



60th Annual CROSS COUNTRY

OPERATIONS MANUAL 2026 (DRAFT @ April 30)

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60 Years

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

Key Event Preparation Dates

Thursday 7th May | Timing Bib Order and Student Supervisor details <https://www.accsport.asn.au/carnivals/cross-country/nominations/timing-bib-order-student-supervisor>

Monday 11th May | Marquee orders to be completed via the online webform <https://www.accsport.asn.au/carnivals/cross-country/marquee-orders>

Monday 11th May | Officials Nominations <https://www.accsport.asn.au/carnivals/cross-country/nominations>

Thursday 21st May | Team nomination file upload. Links to the RaceTec App are emailed to schools for this process.

COB 24th May – Primary Schools & COB 25th May – Secondary Schools | Final day for changes before carnival day. Bib numbers will be allocated and available for schools to export after this time.

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 2026, the secondary school carnival will be held on Thursday 28th May.

Program of Events

ACC CROSS COUNTRY: ALTERNATE DRAFT PROGRAM OF EVENTS 2026				
Event		Marshal	Start	Finish Cut-off Time
1	Girls U19	9:10 AM	9:30 AM	9:55 AM
2	Boys U19	9:30 AM	9:50 AM	10:13 AM
3	Girls U13	10:00 AM	10:20 AM	10:47 AM
4	Boys U13	10:25 AM	10:45 AM	11:10 AM
5	Girls U14	10:50 AM	11:10 AM	11:37 AM
6	Boys U14	11:10 AM	11:30 AM	11:55 AM
7	Girls U15	11:30 AM	11:50 AM	12:15 PM
8	Boys U15	11:50 PM	12:10 PM	12:33 PM
9	Girls U16	12:10 PM	12:30 PM	12:55 PM
10	Boys U16	12:30 PM	12:50 PM	1:13 PM

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

CLEAN UP: 1.25 p.m.

PRESENTATIONS: 1.45 p.m.

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

- 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.
- The first 5 placed athletes for each event, will be ushered into the RESULTS TENT, will medallions presented on a dais
- 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 required. 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 on the **7th 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.
- ❖ **Football, 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.

Event Suspension and/or Cancellation

In the event that the program is suspended due to adverse weather, a serious injury, or another critical incident, the following procedures will apply:

- A meeting of School Heads of Sport/Sport Coordinators and the ACC Director of Sport will be convened to discuss available options and agree on a course of action.
- The meeting will be conducted in a private room to minimise disruption, and the status of affected events will be reviewed.
- ACC staff will be consulted and may attend the meeting as required.
- Each school is to be represented by **one (1)** nominated representative only. This should be the Head of Sport/Sports Coordinator.
- Once a decision has been confirmed, the ACC Director of Sport (or nominee) will communicate the outcome to all schools, venue staff and officials as soon as practicable, and arrangements will be made for announcements to spectators and competitors.

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 8.45am**
- 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, Perth HPC.
- 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 8.45am** This carpark is generally for officials.
- The temporary grass car park off Alderbury Street. This carpark is for the general public and any senior Year 12 students that may need temporary parking before returning to school.
- 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, Perth HPC.
- 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 8.45am**
- 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 embayment 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>	
Alkimos Baptist	Grace CC	Mandurah BC	Seton
All Saints'	Guildford GS	Mandurah CC	South Coast Baptist
Aranmore	Helena College	Mater Dei	St Andrew's
Atlantis Beach	Heritage College	Mazenod	St Brigid's
Austin Cove Baptist	Hillside Christian	Mercedes	St George's
Aust Darling Downs	Holy Cross	Mercy	St James'
Bunbury Grammar	Immaculate Heart	Mother Teresa	St John Bosco
Carey – Forrestdale	International School	Mundaring	St Joseph's School
Carey - Harrisdale	Irene McCormack	Nagle	St Mark's
CBC Fremantle	John Paul	Newman	St Mary MacKillop
Chisholm	John Septimus Roe	Northshore	St Steph (Carramar)
Corpus Christi	John Wollaston	Peter Carnley	St Steph (Duncraig)
Court Grammar	John XXIII	Peter Moyes	Swan Christian
Dale CS	Kearnan College	Prendiville	Swan Valley
Ellenbrook	Kennedy Baptist	Providence	The King's College
Emmanuel CC	Kingsway	Quinns	Tranby
Emmanuel CS	Kolbe	Sacred Heart	Ursula Frayne
Foundation CC	Lake Joondalup	Rehoboth	
Frederick Irwin	La Salle	Salvado	
Fremantle CC	Living Waters	Servite	
Georgiana Molloy AS	Lumen Christi	St Norbert	
Geraldton CC			
Geraldton GS			

