



# ASSOCIATED AND CATHOLIC COLLEGES OF WA

## **JACC CROSS COUNTRY**

### **OPERATIONS MANUAL 2026**

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## AIM

The Associated and Catholic Colleges of WA aims to provide students with the opportunity to represent their school in a cross country carnival that promotes respectful and ethical behaviour, grounded in Christian values. The event offers inclusive, high-quality competition where students can participate both individually and as part of a team.

## EVENT DETAILS & RULES

### Key Event Preparation Dates

**Monday 4 May** | School marquee order – please liaise with your secondary Head of Sport as one marquee can be used for both junior and secondary carnivals [online webform](#)

**Thursday 7 May** | Timing Bib Order and Student Supervisor [online webform](#)

**Monday 11 May** | Officials Nominations [online webform](#)

**Wednesday 21 May** | Team nomination file upload. Schools will have a unique login. A link to the RaceTec App will be emailed to the Heads of Primary PE for this process.

**COB Monday 25 May** | Final day for competitor changes before carnival day. Bib numbers will be allocated to each competitor and available for schools to export after this time.

### Venue & Date of Event

The JACC Cross Country will be held on **Wednesday 27 May** at Perry Lakes and Alderbury Reserve, Oceanic Drive, Floreat. The event precedes the ACC senior carnival which is held the next day.

### Program of Events

	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.*

**Clean Up 1:00 pm**

**Presentations 1:20 pm**

NB: Event start times are only approximate and may vary on the day.

## Event Distances & Race Cut-Off Times

AGE GROUP	DISTANCE	RECOMMENDED COMPLETION TIME
Year 3	1500m	20 minutes
Year 4	2000m	
Year 5	2500m	
Year 6	2500m	

All runners who complete the course will receive a finish time.

Based on ACC's maxim of "Sport in the Right Spirit", if you have an athlete that has been kept down for a year and you are aware that they are a strong runner, then please ensure they run up in the correct year group.

## Scoring & Award Categories

### Individual Scores

- Runners are automatically timed via the timing system upon crossing the finish line.
- Top 3 athletes in each event are guided to the Finish Tent.
- Medallions (gold, silver, bronze) are awarded in individual events, including for Multi Class athletes.
- Medallion presentations occur on a dais near the finish area immediately after each race.
- Depending on carnival progress, the top three places from the last two races (Year 3 boys and girls) may be awarded during the final presentations. Schools will be notified closer to the carnival end time.
- The first placed Inclusive athlete in each event receives a gold medallion (separate from Multi Class athletes).

### Team Scores

- Scoring is based on placement: **lower score = better result** (e.g., 1st place = 1 point).
- Schools receive a total score count for each category based on their top 3 finishers.
- Multi Class and Inclusive competitors will only score points for their school if they are included as qualifying team members. Schools must notify the ACC if this is the case.
- All team awards will be presented at the end of the carnival.

### Award Categories

- Overall Year plaques
- Overall Boys Aggregate
- Overall Girls Aggregate
- Overall Aggregate (Overall Girls + Overall Boys)

## Student Supervision

Schools are to have an adequate ratio of staff to students so that students are always supervised and duty of care is met. On arrival at the venue the supervising teacher is to advise all students, teachers and coaches from their school where their designated team area is to be located. This may be a marquee, or some other area defined by the supervising teacher.

Competing schools are asked to provide the contact details for the staff member they have designated as their official **student supervisor**. This contact is needed in case the ACC requires urgent contact with the school about student management/behaviour, injury or illness, disqualification/disputes and age group verification. Schools may nominate more than one staff member if required. The student supervisor nomination form is available on the [ACC website](#). The nomination is due **Thursday 7 May**.

It is recommended that students are always supervised. Examples of when students **must** be directly supervised:

- Walking over any section of the course route.
  - In and around bush land areas of Perry Lakes reserve, lakes & wetlands, and Bold Park.
  - Near any of the Perry Lakes Reserve play equipment areas.
  - In or near the results room (hockey clubrooms).
  - Near the Scout Hall building.
  - Car and bus parking areas and school buses.
  - Another schools team area/marquee.
  - Any road crossing.
- ❖ **Football, Soccer balls, etc. are totally banned in all areas – no exceptions. If necessary, the carnival events will be held up if ball games are being played until students return to their team area.**
- ❖ **The Skate Park and basketball court off Perry Lakes drive are out of bounds.**
- ❖ **Climbing of trees, hockey goals, marquees and buildings is strictly prohibited.**

Examples when students do not need direct and constant supervision:

- Watching the start and finish of a race with other spectators.
- Sitting quietly in their team area/marquee.
- Walking to or from; starting or finishing a race, watching a race.
- Warming up or cooling down.
- Using the toilets or change rooms.
- Purchasing and queuing at food/drink vendors.

### **Spectators**

Spectators are to remain behind roped off areas. Any spectator impeding a runner during a race will have all their runners in that race disqualified.

