

SCHOOL CARNIVAL BOOKING FORM

What does Athletics SA offer?

Athletics SA are the governing body for athletics in South Australia and can help make your secondary school athletics carnival a success! We can provide you with qualified and experienced technical officials, and internationally certified athletics equipment/technology. Not only can we help run your events more smoothly and efficiently with the use of technology and experienced personnel, we can also potentially save you money by reducing the need for your school to engage temporary relief teachers.

Each Athletics SA technical official costs from \$150 per day. Take the headache out of conducting events at your athletics carnival and engage people who are well versed in officiating at these events and can ensure that rules and procedures are followed correctly.

The type of officials Athletics SA can offer include:

Starter

Supervises the marshalling of athletes for track events and starts the race. When Photo Finish is used, it is recommended that an Athletics SA starter is used to ensure the smooth operation of the electronic timing system.

Track Officials

Coordinates the personnel at the finish line and ensures that the track events are conducted properly. When Photo Finish is used, it is recommended that an Athletics SA track referee is used to ensure a smooth interface for results from the track.

Jumps and Throws Officials

Ensure that the rules are observed and decide upon any matters which arise during the competition. The appropriate officials shall check all results, deal with any disputed points and supervise the measurements of Record performances. The appropriate official shall rule on any protest or objection.

Timekeepers

Manually record times for athletes in track events. Athletics SA can provide a timekeeper to work with your own staff. We can also provide more than one timekeeper to service your carnival.

Athletics SA charge from \$150 (inclusive of GST) per official per day.

This price includes lunch for all officials.

Technology

If you have enough staff and students to manage your events but would like to offer something extra than Athletics SA can offer some technological items that will assist in the conduct of your athletics carnival. Please note that these items are only available for carnivals and events at SA Athletics Stadium.

MEET MANAGER (“Results”) – Price on application

Meet Manager is a track and field results program that can create lane draws, process results, score competitions, and interface with our Photo Finish system. Athletics SA can provide a qualified and experienced operator to coordinate the pre-meet set up of the Meet Manager database, and on the day results delivery. Further detail is available by contacting our staff by phone (8354 3477) or email: operations@athleticssa.com.au

PHOTO FINISH

Photo finish makes judging and timing of events easy and provides accurate and instant results.

- Equipment and 1 Operator (School MUST supply an assistant): \$580 per day (inc. GST)
- Equipment and 2 Operators: \$755 (inc. GST)

****PLEASE NOTE: A gun needs to be used to start the Photo Finish system. If your school does not have a gun available for the carnival, Athletics SA can provide a Starter for your carnival.**

EDM (Electronic Distance Measurements) – \$410 (inc. Operator & GST)

EDM makes measuring throws in field events quick and easy with accurate results. This system must be used by an Athletics SA Technical Official.

How do I book a school carnival with Athletics SA?

1. Book your venue. SA Athletics Stadium 1300 714 990, Bridgestone Athletics Centre 8406 8222.
2. Read through all the information in this document, including the terms and conditions, before filling out the school carnival request form.
3. Decide what technical officials and equipment will be required for your school carnival and complete Page 4 and 5 of this document.
4. Contact the Athletics SA or Little Athletics SA staff if further assistance is required:
Secondary Schools – Athletics SA: operations@athleticssa.com.au or 08 8354 3477.
Primary School - Little Athletics SA: officials@salaa.org.au or 08 8352 8133.
5. Return the relevant forms to Athletics SA well in advance of the event date. A minimum of 28 days before your event is preferred.

How do I send the relevant forms to Athletics SA?

Complete the form and either:

email to: operations@athleticssa.com.au or

post to: PO Box 84, Torrensville Plaza 5031

What happens next?

A representative from Athletics SA will contact you to confirm your booking within 7 days of receiving your request.

A list of officials, including the contact person, will be confirmed via email at least 7 days prior to the carnival.