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												
YEAR LEVEL	7		8		9		10		11		12	
YEAR OF BIRTH	2014	2013	2013	2012	2012	2011	2011	2010	2010	2009	2009	2008
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 Bibs

All participating schools are required to order a quantity of timing bibs for their competing students using the online webform by **7th 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 quantity of bibs 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 bibs to the total of 64 (co-ed) or 32 (single gender). Schools can replace a competitor who has already been allocated a number, avoiding the use of spare bibs.

If your team will not be at full capacity, you may wish to order a larger quantity of extra bibs to cater for additions. Schools will be charged \$5.00 per bib regardless of whether they utilize all the bibs on the day.

Please be aware that if you do not order extra 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 quantity by the ACC based on their 2025 cross country order or a minimum of three runners per event (whatever is the greater number).

Carnival Day

Timing bibs and pins will be ready for collection by schools prior to the first race on carnival day. The bundled bibs will be available in the results room located in the YMCC Hockey clubroom at the venue.

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

Each competitor should have their school code written in black permanent texta on their left hand.

Team Nominations

The Cross Country team nomination process is self-managed through the BlueChip Timing RaceTec platform. Please refer to the following items for the team nomination process:

- Team lists are to be uploaded directly to the BlueChip Timing RaceTec platform using a **.CSV file**.
- This file is available on the ACC website at <https://www.accsport.asn.au/carnivals/cross-country/nominations>
- 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 or change 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 **F** or **M**.
- Ensure there are no blank rows between competitors.
- Multi Class and Inclusive competitors are to be included in the team list.
- Once your **.csv file** is ready to submit, login to RaceTec. The URL is <https://acc.bluechipresults.com.au/> and should be bookmarked to your browser.
- The school username and password for RaceTec is the same as the current ACC website login.
- Once logged in, select the **Upload Runners List** tab, then select **Choose File** to browse for your .CSV 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 form to check your team.
- Check your team to ensure that all competitors were uploaded successfully and are in the correct age group. If some did not upload successfully, click the **Add Runner** button and add the runner manually.
- After uploading your team file, schools can make competitor changes up to **COB Tuesday 25th May**.
- Schools should enter "Y" or "Yes" in the relevant column/field next to Multi Class and Inclusive competitors. For Multi Class athletes, please enter the classification in the column/field provided.

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 RaceTec when you try to upload.

Competitor Numbers

Competitor numbers are allocated to each student after **COB 25th May**. BlueChip Timing will close the form before proceeding with the allocation. Schools can export their team list and competitor numbers from the form or use their phone to access from a browser. The team list should be used as a guide to allocating competitor numbers on the day.

The ACC will place a printed copy of team lists and competitor numbers in each school's bag of bibs. Schools do not need to write the competitor number on a student's hand, only their school code.

Competitor Changes

Once your data is uploaded, you can self-manage your team using the following options:

- Elevate a runner to a higher age group (**Do not change birthdate**).
- Replace a runner with a new runner. (**Click compute to set category**).
- Correct a runner's name, gender or date of birth. If updating the birthdate, click **compute** to set category.
- Signify a Multi Class or Inclusive runner. Add the relevant classification to a **MC runner**.
- Add a runner to a spare timing chip. (**Click compute to set category**).