## General Rules

### **Participation**

1. Participation is an essential feature of this event; however, it has been agreed by member schools that competitors should be capable of completing the course without too many "rest stops". The event is a competitive cross country run and students who have no interest or fitness to complete the course should be discouraged from participating.
2. Competitors should be adequately prepared in terms of endurance training. This understanding will also reduce the number of stress related injuries as well as aiding the efficient running of the event.
3. Should a competitor start a race but withdraw and not finish, the school teacher/supervisor of that student is to notify the BlueChip managers at their van located near the finish line. This is important feedback so results are kept accurate with no errors listing in their records.

### **Event Protests**

Event protests are to be lodged within 10 minutes after the race to the **JACC Carnival Manager** using the official protest form. Protest forms are available in the results room.

The outcome of the protest will be decided within reasonable time for the scoring of results and end of carnival presentations. The protest may be referred to the Disputes Committee post carnival.

**Litter**

It is the responsibility of all schools to assist with the collection of litter. Schools should ensure that litter collection is ongoing throughout the day in and around their team area. In addition to the bins provided at the venue, schools should bring their own garbage bags to assist with this requirement.

At the conclusion of the last event, **all** schools are asked to assist with the cleanup of the start and finish areas, in addition to their own team areas. No presentations will commence until all litter is cleared from the reserve.

**Fundraising**

It is the policy of the ACC that schools are prohibited from conducting fundraising activities at ACC carnivals.

## COMPETITOR INFORMATION

It is the policy of the ACC that student participation is limited to "primary school students" and that the minimum level for participation is enrolment in Year 3.

- Competitors are permitted to compete in **one** age group only.
- Competitors are permitted to run in an age group above their actual age group, if they compete in **only one** event at the carnival.

### Age Categories & Classification

**GIRLS:** Year 3, 4, 5 and 6

**BOYS:** Year 3, 4, 5 and 6

### Maximum Competitor Numbers

A maximum of **6** competitors per gender age group are permitted to run in an individual event for their school. More students can be nominated for the carnival but only 6 may run per gender age group. Reserves are **not** to run the course unless they have substituted for an originally nominated competitor who has withdrawn.

**Multi Class/Inclusive runners** do not count in the tally of 6 runners per school.

In summary, the maximum number of students that may compete for a school is **48** for a co-ed school and **24** for single gender school + **any Multi Class/Inclusive runners**.

### Timing Bibs

All participating schools are required to order a quantity of timing bibs for their competing students using the [online webform](#) by **Thursday 7 May**.

Schools should estimate the quantity of bibs they require for their team, allowing extras for reserves/emergencies or Multi Class/Inclusive runners. If you are selecting a maximum cohort of participants to compete at the carnival, the ACC recommends an additional 5 bibs. Schools can replace a competitor who has already been allocated a number, avoiding the use of spare bib. Schools will be charged **\$5.00** per bib regardless of whether they utilize all the bibs on the day.

Schools that fail to submit a bib order by the due date will be allocated a maximum quantity by the ACC.

### Bib Collection

Schools are permitted to collect their timing bibs from the ACC office prior to carnival day. If not collected, the timing bibs and pins will be available for schools in the results room located in the YMCC Hockey clubroom at the venue. Once collected, schools are required to pin the correct bib on the chest of each competitor ready for marshalling.

Students wearing bibs are asked to keep them attached after the race and until they return home from the venue.

### Team Nominations

The Cross Country team nomination process is self-managed through the BlueChip Timing RaceTec platform. Please refer to the following items for the team nomination process:

- Team lists are to be uploaded directly to the BlueChip Timing RaceTec platform using a **.CSV file**.
- This file is available on the [ACC website](#)
- Schools are required to correctly enter competitor data in the columns provided. The first line must contain the following headers as they appear on the form. Do not delete or change this header line.

Firstname	Surname	Gender	Date of Birth

- The DOB must be in the format **DD/MM/YYYY**.
- The Gender must be entered as either **F** or **M**.
- Ensure there are no blank rows between competitors.
- Once your **.csv file** is ready to submit, login to RaceTec. The URL is <https://acc.bluechipresults.com.au/> and should be bookmarked to your browser.
- **The school username and password for RaceTec is the same as the current ACC website login.**
- Once logged in, select the **Upload Runners List** tab, then select **Choose File** to browse for your .CSV team file on your computer. Select the file and click the **Upload** button.
- If you try to upload the file and the date of birth or gender format is wrong, the incorrect entries will not be added to your team in the system. The system will display an error message for the incorrect entries.
- When your upload is complete you will see a green box with the words **File uploaded successfully** and you will see a line for each successful student import. Then click the **Back** button to go into the form to check your team.
- Check your team to ensure that all competitors were uploaded successfully and are in the correct age group. If some did not upload successfully, click the **Add Runner** button and add the runner manually.
- Multi Class and Inclusive competitors are to be included in the team list. Schools should enter “Y” or “Yes” in the relevant column/field next to Multi Class and Inclusive competitors. For Multi Class athletes, please enter the classification in the column/field provided.
- After uploading your team file, schools can make competitor changes up to **COB Monday 25 May**.

