



ASSOCIATED AND CATHOLIC COLLEGES OF WA

CROSS COUNTRY CHARTER OF OPERATIONS

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AIM

The Associated and Catholic Colleges of WA provides students with the opportunity to represent their school in a cross country carnival which concurs with the main aims of the ACC Constitution. Competitors can participate and represent their school, both as part of a team and as an individual.

EVENT DETAILS & RULES

Venue & Date of Event

The ACC Cross Country is held at Perry Lakes and Alderbury Reserve, Oceanic Drive, Floreat. The carnival is an annual event that has traditionally been held on the Thursday before the WA Day long weekend. In **2024**, the carnival will be held on Thursday **30 May**.

Program of Events

NB: The Cross Country program of events has been updated for 2024. The starting age group category is now U19, descending to the U13 age group category.

Event		Marshal	Start	Finish Cut-off Time
1	Girls U19	9:00 AM	9:30 AM	9:55 AM
2	Boys U19	9:36 AM	9:56 AM	10:19 AM
3	Girls U16	10:00 AM	10:20 AM	10:45 AM
4	Boys U16	10:26 AM	10:46 AM	11:19 AM
5	Girls U15	10:50 AM	11:10 AM	11:35 AM
6	Boys U15	11:16 AM	11:36 AM	11:59 AM
7	Girls U14	11:40 AM	12:00 AM	12:20 PM
8	Boys U14	11:01 AM	12:21 PM	12:39 PM
9	Girls U13	12:20 PM	12:40 PM	1:00 PM
10	Boys U13	12:45 PM	1:05 PM	1:23 PM
<i>Multi-Class/Inclusive students compete within their age/gender category, unless advised otherwise.</i>				

CLEAN UP: 1.25 p.m.

PRESENTATIONS: 1.45 p.m.

NB: Event start times are only approximate and may vary on the day.

Event Distances & Race Cut-Off Times

GENDER	AGE GROUP	DISTANCE	CUT-OFF TIME
Female	U13 – U14	3000m	20 minutes
Female	U15 – U19	4000m	25 minutes
Male	U13 – U14	3000m	18 minutes
Male	U15 – U19	4000m	23 minutes

- Places will not be recorded after the race cut-off times.
- A chime will sound at the designated cut-off time to announce that the race results have now finished.
- Runners who do not qualify will still be allowed to complete the course and will receive a finish time but will not score a place or result for their school.

Scoring & Award Categories

Individual Scores

- Runners are automatically timed through the timing system when they cross the finish line.
- In each of the individual events, a single runner can qualify for the gold, silver or bronze medallions, (including Multi Class athletes). Medallions will be presented on a dais at the finish area immediately after each race, except for the U13 boys, which will be presented at the final presentation ceremony after the last event. The first placed inclusive athlete for each event, will qualify for a gold medallion.
- The first five runners only in each gender age group event will be selected in the ACC All Star Cross Country team.
- The first two Multi Class runners in each gender age group, with positions determined using Athletics Australia's Baseline Scoring template, will be selected in the ACC All Star Cross Country team.

Team Scores

- To qualify for team trophies, 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. Qualifying runners are placed within their gender age group. The place gained is the score, i.e., the higher the place, the lower the score and the lowest score wins.
- Schools with cohort sizes of under 500 students can also qualify for the Sub-500 awards. For these awards, a school must have a minimum of 2 runners successfully complete the course within the cut-off times for the relevant categories (see below).
- Single gender schools vie for their relevant gender aggregate award.
- Multi Class and Inclusive competitors will only score points for their school if they finish inside the cut-off time and are in the top three finishers for their school. Schools must inform the ACC if they are including their Multi Class students in the six potentially qualifying runners.
- All awards will be presented at the end of the carnival.

Award Categories

- Age Group/gender awards, e.g., U13 Girls, U13 Boys, U14 Girls, etc.
- Overall Boys Aggregate
- Overall Girls Aggregate

- Overall Aggregate (Overall Girls + Overall Boys)
- **Sub-500 Overall Junior Aggregate (U13, U14 & U15)**
- **Sub-500 Overall Senior Aggregate (U16 & U19)**

History of Results

The ACC Cross Country history of results can be found on the ACC website at <https://www.accsport.asn.au/carnivals/cross-country/history> .