Further changes after **COB 25th May**, are to be completed in the results room on carnival day at least 30 minutes before each race.

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.
- We also discourage watches from being worn due to possible timing bib sensitivity.

GENERAL

- 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 bib numbers correlate with the marshalling sheets and are correctly fitted.
- Competitors should leave their timing bib attached after the race and take it home with them. Timing bib 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 who can complete the event distance for their age group can register for the ACC Cross Country Carnival as Multi Class (MC), or Inclusive (I) competitors.

Multi Class competitors are classified based on their disability by Athletics Australia and are eligible for All Stars Selection. Like age group competitors, they will compete for gold, silver, and bronze medallions, with rankings determined using Athletics Australia's Baseline Scoring template. Inclusive competitors are not classified for their disability 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 in their age group category, unless they are competing as selected individuals for their school team.
- 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

Please refer to [Team Nominations](#) for guidance on how to nominate a Multi Class or Inclusive competitor.

- Multi Class athletes must provide their classification on the nomination form.
- Schools cannot self-classify an athlete.
- Schools should ensure they have the required number of timing bibs to cater for Multi Class and Inclusive competitors.

Classification

An athlete is deemed classified if they have the following:

1. **Provisional classification:** Athletics Australia will issue a provisional classification after receiving an athletes State provisional classification form and a medical diagnosis form. This allows the athlete to compete in club and state championships event.
2. **National classification:** Achieved through national physical impairment classification opportunities and is required by athletes planning to compete at a National Championship event.
3. **International classification:** For athletes wanting to represent Australia at an international competition, they must contact the Paralympic Pathways Lead.

Disability groups are separated into classifications to ensure fair competition and are supported by the respective National Sports bodies:

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

Further information

<http://www.athleticswest.com.au/athletes/para-athletics>

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

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 11th 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 start line behind the crowd control barriers.

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 confirmed for 2026.

Small	3m x 3m	\$257
Medium	6m x 6m	\$570
Large	6m x 9m	\$846

OFFICIALS INFORMATION

Nominations

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

Refer to [Key preparation event dates](#) for due dates of Official nominations.

1. An official's nomination Excel workbook may be downloaded from the ACC cross country nominations web page. [Cross Country - Nominations | Associated & Catholic Colleges of WA](#)
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. Officials information is provided at [Officials Info | Associated & Catholic Colleges of WA](#)
7. Preparation and training of officials is a school responsibility. The ACC issues an [Cross Country Officials' Handbook | Associated & Catholic Colleges of WA](#) that is relevant to each of the officials roles; this should be distributed by schools to officials prior to the carnival day.
8. Supervision Roster/Duty Schools: Each year 1 school is allocated the duty of toilet supervision and final litter pick up. For 2026 this will be **Holy Cross College** (see below Facility Supervision Allocation).
9. When you have finished entering your officials names, save the excel file onto your c:drive and email the whole excel file as an attachment to cherie.pirnie@cewa.edu.au
10. If you are unsure of how to nominate your officials using the spreadsheet, please contact the ACC office.

Nomination Form (example only)

FILE # & VEST COLOUR	OFFICIAL	SCHOOL	# STUDENT ASSISTANTS	OFFICIALS HANDBOOK PAGE REFERENCE	OFFICIALS NAME	WWCC
	eBike (BOYS) (*bring personal helmet*)	All Saints		Pg 2-3 + 6	Jacob Feist	X
	BlueChip Timing Liaison	All Saints	1	Pg 2-3 + 36	Luke Latino	X
3	Finish Line First Aid	Aranmore	3	Pg 2-3 + 29-30	George Tipene - Grace	X
	Gate Keeper Marshal 1	Aranmore		Pg 2-3 + 22 - 23	Aaliyah Koteka	X

