4.1 Introduction to Supports Carnival Support

*Updated December 2011*

The *Sports Carnival Support for Primary Teachers* (Part 4.1 to 4.4.20) is designed to be a practical and user-friendly resource to support sports coordinators and carnival conveners with their considerable workloads.

It is divided into four (4) folders

- General Sports Carnival
- Swimming Carnival
- Cross Country Carnival
- Athletics Carnival

- The documents to be found in all 4 folders are almost all in Microsoft Word format with a small number in Excel.

- Most are carnival pro formas that can be easily adapted to suit your school or zone’s circumstances - change/add/delete as needed.

- They include checklists (preparation and equipment), nomination forms, programs, recording sheets, timekeepers’ slips, judges slips, results pages, risk management plans (as stated below, it is also strongly recommended that you go online to [http://www.sports.det.nsw.edu.au/spguide/activities/index.php](http://www.sports.det.nsw.edu.au/spguide/activities/index.php)), name tags, multi-disability event calculations and others.

- The files are arranged in order so as to lead you from the preparation stage through to the actual carnival and its conclusion.

- This package is not the final word on convening a sports carnival nor the only way to conduct or record it. Nor does it claim to cover everything.

- It should however provide ideas, promote a structured, safe and professional approach to organising events and, above all, help to minimise your workload and save much “reinventing of the wheel.”

- Feedback on its value and your sharing of any other useful carnival pro formas – that have worked for you – are most welcome.

- Thank you to anyone who contributed ideas and forms to this package.


*Have a great carnival!*