

ATHLETICS - POLDING CHAMPIONSHIPS - OPERATIONAL GUIDELINES

PRE-EVENT PREPARATION

	Info	Timeline	Responsibility	Status
Venue		12 months	CSNSW Sport	
	Venue requirements: Public address (PA) system Official's meeting room Adequate amenities Adequate parking (and traffic management plan if required) Green parking passes (10 given, request additional) Canteen facilities Covered spectator area/grandstand Electronic scoreboard Dias All weather track with inclusions: Track events: 800m track 200m track 100m track Field events: 2 High Jump stands 2 Discus circles 2 High Jump pits Equipment requirements: Starting blocks Relay batons Discus - 500g & 750g Shot Put - 2kg & 3kg Tape measures - for each event High Jump - complete set Tables & chairs Shade structures		Venue	
First Aid	Medics Australia Add contact details		CSNSW Sport	
	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 ii) It is the responsibility of the parent/guardian to inform team management of any current or ongoing medical			

	T		
	condition or injury which may affect participation in the trials. iii) First Aid officer to be informed of any students at high risk by Carnival Convener or Sports Officer In Charge		
	iv) A student who has suffered a concussion injury may not return 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		
	https://ama.com.au/position-statement/concussion-in-sp ort-2019		
Risk Assessment	 Pre-event On the day checklist Risk Management includes traffic plan, identified areas of risk, assembly areas 	CSNSW Sport	
Entries	Meet Manager Database Entered as a Diocesan team via Meet Manager data file provided by CSNSW Sport	CSNSW Sport	
Event Officials	ANSW - book online https://www.nswathletics.org.au/officials/hire-our-official s-for-your-carnival/ i) ANSW or Little Athletics Officials - must have verified WWCC completed prior to event	CSNSW Sport	
	ii) Key officials required to have minimum recognised qualifications: Starter x 1 Track Referee x 1 Field Referees x 2 Track Judge x 1 Timekeeper x 1 (manual backup) Field Judges x 6 Photo Finish Operators x 2 (min) Scoreboard Operator x 1 EDM Operators x 2		
	iii) Photo Finish supplied by ANSW - 2 operators & equipment included Email rob.jones@athleticsnsw.gov.au		
	iii) All other required positions should be filled by Diocesan supplied officials.		
	 □ Organise and appoint key Staff □ Track and Field Manager □ Meet Manager Coordinator □ Clash Coordinator □ Presentations Coordinator □ JD's 	Convenor	

		Photography		
Student Officials		cese to contact al Anthem singe		ıry School
Diocesan Officials	Diocese are expected to provide Teacher official: i) Team Managers: • Adequate number based on Diocesan team size ii) Officials: • i) Canberra/Goulburn - 2 • ii) Parramatta - 4 • iii) Sydney - 6 • iv) Wagga Wagga - 2 • v) Wollongong - 2 Host Diocese provides additional staffing where required			
Catering	Venues Live Catering <u>cateringsopv@nsw.venueslive.com.a</u> Ph. 8765 2076			
	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
	Catering is pro	vided for <u>all</u> offi	icials and Tear	n Managers
Equipment	1	s c 7 events (mul 7 sets x 1-20 lo		ed)

□ 1500m x 6 events □ 6 sets x 1-24 labels □ MC 100m x 4 events (2 heats) □ 8 sets x 1-10 □ MC 200m x 4 events (2 heats) □ 8 sets x 1-9 Contact details: 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 ii) Sticky labels (800m & 1500m) □ Sticky label requirements re printing: □ Meet Mgr label type/setting - A4-UK (2x8) - Event, Name, School or Diocese □ Use 16 up labels (2 x 8) (L7162) iii) Recording sheet for 800m & 1500m □ A4 sheet for 800m & 1500m for finish line (Dio Official	Convenor	
with Chief Judge) Sticker Sheet Diocesan Team Packs Withdrawal/addition form Protest form TM Priof		
☐ TM Brief ☐ MC info ☐ Wrist bands ☐ Program ☐ Team lists		
2-way radios BTW Communications Penrith https://btw.com.au/ 1800 896 929 Wireless 2-way Kevin Robinson Mob: 0400 471 225 kevin@wireless2way.com.au		
General: Witches hats Bunting/safety tape Official's badges		
Stationery 2 reams of paper Clipboards Pencils for Field events Stapler		

	☐ Multi-timer & paper						
	 Medals Certificates (printed based on CSNSW registration 3 days prior to the event) Diocesan signage (corflute) Dio banners Polding Team Packs & electronic registration requirements Electronic program link Record certificate template First Aid signage Photography Polding Uniforms and Registration 		CSNSW Sport				
Opening	Prayer (student to read) National Anthem music Acknowledgment of Country (student to read) Director/Dio Official to attend opening						
Paperwork	Marshalling & Field recording sheetsSign-on sheets						
Event Program	 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? 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	 Review event with CSNSW Sport and diocese' feedback Athletics 						
Results							
Invoice	Create invoices						
Forms to be completed & filed in envelope	 Signed Spot check document Copy of Risk Assessment Injury and Accident Register 						