



JACC Cross Country Officials' Handbook

Key information and duty descriptions *(DRAFT @ 27.04.26)*

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GENERAL INFORMATION

It is essential that event officials are suitably skilled to perform their required duties and are conversant with the rules and procedures applicable to the role they have been assigned. Training and preparation of officials prior to their carnival day is the responsibility of the school providing them.

Officials provided by schools must be WWCC checked by the school under the Working with Children legislation. For more information, check the ACC guidelines at <https://www.accsport.asn.au/acc-information/policies>

This booklet contains key information for all officials as well as duty descriptions for the specific official roles.

The 2026 ACC Cross Country takes place on **Wednesday 27th May** at **Alderbury Reserve**.

Officials can enter off Perry Lakes Drive and park in the car park behind the YMCC Coastal Hockey Clubrooms.

An event information booklet will be available to download in PDF format from the ACC website. This booklet contains the following information.

- Venue layout map
- Schedule of events
- Participating schools
- Start line allocations
- Event rules

Officials will be provided with a printed copy of information relevant to their role, on carnival day.

Officials arrival and briefing times

- Officials must make adequate travel arrangements to arrive at the venue in time to sign in and be present at the officials' pre-carnival briefing.
** Officials **should not travel** to the venue **on the school competitor buses** as they will be late for their duty **
- Any relevant equipment will be provided at this time including :
 - ACC official's vest
 - event booklet containing information relevant to their duty
 - voucher for a free beverage
 and if required for their duty :
 - a two-way radio
 - an ACC clip folder, paperwork and other necessary equipment

NOTE : All vests, clip folders, paperwork and any other required equipment are to be returned to the sign-in area in the YMCC Hockey Clubrooms, at the conclusion of the carnival.

- **ALL Officials** are to sign in on their arrival with the ACC Official's Manager, in the YMCC Hockey Clubrooms

ARRIVAL TIMES	BRIEFING TIME	OFFICIALS	BRIEFING LOCATION
7:30am	7:30am	Finish Area Manager and set up group	Finish line
By 7:45am	7:45am	<ul style="list-style-type: none"> • Duty school • Parking officials • Student Supervisor Patrol 	YMCC Hockey Clubrooms
8:15am	8:30am	<ul style="list-style-type: none"> • Marshals • Marshalling Ushers • Starter • Start Line Assistants 	Marshalling tents

ARRIVAL TIMES	BRIEFING TIME	OFFICIALS	BRIEFING LOCATION
8:15am	8:30am	<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)

Many adult officials will be allocated school students to assist them. Check before the day that your school has arranged your student helpers; find out what time they will arrive and where you will meet them. Student officials will travel on the team bus in most cases, and they are not required to attend the officials briefing.

Officials are to bring their own:

- copy of their role description as provided by school sport coordinator
- pen, wet weather clothing and sunscreen
- snacks, lunch & water

Course Station Officials should also bring a portable chair.

Official's Role & student assistants

The role of the official is to assist the competitors. It follows then to ask of themself, "what would be a fair decision for all competitors?" Officials are not there to 'catch the competitor out', but must ensure that the competition is fair, and that no one competitor gains any advantage or disadvantage.

To ensure they are prepared for their role, all officials should read the relevant sections of this handbook and the carnival event booklet. Officials performing a role for the first time are not expected to know everything; therefore, on the day of the event, it is better for officials to ask for guidance than to make a wrong decision which could result in unfair results or a protest being entered.

We aim to conduct the competition in a steady and calm manner, and to keep the event running to schedule. We endeavour to see the competitor's point of view while also ensuring that rules are followed that meet the competition objectives.

A good official is one who:

- is alert, quick to react, and can make decisions in a timely manner.
- uses common sense and is tactful.
- makes sure that he/she stands in a position to fairly judge whatever duty is allocated to them.
- has knowledge of any rules pertaining to their duty.
- asks for guidance from a senior official if he/she is not sure of something.
- is prepared to work in all climatic conditions (wet, fine, cold or hot).

All officials should familiarize themselves with the Risk Management and Safety Procedures at the end of this booklet. Certain officials will be provided with a printed copy of this on the day.

The muster point for officials in an emergency will be the YMCC Hockey Clubrooms.

Student assistants must be 16 years or older

OFFICIAL ROLES

The different official roles are noted on the contents page. Information specific to each official role follows.

Course set up group



Equipment provided: Yellow ACC official vest, 2-way radio, carnival information booklet and printed task checklist

COURSE SET UP AND EQUIPMENT RECOVERY

1. Arrive on location by **6:00 am**. (RD EVENTS). Ensure enough staff with you to complete the required tasks by the required time.
2. Place course markers, at least 1 every 25m on the course. Place station number markers at the appropriate locations. Standard course markers are red/orange agility poles combined with orange road cones and the 3km reduction is to be marked with blue agility poles. All markers to have a flag attached to the poles (to assist with runner visibility). All markers are to be to the left of the runner' path.

The course stations are as follows: Station 1 – Station 28 (Refer to the course route map)

All course markers and station markers to be in place by 9:00 am at the latest (1 hour prior to the first race)

3. Assist the FINISH AREA MANAGER with finish area set up tasks and ensure all CCB panels are in place with ACC banner signage.

Once course set-up is complete the official should check in with the ACC Carnival Manager or Officials' Manager as to whether further support is required.

CONCLUSION OF CARNIVAL

4. Retrieve all course markers (agility poles+ flags), station numbers and other equipment.
5. Pack away CCB panels and ensure all ACC banners are folded/stored away in ACC tubs.
6. Assist with packing the ACC vehicle/trailer where required.

Finish Area set up & pack down



Equipment provided: Orange ACC Official vest, 2-way radio, carnival information booklet and printed task checklist.

EQUIPMENT SET UP

1. Arrive on location by **7:30 am**.
2. Under the direction of the ACC Finish Area Manager and external supplier, construct the finish lines, transition chutes and inflatable finish line arch as per the Finish Area map.
3. Set up ACC flags and banners (on CCB panels) and ensure these are in place along the finish line chutes.
** The FINISH AREA MANAGER'S school is responsible for providing sufficient staff and student assistants to ensure this is **completed by 9:30 am**.
4. Barricades in place from finish chute into RECORDERS TENT
5. Dias in place on side of RECORDERS TENT
6. ACC teardrops on podium side of marquee
7. Recorders table and suitable number of chairs in place
8. Sick buckets filled as required : some with sand, others with water
9. Check in with the ACC Finish Area Manager. If required, assist the course set up officials with placing course markers.

DURING CARNIVAL

10. Manage the finish line, transition chutes and recorders tent. Ensure a smooth flow of traffic through the finish area and into the recording tent. Complete any repairs to ACC signage or banners throughout the carnival.

EQUIPMENT RECOVERY

11. Supervise the pack up of all equipment into the ACC and/or external supplier vehicles/trailers.
12. Check in with ACC Finish Area Manager before departing.

Course Scrutineer and E-bike rider



Equipment provided: Orange ACC Official vest, E-bike, 2-way radio, carnival information booklet and printed task checklist.

****Please bring your own bike helmet****

BEFORE CARNIVAL

1. Liaise with ACC Carnival Manager and the external set up provider, before and during course construction.
2. Traverse the complete course (post construction) ensuring that course markers are placed 25m apart and that all turns/corners/direction changes in the course are clearly discernible.
NOTE : Standard course markers are red poles and orange road cones. All markers are to be to the left of the runners path.
3. Make any necessary alterations to the course route/markers and inform the ACC Carnival Manager. To perform this task in reasonable time, using the provided E-bike as mobility is important.

DURING CARNIVAL

4. Ride the E-bike to lead the course runners. (See additional **E-bike Rider** role description.)

CONCLUSION OF CARNIVAL

5. Complete a final check of the course to ensure all course markers have been returned.

E-bike rider



Equipment provided: Orange ACC Official vest, E-bike, 2-way radio, carnival information booklet and printed task checklist.

****Please bring your own bike helmet****

Before the first race commences **both** E-bike riders should traverse the course to familiarize themselves with the course route. The rider with the dual role of Course Scrutineer can highlight any potential problem areas i.e. changes of direction/route.

ROLE:

- To lead runners around the course so that the front runners have a clear indication of the route to follow.
- In addition to being a directional guide, after the first runner has completed the race, the secondary role is to back track on the field of runners to assist with spotting injured/distressed runners, students not following the correct course route or students involved in inappropriate behaviour (i.e. damage to course, malingering etc), and repositioning course markers if they have been moved by runners.
- Any student walking the course that will not make the timed cut off can be instructed to leave the course. These students can walk back to their team area across mid-section of the course.