Student Supervision

Schools are to have an adequate ratio of staff to students so that students are always supervised 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.

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 requires urgent contact with the school about student management/behaviour, injury or illness, disqualification/disputes and age group verification. Schools may nominate more than one staff member if this is appropriate. The student supervisor nomination form is available on the ACC website at <https://www.accsport.asn.au/carnivals/cross-country/nominations/timing-bib-order-student-supervisor> . The nomination is due **Thursday 5 May**.

It is recommended that students are always supervised. Examples of 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 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.
- ❖ **Footballs, Soccer balls, etc. are totally banned in 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 and basketball court off Perry Lakes drive is out of bounds.**
 - ❖ **Climbing of trees, hockey goals, marquees and buildings is strictly prohibited.**

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.

Spectators

Spectators are to remain behind roped off areas. Any spectator impeding a runner during a race will have all their runners in that race disqualified.

General Rules

Participation

1. Participation is an essential feature of this event; however, it has been agreed by member colleges that competitors should be capable of completing the course without "rest stops". The event is a competitive cross country run and not a recreational walk.
2. 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.
3. 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.
4. 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.

Event Protests

Event protests are to be lodged within 10 minutes to the **ACC Carnival Manager** using the official protest form. Protest forms are available in the results room.

The outcome of the protest will be decided within reasonable time for the scoring of final results and end of carnival presentations. The protest may be referred to the Disputes Committee post carnival.

Litter

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

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.

Fundraising

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

PARKING

General Information

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.

LARGE BUSES

Large buses are requested to drop off and pick up along Alderbury Street or Perry Lakes Drive (see school allocation below). Verges on Alderbury Street and Perry Lakes Drive will be spiked with "no parking" signs; however, 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 can park at the City Beach carpark between Challenger Parade and Fred Burton Way.

SMALL 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 the east side of Perry Lakes drive
- Mt Claremont Sport Precinct: Underwood Ave./Stephenson Ave., i.e., Bendat Basketball Stadium, WA Athletics Stadium, HBF Stadium.

- Floreat Sport Precinct: Ulster Road/Chandler Ave., i.e., Floreat Park, McLean Park, Cambridge Bowling/Croquet Club.
- Small buses **are not** to 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 the following areas:

- The car park behind the YMCC hockey clubrooms (before 9.15am)
- The temporary grass car park off Alderbury Street
- The residential areas to the east & south of Alderbury Street **in marked areas only**
- Parking areas on the east side of Perry Lakes Drive
- Mt Claremont Sport Precinct: off Underwood Ave./Stephenson Ave., i.e., Bendat Basketball Stadium, WA Athletics Stadium, HBF Stadium.
- Floreat Sport Precinct: Ulster Road/Chandler Ave., i.e., Floreat Park, McLean Park, Cambridge Bowling/Croquet Club.

Car or Bus Parking is not allowed in the following areas:

- Carpark behind the YMCC Hockey Clubrooms car park **after 9.15am**.
- Pickup/drop off bus zones on Alderbury St and Perry Lakes Drive.
- Bold Park car parks off the west side of Perry Lakes drive (Tuart and Camel Lake)
- WA Ecology Centre and Perry House car parks off Perry Lakes drive.
- Perry Lakes Drive in the vicinity of the skate park.

Bus Drop Off/Pick Up

DROP OFF

Buses are to proceed **south** on Perry Lakes Drive or **north** on Alderbury Street. **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 Street and schools M-Z on Perry Lakes Drive (see table below).

Direction of buses are:

1. Perry Lakes Drive

- Approach in a southerly direction from Oceanic Drive. **Do not** wait or pick up on the west side of Perry Lakes Drive heading north. Please refer to the Parking Map.

2. Alderbury Street

- Enter Alderbury Street off Brookdale Street and wait on the west side of Alderbury Street (adjacent to the finish area on the reserve).
- **Do not** wait or pick up students on the east side of Alderbury Street.
- If these areas are full, wait on Brookdale Street until Alderbury Street is clear.
- **Do not** enter Alderbury St off Oceanic Drive.
- Students are not to cross roads during the pick up and drop off processes, hence, there should be no buses waiting on the west side of Perry Lakes Drive, or east side of Alderbury Street.
- 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 Street. Pick up/drop off is also allowed from this area.

