2.
- ***Teams must not spread wider than the width of two runners on the start line and they may not move away from their designated start line position to try and take up a more favorable position on the start line.***
- ***The starter has the authority to give an official warning to any teams not lining up correctly for the start. If any team continues to disregard this warning, then the starter may disqualify a team for not lining up correctly at the start.***
- On the starters first command the start line assistants move up to the start line. On the starters second command the runners move up to the start line and take up their allocated school position on the line. This is directly in front of their school-marshaling signpost. There are no marks on the start line; the school signposts indicate position along the line.
- The start line assistants and school liaison personnel then ensure that runners are positioned in pairs (2 behind 2) on the start line with the best 2 runners at the front.
- When runners are in position the start line assistants signal starter and move back to the marshal line.
- Start Line Positions & Marshaling areas: see [Appendix 16](#)

30. EVENT RULES:

Event rules are as per IAAF cross country running rules or as stated otherwise in this Charter or the event booklet.

<http://www.iaaf.org/about-iaaf/documents/rules-regulations#rules>

31. TOILETS:

There are three toilet areas provided at the event.

ALDERBURY RESERVE

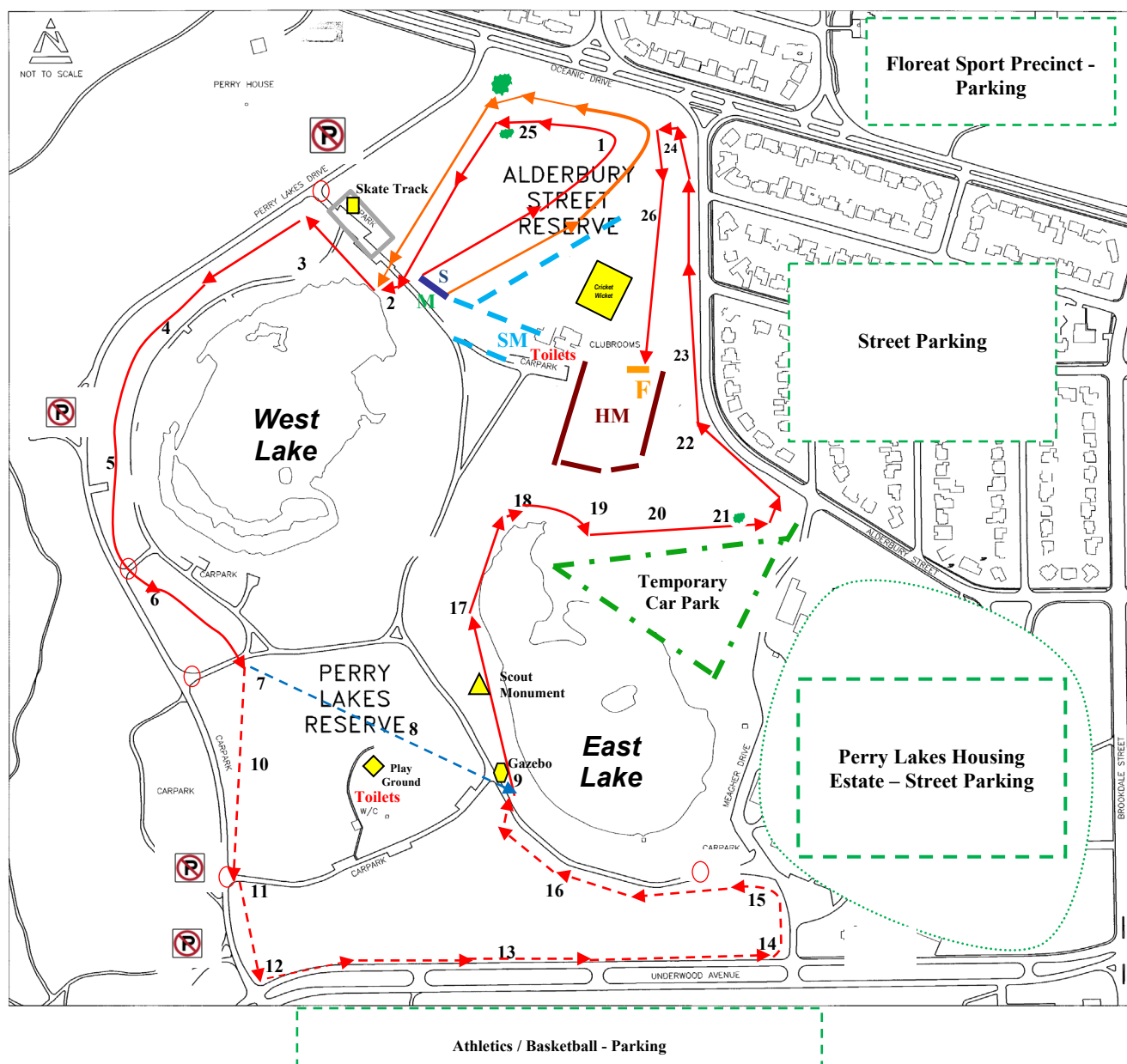
- Portable Toilets: there are 26 portable unisex toilets in the car park behind the clubhouse. Event officials have priority access and can jump the queue line.
- In the Town of Cambridge building to the east of the YMCC Hockey Clubhouse there are public toilets for male, female and unisex, as well as male and female change rooms.
 - Staff, officials, and parents will be given priority access to the male and female toilets.
 - Students will be given access to the male and female change rooms and the Unisex toilets.

PERRY LAKES RESERVE

- To the south of the west lake, there is a Town of Cambridge public toilet block near the playground. This is located between stations 9 and 11 on the ACC course route map.

Appendix 1

CROSS COUNTRY COURSE MAP 2023



All Genders: U13 and U14 age categories – 3km
U15, U16, U19 age categories – 4km

COURSE ROUTE = 4KM EXTENSION =

3KM REDUCTION =

FINISH & FIRST AID =

START =

Marshalling area =

School Supplied Marquees = Hire Marquees =

Road Closure =

Numbers 1-26 refer to Station Officials locations.

- ❖ Standard course markers are red poles and orange road cones and the 3km reduction is marked in blue poles. Red & blue poles are always to be kept to the left of the runner.
- ❖ The course route is within the confines of the Perry Lakes area and crosses only internal roads.
- ❖ Route is the same for all genders, except for U13 and U14 who only run 3km and have a course reduction from stations 7-9.
- ❖ The map is only a guide to the route, which will be clearly marked on the day.

Appendix No 2*MARSHALLING AREAS & START LINE POSITIONS – 2023 (provisional TBC)*

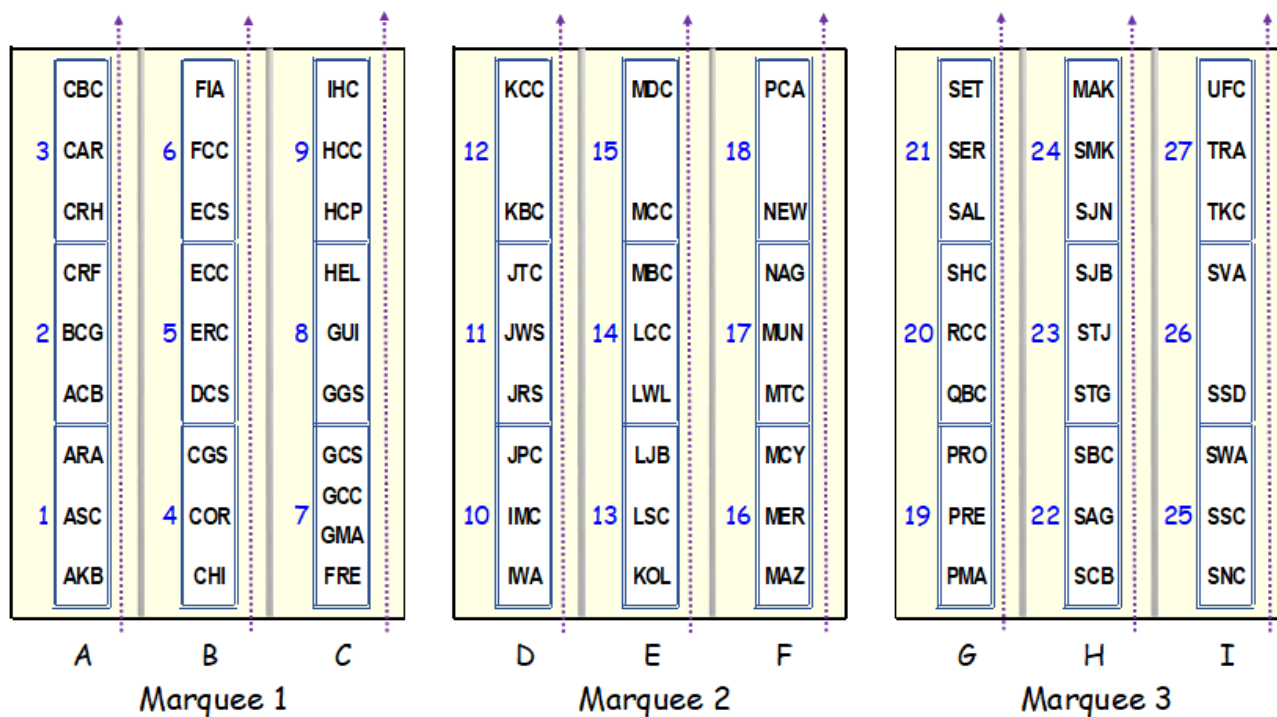
TEAM NUMBER	SCHOOL	SCHOOL CODE	START LINE POSITION	MARSHAL NUMBER	MARQUEE SECTION	MARQUEE NUMBER
1	Alkimos Baptist College	AKB	32	1	A	1
2	All Saints' College	ASC	40			
3	Aranmore Catholic College	ARA	76			
4	Austin Cove Baptist College	ACB	39	2		
5	Bunbury Cathedral Grammar School	BCG	67			
6	Carey Baptist College, Forrestdale	CRF	57			
7	Carey Baptist College, Harrisdale	CRH	45	3		
8	Carmel School	CAR	79			
9	CBC Fremantle	CBC	29			
10	Chisholm College	CHI	60	4	B	1
11	Corpus Christi College	COR	55			
12	Court Grammar School	CGS	12			
13	Dale Christian School	DCS	27	5		
14	Edmund Rice College	ERC	69			
15	Emmanuel Catholic College	ECC	65			
16	Emmanuel Christian Community School	ECS	36	6		
17	Foundation Christian College	FCC	24			
18	Frederick Irwin AS	FIA	2			
19	Fremantle Christian College	FRE	63	7	C	1
20	Georgiana Molloy	GMA	52			
21	Geraldton Christian College	GCC	37			
22	Grace Christian School	GCS	15			
23	Geraldton Grammar School	GGS	71	8		
24	Guildford Grammar School	GUI	18			
25	Helena College	HEL	72			
26	Heritage College Perth	HCP	23	9		
27	Holy Cross College	HCC	10			
28	Immaculate Heart College	IHC	19			
29	International School of WA	IWA	51	10	D	2
30	Irene McCormack CC	IMC	59			
31	John Paul College	JPC	53			
32	John Septimus Roe ACS	JSR	28	11		
33	John Wollaston ACS	JWS	66			
34	John XXIII College	JTC	33			
35	Kennedy Baptist College	KBC	54			

36	Kingsway Christian College	KCC	38	12	E	3
37	Kolbe Catholic College	KOL	68	13		
38	La Salle College	LSC	78			
39	Lake Joondalup Baptist College	LJB	73			
40	Living Waters Lutheran College	LWL	25	14		
41	Lumen Christi College	LCC	50			
42	Mandurah Baptist College	MBC	30			
43	Mandurah Catholic College	MCC	1	15		
44	Mater Dei College	MDC	8			
45	Mazenod College	MAZ	21	16		
46	Mercedes College	MER	77			
47	Mercy College	MCY	26			
48	Mother Teresa Catholic College	MTC	56	17		
49	Mundaring Christian College	MUN	43			
50	Nagle Catholic College	NAG	16			
51	Newman College	NEW	3	18		
52	Peter Carnley ACS	PCA	35			
53	Peter Moyes ACS	PMA	41	19		
54	Prendiville Catholic College	PRE	6			
55	Providence Christian College	PRO	64			
56	Quinns Baptist College	QBC	31	20		
57	Rehoboth Christian College	RCC	62			
58	Sacred Heart College	SHC	13			
59	Salvado Catholic College	SAL	42	21		
60	Servite College	SER	74			
61	Seton Catholic College	SET	48			
62	South Coast Baptist	SCB	11	22		
63	St Andrew's Grammar	SAG	44			
64	St Brigid's College	SBC	70			
65	St George's Anglican Grammar School	STG	46	23		
66	St James' Anglican School	STJ	9			
67	St John Bosco College	SJB	17			
68	St Joseph's School (Northam)	SJN	22	24		
69	St Mark's ACS	SMK	58			
70	St Mary MacKillop College	MAK	20			
71	St Norbert College	SNC	14	25		
72	St Stephen's School (Carramar)	SSC	4			
73	Swan Christian College	SWA	7			
74	St Stephen's School (Duncraig)	SSD	49	26		
75	Swan Valley ACS	SVA	47			

76	The King's College	TKC	75	27		
77	Tranby College	TRA	61			
78	Ursula Frayne College	UFC	34			

start line

marshalling line



N

1 - 27 = Marshal & Table #

.....→ = Competitor movement

Appendix 3

COMPETITOR NOMINATIONS – NEW PROCESS FOR 2023

The competitor nominations will be done in two stages. Stage 1 (**due Thursday 5 May**) will be the timing bib order and student supervisor contact details. Stage 2 (**due Thursday 26 May**) will involve the submission **via file upload** of the competitor team list.

NOMINATION 1: TIMING BIB ORDER & STUDENT SUPERVISOR NOMINATION – as per 2022

a) TIMING BIB ORDER

All schools participating in the Cross-Country carnival are to complete the timing bib order using the online webform at <https://www.accsport.asn.au/carnivals/cross-country/nominations/timing-bib-order-student-supervisor> by the **Thursday 5 May**.

Each runner will be given a personalized chip and schools will be charged **\$3.69** per bib. The school is required to complete the webform and enter how many bibs they believe they will need for the carnival. Schools should estimate the number of bibs they will require to cater for their team, allowing some extras for reserves/emergencies and including Inclusive runners.

The maximum number of students that may compete in the carnival is **64** for a coed school and **32** for single gender school + **any Multi Class/Inclusive runners**. This equates to 6 runners per **gender per race** for U13, U14, U15, U16 and 8 runners per **race** for OPEN/U19. Schools need to estimate how close they will be to this number based on previous years' timing chip orders.

Each school will be invoiced by the ACC for the number of bibs they order, regardless of whether they utilize all the bibs on the day e.g. if you order 100 bibs but only 80 students actually run on the day you will still pay for 100 bibs.

Please be aware that if you do not order enough bibs, you will not be able to add students to your team. Schools that fail to submit a bib order by the due date will be allocated a bib quantity by the ACC based on their **2022** cross country entries. This will equate to your **2022** entries or a minimum of three runners per event (whatever is the greater number).

b) STUDENT SUPERVISOR/S

Schools are asked to provide the contact details for the staff member/s they have designated as their official student supervisor. This contact is needed in case the ACC needs to make urgent contact with the school due to student management/behaviour, injury or illness, disqualification/disputes, and age group verification. Schools may nominate more than one staff member if this is appropriate.

NOMINATION 2: COMPETITOR TEAM LIST – NEW PROCESS FOR 2023

1. The competitor team list nomination requires each school uploading their team list direct to BlueChip Timing via their RaceTecWeb app using via a Unicode Text file.
2. **When submitting their team list schools can only nominate up to the number of timing bibs they have ordered.** ordered race bibs, you can only nominate up to **40** students on your team list. Schools can nominate fewer students than their bib order but not more than the number of bibs they have ordered.
3. Schools should nominate all potential competitors on their team nomination file, including any **Multi Class or Inclusion runners**.
4. The school username and password for the RaceTecWeb app will be emailed to the school.
5. The URL to access the app on a web browser is <https://results3.racetec.net/login.aspx>

6. The Team Nomination Form file can be downloaded from the ACC web site at <https://www.accsport.asn.au/sites/default/files/Team%20Nomination%20Form.csv>
7. Open the Team Nomination Form.csv file and add your competitors' details to the team list .csv file (first name, surname, gender, DOB)
8. **Save As** a Unicode Text file with the file **schoolcode.txt**
9. The team file must be in Unicode Text file before uploading.
10. The first line must contain the headers:

Firstname	Surname	Gender	Date of Birth
-----------	---------	--------	---------------

11. DOB must be in the format DD/MM/YYYY
1. The Gender must be entered as either **Female** or **Male**
2. Please ensure there are NO blank rows between competitors.
3. Inclusion or Multi class runners should be included in the team upload file.
4. Once your .txt file is ready to submit, login to the RaceTecWeb app <https://results3.racetec.net/login.aspx> Click the **Manage your school's runners** tab.
5. Select the **Upload Runners List** tab button, then select **Choose File** to browse to your .txt team file on your computer, select the file then click the **Upload** button.
6. If you try to upload the file and the date of birth or gender format is wrong, the incorrect entries will not be added to your team in the system. The system will display an error message for the incorrect entries.
7. When your upload is complete you will see a green box with the words **File uploaded successfully** and you will see a line for each successful student import. Then click the **Back** button to go into the app to check your team.
8. Check your team on the app to ensure that all competitors were uploaded successfully and are in the correct age group. If some did not upload successfully, then click the **Add Runner** button and add the runner manually.
9. After uploading your team file all further additions or alterations will be done by the school as edits within the RaceTecWeb app up to 12.00pm on 31 May.
10. A school can only file upload their team once. After the initial upload any new runners are added manually in the app
11. Once your team has been uploaded, the RaceTecWeb system will automatically allocate the race or bib number to each student.
12. Your team details are all on the app and can be printed from the app. There will be no team list PDF file issued to schools by the ACC. **All schools MUST print their team list off the app before 12.00pm on Wed 31 May**
13. Schools will be able to edit/print their team via the RaceTecWeb app up to 12.00pm on 31 May. After this time, the RaceTecWeb app will close, and all data will be loaded to the BlueChip Timing race day system.

NB: If data has been sourced from an administration system used at the school, e.g. MAZE, SEQTA, please check that student birthdates have been correctly transferred onto the nomination file with no formulas attached. Birthdates can sometimes convert to the Americanized system, i.e. MM/DD/YY, **which will be rejected by the RaceTecWeb app when you try to upload.**

MULTI CLASS/INCLUSIVE COMPETITORS – PROCESS FOR 2023

- The Multi Class/Inclusive runners must be nominated along with the rest of the cross-country team and included in both nomination 1 (timing BIB order) and nomination 2 (upload of team file).
- Additionally, for any Multi Class classified or Inclusive competitors included in the team list upload file, schools must **manually edit their competitor details in the via RaceTecWeb app and designate the athlete as either MC or I**. There is no longer a form on the ACC web site to manage this, it is all done by the school via the RaceTecWeb app.

