1.2 Diocesan Carnival Requirements: Athletics, Cross Country, Swimming

- Refer to / liaise with the Diocesan Sport and Health Coordinator and the Diocesan Sports Association for assistance, support and clarification.

- Risk Management Plan – DSHC will organise some 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 DSHC usually by end of Term 3 of the previous year.

- Invitation, information and nomination forms to schools through DSHC 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;
  - diocesan levy for participation – schools should 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 DSHC

- Key officials – liaise with DSHC:
  - Starter
  - Place judges
  - Timekeepers
  - Marshall
  - Recorders
  - Field Officials
  - Relay judges

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

- Canteen

- Morning tea and lunch for officials – tax invoice to DSHC (or paid from levy).

- Disputes committee, referee,

- Protest sheets (found 3.15 of this Handbook) – must come from team managers NOT parents or competitors

- Trophies (including multidisability) – liaise with DSHC:
  - Champion Boys and Girls 12yrs, 13yrs, 14yrs, 15yrs, 16yrs, 17+yrs
  - Runner-up Boys and Girls 12yrs, 13yrs, 14yrs, 15yrs, 16yrs, 17+yrs
  - Multidisability – as needed but usually Junior (12,13,14,15 yrs), Senior (16,17,18 yrs).
  - Usually no winning school shield.
• Parents roped off from playing area. Insistence that parents and any other non official remain in the spectator area

• Two-way communication – please let DSHC know if needed.

• Risk Management - Refer relevant sections of this document. Complete section 1.4 of this document and forward to DSHC.

• Programme:
  o Order of events / timetable
  o Officials (optional)
  o Diocesan Records - see updated copy in Part 3.11.1 (Swimming) or 3.11.2(Athletics) of Secondary Sport and Health Handbook (excepting cross country) or see DSHC
  o Carnival rules including criteria for making it to final (e.g. on times or first four in each heat or combination) or final eg swimming
  o Participants (optional) – especially swimming (Meet Manager program)

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

• Note new records – announced (not cross country)

• Preparation of venue – with assistance from, for example, Little Athletics, local council, volunteers. Discuss any issues with DSHC well before day e.g. safety, shortage of officials, state of facilities, wet weather arrangements, safety concerns.

• Adequate PA system:
  o so all can hear at all times;
  o strongly recommend local communications expert specialising in this area;
  o back-up system, e.g. school.

• Noticeboard for displaying results, finalists, etc.

• Relay lane changes.

• Presentation:
  o Champions
  o Runners-up
  o Multidisability – earlier if finished early in day

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

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