School Drop Off/Pick Up Allocations

Please instruct bus drivers to drop off and pick up students in the following areas:

<i>Alderbury St</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
Dale CS	John XXIII	Peter Moyes	(Carramar)
Edmund Rice	Kearnan College	Prendiville	St Stephen's
Emmanuel CC	Kennedy Baptist	Providence	(Duncraig)
Emmanuel CS	Kingsway	Quinns	Swan Christian
Foundation CC	Kolbe	Sacred Heart	Swan Valley
Fremantle CC	Lake Joondalup	Rehoboth	The King's College
Georgiana Molloy AS	La Salle	Salvado	Tranby
Geraldton CC	Living Waters	Servite	Ursula Frayne
Geraldton GS	Lumen Christi	St Norbert	

FINISH LINE PROCEDURES

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. **The top five competitors** are to maintain their place position in the line.

Only the first five runners will be issued with a place card and a manual time by the judges. These students will be ushered to the recorders marquee to have their details manually recorded.

The automatic timing results and places will be available on the BlueChip timing website asap after the race is finished. The links and QR code to all results are available on the ACC website and the cross country carnival booklet.

After crossing the finish line runners must keep moving through the 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.

Once the top five manual times are recorded, the Finish Line Manager is required to send the white copy of each results sheet to the computer room and the yellow copy to the announcer. The manual timekeepers will provide the recorder with a timing slip for the first 5 places.

COMPETITOR INFORMATION

It is the policy of the ACC that students competing in ACC sport must be under 19 years of age as of 31 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.

- 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.

Age Categories & Classification

GIRLS: U13, U14, U15, U16 and U19

BOYS: U13, U14, U15, U16 and 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.

AGE GROUP CLASSIFICATION 2024												
YEAR LEVEL	7		8		9		10		11		12	
YEAR OF BIRTH	2012	2011	2011	2010	2010	2009	2009	2008	2008	2007	2007	2006
January to June	U13		U14		U15		U16		U19		U19	
July to December		U13		U14		U15		U16		U19		U19

Maximum Competitor Numbers

A maximum of **6** competitors per gender age group (U13 - U16) are permitted to run in an individual event for their 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.

A maximum of **8** competitors are permitted to run in the U19 age category only. **Multi Class/Inclusive runners** do not count in the tally of 6 runners per school.

In summary, the maximum number of students that may compete for a school is **64** for a co-ed school and **32** for single gender school + **any Multi Class/Inclusive runners**.

Timing Chips

All participating schools are required to order a number of timing chips for their competing students using the online webform by **Thursday 2 May**. This form is available on the ACC website at

<https://www.accsport.asn.au/carnivals/cross-country/nominations/timing-bib-order-student-supervisor>

Schools should estimate the number of chips they require for their team, allowing extras for reserves/emergencies or Multi Class/Inclusive runners. **If you are selecting a maximum cohort of participants to compete at the carnival, the ACC recommends an additional 5-10 chips to the total of 64 (co-ed) or 32 (single gender). Schools can replace a competitor who has already been allocated a chip number avoiding the use of spare chips.**

If your team will not be at full capacity, you may wish to order a larger quantity of extra chips to cater for additions. Schools will be charged \$3.69 (TBC) per chip regardless of whether they utilize all the bibs on the day.

Please be aware that if you do not order extra chips, you will not be able to add students to your team. Schools that fail to submit a chip order by the due date will be allocated a quantity by the ACC based on their **2023** cross country order or a minimum of three runners per event (whatever is the greater number).

Carnival Day

Timing chips and pins will be collated per school ready for collection prior to the first race on carnival day. The bundled chips will be available in the results room located in the Hockey clubroom at the venue.

Once collected, schools are required to pin the correct chip on the chest of each competitor ready for marshalling. Chips that are not collected will be taken to the relevant marshalling areas.