Each rider will have a two-way radio for emergency use. Should any distressed/injured runners be spotted, the closest first aid attendant can be contacted. First aid two-way radios are located at the finish area and course stations 1 & 12.

PLEASE NOTE :

- There are two E-bike riders - each will lead and assist with alternate events; one rider will do all BOYS events and the other will do all GIRLS events.
- Remain approximately 50 metres in front of the lead runner while directing. This distance may vary due to terrain and other obstructions, but the distance should be close enough so that the E-bike is in clear sight of the lead runner at all times.
- Where possible E-bikes should travel at no more than 10kmph.
- When back tracking around the course E-bike riders must keep a safe distance from the runners.
- E-bike riders must always wear a helmet whilst riding the E-bike.

Duty School Officials



** The duty school **must have** two adults (**at least 1 of each gender**) and the specified number of student helpers as noted within *Officials Workbook*. **

Equipment provided: Orange ACC official vest, carnival information booklet and printed task checklist. Some also have a 2-way radio.

Arrive no later than 7:45am and report to the ACC at the YMCC Changerooms before commencing duties.

Duty schools are responsible for keeping the venue clean and tidy by managing toilets, bins, litter & final clean-up/pack-up in their assigned areas, and are to liaise with ACC staff and the cleaning contractors across the duration of the event.

TOILET BLOCKS AND PORTABLE TOILETS

- Inspect toilets/change rooms and make a note of pre-existing problems (e.g. graffiti, litter, availability of toilet paper, physical damage to toilet seats, doors etc). Inspect again at regular intervals throughout the day. A written report is not necessary unless there is something serious to report (in this case, the problem is to be immediately referred to the Duty School adult supervisor and then to the ACC Carnival Manager).
- ~30 portable toilets will be on site, which are for athlete / student use only
- The ACC has contracted **BrightMark Group** (external cleaners) to be on site from 9:00am to 2:00pm. You will be provided their mobile number on the day, and are to liaise with them to ensure all toilets are kept clean and tidy.
- Remain at your designated duty location. Be "visible" to students, as a preventative measure to unruly behaviour, mess and damage
- When assigned more than one toilet block to supervise, rotate between those blocks (they are in proximity).
- Check there is enough toilet paper and all toilets are functioning correctly. If there is a problem with toilet function contact the Town of Cambridge (Ph : 9383 8900) for indoor toilet blocks/change rooms, or, Instant Products Group (Ph : 9406 6600) for portable toilets.
- 10:00am : re-check toilet paper supplies and inform cleaners if a refill is needed. Extra toilet paper will be on hand in the YMCC Hockey Clubrooms is required

BINS AND END OF DAY CLEAN UP

- Ensure bins are collected from a central point and placed in all locations with large numbers of people. This includes marshalling marquees, food vendors and school marquee areas. Bins need to be spread evenly around these areas ASAP after 8:30am.
- At the end of the day, return all bins to the central location.
- Once all schools have departed the venue after presentations, the duty school **must** conduct a final mass litter clean-up of the **entire area**. The ACC recommends the school's cross-country team remain to assist with this final supervised litter collection.

All Duty School officials must ensure the venue is cleared and sufficiently clean and tidy at the conclusion of the event. They must report to the ACC Officials Manager before leaving the venue at the end of the day.

NOTE : The duty school is only responsible for student supervision at toilet areas, NOT other parts of the venue.

ASSISGNET AREAS	
<ul style="list-style-type: none"> ○ Public Toilets/Changerooms – M & F ○ Start / Marshalling area ○ Food vendor areas ○ Presentation area 	<ul style="list-style-type: none"> ○ Portable toilets (carpark) ○ Team marquees

Announcer & Commentators



Arrive no later than 8:15am and report to ACC Carnival Manager in YMCC Changerooms before commencing duties.

Equipment provided: Carnival information booklet, printed task checklist, microphone, 2-way radio and paperwork relevant to the carnival.

- ANNOUNCER 1 : main announcer based in the announcer's van, providing the bulk of public address announcements.
 - COMMENTATOR 1 : provide live race commentary for the start of all events
 - COMMENTATOR 2 : provide live race commentary for the final 800m once runners come into view.
 - COMMENTATOR 3 : announce medallions winners for presentations (after each race), at the finish area
- The automated timing system will provide electronic devices to both announcers, so they can track the progress of runners at two key timing points along the course.
 - Announcers should also refer to the previous year's results to add colour to the commentary.
 - Announcers should familiarize themselves with all event details, in particular the risk management and safety procedures as outlined at the end of this handbook.
 - If there is need for an emergency or evacuation, the signal from Announcer 1 will be a series of 3 sirens. The siren should not be used for any other purpose.
 - The audible signal for race cut off after each event will be a chime, **not a siren**.

Announcer 1 – public announcements

8:25am

- Direct officials to their sign-in and briefing areas. All officials are to **sign in at the YMCC Hockey Clubrooms** and then proceed to the relevant briefing areas (noted below), in time for 8:00am briefing meetings.

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7:30am	7:30am	Finish Area Manager and set up group	Finish line
By 7:45am	7:45am	<ul style="list-style-type: none"> • Duty school • Parking officials • Student Supervisor Patrol 	YMCC Hockey Clubrooms
8:15am	8:15am	<ul style="list-style-type: none"> • Marshals • Marshalling Ushers • Starter • Start Line Assistants 	Marshalling tents
8:15am	8:30am	<ul style="list-style-type: none"> • Chime Timekeeper • Finish Line Officials • First Aid Spotters 	Finish line
		<ul style="list-style-type: none"> • Announcer • Commentators • All other officials 	YMCC Hockey Clubrooms (Main briefing)
		<ul style="list-style-type: none"> • Blue Chip Timing Liaison • Results Manager Assistant 	YMCC Hockey Clubrooms (Results Manager)

- Advise arriving schools that if they wish to walk over the course route, students must be supervised and course markers not tampered with.

8:30am - 9:30am

- PA announcements : advise the location of the toilets.
- PA announcements as requested by ACC staff.

From 9:30am

- Welcome all schools with special mention of those from country areas.
- Remind schools that they must have a team muster area for staff and students in case of an emergency.
- Remind competitors of the competition rules to be followed as per the *Carnival Information booklet*.
- Remind competitors that a maximum of 6 runners can compete for all gender age groups. Reserve runners are NOT TO RUN the course.
- From 9:30 am, the only **runners** on the course should be those currently competing.
- Refer to *Carnival Information booklet* for - **Program of events**, including **marshalling** and race cut-off times events distances and **time limits**
- The CHIME TIMEKEEPER will advise ANNOUNCER 1 to sound the PA “Chime” when the cut off time for each race has been reached.

ADVISE OF GENERAL INFORMATION

- Location of the toilets and first aid posts (*refer to maps*)
- Runners must report to pre-race marshalling 20 minutes before their event, with each group of runners to have a school liaison person with them.
- Continual cleaning of the areas schools are occupying is expected.
- School staff should continually check on the location of their students, particularly toilet areas and other out-of-bounds areas.
- **No balls or ball games are allowed**; climbing of trees, hockey goals, marquees and buildings is prohibited. The basketball court, skate ramp, child play areas and buses are out of bounds.
- Spectators to remain behind roped-off and barricaded areas.
- A series of 3 sirens denotes an emergency or evacuation; the sirens will be followed by announced directions.

9:35am

- Advise the GIRLS YEAR 6 event competitors to marshal by 9:30 am.
- Advise of the marshalling of subsequent events, 5 minutes before the event's marshalling time.

ONGOING

- Announce and call for quiet for the start of each event.
 - The starter has a radio microphone through the main PA and the announcer needs to closely monitor starts so as not to talk over the starter officials.
- If in place, use the automatic timing monitoring system to advise spectators of race placings as runners pass timing check points on the course
Approximate distances to timing check points are: **TBC**

Course check points

Check point 1

Check point 2

Check point 3

- Remind competitors that they can check their result after the race online or on the display screens in the recovery marquee at the end of the finish chute.
- Announce current category scores as/if they come to hand.

AFTER START OF FINAL EVENT

Advise all present of the end of day procedure and where team awards will be presented.

1:10pm

- Advise schools to commence cleanup as soon as last event cut off siren sounds, i.e. pick up all litter.
- Advise official work parties to retrieve all equipment.

- Advise that lost property should be handed in at the clubrooms.

1:15pm

All school teams are to assemble to the south of the turf cricket wicket for presentations.

1:45pm

Departures - school staff are to ensure their school's area is left clean and tidy.

Commentator 1 & 2 – start and finish line race callers

Provide commentary for your allocated positions, as directed by Two Monkeys

Commentator 3 – medallion presentations

THROUGH OUT THE CARNIVAL

Announce results of the first 5 place getters as they are provided to you.