- *Schools should ensure they have the required number of timing bibs to cater for any Multi Class/Inclusive runners. **NB: Multi Class/Inclusive students will compete within their age/gender category event.***
- *Any student with a disability that has an athletics classification code can compete in the Multi Class category (MC). The code is only required for Multi Class competitors. Schools and students cannot self-classify, only classifications with Athletics Australia will be accepted.*
- *Any student with a disability that does not have a classification code can still compete as an Inclusive competitor (I). They can still be nominated but will not be considered part of the Multi Class category, they will be in the Inclusion category (I).*

Appendix 4

COMPETITOR CHANGES – NEW PROCESS FOR 2023

- Once the team list is uploaded, the school will then be able **self-edit their team via the RaceTecWeb app up to 12.00pm on 31 May**. After this time, the RaceTecWeb app will close.
- Team changes will not be accepted by email.
- Using the RaceTecWeb app schools will manage their own team list and changes:
- Check the details of their team are correct - name, gender, and age category. Edit any incorrect data.
- Schools MUST print their team list from the RaceTecWeb App. These will not be emailed out by the ACC.
- Add a runner into their team if they have enough bibs. The web app will only display those runners in the team. Spare race or bib numbers do not display.
- To check your bib number range, check the XC Team Bib Numbers file on the web site at <https://www.accsport.asn.au/sites/default/files/XC%20Team%20Bib%20Numbers.pdf>
- When you add a new runner, the system will automatically assign them a race/bib number.
- Change the age category of a runner already in the system to compete in a higher age group. **To do this change simply select the higher age group that you want them to compete in and then select OK. The system will then move them to the higher age category event, but their date of birth will remain unchanged. Schools should not change a date of birth to move a student to a higher age group.** Not sure of the correct birth year to use, check on the ACC web site at <https://www.accsport.asn.au/carnivals/cross-country/age-classification>
- **Schools should not change the date of birth of a student.**
- Schools cannot delete a runner.
- Schools cannot assign a bib number to a student; this is done automatically via the system.
- Schools can edit the category for a student with disability as either **MC** or **I**.
- Schools cannot upload their team more than once.
- Any student who was nominated and is in the RaceTec system who does not compete on the day will remain in the system and will be listed as DNS, 9999 or no time/place in the race results.

Schools can continue to update their competitor/team up to midday Wednesday 31 May. After this, the **RaceTecWeb app** will close and there will be no further school updates possible via the app.

Additions, alterations and deletions to your team list can be done at a number of stages leading up to and including the day of the carnival.

Stage 1: BEFORE THE TEAM NOMINATIONS DUE DATE - Thursday 25 May

Some schools will **upload** their team list before the team nomination due date **Thursday 25 May**. If there are competitor changes needed before this due date and the team has been uploaded, then schools just edit their team on the **RaceTecWeb app**. **Schools cannot upload their team more than once.**

Stage 2: AFTER TEAM NOMINATION DUE DATE & up to the DAY BEFORE THE CARNIVAL 12:00pm Wednesday 31 May

Additions and alterations to competitors after the team nomination due date may be done by the school on the **RaceTecWeb app**. Schools can continue to update their competitor/team up to

midday Wednesday **31 May**. After this, the **RaceTecWeb app** will close and there will be no further school updates possible on the app. Team changes submitted via email will not be accepted.

Summary

- Schools enter their runners into the Team Nomination .csv file then **save as a Unicode Text file**. Then upload their team .txt file on the RaceTecWeb app. The system automatically assigns their race/bib number, gender, and age group category.
- Schools then manage their own team list and changes via the app up to 12.00pm on the 31/5/23.
- The **competitor/bib/race number** is the number allocated to the student by the system when the team list is uploaded to the RaceTecWeb app. **This number WILL NOT change.**
- Schools cannot delete a runner; they can only change a runner to compete up an age group or add MC or I to their category.
- Schools can add a new student to their team and the system will allocate them a bib number.
- Schools cannot add new students unless they have ordered extra timing bibs and they have a spare for that student.
- For assistance with team changes please contact the ACC office.

Stage 3: LATE & CARNIVAL DAY CHANGES after 12:00pm on the 31 May – NEW PROCESS FOR 2023

- In an emergency after 12.30pm the day before the carnival and on race day, if a school needs to **run a student in a higher age group** or **add a new student** (due to injury/illness/absence etc.), they have two options:
 1. Complete the additions/alterations form on the ACC web site from 12.30pm Wed 31-5-23 to 8.00am on 1-6-23. Result room officials will check web form change requests and make the change in the timing system for you. After 8.00am on race day the web form will be closed. <https://www.accsport.asn.au/carnivals/cross-country/nominations/additions-and-alterations-web-form>
 2. On race day report to the results room and under the supervision of the ACC officials in the results room at the venue (YMCC Hockey Clubhouse) make your team changes via the mobile tablets provided. The RaceTec ToolKit system on the carnival day tablets is not the same as the RaceTecWeb app that schools had been using before the day to make changes, that app shuts off at 12.00pm on 31-5-23.
- Changes can be made for each event up to 30 minutes before the race start time. After this time, no changes are allowed. The first event change cut off time is 9.00am and the last event change cut off time is 12.30pm.
- ACC officials will have a bank of mobile tablets in the room, and this will be a self-serve system.
- School staff use the tablets provided to make any changes to their team. ACC officials in the room will supervise the process on the tablets.
- There will be no paper based system to make changes, all changes will be done online via the tablets in the results room.
- Schools cannot delete a runner from their team.
- Adding new students: If the school has ordered extra bibs as “spares” they can add a student to the team on the day in the results room via the tablets provided.
- If a school needs to add an extra runner to their team on the day and they do not have any spare bibs, they must request help from the officials in the results room. The officials in the results room will either assign a new bib number or edit the details of a student from that school that is not competing to the details for a new student.

- **Schools must advise the marshal of any changes to their competitors during the marshalling process as the marshals printed list will not match the any changes made on the day via tablet.**
- Competitors from schools that do not make the required change in the system for competitors running up an age group will be disqualified.

NB: THERE WILL BE NO PAPER CHANGE FORMS USED AT CROSS COUNTRY IN 2023

Appendix No 5**OFFICIALS NOMINATIONS**

All officials' nominations are to be submitted (via email) to the ACC following the procedure described below.

OFFICIALS NOMINATIONS DUE BY Monday 15 May

1. An official's nomination Excel workbook may be downloaded from the ACC cross country nominations web page.
<https://www.accsport.asn.au/sites/default/files/XCOfficialsNominationWorkbook2023.xlsx>
2. Save the file onto the C:Drive of your computer.
3. Type the name of your officials onto the excel sheet in the cells/spaces that are assigned to your school. *Do not type names in cells/spaces designated to other schools. Please do not adjust the excel format in anyway.*
4. Country schools do not provide officials at ACC carnivals.
5. Schools must ensure that officials provided are suitably experienced and fully conversant with their duties, procedures, and rules.
6. Preparation and training of officials is a school responsibility.
7. Supervision Roster/Duty Schools: Each year two schools are allocated the duty of toilet supervision and final litter pick up. For **2023 this will be Aranmore and St Stephen's (Duncraig)** (see below Facility Supervision table & App 6c).
8. When you have finished entering your officials names save the file onto your c:drive and then send (email) the whole file as an attachment to the ACC office at: trent.sharpe@cewa.edu.au
9. If you are unsure of how to nominate your officials using the spreadsheet contact the ACC office or your school office/administration, IT department.
10. Nomination Form (example only):

A	B	C	D	E	F	G
Official	School	Officials #	App No.	Officials Name	WWC check (X to confirm)	No. Student Assistants
Station No. 2	Aranmore	1	6t, 1, 6e	Steve Dwyer	x	Aranmore x 2
Finish Area Manager & Set Up Group (2-way Radio)	Aranmore	1	6t, 1, 6a(ii), 17	John Smith	x	Aranmore x 6
Marshal 27	Carey	1	6t, 6i, 16	Sam Brown	x	St Norbert VET X 1

A = This is the title of your allocated official ROLE

B = School name allocated to the role

C = Number of adult officials required for the role. In the example above only one adult official is required per role.

D = This refers to the appendix numbers from the Cross-Country Charter. The official needs to be given and briefed with this information before the day. All officials' information from the charter is available on the web site at: <https://www.accsport.asn.au/node/3756>

E = Type here the name of the adult official allocated to the role by the school i.e Steve Dwyer.

F = Schools must check the WWC status of each official and mark the box with an X to confirm that this has been checked by the school. Each official must have either; a valid WWC number, be a registered TRB teacher or have a WWC exemption.

G = This refers to the number of student assistants the school must provide for the role in addition to the adult official. In the examples, Aranmore needs to provide 6 student helpers to their finish area manager official and 2 student officials to the adult doing the Station 2 role. Carey must provide one adult official (i.e. Sam Brown), However, the student assistant is being supplied by **St Norbert VET students** meaning that the assistant role will be filled by a school VET student and not a Carey student assistant.

The student assistants are not required to have names entered on the nomination form. Student assistants do not need to attend XC briefing at 8.00am. Students can come on normal buses and it is up to the schools to brief student assistants with what location their student assistants are to go to when they arrive. Student assistants should move directly to officials' site upon arrival and introduce themselves to the adult official based in the role.

11. Schools competing in the Cross-Country carnival are asked to provide the contact details for the staff member they have designated as their official **student supervisor**. This contact is needed in case the ACC needs to make urgent contact with the school due to student management/behaviour, injury or illness, disqualification/disputes, and age group verification. Schools may nominate more than one staff member if this is appropriate. Nomination of the student supervisor contact

details is through the web form at: <https://www.accesport.asn.au/carnivals/cross-country/nominations/timing-bib-order-student-supervisor>

12. FACILITY SUPERVISION/DUTY SCHOOL

FACILITY SUPERVISION ALLOCATION

1996	All Saints'
1997	Mercy
1998	Corpus Christi
1999	John XXIII
2000	Kolbe
2001	Mater Dei
2002	Lake Joondalup
2003	Seton
2004	Sacred Heart
2005	La Salle
2006	Lumen Christi
2007	Prendiville
2008	Winthrop
2009	Chisholm
2010	John Septimus Roe
2011	Emmanuel CC

2012	Carey
2013	St Mark's ACS
2014	Ursula Frayne
2015	Servite
2016	Peter Moyes
2017	Mercedes
2018	Irene McCormack
2019	Newman
2020	NA
2021	Swan Christian
2022	CBC Fremantle
2023	Aranmore / St Stephen's D
2024	Mazenod / St Brigid's
2025	St Norbert / Holy Cross
2026	Guildford Grammar / Quinns
2027	John Wollaston / St George's

FACILITY <u>SUPERVISION</u> AREAS – throughout the event	
SSD	ARA
Public Toilets – M & F Changerooms – M & F	Portable toilets (carpark)
FACILITY LITTER COLLECTION AREAS – bin placement and post event final litter pick up & bin returns	
Duty School - SSD <ul style="list-style-type: none"> • Presentation Area • Start / Marshalling area • Food vendor areas • Public toilet areas (M & F) 	Duty School - ARA <ul style="list-style-type: none"> • Team marquees (hire) - east • Team marquees (school) – west • Portable Toilets

[Appendix No 6a\(i\)](#)***DUTIES OF OFFICIALS – COURSE SET UP WORK PARTY & FINISH AREA MANAGER***

COURSE SET UP – Stephen Doyle – Sports Management Performance & The Event Team – David Budge

1. To arrive on location by 6.00am.
2. To place course markers on course (at least 1 marker every 25m) and place station number markers at appropriate locations. Standard course markers are red poles and **orange** road cones and the 3km reduction should be marked in blue poles. Red/Blue poles are always to be kept to the left of the runner.
3. The work party is responsible for providing enough staff to undertake the task. Course markers should be complete by 9.00am at the latest.
4. If required, assist the staff from Advanced Traffic Management with road closures at road closure 1 (Perry Lakes Drive and north-west access internal road), 2 (Perry Lakes Drive and south-west internal access road) and 3 (Meagher Drive and south-east access internal road) (map [app 6f2](#)).
5. If required, assist the Finish Area Manager with set up tasks for the finish areas.
6. Course Sections:
SECTION 1: Station 19 - 26
SECTION 2: Station 1 - 9
SECTION 3: Stations 10 - 18.
4. To retrieve all equipment including course markers and station numbers at the conclusion of the event.
5. Assist to pack the ACC trailer at the conclusion of the carnival.

[Appendix No 6a \(ii\)](#)**DUTIES OF OFFICIALS - FINISH AREA MANAGER**

1. To arrive on location by **6.00 am**.
2. To construct the finish lines, transition chutes and flag bunting as per the diagram [Appendix 17:](#) (not to scale). This work is completed under the direction of the ACC carnival manager and external supplier (*Stephen Doyle – Sports Management Performance & The Event Team David Budge*). The Finish Area Manager's school is responsible for providing sufficient staff and student assistants to ensure the job is completed on time. All relevant works are to be completed by 9.00am.
3. The hire company constructs Marquees/tents.
4. The course set up school sets up all course markers. Extra assistance may be required to ensure that this is complete by 9.00am.
5. After the finish area is complete the finish area manager is to manage the finish line, transition chutes and recorders tent throughout the carnival. The finish area manager's role is to ensure a smooth flow of traffic through the finish area and into the recording tent.
6. At the completion of the carnival the finish area manager is to supervise the pack up of all equipment into the ACC trailer and external supplier company trailer.

Appendix 6b

COURSE SCRUTINEER

1. Liaise with the external provider responsible for set up and the Carnival Manager (*Stephen Doyle – Sports Management Performance & The Event Team David Budge*) before and during the course construction.
2. Traverse the complete course (post construction) ensuring that course markers are placed 25m apart and that the ‘changes of direction’ in the course are clearly discernible. Complete any necessary alterations to the course route/markers and inform the ACC carnival manager.
 - 2.1: To perform this task in reasonable time, mobility is a key, **(the use of a mountain ebike is suggested)**.
 - 2.2: ***ebikes will be used to lead the course runners. The course scrutineer will also act as one of the ebike drivers and should traverse the course with the other ebike driver before the first event to familiarize the drivers with the course route and any potential problem areas such as changes of direction/route. (see appendix 18)***
3. Ensure that barricades are in place at Stations 2, 11 & 15.
4. Post-carnival final check of course to ensure all course markers have been returned to trailer.
5. Standard course markers are red poles and orange road cones and the 3km reduction should be marked in blue poles. Red and Blue poles are always to be kept to the left of the runner.

Appendix 6c

DUTY SCHOOL – TOILETS, BINS & CLEAN UP

Two ACC schools are allocated the role of Duty School. The following duties are required for this role:

- To arrive no later than 7.45am
- Each duty school must have two adults (at least 1 of each gender) and 6 student helpers.
- All Duty school officials must report to the ACC before commencing duties.
- All Duty School officials must report to the ACC staff before leaving the event at the end of the day.
- Duty schools are responsible for Toilets, Bins, Litter & final clean up/pack up in their assigned areas.
- Bins need to be spread evenly around all team areas and food vendors ASAP after 8.00am.
- The ACC has contracted BrightMark Group – 0422 181 916 to be on site from 9.00am to 2.00pm. BrightMark Group will be responsible for keeping all toilets in a clean and tidy condition.
- The duty schools must allow for a final mass litter clean up once all schools have departed the venue after the presentations. The ACC recommends that the school cross country team be held back to assist with this final clean-up of the entire area.
- The Duty School Officials must not leave the venue at the end of the day until the venue is cleared by the ACC Director of Sport.

Duty Staff – Overall Supervision

- Inspect the assigned toilet/s and change room/s and make a note of pre-existing problems (e.g. graffiti, litter, availability of toilet paper, physical damage to toilet seats and doors etc).
- Liaise with ACC Staff, Town of Cambridge staff (PH: 9285 3112) and cleaning contractor to ensure a sufficient supply of toilet paper and rubbish bins.
- Liaise with BrightMark Group (0422 181 916) to ensure that all toilets are kept in a clean and tidy condition.
- Manage assigned toilet areas and venue bins and litter.

Duty Staff — Toilet Blocks & Portable Toilets

- 26 portable toilets have been ordered.
- Male and Female toilets in the Town of Cambridge building need to be marked as adults only and supervised as such. Event officials have priority and can queue jump if there is a long wait time only.
- Report to Overall Supervisor throughout the carnival.
- Be always on location.
- A written report is not necessary unless there is something serious to report (in this case, the problem is to be immediately referred to the Overall Supervisor).
- When more than one (1) toilet block is used, ensure to rotate between those blocks (they are in proximity).
- Do not leave your duty.
- Be "visible" to students, as a preventative measure to damage.
- Liaise with cleaning contractor to ensure that all toilets are kept in a clean and tidy condition.
- Check that there is enough toilet paper and that toilets are functioning correctly. If there is a problem with toilet function contact the Town of Cambridge (PH: 9383 8900) for indoor toilet block and change rooms, or, Instant Products Group (PH: 9406-6600) for the portable toilet block in the car park.
- At around 10.00am duty school staff are to check toilet paper supply and report to the cleaners if a refill is needed. A key to the toilet dispensers and extra toilet paper will be provided at the briefing in the morning.

Duty Staff — Bins and Final Clean-up

- Bins: Ensure that bins are collected from a central point and placed around the event area in **the assigned** locations with large numbers of people i.e. marshalling marquees, food vendors, school marquee areas. Two bins must be positioned near the finish line for used timing bibs and pins.
- At the end of the day return all bins to the central location.
- **Complete a final cleanup of the entire area at the conclusion of the carnival. The ACC suggests that the host school cross-country team do a supervised litter collection of the entire area.**
- Duty staff are asked to not leave the venue until they have checked with ACC staff that the venue is sufficiently clean.

Duty Staff — Special Guest Presenter of Awards

- Ensure there is a car bar reserved for the ACC President (**Andrew Watson –Principal Newman College**) and special guest if applicable.
- Ensure there is a car bay reserved for the cleaning contractor.

Student Supervision: the duty school is not responsible for student supervision around the venue except for the toilet areas. There are three other officials rostered onto Student Supervision around the venue.

FACILITY <u>SUPERVISION</u> AREAS – throughout the event	
SSD	ARA
Public Toilets – M & F Changerooms – M & F	Portable toilets (carpark)
FACILITY LITTER COLLECTION AREAS – bin placement and post event final litter pick up & bin returns	
Duty School - SSD <ul style="list-style-type: none"> • Presentation Area • Start / Marshalling area • Food vendor areas • Public toilet areas (M & F) 	Duty School - ARA <ul style="list-style-type: none"> • Team marquees (hire) - east • Team marquees (school) – west • Portable Toilets

Appendix No 6d (i)

DUTIES OF OFFICIALS – RESULTS MANAGER & RESULTS MANAGER ASSISTANT

The Results Manager is to assist the Carnival Manager in all activities relating to Carnival Results management and involves the following.