Team Nominations

The Cross Country team nomination process is self managed by using the BlueChip Timing RaceTecWeb system. Please refer to the following items for the team nomination process:

- Team lists are to be uploaded directly to the BlueChip Timing RaceTecWeb using a Unicode Text file.
- This file is available on the ACC website at <https://www.accsport.asn.au/carnivals/cross-country/nominations>
- Download the file and save as a Unicode Text file with the file **schoolcode.txt** The file must be a **Unicode Text** file before uploading.
- Schools are required to correctly enter competitor data in the columns provided. The first line must contain the following headers as they appear on the form. Do not delete this header line.
 - Firstname
 - Surname
 - Gender
 - Date of Birth
- The DOB must be in the format DD/MM/YYYY.
- The Gender must be entered as either **Female** or **Male**.
- Ensure there are no blank rows between competitors.
- Multi Class and Inclusive competitors are to be included in the team list.
- Once your **.txt file** is ready to submit, login to the RaceTecWeb app. The URL to access the app on a web browser is <https://results3.racetec.net/login.aspx> .
- The school username and password for the RaceTecWeb app will be emailed to the school. Use these details to log into the site.
- Once logged in, select the **Upload Runners List** tab, then select **Choose File** to browse for your .txt team file on your computer. Select the file and click the **Upload** button.
- 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.
- 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.
- 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.
- After uploading your team file all further additions or alterations will be done by the school as edits within the RaceTecWeb app up to midday **12.00 p.m. Wednesday 29 May**.
- A school **can only upload their team file once**. After the initial upload, any new runners are added manually in the app.
- Once your team has been uploaded, the RaceTecWeb system will allocate the timing chip number to each student after the due date (midday Wednesday 29 May).
- Your team details are all on the app to be viewed or printed. There will be no team list PDF file issued to schools by the ACC on carnival day. **All schools MUST refer to their team list from the app.**

- Schools will be able to edit/print their team via the RaceTecWeb app up to 12.00 p.m. 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.

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.

Changes can be made via the app up to 12.00 p.m. Wednesday 29 May; the web app will close after this time. Further changes after this time are to be completed in the results room on carnival day using the RaceTec tablet at least 30 minutes before each race.

Changes will not be accepted via email.

Attire

- 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 **their timing chip number correlates with the marshalling sheets and is correctly fitted.**
- Competitors should leave their timing chip attached after the race and take it home with them. Timing chip disposal at the venue is not recommended.

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.

MULTI CLASS

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 (MC) or an Inclusive (I) competitor, competing within their age / gender category event. **Multi Class** competitors are classified for their disability with Athletics Australia. They are eligible for All Stars Selection & as per aged group competitors, will compete for gold, silver & bronze medals, with positions determined using Athletics Australia's Baseline Scoring template. **Inclusive** competitors are not classified for their disability with Athletics Australia, and are not eligible for All Stars Selection.

- A school can have Multi Class and Inclusive competitors in addition to their six (6) age group competitors per event
- Multi Class and Inclusive competitors will marshal behind their six (6) school competitors for their age group category, unless they have faster times than their peers
- Multi Class and inclusive competitors are not subject to the same cut off time as age group competitors, being able to complete their event after the event cut off siren

Nominations

- **A reminder to staff completing nominations, this is a competitive event, and is a requirement that athletes are capable of completing the distance for their respective age group**
- The Multi Class and Inclusive competitors are to be nominated per the same process followed for age group competitors
- For any Multi Class or Inclusive competitor(s), schools must **manually edit their competitor details in the via RaceTecWeb app and designate the athlete as either MC or I.**
- Multi Class athletes must also have their classification provided at the time of nomination
- **Schools, students/parents cannot self-classify an athlete**
- Schools should ensure they have the required number of timing bibs to cater for any Multi Class and Inclusive competitors

Classification

An athlete is deemed classified if they have the following :

1. **Provisional classification** : Athletics Australia have issued a provisional classification after receiving an athletes completed State provisional classification form, along with completed medical diagnosis form for processing. This allows the athlete to compete in club and state championships event.
2. **National classification** : is achieved through national physical impairment classification opportunities, and is required by those athletes planning to compete at a National Championship event
3. **International classification** : extending beyond national classification, for those athletes wishing to represent Australia at an international competition, must do so by contacting the Paralympic Pathways Lead.