- The PLACE GETTERS RECORDER will have the medallions and winner's podium ready.
- After each event, their student assistant will chaperone the first three runners to the dais for the presentation of medallions.
- Coordinate with the official, for the gold/silver/bronze medallion presentations to the first three placegetters.
- At the podium, read each place getters name (starting with 3rd place).
- Athletes will stand on the podium to receive their medallion from the designated ACC presenter
- The Multi Class and Inclusion medals will be presented after each race in the same area.

Announcers guidelines

The following principles and expectations underscore the Associated & Catholic College's announcing philosophy. Announcers who follow these guidelines will be able to announce virtually any ACC event with confidence and in the right spirit.

- ❖ **Be early and be prepared.** Arrive at the facility by the requested time. Check in with ACC staff for any last-minute details and review any scripted pre-competition announcements required by the ACC (i.e. emergency procedures, event announcements, etc.) If required, visit with schools' teachers/coaches to ensure proper pronunciation of names.
- ❖ **Work with the officials.** Communicate with the officials before the event regarding any specific pre-competition, during competition and post-competition announcements or briefings. Announcers shall respect the individuals who are responsible for the conduct and administration of events, such as coaches, officials, and administrators, and avoid making any comments that reflect positively or negatively on them.
- ❖ **Promote sportsmanship.** Remember the ACC maxim is "Sport in the Right Spirit". Create a positive competitive environment through non-biased promotion of fair play. Announcers must understand that they have a tremendous influence on the crowd, and that comments designed to incite the crowd for the purpose of gaining an advantage for a team or competitor is inappropriate.
- ❖ **Stick to the basics.** Deliver pertinent information in a timely and professional manner and do not attempt to be bigger than the event by doing continuous commentary to entertain or to draw attention to yourself. Do not ad lib to fill gaps; let the event flow and only add commentary where necessary.
- ❖ **Be competent and accurate.** Understand the proper terminology and event rules used for the sport and avoid the use of slang terms. Follow approved announcing guidelines, expectations, and policies. Wait until officials complete their result adjudications before reporting any results.
- ❖ **Never talk over the action.** Understand the appropriate information to be announced and proper time in which to announce for each sport. Never talk over the officials when they are instructing competitors or officials
- ❖ **Be on your toes and keep your cool.** Weather alert, emergency evacuation or severe injury are possible reasons that competition could be delayed, and communication becomes essential to facilitate coordinated school/facility emergency procedures. Be familiar with the emergency management plan. The calm tone and direct delivery of instructions to participants and spectators is essential.
- ❖ **Silence is OK.** A non-stop verbal stream from the announcer is not necessary. Not only can it be annoying to patrons, but it can also be a distraction for competitors and officials.

- ❖ **Respect privacy.** Respect the rights of competitors, officials and coaches to privacy. Do not name individuals directly unless it is relevant or required. Do not interview competitors or coaches on air unless requested. Do not approach competitors, officials or coaches directly – give them space and respect their right to privacy.
- ❖ **Remain Neutral.** Announcers shall respect the participants of all teams and remain neutral when introducing the teams & competitors, and when announcing the outcome of events or performances of the participants.
- ❖ **Be professional.** Announcers shall exhibit professional behaviour and always represent the association with respect and dignity by what they say, how they act and how they appear. Take your job seriously by addressing coaches, officials, administrators, and competitors with respect regardless of team affiliation. Be properly dressed and respect all association/facility rules and policies.

Radio Communications Officer



Equipment provided: Orange ACC official vest, carnival information booklet, printed duty statement and ~20 two-way radios.

ROLE

- Ensure all communication equipment is functional and the correct radio channels are pre-selected.
- Issue two-way radios to relevant officials as they arrive and test that radios are working.
**** Use the Check in /Check out sheet on the next page to manage this process.****
- Demonstrate use of two-way radios at the pre-carnival briefing meeting in the clubrooms
- *Before the first event can commence **you must** confirm radio contact with the three school first aid spotters (at station 1 & 12) and the St John Ambulance main first aid post.*
- Throughout the day check all communications are in working order and that operators are online.
- Communicate with First Aid Vehicle Assistants in the case of injured competitors.
- Be familiar with the details of the Risk Management and Safety procedures at the end of this handbook.
- Ensure that the ANNOUNCER understands not to sound the siren unless asked to do so in an emergency/evacuation situation.

TWO WAY RADIO CHECK IN / CHECK OUT SHEET

OFFICIAL	Total #		Channel 1	Channel 2	Taken	Returned
Carnival Manager (ACC)	2	TBC	✓	✓		
Results Manager (ACC)	1	Jodie Scheele	✓			
Officials & Parking Manager (ACC)	1	TBC	✓			
Marshalling & Start Line Manager (ACC)	1	TBC	✓			
Finish Line & Multiclass / Inc. Manager (ACC)	2	TBC	✓	✓		
Food Van Manager (ACC)	1	TBC	✓			
Communications Officer	1			✓		
Announcer 1 (van)	1		✓			
Commentator 1 (start finish)	1		✓			
Commentator 2 (roaming finish line)	1		✓			
Commentator 3 (presentations)	1		✓			
Chief Marshal 1	1		✓			
Duty School Official 1	1		✓			
Duty School Official 2	1		✓			
E-Bike Rider 1	1		✓			
E-Bike Rider 2	1		✓			
Finish Area & Set up Manager	1		✓			
Finish Judge	1		✓			
Head Student Supervision patrol	1		✓			
Parking Official 1	1		✓			
Parking Official 2	1		✓			
Results Liaison Officer	1		✓			
St John Ambulance - post 1	1			✓		
St John Ambulance (Finish line post)	1			✓		
School First Aid Spotter 1 (at station 1)	1			✓		
School First Aid Spotter 2 (at station 12)	1			✓		
SPARE RADIOS	6		4	2		
TOTAL RADIOS	36		25	11		



Parking Officials



Equipment provided: Orange ACC Official vest, carnival information booklet and printed task checklist. Some also have a 2-way radio.

All Parking Officials must **arrive by 7:45am** and be briefed by the Carnival Manager at the YMCC Hockey Clubrooms. **Officials must remain at their designated location until approximately 2:30pm, to control bus collection of athletes.**

As soon as their briefing meeting has finished, PARKING OFFICIALS need to move out to their designated area to commence parking supervision. The main task is to assist with ensuring that all patrons park in the correct locations and that buses dropping off and picking up students follow the correct directions and use the correct side of roads.

There will be **two** parking officials in place as well as traffic management staff from *Turtle Traffic Management*. Support is also provided by Town of Cambridge Rangers. The ACC has developed the parking and traffic plan in conjunction with the Town of Cambridge and all officials are tasked with carrying out this plan.

TURTLE MANAGEMENT STAFF

Set up all road closure barriers.

- Cone off no parking areas.
- Place traffic warning signs in and around the approach to the venue.
- Supervise traffic flow and no parking areas throughout the day.
- Control flow of buses into and out of the precinct area so that pick up/drop off is in the correct direction.

SCHOOL ALLOCATED OFFICIALS

- Assist Turtle Traffic staff to ensure that vehicles park in the correct areas.
- Actively supervise bus drop off and pick up areas so that students do not cross roads to exit/enter buses.

PARKING OFFICIAL 1

- Responsible for **Alderbury Street** and the temporary grass car park (off Alderbury St).
- Pickups are only allowed on the west side with buses facing the north. PARKING OFFICIAL 1 should be situated on the west side adjacent to the finish line to supervise the flow of buses.
- ON ARRIVAL and until 9:45am, PARKING OFFICIAL 1 **should locate on Alderbury St** (adjacent the finish line) and ensure that buses only drop off on the west side of the street (park side).
- AFTER 9:45am supervise the grass car park off Alderbury St and ensure no buses park here.
- AFTER 1:00pm supervise the buses as they start to line up on Alderbury St (west side) ready for pickups.
- AFTER LAST EVENT, PARKING OFFICIAL 1 is to instruct the extra parking marshals (refer to 'End of carnival procedure' below) to stand on the east side of Alderbury St to ensure that buses do not stand or pick up students on this side of the road.
- PICK UP : Ensure the smooth flow of buses during the pickup period.
 - Buses should line up on the west/park side of Alderbury St ready for pick up, but not on the bend.
 - Ensure no buses attempt to pick up on the east/house side of Alderbury St.
 - If there is no room for buses, they are to wait either on Brookdale St or in the new housing development behind the old Perry Lakes Stadium off Alderbury St, until they can move safely down Alderbury St.
 - If a bus is holding up the front of the line because their school is not ready to leave the venue, that bus should be moved on so that they do not hold up the line of buses behind them.
- PARKING OFFICIALS 1 must return to temporary grass car park (off Alderbury Street) to supervise safe and orderly exit of vehicles.

