

Appendix No 6e

To 'ACC Cross Country' - **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.