CONTACT DETAILS

School Contact Details	
SCHOOL NAME:	
CARNIVAL NAME:	
CARNIVAL VENUE:	
CARNIVAL DATE:	
SCHOOL CONTACT:	
SCHOOL ADDRESS:	
SUBURB:	
POSTCODE:	
EMAIL:	
PHONE:	
MOBILE:	
FAX:	
TIME OF FIRST EVENT*:	
TIME OF LAST EVENT*:	

* Athletics SA understands that during the early stages of planning, schools may only have an estimation as to when the first and last event will be held. However, please bear in mind that these times will affect the technical officials' preparation and planning. Thus, we ask that you be diligent when indicating times. Should a more accurate time become apparent, please inform us as soon as possible.

☐ Please tick to indicate that you have read ALL Terms and Conditions and Safety Guidelines and understand that there may be a late fee of \$200 should we receive your booking request 28 days or less prior to your carnival. A cancellation fee of \$220 may apply. If the carnival is cancelled on the scheduled day an additional fee of \$20 for each official will be charged. You also acknowledge that all equipment, technology and technical officials are subject to availability, but Athletics SA will endeavour to comply with your request.

Name: _____

Signature: _____ Date: ____/____/____

THIS FORM MUST BE COMPLETE, SIGNED, AND RETURNED TO ATHLETICS SA FOR YOUR REQUEST
TO BE PROCESSED

Please send completed forms to operations@athleticssa.com.au

BOOKING REQUEST DETAILS

Number of Officials Required			
Starter – extra charge		Hammer Officials	
Track Officials		Discus Officials	
High Jump Officials		Shot Put Officials	
Triple Jump Officials		Javelin Officials	
Pole Vault Officials		Walks Officials	
Long Jump Officials		Timekeepers	

Item	Price	Quantity	Sub Total
Officials	\$150 (per official per day)		\$
Starter	\$180 (per starter per day)		\$
Photo Finish (one operator)	\$580 per day		\$
Photo Finish (one operator plus starter & gun)	\$760 per day		\$
Photo Finish (two operators)	\$755 per day		\$
EDM (Electronic Distance Measurement)	\$410 per day		\$
Meet Manager Results	Price on Application (Minimum Fee \$660)		\$
	TOTAL OF PAYMENT		\$

PLEASE NOTE: ATHLETICS SA WILL INVOICE YOUR SCHOOL AFTER THE CARNIVAL

A late booking fee of \$200 may apply if Athletics SA receives the booking with only 28 days or less notice. Please also understand that at such late notice, technical officials, equipment and technology may be limited and thus cannot be guaranteed. If the carnival is cancelled on the scheduled event day, a \$20 fee per official will be charged.

THIS FORM MUST BE RETURNED FOR YOUR REQUEST TO BE PROCESSED

TERMS & CONDITIONS

Indemnity

We agree to indemnify Athletics SA with regard to any liability occasioned by or through the use of the Association's equipment. In particular, we agree to indemnify the Association with regard to:

1. Breakage or damage to Athletics SA equipment
2. Loss of Athletics SA equipment, through theft or otherwise
3. Damage to property or person occasioned through the use of Athletics SA equipment

Athletics SA Officials

1. The school has a duty of care to ensure the safety of Athletics SA officials during the athletics carnival. If at any stage an Athletics SA official deems to be in an unsafe or potentially unsafe environment, they are to discontinue officiating and notify the applicable school contact person. The Athletics SA official may resume officiating once the safety concern has been resolved.
2. The school must ensure the appropriate resources are provided for the safe conduct of the athletics carnival. For every field event at which an Athletics SA official is appointed, the official must be supported by the following:
 - A) at least one other qualified official, school teacher or adult volunteer **and**
 - B) at least one other qualified official, school teacher, adult volunteer or student assistant
3. Officials appointed to school carnivals by Athletics SA have undergone a working with children check.
4. All officials appointed by Athletics SA are covered by insurance held by Athletics Australia.
5. All officials appointed through Athletics SA adhere to the Officials' Code of Conduct.
6. Athletics SA officials will be wearing their Athletics SA official's shirt, so that they are easily identifiable by the school staff and other personnel.
7. Athletics SA will pay appointed officials. Schools are not to pay officials directly
8. Athletics SA will provide technical officials to work with the school to conduct the event. The school maintains its responsibility for supervising and managing students
9. If an appointed official becomes unavailable, Athletics SA will endeavour to find a replacement, however on occasion this may not be possible
10. Schools are to provide Athletics SA officials sufficient breaks throughout the carnival

Other

Equipment, technology hire and technical officials are subject to availability.