PARKING OFFICIAL 2

- Responsible for **Perry Lakes Drive**
- PARKING OFFICIAL 2 should be situated on the east side adjacent to the skate park to supervise the flow of buses.
- ON ARRIVAL and until 9:45am, PARKING OFFICIAL 2 should **locate on Perry Lakes Drive** (adjacent the skate park) and ensure that buses only drop off on the east side of the road (park side).
- AFTER 9:45am maintain position, and manage any entry into the YMCA hockey clubrooms carpark area
- AFTER 1:40pm supervise the buses as they start to line up on Perry Lakes drive (east side) ready for pickups.

- AFTER LAST EVENT : PARKING OFFICIAL 2 is to instruct the extra parking marshals (refer to 'End of carnival procedure' below) to stand on the west side of Perry Lakes Drive to ensure that buses pick up students from the other side of the road.
- Pickups are only allowed on the east side with buses facing the south. No pick-ups should occur on the west side of Perry Lakes Drive.
- Pick up and drop down is also NOT ALLOWED on Oceanic Drive.
- PICK UP : Ensure the smooth flow of buses during the pickup period.
 - Buses should line up on the east/park side of Perry Lakes Drive moving south ready for pick up, but not on the west side.
 - Ensure that no buses attempt to pick up on Oceanic Drive.
 - If there is no room for buses, they are to wait either on Brookdale St or in the new housing development off Alderbury St, until they can move safely down Perry Lakes Drive.
 - If a bus is holding up the front of the line because their school is not ready to leave the venue, then that bus should be moved on so that they do not hold up the line of buses behind them.

PARKING OFFICIAL 3

- Responsible for car parking behind the YMCC hockey clubrooms
- PARKING OFFICIAL 3 should be situated within this parking area, supervising bus flow and parking of all vehicles
- AFTER 9:45am float between the car parking behind the YMCA hockey clubrooms temporary grass car park off Alderbury St.

END OF CARNIVAL PROCEDURE

- after the last race has concluded, an additional **8 parking marshals** will assist with bus pickups.
- STATION OFFICIALS 17, 18, 19 & 20 : assist as parking marshals on Alderbury St to ensure that buses park/stand or pick up on this side in a smooth and regulated exit.
- STATION OFFICIALS 2, 3 & 4 : assist as parking marshals on Perry Lakes Drive to ensure that buses park/stand or pick up on this side in a smooth and regulated exit.
- STATION OFFICIAL 8 : move to Oceanic Drive north and ensure that no buses are waiting or parking here for pick up; this road must not be blocked with buses.

PARKING OFFICIALS will manage officials in the following areas during pick up, and spread them out as required at noted locations :

- PARKING OFFICIAL 1 officials on Alderbury St
- PARKING OFFICIAL 2 officials on Perry Lakes Drive
- PARKING OFFICIAL 3 YMCA Hockey Clubrooms carpark

Further information on parking (as provided to competing schools) is on the following page.

More notes on parking

Schools are requested to follow the parking plan developed between the ACC and the Town of Cambridge. 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

Those capable of fitting in a standard car bay should park in the following areas:

- Car park behind the YMCC Hockey Club Rooms
- Parking areas on the east side of Perry Lakes drive
- Mt Claremont Sport Precinct: Underwood Ave/Stephenson Ave, i.e. BEDNAT Basketball Stadium, WA Athletics Stadium, HBF Stadium.
- 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

Available at the following areas:

- The car park behind the YMCC hockey clubrooms
- The temporary grass car park off Alderbury Street
- 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, HBF Stadium
- Floreat Sport Precinct: Ulster Road/Chandler Ave i.e. Floreat Park, McLean Park, Cambridge Bowling/Croquet Club

Car or bus parking is NOT PERMITTED in the following areas:

- 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

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.

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 embayments 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

Bus drivers will have been instructed to drop off and pick up students in the following areas : **insert school list**

Parking map **(RD EVENTS to provide map)**

DRAFT

Student supervisors patrol



Equipment provided: Yellow ACC Official vest, carnival information booklet, printed task checklist, and list of school contacts. STUDENT SUPERVISION PATROL require a 2-way radio.

There will be a team of five officials undertaking student supervision patrol. Each will have a designated area to patrol. One of these officials is the HEAD STUDENT SUPERVISION PATROL who will ensure all supervisors are active in their duties.

SUPERVISION OFFICIAL 4 (Student portaloos area / lines)

- Around the Toilet lines of student portaloos area.
- Ensure student lines are working efficiently and orderly
- Notify the DUTY SCHOOL OFFICIALS or ACC Hired Cleaners if any toilet has an issue that needs solving such as a blockage, leakage or is out of use.

SUPERVISION OFFICIAL 5 (Main Pavilion – Staff / Adult Officials Toilets / Changerooms)

- Based outside the staff/official's toilet changerroom area (main pavilion).
- Ensure no students enter the staff or officials' toilets

STUDENT SUPERVISORS are to patrol all areas and ensure that students are adequately supervised. At most times students should be under school staff supervision. However, common sense would suggest it is unrealistic to expect all students to be always under direct staff supervision. There will be times when students are not being directly supervised and there is no inherent safety risk.

Examples	
Students MUST be directly supervised when	Students do not need direct and constant supervision when
walking over any section of the course route at any play equipment areas at the results room (hockey clubrooms) at the Scout Hall building at parking areas and/or school buses at another school's team area/marquee	watching the start/finish of a race with other spectators sitting quietly in their team area/marquee walking to or from; starting or finishing a race warming up or cooling down using the toilets or change rooms purchasing or queuing at food/drink vendors

GENERAL ROLE REQUIREMENTS

- Ensure spectators (student, staff, and parents) remain outside the roped-off finish/start areas and course route.
- Help maintain the structure of all barriers/bunting.
- Ensure that no ball games or sports are played in any area (remove balls and return to the school teacher).
- If it is apparent that litter is building up in a particular location, notify the Head Duty school official or ACC staff so action can be taken by the Duty School.
- AFTER LAST EVENT : assist with bus pick up areas along Alderbury St, Perry Lakes Drive and the internal car park behind the pavilions, ensuring students do not cross roads to board buses. If buses are on the wrong side of the road, they must drive around so they are on the correct side. Alderbury St facing north, Perry Lakes Drive facing south.

AVOID

- Spectators encroaching on the finish/start/course areas.
- Students climbing onto trees, hockey goals, fencing or buildings.
- Students lingering unnecessarily around toilets, change rooms and food vendors.
- Students visiting another schools team area/marquee.
- Unacceptable standards of behavior; rough play, fighting, damage to property or the environment, inappropriate use of language or physical contact with another student.

ACTION

- The ACC will provide a list of the school supervisor contacts i.e. Head of Sport and a mobile phone number for each school. In cases where students are not under supervision and there is a duty of care risk then the students should be returned to their team area and the school supervisor notified.
- If students are found playing ball games, please intervene. Stop the activity, confiscate the equipment, and ask all students to return to their team area. Contact the supervisor from the school involved to explain the situation and return equipment to the school staff.
- In extreme cases of poor student behavior or unacceptable standards of staff supervision the ACC Director of Sport should be notified. However, always return the students to their team area and ask them to wait there until the staff student supervisor can be contacted and returns to the team area.
- To ensure that students do not cross roads to board buses. If buses are on the wrong side of the road, they must drive around and return on the correct side; Alderbury St facing north, Perry Lakes Drive facing south.
- Do not ask the announcer to make specific announcements about behavior and supervision. If you think this is necessary, contact the ACC Director of Sport, on two-way radio or mobile 0416 127 839.

SPORTS AND ALL BALL GAMES are completely banned - no exceptions. If the official finds students playing ball games, they are to confiscate the equipment and ask the students to return to their team area. Call the school involved and ask to meet with their staff student supervisor, explain the situation and return the confiscated equipment to school staff.

SKATE RAMP AND BASKETBALL COURT

The public skate ramp and basketball court located at the southwest corner of Alderbury Reserve (adjacent to Perry Lakes drive) is strictly out of bounds to all ACC students. Supervision staff are asked to check this site and move students back to their team areas.

Portaloo student toilets are often at their most busy in the morning between 8:30am – 9:30am when teams are first arriving. This is an essential time to be monitoring and controlling the lines, as students and staff are often rushed but need to remain patient and respectful of all users.

Chief Marshal



Equipment provided: Orange ACC Official vest, tablet, carnival information booklet and printed task checklist, 2 way radio and tablet

BEFORE THE CARNIVAL

Assist ACC staff to set up marshalling marquee, per the MARSHALLING TENT SITE MAP

- Attach signs to correct areas
- Set up any tables and chairs as required

AFTER MARSHAL'S BRIEFING

- Give your marshals their specific information and equipment and direct them to their areas
- Visit each marshal, to do quick individual check-in to ensure they understand the requirements of their role.

