

## **2019 Cross Country – Team Submission Procedure**

This year we will once again be using automatic results software to manage the timing and results for the ACC Cross Country Carnival. This service will be supplied by OZ Timing, a company that has worked extensively in the field of event and results management. To enable the efficient processing of results, we need to have all of the competitors' details included in the database prior to the event. The simplest method of doing this is to complete the excel spreadsheet, "Team Submission Template" and then email it to the ACC office.

As part of this system, all athletes will be supplied with a race bib that they will attach to the front of their school athletic singlet (A sample is included in this package). The race bibs will only have an ID number. The bibs will be collected at the conclusion of the event and re-used for future ACC cross-country events.

To ensure that all information is correct, you will need to submit your completed Team Submission Sheet by **6PM MONDAY SEPTEMBER 9<sup>TH</sup>**. Information from all 12 schools will then be collated and sent to OZ Timing to complete the software database. Please note that this deadline is only two days prior to the event, so please try to have your team lists as accurate as possible. **If this deadline is not met, your school will not be able to compete in the event.** You can only list a maximum of 10 athletes in each age group – a maximum of 60 athletes from your school. An event entry list will be distributed to all schools, with all athletes allocated an ID number.

On the day of the event, your Team Manager can collect all of your school's race bibs from the Event Management Marquee upon arrival. It is essential that race bibs are put on correctly – **four** safety pins per race bib on the front of the athlete's singlet. It is also important that the correct race bib is given to each athlete in preparation for his event.

### **INFORMATION TO BE SUBMITTED**

An Excel team submission template spreadsheet will be emailed to you with this package. On the spreadsheet you will notice that there are three sections to be completed for each age group: **School; First Name; Surname.**

Please enter the information for each athlete using **CAPITAL LETTERS.**

Only 10 athletes per age group can be listed.

The completed spreadsheet needs to be emailed to the ACC office:  
[paddy@accmelb.com.au](mailto:paddy@accmelb.com.au)

**Athletes competing above age groups** – As per rule 3 in the General Carnival Rules in the ACC Handbook, it is possible for an athlete to compete in a higher age group for the Carnival, provided that he only competes in one event. If it is known prior to the event that you will have an athlete competing above his age group, simply include his name **in age group he will be competing in** when submitting your team. If an athlete needs to be changed to a higher age group on the day, you will need to complete the change of entry form included in this package.

If an athlete will be competing on the day that has not been submitted on the original sheet, you will need to register them at the Event Management Marquee at the start of the day by completing a change of entry sheet.