



ATHLETICS - MacKillop CHAMPIONSHIPS - OPERATIONAL GUIDELINES

PRE-EVENT PREPARATION

	Info	Timeline	Responsibility	Status
Venue		12 months	CSNSW Sport	
	<p>Venue requirements:</p> <ul style="list-style-type: none"><input type="checkbox"/> Public address (PA) system<input type="checkbox"/> Official’s meeting room<input type="checkbox"/> Adequate amenities<input type="checkbox"/> Adequate parking (and traffic management plan if required)<input type="checkbox"/> Green parking passes (10 given, request additional)<input type="checkbox"/> Canteen facilities<input type="checkbox"/> Covered spectator area/grandstand<input type="checkbox"/> Electronic scoreboard<input type="checkbox"/> Dias <p>All weather track with inclusions:</p> <p>Track events:</p> <ul style="list-style-type: none"><input type="checkbox"/> 800m track<input type="checkbox"/> 200m track<input type="checkbox"/> 100m track <p>Field events:</p> <ul style="list-style-type: none"><input type="checkbox"/> 2 Shot Put circles<input type="checkbox"/> 2 High Jump stands<input type="checkbox"/> 2 Discus circles<input type="checkbox"/> 2 Long Jump pits <p>Equipment requirements:</p> <ul style="list-style-type: none"><input type="checkbox"/> Starting blocks<input type="checkbox"/> Relay batons<input type="checkbox"/> Discus - 500g & 750g<input type="checkbox"/> Shot Put - 2kg & 3kg<input type="checkbox"/> Tape measures - for each event<input type="checkbox"/> High Jump - complete set<input type="checkbox"/> Tables & chairs<input type="checkbox"/> Shade structures	Venue		
First Aid	<p>Medics Australia</p> <p>Add contact details</p>		CSNSW Sport	
	<p>i) Designated first aid officer/s should be in attendance and be visible. First Aid officer should be equipped with medical supplies including for the treatment of asthma and anaphylaxis</p> <p>ii) It is the responsibility of the parent/guardian to inform team management of any current or ongoing medical condition or injury which may affect participation in the trials.</p>			

	<p>iii) First Aid officer to be informed of any students at high risk by Carnival Convener or Sports Officer In Charge</p>			
	<p>iv) A student who has suffered a concussion injury <u>may not return</u> to contact/collision activities earlier than 14 days from the resolution of all symptoms. National Sport Organisations for their sport may have specific guidelines in relation to returning to play after a concussion. For further information refer to the Australian Medical Association</p> <p>https://ama.com.au/position-statement/concussion-in-sport-2019</p>			
Risk Assessment	<ul style="list-style-type: none"> • Pre-event • On the day checklist • Risk Management includes traffic plan, identified areas of risk, assembly areas 		CSNSW Sport	
Entries	<p>Meet Manager Database Entered as a Diocesan team via Meet Manager data file provided by CSNSW Sport</p>		CSNSW Sport	
Event Officials	<p>ANSW - book online https://www.nswathletics.org.au/officials/hire-our-officials-for-your-carnival/</p> <p>i) ANSW or Little Athletics Officials - must have verified WWCC completed prior to event</p> <p>ii) Key officials required to have minimum recognised qualifications:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Starter x 1 <input type="checkbox"/> Track Referee x 1 <input type="checkbox"/> Field Referees x 2 <input type="checkbox"/> Track Judge x 1 <input type="checkbox"/> Timekeeper x 1 (manual backup) <input type="checkbox"/> Field Judges x 6 <input type="checkbox"/> Photo Finish Operators x 2 (min) <input type="checkbox"/> Scoreboard Operator x 1 <input type="checkbox"/> EDM Operators x 2 <p>iii) Photo Finish supplied by ANSW - 2 operators & equipment included Email rob.jones@athleticsnsw.gov.au</p> <p>iii) All other required positions should be filled by Diocesan supplied officials.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organise and appoint key Staff <ul style="list-style-type: none"> <input type="checkbox"/> Track and Field Manager <input type="checkbox"/> Meet Manager Coordinator <input type="checkbox"/> Clash Coordinator <input type="checkbox"/> Presentations Coordinator <input type="checkbox"/> JD's 		CSNSW Sport	
			Convenor	

	<input type="checkbox"/> Photography																																						
Student Officials	Convening Diocese to contact local Secondary School <input type="checkbox"/> National Anthem singer		Convenor																																				
Diocesan Officials	Diocese are expected to provide Teacher official: i) Team Managers: <ul style="list-style-type: none">Adequate number based on Diocesan team size ii) Officials: <ul style="list-style-type: none">i) Canberra/Goulburn - 2ii) Parramatta - 4iii) Sydney - 6iv) Wagga Wagga - 2v) Wollongong - 2 Host Diocese provides additional staffing where required		Convenor																																				
Catering	Venues Live Catering cateringsopv@nsw.venueslive.com.au Ph. 8765 2076 <table border="1"><thead><tr><th>Order items</th><th>No. of items</th><th>Delivery time</th><th>Room for delivery</th></tr></thead><tbody><tr><td>Sandwich individual</td><td>100</td><td>11.00am</td><td>Grand Prix</td></tr><tr><td>GF Option Sandwich</td><td>5</td><td>11.00am</td><td>Grand Prix</td></tr><tr><td>Salads</td><td>5</td><td>11.00am</td><td>Grand Prix</td></tr><tr><td>Fruit Individual</td><td>50</td><td>11.00am</td><td>Grand Prix</td></tr><tr><td>Muffin Individual</td><td>50</td><td>11.00am</td><td>Grand Prix</td></tr><tr><td rowspan="2">Mt Franklin 600m Case (24 Bottles)</td><td>3</td><td>7.30am</td><td>Grand Prix</td></tr><tr><td>3</td><td>10.30am</td><td>Grand Prix</td></tr><tr><td>Tea & Coffee (continuous)</td><td>60</td><td>7.30am</td><td>Grand Prix</td></tr></tbody></table> Catering is provided for <u>all</u> officials and Team Managers	Order items	No. of items	Delivery time	Room for delivery	Sandwich individual	100	11.00am	Grand Prix	GF Option Sandwich	5	11.00am	Grand Prix	Salads	5	11.00am	Grand Prix	Fruit Individual	50	11.00am	Grand Prix	Muffin Individual	50	11.00am	Grand Prix	Mt Franklin 600m Case (24 Bottles)	3	7.30am	Grand Prix	3	10.30am	Grand Prix	Tea & Coffee (continuous)	60	7.30am	Grand Prix		CSNSW Sport	
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Equipment	i) Hip Numbers <ul style="list-style-type: none"><input type="checkbox"/> 800m x 7 events (multi-class included)<ul style="list-style-type: none"><input type="checkbox"/> 7 sets x 1-20 labels<input type="checkbox"/> 1500m x 6 events		CSNSW Sport																																				

