

APPENDIX NO 18.2 HURDLES AND EQUIPMENT MANAGER PLUS ASSISTANTS (x 6 + 6H)

NB: please read parts A & B below.

- **The Hurdles & Equipment Manager and their 6 student assistants (minimum) must arrive no later than 7.45am for A, B, C, D, E & F Divisions, 8.00am for G, H & I Divisions and 8.30am for J Division.**
- At each carnival there will be one school official assigned as the Hurdles & Equipment Manager who will perform duties as required and under the supervision of the ACC arena manager. Duties are to be performed before, during and after the carnival.
- At each carnival there will also be one Arena Manager who will supervise the Hurdles & Equipment Manager. At any carnival where the same school is allocated both roles then one person can fill both roles.
- The Hurdles & Equipment Manager will need a minimum of 6 student assistants at various stages during the day + an additional 6 students just for hurdles set up/changes/pack up.
 - For hurdles set up, changes & pack up a total of **12** students are required. 6 + 6H
 - For initial set up of the facility, ongoing management during the day and final pack up at the end of the day at least **6** students will be required.
- Student assistants may return to spectator areas when the Hurdles & Equipment Manager has completed his/her duties. However, the student assistants are still “on call” and will be required for other duties during the carnival.
- The Hurdles & Equipment Manager is a key official and needs to be available at all times during the carnival. The official undertaking this role cannot be responsible for any other school supervision, coaching or officiating roles.
- The Hurdles & Equipment manager is also responsible for the management of the hurdles and the 800m cross over official duty.

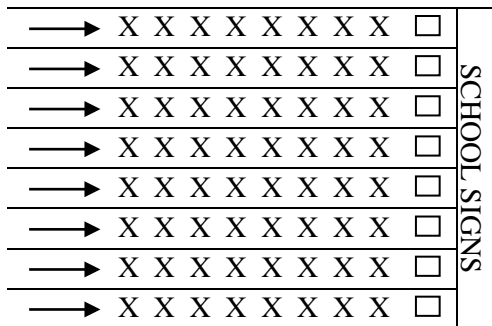
PART A - Specific duties include, but are not limited to:

Before the Carnival: note some tasks may have already been completed by the Venues West staff

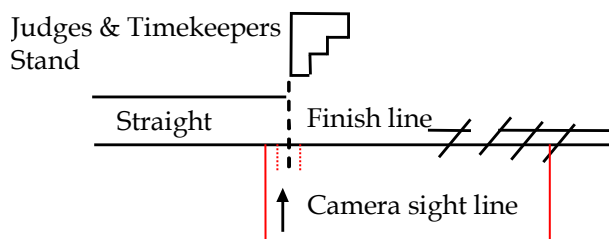
- Place the high jump buns at site areas. Pitch stands and place cross bars and measuring sticks on the ground at the stands. Bind buns together and place the cover mat on top (this may already have been done). Ensure landing areas are safe.
- Insert take-off boards in long jump run-ways (this may already have been done).
- Take all field event equipment out to field event site locations on the main arena. Place field event location sign at each site (this may already have been done).
- At carnival divisions A-E there are additional discus and javelin sites at UWA Sports Park (McGillivray). All equipment used at these sites belongs to the ACC. Before the start of the carnival ensure that all required equipment for these sites has been delivered to the site.
- Place 1 table/desk and 2 chairs at each field event site (this may already have been done).
- Ensure safety ropes/bunting are in place for the shot put areas on the main arena and the finish area (this may already have been done).
- Place keep out signs on the grass in the middle of the arena for javelin and discus areas and shot put sector areas. Place keep out signs inside roped off safety areas and peg to the ground (this may already have been done).
- Set up hurdles in preparation for first hurdles event. **Hurdles are to be in place and ready for the first event by; 8.40 am for the A, B, C, D, E & F divisions of carnival, 9.10am for the G, H and I divisions of carnival, and by 9.40 am for the J division carnival.**