NB: If data has been sourced from an administration system used at the school, e.g. MAZE, SEQTA, please check that student birthdates have been correctly transferred onto the nomination file with no formulas attached. Birthdates can sometimes convert to the Americanised system, i.e. MM/DD/YY, which will be rejected by RaceTec when you try to upload.

### **Competitor Numbers**

Competitor numbers are allocated to each student after **COB Monday 25 May**. BlueChip Timing will close the form before proceeding with the allocation. Schools can export their team list and competitor numbers from the form or use their phone to access from a browser. The team list should be used as a guide to allocating competitor numbers on the day.

### **Competitor Changes**

Once your data is uploaded, you can self-manage your team using the following options:

- Elevate a runner to a higher age group (**Do not change birthdate**).
- Replace a runner with a new runner. (**Click compute to set category**).
- Correct a runner’s name, gender or date of birth. If updating the birthdate, click **compute** to set category.
- Signify a Multi Class or Inclusive runner. Add the relevant classification to an **MC runner**.
- Add a runner to a spare timing chip. (**Click compute to set category**).

**Further changes after COB Monday 25 May, are to be completed in the results room on carnival day at least 30 minutes before each race.**

## Attire

- Competitors are to be attired in their school's physical education uniforms or the school's athletic/cross country uniform.
- Footwear is compulsory.
- Spikes are not to be worn.
- Music devices and headphones are not to be worn while competing.
- We also discourage watches from being worn due to possible timing bib sensitivity.

## General

- Timing bibs must be worn and correctly fitted.
- Schools must send a team liaison person with each group of runners when they report to the marshalling area.
- Competitors should leave their timing bib attached after the race and take it home with them. Timing bib disposal at the venue is not recommended.

## Etiquette

- To respect the natural environment and ensure that no rubbish/litter is left on the course.
- To support fellow team members by participating to full capacity.
- To be suitably attired in the appropriate manner.
- To promote worthy competition without losing the aspect of enjoyment of participation in a friendly atmosphere.
- To respect the opposition's involvement as individuals and as teams.
- To assist officials, team managers and coaches by following and anticipating carnival protocol along with special announced requests.

## MULTI CLASS

Students from the age of 8 years with a disability who can complete the event distance for their age group can register for the ACC Cross Country Carnival as Multi Class (MC), or Inclusive (I) competitors.

Multi Class competitors are classified based on their disability by Athletics Australia. Like age group competitors, they will compete for gold, silver, and bronze medallions, with rankings determined using Athletics Australia's Baseline Scoring template.

- A school can have Multi Class and Inclusive competitors in addition to their six (6) age group competitors per event
- Multi Class and Inclusive competitors will marshal behind their six (6) school competitors in their age group category, unless they are competing as selected individuals for their school team.
- Multi Class and Inclusive competitors are not subject to the same cut off time as age group competitors, being able to complete their event after the event cut off siren.

## Nominations

Please refer to [Team Nominations](#) for guidance on how to nominate a Multi Class or Inclusive competitor.

- Multi Class athletes must provide their classification on the nomination form.
- Schools cannot self-classify an athlete.
- Schools should ensure they have the required number of timing bibs to cater for Multi Class and Inclusive competitors.

## Classification

An athlete is deemed classified if they have the following:

1. **Provisional classification:** Athletics Australia will issue a provisional classification after receiving an athletes State provisional classification form and a medical diagnosis form. This allows the athlete to compete in club and state championship events.
2. **National classification:** Achieved through national physical impairment classification opportunities and is required by athletes planning to compete at a National Championship event.
3. **International classification:** For athletes wanting to represent Australia at an international competition, they must contact the Paralympic Pathways Lead.

Disability groups are separated into classifications to ensure fair competition and are supported by the respective National Sports bodies:

Hearing impairment	Deaf Sport Australia
Vision impairment	Paralympics Australia
Physical impairment	Athletics Australia
Transplant impairment	Transplant Australia
Intellectual impairment	Sport Inclusion Australia

Further information

<https://www.athleticswest.com.au/pathway/para-athletics/>

<https://www.athletics.com.au/multi-class-athletics/get-classified/>

## OFFICIALS INFORMATION

### Nominations

All officials' nominations are to be submitted (via email) to the ACC following the procedure described below. Officials Nominations are due by **Monday 11 May**.

1. An [officials' nomination workbook](#) can be downloaded from the ACC cross country nominations web page and saved on your device.
2. Enter the name of your officials in the fields assigned to **your school**. Please do not adjust the spreadsheet formatting in anyway.
3. Country schools do not provide officials at ACC carnivals.
4. Schools must ensure that officials are suitably experienced and well briefed with the requirements of their role. Preparation and training of officials is a school responsibility. The ACC issues an [Officials' Handbook](#) that is relevant to each of the officials roles; this should be distributed by schools to officials prior to the carnival day.
5. **Supervision Roster/Duty Schools:** Each year one school is allocated the duty of toilet supervision and final litter pick up.
6. When you have finished entering your officials' names, save the file and email as an attachment to [cherie.pirnie@cewa.edu.au](mailto:cherie.pirnie@cewa.edu.au).