Disability groups are separated into varying classifications to ensure fair competition along with the respective National Sports bodies, being :

Hearing impairment	Deaf Sports Australia
Vision impairment	Paralympics Australia
Physical impairment	Athletics Australia
Transplant impairment	Transplant Australia
Intellectual impairment	Sport Inclusion Australia

Further information

<https://www.athleticswest.com.au/pathway/para-athletics/>

<https://www.athletics.com.au/multi-class-athletics/get-classified/>

Alternatively, please contact Cherie Pirnie, Sport Operations Manager (Inclusion) cherie.pirnie@cewa.edu.au

COMPETITOR SHELTERS

Many schools provide their competitors with a temporary shelter at the carnival venue in the form of a tent or marquee. This is an optional decision and is the responsibility of the schools, 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 post carnival. Schools that wish to order a

marquee must do so by **Monday 13 May**. Marquee orders can be placed on the web site at <https://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. **Marquee allocation and position will be based on a first in first serve basis.**

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 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

Small	3m x 3m	\$ 772.20
Medium	6m x 6m	\$ 514.80
Large	6m x 9m	\$ 242.55

OFFICIALS INFORMATION

Nominations

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

OFFICIALS NOMINATIONS DUE BY *Monday 13 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/XCOfficialsNominationWorkbook2024.xlsx>
2. Save the excel file onto the C:Drive or Hard Drive of your computer.

3. Type the name of your adult 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. Reminder: Country schools do not provide officials at ACC carnivals.
5. Schools must ensure that officials provided are suitably experienced and briefed with their duties, procedures, and rules.
6. Preparation and training of officials is a school responsibility. **The ACC issues an Officials Handbook that is relevant to each of the officials roles and this should be distributed by schools to officials prior to the carnival day.**
7. Supervision Roster/Duty Schools: Each year **1 school** is allocated the duty of toilet supervision and final litter pick up. For **2024 this will be Mazenod College (see below Facility Supervision table & App 6c).**
8. When you have finished entering your officials names, save the excel file onto your c:drive and then send (email) the whole excel 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, please contact the ACC office.
10. Nomination Form **(example only):**

A	B	C	D	E	F	G
Official	School	Officials #		Officials Name	WWC check (X to confirm)	No. Student Assistants
Station No. 2	Aranmore	1	Officials Handbook	Steve Dwyer	x	Aranmore x 2
Finish Area Manager & Set Up Group (2-way Radio)	Aranmore	1	Officials Handbook	John Smith	x	Aranmore x 6
Marshal 27	Carey	1	Officials Handbook	Sam Brown	x	Carey 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 = The Officials Handbook. The official needs to be given this document 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 student official that will work alongside the adult official (i.e. Sam Brown). The student assistants are not required to have names entered on the nomination form. Student assistants do not need to attend Cross Country Officials briefing at 8.00am. Students can come on normal competitor 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 at the venue. Student assistants should move directly to officials' site upon arrival and introduce themselves to the adult official based in the role.

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.accsport.asn.au/carnivals/cross-country/nominations/timing-bib-order-student-supervisor>

Briefing Times

All officials are to report and sign in to the Carnival Officials Manager who is located in the main pavilion (YMCC Hockey Clubrooms) on Alderbury Reserve. The main officials briefing will commence at **8.00am** sharp. Officials

must aim to sign in between 7.30am – 8.00am. Following the officials briefing, they are then to be in position at their station or site area by 9.10 am (first event starts at 9.30 am). Separate briefings may take place on the carnival day as set by the Carnival Officials Manager. i.e. a separate briefing for marshals in the marshalling tent.

Duty School

FACILITY SUPERVISION ALLOCATION

1996	All Saints'	2012	Carey
1997	Mercy	2013	St Mark's ACS
1998	Corpus Christi	2014	Ursula Frayne
1999	John XXIII	2015	Servite
2000	Kolbe	2016	Peter Moyes
2001	Mater Dei	2017	Mercedes
2002	Lake Joondalup	2018	Irene McCormack
2003	Seton	2019	Newman
2004	Sacred Heart	2020	NA
2005	La Salle	2021	Swan Christian
2006	Lumen Christi	2022	CBC Fremantle
2007	Prendiville	2023	Aranmore / St Stephen's D
2008	Winthrop	2024	Mazenod
2009	Chisholm	2025	St Norbert
2010	John Septimus Roe	2026	Holy Cross
2011	Emmanuel CC	2027	Guildford