- Ensure that the trolley/rack of starting blocks is available for the start of all short distance track events.
- Assist scoreboard official to assemble and place scoreboards/event on track signs on arena infield (middle of 100m straight). Provide scoreboard with 2 chairs. Tie down scoreboard and weight with sand bags (this may already have been done).
- Arrange Long Track Side Recorder's Marquee (800m/1,500m events):
 - trestle table and two chairs in marquee on inside of track near finish line
- Place lane number signs 2m behind the start line for the short distance track events: **hurdles**, 200m, 100m, 400m, and relays.
- Liaise with the throws referee and jumps referee before the carnival starts to ensure that all sectors and site equipment are correctly set up.
- Ensure marshalling areas (Track Events) under the four (4) marshalling marquees are arranged as follows. There should be enough room for the marshalling official to walk between the rows of chairs. School name signs hang in lane order across the back of the marquees. Place ACC banner flag at each marshalling marquee.

Key: X indicates chairs. 8 rows of 8 chairs (total 64).



- Pitch stays/restraining ropes & KEEP OUT SIGNS at main finish area and around photo finish camera sight line:



During The Carnival:

- Maintain all safety ropes, barriers and signs throughout the carnival.
- Change the lane number signs 2m behind the start line for the short distance track events: hurdles, 200m, 100m, 400m, and relays.
- Change the order of the school name signs in the track marshalling tents to correspond to the lane allocation for each event (check program for event lane allocations).

- Set Up & pack up all flights of hurdles.
- Change the hurdle heights and distances as per the specifications for each age/gender event. After the final hurdles event correctly pack all hurdles onto trolleys and return to Venues West storage area.
- *The Hurdles & Equipment manager has another role later in the carnival as the 800m-crossover judge.* Place the 800m cut in markers on the track for 800m events and ensure that you are in place to judge the cut in. Please consult with the Chief Track Referee for specific instructions.
- Ensure that there is a supply of ACC relay batons at the finish line for schools to use.
- Set up the ACC trophy table and microphone in readiness for final presentations.
- The Arena Manager supervising the Hurdles & Equipment manager will be issued with a two-way radio. The purpose of this communication is to liaise with the Carnival Manager, Throws/Jumps Referees and Announcer to ensure that all field events are progressing as required.
- The Hurdles & Equipment Manager should continually liaise with the Throws and Jumps Referees throughout the carnival. He/she is to ensure that all events are running to schedule by liaising with the individual Throws and Jumps Officials (discus, shot put, javelin, long and high jump).
- Continually remind and check that field event officials have sent their result sheets to the computer room as soon as events are completed.
- The Arena Manager is to ensure that all safety aspects of the events are carried through. Throughout the carnival, continually monitor the grass infield of the arena and ensure that no students are walking through this area, especially near the javelin and discus sectors.
- As each field event site concludes for the day all equipment should be packed up and either returned to a central point or left at the site location. Check with the carnival manager and Venues West duty staff as pack up requirements can change for each carnival.

After the Carnival:

- Check with Venues West staff what they wish to do with the high jump equipment. In recent years all landing buns/mats and uprights have remained in place on the arena. Measure poles should be returned to the Venues West equipment store.
- At A-E division carnivals, ensure that equipment from the additional discus and javelin sites at UWA Sports Park (McGillivray) is returned to the ACC trailer.
- Ensure that all hurdles, starting blocks and lane indicator signs are returned to the Venues West storage area.
- If it is the final carnival in the series, ensure that the ACC portable score boards are dismantled and loaded into the ACC trailer. For earlier carnivals ensure the scoreboards are safely secured on the arena or in a designated

under cover area, check with Venues West and the ACC carnival manager. School nameplates should be removed each day and stored with other ACC equipment.

- At the conclusion of all events, the Arena Manager is to ensure that all equipment has been returned to the Venues West storage area or ACC trailer as required by the Carnival Manager. The Arena manager and student assistants (x 12) are to collect all bunting, signs, ropes, stakes and return them to the ACC's covered trailer or storage area. This type of equipment is located at the track events marshalling area, the main arena shot put areas, and the finish line (including the recorder's tent). Check with the Carnival Manager what the pack up requirements are for the particular carnival as they can vary.