	<ul style="list-style-type: none"> <input type="checkbox"/> 6 sets x 1-24 labels <input type="checkbox"/> MC 100m x 4 events (2 heats) <ul style="list-style-type: none"> <input type="checkbox"/> 8 sets x 1-10 <input type="checkbox"/> MC 200m x 4 events (2 heats) <ul style="list-style-type: none"> <input type="checkbox"/> 8 sets x 1-9 <p><u>Contact details:</u> www.exactimages.com.au John Di Renzo P (08) 9495 4204 (08) 9495 4204 2/2690 Albany Hwy Kelmscott, WA 6111 Email: info@exactimages.com.au</p> <p>ii) Sticky labels (800m & 1500m)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sticky label requirements re printing: <ul style="list-style-type: none"> <input type="checkbox"/> Meet Mgr label type/setting - A4-UK (2x8) - Event, Name, School or Diocese <input type="checkbox"/> Use 16 up labels (2 x 8) (L7162) <p>iii) Recording sheet for 800m & 1500m</p> <ul style="list-style-type: none"> <input type="checkbox"/> A4 sheet for 800m & 1500m for finish line (Dio Official with Chief Judge) Sticker Sheet 		Convenor	
	<p>Diocesan Team Packs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Withdrawal/addition form <input type="checkbox"/> Protest form <input type="checkbox"/> TM Brief <input type="checkbox"/> MC info <input type="checkbox"/> Wrist bands <input type="checkbox"/> Program <input type="checkbox"/> Team lists 			
	<p>2-way radios</p> <ul style="list-style-type: none"> <input type="checkbox"/> BTW Communications Penrith <ul style="list-style-type: none"> <input type="checkbox"/> https://btw.com.au/ <input type="checkbox"/> 1800 896 929 <input type="checkbox"/> Wireless 2-way <ul style="list-style-type: none"> <input type="checkbox"/> Kevin Robinson <input type="checkbox"/> Mob: 0400 471 225 <input type="checkbox"/> kevin@wireless2way.com.au 			
	<p>General:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Witches hats <input type="checkbox"/> Bunting/safety tape <input type="checkbox"/> Official's badges 			
	<p>Stationery</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 reams of paper <input type="checkbox"/> Clipboards <input type="checkbox"/> Pencils for Field events <input type="checkbox"/> Stapler <input type="checkbox"/> Multi-timer & paper 			

	<input type="checkbox"/> Medals <input type="checkbox"/> Certificates (printed based on CSNSW registration 3 days prior to the event) <input type="checkbox"/> Diocesan signage (corflute) <input type="checkbox"/> Dio banners <input type="checkbox"/> Polding Team Packs & electronic registration requirements <input type="checkbox"/> Electronic program link <input type="checkbox"/> Record certificate template <input type="checkbox"/> First Aid signage <input type="checkbox"/> Photography <input type="checkbox"/> MacKillop Uniforms and Registration		CSNSW Sport	
Opening	<input type="checkbox"/> Prayer (student to read) <input type="checkbox"/> National Anthem music <input type="checkbox"/> Acknowledgment of Country (student to read) <input type="checkbox"/> Director/Dio Official to attend opening			
Paperwork	<input type="checkbox"/> Marshalling & Field recording sheets <input type="checkbox"/> Sign-on sheets			
Event Program	<ul style="list-style-type: none"> • Send copy to Clash Coordinator 2 days before • Completed program to be uploaded to portal at least 3 days prior to event • Approx 40 copies? <ul style="list-style-type: none"> ◦ Dio Team Managers x 16 ◦ Starter x 1 ◦ Track Referee x 1 ◦ Field Referees x 2 ◦ Track Judge x 1 ◦ Timekeeper x 1 (manual backup) ◦ Field Judges x 6 ◦ Presentations ◦ Announcer ◦ Team Manager Coordinator/Enquiries ◦ MC Coordinator ◦ Convenor ◦ Track & Field Manager 		CSNSW Sport & Convenor	

POST EVENT EVALUATION

Review	<ul style="list-style-type: none"> • Review event with CSNSW Sport and diocese' feedback • Athletics 			
Results				
Invoice	<ul style="list-style-type: none"> • Create invoices 			
Forms to be completed & filed in envelope	<ul style="list-style-type: none"> • Signed Spot check document • Copy of Risk Assessment • Injury and Accident Register 			