



# school/carnivals

**NEED HELP RUNNING YOUR SCHOOL ATHLETICS CARNIVAL?**

## What Athletics NSW offers:

Athletics NSW is the governing body for athletics in NSW and is the largest and most successful member of Athletics Australia.

Athletics NSW have been organising athletics carnivals for many years, from small school carnivals to national and international competitions.

Athletics NSW can help make your carnival a success by providing you with qualified and experienced technical officials and internationally certified athletics equipment.

## How to begin:

1. Fill in your contact details on this page.
2. Complete the 'request officials' and/or 'request equipment' form including payment details.
3. Read and sign the terms and conditions.
4. Return via fax or mail all forms to Athletics NSW with payment at least 21 Days prior to your carnival. A late booking fee of \$150 applies if 21 Days notice is not given. Also note that Athletics NSW will not provide officials if less than 14 days written notice is given and equipment if less than 7 days written notice is given.

## CONTACT DETAILS

**SCHOOL NAME:**

**CARNIVAL VENUE:**

**CARNIVAL DATE:**

**SCHOOL CONTACT:**

**SCHOOL ADDRESS:**

**SUBURB:**

**POSTCODE:**

**EMAIL:**

**PHONE:**

**MOBILE:**

**FAX:**

**TIME OF FIRST EVENT:**

**TIME OF LAST EVENT:**

**SET YOUR SCHOOL CARNIVAL ON THE TRACK TO SUCCESS!**

**DATE RECEIVED:**



# requestofficials

## Technical Officials Job Descriptions:

### Meeting Manager:

Is responsible for the correct conduct of the Competition. Shall check that all officials have reported for duty, appoint substitutes and perform their duties.

### Technical Manager:

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

### 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.

### Chief Field Judge:

For track events and for each field event shall co-ordinate the work of the judges in their respective events.

### Field Judges:

Shall judge, record and measure each valid trial by athletes in all field events. The appropriate Judge shall indicate the validity or non-validity of a trial by raising a white or red flag.

### Track Judges:

Operate from the same side of the track and shall decide the order in which the athletes have finished.

### Umpires:

Are assistants to the Referee, without authority to make final decisions.

OFFICIALS REQUESTED (please number)			
MINIMUM LEVEL OFFICIALS RECOMMENDED			
Starter		Referee - Jumps	
Referee - Track		Referee - Throws	
MEDIUM LEVEL OFFICIALS RECOMMENDED (as above plus)			
Chief Timekeeper		Chief Judge - Jumps	
Chief Judge - Track		Chief Judge - Throws	
Starters Assistant		Walk Judges (number?)	
Timekeepers (numbers?)		Track Judges (numbers?)	
Jumps Judges (numbers?)		Throws Judges (numbers?)	
TOP LEVEL OFFICIALS RECOMMENDED (as above plus)			
Technical Manager		Meeting Manager	
Track Umpires/Wind Gauge		Photo Finish (SOPAC, 3 min)	

### Payment:

Athletics NSW charge \$121 (incl gst) per official per day

Total payment: \$ \_\_\_\_\_

**\*AT LEAST 21 DAYS NOTICE IS REQUIRED TO PROVIDE OFFICIALS - \$150 LATE BOOKING FEE APPLIES**  
*Also note that Athletics NSW will not provide officials if less than 14 days written notice is given.*



# requestequipment

**Athletics**  
New South Wales

Please Note the number of equipment available has not been completed due to a stock take of the equipment has been not been completed due to the Athletics NSW technical officials are away at the Pacific School Games. This will be available in mid December 2008.

EQUIPMENT	ITEM	AVAILABLE	QUANTITY	COST	TOTAL \$
Starter Blocks	Set of 10	1 Set		52.00	
Starter Cap & Ammunition	1 Box	1 Box		31.00	
Hurdles	Set of 30	2 Sets		73.00	
High Jump Equipment	High Jump Bags, Uprights, Measuring stick	2		165.00	
Judge & Timekeeper Stand		1		13.00	
Victory Dais		1		12.50	
Relay Batons	Set of 8	1		12.50	
Red & White Umpire Flags	Set of 8	2 Sets		10.50	
Shot Put (set of 4)	3kg	1 Set		26.00	
	4kg	1 Set			
	5kg / 6kg	1 Set			
	7.26kg	1 Set			
Discus (set of 4, secondary only)	1kg	1 Set		26.00	
	1.5kg	1 Set			
	2kg	1 Set			
Javelin (set of 4)	400g / 500g	1 Set		26.00	
	600g	1 Set			
	700g	1 Set			
	800g	1 Set			
Field Markers	Set of 20	3		10.50	
Tape Measure	20m	1		10.50	
	30m	1			
	50m	1			
	100m	1			
Sector Tapes	Set of 2	4 Sets		10.50	
Tables		6		7.50	
Chairs		10		3.50	
Long Jump Equipment	Leveler, Rake, Measuring Tape, Spike, Whitches Hats	4 Sets		21.00	
Starters Sound System		2		31.00	
<b>EQUIPMENT TOTAL</b>					
<b>PLUS 10% GST</b>					
<b>TOTAL</b>					

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# requesttechnology

## What Athletics NSW offers:

### HY-TEK MEET MANAGER

Hy-tek Meet Manager is a track and field results program that can seed heats, process results, score competitions, and interface with most photo finish systems. It is used by Athletics NSW and Athletics Australia at all state and National competitions in Australia, and is used at a variety of international competitions around the world. Athletics NSW can provide a qualified & experienced operator to coordinate the pre-meet set up, and on the day results delivery.