THE ARENA MANAGER AND STUDENT ASSISTANTS (X 12) ARE REQUIRED TO EXTEND THEIR DUTY BEYOND THE SCHEDULE OF THE TROPHY PRESENTATIONS. PLEASE ADVISE STUDENTS ACCORDINGLY AND MAKE ALTERNATIVE TRAVEL ARRANGEMENTS IF NECESSARY.

PART B - HURDLES MANAGEMENT

Hurdles are to be in place and ready for the first event by; 8.40 am for the A, B, C, D, E & F divisions of carnival, 9.10am for the G, H and I divisions of carnival, and by 9.40 am for the J division carnival.

At least 12 students will be required to assist with hurdles set up, changes during the hurdles events and pack up after last hurdles event. Hurdles student assistants may be helpers, reserves or competitors.

On arrival at the venue, the Hurdles & Equipment Manager should check that all hurdles are in working condition. He/she should also brief student assistants as to the procedures to be followed.

Student assistants are to sit on the ground on the outside of the hurdles track opposite their row of hurdles during the running of hurdles events. Do not remain standing, as this would block the view of spectators and officials.

The lanes used for hurdles at **State Athletics Stadium** are lanes 5, 6, 7, 8, 9, 10, 11 and 12 of the 110m straight (also lane 4 if 9 schools are competing).

The order of hurdles events, hurdle heights, number of flights, distance between flights approach and finish distances are as follows for carnivals with all events/age groups:

SET UP ORDER	NUMBER OF EVENTS AT SETTING		HURDLES SET UP								
			Gender	Age	Distance	Track Marks	Flights	Start	Between	Finish	Height
1	Carnivals A to E = 6	Carnivals F to J = 3	Girls	U13	80m	Black	9	12m	7m	12m	76.2cm
			Boys	U13	80m	Black	9	12m	7m	12m	76.2cm
			Girls	U14	80m	Black	9	12m	7m	12m	76.2cm
2	Carnivals A to E = 6	Carnivals F to I = 3 J = 1	Boys	U14	90m	White	9	13m	8m	13m	76.2cm
			Girls	U15	90m	White	9	13m	8m	13m	76.2cm
			Girls	U16	90m	White	9	13m	8m	13m	76.2cm
3	Carnivals A to E = 2	Carnivals F to J = 1	Girls	Open	100m	Yellow	10	13m	8.5m	10.5m	76.2cm
4	Carnivals A to E = 4	Carnivals F to I = 2	Boys	U15	100m	Yellow	10	13m	8.5m	10.5m	84cm
			Boys	U16	100m	Yellow	10	13m	8.5m	10.5m	84cm
5	Carnivals A to E = 2	Carnivals F to J = 1	Boys	Open	110m	Red	10	13.72m	9.14m	14.02m	91.4cm

- **F to J Division carnivals only have one division per age/gender event for hurdles.**
- **G, H, I & J Division carnival have no U16 events. J Division also has no U15 events.**

- Please liaise with the AWA Chief referee regarding hurdle placements and heights.

If required by the track referee, the Hurdles & Equipment Manager can check the height of the hurdles, using the measuring stick (provided by the ACC).

Hurdle heights are measured from the track surface to the top edge of the hurdle cross bar.

The Hurdles & Equipment Manager is to liaise with the Starter's Assistant, to ensure that the order of hurdles events is maintained.

Special note: The U/16 and Open Girls hurdles races are before the Boys U/15, U16 & Open hurdles events. This is a different order to the normal race order, due to the differences in hurdle heights and distances.

On the first day of the series of carnivals, the Hurdles & Equipment Manager receives the hurdles on the trolleys from the VenuesWest equipment official.

Hurdles are to be in place and ready for the first event by; 8.40 am for the A, B, C, D, E & F divisions of carnival, 9.10am for the G, H and I divisions of carnival, and by 9.40 am for the J division carnival.

At the conclusion of hurdles events, the hurdles are to be neatly stacked on the hurdles trolleys and then returned to the storage area. Please check with the VenuesWest equipment official.

The Hurdles & Equipment manager has another role later in the carnival as the 800m-crossover judge.