DURING THE CARNIVAL

- Chief Marshal has access to the *RaceTec Toolkit* app on a tablet to check if team changes have been made, or if necessary, to make a change themselves. Chief Marshal to use two-way radio to communicate with the RESULTS ROOM if required.
- Ongoing liaison with ACC START LINE MANAGER to ensure competitors are entering the area in an orderly manner, and for those leaving the area (for whatever reason), are doing so via the HOLDING TENT exit only
- Ensure marshals are directing athletes through the correct chute of the marshalling tent, towards their allocated start line position
- if any competitors are arriving too early, ie for an event **ahead** of the next one scheduled, sent them away and ask them to return when marshalling has opened for their event. Marshalling times for each event are clearly communicated to schools and displayed in the program of events

MANAGE MARSHALLING PROCEDURE

- After each race has started, ensure all MARSHALS return to their positions, and then advise the ACC START LINE MANAGER all officials are ready to marshal for the next event.
- At a suitable time, the ACC START LINE MANAGER will provide instruction for the marshalling gates to be opened for the next event

AFTER CARNIVAL PACK UP

- Marshals are to return all equipment to the Chief Marshal, to be packed accordingly.
- Remove signage from the marquees.
- Ensure any other items are collected to a central place.

Marshals, Marshalling Ushers, Reserve Marshals



Equipment provided: Yellow ACC official vest, marshal number badge, list of schools start line position and chute entry. ACC START LINE MANAGER will allocate tablets accordingly

All races permit a maximum of 6 athletes per school are permitted.

NOTE : Multi-Class/Inclusive athletes are NOT included within these caps, and will be identifiable on the tablets

ROLE

MARSHAL 1

- Positioned along the opening of the marshalling tent, before athletes cross over the timing mats
- Ensure all athletes entering the marshalling tent have timing bibs
- any athletes who do not have timing bibs, MUST be directed back to their school
- once all athletes are across timing mats, remain in your position, to ensure athletes do not double back across timing mats

MARSHAL 2

- positioned between the timing mats and marshal line, along the length of the marshalling tent
- working in pairs, position yourself per the MARSHALLING TENT SITE MAP
- track any alerts on the provided tablets as athletes cross the timing mats
- identify the athlete(s), and direct them to the CHIEF MARSHAL for the issue to be resolved
- maintain your position, to ensure athletes do not double back across timing mats

- An athlete may need to leave the marshalling tent due to :
 - Being in the incorrect event
 - Feeling unwell and or choosing not to compete
- They are **only** to exit as directed by CHIEF MARSHAL and not via the entrance to marshalling tent
- The only exception to this being if they are NOT wearing a timing bib, and it needs to be collected, therefore they will need to re-enter via the gates of the marshalling tent

MARSHALLING USERS 1 - 2

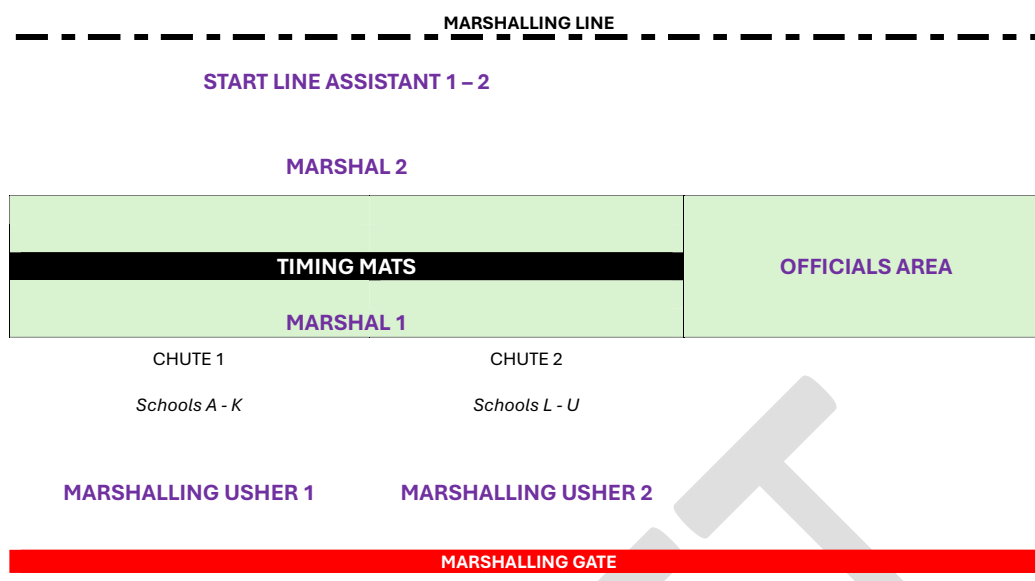
Assist / direct competitors to :

- proceed to their chute (per event signage)
- move forward in an orderly manner, they are to WALK ONLY, and to IN A SINGLE horizontal line as they cross the timing mats

RESERVE MARSHALS

Replace existing marshals if they need to leave the area under the direction of the ACC START LINE MANAGER

MARSHALLING TENT SITE MAP



Start Line Assistants



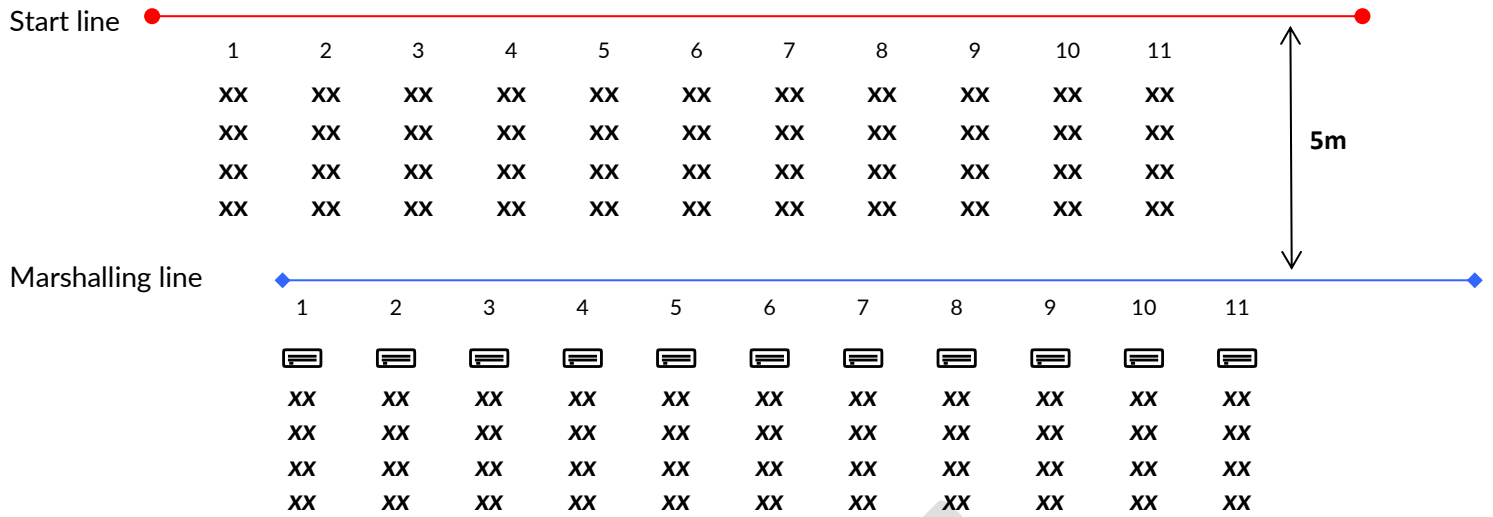
Equipment provided: Yellow Official vest, badge, carnival information booklet & printed task checklist.

START LINE ASSISTANTS are responsible for communications with the group and the STARTER.

ROLE

1. direct marshalled competitors to their allocated position on the marshalling line, and then
 2. manage competitors movement to and positioning on the start line.
- Competitors are required to marshal 20 minutes before their race start time. All marshaling and event start times are in the carnival information booklet.
 - START LINE ASSISTANTS assist with directing competitors from the marshalling tent to their correct position on the marshalling line, approximately 5m behind the start line
 - When the STARTER instructs the runners to move up to the start line, START LINE ASSISTANTS are to guide runners as they move forward *on a slight diagonal* to correctly position behind the start line (in 3 behind 3).
 - Competitors should be positioned in threes, 3 behind 3, with the best 3 runners per team at the front.
 - Multi Class/Inclusive runners should be at the back of the other runners, unless they are competing as an aged group competitor (will be reflected as such on the marshalling tablet)
 - Teams **must not** spread wider than the width of two runners on the start line. Teams must not move away from their designated start line position to try to take up a more favorable position on the start line that may be vacant due to a missing school.
 - START LINE ASSISTANTS will signal once the runners on their section of the start line are good-to-go. They will then promptly move behind the start line so they are out of the way for the start.
 - The CHIEF START LINE ASSISTANT will signal to the STARTER when all runners are in place and ready to start.