FACILITY SUPERVISION AREAS

Mazenod College 2024

Public Toilets – M & F
Changerooms – M & F

Portable toilets (carpark)

FACILITY LITTER COLLECTION AREAS – assist with bin placement (am) and post event final litter pick up & bin returns (pm)

Duty School Key Tasks

- Assist with set up at the Start/Marshalling or Finish areas in the morning.
- Place the rubbish bins into key locations in the morning
- Set up Presentation area prior to final race/event
- Continuously clean up rubbish around Food Vendor areas
- Ensure public toilet areas (M & F) are tidy and free of rubbish
- Clean rubbish around or near Team marquees (hire) - east
- Clean rubbish around or near Team marquees (school) – west
- Monitor Portable Toilets (in conjunction with the ACC hired cleaners)

Course Communication

Two-Way 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 **2/6/11/15**. The official first aid post (finish line), announcer and carnival manager are also in radio contact.

The ACC will be running a **Food Truck Fit Stop** with around ten vendors providing a wide range of interesting and healthy choices. The ACC will provide all schools with the final list of vendors and their menus before the carnival. 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 voucher 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.

FIRST AID

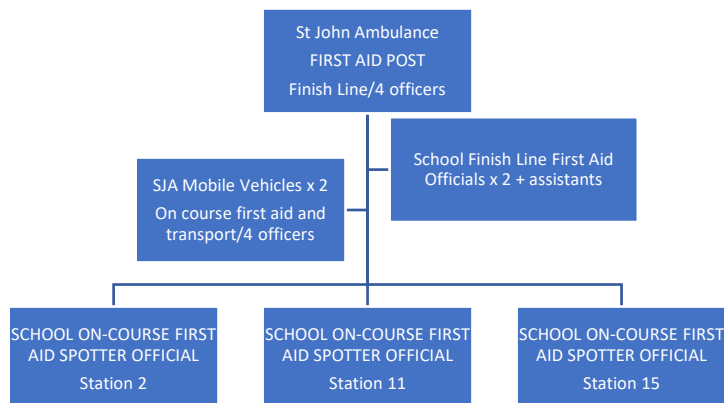
First Aid officials (St John Ambulance) will be in attendance and located in the first aid post next to the finish line on Alderbury Reserve. Four SJA first aid event officers will man the main first aid post and they will also have two mobile patient retrieval vehicles out on the course (**approx. stations 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 (2) 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 kits 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 first aid post unless called to the finish line in an emergency situation. The school finish first aid officials 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 ebike riders 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 respond 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.

MARSHALLING PROCEDURES

MARSHALLING

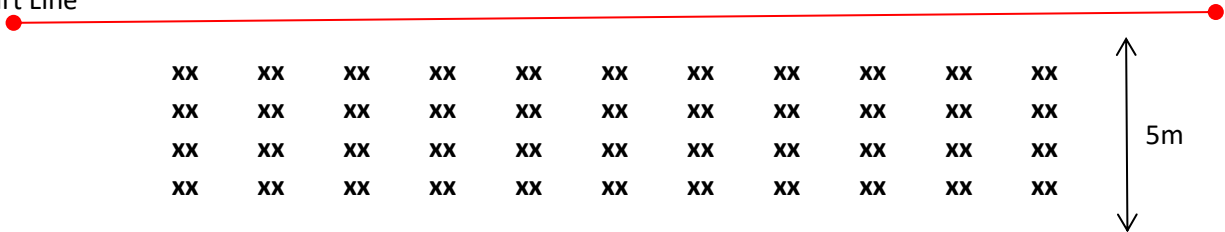
- Competitors are required to marshal 20 minutes before race start time.
- **Each school has a designated marshal to check in their competitors. Schools are required to attach each competitor's timing chip to their chest before they marshal.**
- **Each marshal will check the competitor's name, age category and chip number aligns with their list.**
- To assist in the process each school must have a team liaison person with their runners at the marshalling area; this can be a staff member or senior student.
- Once competitors have been through the marshalling tent, they should immediately move to the marshalling line and stand in pairs behind their school signs. This is approximately 5 metres behind the start line.
- The start line assistants will assist with directing competitors from the tents to their correct position on the marshalling line.
- Start line positions will be randomly assigned by the ACC each year before the carnival.
- Schools use the same start position for each race. ...
- Competitors 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 other age group competitors.
- Teams are not to 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.

