

Athletics North Queensland School Carnival Booking



How do I book a school carnival with Athletics North QLD?

1. Read through **ALL** information before filling out the school carnival request form, including the terms and conditions.
2. Book your venue directly
3. Complete **ALL** the Contact Details on page 2 of this document.
4. Contact our Administration and Competition Coordinator, Rachel Mullane, on 07 4721 4998 or admin@athleticsnorthqld.org.au to help you decide what technology you could use at your carnival.
5. Decide what other technical officials will be required for your school carnival and complete page 4 of this document.
6. Decide what implements and other equipment will be required for your school carnival and complete page 2 & 3 of this document.
7. Send the relevant forms to Athletics North QLD.

How do I send the relevant forms to Athletics North QLD?

There are two ways we will accept school carnival bookings:

Scan and email: admin@athleticsnorthqld.org.au

Post: PO Box 68, Belgian Gardens, QLD, 4810

Your booking is not complete until the completed booking form has been forwarded to Athletics North QLD and you have received a confirmation response via email.

What happens next?

A representative from Athletics North QLD 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



2016 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 North QLD understands that during the early stages of planning, schools may only have an estimated indication 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. You also understand that all equipment, technology and technical officials are subject to availability, but Athletics North QLD will endeavour to comply with your request.

Name: _____

Signature: _____

Date: __/__/__

THIS FORM MUST BE SIGNED, TICKED AND RETURNED FOR YOUR REQUEST TO BE PROCESSED

PLEASE NOTE: ATHLETICS NORTH QLD WILL INVOICE YOUR SCHOOL AFTER THE CARNIVAL

Equipment Listing
\$220 inclusive GST



Item	Size	Quantity
Shot Put	1kg	
	1.5kg	
	2kg	
	3kg	
	4kg	
	5kg	
	6kg	
	7.26kg	
	Discus	350g
500g		
750g		
1kg		
1.5kg		
1.75kg		
2kg		
Javelin	400g	
	500g	
	600g	
	700g	
	800g	
Discus and Javelin Sector Tapes	If field is not marked	
Flop Mats	1 Big Red Size	
	1 Big Blue (Extra \$100)	
	1 Small Red Size (Extra \$50)	
Scissor Mats	2 Sets available	
Long Jump Racks		
Brooms		
Measuring Tapes/Spikes		
Starters Stand		
Lap Counter Stand + Bell		
Starters Gun and Caps	Extra \$10.00 applies	
Starting Blocks		
Relay Batons		
Photo Finish + Operator Out of Stadia/School Ground	\$400	
Photo Finish + Operator	\$300	
Meet Manager Operator	\$150 per day inclusive of set up	

Technical Officials

Technical Officials Job Descriptions



Athletics North QLD technical officials are often appointed to positions to oversee the school carnival and ensure the rules and procedures are followed correctly.

Starter

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

Track Referee

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 ANQ track referee is used to ensure a smooth interface for results from the track.

Jumps and Throws Referees

Ensure that the rules are observed and decide upon any matters which arise during the competition. The appropriate Referee shall check all final results, deal with any disputed points and supervise the measurements of Record performances. At the conclusion of each event, the Referee will check and sign the results. The appropriate Referee shall rule on any protest or objection.

Timekeepers

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

Track Judges

Identify the finishing order for athletes in track events. ANQ can provide a Chief Track Judge to work with your own staff. We can also provide more than one judge to service your carnival.

Chief Throws and Jumps Judges

Coordinate the running of the field events. They supervise the work of the judges in their area.

Throws and Jumps Judges

Assist with the conduct of field events. Meeting Manager (Competition Manager) Is responsible for the correct conduct of the Competition, supervising and instructing officials in their duties.

Technical Manager

Is responsible for ensuring the track, runways, circles, sectors, landing areas and all equipment and implements are set up for competition in accordance with competition and IAAF Rules.

Umpires

Observe the conduct of the track events and keep the Referee informed of any infringements.



Officials Requested

Technical Official	Number Required
Starter (school to provide caps for cap gun, alternatively ANQ will provide for \$10)	
Referee	
Jumps Referee	
Track Referee	
Throws Chief	
Timekeeper Chief Judge	
Track Chief Judge	
Jumps Chief Judge	
Starters Assistant	
Jumps Judges	
Track Umpires/Wind Gauge	
Technical Manager	
Walk Judges	
Track Judges	
Throws Judges	
Timekeepers	
Total Number of Officials	

Athletics North QLD charges \$100 per official per day Inclusive of GST.
This does not include Meeting Manager or Photo Finish.

Equipment



1. All equipment, including the sector tapes, will be placed on a trolley either inside the athletics shed or outside the athletics shed rollers doors. It is the hirer's responsibility to take the equipment out to the event stations. Upon completion of the carnival the sector tapes and equipment are to be returned to inside the athletics shed.
2. All damaged equipment will be repaired / replaced by Athletics North Queensland and the school/organisation will be invoiced for the total cost of repair / replacement.
3. Failure to return the equipment in a neat manner will result in a \$50.00 additional charge being levied to the hirer.

Officials

1. The school has a duty of care to ensure the safety of Athletics North QLD officials during the athletics carnival. If at any stage an Athletics North QLD 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 North QLD 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 North QLD 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 North QLD have signed a Volunteer/Student Working with Children Declaration form as a condition of registration with Athletics North QLD.
4. All officials appointed by Athletics North QLD are covered by insurance held by Athletics Australia.
5. All officials appointed through Athletics North QLD adhere to the Athletics North QLD Officials' Code of Conduct.
6. Athletics North QLD officials should be wearing their Athletics North QLD officials shirt.
7. Athletics North QLD will pay appointed officials; schools are not to pay officials directly.
8. ANQ will provide technical officials to work with the school to conduct the event. The school organisation is responsible for supervising and managing students.
9. If an appointed official becomes unavailable, Athletics North QLD will endeavour to find a replacement, however on occasion this may not be possible.
10. For carnivals held at Sydney Olympic Park, schools should provide each official with a parking and entry pass.
11. Schools are to provide Athletics North QLD officials sufficient breaks though out the carnival however schools are not obliged to provide Athletics North QLD officials' lunch.
12. Schools are to supply their own starting caps if requesting a Starter. If caps cannot be supplied by the school, a \$10 charge will be included on the invoice to cover the cost. Other Equipment, technology hire and technical officials are subject to availability and operators available.