- *File # and ACC vest* will be provided on arrival
- *Official* is the title of the role
- *School* responsible for filling the role
- *# of student assistants* : quantity the allocated school needs to provide to each role
 - ie Aranmore requires x3 student assistants to support *Finish Line First Aid*.
 - we do not require student assistant names
 - student assistants **do not** need to attend the Officials Briefing
 - student assistants can arrive on competitor buses, and it is the school's responsibility to inform the student assistants of what location they must go to on arrival to the venue. They must move directly to this location upon arrival, and introduce themselves to the adult official
- *Officials Handbook page reference* : information for specific role detailed on page of Officials Handbook – this must be provided to officials, along with a briefing pre event date.
- *Officials name* : type the full name of official, first name then surname
- *WWCC* : 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.

Briefing Times

- **All officials to report and sign in with Officials Manager**, located in the main pavilion (YMCC Hockey Clubrooms) on Alderbury Reserve.
- Officials arrival and briefing times and briefing locations per the below table.
- Following 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)

ARRIVAL TIMES	BRIEFING TIME	OFFICIALS	BRIEFING LOCATION
7am	7am	Finish Area Manager and set up group	Finish line
By 7:15am	7:15am	<ul style="list-style-type: none"> • Duty school • Parking officials • Student Supervisor Patrol 	YMCC Hockey Clubrooms
7:45am	8am	<ul style="list-style-type: none"> • Chief Start Line Assistant • Marshals • Marshalling Ushers • Starter • Start Line Assistants 	Marshalling tents
7:45am	8am	<ul style="list-style-type: none"> • Chime Timekeeper • Finish Line Officials • First Aid Spotters • Announcer • Commentators • All other officials • Blue Chip Timing Liaison • Results Manager Assistant 	Finish line YMCC Hockey Clubrooms (Main briefing) YMCC Hockey Clubrooms (Results Manager)

Duty School

FACILITY SUPERVISION ALLOCATION

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
2025	St Norbert
2026	Holy Cross
2027	Guildford

FACILITY SUPERVISION AREAS

Holy Cross College

Public Toilets	M & F	Portable toilets (carpark)
Changerooms	M & F	

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 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 **Venue Access Control 1 (Perry Lakes Drive and YMCC entry road)** and stations **1/12/17**. The official first aid post (finish line), announcer and carnival manager are also in radio contact.

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 5 & 21**), 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.

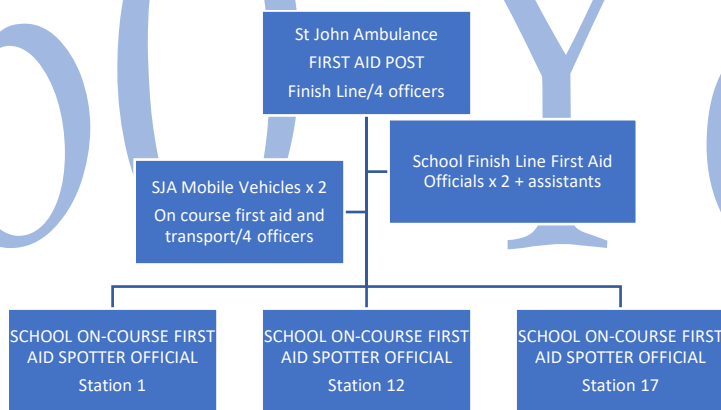
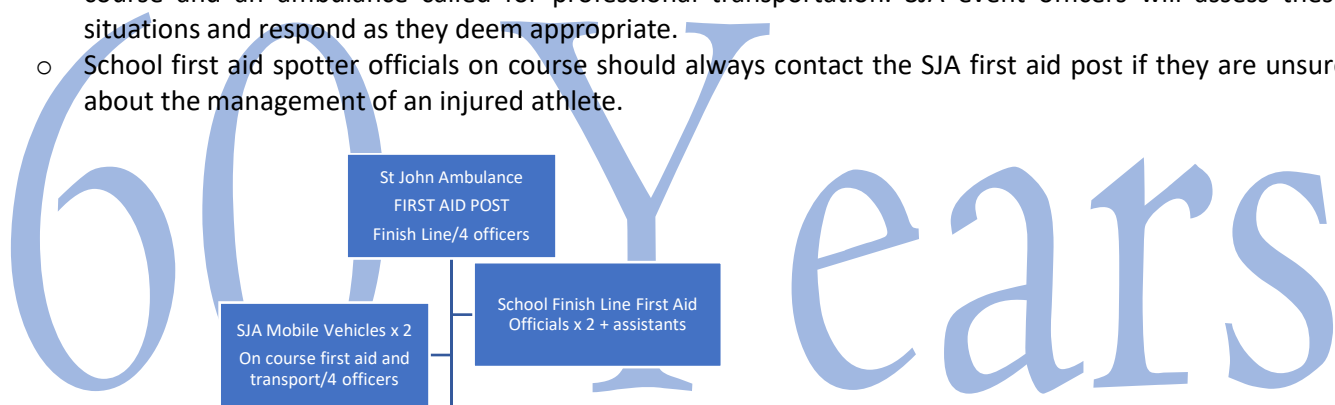
In addition to the official SJA first aid officers, three of the participating schools are allocated the task of providing on-course first aid “spotting” staff officials (located at stations **1/12/17**). Two (2) schools will also provide first aid spotter officials at the finish line. It is recommended 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 1/12/17 or the roaming SJA mobile vehicles based near **station 17 (Meagher Drive road closure) and centrally near station 5**, 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 (refer to [Key preparation event dates](#))
- First aid officials should familiarize themselves with the Risk Management, Safety and Evacuation procedures.