The starter will say "Take your marks" and sound the air horn to start the race. In the event of a false start, the procedure is repeated.



SYMBOLS LEGEND

- ☰: school name signs indicating start line position
- XX: pairs of runners

DRAFT

Starter



Equipment provided: Yellow official vest, carnival information booklet, printed duty statement and starting equipment (white signal flag, microphone, earmuffs, air horn, stool/stepladder).

- The main task is to ensure all competitors get an even start. Re-calling up to 600 hundred competitors is extremely difficult – false starts should be avoided at all costs.
- **Events must start on time – do not start any event early** (marshaling and event start times are in the carnival information booklet).
- Before the start of *the first event only*, check with the START LINE MANAGER that the CARNIVAL MANAGER has confirmed all key officials are in place and the program may commence. Any adjustments to start times during the day can be checked with the START LINE or CARNIVAL MANAGER.
- There will be at least 3-6 START LINE ASSISTANTS whose task is to ensure runners are correctly positioned on the marshaling line, and then on the start line.
- When the STARTER calls the runners to the start line, START LINE ASSISTANTS will direct runners to be correctly positioned and will signal to the STARTER when the line is ready for the start.
- The STARTER should be familiar with the role of the START LINE ASSISTANTS.

START PROCEDURE SCRIPT (*words and sounds in blue font*)

1. Ensure you have the go-ahead from Blue Chip Timing who will signal that the electronic timing system is ready to go.
2. Ensure the CHIME TIMEKEEPER has signaled their readiness. They will signal you with a white flag, and you will have a white flag to indicate you've received their signal and are about to start a race.
3. You will have a radio microphone (through the main PA) for start commands, and a yellow air horn. When you sound the horn, hold the microphone in front of it. (a loud hailer will be used should the radio microphone fail)
4. At the designated time, call the competitors to the start line
Competitors, your attention please.
Please move up to the start line.



5. Provide ~ 40 second pause while the START LINE ASSISTANTS ensure runners are positioned correctly. COORDINATING START LINE ASSISTANT will signal you once athletes are ready, and START LINE ASSISTANTS are out of the way
6. *To start the race, I will say "Take your marks" and sound the horn.*
7. Provide ~ 10-12 second pause
8. *Take your marks (Horn blast!)*

NOTE

- **Should there be a false start**, sound the horn again with repeated short blasts. Competitors will need to be called back and reset by the START LINE ASSISTANTS so that the start can be redone.
- Teams must not spread wider than the width of two runners on the start line and they may not move away from their designated start line position to try and take up a more favorable position on the start line.
- The STARTER has the authority to give an official warning to any team(s) not lining up correctly for the start. If any team continues to disregard this warning, then the starter may disqualify a team for not lining up correctly at the start.

Course Station Officials



Equipment provided: Yellow ACC Official vest, carnival information booklet and printed task checklist. Some also have a 2-way radio.

* **Station officials MUST be adults and be accompanied by at least two student assistants.**

It is suggested they supply their own chair, umbrella, wet weather gear, lunch, and refreshments.

NOTE : officials allocated to **BUS PICK UP SUPERVISION** (per below) **must remain** at their allocated location until **approximately 2:30pm**, to control bus collection of athletes.

During races officials **MUST STAND** and be visible.

1. Be familiar with the location of their station.
2. Register their arrival at 8:30am with ACC Officials Manager, and attend the officials briefing (located in the hockey clubrooms at Alderbury Reserve).
3. **STATION OFFICIALS MUST** be on course and in position by 9:50am (with their student assistants).
4. Be familiar with their duties as outlined below:
 - Ensure that they **STAND UP** and act as a direction guide to competitors and ensure that no competitor deviates from the course route.
 - Stand in a clear location in the area where the students **SHOULD NOT** run and direct them to run in the correct area.
 - Keep spectators off the course route so as not to impede the runners.
 - Note that standard course markers are red poles and orange road cones. Red and blue poles are always to be kept to the left of the runner.
 - Only sit down between events, not during events. Always stay vigilante and refrain from socializing with other officials and using mobile devices excessively.
 - Replace the markers ready for the next race if course poles or cones are disturbed by the runners during the current race.
 - Also act as first aid spotters. If there is an injured athlete in your vicinity, assess if they need assistance. If help is required, send your student assistant to the closest first aid location (located at the finish area, stations 1 & 12 or the roaming SJA mobile vehicles. A first aid official will report to the injury location and assess the injured athlete. If required, the first aid official will radio for first aid transport.
 - Retrieve course markers (at that station and either side) and return them to the YMCA clubrooms.
 - Remain at their station and use their student official to run for any assistance required.
 - Only use the toilet after the current race has passed them by. There will usually be an interval of approx. 20 minutes before the next race. If a Station Official needs to leave their station, ensure that the student assistant(s) remains in place so that there is always someone ready at that location. Toilets are located at the Alderbury Reserve change rooms/toilet block, portable toilets in the car park behind the YMCA hockey club house

RE-ALLOCATION AFTER EVENTS 4 and 6

- 2.5km course : **STATION OFFICIALS 23, 24, 25 & 26** are **only** required for events 1 – 4 (Year 5 & 6). After the last runner, collect your station sign and return, along with your vest to **OFFICIALS MANAGER** in YMCA clubrooms.
- 2km course : the following **STATION OFFICIALS**, to move to the below posts, **only** after event 6 (Year 4) :
 - STATION 17 to STATION 11
 - STATION 18 to STATION 12
 - STATION 20 to STATION 13
 - STATION 19 to STATION 10
 - STATION 22 to STATION 1
 - STATION 21 to STATION 14

BUS PICK UP SUPERVISION

- After the last race has concluded, there will be an additional 8 parking marshals to assist with bus pickups.
- There are three ACC officials designated as the parking officials and they will supervise the station officials who are assisting with bus pick up

- STATION OFFICIALS 17, 18, 19 & 20 : assist as parking marshals on Alderbury St to ensure that buses park/stand or pick up on this side in a smooth and regulated exit.
- STATION OFFICIALS 2, 3 & 4 : assist as parking marshals on Perry Lakes Drive to ensure that buses park/stand or pick up on this side in a smooth and regulated exit.
- STATION OFFICIAL 8 : move to Oceanic Drive north and ensure that no buses are waiting or parking here for pick up; this road must not be blocked with buses.

PARKING OFFICIALS will manage officials in the following areas during pick up, and spread them out as required at noted locations :

- PARKING OFFICIAL 1 officials on Alderbury St
- PARKING OFFICIAL 2 officials on Perry Lakes Drive
- PARKING OFFICIAL 3 YMCA Hockey Clubrooms carpark

RACE CUT OFF TIMES

Places will not be recorded after the duration of the following cut-off times, from the event start time.

Year 3	1.5km	20 minutes
Year 4	2km	20 minutes
Year 5 & 6	2.5km	20 minutes

A chime will sound at the designated cut off time to announce that the race results have been completed. Runners will still be allowed to complete the course and receive a finish time, but they will not score a place or result in the event.

First Aid Spotters



**** FIRST AID SPOTTERS require a minimum of a Senior First Aid or Sports First Aid qualification.**

Equipment provided: Pink ACC official vest, carnival information booklet, printed task checklist and Finish First Aid Tickets. Some also have a 2-way radio.

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 (4) SJA first aid event officers will be on site, two (2) will man the main post, and two (2) will be patient retrieval vehicles out on the course. SJA officers will have their own radio network separate to the ACC radio channels, and the main post will have an ACC two-way radio for communication with ACC officials.

In addition to the official SJA first aid officers, there are 2 FIRST AID SPOTTERS, located at stations 1 & 12. There will also be one (1) FIRST AID SPOTTERS at the finish line.

The primary role of the FIRST AID SPOTTER is to look out for first aid incidents, assess the incident and radio the SJA first aid post to report on the incident. These 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 processes for first aid treatment are as follows:

- Minor injuries/ailments should be treated by school staff and not the official SJA first aid officers or Medics. Individual schools must have their own first aid equipment 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 post unless called to the finish line in an emergency. The school *finish line first aid* 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 or the roaming SJA mobile vehicles on the course. Course scooter drivers also have two-way radios if necessary.
 - The FIRST AID SPOTTER needs to provide immediate first aid 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 considered 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 act 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.
- If 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.

First aid officials should familiarize themselves with the Risk Management, Safety and Evacuation procedures at the end of this handbook.