- Management of carnival results throughout the day
- Competitor additions/alterations
- Liaise with Blue Chip Timing operators and team marshals.
- End of carnival procedures

1. Management of Carnival Results

All results will be recorded by the BlueChip Timing team. Once an event has finished, results will be available on the Internet for viewing and checking. A copy of the results will also be printed for the Results room. The Results Manager is to ensure that these results are received and kept in the results room in event order for easy reference should this be required at any time during the carnival.

2. Competitor Additions/Alterations

- In an emergency after 12.30pm the day before the carnival and on race day, if a school needs to ***run a student in a higher age group*** or ***add a new student*** (due to injury/illness/absence etc.), they have two options:
 1. Complete the additions/alterations form on the ACC web site from 12.30pm Wed 31-5-23 to 8.00am on 1-6-23. Result room officials will check web form change requests and make the change in the timing system for you. **After 8.00am on race day the web form will be closed.** <https://www.accsport.asn.au/carnivals/cross-country/nominations/additions-and-alterations-web-form>
Result manager assistants will use the data submitted on the web form to make team changes for the school in the RaceTec ToolKit app.
 2. On race day school staff report to the results room and under the supervision of the ACC officials in the results room at the venue (YMCC Hockey Clubhouse) make their team changes via the mobile tablets provided. The RaceTec ToolKit system on the carnival day tablets is not the same as the RaceTecWeb app that schools had been using before the day to make changes, that app shuts off at 12.00pm on 31-5-23.
- Changes can be made for each event up to 30 minutes before the race start time. After this time, no changes are allowed. The first event change cut off time is 9.00am and the last event change cut off time is 12.30pm.
- ACC officials will have a bank of mobile tablets in the room, and this will be a self-serve system.
- School staff use the tablets provided to make any changes to their team. ACC officials in the room will supervise the process on the tablets.
- There will be no paper based system to make changes, all changes will be done online via the tablets in the results room.
- Schools cannot delete a runner from their team.
- Adding new students: If the school has ordered extra bibs as “spares” they can add a student to the team on the day in the results room via the tablets provided.
- If a school needs to add an extra runner to their team on the day and they do not have any spare bibs, they must request help from the officials in the results room. The officials in the results room will either assign a new bib number or edit the details of a student from that school that is not competing to the details for a new student.

- **Schools must advise the marshal of any changes to their competitors during the marshalling process as the marshals printed list will not match the any changes made on the day via tablet.**
- Competitors from schools that do not make the required change in the system for competitors running up an age group will be disqualified.
- Changes will be made directly into the BlueChip timing system via an app called Racetec Toolkit. BlueChip will provide devices for the results room officials to manage these changes.
- Marshals are to record all information about any competitor changes on their marshalling **team sheets** for quick reference if required.

NB: THERE WILL BE NO CHANGE TICKETS USED FOR CROSS COUNTRY IN 2023.

3. Liaise with Blue Chip Timing operators and team marshals

The Results Manager is to consistently liaise with the BlueChip Timing operators and team marshals to help manage any problems or discrepancies that may occur.

4. End of Carnival procedures

At the conclusion of the carnival, the Results Manager is to liaise with BlueChip timing to prepare **final score report sheets** for the Carnival Manager trophy presentations. These reports to include:

- Aggregate Girls – **top 3 schools only**
- Aggregate Boys – **top 3 schools only**
- Combined Aggregate (Only co-ed schools eligible) – **top 5 schools only**
- Champion school for each age group and gender – **top school only for the 10 age/gender categories**
- 1st, 2nd, and 3rd place getters **for – U19 males**
- **Inclusive and Multi Class category results**
- In case of a 'draw' for a trophy, the trophy will be shared.

RESULTS MANAGER ASSISTANT

The Results Manager Assistants are to assist the Results Manager and Carnival Manager in all activities relating to Carnival Results management as listed above.

*NB: There are three results manager assistants. Assistants 2 and 3 will be required from 8.15am until 12.30pm, or for whatever time the Results Manager required their services. If RMA 2 & 3 are released early, they can then report to their school for other supervision duties. Results manager assistant No 1 will be needed for the duration of the carnival. Each RMA will need to have **at least 1** competent senior school student(s) to assist them in their duties.*

Appendix No 6d (ii)

ONLINE COMPETITOR CHANGES

RACETEC TOOLKIT – GENERAL INSTRUCTIONS

LOGGING INTO DEVICE

1. To switch tablet on, press and hold the on/off button on the side of the device. To switch off, hold on/off button and volume button together.
2. Wait for a signal then release.
3. Wait for the device to open – this may take a while.
4. Swipe across to open.
5. Go to main screen and open **RaceTec Toolkit**.
6. The main page displays many menu options but only **Registration** should be accessed.



MOVING A RUNNER INTO A HIGHER AGE GROUP

1. Select **Registration**.
2. Select **View and Edit Entries**.
3. Type a name or competitor number in Search bar and as you start typing the list condenses to what it is.
4. Select the competitor.
5. Select edit.
6. Change category and wave.
7. Click ok.

ADDING A COMPETITOR

1. Find a spare timing chip number on printout list that is relevant to the school requiring the addition. Enter competitor details on the sheet next to the number.
2. Go to RaceTec and click **Registration**.
3. Select **View and Edit Entries**.
4. Search for the chip number by typing it in the search field. The number will already exist in the system.
5. Add new competitor details:
 - a) Select relevant wave category (field will display **Spare Bibs**)
 - b) Race number = competitor number (should already be there; no change required unless there is an error)
 - c) Enter first name and surname.
 - d) Select gender.
 - e) Enter date of birth (actual). Verify the age classification using the chart.
 - f) Select age Category - will be relevant to the wave category in (a) above.
 - g) Check school name.
 - h) Click ok.
 - i) Write competitor number on the back of the competitor's hand using black marker.

Appendix No 6e**- DUTIES OF OFFICIALS - COURSE STATION STAFF**

*** Station officials MUST be adults and be accompanied by at least two student assistants.**

1. To be familiar with the location of their station.
2. To register their arrival at 8.00am with the Chief Course Official and attend the officials briefing (located in the hockey clubrooms at Alderbury Reserve). Station officials MUST be on course by 9.20am (with their student assistant).
3. To be familiar with their duties as outlined below:
 - To STAND UP and act as a direction guide to competitors and ensure that no competitor deviates from the course route.
 - Stand in a clear location in the area where the students SHOULD NOT run and direct them to run in the correct area.
 - Keep spectators off the course route so as not to impede the runners.
 - Standard course markers are red poles and orange road cones and the 3km reduced route section will be marked in blue poles. Red and blue poles are always to be kept to the left of the runner.
 - Only sit down between events, not during events. Always stay vigilante and refrain from socializing with other officials and using mobile devices excessively.
 - If course poles or cones are disturbed by the runners during the race, please replace the markers ready for the next race.
 - Station officials also act as first aid spotters. If there is an injured athlete in your vicinity, assess if they need assistance. If help is required, send your student assistant to the closest first aid location (located at the finish area, stations 2/11/15 or the roaming SJA mobile vehicles based near station 15/Meagher Drive road closure and centrally between stations 6 and 17). A first aid official will report to the injury location and assess the injured athlete. If required, the first aid official will radio for first aid transport.
 - To retrieve the course markers (at that station and either side). To return the course markers to the pavilion on Alderbury Reserve.
 - Station staff are to remain at their station and use their student official to run for any assistance required.
 - If a Station official needs to use the toilet they should do so after the current race has passed them by. There will usually be an interval of approx. 20 minutes before the next race. If you leave your Station, make sure that the student assistant(s) remains in place while you are gone so that there is always someone ready at that location. Toilets are located at the Alderbury Reserve change rooms/toilet block, portable toilets in the car park behind the YMCA hockey club house and out on the course between stations 9 and 11 near the playground.
3. **Bus Pick Up Supervision:** At the end of the carnival, after the last race has concluded, there will be an additional **9** parking marshals to assist with bus pickups. **Station officials at numbers 25/2/3/1** will assist on Perry Lakes Drive to ensure that no buses park/stand or pick up on this side. **Station officials at numbers 21/22/23/24** will assist on Alderbury St to ensure that buses park/stand or pick up on this side and not on the north city bound side. **Station official at 26** will assist on Oceanic Drive at the north end of Alderbury Reserve, to ensure that no buses park or wait for pick up in this location. There are four ACC officials designated as the parking officials and they will supervise the station officials who are assisting with bus pick up.
4. **Race Cut off times:**
PLACES WILL NOT BE RECORDED AFTER THE DURATION OF THE FOLLOWING CUT-OFF TIMES – FROM THE EVENT START TIME.
 Female: U13 and U14 age categories - **3000m – 20 minutes**

Male: U13 and U14 age categories - **3000m – 18 minutes**

Female: U15, U16, U19 age categories - **4000m – 25 minutes**

Male: U15, U16, U19 age categories - **4000m – 23 minutes**

A SIREN WILL SOUND AT THE DESIGNATED CUT OFF TIME TO ANNOUNCE THAT THE RACE RESULTS HAVE NOW FINISHED. RUNNERS WILL STILL BE ALLOWED TO COMPLETE THE COURSE AND RECEIVE A FINISH TIME, BUT THEY WILL NOT SCORE A PLACE OR RESULT IN THE EVENT.

5. Road Crossing Station Staff – station officials that are situated at or near areas where the course route crosses a road are to also act as road crossing officials.
 - a) Anticipate the onset of competitors to that station.
 - b) Barricades will be in place to stop all traffic entering the road.
 - c) A traffic management company is booked to set up the road barricades/closures. School staff rostered onto this duty are to man the road closure / crossing point.
 - d) If the situation is such that traffic enters the restricted area or a first aid vehicle needs to pass, stop competitors at the side of the road until the crossing is safe.
6. STATION OFFICIAL'S EQUIPMENT

It is suggested that the station official supplies their own chair, umbrella, wet weather gear, lunch, and refreshments. During races officials **MUST STAND** and be visible.

Appendix No 6f

VENUE ACCESS CONTROLLERS

PURPOSE

To stop and/or limit vehicle access to the cross-country course and surrounds.

N.B. the Town of Cambridge has sanctioned the closure of access roads to the cross-country venue. A traffic management company is hired to provide the road closure barriers, which they will erect. If the barricades have not been erected please make sure that you contact the carnival manager / or course scrutinizer so that a barrier can be organized before the start of the first event.

ROAD CLOSURE TIMES

9.00 am until 2.00pm inclusive.

ROAD CLOSURE LOCATIONS – staffed by ACC officials.

1. Internal Road to Alderbury Reserve off Perry Lakes Drive: Corner Perry Lakes Drive and North West Internal Road to Hockey Grounds (near Station 2). Do not allow access past this point for any other vehicles except emergency personnel.
 2. Corner Perry Lakes Drive and South West Internal Road at Station 11 (barricade).
 3. Corner Perry Lakes Drive and South West Internal Road near Station 7 (barricade).
- There will also be one unstaffed road closure at the internal road at the south east corner of the reserve off Meagher Drive (near station 15).

RESTRICTIONS

- Total closure of locations 1, 2 & 3 except in an emergency and other essential situation.
- Limited access for ACC related groups (e.g. First Aid vehicles, emergency vehicles and school Principals etc).
- Total closure to the public.

PROCEDURE

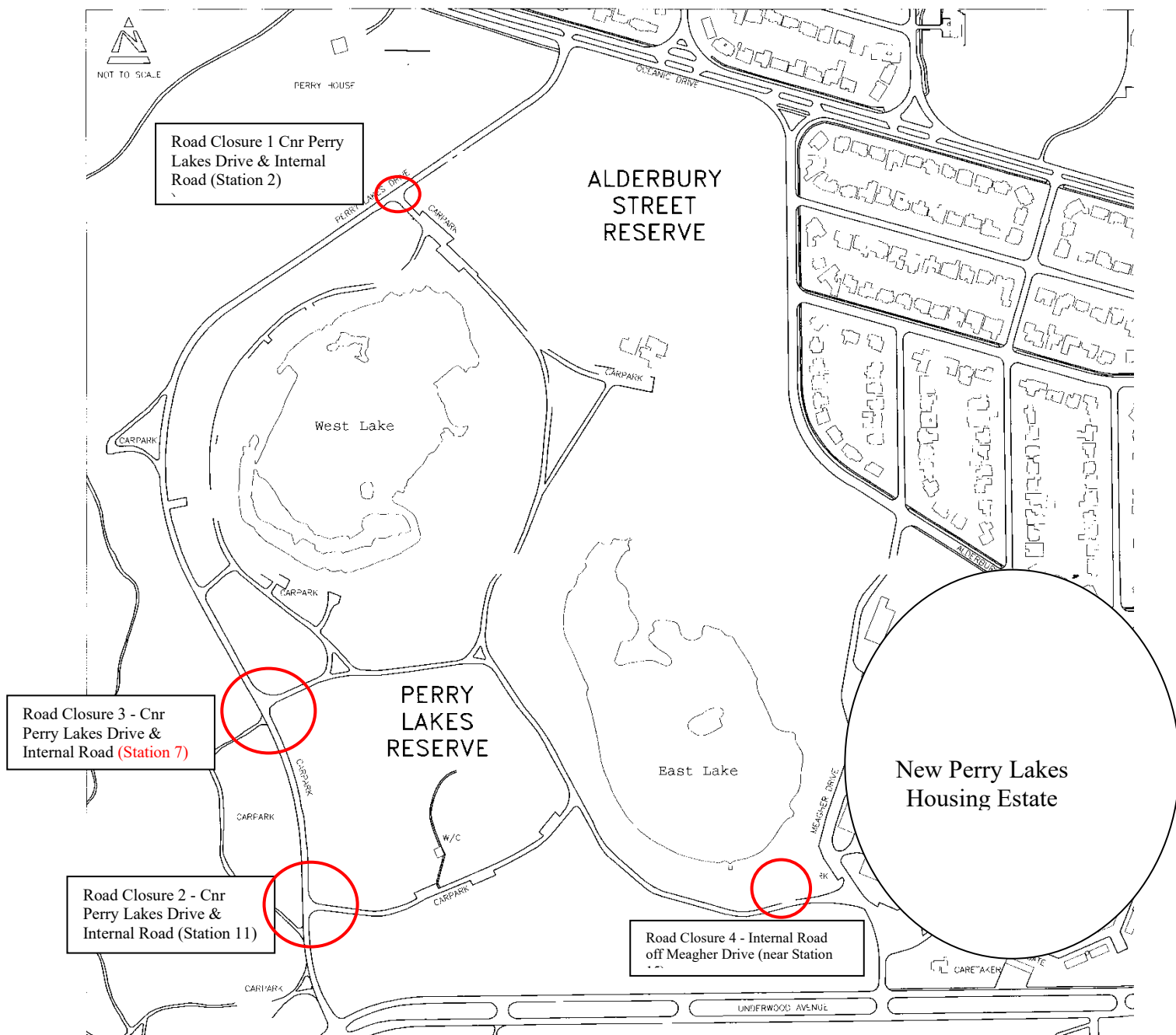
In the situation where the public endeavors to access these closure locations, advise the driver of the need to provide a safe environment for competitors in the event, and hence the restrictions.

Re-direct the driver.

STAFF MEMBER'S EQUIPMENT

It is suggested that the staff member supplies chair, umbrella, wet weather gear, lunch, and refreshments.

MAP INDICATING CLOSURE LOCATIONS

[Appendix No 6f \(2\)](#)**VENUE ACCESS CONTROLLERS MAP**

[Appendix No 6g\(a\)](#)

ANNOUNCER

- There will be two announcers. Announcer 1 will be the main announcer based in the announcer's van and they will provide the bulk of the public address announcements. Announcer 2 will provide the live race commentary for the final 800m, once the runners come into view, over the public address system and announce the medallion winners after each race at the finish area.
- The automated timing system will provide electronic devices to announcer 1 & 2 so that they can track the progress of the runners at two key timing points along the course. Announcers should also refer to the previous years results to add colour to the commentary.
- The announcers should familiarize themselves of all event details and in particular the risk and safety procedures outlined in [Appendix 22](#) and the COVID Safety Guidelines in [Appendix 23](#). If there is an emergency or evacuation the signal from the announcer will be a series of 3 sirens. The siren should not be used for any other purpose. The audible signal for race cut off after each event will be a chime, not a siren.
- The announcers should be familiar with and adhere to the ACC public address announcers' guidelines (see [Appendix 6gb](#)).

Announcers' arrival: 7.45am

7.55 am: A1

- Call officials to their sign in and briefing areas. All officials to sign in at the YMCC Hockey Club House and then proceed to their briefing meetings areas. Meetings will begin at 8:00am.
 - Marshalls and Start Line Officials – all head directly to marshal marquee areas for briefing
 - Finish line area officials to go directly to finish line area briefing
 - All other officials to report to the YMCC Hockey Clubrooms for briefing
- Advise schools that wish to walk over the course route that the students must be supervised, and the course markers not tampered with.

8.00 am – 9.00am: Announcer 1

- Continue to call officials to their sign in and briefing areas.
- Make PA announcements as requested by ACC staff.
- Make PA announcements as to the location of the toilets.
- Make general COVID health announcements.
- Liaise with BluChip Timing staff in the van at the finish line to familiarize yourself with using the automated timing device.

9.00 am: Announcer 1

- Welcome all schools with mention of those schools from country areas.
- Remind all schools that they must have a team muster area for staff and students in case of an emergency.
- Remind competitors of the competition rules to be followed:
 1. Once the first race is under way only runners competing in that event should be out on the course route.
 2. All competitors must wear running shoes.
 3. Running shoes with spikes are not to be worn.
 4. That your school athletics or physical education uniform is to be worn.
 5. Competitors may not compete with music devices or headphones.
 6. That competitor numbers are placed on the back of the left hand and that a matching timing bib is worn.
 7. Reserve runners are not to run the course when there are already 6 runners competing in that gender age group (except OPEN/U19 where 8 runners are allowed).
 8. *Multi Class/Inclusive Events*: Within their own age/gender events, ***unless advised otherwise***.
 9. The finish time cut off for each race is as follows. The timekeepers will advise announcer 1 to sound the PA "Chime" when the timed cut off for each race has expired.
Female: U13 and U14 age categories – **3km – 20 minutes**

Male: U13 and U14 age categories – **3km – 18 minutes**

Female: U15, U16, U19 age categories – **4km – 25 minutes**

Male: U15, U16, U19 age categories – **4km – 23 minutes**

10. Runners must report to pre-race marshalling before each event. Advise runners of the general finish line and start line procedures.
11. Spectators to remain behind roped-off and barricaded areas.

Advise all competitors, staff, and officials of general information:

- Advise competitors and staff of the location of the toilets and first aid post (*Refer: Appendix 6e*).
- Remind athletes and coaches that runners must report to pre-race marshalling 20 minutes before their event and each group of runners should have a school liaison person with them.
- Ask for a continual cleaning of the area schools are occupying.
- Request staff to continually check on the location of their students, particularly toilet areas and other out of bounds areas.
- No football or soccer ball games are allowed.
- The skate ramp, child play areas and buses are out of bounds.
- If there is an emergency or evacuation the signal from the announcer will be a series of 3 sirens. Then listen to and follow the announcers directions.