START

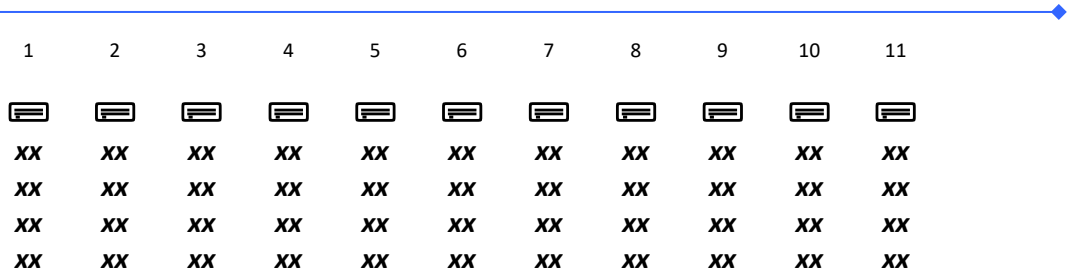
- On the starters first command, and under the direction of the start line assistants, competitors move up to the start line, taking up their school's allocated position.

- The start line assistants and school liaison personnel assist in ensuring that competitors are positioned in pairs, 2 behind 2, with the best runners at the front. When all runners are in position, the start line assistants will signal the starter.
- The race commences on the starters signal (air horn). In the event of a false start, the procedure is repeated.
- The starter will say *“Take your marks”* and sound the air horn.


Start Line



Marshalling Line



Symbols Legend

-  : school name signs indicating start line position
- xx** : pairs of runners

Marshalling Areas & Start Line Positions

Will be advised following confirmation of school entries.

EVENT FACILITIES

There are three toilet areas provided at the event.

1. ALDERBURY RESERVE

- Portable Toilets: there are portable unisex toilets in the car park behind the clubhouse.
- 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.

2. 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.

RISK MANAGEMENT AND SAFETY PROCEDURES

INTRODUCTION

The following information 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 endeavoured 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:

1. Incident

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.**

2. 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.**

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 / assemble areas.

- a) Competitors, students, and teaching staff are to report to their team area as designated by their supervising teacher at the beginning of the day.
- b) Officials are to report to the YMCC Hockey Clubrooms.
- c) 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 through the public announcement system. 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 through the public announcement system that the event will continue. Recommencement 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
Tom Bottrell	Carnival Manager	0416 127 839
Suzie Ehlers	Results Manager	0400 252 112
Trent Sharpe	Officials Manager	0408 958 415
Cherie Pirnie	Finish Line Manager	0447 502 248
Rebecca Wright	Start Line Manager	0408 905 770
Announcer		Two Way Radio in central van
St John Ambulance	First Aid	First Aid Post next to finish line
Wembley Police Station	Local Police	9214 7100
Central Police Station		131 444
Fire, Ambulance, Police		000
Dept. of Fire & Emergency Services		133 337
State Emergency Service		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
Traffic Management	Turtle Traffic	Emma Dean 0461 513 597 Ken Stratton 0418 919 447
Utilities – Gas	ATCO GAS	131 352
Utilities - Power	Western Power	131 351

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”.