Finish Line First Aid



Equipment provided: Pink ACC Official vest, carnival information booklet, printed task checklist and Finish First Aid Tickets.

- FINISH LINE FIRST AID officials assist immobilized/distressed competitors at the finish line.
- Runners in the first 5 places that are immobilized or distressed must be assisted and ensured that their allocated place is maintained and recorded. After 5th place no place cards and positions are allocated at the finish.
- Runners that cannot finish the race unaided need to have a finish first aid ticket completed with the runners number, event number, school abbreviation and place status marked as did not finish (DNF).

STEPS TO FOLLOW

- Assess the individual situation and apply immediate first aid at the finish line.
- If possible, move the injured/distressed runner away from the finish line so as not to impede other incoming runners. If the injury appears very serious do not attempt to move the injured athlete. If the injury appears very serious then send a student helper to get an SJA first aid officer from the post to attend the student at the finish line.
- ***If a runner fails to cross the finish line, then they are judged to not have completed the race and will not receive a place or time.***
- ***If you are assisting injured or distressed runners before the finish line, they should be given the opportunity to cross the line unaided; they should not be assisted over the finish line. If they cross the finish line and timing mats unaided, they will record a time and place in the timing system.***
- If required assist the injured/distressed runner to the first aid post.
- The first aid officers from St John Ambulance in the first aid post are responsible for treatment once the finish line first aid staff hand over the student. However, the SJA officers are not responsible for completing the finish first aid ticket, this is the school finish first aid officials duty.

FOR THE FIRST 5 PLACE GETTERS

Place is indicated by the place "called" by the judge on the line and then the place card that the competitor should have been given by the judging officials.

1. **Note the place that was allocated** to the injured/immobilized competitor by the judges, and use your student assistant to take the runner's position within the place getters marquee (as the injured runner's proxy).
2. If required, assist the injured/immobilized competitor to the first aid tent.
3. Once the immobilized competitors place is ascertained, record the immobilized competitor's EVENT NUMBER, PLACE, COMPETITOR NUMBER and SCHOOL ABBREVIATION on the finish first aid ticket (*examples below*).
4. The completed finish first aid ticket should then be taken immediately by the finish line first aid student officials to the recorders tent so the injured/immobilized competitors' details correctly recorded.
5. It is not necessary to record the time on the finish first aid ticket as the manual timekeepers will record the time and pass this to the first five places recorder.
6. The finish line first aid students do not need to stand in the queue; they can move directly to the recorders tent. Finish line first aid student assistants should work in pairs, one collecting the actual place card awarded and the other the completed finish first aid ticket. If they are waiting for the finish first aid ticket to be completed one assistant can wait in the line as the proxy in the correct place position.
7. Always attempt to hand both the place card awarded and the finish line first aid ticket to the recorders.

FOR ALL OTHER RUNNERS AFTER 5th PLACE

As above, with the exceptions that :

1. there are no place cards provided
2. only complete finish line first aid tickets for runners who are unable to complete the race.

3. Once a runner is removed from the race they are deemed to have pulled out of the race and will be marked as 'did not finish' (DNF) in the official timing results. A finish first aid ticket must be completed.
 - a. In these cases, the finish line ticket just needs to include the runners bib number, school abbreviation, event number and mark that they did not finish by placing DNF in the Place/DNF box.
 - b. If a runner is injured/immobilized and cannot cross the finish line unaided, then they are judged to have not completed the race and will not receive a place or time.
4. If you are assisting injured or distressed runners before the finish line, they should be given the opportunity to cross the line unaided; but they should not be assisted over the finish line. If they cross the finish line and timing mats unaided, they will record a time and place in the timing system and no finish first aid ticket is required.
5. If first aid is being given to a runner that is injured/immobilized and cannot cross the finish line unaided, they should not be assisted/taken across the line. The runner should be treated before the finish to the side of the approach to the finish or in the first aid tent.

FINISH LINE 1st AID TICKET (example)

EG only required for first 5 place getters.

Finish First Aid Ticket	
Event Number	1
PLACE / DNF	4 th
COMPETITOR NUMBER	301
SCHOOL ABBREVIATION	SNC

EG required for runners after 5th place that could not finish the race unaided due to injury/illness

Finish First Aid Ticket	
Event Number	2
PLACE / DNF	DNF
COMPETITOR NUMBER	134
SCHOOL ABBREVIATION	ASC

Finish Chute Usher



Equipment provided: Yellow ACC official vest, carnival information booklet and printed task checklist.

LOCATION : within the confines of the finish area (refer to map in information booklet).

ROLE

- Use your voice to direct competitors to continue moving past the finish line, and progress along the finish transition chute towards the marquee located at the end of this area, avoiding any “bunching” before/on/after the finish line.
- If it appears “bunching” may occur as competitors approach the finish, walk out onto the course BEFORE the finish line and slow runners down so that they do not run into a potential congested area.
- Utilise student assistants to direct athletes through the channels within the end marquee, directing athletes back to their school area.
- Ensure spectators do not encroach on the finish area, remaining behind the barricades set in place.
- If required, assist to maintain the finish line positions of event placegetters.

NOTE

- After the first 5 places no place cards are provided on the finish line. THEREFORE, a runner’s position in the chute line after the finish is irrelevant to their place.

Finish Area Attendant



Equipment provided: Yellow ACC official vest, carnival information booklet and printed task checklist.

FINISH AREA ATTENDANS operates around the barricaded and roped off finish areas, and assist with CROWD CONTROL (refer to map in carnival information booklet).

ROLE

- ensure **ALL** spectators (student, staff, and parents) remain outside the barricaded areas of the final straight and finish line. Only those competing in an event, or working as officials, should be within these areas; direct all others away.
- help maintain all barricades/gates/bunting and signage around the finish area, to assist in keeping people out of the areas they shouldn’t be in.
- prevent spectator congestion building up in line with the finish line arch (outside the barricades) by directing people to move further up the outsides of the finishing straight.

Finish Judge (manual, first 5 places)



Equipment provided: Orange ACC official vest, carnival information booklet, printed task checklist, place cards; timesheet for Multi class & inclusive athletes.

LOCATION within the confines of the finish area (refer to map in information booklet).

ROLE

- Position yourself in line with the finish line, providing a clear line of sight as competitors cross the finish.
- Award a place to the first five age group athletes ONLY in each race. All competitors will be given a time and place for the event through the automatic timing system.
- A list will be provided of all multi class and or inclusive athletes competing in each event
- Award a place to the first three multi class athletes, and first inclusive athlete ONLY, of each event (if competing)
- KEEP all placegetters to the right of the finish transition chute in position order.
- Hand out place cards ONLY once runners have moved into the finish transition chute, (at least 5 metres from the finish line), and direct them into the recording marquee (adjacent to the finish line), where event results are recorded.
- Once placegetters have been directed to the recorders tent, assist FINISH CHUTE USERS, ensuring runners move through the finish transition chute, and maintain (as much as possible) finishing positions.

NOTE

- The ACC uses manual judging as a back-up of places in case of an automated timing system failure.
- **It is important that FINISH JUDGES do not refer to any electronic race results displayed, as this would negate their role.**
- The result awarded by the FINISH JUDGE will be used for the official results in situations where the automatic timing system fails or there is a protest dispute.

INJURED / DISTRESSED RUNNERS

- With all placegetters, ensure that any injured/distressed runners are given a place card or that their place card is given to the FINISH FIRST AID OFFICIALS.
- FINISH FIRST LINE OFFICIALS are to allocate student assistants to work in pairs; one is to “step in” to take the place of an injured student in the finish queue, and the other, ensures a finish line first aid ticket is completed. Once the ticket is completed, the “step in” student proxy proceeds directly to the recorders tent with the place card and finish line first aid ticket. i.e. they do not wait in the queue once they have been given a place card.
- **Do not attempt to place immobilized competitors into the queue (stressed competitors may, however, be assisted in the queue). Immobilized competitors will be aided by the FINISH LINE FIRST AID OFFICIALS, and will return to their school area directly from the finish line or main First Aid post.**
- There is no need for injured or distressed runner(s) to stay in the finish transition chute once they cross the line. **A runner that cannot cross the line unaided has not completed the course and will not register a place.**

Chime timekeeper



Equipment provided: Orange ACC official vest, carnival information booklet, printed duty statement, white flag and stopwatch

LOCATION: positioned at the start line for each race, with a clear line of sight to the STARTER.