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 10 and 11 on the ACC course route map.

MARSHALLING AND START PROCEDURES

MARSHALLING

- Competitors are required to marshal 20 minutes before race start time. Only students competing in each particular race will be permitted to marshal through the marshalling tent within 20 minutes of that race.
- Schools are required to attach each competitor's correctly allocated timing chip to their chest **before they marshal**.
- Marshalling marquee entry: **School names starting with letters A to K will enter via chute 1. School names starting with letters L to U will enter via chute 2.**
- In the marshalling tent competitors will walk over black Automated Marshalling Mats.
- 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 move to the marshalling line and stand in pairs behind their school signs. This is approximately 3 metres behind the start line.
- The start line assistants will assist with directing competitors to their correct position on the marshalling line.
- Schools use the same start position for each race. Start line positions are randomly assigned by the ACC each year before the carnival.
- 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

XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX

3m

Marshalling Line

1	2	3	4	5	6	7	8	9	10	11
										
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX

Symbols Legend

 : school name signs indicating start line position

xx : pairs of runners

60 Years

Marshalling Areas & Start Line Positions

SCHOOL	SCHOOL CODE	START LINE POSITION	Marshaling Chute #
Alkimos Baptist College	AKB	68	1
All Saints' College	ASC	35	1
Aranmore Catholic College	ARA	38	1
Atlantis Beach Baptist College	ABB	32	1
Austin Cove Baptist College	ACB	20	1
Australian Christian College, DD	AUD	45	1
Bunbury Cathedral Grammar School	BCG	11	1
Carey Baptist College, Forrestdale	CRF	51	1
Carey Baptist College, Harrisdale	CRH	28	1
Carmel School	CAR	8	1
CBC Fremantle	CBC	69	1
Chisholm College	CHI	6	1
Corpus Christi College	COR	47	1
Court Grammar School	CGS	31	1
Dale Christian School	DCS	71	1
Ellenbrook Christian College	ELL	26	1
Emmanuel Catholic College	ECC	41	1
Emmanuel Christian Community School	ECS	12	1
Foundation Christian College	FCC	62	1
Frederick Irwin AS	FIA	13	1
Fremantle Christian College	FRE	55	1
Geraldton Christian College	GCC	34	1
Geraldton Grammar School	GGG	42	1
Grace Christian School	GCS	9	1
Guildford Grammar School	GUI	61	1
Helena College	HEL	27	1
Heritage College Perth	HCP	52	1
Hillside Christian College	HIL	70	1
Holy Cross College	HCC	58	1
Immaculate Heart College	IHC	15	1
International School of WA	IWA	3	1
Irene McCormack CC	IMC	33	1
John Paul College	JPC	19	1
John Septimus Roe ACS	JSR	14	1
John Wollaston ACS	JWS	75	1
John XXIII College	JTC	21	1
Kennedy Baptist College	KBC	25	1
Kingsway Christian College	KCC	54	1
Kolbe Catholic College	KOL	39	1