### Nomination Form (example only)

A	B	C	D	E	F
Official	School		Officials Name	WWC check (X to confirm)	No. Student Assistants
Station No. 2	Aranmore	<a href="#">Officials' Handbook</a>	Steve Dwyer	X	Aranmore x 2
Finish Area Manager & Set Up Group (2-way Radio)	Aranmore	<a href="#">Officials' Handbook</a>	John Smith	X	Aranmore x 6
Marshal 27	Carey	<a href="#">Officials' Handbook</a>	Sam Brown	X	Carey x 1

**A** = Official role title

**B** = School name allocated to the role

**C** = Link to the [Officials' Handbook](#) to be given to each official along with a briefing of their role before the day.

**D** = Name of the **adult official/s** allocated to the role.

**E** = Schools must check the WWC status of each official and mark the box with an **X** to confirm. Each official must have either of the following:

1. A valid WWC number
2. Be a registered TRB teacher
3. Have a WWC exemption

**F** = This refers to the number of **secondary school** student assistants the school must provide for the role in addition to the adult official. The student assistants are not to have names entered on the nomination form. Student assistants do not need to attend Cross Country Officials briefing at 8.00am. Students can come on normal competitor buses and it is up to the schools to brief student assistants with what location their student assistants are to go to when they arrive at the venue. Student assistants should move directly to the officials' site upon arrival and introduce themselves to the adult official based in the role.

## Briefing Times

- **All officials to report and sign in with Officials Manager**, located in the main pavilion (YMCC Hockey Clubrooms) on Alderbury Reserve.
- Officials arrival and briefing times and briefing locations per the below table.
- Following officials briefing, they are then to be in position at their station or site area by **9.40 am** (first event starts at 10am)

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

## Duty School

### FACILITY SUPERVISION ALLOCATION

<b>2026</b>	All Saints'	<b>2030</b>	John Septimus Roe
<b>2027</b>	Mercy	<b>2031</b>	St Mark's ACS
<b>2028</b>	Corpus Christi	<b>2032</b>	Newman
<b>2029</b>	John XXIII	<b>2033</b>	St James'

### FACILITY SUPERVISION INSTRUCTIONS

#### *All Saints' College 2026*

- Place the rubbish bins into key locations in the morning and return to collection point at the end of the carnival.
- Ensure the following areas are tidy and free of rubbish:
  1. Public toilet areas (M & F)
  2. Portable toilet area (carpark)
  3. Team marquee areas (hired)

## Course Communication

- Two-way radios will be provided where relevant, and at certain stations around the course.
- Course station officials should use student officials as “runners” to help relay information to radio personnel, especially when assisting injured competitors.
- Radios are located at **stations 2, 6, 11, and 15**.
- The **official first aid post (finish line), announcer, and carnival manager** are also equipped with radios and remain in contact.

## PARKING

### General Information

Schools are requested to follow the parking plan developed between the JACC and the Town of Cambridge. Please ensure that the parking plan is provided to all bus drivers/companies and that parents are also advised.

### LARGE BUSES

Large buses are requested to drop off and pick up along Alderbury Street and Perry Lakes Drive . Verges on Alderbury Street 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

Smaller Buses **capable of fitting in a standard car bay** should park in the following areas:

- Car park behind the YMCC Hockey Club Rooms (before 9.30 am)
- Parking areas on the east side of Perry Lakes drive
- Mt Claremont Sport Precinct: 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.
- 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

Car parking is available at the following areas:

- The car park behind the YMCC hockey clubrooms. This carpark is generally for the officials.
- The temporary grass car park off Alderbury Street. This carpark is for the general public and any senior Year 12 students that may need temporary parking before returning to school.
- 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 allowed in the following areas:

- Carpark behind the YMCC Hockey Clubrooms car park (large buses only).
- Pickup/drop off bus zones on Alderbury Street.
- 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 (large buses only).

### Bus Drop Off and Pick Up Procedures

To prevent congestion please see below for your drop off road. Please instruct bus drivers to drop off and pick up students in the following areas:

*Alderbury St*

All Saints  
Atlantis  
Aranmore  
Carmel  
Corpus  
Dale  
Holy Cross  
Immaculate Heart  
International School  
JSR  
John XXIII  
Kingsway  
LJBC

*Perry Lakes Drive*

Mercy  
Newman  
Northshore  
Providence  
South Coast  
St Andrew's  
St Brigid's  
St James'  
St John Bosco  
St Mark's  
St Stephen's Carramar  
Swan Valley  
The King's

## FINISH LINE PROCEDURES

Competitors are to run "through" the finish line arch and over the timing mats under the arch. Races are all automatically timed using disposable timing bibs. Runners are asked not to stop on the line but to continue running into the finish area chutes. The top three competitors are to maintain their place position in the line.

The first three placed runners will be issued with a place card and ushered to the finish tent. BlueChip timing will provide the finish line manager with official results for the top three runners (including Multi Class/Inclusive if applicable), ready for medallion presentations.

After crossing the finish line runners must keep moving through the transition chutes. Runners must not remain on the finish line as this will create a dangerous bunch up of competitors and make it difficult for other runners to cross the finish line and receive an accurate time.