### PORTABLE ELECTRONIC PHOTO FINISH

Electronic Photo Finish makes judging and timing of events easy and provides accurate results that can be used as qualifying marks for all NSW and Australian Championships. Athletics NSW can run Photo Finish at any athletics track in NSW, whether it be a synthetic or grass surface.

### EDM (Electronic Distance Measurements)

EDM makes measuring throws in field events easy and provides accurate results that can be used as qualifying marks for all NSW and Australian Championships. It must be used by an Athletics NSW Technical Official.

Service and Technology Details	COST/ DAY	TOTAL \$
<b>HY-TEK Meet Manager Carnival Setup - Data Imported</b> You provide the competition entries in excel or access format and Athletics NSW directly imports the data - Includes qualified Athletics NSW Meet Manager Operator - Includes a laptop with Meet Manager Software and a printer	\$300.00	
<b>HY-TEK Meet Manager Carnival Setup - Manual Data Entry</b> - Athletics NSW manually enters your competition entries - Includes qualified Athletics NSW Meet Manager Operator - Includes a laptop with Meet Manager Software and a printer	\$600.00	
<b>PORTABLE ELECTRONIC PHOTO FINISH</b> - Includes two (2) qualified Athletics NSW Operators - Includes two (2) laptops and a printer	\$600.00	
<b>EDM (Electronic Distance Measurements)</b> - Includes one (1) qualified Athletics NSW Operators	\$260.00	
<b>TECHNOLOGY TOTAL</b>		
<b>PLUS 10% GST</b>		
<b>TOTAL</b>		

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 Also note that Athletics NSW will not provide technology if less than 21 days written notice is given.***



# payment details

## TOTAL OF PAYMENT

PLEASE NOTE ATHLETICS NSW WILL INVOICE YOUR SCHOOL AFTER THE EVENT

Officials: \$ \_\_\_\_\_

Equipment: \$ \_\_\_\_\_

Technology: \$ \_\_\_\_\_

Late Fee: \$ \_\_\_\_\_

**TOTAL OF PAYMENT: \$ \_\_\_\_\_**  
(including gst)

<b>WET WEATHER ARRANGEMENTS</b>	
<b>PARKING PASSES</b>	
<b>ENTRY PASSES</b>	
<b>LATE BOOKING FEE*</b>	<b>\$150.00</b>
<b>CANCELLATION FEE (except weather)</b>	<b>\$200.00</b>



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# terms+conditions

## ES Marks Equipment

1. Application for hire of Association equipment must be received in writing 21 days prior to the date required. Also note that Athletics NSW will not provide equipment if less than 7 days written notice is given. Please note that the hire of ground should be organised directly with the Centennial Park Trust Ph (02) 9339 6699.
2. The following indemnity is to be signed by an authorised officer/staff member.
3. Equipment hire charge is payable at the time of booking.
4. **You are responsible for the movement of equipment from the storage shed and return.** The ANSW equipment officer is only responsible for the issue of equipment and checking the condition of equipment on return.
5. Please note that staff of the Centennial Park Trust do not have access to the ANSW equipment rooms.

### Indemnity

We agree to indemnify Athletics New South Wales with regard to any liability occasioned by or through the use of the Associations equipment.

In particular, we agree to indemnify the Association with regard to:-

1. Breakage or damage to Athletics NSW equipment.
2. Loss of Athletics NSW equipment, through theft or otherwise.
3. Damage to property or person occasioned through the use of Athletics NSW equipment at ES Marks Field.

## Athletics NSW Officials

1. Application for the use of Athletics NSW officials must be received in writing 21 days prior to the date required. Also note that Athletics NSW will not provide officials if less than 14 days written notice is given.
2. Officials appointed to school carnivals by Athletics NSW have signed a Prohibited Employment Declaration form as a condition of registration with Athletics NSW.
3. All officials appointed by Athletics NSW are covered by insurance held by Athletics Australia.
4. All officials appointed through Athletics NSW adhere to the Athletics NSW Officials Code of Conduct.
5. Athletics NSW officials should be wearing Athletics NSW officials shirt.
6. Athletics NSW will make payments to appointed officials, schools are not to pay officials directly.
7. If an appointed official becomes unavailable, Athletics NSW will endeavour to find a replacement.
8. For carnivals held at Sydney Olympic Park, schools should provide each official with a parking and entry pass.
9. School are to provide Athletics NSW officials sufficient breaks though out the carnival however schools are not obliged to provide Athletics NSW officials lunch.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_