

Room 3, Block C AIS Track and Field Facility, Masterman St, BRUCE ACT 2617  
Mailing Address: PO Box 176, BELCONNEN ACT 2616  
P: 02 6253 4420 -- F: 02 6253 4417 -- E: [eo.act@athletics.org.au](mailto:eo.act@athletics.org.au) -- W: [www.athleticsact.org.au](http://www.athleticsact.org.au)

## 2019 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**

(Please contact Active Canberra for venue bookings)

### Competition

Date of Event: \_\_\_\_\_ Start/Finish time: \_\_\_\_\_ Booked Access time: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Name of Contact on the day: \_\_\_\_\_

Contact's Mobile: \_\_\_\_\_

**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 Required

Stop Watches ( <i>quantity required -</i> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Radios ( <i>quantity required -</i> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Starters Gun eGun (with photofinish) or Cap gun (no Photofinish)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Long/Triple Jump Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High Jump Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pole Vault Equipment ( <i>only at AIS at this time</i> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Throwing Implements ( <i>list weights below</i> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><b>Discus</b> _____ <b>Shot Put</b> _____ <b>Javelin</b> _____</p>		

<b>Woden Park Specific Equipment to be Hired</b>		
Hurdles	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Photofinish System (\$200.00 per day)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public Address System (\$30.00 per day)	Yes <input type="checkbox"/>	No <input type="checkbox"/>



## Officials Required

<b>Photo Finish</b> – 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 <input type="checkbox"/>	No <input type="checkbox"/>
<b>Meet Manager</b> – 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 <input type="checkbox"/>	No <input type="checkbox"/>
<b>Starter</b> – AACT electronic starting equipment will only be hired out if an AACT person is engaged to operate it.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Track Referee</b> – 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 Track Referee will also assist with the start of the 400m, 800m and relay events as necessary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Field Referee</b> – 1 person who will supervise and advise on the conduct of all Field (Jumps and Throws) events but will not be able to assist at a dedicated event.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### **OR split of the Field Referee into two positions**

<b>Throws Referee</b> – 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Jumps Referee</b> – 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 <input type="checkbox"/>	No <input type="checkbox"/>

## Charges/Costs - Equipment

The total cost involved is a quoted cost issued by Athletics ACT. This will be dependent on 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.

The standard charges/costs for Equipment are:

Individual Primary School carnivals:	\$230.00
Individual Secondary School carnivals:	\$290.00
Combined Primary & Secondary School carnivals:	\$420.00
Primary level School Region carnivals:	\$310.00
Secondary level Region carnivals:	\$420.00



## 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.

## Charges/Costs - Officials

The charge for each Technical Official is \$140.00 per day to a maximum of 5 officials (ie \$700.00). Any additional Technical Officials are at no additional charge.

If hiring AACT field event equipment, there is an additional charge of \$145.00 for the Equipment Officer who sets up, monitors and then packs up the equipment.

If the carnival is a full day carnival (ie more than 4 hours in length), all AACT Officials are to be provided with a midday meal (eg sandwiches/wraps, drink and a piece of fruit). We also strongly encourage having continuous tea & coffee available.

## 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).

## SAFETY OFFICER

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.

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.