The automatic timing results and places will be available on the BlueChip timing website asap after the race is finished. The links and QR code to all results will be available in the cross country program booklet and posters displayed around the area.

## COMPETITOR SHELTERS

Many schools provide their competitors with a temporary shelter at the carnival venue in the form of a tent or marquee. This is an optional decision and is the responsibility of the schools, not the ACC. JACC schools can liaise with their secondary PE staff about a marquee order that will cater for both junior and senior carnivals.

The ACC will assist schools with a bulk order for marquees through a hire company. Schools are responsible for the costs involved and will be invoiced by the ACC post carnival. Schools that wish to order a marquee must do so by **Monday 4 May**. Marquee orders can be placed using the [online webform](#) on the ACC website.

Marquees hired through the ACC are set up facing towards the finish area between the buildings and Alderbury Street. **Marquee allocation and position will be based on a first in first serve basis.**

Schools that are bringing their own marquee need to erect these along the purple lines marked on the event map.

Marquees must be well secured to withstand strong winds. Please follow these guidelines when setting up your shelter.

- Peg the feet into the ground and if possible, for maximum strength use two pegs per foot.
- **Any pegs or stakes used for school marquees must not be driven into the ground deeper than 200mm so as not to damage water pipes.** Any damage to reticulation pipes caused by school marquees is the responsibility of the school.
- If the marquee feet do not allow for pegging, then attach weights to each leg of the marquee and run guy ropes from the roof cover.
- Secure the marquee further by attaching guy ropes from each of the four corners of the roof cover to the ground at 45° angles from each corner. In extremely windy conditions, it is advisable to add a second guy rope to each corner to double the strength.
- In windy conditions to reduce wind resistance do not set up all three walls of the marquee. Remove the walls completely or only add walls to the marquee sides positioned according to wind direction to avoid a sail effect.
- If it is windy and you do not have sufficient pegs, ropes, or weights to adequately secure the marquee then do not put it up at all.

### **Marquee sizes and costs confirmed for 2026**

<b>Small</b>	3m x 3m	\$257
<b>Medium</b>	6m x 6m	\$570
<b>Large</b>	6m x 9m	\$846

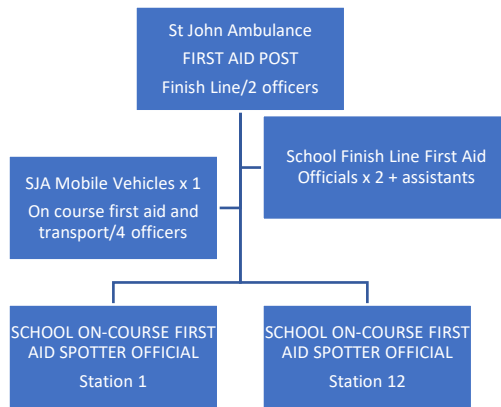
## FIRST AID

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 SJA first aid event officers will man the main first aid post and they will also have two mobile patient retrieval vehicles out on the course (stations 1 & 12), both with two SJA officers per vehicle. The SJA event officers will have their own radio network separate to the ACC radio channels. The main first aid post will also have one ACC two-way radio for communication with ACC officials.

In addition to the official SJA first aid officers, two of the participating schools are allocated the task of providing on-course first aid “spotting” staff officials (located at stations TBC). One school will also provide a first aid spotter official at the finish line. It is recommended that the school on-course first aid spotter officials have a minimum of a Senior First Aid or Sports First Aid qualification. The primary role of the school first aid spotter official is to look out for first aid incidents, assess the incident and radio the SJA first aid post to report on the incident. The spotter 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 process for first aid treatment is as follows:

- Minor injuries/ailments should be treated by school staff and not the official SJA first aid officers. Individual schools must have their own first aid kits 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 first aid post unless called to the finish line in an emergency situation. The school finish first aid officials 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 and ask them to attend to the injured athlete. Course ebike riders also have two-way radios if necessary.
  - The school first aid spotter official needs to provide any immediate first aid that they can 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 very 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 respond 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.



- In the event that 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.
- The two school first aid spotter officials, school finish first aid officials and the SJA lead officer must report to the officials briefing at **8:30am**.
- First aid officials should familiarize themselves with the Risk Management, Safety and Evacuation procedures.

## EVENT FACILITIES

There are three toilet areas provided at the event.

### 1. ALDERBURY RESERVE

- Portable Toilets: there are portable unisex toilets in the car park behind the clubhouse.
- In the Town of Cambridge building to the east of the YMCC Hockey Clubhouse there are public toilets for male, female and unisex, as well as male and female change rooms.
  - Staff, officials, and parents will be given priority access to the male and female toilets.
  - Students will be given access to the male and female change rooms and the Unisex toilets.

### 2. PERRY LAKES RESERVE

- To the south of the west lake, there is a Town of Cambridge public toilet block near the playground. This is located to the west of station 26, on the ACC course route map.