SCHOOL	SCHOOL CODE	START LINE POSITION	Marshaling Chute #
La Salle College	LSC	76	2
Lake Joondalup Baptist College	LJB	79	2
Living Waters Lutheran College	LWL	48	2
Lumen Christi College	LCC	46	2
Mandurah Baptist College	MBC	53	2
Mandurah Catholic College	MCC	78	2
Mater Dei College	MDC	43	2
Mazenod College	MAZ	17	2
Mercedes College	MER	69	2
Mercy College	MCY	66	2
Mother Teresa Catholic College	MTC	7	2
Mundaring Christian College	MUN	59	2
Nagle Catholic College	NAG	60	2
Newman College	NEW	37	2
Northshore CGS	NGS	50	2
Peter Carnley ACS	PCA	72	2
Peter Moyes ACS	PMA	24	2
Prendiville Catholic College	PRE	4	2
Providence Christian College	PRO	40	2
Quinns Baptist College	QBC	1	2
Rehoboth Christian College	RCC	44	2
Sacred Heart College	SHC	57	2
Salvado Catholic College	SAL	73	2
Servite College	SER	10	2
Seton Catholic College	SET	64	2
South Coast Baptist	SCB	36	2
St Andrew's Grammar	SAG	2	2
St Brigid's College	SBC	17	2
St George's Anglican Grammar School	STG	77	2
St James' Anglican School	STJ	16	2
St John Bosco College	SJB	22	2
St Joseph's School (Northam)	SJN	63	2
St Mark's ACS	SMK	56	2
St Mary MacKillop College	MAK	74	2
St Norbert College	SNC	30	2
St Stephen's School (Carramar)	SSC	23	2
St Stephen's School (Duncraig)	SSD	65	2
Swan Christian College	SWA	18	2
Swan Valley Anglican Community School	SVA	5	2
The King's College	TKC	67	2
Tranby College	TRA	29	2
Ursula Frayne College	UFC	49	2

RISK MANAGEMENT AND SAFETY PROCEDURES

These are 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.

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.

ACC Classification of Potential Risk

The ACC has classified risk situations into four categories:

- 1. Incident:** 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.
- 3. 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.
- 4. Catastrophe:** Defined as being anything serious that impacts a large number of people and requires 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.

- 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 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 CONTACTS

Onsite		
Official		Contact
Tom Bottrell	Carnival Manager	0416 127 839
Jodie Scheele	Results Manager	0403 905 552
Cherie Pirnie	Officials Manager	0447 502 248
Trent Sharpe	Finish Line / Services	0408 958 415
Rebecca Wright	Start Line	0408 905 770
Announcer		two-way radio / central van
St John	First Aid	Finish Line First Aid Post
Chris Letts	Event Management	Chris Letts 0408 408 075