It is very important that you provide a clear indication of when the first event is to commence as this will be used to determine the arrival time for officials.

Application for the use of Athletics SA officials must be received in writing 28 days prior to the date required. Athletics SA may not provide officials if less than 28 days written notice is given. There may be a \$200 late fee involved if we do not receive your request at least 28 days prior to the carnival date. If a carnival is cancelled, a cancellation fee of \$220 may apply. If the carnival is cancelled on the scheduled day a fee of \$20 per official will be charged.

SAFETY GUIDELINES

General

- Be aware of safety at all times and always ensure the safety of athletes, officials, and spectators.
- Allow only competitors, officials and other accredited personnel onto the Field of Play
- Always have qualified medical personnel in attendance
- Always look in both directions before crossing the track
- Do not cross the grassed area at any time; instead, go around the track
- If conditions are unsafe do not conduct or continue the event
- Always take care when lifting objects, especially heavy ones
- Warning signs should be in place when throwing events are in progress
- Implements must be carried back – never thrown, even for a short distance
- Always ensure that safety cages are used for hammer and discus throws
- The appropriate hammer cage gate must be closed and locked in position during competition and when athletes are warming up
- Warm ups for all Field Events must be supervised
- Athletics SA recommends avoiding conducting two long throw events concurrently
- Athletes should not be called to the discus / hammer circle when a track event is about to start near the cage. A brief delay is advisable in such instances and may also be advisable when groups of athletes pass on the track during circular events. Discretion needs to be used when conducting Javelin, High Jump, and Pole Vault events where the athletes' run ups intrude onto or across the track
- Officials should ensure that a cone or similar device is placed on the runway for the Long Jump, Triple Jump, and Javelin events to close the runway until the next trial is called
- Provide water as required by the competition rules (or by common sense) in running and walking events and provide shade and water for field events.
- Athletes are to be instructed to use adequate sun protection, such as SPF 30+ broad spectrum, water resistant sunscreen reapplied regularly and a hat when appropriate

Supervision

- Supervision will need to be provided considering:
 - Age, experience and capability of the athletes;
 - The combined experience or expertise of the officials; and
 - The activities or events to be conducted. Equipment awaiting use must be supervised. Equipment not in use must be stored to prevent unauthorised use.

Equipment

Equipment must be appropriately sized, modified or weighted to match the ability and strength levels of the athletes.

Injury

Any complaint of pain, tenderness, limitation of movement or disability should be promptly referred to a qualified sports medical professional for management. Particular note should be taken of the areas of adolescent growth which are vulnerable in training and include the spine, knees and wrists.

Jumping Events

Landing and take-off areas must be maintained to avoid risk of injury to athletes. Equipment awaiting use must be supervised. Jumping events are not to be undertaken by athletes with a history of ankle or knee injuries. Sand pits must be raked and checked for foreign materials prior to the commencement of the activity. The outer edges of the pit should be level with the ground.

For high jump activities the following safety strategies must be employed:

- Ensure that where the landing area consists of several mats, they are held firmly together with straps or ties and the whole area is covered with a one piece overlay;
- Ensure mats are carried by handles at the side and not carried aloft on backs, shoulders or head;
- Ensure run-up and take-off areas are level, dry and free from slippery material;
- Triangular bars must not be used at all. Circular fibreglass bars are recommended for competition;
- The high jump bar must be removed from the competition area when not in actual use for supervised pre competition warm-ups and actual competition. The high jump uprights must be sufficiently stable to avoid falling on to the mats during the course of a jump; and
- Inexperienced athletes are advised to take off near the centre of the bar to avoid missing the landing mats.

Track

Athletes running relay changes through the finish need to be held at the change and directed off the track (to the outside) when the event is finished.