# MARSHALLING AND START PROCEDURES

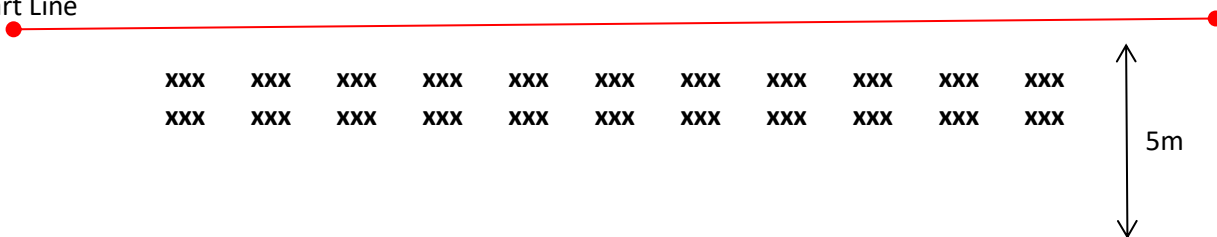
## MARSHALLING

- Competitors are required to marshal 15-20 minutes before race start time.
- Schools are required to attach each competitor’s timing chip to their chest before they marshal.
- To assist in the process each school must have a team liaison person with their runners at the marshalling area; this can be a staff member or senior student.
- Once competitors have been through marshalling, they should immediately move to the marshalling line, positioned behind their school signs. This is approximately 5 metres behind the start line.
- The start line assistants will assist with directing competitors to their correct position on the marshalling line.
- Start line positions will be randomly assigned by the ACC each year before the carnival.
- Schools use the same allocated start position for each race.
- Competitors should be positioned 3 behind 3, with the best runners per team at the front.
- Multi Class/Inclusive runners should be at the back of the other runners, unless they are faster than the other age group competitors.
- Teams are not to move away from their designated start line position and try to take up a more favourable position on the start line that may be vacant due to a missing school.

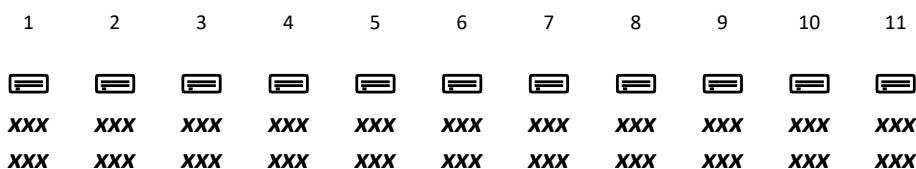
## START

- On the starters first command, and under the direction of the start line assistants, competitors move up to the start line, taking up their school’s allocated position.
- The start line assistants and school liaison personnel assist in ensuring that competitors are positioned, 3 behind 3, with the best runners at the front. When all runners are in position, the start line assistants will signal the starter.
- The race commences on the starters signal. In the event of a false start, the procedure is repeated.
- The starter will say “Take your marks” and sound the air horn.


Start Line



Marshalling Line



## Symbols Legend

- : school name signs indicating start line position
- xxx**: Runners | 3 behind 3

## Marshalling Areas & Start Line Positions

SCHOOL (2026)	SCHOOL CODE	START LINE POSITION
All Saints' College	ASC	38
Aranmore Catholic College	ARA	46
Atlantis Beach Baptist College	ABB	43
Carmel Primary School	CPS	37
Corpus Christi College	COR	51
Dale Christian College	DCC	30
Holy Cross College	HCC	48
Immaculate Heart College	IHC	35
International School of WA	IWA	52
John Septimus Roe ACS	JSR	49
John XXIII College	JTC	39
Lake Joondalup Baptist College	LJB	42
Newman College	NEW	33
Northshore Christian Grammar	NCG	36
South Coast Baptist College	SCB	44
St Andrew's Grammar	SAG	50
St Brigid's College	SBC	31
St James' Anglican School	STJ	32
St John Bosco College	SJB	34
St Mark's ACS	SMK	41
St Stephen's Carramar	SSC	47
Swan Valley ACS	SVA	45
The King's College	TKC	40

## 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 JACC 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 is to ensure competitors, students and staff are an integral part of the communications network.

### **Risk Management**

Over the duration of the JACC 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 West 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
Tom Bottrell	Carnival Manager	0416127839	Wembley Police Station	9214 7100
Jodie Scheele	Results Manager	0403905552	Central Police Station	131 444
Cherie Pirnie	Officials Manager	0447502248	Fire, Ambulance, Police	000
Trent Sharpe	Finish Line/Services	0408958415	Dept. of Fire & Emergency Services	133 337
Rebecca Abe	Start Line	0408905770	State Emergency Service	132 500
Ethan Quinlivan	Announcer	two-way radio / central van	Town of Cambridge	9285 3112
St John Ambulance	First Aid	Finish Line First Aid Post	AH Emergency Pager	9427 7337
Emma Dean	Turtle Traffic	0461 513 597	Parks Crew Leader	0411 225 075
Ken Stratton	Traffic Management	0418 919 447	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