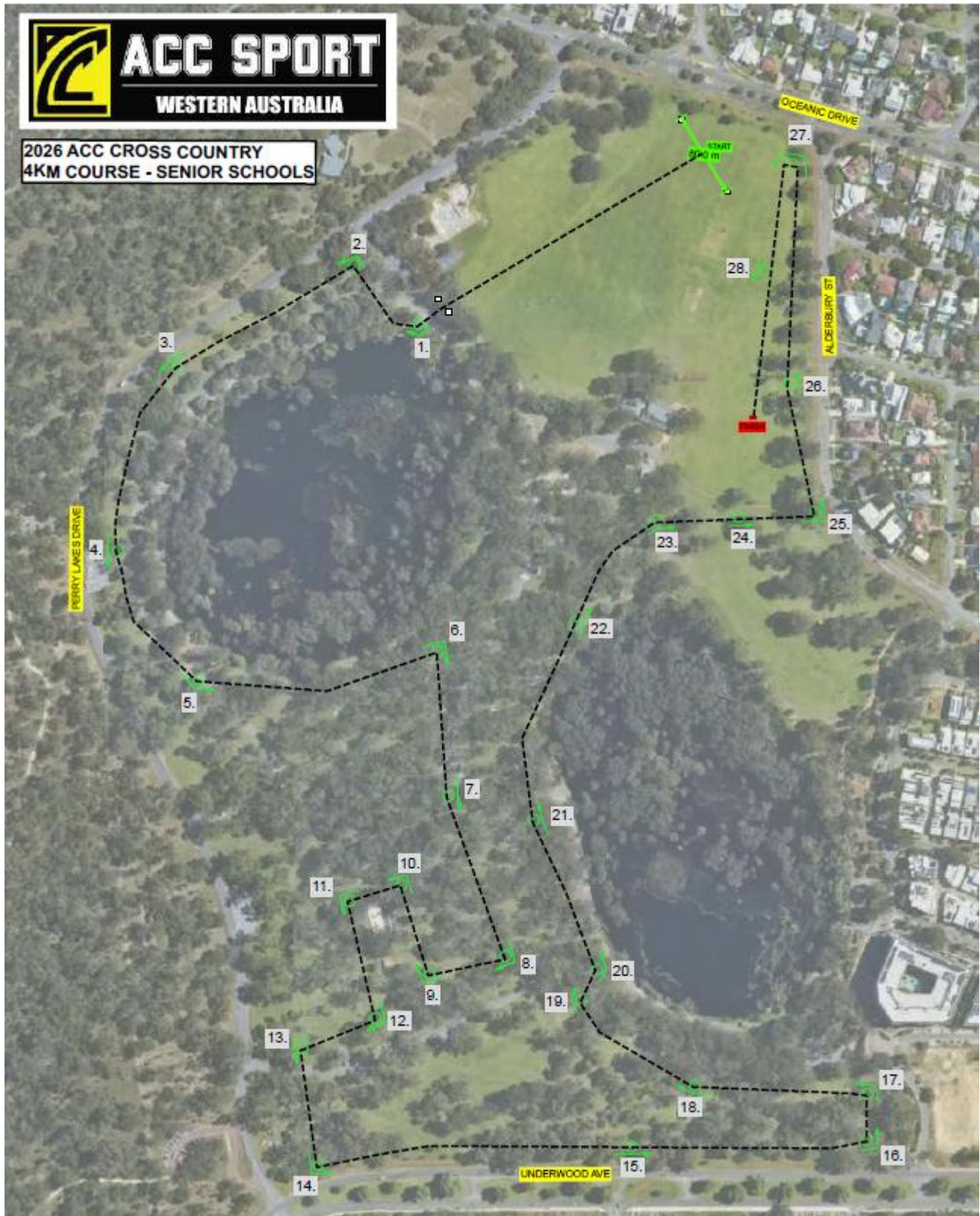
Offsite		
Official		Contact
Wembley Police Station	Local Police	9214 7100
Central Police Station		131 444
Fire, Ambulance, Police		000
Dept. of Fire & Emergency Services		133 337
State Emergency Service		132 500
Town of Cambridge	External Events Officer	9285 3112
AH Emergency Pager		9427 7337
Parks Crew Leader		0411 225 075
Parking Ranger Services		0411 229 927
Environmental Health		9347 6058
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.
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 or other external parties. Direct media queries 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 John vehicle and stations 2/11/15. When the program moves to the 3km course events, stations 11 & 15 will be re-directed to stations 9 & 20.
12. 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

