

## Appendix No 6d (i)

### ***DUTIES OF OFFICIALS – RESULTS MANAGER & RESULTS MANAGER ASSISTANT***

The Results Manager is to assist the Carnival Manager in all activities relating to Carnival Results management and involves the following.

- Management of carnival results throughout the day
- Competitor additions/alterations
- Liaise with Blue Chip Timing operators and team marshals.
- End of carnival procedures

#### **1. Management of Carnival Results**

All results will be recorded by the BlueChip Timing team. Once an event has finished, results will be available on the Internet for viewing and checking. A copy of the results will also be printed for the Results room. The Results Manager is to ensure that these results are received and kept in the results room in event order for easy reference should this be required at any time during the carnival.

#### **2. Competitor Additions/Alterations**

- In an emergency after 12.30pm the day before the carnival and on race day, if a school needs to ***run a student in a higher age group*** or ***add a new student*** (due to injury/illness/absence etc.), they have two options:
  1. Complete the additions/alterations form on the ACC web site from 12.30pm Wed 31-5-23 to 8.00am on 1-6-23. Result room officials will check web form change requests and make the change in the timing system for you. **After 8.00am on race day the web form will be closed.** <https://www.accsport.asn.au/carnivals/cross-country/nominations/additions-and-alterations-web-form>  
Result manager assistants will use the data submitted on the web form to make team changes for the school in the RaceTec ToolKit app.
  2. On race day school staff report to the results room and under the supervision of the ACC officials in the results room at the venue (YMCC Hockey Clubhouse) make their team changes via the mobile tablets provided. The RaceTec ToolKit system on the carnival day tablets is not the same as the RaceTecWeb app that schools had been using before the day to make changes, that app shuts off at 12.00pm on 31-5-23.
- Changes can be made for each event up to 30 minutes before the race start time. After this time, no changes are allowed. The first event change cut off time is 9.00am and the last event change cut off time is 12.30pm.
- ACC officials will have a bank of mobile tablets in the room, and this will be a self-serve system.
- School staff use the tablets provided to make any changes to their team. ACC officials in the room will supervise the process on the tablets.
- There will be no paper based system to make changes, all changes will be done online via the tablets in the results room.
- Schools cannot delete a runner from their team.
- Adding new students: If the school has ordered extra bibs as “spares” they can add a student to the team on the day in the results room via the tablets provided.
- If a school needs to add an extra runner to their team on the day and they do not have any spare bibs, they must request help from the officials in the results room. The officials in the results room will either assign a new bib number or edit the details of a student from that school that is not competing to the details for a new student.

- **Schools must advise the marshal of any changes to their competitors during the marshalling process as the marshals printed list will not match the any changes made on the day via tablet.**
- Competitors from schools that do not make the required change in the system for competitors running up an age group will be disqualified.
- Changes will be made directly into the BlueChip timing system via an app called Racetec Toolkit. BlueChip will provide devices for the results room officials to manage these changes.
- Marshals are to record all information about any competitor changes on their marshalling **team sheets** for quick reference if required.

***NB: THERE WILL BE NO CHANGE TICKETS USED FOR CROSS COUNTRY IN 2023.***

### **3. Liaise with Blue Chip Timing operators and team marshals**

The Results Manager is to consistently liaise with the BlueChip Timing operators and team marshals to help manage any problems or discrepancies that may occur.

### **4. End of Carnival procedures**

At the conclusion of the carnival, the Results Manager is to liaise with BlueChip timing to prepare **final score report sheets** for the Carnival Manager trophy presentations. These reports to include:

- Aggregate Girls – **top 3 schools only**
- Aggregate Boys – **top 3 schools only**
- Combined Aggregate (Only co-ed schools eligible) – **top 5 schools only**
- Champion school for each age group and gender – **top school only for the 10 age/gender categories**
- 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place getters **for – U19 males**
- **Inclusive and Multi Class category results**
- In case of a 'draw' for a trophy, the trophy will be shared.

### **RESULTS MANAGER ASSISTANT**

The Results Manager Assistants are to assist the Results Manager and Carnival Manager in all activities relating to Carnival Results management as listed above.

*NB: There are three results manager assistants. Assistants 2 and 3 will be required from 8.15am until 12.30pm, or for whatever time the Results Manager required their services. If RMA 2 & 3 are released early, they can then report to their school for other supervision duties. Results manager assistant No 1 will be needed for the duration of the carnival. Each RMA will need to have **at least 1** competent senior school student(s) to assist them in their duties.*