- Depending on the type of incident, notify the Teacher, Official, Chief Official or Carnival Manager.
- Alert other Staff/ Officials in the immediate area of the situation.
- Obeys the instructions of Officials in all emergency situations.
- If not involved, refrain students from going to the area to satisfy their curiosity.
- Listen for the description of the situation from the Announcer and act accordingly.
- 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.
- Officials are to inform the Carnival Manager if they believe someone is still in the area (see point 10).
- Do not re-enter or allow competitors or spectators to re-enter the evacuated areas until the Carnival Manager gives the “All Clear”.
- Under no circumstances talk to the media or other external parties. Direct media queries to the Carnival Manager.
- 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.
- 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 at the following locations: St John Ambulance vehicle and stations 2/11/15. When the program moves to the 3km course events, stations 11 & 15 will be re-directed to stations 9 & 20.
- Communication: ACC will have approx. 30 two-way radios in use at the event. 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.

# MAPS

## JACC Cross Country Course Maps

### 1500m track



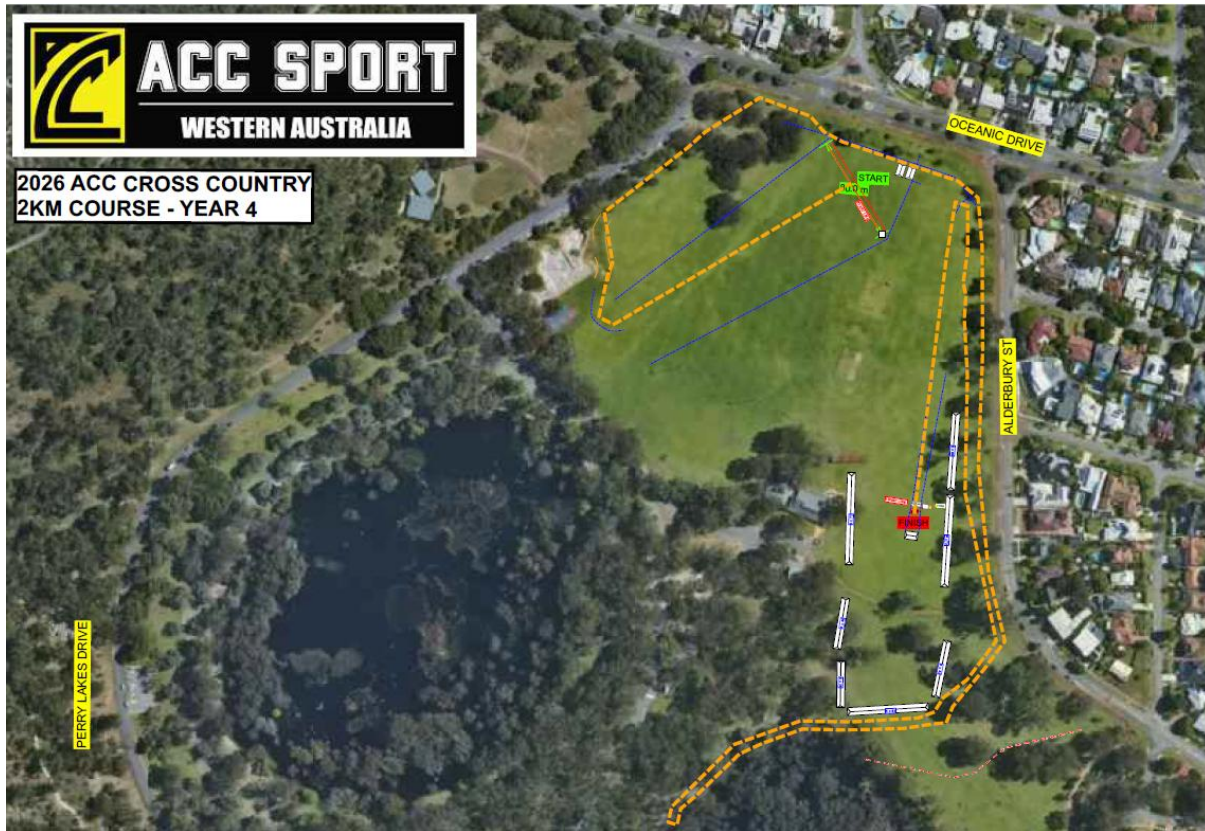
### 1500m Track with Station Officials



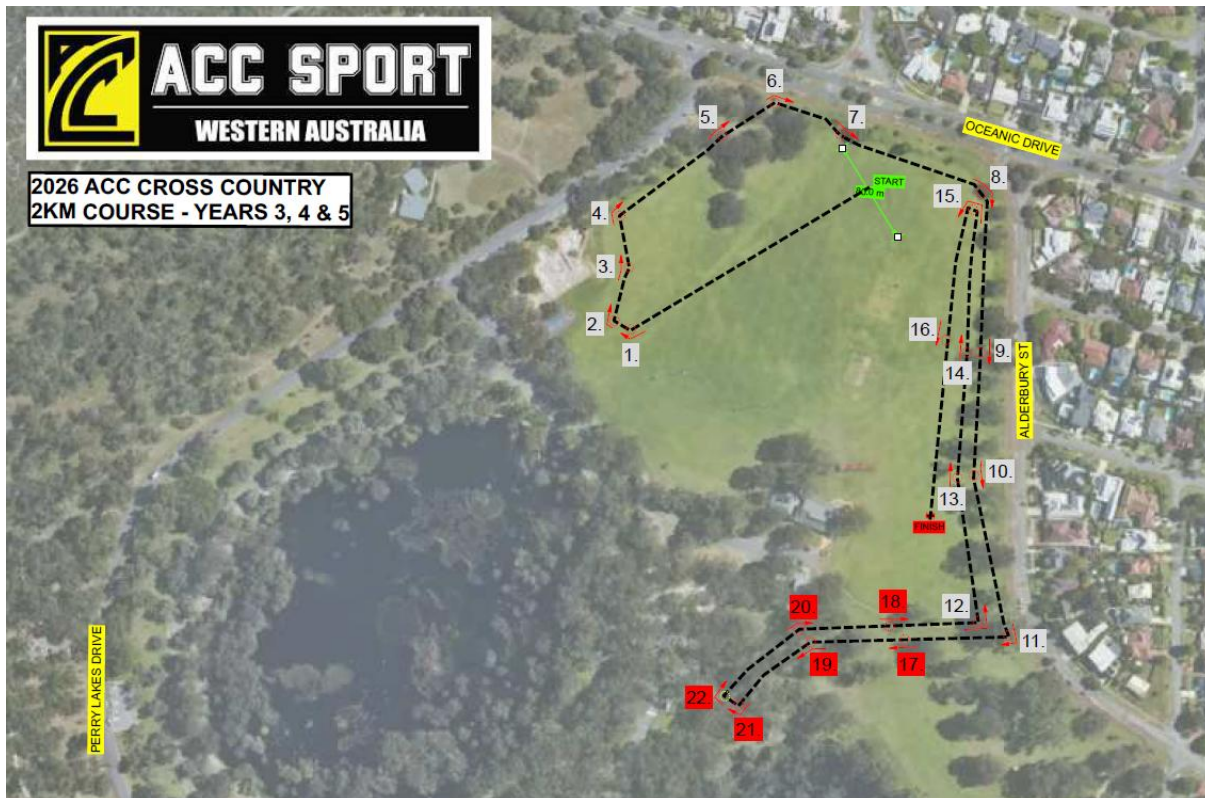
# MAPS

## JACC Cross Country Course Maps

### 2000m track



### 2000m Track with Station Officials



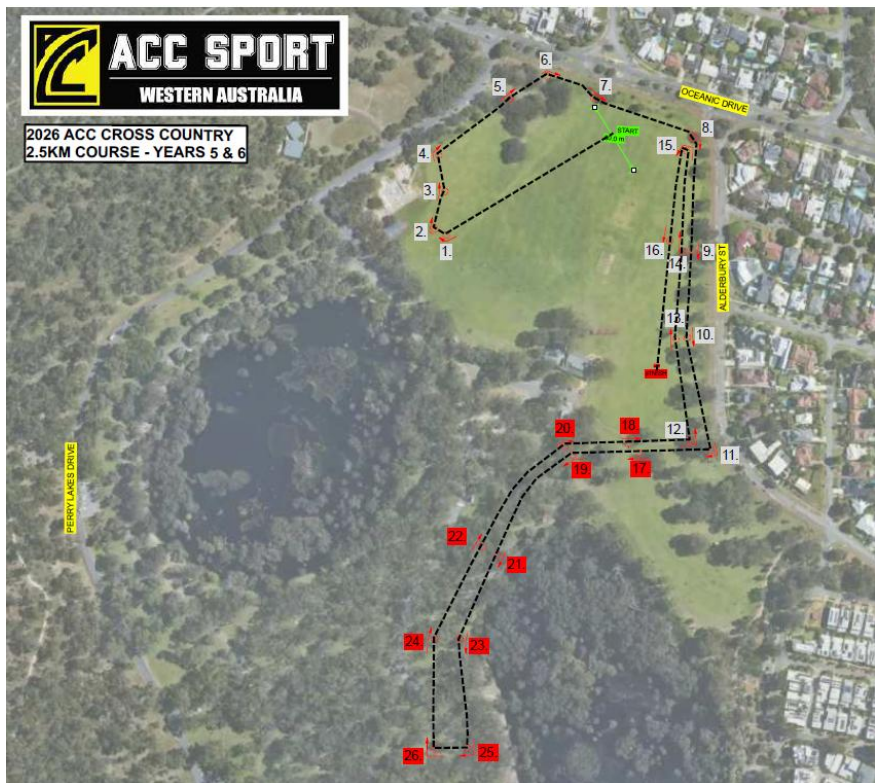
# MAPS

## JACC Cross Country Course Maps

### 2500m track



### 2500m Track with Station Officials



Finish/Start Area Map



## Parking Map

The temporary grass car park off Alderbury Street is for the general public and all spectators to park. Follow the instructions of the Parking Officials who will assist you with where to position your car.