ROLE

- Each timekeeper has a stopwatch which is activated at the start of each race.
- Position yourself at the start line of each race, with a clear line of sight with the STARTER.
- Once in place, signal readiness to the STARTER, with white flag. *The Starter will wave a white flag in response to let you know your readiness signal has been received.* The STARTER will not start a race until receiving the ready signal from the CHIME TIMEKEEPER.
- Start the stopwatch at the start of each race and move to the ANNOUNCEMENTS VAN
- Leave the stopwatch running until the cut off time period for the race has expired.
- **Instruct the announcer to sound the chime on the PA system.** No places will be awarded to competitors who finish after this time limit, but all runners will be allowed to finish the race and record a time.

	Event	Marshal	Start	Recommended Completion Time
1	Girls Year 6	9:30 am	10:00 am	10:20 am
2	Boys Year 6	10:05 am	10:25 am	10:45 am
3	Girls Year 5	10:30 am	10:50 am	11:00 am
4	Boys Year 5	10:55 am	11:15 am	11:35 am
5	Girls Year 4	11:20 am	11:40 am	12:00 pm
6	Boys Year 4	11:45 am	12:05 pm	12:25 pm
7	Girls Year 3	12:05 pm	12:25 pm	12:45 pm
8	Boys Year 3	12:30 pm	12:50 pm	1:10 pm

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

Place Recorder (manual, first 5 places)



Equipment provided: Orange ACC official vest, carnival information booklet, printed duty statement.

ROLE

- Request your assistant to collect two (2) copies of the event results sheet from the Blue Chip timing van
- If there are any multi class or inclusive athletes competing, you will need to request two (2) copies for each of these also
- Ensure both copies are for the correct event, and are exactly the same
- Collect the place cards from each of the athletes.
- **EVENT RESULTS COPY 1 :**
 - check the athletes details off against the event results sheet
 - If one of the place getters is injured/immobilized and cannot take their place in the place recorders tent, you will be given a finish first aid ticket by the FINISH FIRST LINE OFFICIALS. A "step in" student may take the place of the placegetter, whilst the placegetter receives first aid attention.
 - once all correct, you can release the 4th and 5th place athletes
 - Ensure the first three placed competitors do not leave your table, as they need to be taken immediately to the medallion presentation dais (rear of recorder tent).

- ONLY once the medallion presentation is complete, request the assistant to take the results sheet to the RESULTS ROOM
- EVENT RESULTS COPY 2 :
 - once the results sheet has been confirmed, the official now takes on the role of MEDALLIONS PRESENTATION (see below)
 - provide this copy of the event results to the ANNOUNCER for presentations

MULTI CLASS AND INCLUSIVE ATHLETES

- There will be a list of multi class and inclusive athletes for each event, which the FINISH JUDGE will hold
- The FINISH JUDGE will direct any competing athletes to the PLACE RECORDERS TENT
- The process of the PLACE RECORDER is per above

MEDALLIONS PRESENTATION SUPERVISOR

- Provide medallion competitors with water as supplied by the ACC (located in place recorders tent)
- Ensure you have the correct medallions ready for the presentation (located in the recorders tent)
- Once the place getters have been checked on the results sheet, chaperone the first 3 place getters to the dais next to the finish area, for the presentation of medallions.
- Take the medallions and EVENT RESULTS COPY 2 with you
- The official is to coordinate with the announcer the presentation of gold/silver/bronze medallions to the athletes, providing the EVENT RESULTS COPY 2 sheet to the announcer for presentations.
- 3rd place position is to be announced first, with the athlete taking to the podium to receive their medallion.
- Medallions will be presented by the designated ACC representative.
- Multi Class and Inclusion medals will be presented after each race in the same area (if there were athletes competing)

Once all medallions are presented and photos taken, place the EVENT RESULTS COPY 2 to the Recorder's file and deliver the EVENT RESULTS COPY 1 to the results room. The assistant is to promptly return to the recorders tent in preparation for the recording of the next race.

Reserve Officials

Reserve Officials will be allocated to specific roles after arrival on the day.

Results Manager's Assistant

Equipment provided: Carnival information booklet and printed duty statement.

The Results Manager Assistant (RMA) is to assist the Results Manager in all activities relating to Carnival Results management. The RMA will be assigned student assistants by the school providing the official. As a guide to the role on the day, please refer below to the Results Manager (RM) role description.

Results Manager

The Results Manager role involves the following:

- Management of carnival results throughout the day
- Competitor changes
- Liaise with Blue Chip Timing operators and Chief Marshall
- 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 and the announcer. 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 Changes

Schools can make competitor changes throughout carnival day in the Hockey Clubrooms at the venue. The RM and RMA will manage this process using the Bluechip RaceTec Toolkit tablets that are provided by Bluechip Timing Solutions (see instructions below). All entries will generate the change automatically in the timing system.

Schools can make the following competitor changes:

- Substitute an existing competitor with a new competitor using the same timing chip number.
- Add a competitor to a spare timing chip.
- Adjust student details so they can compete in a higher age group.

3. Liaise with Blue Chip Timing operators and Chief Marshall

The Results Manager will consistently liaise with the BlueChip Timing operators and Chief Marshall 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 will include:

- Overall year shields
- Overall BOYS Aggregate
- Overall GIRLS Aggregate
- Overall aggregate (Overall GIRLS and BOYS)

Blue Chip Timing Liaison

Equipment provided: Orange ACC Official vest, carnival information booklet, printed duty statement, two-way radio and clipfolder.



The role of the BLUECHIP TIMING LIAISON person is to assist with any results discrepancies or issues that may arise on the day. This official will be based at the Bluechip timing van and available when required to liaise between the Bluechip timing team and the RESULTS MANAGER. A two-way radio and clip folder will be provided to the person in this role.



RACETEC TOOLKIT – GENERAL INSTRUCTIONS

LOGGING INTO DEVICE

1. To switch tablet on, press and hold the on/off button on the side of the device. To switch off, hold on/off button and volume button together.
2. Wait for a signal then release.
3. Wait for the device to open – this may take a while.
4. Swipe across to open.
5. Go to main screen and open **RaceTec Toolkit**.
6. The main page displays many menu options but only **Registration** should be accessed.

MOVING A RUNNER INTO A HIGHER AGE GROUP

1. Select **Registration**.
2. Select **View and Edit Entries**.
3. Type a name or competitor number in Search bar and as you start typing the list condenses to what it is.
4. Select the competitor.
5. Select edit.
6. Change category and wave.
7. Click ok.

ADDING A COMPETITOR

1. Find a spare timing chip number on printout list that is relevant to the school requiring the addition. Enter competitor details on the sheet next to the number.
2. Go to RaceTec and click **Registration**.
3. Select **View and Edit**
4. Search for the chip number by typing it in the search field. The number will already exist in the system.
5. Add new competitor details:
 - a) Select relevant wave category (field will display **Spare Bibs**)
 - b) Race number = competitor number (should already be there; no change required unless there is an error)
 - c) Enter first name and surname.
 - d) Select gender.
 - e) Enter date of birth (actual). Verify the age classification using the chart.
 - f) Select age Category - will be relevant to the wave category in (a) above.
 - g) Check school name.
 - h) Click ok.
 - i) Write competitor number on the back of the competitor's hand using black marker.

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 Western 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.

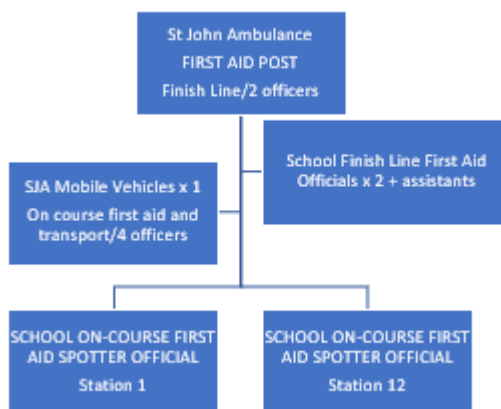
In the case of a Major Emergency or Catastrophe the Western Australian Police Department and/or SES, DFES may coordinate all procedures in direct liaison with the ACC Carnival Manager, St John Ambulance, or other emergency services. The ACC will ensure that all staff conduct a swift and orderly evacuation 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.

- a) Competitors, students, and teaching staff are to report to their team area as designated by their supervising teacher at the beginning of the day.
- b) Officials are to report to the YMCC Hockey Clubrooms.
- c) 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			OFFSITE		
Official		Contact	Official		Contact
	Carnival Manager		Wembley Police Station	Local Police	9214 7100
Jodie Scheele	Results Manager	0403 905 552	Central Police Station		131 444
	Finish Line Manager		Fire, Ambulance, Police		000
	Officials Manager		Dept. of Fire & Emergency Services		133 337
	Start Line Manager		State Emergency Service		132 500
Announcer		Two-way radio / central van	Town of Cambridge	External Events Officer	9285 3112
St John Ambulance	First Aid	Finish Line First Aid Post	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 with St John vehicles, and at stations 1 & 12. 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.

DRAFT