9.05 am: Announcer 1

- Marshall the GIRLS U13 event, advising them to report to the marshalling area by 9.10am.
- Marshall subsequent events, directing competitors to arrive at the start line 20 minutes prior to the start of that event. Each group of runners should have a school liaison person with them to assist in the allocation and attachment of timing bibs.
- The starter has a radio microphone through the main PA so the announcer needs to closely monitor starts so as not to talk over the starter.

SCHEDULE OF EVENTS

Event	Gender	Age	Marshal	Start	Finish Cut-off Time
1	GIRLS	U13	9:10 AM	9:30 AM	9:50 AM
2	BOYS	U13	9:35 AM	9:55 AM	10:13 AM
3	GIRLS	U14	9:54 AM	10:14 AM	10:34 AM
4	BOYS	U14	10:15 AM	10:35 AM	10:53 AM
5	GIRLS	U15	10:34 AM	10:54 AM	11:19 AM
6	BOYS	U15	11:00 AM	11:20 AM	11:43 AM
7	GIRLS	U16	11:24 AM	11:44 AM	12:09 PM
8	BOYS	U16	11:50 AM	12:10 PM	12:33 PM
9	GIRLS	U19	12:14 PM	12:34 PM	12:59 PM
10	BOYS	U19	12:40 PM	1:00 PM	1:23 PM
NB: Multi Class/Inclusive students will compete within their age/gender category, unless advised otherwise.					

CLEAN UP

1.25 pm - 1.45 pm

PRESENTATIONS

1.45 pm - 2.15 pm

NB: Start times for events are only approximate and may vary slightly on the day. Check with carnival manager.

Continuous throughout the carnival: Announcer 1

- Announce the start of each event when the starter is ready and call for quiet for the start of the event. A1
- Announce the results of the first 5 place getters as they are provided to you. A2
- If in place, use the automatic timing monitoring system to advise spectators of race placings as runners pass timing check points on the course at stations 7, 9, 21. A1
- Approximate distances to timing check points: A1
 - 3km course**
 - Check point 7 = 1.3 km
 - Check point 9 = 1.6 km
 - Check point = 2.2 km
 - 4km route**
 - Check point 7 = 1.3 km
 - Check point 9 = 2.7 km
 - Check point 21 = 3.25 km
- If the remote timing points fail to work, then radio stations at 2, 11 and 15 to ask for a report for spectators the school of the leading runners. Only these station officials have two-way radios. A1
- Remind competitors that they can check their result after the race online or on the display screens in the recovery marquee at the end of the finish chute by standing near the screen. A1
- Announce current category scores as and if they come to hand. A1
- Throughout the day announce COVID Safety/Hygiene public health announcements.
 - Wash your hands or use hand sanitizer.
 - Practice social distancing and keep 1.5m space between people.
 - Cover your mouth when you cough or sneeze.
 - Wear a mask if this is mandatory on the day.
 - Do not share water bottles, towels or food and drinks.
 - If you are feeling unwell or have a fever report to the St John's First Aid post

MEDALLIONS PRESENTATION – Announcer 2

- Medallions for the first 3 place getters will be presented immediately after each race on a dais next to the finish area.
- Team awards will be presented as part of the final team presentations.
- The Listed Place Getters official will chaperon the first three runners to the dais for the presentation of medallions. The official is to coordinate with the announcer (No 2) to present the gold/silver/bronze medallion to the first three placegetters.
- Announcer No 2 will read each place getters name (starting with 3rd place) the students stand on the podium to receive their medallion.
- The Multi Class and Inclusion medals will be presented after each race in the same area.
- Medallions will be presented by the ACC designated representative, usually the President or their representative.
- The Listed Place Getters official will have the medallions and winner's podium ready for each event.

After the start of the last event:

- Advise all present of the end of day procedure. **Announcer 1**

1.25 pm Commence cleanup as soon as last event cut off siren sounds – pick up all litter.

Work parties to retrieve all equipment.
Lost property to be handed in.

1.45 pm All students assemble for presentations. To the south of the turf cricket wicket.

2.15 pm Departure
Staff to ensure their individual School's area is clean.

[Appendix 6g\(b\)](#)

Public Address Announcers Guidelines

The following principles and expectations underscore the Associated & Catholic College's public-address announcing philosophy. Public-address announcers who follow these guidelines will be able to announce virtually any ACC event with confidence and in the right spirit.

1. ***Be early and be prepared.*** Arrive at the facility by the requested time. Check in with ACC staff for any last-minute details and review any scripted pre-competition announcements required by the ACC (i.e. emergency procedures, and event announcements, etc.) If required, visit with school teachers/coaches to ensure proper pronunciation of names.
2. ***Work with the officials.*** Communicate with the officials before the game/event regarding any specific pre-competition, during competition and post-competition announcements or briefings. Announcers shall respect the individuals who are responsible for the conduct and administration of games and events, such as coaches, officials, and administrators, and avoid making any comments that reflect positively or negatively on them.
3. ***Promote sportsmanship.*** Remember the ACC motto is "Sport in the Right Spirit". Create a positive competitive environment through non-biased promotion of fair play. Announcers must understand that they have a tremendous influence on the crowd, and that comments designed to incite the crowd for the purpose of gaining an advantage for a team or competitor is inappropriate.
4. ***Stick to the basics.*** Deliver pertinent information in a timely and professional manner and do not attempt to be bigger than the game or event by doing continuous commentary to entertain or to draw attention to yourself. Do not ad lib to fill gaps, let the event flow and only add commentary where necessary.
5. ***Be competent and accurate.*** Understand the proper terminology and event rules used for the sport and avoid the use of slang terms. Follow approved announcing guidelines, expectations, and policies. Wait until officials complete their result adjudications before reporting any results to the spectators.
6. ***Never talk over the action.*** Understand the appropriate information to be announced and the proper time in which to announce for each sport. Never talk over the officials when they are instructing the competitors or other officials.
7. ***Be on your toes and keep your cool.*** Weather alert, emergency evacuation, severe injury are possible reasons that competition could be delayed, and communication becomes essential to facilitate coordinated school/facility emergency procedures. Be familiar with the emergency management plan. The calm tone and direct delivery of instructions to participants and spectators is essential.
8. ***Silence is OK.*** A non-stop verbal stream from the announcer is not necessary. Not only can it be annoying to patrons, but it can also be a distraction for competitors and officials.
9. ***Respect privacy.*** Respect the rights of competitors, officials and coaches to privacy. Do not name individuals directly unless it is relevant or required. Do not interview competitors or coaches on air unless requested. Do not approach competitors, officials or coaches directly – give them space and respect their right to privacy.
10. ***Remain Neutral.*** Announcers shall respect the participants of all teams and remain neutral when introducing the teams & competitors, and when announcing the outcome of events or performances of the participants.
11. ***Be professional.*** Announcers shall exhibit professional behaviour and always represent the association with respect and dignity by what they say, how they act and how they appear. Take your job seriously by addressing coaches, officials, administrators, and competitors with respect regardless of team affiliation. Be properly dressed and respect all association/facility rules and policies.

[Appendix 6h](#)**STARTER**

The main task of the Starter is to ensure that all competitors get an even start. **Events must start on time – do not start any event early! Check start times during the day with the carnival manager.** Recalling up to 300 hundred competitors is extremely difficult — false starts should be avoided at all costs.

There will be at least three **start line assistants** whose task is to ensure that runners move quickly from the marshaling area to stand in readiness behind their school name sign. When the starter calls up the runners to the start line, the start line assistants are to assist the starter to get the runners correctly positioned behind the start line and signal to the starter when the line is ready for a start.

Start

- Step 1 At the designated start time (see schedule of events) and in conjunction with the timekeepers, call the start line assistants to the start line.
- Step 2 Advise runners in each event of the start procedure (use the radio microphone provided or a loud hailer).
- Step 3 Call the runners to the start line.
- Step 4 Allow the start line assistants to correctly position the runners in pairs 2 behind 2 at the start line. *Multi Class/Inclusive runners should be at the rear of the group, unless faster than the other students in the school team.* When the start line assistants signal that the runners are ready, start individual events. Do not start an event until you are sure the timekeepers are ready and watching the start and have signaled their readiness to you.
- Step 5 Start Commands
- Take your marks.
 - Gun or air horn
 - False Start — second gun

False Start

- Step 1 Sounding of second gun.
- Step 2 Chief Marshal and start line assistants to re-marshall the event ready for a second start.
- Step 3 Re start the race.

- Schools should brief and prepare their runners before the carnival for a massed start in pairs 2 behind 2.*
- Teams **must not** spread wider than the width of two runners on the start line and they **may not** move away from their designated start line position to try and take up a more favorable position on the start line.*
- The starter has the authority to give an official warning to any team(s) not lining up correctly for the start. If any team continues to disregard this warning, then the starter may disqualify a team for not lining up correctly at the start.*

Marshaling and start times are as follows:

* The starter uses a radio microphone through the main PA and needs to work with the announcer to closely monitor starts so as not to talk over each other. If the radio mic fails or is not available, you will need to use a loud hailer.

SCHEDULE OF EVENTS

Event	Gender	Age	Marshal	Start	Finish Cut-off Time
1	GIRLS	U13	9:10 AM	9:30 AM	9:50 AM
2	BOYS	U13	9:35 AM	9:55 AM	10:13 AM
3	GIRLS	U14	9:54 AM	10:14 AM	10:34 AM
4	BOYS	U14	10:15 AM	10:35 AM	10:53 AM

5	GIRLS	U15	10:34 AM	10:54 AM	11:19 AM
6	BOYS	U15	11:00 AM	11:20 AM	11:43 AM
7	GIRLS	U16	11:24 AM	11:44 AM	12:09 PM
8	BOYS	U16	11:50 AM	12:10 PM	12:33 PM
9	GIRLS	U19	12:14 PM	12:34 PM	12:59 PM
10	BOYS	U19	12:40 PM	1:00 PM	1:23 PM
<i>NB: Multi Class/Inclusive students will compete within their age/gender category, unless advised otherwise.</i>					

NB: Start times for events are only approximate and may vary slightly on the day. Check with carnival manager.

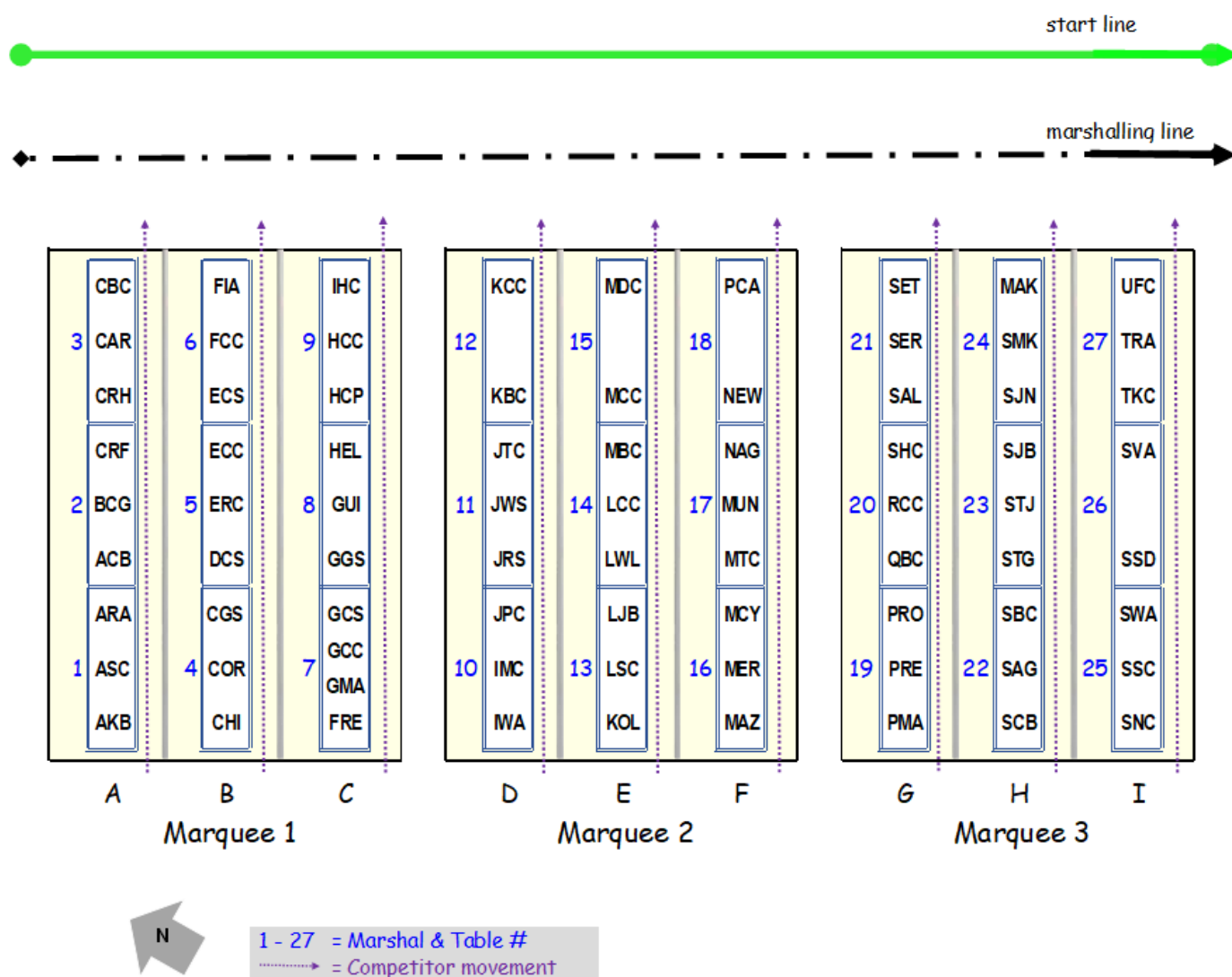
[* See Appendix 6i for marshalling & start line procedures.](#)

[* See Appendix 16 for Start Line Positions & Marshaling Areas](#)

[Appendix 6i](#)**CHIEF MARSHAL, TEAM MARSHALS, MARSHALING USHERS AND START LINE ASSISTANTS**

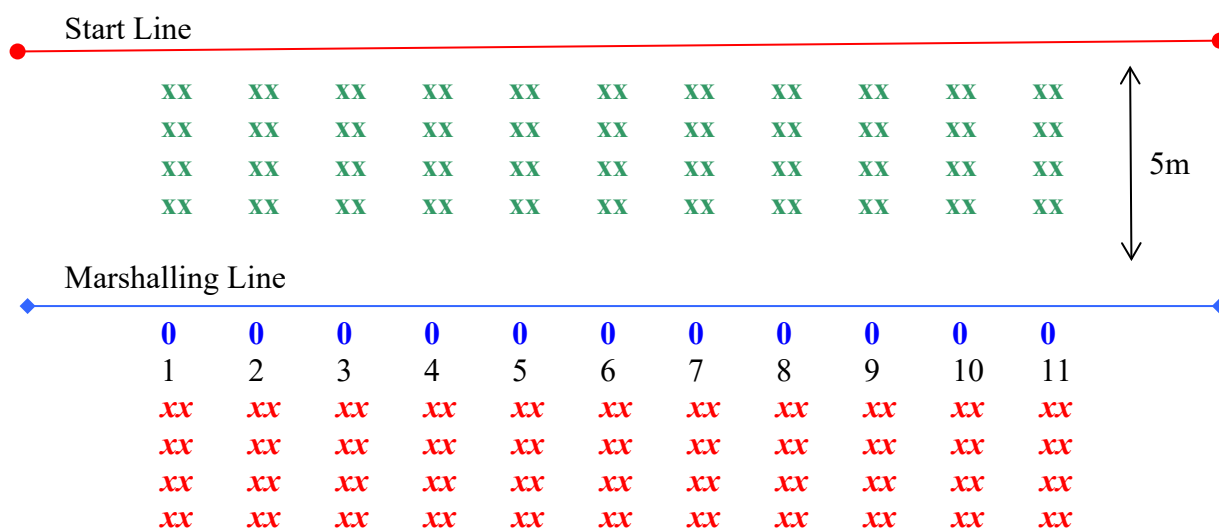
- The main task of the Marshals is to check all competitors' numbers and age groups and to provide the correct timing bib to each runner. Once the names/age groups have been checked and timing bibs provided for each runner, the competitors are to be placed behind the marshaling line in preparation for the start.
- Mask Wearing: Mask wearing is no longer required. However given that marshals will be in close contact with a high number of students from a variety of schools, the risk of infection is high. ACC strongly recommends that marshals continue to wear a mask, but this is a personal choice.
- The start line is approximately 80m wide. Each school is allocated a specific point on the start line and there is a small name sign for each school. * See [Appendix 2](#) for Start Line Positions.
- There are **27 team marshals, one chief marshal, 3 reserve marshals, 3 marshaling ushers and at least 3 start line assistants.** *Each team marshal must have one student assistant.* The last three marshals (28-30) will act as a reserve marshal for each marquee to relieve or replace other marshals as required.
- **Each school should send a team liaison person** to the marshaling area to assist the marshals with the allocation and attachment of the timing bibs. Team liaison personnel may be staff or competent senior students.
- **Each school is only allowed 6 runners per event, except for U19 events which can have 8 runners per team. Any Multi Class/Inclusive runners do not count in the team number.**
- Each marshal will be provided with a printout of all the listed competitors, age groups and competitor numbers for their allocated school(s). The marshal will also be provided with all the numbered timing bibs for their allocated school(s). These chips will be disposable bibs. ****Please keep chips in numerical order to avoid misplacement or loss***
- The team marshal is to check that each competitor has the correct computer number and team code written on the back of their hand and should tick off each student on their team sheet when they have been marshaled. The numbers listed on team sheet are correct and in the timing system. If students have a number written on their hand that does not match the number allocated to them on the team list, then it is incorrect on their hand and should be changed.
- Once the students have been ticked off on the sheet and they have the correct number written on their hand, the marshal will provide the student with the correct numbered timing chip (which corresponds with their competitor number), e.g. If student A is number 405 on the team sheet they **MUST** be given chip number 405. The marshal is to ensure that the timing bibs are correctly fitted to each runner. The student assistant should assist the marshal in finding the correct timing chip and handing the chip to the runner. *Each team should have a school liaison person with their runners to assist with the allocation and attachment of timing bibs.*
- Competitors that have been moved up to a higher age group, or who have been entered as an emergency on the day will need to inform the marshal when marshalling for their event. Marshals **MUST** make notes about any changes on their document.

