

Appx O3 EQUIPMENT SET UP + RECOVERY

The carnival equipment work party **MUST** arrive well before the start of the carnival to assist with the equipment set up.

For division A & B the work party should arrive by 7:30 am.

For divisions C-J the work party should arrive by 8:30 am.

The pre carnival work party **MUST** comprise at least one teacher and **5** students.

EQUIPMENT SET UP

- Place the lane indicators (school signs) behind the allocated swimming lanes (remains constant for all ages and divisions).
- Place the lane indicators (school signs) behind the allocated lane chairs in the main Marshalling area.
- Pitch the portable scoreboards (HBF Stadium - outdoor pool only).
- Position the marshalling chairs (if available) in lines at the competitor marshalling area (8 chairs/lanes x 10 rows).
- Position the marshalling chairs behind the swimming lanes (to a depth of three (3) rows).
- Put into place, the false start rope (plus one (1) chair on each side of the pool).
- Position the timekeepers' chairs at the finishing end of the pool.
- Position the trophy table at the presentation area. Usually this cannot be done until the final relay event has been completed. In the morning the equip official should however locate the table and tablecloth in readiness.
- **HBF Indoor only:** In accordance with the ACC seating plan place school signs on the front of the grandstand to designate seating areas for competitors and spectators. Use barrier tape to mark off the designated school seating areas in the spectator and competitor stands. **Once the set-up is complete the adult official should move to the spectator grandstand and brief/assist the crowd control officials as to where the specific seating areas are for parents and schools. The official should remain in the grandstand to assist with this process for the first 30 minutes of the carnival program.**
- Check with pool management that all starting and electronic timing equipment is functioning correctly.
- Position the table and chairs for the announcer at the area designated.
- Check with pool management that the lane ropes are down the length of the pool and in the diving pool. Place number lane road cones to designate lanes in the diving pool.
- Place a box of programmes at the reception counter (for parents only). Collect from ACC Sports Administration Officer.
- Set up the pool side barrier that runs along the side of the pool in front of the competitor or temporary stand. Large road cones and barrier poles are provided to set up this 60m line.

EQUIPMENT RECOVERY

- Gather and stack all chairs, tables and dividing ropes as directed by the Pool Manager.
- Dismantle the portable scoreboards (last carnival only) and carry them to the ACC's enclosed trailer. Under the direction of the Carnival Manager, load the various parts of the boards into the trailer. For other carnivals move the scoreboards to a covered location as directed by the Carnival Manager.
- Assist with the portage of all computer hardware to the appropriate vehicle.
- Retrieve any official's files on pool deck and carry the box to the trailer.
- Collect any lost property and hand to the Carnival Manager.

- Dismantle the school lane indicators (end of each lane) and lane signs (marshalling area) and carry to the trailer.
- Collect unused programmes from the main pool entrance.
- Collect all school signs in the grandstand and remove any barrier tape.
- Dismantle the pool side barrier that runs along the side of the pool in front of the competitor or temporary stand.

NB: Usually, this work party is required to extend their duty beyond the schedule of the trophy presentations and departure of all schools.