For Diocesan Conveners but may also assist planning for school and zone carnivals

Refer “Sports Carnival Support for Primary Teachers (Diocese of Lismore) CD 2010 Update”

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. Also refer Sport Risk Management One-Page Checklists CD or for more detail http://www.sports.det.nsw.edu.au/spguide/aquatic_activity/index.php

Venue and date confirmed by D.S.H.C. the year before.

Invitation, information and nomination forms to zone managers through the Diocesan sport and Health Coordinator (D.S.H.C.) four (4) weeks before carnival.

Information includes:
- map with directions to and parking at ground;
- starting and approximate finish times;
- order of events;
- seating, shade, canteen and other facilities;
- multidisability information;
- rules – including crouch start and false start rules;
- diocesan levy for participation – currently $5 per participant;
- high jump arrangements.
- risk management documentation
- wet weather/postponement arrangements and alternative date.

Introduction:
- Welcome
- Diocesan Sport Prayer
- Anthem (optional)
- 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. (taken from levy).

Disputes committee, referee,

Protest sheets – must come from zone managers (NOT parents).

Trophies (including multidisability):
- Champion Boys and Girls Junior, 11Yrs, Senior
- Runner-up Boys and Girls Junior, 11Yrs, Senior
- Multidisability as per PSSA pathway or local arrangements.
- 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.

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

Two-way communication (“Walkie Talkies”)–please let D.S.H.C. know if needed.

Programme:
- Order of events / timetable
- Officials (optional)
- Diocesan Records (excepting cross country)
- Carnival rules including criteria for making it to final (e.g. on times or first four in each heat or combination)
- Participants (optional)

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

Note new records – as mentioned above, 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.

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 finalists throughout day along with parent information note / consent form for Polding Carnival (D.S.H.C.).
Noticeboard for displaying results, finalists, etc.

Relay lane changes.

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

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