- If there is any confusion or doubt as to the number or age group of a student, then the team marshal must confirm with the computer room official through the chief marshal on the two-way radio.
- If your assigned school is absent for an event(s) please assist the marshal next to you.
- **After the final event, all team sheets will be collected by the Chief Marshal and sent to the results room.**
****Do not put any team sheets in the bin****
- After each race starts the start line assistants are to ensure that the school name signs are still in place and in the correct order.
- The Chief Marshall MUST supply their own loud hailer.
- Marshaling area layout: The marshaling area comprises 3 adjoining marquees in front of the start line, each divided into 3 sections. Each section will have three marshals. Each marshal will be assigned to manage 3 teams; some marshals may only have two teams. Students will file through their team's allocated marshaling tent. Ushers will be at the entrance to the marquees guiding runners into the correct marquee and section.
- The following diagram is an example of the marshalling marquee layout.
[* See Appendix 2 for Start Line Positions & Marshalling Areas](#)



START LINE PROCEDURE:

- Marshalling:
 - Runners are required to marshal 20 minutes before race start time.
 - In the marshaling marquees the team marshals will check that all runners have the correct competitor number and school code written on the backs of their hands. Once numbers are checked, the marshals will give the correct numbered timing bib to each runner and ensure that it is correctly fitted.
 - Once the runners have been through the marshaling marquee and received their timing bib, they should immediately move to the marshaling line and stand in pairs behind their school signpost, approx 5 metres behind the start line.
 - The start line assistants should assist the marshals in ushering the runners from the tent to their correct start line position.
 - Before the carnival, the ACC will randomly assign each school a position along the start line.
 - Schools use the same start position for each race and the allocations will be re-assigned each year.
 - Runners should be positioned in pairs (2 behind 2) with the best runners at the front.
 - Start line assistants are to ensure that teams do not move away from their designated start line position and try to take up a more favourable position on the start line that may be vacant due to a missing school.
 - If your assigned school is absent for an event(s) please assist the marshal next to you.
- Start:
 - Schools should have briefed and prepared their runners before the carnival for a massed start where runners are in pairs, 2 behind 2 with the best runners at the front, and any *Multi Class/Inclusive runners at the back of the team (unless faster than the other members of their school team)*.
 - On the starters first command the start line assistants move up to the start line. On the starters second command the runners move up to the start line and take up their allocated school position on the line. This is directly in front of their school-marshaling signpost. There are no marks on the start line; the school signposts indicate position along the line.
 - The start line assistants and school liaison personnel then ensure that runners are positioned in pairs (2 behind 2) with the best runners at the front. When runners are in position the start line assistants signal the starter and move back to the marshal line.
 - Race commences on the starters gun. In the event of a false start — the procedure is repeated.



Symbols Legend:

School Name Signposts: 0

Start position:

Marshalling position:

Start Line:

Marshalling Line

1

xx school runners stand in pairs, behind and along the start line, in front of their school signpost.

xx school runners stand in pairs, 5m behind the start line and behind their school signpost.

A diagram of a simple graph with two vertices (red dots) and one edge (red line segment). Below each vertex is a blue upward-pointing arrow.

* SEE Appendix 2 for Marshaling Areas & Start Line Positions

Marshaling and start times are as follows:

Event	Gender	Age	Marshal	Start	Finish Cut-off Time
1	GIRLS	U13	9:10 AM	9:30 AM	9:50 AM
2	BOYS	U13	9:35 AM	9:55 AM	10:13 AM
3	GIRLS	U14	9:54 AM	10:14 AM	10:34 AM
4	BOYS	U14	10:15 AM	10:35 AM	10:53 AM
5	GIRLS	U15	10:34 AM	10:54 AM	11:19 AM
6	BOYS	U15	11:00 AM	11:20 AM	11:43 AM
7	GIRLS	U16	11:24 AM	11:44 AM	12:09 PM
8	BOYS	U16	11:50 AM	12:10 PM	12:33 PM
9	GIRLS	U19	12:14 PM	12:34 PM	12:59 PM
10	BOYS	U19	12:40 PM	1:00 PM	1:23 PM

NB: Multi Class/Inclusive students will compete within their age/gender category, unless advised otherwise.

NB: Start times for events are only approximate and may vary slightly on the day. Check with carnival manager.

[Appendix 6j](#)

MANUAL FINISH / FIRST 5 PLACE JUDGE / INCLUSION RESULTS OFFICIAL

The main duty of the Manual Place Judge is to award a place to the first 5 place getters in each race. All competitors will be given a time and place for the event through the automatic timing system. This will be displayed after each race in a designated location and on the Internet. Only the first 5 place getters will receive a manual place card by the judge.

With assistance from the helpers and other officials, the Place Judge should ensure that runners move across the line and continue into the finish transition chute. Bunching on the line is to be avoided as this is not only a safety issue but can also cause problems with the automatic timing system.

DO NOT attempt to hand out place card numbers for the first 5 place getters directly at the finish line. Hand out cards once runners have moved into the transition finish chute (at least 5 metres from the line). Keep runners in the chute in the correct order so that the first 5 place cards can be allocated and then direct the first 5 runners into the recording marquee adjacent to the finish line. All remaining runners after 5th place should be moved into the finish chutes and their finishing order maintained in the line ready for backup recording **if** in place.

Once the first 5 runners have been placed and directed through the chutes to the recorders tent the place judge should then assist the backup judge ([see Appendix 6k](#)) and the finish chute ushers. Officials must keep the finishing line of runners moving through the chutes and as close as possible maintain the finishing positions in the line.

Inclusion/Multi Class Results: The judge will play a secondary role in collating Inclusion/Multi Class results for events including students with a disability.

The judge will receive two copies of a results sheet for each individual Inclusion/Multi Class runner at the start of the day. For events with Inclusion runners, the judge is to collect the print off times from BlueChip timing van for these runners after their race is complete. The judge is to record the participants time on both results sheets.

After recording the time on both sheets, the first sheet is to be handed to the announcer and the second sheet is to be handed into the ACC results room in the hockey clubrooms.

Each Inclusion/Multi Class participant will have a school appointed supervisor who will assist the place judge to identify the relevant students finishing the race.

Injured/Distressed Runners

- In the first 5 places, ensure that any injured/distressed runners are given a place card or that their place card is given to the finish first aid people. Finish first aid staff should allocate students to work in pairs; one “dummy” student to take the place of an injured student in the finish queue and the other to ensure that a finish line first aid ticket is completed (see example below). Once the ticket is completed the student gives it to the “dummy” student in the finish queue who, once they have their place card, proceeds directly to the recorders tent with the place card and finish line first aid ticket i.e. they do not wait in the queue once they have been given a place card. Place cards are only given to the first 5 finishers.
- **DO NOT ATTEMPT TO PLACE IMMOBILIZED COMPETITORS INTO THE QUEUE (STRESSED COMPETITORS MAY BE ASSISTED IN THE QUEUE). IMMOBILIZED COMPETITORS WILL BE AIDED BY THE FINISH LINE 1ST AID OFFICIALS. THEY WILL THEN RETURN TO THEIR SCHOOL AREA DIRECT FROM THE FINISH LINE**

OR MAIN 1ST AID POST. IF REQUIRED DUMMY STUDENTS WILL STAND IN THE QUEUE FOR THE INJURED RUNNER.

- **ONCE A RUNNER CROSSES THE TIMING MAT AT THE FINISH LINE, THEY WILL HAVE THEIR TIME AND PLACE REGISTERED. THERE IS NO NEED FOR INJURED OR DISTRESSED RUNNERS TO STAY IN THE FINISH CHUTE ONCE THEY CROSS THE LINE. A RUNNER THAT CANNOT CROSS THE LINE UNAIDED HAS NOT COMPLETED THE COURSE AND WILL NOT REGISTER A PLACE.**

Finish First Aid Ticket	
PLACE	<i>25</i>
COMPETITOR NUMBER	<i>301</i>
SCHOOL ABBREVIATION	<i>SNC</i>

[Appendix 6k](#)**BACK UP PLACE JUDGE – *not in place for 2022***

A manual back up system will not be in place for 2015. Following each race schools are asked to check the results on the Internet and if they have a runner that did not register a time/place then they are to report this immediately to the timing operators. A video feed of the finish for each race will be kept and the timing operators can check this to see what the approximate finish place of the runner was. Students and staff should try and make note of their approximate finish time/place when they complete the race as this will assist the timing operators if they need to investigate a missing result. A running clock is in place on the finish line so that runners can check their time.

The backup place judge is responsible for manually recording all place positions for the automatic timing system back up. The timing company will provide a number of portable handheld electronic devices which will be used to record the place and competitor number of each athlete. This system is not used as the “official placings” for the race but simply as a secondary back up system in case a runner fails to register a time with the automated timing system. The backup system also helps to give the runners and schools an approximate idea of where each of the runners has finished.

The electronic recording of places for backup is not intended to be absolutely exact and will record each runners approximate place in the race. A runners position in the line in the chute will be used as their approximate finishing place. The backup places will be recorded in the finish transition chute well away from the finish line. This will allow the line to thin out and reduce bunching up in the first part of the chute immediately after the finish line.

The process will be that student assistants will work in pairs. One student will call the runners number (written on their hand) and the other will record this next to the place on the handheld device.

The Backup Place Judge positions himself/herself well back in the finish transition chute, not immediately after the finish line.

Once the manual first 5 place judge is finished they will assist the Backup judge. The Backup judge, first 5 place judge and finish chute ushers will all work together to keep the line of runners moving through the finish transition chutes. The officials will attempt to keep the runners in the same order as when they crossed the finish line. Runners will stay in the line until the Backup judges have recorded their place.

Injured/immobilized runners: Runners that are unable to stand in the finish chutes will have their back up place/time organized by the finish line first aid officials. The runner will be issued a finish line first aid ticket which will record their approximate finish time taken off the finish line display clock. The ticket will be given to the automatic timing officials in the marquee.

[See Appendix 17: Finish/Start Area Map](#)

[Appendix 6l](#)**MANUAL TIMEKEEPER**

Two MANUAL timekeepers are required, one for boys races and another for the girls races. Each timekeeper has two stopwatches, which are activated, at the start of each race.

Timekeepers are to be positioned at the start line for the start of each race and are to have a clear line of sight with the starter. Once the timekeepers are in place, they should signal their readiness to the starter. The starter will not start a race until receiving the ready signal from the timekeepers.

The Timekeeper starts his/her stopwatches at the start of the race. He/she then registers a time for each of the first five placegetters in each event. (Use two multi-time stopwatches.)

The timekeeper stays in position at the finish line until the time limit for that event has expired, see below. When the time limit has expired the timekeeper is to instruct the announcer to sound the **chime** on the PA system. No places will be awarded to competitors who finish after this time limit, but all runners will be allowed to finish the race and record a time.

Female: U13 and U14 age categories - **3000m – 20 minutes**

Male: U13 and U14 age categories - **3000m – 18 minutes**

Female: U15, U16, U19 age categories - **4000m – 25 minutes**

Male: U15, U16, U19 age categories - **4000m – 23 minutes**

Take the stopwatches with the times for the first five placegetters to the PLACE-GETTERS RECORDER'S tent. The LISTED PLACE-GETTER'S RECORDER will have a record of the names of the first five placegetters. This sheet will be taken to the computer room by the Listed Place-getters Recorder's student assistant. Refer to [Appendix 6n.2](#).

*Multi Class/Inclusive competitors: will be conducted within their age/gender events, **unless advised otherwise**. The timekeepers are asked to please keep a watch running after the timed cut off siren for any Multi Class/Inclusive runners so they a time can be recorded for them.*

[Appendix 6m.1](#)**FINISH LINE 1ST AID**

- The main task of the finish line first aid official/s is to assist immobilized or distressed competitors at the finish line.
- Runners in the first 5 places that are immobilized or distressed must be assisted and ensured that their allocated place is maintained and recorded. After 5th place no place cards and positions are allocated at the finish.
- All runners will receive their official time and place through the automated timing system. This will be displayed on the Internet and at a designated location after each race.
- Runners that cannot finish the race unaided need to have a finish first aid ticket completed with the runners number, event number, school abbreviation and place status marked as did not finish (DNF).

Steps to follow:

- Assess the individual situation and apply immediate first aid at the finish line.
- If possible, move the injured/distressed runner away from the finish line so as not to impede other incoming runners. If the injury appears very serious do not attempt to move the injured athlete. If the injury appears very serious then send a student helper to get an SJA first aid officer from the post to attend the student at the finish line.
- ***If a runner fails to cross the finish line, then they are judged to not have completed the race and will not receive a place or time.***
- ***If you are assisting injured or distressed runners before the finish line, they should be given the opportunity to cross the line unaided; they should not be assisted over the finish line. If they cross the finish line and timing mats unaided, they will record a time and place in the timing system.***
- If required assist the injured/distressed runner to the first aid post.
- The first aid officers from St John Ambulance in the first aid post are responsible for treatment once the finish line first aid staff hand over the student. However, the SJA officers are not responsible for completing the finish first aid ticket, this is the school finish first aid officials duty.

For the first 5 place getters:

- Ensure that someone notes the place that was allocated to the injured/immobilized competitor by the judges. Place is indicated by the place “called” by the judge on the line and then the place card that the competitor should have been given by the judging officials. If the injured/immobilized competitor does not receive a place card, the finish line first aid officials should attempt to get their place card or ascertain the students place after consulting with the finish judge.
- If required, assist the injured/immobilized competitor to the first aid tent.
- Once the immobilized competitors place is ascertained, record the immobilized competitor’s EVENT NUMBER, PLACE, COMPETITOR NUMBER and SCHOOL ABBREVIATION on the finish first aid ticket (*Refer [Appendix 6m.2](#)*).
- The completed finish first aid ticket should then be taken immediately by the finish line first aid student officials to the recorders tent and have the injured/immobilized competitors’ details correctly recorded.
- It is not necessary to record the time on the finish first aid ticket as the manual timekeepers will record the time and pass this to the first five places recorder.
- The completed first aid finish ticket should then be handed into the automatic timing operators tent to be used as a result backup for that competitor in case there were any issues with their result.

- g. The finish line first aid students do not need to stand in the queue they can move directly to the recorders tent. Finish line first aid student assistants should work in pairs, one collecting the actual place card awarded and the other the completed finish first aid ticket. If they are waiting for the finish first aid ticket to be completed one assistant can wait in the line as a “dummy” in the correct place position.
- h. Finish line first aid officials will need to ensure that a different competitor is not handed the place card that should have been given to the injured/immobilized competitor.
- i. Always attempt to hand both the place card awarded and the finish line first aid ticket to the recorders.

For all other runners after 5th place: As above, with the exceptions that.

- a. After 5th place there are no place cards provided and no manual recording.
- b. After 5th place, there will only be finish line first aid tickets written up for runners who are unable to complete the race.
- c. In these cases, the finish line ticket just needs to include the runners bib number, school abbreviation, event number and mark that they did not finish by placing DNF in the Place/DNF box.
- d. If a runner is injured/immobilized and cannot cross the finish line unaided, then they are judged to have not completed the race and will not receive a place or time.
- e. If you are assisting injured or distressed runners before the finish line, they should be given the opportunity to cross the line unaided; but they should not be assisted over the finish line. If they cross the finish line and timing mats unaided, they will record a time and place in the timing system and no finish first aid ticket is required.
- f. If first aid is being given to a runner that is injured/immobilized and cannot cross the finish line unaided, they should not be assisted/taken across the line. The runner should be treated before the finish to the side of the approach to the finish or in the first aid tent.
- g. Once a runner is removed from the race approach or course route they are deemed to have pulled out of the race and will be marked as did not finish (DNF) the race in the official timing results. A finish first aid ticket must be completed.
- h. Any runner that withdraws from the race due to injury or illness must have their details provided to the BluChip timing operators. The runners bib number, event number, school abbreviation, place status (DNF) must be written up on finish first aid ticket and delivered to the timing operators.

[Appendix 6m.2](#)*FINISH LINE 1ST AID TICKET (EXAMPLES)**E.G: only required for first 5 place getters.*

Finish First Aid Ticket		Event Number
PLACE / DNF	4 th	1
COMPETITOR NUMBER	301	
SCHOOL ABBREVIATION	SNC	

E.G: required for runners after 5th place that could not finish the race unaided due to injury/illness.

Finish First Aid Ticket		Event Number
PLACE / DNF	DNF	2
COMPETITOR NUMBER	134	
SCHOOL ABBREVIATION	ASC	

EVENT NUMBERS:

Event	Gender	Age	Marshal	Start	Finish Cut-off Time
1	GIRLS	U13	9:10 AM	9:30 AM	9:50 AM
2	BOYS	U13	9:35 AM	9:55 AM	10:13 AM
3	GIRLS	U14	9:54 AM	10:14 AM	10:34 AM
4	BOYS	U14	10:15 AM	10:35 AM	10:53 AM
5	GIRLS	U15	10:34 AM	10:54 AM	11:19 AM
6	BOYS	U15	11:00 AM	11:20 AM	11:43 AM
7	GIRLS	U16	11:24 AM	11:44 AM	12:09 PM
8	BOYS	U16	11:50 AM	12:10 PM	12:33 PM
9	GIRLS	U19	12:14 PM	12:34 PM	12:59 PM
10	BOYS	U19	12:40 PM	1:00 PM	1:23 PM
NB: Multi Class/Inclusive students will compete within their age/gender category, unless advised otherwise.					

[Appendix 6n.1](#)**PLACE RECORDER – *NO LONGER IN USE***[Appendix No 6n.2](#)**PLACE RECORDER'S SHEET – *sample only, NO LONGER IN USE***[Appendix 6o.1](#)**LISTED (FIRST 5) PLACE-GETTERS RECORDER / MEDALLIONS PRESENTATION SUPERVISOR**

The Listed Place-getters Recorder/Medallions Presentation Supervisor has two tasks to perform. First task is to record the full details of competitors achieving the first five (5) places in each category (in conjunction with the manual timekeeper and judge). Once this is complete the official then takes on the role of **Medallions Presentation Supervisor (see below)**.

LISTED (FIRST 5) PLACE-GETTERS RECORDER

- The *Listed Place-getters* Recorder in the Place Recorders tent adjacent to finish line chute (Refer map [Appendix 17](#)).
- [Refer to APPENDIX 6o.2](#) (listed placegetters recording sheet). Record the details of the first 5 place getters on the recording sheet. Please print in BLOCK LETTERS
- If one of the first five place getters is injured/immobilized and cannot take their place in the place recorders tent, you will be given a finish first aid ticket by the finish first aid officials (a dummy student may take the place of the placegetter, whilst the placegetter receives first aid attention).
- *You will need to actively usher the first five place getters to the place recorders tent after they cross the finish line. Otherwise, they may disappear into the crowd! Ensure your student assistant assists in this role. Similarly, you will need to ensure that the first three place getters do not leave your table as they need to be taken immediately to the medallion presentation dais near the finish line.*
- Once the sheet is completed the official retains the sheet and uses it for the presentation of medallions. After the medallion presentation is complete the student assistant is to deliver this sheet to the computer room ASAP.