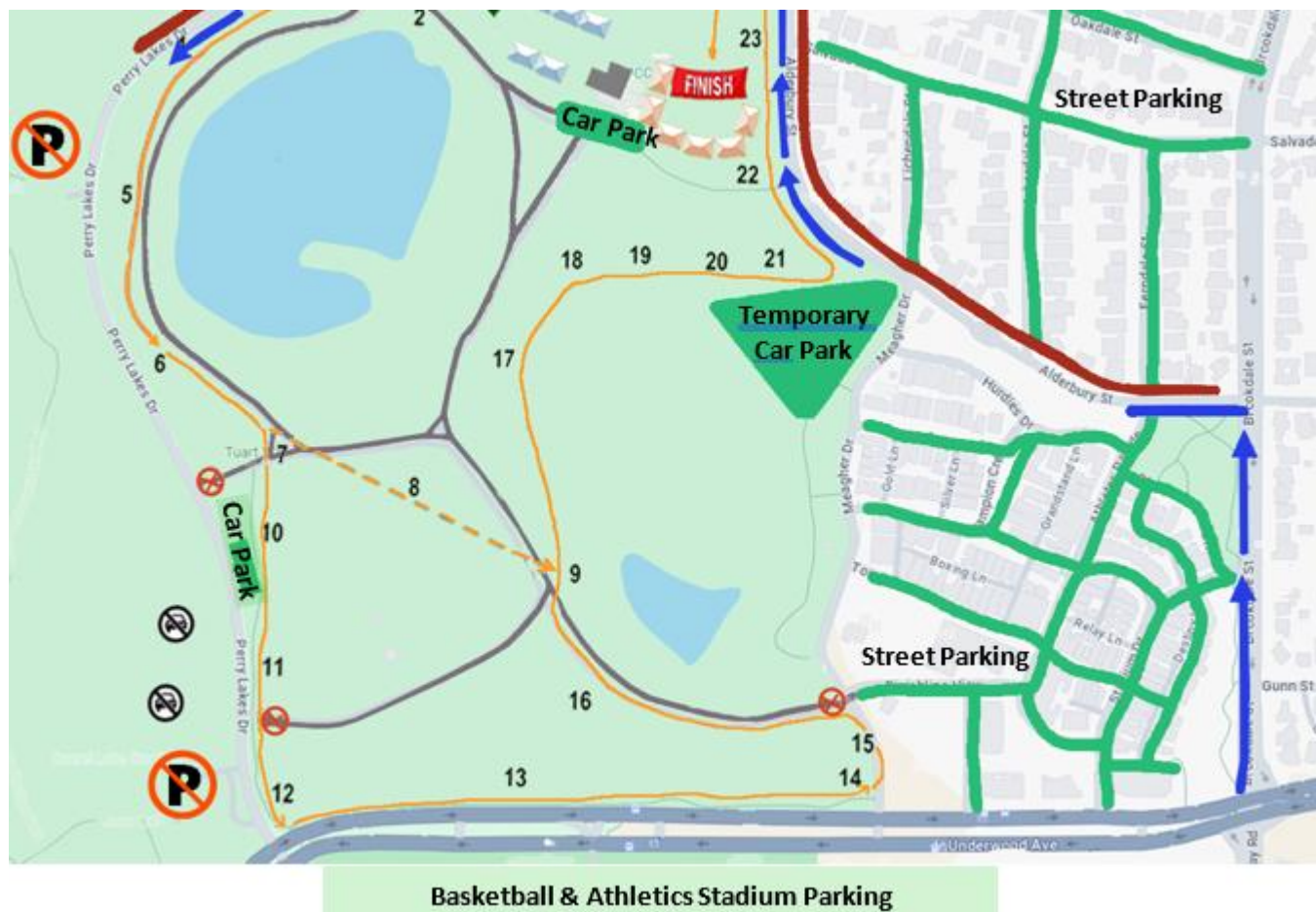
Cross Country Course Map 4km





60 Years

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 = P