DIOCESAN CARNIVAL REQUIREMENTS
Athletics, Cross Country, Swimming

- Refer Part 4 (Yellow) of Diocesan Primary Sport Handbook: Trials and Carnivals
- Refer to / liaise with the Diocesan Sport and Health Coordinator, your Zone Sports Council and the Diocesan Sports Council for assistance, support and clarification.
- Risk Management Plan – D.S.H.C. will organise most of this but will need assistance especially on the condition and risk factors associated with the venue and other local factors.
- Venue and date confirmed by D.S.H.C usually by Term 4 of the previous year.
- Invitation, information and nomination forms to zone managers through D.S.H.C. four (4) weeks before carnival.

Information includes:
- map with directions to and parking at ground – parents, officials and buses;
- starting and approximate finish times;
- order of events;
- seating, shade, canteen (price list optional) and other facilities;
- multi-disability information;
- rules – including crouch start and false start rules (athletics);
- diocesan levy for participation – currently $5 per participant - zones to be invoiced;
- High Jump arrangements (athletics).

- Introduction:
  - Welcome
  - Prayer
  - Outline of day, clarification, expectations, especially movement, announcements, marshalling, designated areas, safety.

- Sufficient, preferably qualified, personnel – liaise with D.S.H.C.

- Key officials – liaise with D.S.H.C.:
  - Starter
  - Place judges
  - Timekeepers
  - Marshall
  - Recorders
  - Field Officials
  - Relay judges

- First Aid:
  - St John Ambulance – need chairs, table, shade.
  - Well stocked First Aid with ice – in case St John has to pull out at last minute.
• **Canteen**

Morning tea and lunch for officials – tax invoice to D.S.H.C. (or paid from levy).

• **Disputes** committee, referee,

• **Protest sheets** (found 3.15 of this Handbook) – must come from zone managers.

• **Medallions** (including multidisability) – liaise with DSHC:
  - Champion Boys and Girls Junior, 11Yrs, Senior
  - Runner-up Boys and Girls Junior, 11Yrs, Senior
  - Multidisability – Junior (8,9,10 yrs), Senior (11,12,13 yrs).
  - Paddy Dent Shield for Champion Zone

• **Record Certificates** – sent to school by D.S.H.C. after carnival.

• **Ribbons** for placegetters – see D.S.H.C.

• Parents roped off from playing area. Insistence that parents and any other non official remain in the spectator area

• **Badges** for officials and zone team managers – from D.S.H.C.

• **Two-way communication** – please let D.S.H.C. know if needed.

• **Risk Management** - Refer to Section 5 of this document.

• **Programme** – Refer “Diocesan Sports Carnival Support for Primary Teachers (2010) CD”

  - Order of events / timetable
  - Officials (optional)
  - Diocesan Records - see updated copy in Part 3.11.1 (Swimming) or 3.11.2(Athletics) of Primary Sport Handbook (excepting cross country)
  - Carnival rules including criteria for making it to final (e.g. on times or first four in each heat or combination) or timed final e.g swimming
  - Participants (optional)

• **Recording Sheets** – Refer : “Sports Carnival Support for Primary Teachers (2005) CD”

  - Heats – names, placings, times, distance, track, events only – on one sheet
  - Finals – names, placings, times, distance, track, events only – on one sheet
  - Champion and runner-up point score
  - Champion zone point score
  - Timekeepers recording sheets

• **Note new records** – certificates sent to schools by D.S.H.C.

• **Preparation of venue** – with assistance from, for example, Little Athletics, local council, volunteers. Discuss any issues with D.S.H.C. well before day e.g. safety, shortage of officials, state of facilities, wet weather arrangements, safety concerns.
• **Adequate PA system:**
  - so all can hear at all times;
  - strongly recommend local communications expert specialising in this area;
  - back-up system, e.g. school.

• **Ribbons presented to place getters in finals throughout day** – usually at recording table - along with parent information note / consent form for those selected in diocesan team for Polding Carnival (DSHC’s responsibility).

• **Noticeboard for displaying results**, finalists, etc.

• **Relay lane changes.**

• **Relays should always be straight out finals – two teams per division per zone maximum.**

• **Presentation:**
  - Champions
  - Runners-up
  - Multidisability – earlier if finished early in day
  - Paddy Dent Shield – champion zone

• **Safe, adequate equipment**, e.g. high jump, discus cage.

• **Plan for the event of wet weather:**
  - Liaise with DSHC
  - Who decides and when
  - Early contact of those travelling distances
  - Check back up date (which will also be scheduled on sports calendar) and ensure everything, especially venue, is booked
  - See sample “Wet Weather Arrangements” fax in appendices of Primary Sport Handbook