MEDALLIONS PRESENTATION SUPERVISOR

- Once the first five place getters are recorded on the sheet the official is to chaperone just the first 3 place getters to the dais next to the finish area for the presentation of medallions.
- Provide the first three runners with water as supplied by the ACC (esky located in place recorders tent).
- The official is to coordinate with the announcer (No 2) to present the gold/silver/bronze medallion to the first three placegetters. As the announcer reads each place getters name (starting with 3rd place) the students stand on the podium to receive their medallion.
- Once all medallions are presented and photos taken the official is to deliver the first 5 place-getters sheet to the computer/results room and then return to the tent in preparation for the recording of the next race.
- The Listed Place Getters official will have the medallions and winner's podium ready for each event.
- Medallions will be presented by the ACC designated representative.
- The Multi Class and Inclusion medals will be presented after each race in the same area.

[Appendix 6o.2](#) LISTED PLACE-GETTER'S AND TIMEKEEPER'S SHEET - PLEASE USE
BLOCK LETTERS

EVENT	<div>U13 GIRLS 3000 m</div>		
1st	_____	School	_____ Time _____
2nd	_____	School	_____ Time _____
3rd	_____	School	_____ Time _____
4th	_____	School	_____ Time _____
5th	_____	School	_____ Time _____

EVENT	<div>U14 GIRLS 3000 m</div>		
1st	_____	School	_____ Time _____
2nd	_____	School	_____ Time _____
3rd	_____	School	_____ Time _____
4th	_____	School	_____ Time _____
5th	_____	School	_____ Time _____

EVENT	<div>U15 GIRLS 4000 m</div>		
1st	_____	School	_____ Time _____
2nd	_____	School	_____ Time _____
3rd	_____	School	_____ Time _____
4th	_____	School	_____ Time _____
5th	_____	School	_____ Time _____

EVENT	<div>U16 GIRLS 4000 m</div>		
1st	_____	School	_____ Time _____
2nd	_____	School	_____ Time _____
3rd	_____	School	_____ Time _____
4th	_____	School	_____ Time _____
5th	_____	School	_____ Time _____

EVENT	<div>U19 (OPEN) GIRLS 4000 m</div>		
1st	_____	School	_____ Time _____
2nd	_____	School	_____ Time _____
3rd	_____	School	_____ Time _____
4th	_____	School	_____ Time _____
5th	_____	School	_____ Time _____

Appendix 6o.2 continued To 'ACC Cross Country - LISTED PLACE-GETTER'S AND TIMEKEEPER'S SHEET

EVENT	U13 BOYS 3000 m			
1st	_____	School	_____	Time _____
2nd	_____	School	_____	Time _____
3rd	_____	School	_____	Time _____
4th	_____	School	_____	Time _____
5th	_____	School	_____	Time _____

EVENT	U14 BOYS 3000 m			
1st	_____	School	_____	Time _____
2nd	_____	School	_____	Time _____
3rd	_____	School	_____	Time _____
4th	_____	School	_____	Time _____
5th	_____	School	_____	Time _____

EVENT	U15 BOYS 4000 m			
1st	_____	School	_____	Time _____
2nd	_____	School	_____	Time _____
3rd	_____	School	_____	Time _____
4th	_____	School	_____	Time _____
5th	_____	School	_____	Time _____

EVENT	U16 BOYS 4000 m			
1st	_____	School	_____	Time _____
2nd	_____	School	_____	Time _____
3rd	_____	School	_____	Time _____
4th	_____	School	_____	Time _____
5th	_____	School	_____	Time _____

EVENT	OPEN BOYS 4000 m			
1st	_____	School	_____	Time _____
2nd	_____	School	_____	Time _____
3rd	_____	School	_____	Time _____
4th	_____	School	_____	Time _____
5th	_____	School	_____	Time _____

[Appendix 6p](#)

RESULTS MANAGER ASSISTANT (please refer to appendix 6d)

Appendix 6q

COMMUNICATIONS OFFICER

1. Ensures all communication equipment is functional.
Nb. Two-way radios supplied by ACC.
2. Demonstrate (in conjunction with the designated sound equipment supplier) use of two-way radios at the pre-carnival meeting in the pavilion at 8.15am. Select the radio channel that will be used on the day.
3. Issue two-way radios to relevant stations/first aid officials at the pre-carnival meeting and test that radios are working. ***First aid spotter officials are issued with two-way radios and they are positioned at stations 2, 11 & 15.***

- School First Aid Spotter Official: **Ursula Frayne** (at Station 11) *
- School First Aid Spotter Official: **Corpus Christi** (at Station 15) *
- School First Aid Spotter Official: **Mercy** (at Station 2) *
- Announcer 1: **Mercy – Matthew Kiely & John XXIII Glenn Mitchell** *
- Announcer 2: ACC – **Michael O'Meara (ACC)**
- Carnival Director/Protest Official: **Kyle March (ACC)** *
- Computer Room/Results Manager: **Mike Burgermeister (Chisholm)** *
- Officials Marshal / Finish area manager: **Trent Sharpe (ACC)** *
- Officials Marshal / Finish area manager / Inclusion Manager: **Cherie Pirnie (ACC)** *
- Officials Marshal / Services Manager: **Erica Dorfling (ACC)** *
- Officials Marshal / Services Manager: **Erica Dorfling (ACC)** *
- **Food Trucks and Services Officer: Laurie Power (ACC)** *
- Start/Marshalling Manager: **Rebecca Wright (ACC)** *
- Communications Officer: **John Septimus Roe (retain two-way radio for own use & back up)** *
- St John Ambulance First Aid Post x 1 *
- Finish Area Manager: **Stephen Doyle x 2 (school*) David Budge (TET)**
- Station 2 (road crossing): **Sacred Heart** *
- Parking Officials x 3 (**Chisholm, Lake Joondalup, Mater Dei**)
- Chief Marshall x 1 (**St Mark's**) D
- eBike Drivers x 2
 - **Newman**
 - **All Saints**
- Automatic Timing/Results Room Liaison Official x 1
- Duty School x 2 (**Aranmore, St Stephen's D**)
- Student Supervision Patrol x 1 (**La Salle**)
- Spare x **5**

TOTAL Two Way Radios: **35: 22 radios on 1 channel, 11 radios on 2 channels** *.

1. ***Before the first event can commence you MUST confirm radio contact with the three school first aid spotters (at station 2/11/15) and the St John Ambulance main first aid post.***
2. Throughout the day check all communications are in working order and that operators are online.
3. Communicate with First Aid Vehicle Assistants in the case of injured competitors.
4. Be familiar with the details of the Risk Management, Safety and Evacuation procedures in Appendix 22.

5. Ensure that the Announcer does not sound the siren unless asked to do so in an emergency/evacuation situation. A chime should be sounded for the race cut off audible signal.

(Please see below 2-way operator check in / check out sheet)

Two Way Radio Check in / Check Out Sheet

OFFICIAL	TOTAL No. OF RADIOS	CHANNEL 1	CHANNEL 2	Returned
School First Aid Spotter 1	1		✓	
School First Aid Spotter 2	1		✓	
School First Aid Spotter 3	1		✓	
Announcer 1	1	✓		
Announcer 2	1	✓		
Carnival Manager (ACC)	1	✓	✓	
Results Manager (Chisholm)	1	✓		
Officials Manager (ACC)	1	✓		
Inclusion/Finish Manager (ACC)	1	✓	✓	
Services Manager (ACC)	1	✓	✓	
Marshalling Manager (ACC)	1	✓		
Food Van/Services Officer (ACC)	1	✓		
Communications Technician	1		✓	
St John Ambulance	2		✓	
Finish Area Manager/s	2	✓		
Station 2 (road crossing)	1		✓	
Parking Officials (3)	3	✓		
Chief Marshal	1	✓		
eBike Drivers (2)	2	✓		
Results Liaison Officer	1	✓		
Duty School	2	✓		
Student supervisor patrol	1	✓		
Spare radios	5	✓ 3	✓ 2	
TOTAL RADIOS REQUIRED	33	(22)	(11)	

Issue two-way radios to relevant stations/first aid officials at the pre-carnival meeting and test that radios are working. **First aid spotter officials are issued with two way radios and they are positioned at stations 2, 11 & 15.**

[Appendix 6r](#)**ROAD CROSSING OFFICER**

Road Crossing Station Staff – located near Stations 2 / 11 / 7.

1. Anticipate the onset of competitors to that station.
2. Ensure that barricades are in place to stop all traffic entering the road. If the road closure barricade is not in place, contact the carnival manager via two way radio. Radio locations are at stations 2/11/15.
3. A traffic management company is booked to set up and man the road blockages.
4. If the situation is such that traffic enters the restricted area or a first aid vehicle needs to pass, stop competitors at the side of the road until the crossing is safe.
5. Redirect vehicles out of the area.

NB: Road Traffic for emergency purposes has the 'right of way'.

Appendix 6s**FIRST AID SPOTTER OFFICIALS**

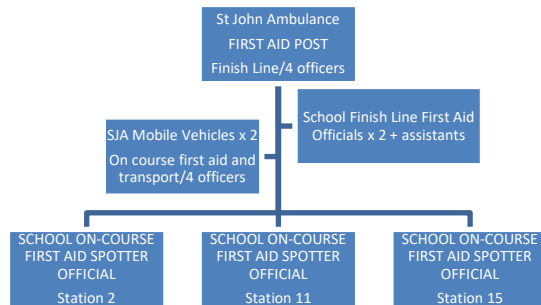
First Aid officials (St John Ambulance) will be in attendance and located in the first aid post next to the finish line on Alderbury Reserve. Four SJA first aid event officers will man the main post and they will also have two mobile patient retrieval vehicles out on the course (stations 6 & 15), both with two SJA officers per vehicle. The SJA event officers will have their own radio network separate to the ACC radio channels. The main first aid post will also have one ACC two-way radio for communication with ACC officials.

In addition to the official SJA first aid officers, three of the participating schools are allocated the task of providing on-course first aid “spotting” staff officials (located at stations 2/11/15). Two schools will also provide first aid spotter officials at the finish line. It is recommended that the school on-course first aid spotter officials have a minimum of a Senior First Aid or Sports First Aid qualification. The primary role of the school first aid spotter official is to look out for first aid incidents, assess the incident and radio the SJA first aid post to report on the incident. The spotter officials must administer immediate first aid in critical care/life threatening situations until the SJA officers arrive. Injury treatment of non-life-threatening incidents is not the role of the spotter.

The process for first aid treatment is as follows:

- Minor injuries/ailments should be treated by school staff and not the official SJA first aid officers. Individual schools must have their own first aid equipment and designated staff to cope with any minor injuries.
- Injured and distressed competitors at the finish line will be assessed by school finish line first aid officials at the finish line and then if required treated by SJA officers in the official first aid post adjacent to the finish. SJA officers will remain at the post unless called to the finish line in an emergency. The school finish first aid role involves spotting first aid incidents, providing initial assessment and immediate aid and then either seeking assistance from the main first aid post or assisting the patient to the first aid post.
- In the case of an injury to a competitor on the course the following procedure should be followed:
 - The closest station official should send their student assistant to the closest school first aid spotter official with a two-way radio (located at the finish area, stations 2/11/15 or the roaming SJA mobile vehicles based near station 15 (Meagher Drive road closure) and centrally near station 6 and ask them to attend to the injured athlete. Course scooter drivers also have two-way radios if necessary.
 - The school first aid spotter official needs to provide any immediate first aid that they can and assess the severity of the injury.
 - Severe: Any injury which is life threatening or any major injury such as a suspected fracture/dislocation, severe sprain/strain. School first aid spotter officials should radio the SJA first aid post and ask the mobile SJA officer to attend the injured athlete at the course location.
 - Less Severe: Any injury which is not life threatening (i.e. less severe sprains/strains) and the runner cannot walk back to their team area. The school first aid spotter official should radio the SJA first aid post and ask the mobile SJA officer to attend the injured athlete at the course location.
 - Minor: Minor sprains, strains etc... If the injury is very minor the student can either walk back to the school area or the first aid post. If the student is unable to walk, then the school first aid spotter official should radio the mobile SJA officer and ask them to report to the course location and transport the athlete to the main first aid post. If in doubt radio the SJA officers.
 - Students with severe injuries that are unable to be safely transported to the first aid post will remain on course and an ambulance called for professional transportation. SJA event officers will assess these situations and act as they deem appropriate.

- School first aid spotter officials on course should always contact the SJA first aid post if they are unsure about the management of an injured athlete.



- If a student requires transportation to a hospital or medical centre, the school concerned must be equipped, both with sufficient staff and transportation, to meet the "need". Supervision of the bulk of competitors throughout the day, however, must be maintained.
- The decision to call for an ambulance will be made by the senior SJA first aid official. The SJA officer will inform the ACC carnival manager and relevant school staff.
- The two school first aid spotter officials, school finish first aid officials and the SJA lead officer must report to the officials briefing at **8.00am**.
- First aid officials should familiarize themselves with the Risk Management, Safety and Evacuation procedures in Appendix 22.

Appendix 6t**OFFICIALS – Overview ACC Cross Country**All officials to read the following important information:

- The Cross-Country charter appendices for Officials have been restructured to make it easier for Sports Coordinators and Officials to access the relevant information. Each charter appendix for officials has been extracted and placed on the web site as an individual PDF file. On the web site there is a table with each official role listed and next to this the relevant appendix for that position with a link to download the PDF file. There is also a list of important DOT points for all officials to read. Sports Coordinators can now access the specific officials charter sections quickly or they can direct their officials to the new page on the web site. [Carnivals/Cross-Country/Officials Info](#)
- Cross Country Date: **Thursday 1 June 2023**
- Venue: Alderbury Reserve. Enter off Perry Lakes Drive and park in the car park behind the YMCC Coastal Hockey Clubrooms.
- Arrival: all officials are to arrive no later than 8.00am; Officials should aim to arrive at 7.45am for sign in. Exceptions are those officials on set up duties that may be required earlier. Officials must make adequate travel arrangements to arrive at the venue on time. Officials should not travel to the venue on the school competitor buses as they will be late for their duty. First event starts at 9.30am and last event starts at 1.00pm (approx).
- Briefing: there will be a briefing for all officials at 8.00am in the YMCC Hockey Clubrooms. Marshalls will have a briefing at the marshall tent and finish line officials will have a briefing at the finish area line.
 - a. Prior to 8.00am officials should report to the room, sign in on the check sheet and collect your officials file and vest. The file number will be matched to the number on the sign in sheet, wait in the room for the briefing.
 - b. If applicable to your role collect your two-way radio and if you need assistance in its operation, ask the communications technician for help.
- Student helpers: most adult officials will need school students to assist them. Check before the day that your school has arranged your student helpers, what time they will arrive and where you will meet them. Student officials will travel on the team bus in most cases, and they are not required to attend the officials briefing.
- Charter information: before the day check with your school sports coordinator that they have provided you with all the relevant information in the charter. Make sure that you have discussed your role with the sports coordinator so that you know what to do on the day.
- Rules: Event rules are as stated in the ACC Charter or as per IAAF cross country running rules. <http://www.iaaf.org/about-iaaf/documents/rules-regulations#rules>
- Risk Management/ Emergency Evacuation Procedures: all officials should familiarize themselves with these points in [Appendix 22](#). The muster point for officials in an emergency will be the YMCC Hockey Clubrooms.
- COVID Procedures: all officials should familiarize themselves with the COVID safety points in [Appendix 23](#). **Masks are recommended but not compulsory and marshals are strongly encouraged to wear a mask during the marshalling process.**
- The muster point for officials in an emergency will be the YMCC Hockey Clubrooms.
- What to bring:
 - c. come prepared for wet weather and sunshine.

- d. if you will be a course station official bring a portable chair and make sure you have a student assistant who is on course with you by 9.20am
- e. BYO morning tea, lunch, and drinks
- f. Complimentary coffee voucher will be provided upon sign in
- g. Pen to write with
- h. Charter information as provided by the school. [Carnivals/Cross-Country/Officials Info](#)
- At the end of the day return all materials to the YMCC club rooms: badge, file, vest etc... Station officials are asked to collect and return all course poles, road cones and flags near their location.
- *Working with Children: All officials working at ACC carnivals are required to be checked under the Working with Children (WWC) legislation. Schools providing officials to carnivals are to ensure that officials are checked and have either a current WWC ID number, are covered by an exemption or are covered as a teacher under their TRB registration. Schools need to keep records of their officials WWC status e.g. WWC ID Number, reason for exemption or TRB checks. Officials that are contracted by the ACC should provide their WWC number to the ACC.*
- Event Schedule:

Event	Gender	Age	Marshal	Start	Finish Cut-off Time
1	GIRLS	U13	9:10 AM	9:30 AM	9:50 AM
2	BOYS	U13	9:35 AM	9:55 AM	10:13 AM
3	GIRLS	U14	9:54 AM	10:14 AM	10:34 AM
4	BOYS	U14	10:15 AM	10:35 AM	10:53 AM
5	GIRLS	U15	10:34 AM	10:54 AM	11:19 AM
6	BOYS	U15	11:00 AM	11:20 AM	11:43 AM
7	GIRLS	U16	11:24 AM	11:44 AM	12:09 PM
8	BOYS	U16	11:50 AM	12:10 PM	12:33 PM
9	GIRLS	U19	12:14 PM	12:34 PM	12:59 PM
10	BOYS	U19	12:40 PM	1:00 PM	1:23 PM
<i>NB: Multi Class/Inclusive students will compete within their age/gender category, unless advised otherwise.</i>					

CLEAN UP 1.25 pm - 1.45 pm
PRESENTATIONS 1.45 pm - 2.15 pm

Appendix No 8

HISTORY OF RESULTS

To view the ACC cross country history of results, please click on the following link to the ACC website
[**https://www.accsport.asn.au/carnivals/cross-country/history**](https://www.accsport.asn.au/carnivals/cross-country/history)

Appendix 9

ACC CROSS COUNTRY HONORARY ALL-STAR TEAM

To view the ACC Cross Country All Star Team, please click on the following link to the ACC website
[**http://www.accsport.asn.au/carnivals/cross-country/all-stars-team**](http://www.accsport.asn.au/carnivals/cross-country/all-stars-team)

Appendix 10**CHANGE TICKET (EXAMPLE ONLY) (NOT IN USE IN 2023)**

CHANGE TICKET	
REASON FOR CHANGE (please tick)	ADDITION: AGE GROUP CHANGE:
NAME	<i>John Smith</i>
COMPETITOR NUMBER	<i>301</i>
SCHOOL	<i>SNC</i>
GENDER	<i>Male</i>
AGE GROUP (COMPETING IN)	<i>U16</i>
EVENT NUMBER	<i>8</i>
MARSHAL NUMBER	<i>5</i>

[Appendix 12a](#)**PROTEST OFFICIAL/S****The role of the Protest Official/s is to:**

- Receive protests on the official protest form ([Appendix 12b](#)) strictly within the time limit listed below.
- Complete details on the form where indicated.
- Adjudicate on the protest after consulting officials as to the matter mentioned.
- Inform parties involved about the outcome of the protest.
- Inform scorers of the outcome of the protest.
- Inform Awards Presenter of outcome of protest (in case of the situation where results announced are provisional or unofficial).

