

Room 3, Block C AIS Track and Field Facility, Masterman St, BRUCE ACT 2617
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2015 Athletics Assistance Booking Form

Contact

Organising School/Company: _____ Contact Person: _____

Telephone & Mobile: _____ Email: _____

Billing Address: _____

Signature _____

By signing this form the organising school/company acknowledges and accepts full responsibility for all aspects of health and safety from entering the venue to leaving for all concerned. (It is strongly recommended that the school/company appoints a Safety Officer to oversee this task).

Venue

AIS Track & Field Facility

(Please contact AIS for venue bookings)

Woden Track & Field Facility

Competition

Date of Event: _____ Start/Finish time: _____ Access time: _____

Name of Event: _____ Name of Contact on the day: _____

Contact's Mobile: _____ Number of Students competing: _____

Athletics ACT (AACT) has a full range of athletics equipment which can be hired for use at Athletics competitions and also offers the services of officials on a paid basis. Equipment only will be hired on the basis that AACT will supply a technical officer.

Please circle / highlight one: Hiring Equipment Only **OR** Hiring Equipment and Athletics ACT Officials



Equipment

(tick or highlight box)

Stop Watches Amount:

Yes No

Radios Amount:

Yes No

Starter's Guns E-Gun or Cap:

Yes No

Long/Triple Jump Equipment

Yes No

High Jump Equipment

Yes No

Pole Vault (Only available at AIS Facility)

Yes No

Throwing Implements (List weights below)

Yes No

Discus _____ **Shot Put** _____ **Javelin** _____

Woden Facility Options

Hurdles (tick or highlight box)

Yes No

Steeplechase (tick or highlight box)

Yes No

Starting Blocks (tick or highlight box)

Yes No

Other/comments: _____

Officials

(highlight or tick box/es of the roles you need filled by AACT)

Photo Finish – 2 people who will record and read the results of all track events and with the assistance of a person working Meet Manager interface the results for quick information of the athletes and the schools.

Yes No

Meet Manager – AACT holds licence. If requested AACT will provide one person who will provide advice on the entry of information into Meet Manager and for the day of competition will assist with the printout of start lists for all events (track, jumps and throws) and will assist the photo finish persons in the publication of results.

Yes No

Starter – AACT electronic starting equipment will only be hired out if an AACT person is engaged to operate it. (E-Gun)

Yes No

Track Referee – 1 person who will coordinate the finish line area including the placing of runners in 800m events and longer and provide information to photo finish on all races. The Referee will also assist the start of 400m, 800m and relay races as necessary.

Yes No

Field Referee – 1 person who will supervise and advise on the conduct of all Field (Jump and Throw) events but will not be able to assist at a dedicated event.

Yes No

OR (Split of the Field Referee into two positions)

Throws Referee – 1 person who will supervise and advise on the conduct of all Throws events but will not be able to assist at a dedicated event.
and

Yes No

Jumps Referee – 1 person who will supervise and advise on the conduct of all Jumps events but will not be able to assist at a dedicated event.

Yes No



Cost

The total cost involved is a quoted cost issued by Athletics ACT. This will be dependent on number of students competing, amount of equipment needed, officials requested and location selected.

Please supply us with as much information as possible so we can ensure the costs involved are quoted correctly.

Officials

While AACT will endeavour to meet your request for officials it is not always possible. You will be advised as soon as possible if your request cannot be filled. In that case(s) it is recommended that you appoint, from your own resources, someone who will undertake those duties at your carnival. AACT will provide your nomination with instruction prior to the carnival if requested to do so.

The number and roles of officials you require need to be given to the AACT Office at least one month before the carnival date. All Officials need to be recorded in your records and arrangements made to cover them under your insurance policy. AACT officials should be requested to sign an attendance register as a record of their participation.

Conditions of Hire

Equipment

AACT is to be reimbursed the replacement costs for equipment that is lost, stolen or irreparably damaged.

Officials

For full day competitions a meal (lunch) is to be provided as well as drinks/tea and coffee etc.

Information on Athletics Carnival Assistance

In order for a carnival to be conducted according to the IAAF Rules of competition and with efficiency and the safety of the competitors and volunteers, Athletics ACT considers that the following are essential additional resources that will be provided by the competing schools:

- a. **Competition Manager** – 1 person who is responsible for the correct conduct of the competition including the appointment of adequate officials.
- b. **Announcer** – 1 person who will call events at an appropriate time and in accordance with the timetable of events. The announcer will ensure that there are no undue delays in the conduct of the programme and when the weather is unkind that the athletes are not waiting in the cold or heat at the detriment of their health. The announcer will ensure that athletes are directed to their respective event sites by the safest route and will monitor general safe behaviour on the field of play and draw attention of people at fault to safe behaviour (kicking balls around, walking across the infield, spectators on the field of play and people climbing on structures in the grandstands).
- c. **Carer** – 1 person part of the time. This person could provide meals and drinks to people on the field of play who are not in a position to collect their own and also assist the announcer with safety issues.
- d. **For the Track** – 2 marshals to place the runners in their drawn lanes/events according to the Meet Manager printout. Note: for efficiency purposes 400m, 800m 1500m, and 3000m events are marshalled off the track (outside) near to the start of the event. In 70m, 100m and 200m events athletes are marshalled on the track in their lanes behind the start line.



- e. **For 800m events and longer** – 2 people – one to record the finishers order and one to assist the Track Referee assemble all finishers in order so that their information can be recorded.
- f. **For Horizontal Jumps** – 4 people. One to call the athlete to compete and record performances, this person can also act as a safety person to ensure that all is safe before the next competitor jumps. One to judge that the competitor makes a legitimate trial (does not overstep the take-off board and leaves the pit correctly) and measures each competitors performance. One to spike the nearest mark in the sand to the take-off board made by the competitor in a trial. One to rake the pit so that the sand is level – this person should be fairly strong to order to move the sand.
- g. **For Throws** – 3 people. One to call the athlete to compete and record performances, this person can also act as a safety person to ensure that all is safe before the next competitor throws. Note: when performances are only measured at the end of competition this person is the recorder and checks the measuring of performances. One person to act as a judge to determine that the throw was completed in accordance of the rules and holds the tape to assist in measurements. One fall judge to determine that the implement lands correctly in the sector and marks the landing point of the implement. Note: In long throws Discus and Javelin you might need an additional person to carry the implements back to the throwing point. The rules specifically state that implements are to be carried back to the throwing point (this is for safety reasons only).

Athletics ACT strongly recommends that a Safety Officer from the organising school or company be appointed to the carnival. As a guide the following is provided.

SAFETY OFFICER

The Safety Officer is responsible for the coordination of safety and health matters for all members and visitors.

The name of this person should be made known to the AACT Technical Official.

Responsibilities and Duties will include:

Ensure that members observe and follow established health guidelines.

Be the focal point for all safety enquiries

Ensure hazards are kept to a minimum and actioned promptly including:

1. Athletes crossing the infield whilst field events are taking place,
2. Athletes playing on the structure leading to the photo finish tower,
3. Athletes kicking or playing with balls (soccer, afl etc.) which have the potential to interrupt an event(s) in progress,
4. Equipment left at an event site that has potential to cause injury, and
5. Keeping non-competitors away from event site(s) for their own safety.