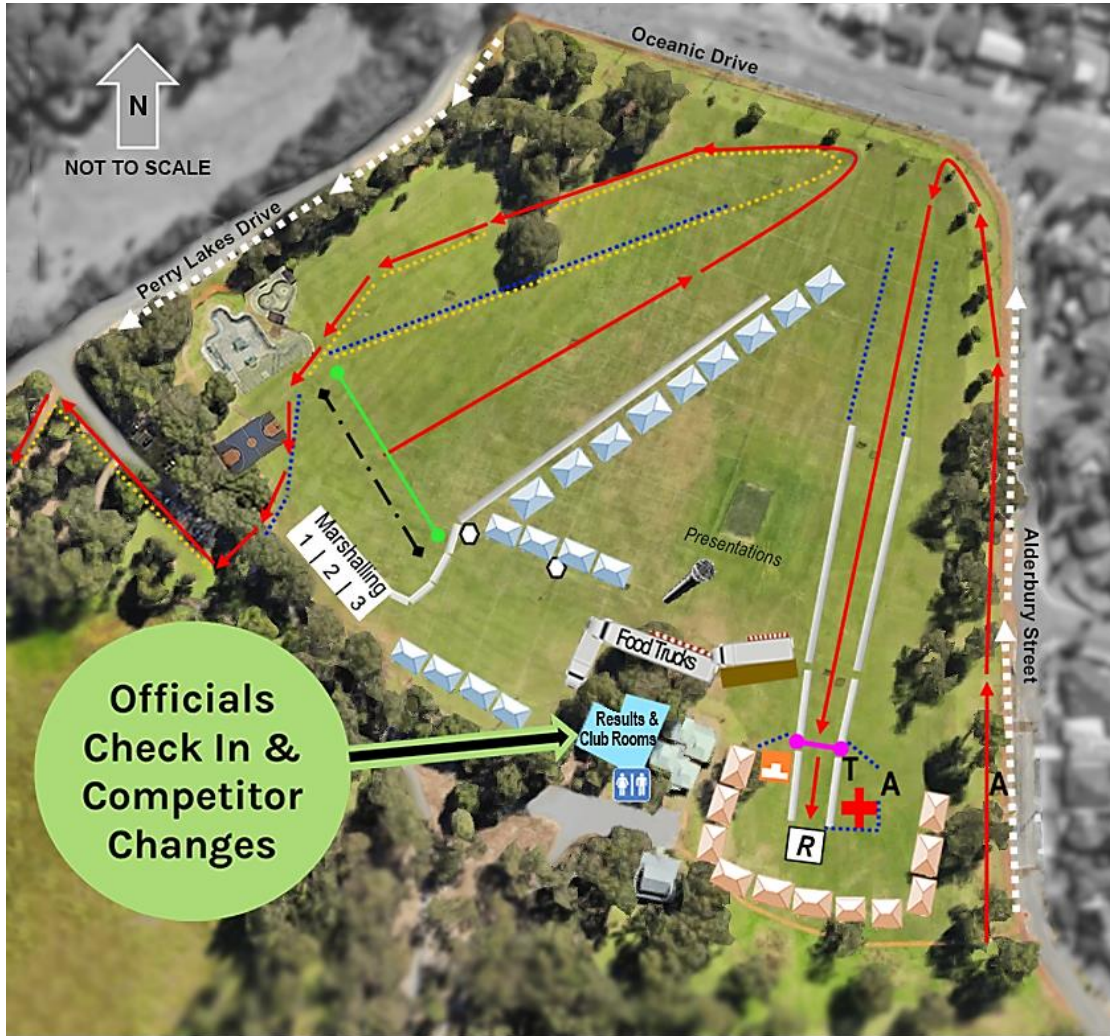
9. Under no circumstances talk to the media, direct them to the Carnival Manager.
10. It is the responsibility of each school and the ACC to carry out a full roll call of athletes and/or student spectators, school staff and officials in the evacuation muster areas. The Carnival Manager is to be advised 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.

MAPS

Cross Country Course Map



Finish/Start Area Map



- ◆ · · ◆ Marshal line with school names
- — ● Start line
- — — Course markers (red poles/cones):
to be on runners left
- Direction of runners
- Rope/Bunting (do not cross)
- — — Crowd Control Barriers (do not cross)
- ✉ School Supplied Marquees
- 📦 Hire Marquees
- 🏠 Club rooms Officials / Team Changes / Results
- ● — Finish line & Arch
- T Blue Chip Timing
- R Blue Chip Results Display
- 🏠 Medallion Dais / Recorders Tent
- 🎤 Announcer
- 🚚 FitStop Food Trucks
- ⊙ Light tower
- 🏠 First Aid Tent
- Bus direction: Pick up/Drop off
- A Ambulance/Truck Access (keep clear)

Parking Map

- Parking Map: Green = car parking ———
- Red lines = no bus pick up/drop off/parking/standing ———
- Blue Lines = bus pick up/drop off only (no all day parking) ———>
- No entry = ⊗ No Parking = ⊘