Intent:

- To provide competitors with an avenue to air their concerns about individual event matters, through official channels.
- To enable those matters to be dealt with within the time constraints of the carnival (i.e. the staging of the individual events and presentations).
- To separate individual event protest matters with those of overall carnival matters e.g. final team placings that may be dealt with through the Disputes Committee (which may be lodged post carnival - within 14 days). In some remote circumstances the former may not be able to be separated necessitating presentations to be described as 'provisional' or 'un-official'.

Protest Form:

The form (Appendix 12b) is to be lodged to the ACC Computer Room Manager (who doubles as the protests receivers officer), according to the following schedule:

Time Constraints:

- Due to carnival time constraints (receiving, examination, gathering information and adjudication), **PROTESTS ARE NOT TO BE ACCEPTED OUTSIDE THE TIME LIMITS LISTED BELOW. All protests must be lodged by 10 minutes after the race cut off time.**

SCHEDULE OF EVENTS

Event	Gender	Age	Marshal	Start	Finish Cut-off Time
1	GIRLS	U13	9:10 AM	9:30 AM	9:50 AM
2	BOYS	U13	9:35 AM	9:55 AM	10:13 AM
3	GIRLS	U14	9:54 AM	10:14 AM	10:34 AM
4	BOYS	U14	10:15 AM	10:35 AM	10:53 AM
5	GIRLS	U15	10:34 AM	10:54 AM	11:19 AM
6	BOYS	U15	11:00 AM	11:20 AM	11:43 AM
7	GIRLS	U16	11:24 AM	11:44 AM	12:09 PM
8	BOYS	U16	11:50 AM	12:10 PM	12:33 PM
9	GIRLS	U19	12:14 PM	12:34 PM	12:59 PM
10	BOYS	U19	12:40 PM	1:00 PM	1:23 PM
NB: Multi Class/Inclusive students will compete within their age/gender category, unless advised otherwise.					

CLEAN UP	1.25 pm - 1.45 pm
PRESENTATIONS	1.45 pm - 2.15 pm

NB: Start times for events are only approximate and may vary slightly on the day. Check with carnival manager.

[Appendix 12b](#)

PROTEST FORM (to be lodged 10 minutes after race cut off time)	
EVENT	
EVENT START TIME	
AGE CATEGORY	
SCHOOL	
COMPETITOR NAME/s	
COMPETITOR NUMBER/s	
TIME RECEIVED (by carnival manager)	
NATURE OF PROTEST	
DESCRIPTION:	
SUPPORTIVE WITNESS (e.g. name/position of official)	
OUTCOME (determined by carnival manager)	<i>Decision:</i>
	<i>Reason:</i>
ACC CARNIVAL MANAGER SIGNATURE	

[Appendix 14](#)***FINISH CHUTE USHER*****Located:**

- Within the confines of the finish area (Refer map [Appendix 17](#)).

Role:

- To ensure that competitors immediately move past the finish line and progress along the finish transition chutes toward the finish marquee. This should be ushered quickly to prevent “bunch up”.
- To ensure that runners do not “bunch” up before/on/after the finish line to create a dangerous situation.
- Ensure that there is a bin at the end of the chute and that runners are encouraged to dispose of their race bib and pins in the bin prior to leaving.

Avoid:

- Bottlenecking of competitors before/on/after the finish line and along the chute.
- Spectators encroaching on the finish area. All spectators must remain behind the barricades set in place.
- Competitors finishing and “bunching” up prior to or on the finish line (because of the above). If it appears that this may occur, you should walk out onto the course BEFORE the finish line and slow runners down so that they do not run into the congested finish line in a dangerous manner. This can often occur as the main bulk of the runners approaches the finish line.

PLEASE NOTE:

- ALL OFFICIAL TIMES AND PLACES ARE DONE THROUGH AUTOMATIC TIMING
- ONLY THE FIRST 5 FINISHERS RECEIVE A MANUAL PLACE CARD – THESE 5 PLACEGETTERS ARE USHERED OFF INTO THE PLACE RECORDERS TENT (LOCATED NEXT TO THE FINISH LINE)
- AFTER THE FIRST 5 PLACES NO PLACE CARDS ARE PROVIDED ON THE FINISH LINE. THEREFORE, A RUNNERS’S POSITION IN THE CHUTE LINE AFTER THE FINISH IS IRRELEVANT TO THEIR PLACE
- A MANUAL BACKUP IF IN PLACE WILL BE DONE TOWARDS THE END OF THE TRANSITION CHUTE TO RECORD A RUNNER’S APPROX PLACE.

[Appendix 15](#)***FINISH AREA ATTENDANT (crowd control)*****Located:**

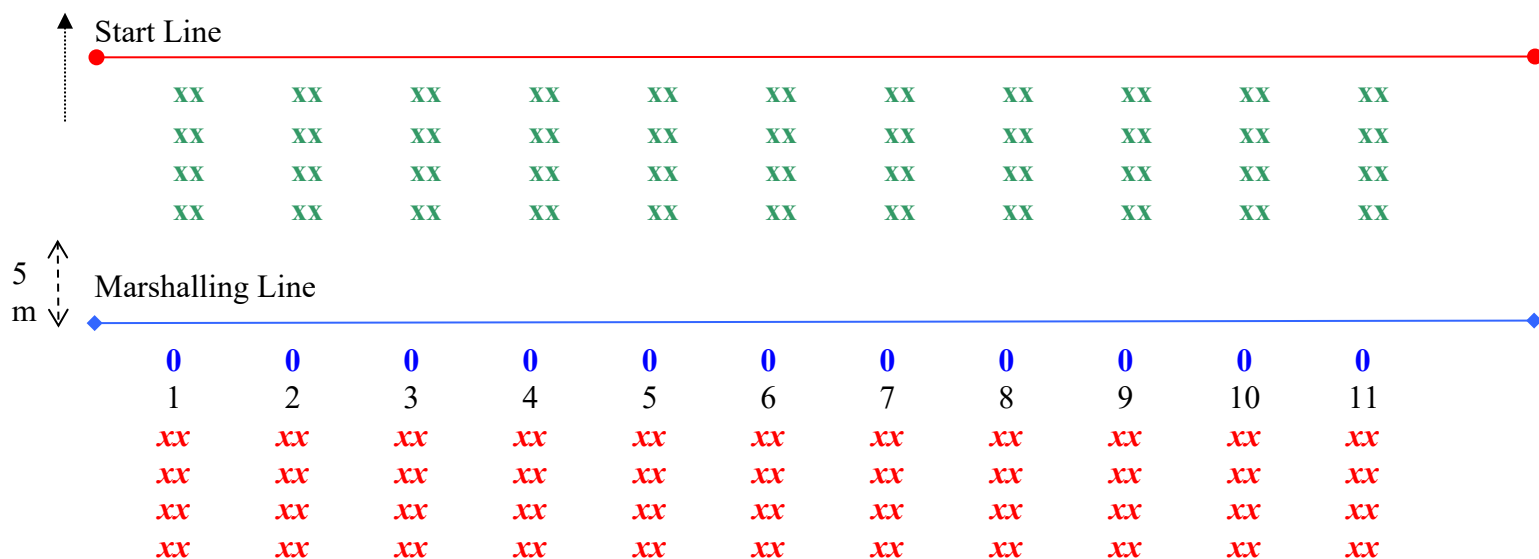
- Within the entire confines of the roped off finish/start areas (Refer MAP [Appendix 17](#)).

Role:

- To ensure that **ALL** spectators (student, staff, and parents) remain outside the barricade areas of the finish line including the final straight.
- To help maintain all barricades/gates/bunting and signage around the finish line area. This includes all crowd control barricades as marked – (Refer MAP [Appendix 17](#)).
- To assist with the crowd control in the finish line area. Students not working as officials or competing in the events should not be inside the barricade area. The finish area attendant should move students away from these areas.

Avoid:

- Spectators encroaching on the finish course areas. Spectators should not be on the inside of the barricade finish line area.
- Spectators bottlenecking at the finish line/structure (the finish line/structure is located inside the barricade areas).

Appendix 16 :**Start Line Position & Marshaling Areas (Refer to [Appendix 2](#))****START LINE PROCEDURE:****Procedure:**

- **Marshalling:**
 - Runners are called to marshal 20 minutes before race start time and report to the marshals in the marques to have their number checked and timing chip allocated.
 - Runners then move to the marshaling line and stand in pairs behind their school signposts, approx 5 metres behind the start line. START LINE ASSISTANTS will check that runners are in the correct location and have the correct competitor number and timing bib.
 - Before the carnival, the ACC will randomly assign each school a position along the start line (1 – 60, from left to right).
 - Schools use the same start position for each race and the allocations will be re-assigned each year.
 - Runners should be positioned in pairs (2 behind 2) with the best runners at the front.
- **Start:**
 - Schools should have briefed and prepare their runners before the carnival for a massed start in pairs 2 behind 2.
 - On the starters command the START LINE ASSISTANTS will move up to the start line. The starter will then call the runners to the start line and take up their allocated school position on the line. This is directly in front of their school-marshalling signpost. There are no marks on the start line; the school signposts indicate position along the line.
 - Runners should be positioned in pairs (2 behind 2) with the best runners at the front. START LINE ASSISTANTS will ensure that runners are lined up in pairs (2 behind 2) ready for the start.
 - Race commences on the starters gun.
 - ***Teams must not spread wider than the width of two runners on the start line and they may not move away from their designated start line position to try and take up a more favorable position on the start line.***
 - ***The starter has the authority to give an official warning to any team(s) not lining up correctly for the start. If any team continues to disregard this warning, then the starter may disqualify a team for not lining up correctly at the start.***

Symbols Legend:


School Name Signposts:


0


Start position:

xx school runners stand in pairs, behind and along the start line, in front of their school signpost.

Marshalling position: **xx** school runners stand in pairs, 10m behind the start line and behind their school signpost.

Start Line: 

Marshalling Line 

Race Direction: 

Appendix 18

E-BIKE RIDERS

Role:

- The principal role of the eBike driver is to lead the runners around the course so that the front runners have a clear direction to take. This will provide the lead runners with both course marker poles and a mobile rider as directional guides. The secondary role of the drivers is to back track on the field of runners after the first runner has completed the race to assist with spotting injured/distressed runners, students not following the correct course route or students involved in inappropriate behaviour (i.e. damage to course, malingering etc...).
- There will be two eBike drivers, and each will lead alternative events around the course. One driver will do all boys events and one all girls events.
- Once the first runner has crossed the finish line the eBike driver then back tracks around the course route to assist with spotting injured/distressed runners, students not following the correct course route or students involved in inappropriate behaviour (i.e. damage to course, malingering etc...), and **re positioning of course route markers if they have been moved by the runners.**
- Any student walking the course that will not make the timed cut off can be instructed to leave the course by the driver. These students can walk back to their team area across mid-section of the course.
- Each driver will be provided with a two-way radio for emergency use. Drivers that spot any distressed or injured runners can radio the closest first aid attendant. First aid two-way radios are located at the finish area and stations 2, 5, 11 & 15.
- Before the first race commences both eBike drivers should traverse the course with the course scrutineer. This will familiarize them with the course route and allow the scrutineer to highlight any potential problem areas i.e. changes of direction/route.

Please note:

- eBikes are to always remain approx. 50 metres in front of the lead runner. This distance may vary due to terrain and other obstructions, but the distance should be close enough so that the eBike is in clear sight of the lead runner at all times and far enough away so that emissions from the eBike do not disadvantage the runners.
- Where possible eBikes should travel at no more than 10kmph.
- When back tracking around the course eBike drivers must keep a safe distance from the runners.
- ebike drivers must always wear a helmet whilst driving the eBike.
- eBike drivers must have a minimum of a vehicle drivers license; however, an adult driver with motorcycle riding experience would be an advantage.

APPENDIX 17 FINISH/START AREA MAP**LEGEND (NOT TO SCALE)**

Rope/Bunting ("keep out" areas):

Hire Marquees: - - - - ->

Start Line (60m): S ● ——— ●

Marshal Line (school names): ◆ ◆

Finish Line Arch: F ● ——— ●

Course Direction red poles/road cones always on runners left): ———>

Crowd Control Barriers ("keep out" areas): ———

School Supplied Marquees: - - - - -

First Aid: +

Officials/Team Changes (YMCC hockey clubrooms): H

Blue Chip - Timing/Recording: T

Blue Chip – Results Display: R

Ambulance/Truck Access (to be kept open): A

Medallion Dais / Recorders Tent: ▲

Distance to first bend - 250m: ▲

Light Tower: ○

Bus Direction Pick up/Drop Off: - - - - ->

Direction of runners: - - - - ->

Appendix 19

RECORDERS TENT ENTRY SUPERVISOR – not in use 2015

The main task of the **Recorders Tent Entry Supervisor** is to diligently supervise the **Recorders Marshal**, **Place Recorders** and the **Listed place-getters recorder** ensuring that they fulfill their duties as outlined by the relevant appendix 6o.1. They will be positioned in the tent and circulate their attention to each of the three recording tables ensuring that all competitor particulars (school code and numbers) are being correctly entered on the **Place Recorder's Sheets**. They need to keep a close check on any discrepancies and liaise with the **Officials Supervisor** should any problems arise which require further scrutiny.

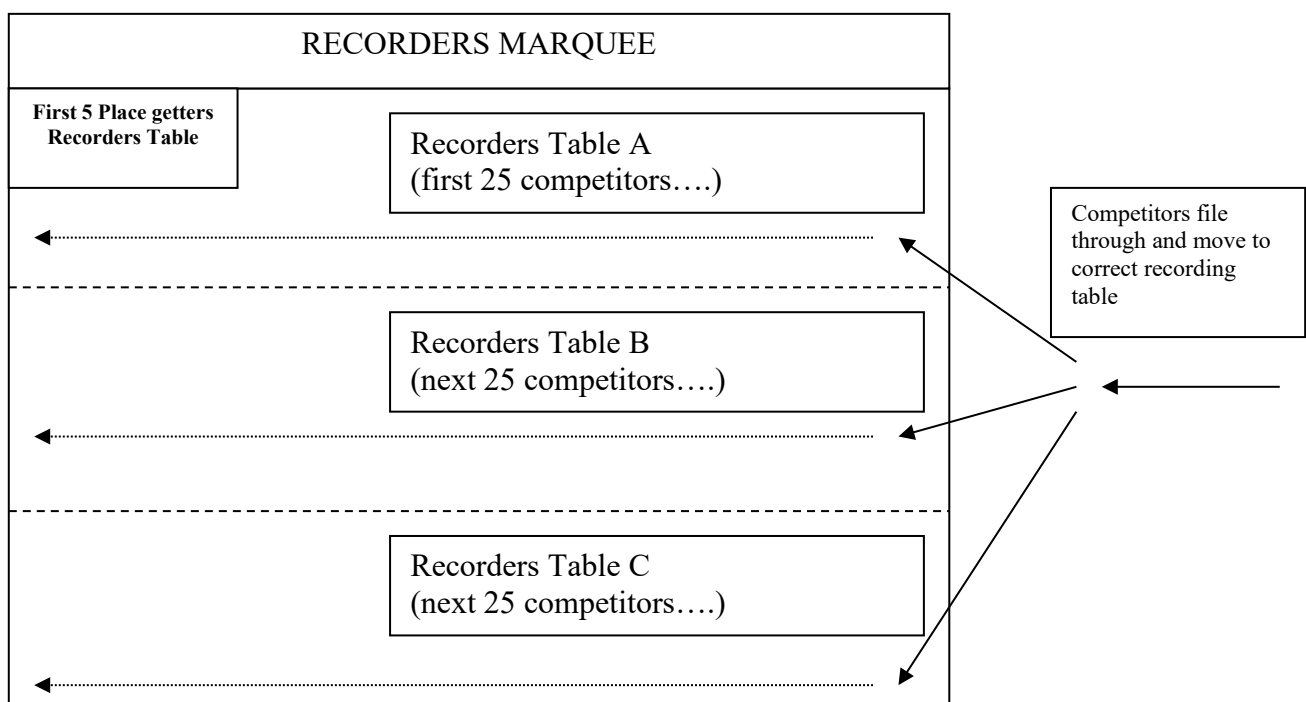
Recorders Tent Entry Supervisor:

- ❖ Needs to be aware of the process in place for injured runners and ensure that this process is adhered to:
 - ❖ When a runner has been immobilized a finish first aid ticket (appendix 10) will be filled out and sent immediately to the recorders tent. Recorders are to add this runner's place to the results sheet and put a line through the ticket to indicate it has been processed.
 - ❖ In the event that the place has already been filled, the ticket is to be stapled to the top of the results sheet and the Computer Room Manager will adjust the results accordingly.
- ❖ Oversees the movement of competitors into the recorders tent in the correct sequence as outlined below.

The Place Recorders are positioned on either side of the tent at the end of the 'finish transition chutes' extending from the finish line. The competitors split into three lines as they enter the tent. The first 25 go to table A, the second 25 to table B and the 3rd 25 to table C. This process is continued until all competitors are recorded.

The first 5 place getters also need to move to the area immediately adjacent to the recorders tent to have their full details recorded and a time allocated to them.

Competitors should hold out the back of both hands to the recorder. Left hand competitor number, right hand school code.



The Place Recorder is aided by Year 12 student assistants and the Recorders Marshal:

- a. The Recorders Marshal and a Year 12 student acts as the Place Advisor and positions competitors in their correct order and splits them into three lines and guides them to the correct recording table.
- b. Three Year 12 Students act as Recording Scrutinizers and ensures that the Place Recorder writes the correct competitor number in the space listed and an abbreviation of their school on the recording sheet.
- c. The Place Card Retriever (Year 12 student) retrieves all place cards from athletes.
- d. The Runner (Year 12 Student) takes results immediately to the announcer and the computer room.
- e. Return all place cards to the place judges after each event and to the computer room at end of carnival.

Appendix 20**PARKING OFFICIALS**

There will be three school allocated parking official roles and traffic management staff from Advanced Traffic Management (ATM). Support is also provided by Town of Cambridge Rangers.

Responsibilities: ACC has developed the parking and traffic plan in conjunction with the Town of Cambridge and all officials are tasked with carrying out the plan.

- Advanced Traffic Management Staff:
 - Set up all road closure barriers.
 - Cone off no parking areas.
 - Place traffic warning signs in and around the approach to the venue.
 - Supervise traffic flow and no parking areas.
 - Control flow of buses into and out of the precinct area so that pick up/drop off is in the correct direction.
- School Allocated Officials
 - Assist ATM staff to ensure that vehicles park in the correct areas.
 - Actively supervise bus drop off and pick up areas so that students do not crossroads to exit/enter buses.

Parking officials need to arrive by 8.00am. Sign in, collect (two-way radio, officials vest and file), the report to their designated area to commence parking supervision.

