

Appendix 6p

To 'ACC Cross Country'

RESULTS MANAGER ASSISTANT

The Results Manager Assistants are to assist the Results Manager and 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

NB: There are three results manager assistants. Assistants 2 and 3 will be required from 8.15am until approx. 11.00am, 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 1 competent senior school students to assist them in their duties.

1. Management of Carnival Results

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

The Results Manager assistant will need 1 competent senior students to assist in all duties.

2. Competitor Additions/Alterations

- Changes to age group or team additions/alterations can be submitted via two options.
 3. The additions and alterations web form on the ACC website <http://www.accesport.asn.au/carnivals/cross-country/nominations/additions-and-alterations-web-form> **up until 7.00am on the day of the carnival.**
 4. Additions/alterations forms available in the results room for those without internet access on the day.
- Schools must submit the additions/alterations form at least 30 minutes before the scheduled marshalling time of the first race. Changes will not be accepted after this time.
- After the form is completed and received, a CHANGE TICKET (see [Appendix 10](#)) is to be completed and handed to the school representative. The competitor **MUST** then hand the ticket to the team marshal when they report for pre-event marshalling 20 minutes before the race.
- All competitor additions and changes will be recorded on a Change Ticket form with triplicate copies. Each copy will go to the following destinations.
 4. The original copy (white) will remain in the results room.
 5. The second copy (green) will be given to the school/competitor and delivered to the team marshal at the marshalling marquee.
 6. The third copy (yellow) will be delivered to the BlueChip timing operators.
- The Results Manager is to ensure that:
 - Original Change Tickets and additions/alterations forms are stapled together and filed in the results room.
 - The two Change Ticket copies are safely delivered to their correct destinations: the school/competitor and BlueChip timing.
- If a school runs a competitor in a higher age group and has not completed an additions form/received a change ticket then the competitor will be barred from running by the team marshal or disqualified after the race if they were inadvertently allowed to compete.

3. Liaise with Blue Chip Timing operators and team marshals

The Results Manager is to consistently liaise with the Blue Chip Timing operators and team marshals to ensure all competitor changes have been received from the results room and 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 prepare final scores for the Carnival Manager for presentations. This analysis includes trophies for:

- Aggregate Girls
- Aggregate Boys
- Combined Aggregate (Only co-ed schools eligible)
- Champion school for each age group and gender
- 1st, 2nd, and 3rd place getters for medallions
- Inclusive events 1st place getters for medallions
- In case of a 'draw' for a trophy, the trophy will be shared.