The main task of the parking officials is to assist the Town of Cambridge rangers and Advanced Traffic Management staff to ensure that all patrons park in the correct locations and that bus drop off and pick up follow the correct direction/side of the street. See section 26 for full parking and traffic details.

At the end of the carnival, after the last race has concluded, there will be an additional 10 parking marshals to assist with bus pickups. Station officials at numbers 21/22/23/24 and Student Supervisor 2 will assist on Alderbury St to ensure that no buses park/stand or pick up on this side. Station officials at numbers 25/2/3/1 and Student Supervisor 1 will assist on Perry Lakes Drive to ensure that buses park/stand or pick up on this side. Station official at number 26 is to move to Oceanic Drive north and ensure that no buses are waiting or parking here for pick up, this road must not be blocked with buses. Parking Officials 1 & 2 are to manage the station/student officials on Alderbury St and Perry Lakes Drive during pick up and spread them out at these locations. Parking Official 3 should remain at the grassed car park to supervise exit of vehicles. Parking official 4 will supervise Oceanic Drive during pick up.

Parking official 1 is responsible for **Alderbury Street** and the temporary grass car park (off Alderbury St). After the last event parking official 1 is to instruct the extra parking marshals to stand on the east side of Alderbury St to ensure that buses do not stand or pick up students on this side of the road. Pickups are only allowed on the west side with buses facing the north. Parking official 1 should be situated on the west side adjacent to the finish line to supervise the flow of buses.

- During the carnival: on arrival and until 9.15am, parking official 1 should locate on Alderbury St (adjacent the finish line) and ensure that buses only drop off on the west side of the street (park side).
- After 9.15pm supervise the grass car park off Alderbury St and ensure no buses park here.
- After 1.00pm supervise the buses as they start to line up on Alderbury St (west side) ready for pickups.
- Pick up: Ensure the smooth flow of buses during the pickup period. Buses should line up on the west/park side of Alderbury St ready for pick up, but not on the bend. Ensure that no buses attempt to pick up on the east/house side of Alderbury St. If there is no room for buses, they are to wait either on Brookdale St or in the new housing development behind the old Perry Lakes Stadium off Alderbury St, until they can move safely down Alderbury St. If a bus is holding up the front of the line because their school is not ready to leave the venue, then that bus should be moved on so that they do not hold up the line of buses behind them.

Parking official 2 is responsible for **Perry Lakes Drive**, the car parking behind the YMCA hockey clubrooms and Bold Park car parks off Perry Lakes Drive. After the last event, parking official 2 is to instruct the extra parking marshals to stand on the west side of Perry Lakes Drive to ensure that buses pick up students from the other side of the road. Pickups are only allowed on the east side with buses facing the south. No pick-ups should occur on the west side of Perry Lakes Drive. Pick up and drop down is also NOT ALLOWED on Oceanic Drive. Parking official 2 should be situated on the east side adjacent to the skate park to supervise the flow of buses.

- During the carnival: on arrival and until 9.15am, parking official 2 should locate on Perry Lakes Drive (adjacent the skate park) and ensure that buses only drop off on the east side of the road (park side).
- After 9.15pm float between the car parking behind the YMCA hockey clubrooms, the Bold Park car parks off Perry Lakes Drive and the temporary grass car park off Alderbury St. Patrons are requested not to park in the Bold Park dirt car parks off Perry Lakes Drive (west side).
- After 1.00pm supervise the buses as they start to line up on Perry Lakes drive (east side) ready for pickups.
- Pick up: Ensure the smooth flow of buses during the pickup period. Buses should line up on the east/park side of Perry Lakes Drive moving south ready for pick up, but not on the west side. Ensure that no buses attempt to pick up on Oceanic Drive. If there is no room for buses, they are to wait either on Brookdale St or in the new housing development off Alderbury St, until they can move safely down Perry Lakes Drive. If a bus is holding up the front of the line because their school is not ready to leave the venue, then that bus should be moved on so that they do not hold up the line of buses behind them.

Parking official 3 is responsible for **the temporary grass carpark off Alderbury St** and will remain in this area. In the morning, the official should ensure that cars park in an orderly fashion on the grass and that no vehicles are blocked in. Buses are not to park on the grassed car park. In the afternoon, the official is to supervise vehicles leaving the grassed car park and ensure they are clear of bus traffic before entering Alderbury St.

Parking official 4 is responsible for **the temporary grass carpark off Alderbury St** and will remain in this area. In the morning, the official should ensure that cars park in an orderly fashion on the grass and that no vehicles are blocked in. Buses are not to park on the grassed car park. In the afternoon, the official is to move to Oceanic Drive north and ensure that no buses are waiting or parking here for pick up, this road must not be blocked with buses.

Large Buses: are requested to drop off and pick up along Alderbury St or Perry Lakes Drive. Verges on Alderbury St & Perry Lakes Drive will be spiked signed “no parking”, but buses can still drop off and pick up at these sites. Large buses remaining for the duration of the event cannot remain in the Perry Lakes locality but must park at the following location:

- Car parking areas at City Beach (between Challenger Parade and Fred Burton Way)
- **No** all-day parking on Alderbury St, Perry Lakes Drive, Brookdale St, or behind YMCA hockey clubrooms.

Smaller Buses: smaller buses (capable of fitting in a standard car bay) should park in the following areas: car park behind the YMCA Hockey Club Rooms (before 9.15am), parking areas off east side of Perry Lakes drive, street parking west of Alderbury St or street parking in the new housing development south east of Perry Lakes. Small buses MUST NOT park on the temporary grass parking off Alderbury St or on Perry Lakes Drive in the vicinity of the skate park.

Overflow parking areas:

Cars can park in the following areas if the temporary grass carpark area is full:

- Mt Claremont Sport Precinct – off Underwood Ave / Stephenson Ave (Bendat Basketball Stadium, WA Athletics Stadium, HBF Stadium)
- Floreat Sport Precinct - off Ulster Road, Chandler Ave (Floreat Park, McLean Park, Cambridge Bowling/Croquet Club).

[Appendix 21](#)**STUDENT SUPERVISION PATROL****Located:**

- Area 1 - Supervision Official 1:
 - Within the entire confines of the finish/start areas (Refer MAP [Appendix 17](#)).
 - Around the Perry Lakes skate park.
 - Around food vendor areas.
 - At end of carnival assist with bus pick up on Perry Lakes Drive.
- Area 2 - Supervision Official 2:
 - Around bus and car parking areas behind the pavilions and change rooms.
 - Playground equipment area behind the Scout Hall.
 - Along course route area behind the team marquees. Station numbers 18 to 21.
 - At end of carnival assist with bus pick up on Alderbury St.
- Area 3 - Head Student Supervisor:
 - Portable Toilets and public toilets in buildings.
 - Areas 1 & 2 above.
 - At end of carnival assist with bus pick up in the internal car park behind the pavilions.

Role:

- There will be a team of three officials doing the student supervision patrol. Each will have a designated area to patrol. One will act as the head supervisor and ensure that the other supervisors are all active in their duties.
- To patrol all areas to ensure that students are adequately supervised. At most times students should be under staff supervision. However, common sense would suggest that it is unrealistic to expect all students to be always under direct staff supervision. There will be times when students are not being directly supervised and there is no inherent safety risk.
 - Examples when students do not need direct and constant supervision:
 - Watching the start and finish of a race with other spectators.
 - Sitting quietly in their team area/marquee.
 - Walking to or from; starting or finishing a race, watching a race.
 - Warming up or cooling down.
 - Using the toilets or change rooms.
 - Purchasing and queuing at food/drink vendors.
 - Examples when students MUST be directly supervised:
 - Walking over any section of the course route.
 - Visiting any of the Perry Lakes Reserve play equipment areas.
 - Computer/results room (hockey clubrooms).
 - Scout Hall building.
 - Car and bus parking areas and school buses.
 - Another schools team area/marquee.
- Ensure that **ALL** spectators (student, staff, and parent) remain outside the roped off finish/start areas and course route.
- To help maintain the structure of all barriers/bunting.
- To ensure that no ball games or sports are played in any area.
- If it is apparent that litter is building up in a particular location, please notify the Head Duty school official or ACC staff so action can be taken by the Duty School.
- At the end of the carnival assist with bus pick up areas along Alderbury St, Perry Lakes Drive and the internal car park behind the pavilions. To ensure that students do not crossroads to board buses. If buses are on the wrong side of the road, they must drive around so they are on the correct side. Alderbury St facing north, Perry Lakes Drive facing south.

Avoid:

- Spectators encroaching on the finish/start/course areas.
- The playing of ball sports and games is totally banned in all areas.

- Students lingering around the skate park and Perry Lakes play equipment areas.
- Students climbing onto trees, hockey goals, fencing or buildings.
- Students lingering unnecessarily around toilets, change rooms and food vendors.
- Students visiting another schools team area/marquee.
- Unacceptable standards of behavior; rough play, fighting, damage to property or the environment, inappropriate use of language or physical contact with another student.
- Students crossing roads to board buses.

Action:

- The ACC will provide a list of the school student supervisor contact and a mobile phone number for each school. In cases where students are not under supervision and there is a duty of care risk then the students should be returned to their team area and the school student supervisor notified.
- If students are found playing ball games, please intervene. Stop the activity, confiscate the equipment, and ask all students to return to their team area. Contact the student supervisor from the school involved to explain the situation and return equipment to the school staff.
- In extreme cases of poor student behavior or unacceptable standards of staff supervision the ACC Director of Sport should be notified. However, always return the students to their team area and ask them to wait there until the staff student supervisor can be contacted and returns to the team area.
- To ensure that students do not cross roads to board buses. If buses are on the wrong side of the road, they must drive around so they are on the correct side. Alderbury St facing north, Perry Lakes Drive facing south.
- Do not ask the announcer to make specific announcements about behavior and supervision unless it is necessary.
- ACC Director of Sport: can be contacted on two-way radio, on mobile 0413 531 921 or via the announcer.

Sport and ball games are completely banned – no exceptions. If the official finds students playing ball games, they are to confiscate the equipment and ask the students to return to their team area. Call the school involved and ask to meet with their staff student supervisor, explain the situation and return the confiscated equipment to the teacher.

Skate Ramp

The public skate ramp located at the southwest corner of Alderbury Reserve (adjacent to Perry Lakes drive) is strictly out of bounds to all ACC students. Supervision staff are asked to check this site and move students back to their team areas.

Student Supervision Patrol 4 – Portaloo Toilet Lines

- Ensure that ACC Officials (in yellow, pink or orange vests) have clear access to the portaloo toilets and do not need to line up (skip the student lines) as they are required back on site for the carnival events.
- To ensure that students and school staff are lined up and spaced out (COVID safe approx. 1.5m where possible) whilst waiting for the portaloo toilets to become available.
- Ensure orderly conduct and respect is upheld by all patrons waiting for the toilets. Help guide toilet availability and use voice to notify the next person in line when a toilet is available so that the process operates efficiently.
- Notify the Duty School Officials if any toilet has an issue that needs solving such as blockage, leakage or out of use.

Note: toilets are often at their most busiest in the morning between 8.30am – 9.30am when teams are first arriving, and students and staff are getting off the bus. This is an essential time to be monitoring and controlling the toilet lines as students and staff are often rushed and need to remain patient and respectful of all users.

Appendix 22

RISK MANAGEMENT, SAFETY AND EVACUATION PROCEDURES

INTRODUCTION

This appendix indicates the procedures for the response to all emergency or potential emergency situations, which may arise during the conduct of the ACC Cross Country Carnival.

It is the responsibility of senior staff and all Officials to be familiar with the contents of this document and procedures it contains.

The task of this document to ensure the competitors, students and staff are an integral part of the communications network.

RISK MANAGEMENT

Over the duration of the ACC Cross Country Carnival there may be situations that will occur due to circumstances over which we have no control. Most situations will be minor incidents, but some may be acute or chronic in nature. The ACC has endeavored to make allowances for all eventualities throughout the duration of the competitions.

ACC CLASSIFICATION OF POTENTIAL RISK

The ACC has classified risk situations into four categories:

- Incident
- Minor Emergency
- Major Emergency
- Catastrophe

CLASSIFICATION OF RISK

Incidents	Incident is defined as being an occurrence that may be fixed quickly and efficiently on site with minimal fuss. All incidents should be reported to Officials and/or teachers.
Minor Emergency	Relates to an occurrence that has the potential to impact on more than one person that will necessitate shared decision making and a clearly defined course of action. These are to be handled by Chief Officials and/or senior teaching staff.
Major Emergency	Refers to any situation that affects small groups of people and requires a series of actions that ease the way for the external agent to impact quickly and efficiently. These are to be handled by the Carnival Manager in consultation with the venue managers and may result in the cessation of events being conducted.
Catastrophe	A catastrophe is defined as being anything serious that impacts many people that require intervention from one or more external agents. Catastrophes involve action by the Carnival Manager and need to be coordinated in conjunction with the West Australian Police Force and Emergency Services if required.

Appendix 22

RISK MANAGEMENT, SAFETY AND EVACUATION PROCEDURES Cont.

EMERGENCY PROCEDURES FOR ALL STAFF AND OFFICIALS

All staff and officials are requested to act immediately on emergencies in conjunction with and under the direction of the relevant authorities as above. Each emergency must be treated on its own merits to ensure appropriate action is taken.

In the case of a Major Emergency or Catastrophe the Western Australian Police Department and/or SES, DFES may coordinate all procedures in direct liaison with the ACC Carnival Manager, St John Ambulance, or other emergency services. The ACC will ensure that all staff conduct a swift and orderly evacuation of students and officials.

If an evacuation is necessary, the verbal announcement will be made over the Public Address System and officials 2-way radio channels. A series of three sirens will also be sounded by the announcer to signal that an Evacuation warning is in place. Staff and Officials will be instructed to assist in the orderly movement of all students from the event environments back to their team areas / muster areas.

- *Competitors, students, and teaching staff are to report to their team area as designated by their supervising teacher at the beginning of the day.*
- *Officials are to report to the YMCC Hockey Clubrooms.*
- *Parents/public spectators and vendors are to gather in front of the announcer's van.*

If students are required to leave the venue and vacate the area by bus announcements will be made over the PA. Schools would gather near Alderbury St or Perry lakes Drive and await bus pick up.

If the incident has passed and the venue is clear, schools will be advised that the event will continue over the PA system. Re-commencement and admittance to event areas will not be permitted until the emergency is over. Staff and Officials will supervise the entry points to control re-entry procedure after the Carnival Manager gives the "All-Clear".

EMERGENCY CONTACT NUMBERS

OFFICIAL	TITLE	CONTACT
Kyle March	Carnival Manager	0413 531 921
Trent Sharpe	Officials Marshall	0408 958 415
Suzie Ehlers	Results Manager	0400 252 112
Various	Announcer	Announcer's Van 2 way
First Aid (St John Ambulance)	First Aid Post	Next to finish line
Police	Wembley Police	9214 7100
	Central Police Station	131 444
Emergency	Fire, Ambulance, Police	000
Department of Fire and Emergency Services		13 3337
State Emergency Service	SES (emergency line)	132 500
Town of Cambridge	External Events Officer	9285 3112
	AH Emergency Pager	9427 7337
	Parks Crew Leader	0411 225 075
	Parking Ranger Services	0411 229 927
	Environmental Health	9347 6058
Advanced Traffic Management	Traffic Management	9274 6300
Utilities – GAS	ATCO GAS	13 13 52
Utilities – Power	Western Power	13 13 51

Appendix 22

RISK MANAGEMENT, SAFETY AND EVACUATION PROCEDURES Cont.

Summary of Emergency/Evacuation Procedures

1. Depending on the type of incident, notify the Teacher, Official, Chief Official or Carnival Manager.
2. Alert other Staff/ Officials in the immediate area of the situation.
3. Obey the instructions of Officials in all emergency situations.
4. If not involved, refrain students from going to the area to satisfy their curiosity. Such action may hamper the situation.
5. Listen for the description of the situation from the Announcer and act accordingly.
6. Upon being notified of an Evacuation by the Announcer and siren, coordinate the orderly evacuation of **all** competitors and students within your immediate area and proceed quickly and in an orderly manner to their team/muster area.
7. Officials are to inform the Carnival Manager if they believe someone is still in the area (see point 10).
8. Do not re-enter or allow competitors or spectators to re-enter the evacuated areas until the Carnival Manager gives the “All Clear”.
9. Under no circumstances talk to the media, direct them to the Carnival Manager.
10. It is the responsibility of each school and the ACC to carry out a full roll call of athletes and/or student spectators, school staff and officials in the evacuation muster areas. The Carnival Manager is to be advised immediately if a person or persons are missing with undue cause.
11. First aid spotters and mobile first aid vehicles will be out on course to assess incidents. Two-way radios will be with officials out on course at the following locations; St Johns vehicle and stations 2/11/15.
12. First aid procedures are summarized in [section 23](#) of this charter.
13. COVID-19 safety procedures are summarized in [Appendix 23](#) of this charter.
14. Communication: ACC will have approx. 30 two-way radios in use at the event. These will be split between ACC event staff, on course station officials, first aid officials and announcer. Some radios will have a designated channel for first aid and emergency use only.

Appendix 23

COVID-19 SAFETY PROCEDURES

Western Australia's State of Emergency and the Public Health State of Emergency came to an end at 12:01am Friday, 4 November 2022. There are no declarations in place relating to COVID-19 in Western Australia. As a result, there will be no specific COVID-19 safety event plan for the ACC cross country event in 2023.

Schools and other patrons are still encouraged to follow basic COVID-19 hygiene practices.

All athletes, staff/coaches, officials, spectators, and other people* are asked to follow COVID-19 **hygiene practices**.

EQUIPMENT

- No sharing of personal items such as water bottles, towels and clothing is allowed.

CONTACT TRACING

- It is no longer a requirement of the State Government, that contact tracing attendance records are maintained.

MASK WEARING

- Mask wearing is no longer compulsory at the event but is still recommended and encouraged.
- Masks will be available in the announcers van.
- Marshals are encouraged to wear a mask during the marshalling process and masks will be made available to them.

GOOD HYGIENE

- Schools to provide hand sanitization stations for athletes and staff in team areas/marquees. Hands to be cleaned on arrival, before and after events and before departure.
- ACC to provide hand sanitization station for officials and other personnel in the YMCC Hockey Clubrooms, marshalling areas and announcers van.
- ACC to provide hand sanitization station for competitors and officials in the marshalling marquees.
- Schools to promote importance of personal hygiene to athletes; hand cleaning, no spitting, cough and sneeze covering.

IF YOU ARE FEELING UNWELL

- **If you have flu or cold symptoms stay home, do not attend the event.**
- Athletes should report any flu or cold symptoms to their teacher if they are feeling unwell during the carnival. Sick athletes can report to the first aid station for further assessment.
- Officials and other personnel should report any flu or cold symptoms to the ACC carnival manager if they are feeling unwell.
- People feeling unwell and showing flu/cold like symptoms will be isolated from other people and arrangements made for them to leave the venue ASAP.
- The COVID-19 isolation area will be in the YMCC Hockey Clubrooms.