



Associated
Catholic
Colleges

*"Excellence,
Honour and
Fairness in
Student Activities"*

ACC 2020 ATHLETICS CHAMPIONSHIP

Event Information Package

You will find in this package all of the information that you will require for the upcoming ACC athletics championship. Please ensure that you familiarise yourself with the contents of this package and forward on the relevant sections to your coaching staff.

Championship Details:

Wednesday March 25th, 2020

10am – 4:30pm

Lakeside Stadium

Aughtie Drive, Albert Park

Melways ref: 2K F6

A separate email will be provided that contains information for the submission of teams using "Team Manager – Track & Field". The Officials' Handbook and list will be distributed the week prior to the event.

IMPORTANT DEADLINES TO MEET:

- Names of THREE staff members to act as officials: **March 16th**
- Name and mobile phone number of ONE staff member to act as Spectator Supervisor at Lakeside Stadium on the Main Event Day: **March 16th**
- TEAM SUBMISSION (using Team Manager software): **Monday March 23rd 6pm**

EVENT INFORMATION

1. Those staff acting in an official capacity will need to ensure that they are at Lakeside Stadium for a 9:30am briefing in the Presidents Room.
2. The first events begins at 10:00am sharp with the 3000m, U/13 Shot Put, U/14 Discus, U/15 Long Jump, U/16 Triple Jump & U/17 High Jump - please ensure that your competitors are at their allocated area on time ready to start.
3. Please note the change in the number of throws for discus events this year. The number of throws has been reduced from 4 down to 3, with at least one warm up throw allowed. Long Jump, Triple Jump and Shot Put still retain 4 attempts plus a warm up.
4. Distance events – hip numbers will be provided by Athletics Victoria and will be made available for students in the marshalling area when they check in for their event. The number must be on the RIGHT HAND SIDE hip. The lanes will be distributed the day prior to the event, so students should know which lane they are running in before they marshal. There may be some minor changes depending upon change of entry information. Hip numbers must be applied for all events that are not run in lanes – **3000m, 1500m, 800m and 4x400m (last competitor only) events**. Pins will be available for athletes to use.
5. Officials - all officials will need to ensure that they collect a nametag from the officials room at the start of the day when they have their name marked off and attend the briefing. Those officials on track will also need to collect a flouro vest which needs to be worn at all times. Lunch and refreshments will be provided for all officials throughout the event. Directors of Sport are welcome to sandwiches and coffee, etc from the Presidents Room during the day.
6. Staff that are engaged *directly* by the ACC to assist in the management of the event must complete the online Child Safe compliance form: <https://form.jotform.co/70507258378867>
This applies to ACC appointed contractors, Athletics Victoria officials, first aid staff, volunteers, etc.
Volunteer officials (staff members) that are employed by an ACC member school are compliant through their employment with their school and do not need to complete the form.
7. Presentations - as per last year, I would like to have all Athletic captains from each College down at the presentation at the end, along with any students who break a record on the day. Please note that only two captains per school will be allowed for presentations. Any new record holders will also be presented with a pennant during presentations.
8. Photography – Tom Goldner and a colleague of his will be contracted to take photographs on behalf of the ACC, with all schools able to access a Dropbox link with their photos on it after the championship. Those schools that would like to have a representative on track to take photographs should have their representative report to the Presidents Room – they must wear an Orange ACC Officials vest and sign in with Dom Scarpino. Please refer to the photography information provided for the swimming and ensure that all school based photographers follow the set guidelines. No more than one representative per College will be allowed inside the competition arena. The event will also have video coverage as per recent years.
9. Spectator behaviour – The ACC Spectator Policy has been updated for this year, with details available in our Handbook and on our website. Any school that is intending to bring student spectators must complete the online application form and follow the guidelines carefully. The online form can be found at: <https://form.jotform.co/81717521976869>

10. Canteen - the canteen will open from 10:00am – 3:30pm for students to purchase food and drink. Once again - please have a staff member from your school wander down regularly to supervise.
11. Security - there will be 5 security staff in operation throughout the event. If you see anything that is a concern please let them know immediately - they will have my contact details.
12. Marshalling / movement of competitors – See map in this package. **No student should cross the centre field area at any stage.** It is imperative for their safety that they move around the outside of the track when they need to marshal for their various events. It would be wise to keep a close eye on the program to ensure that no student misses an event. No event will begin prior to the allocated time on the program. Also, please ask your athletes not to move in front of the timers or judges at the finish line.
13. Coaches - please make sure that your coaches are aware of the rules relating to the event. If your coach or staff member is coaching an athlete whilst they are competing, they risk the disqualification of your athlete in that event. No-one is allowed to enter the competition area (inside the fence) unless they are a designated official.
14. Protests - please use the official ACC sheet should the need for a protest arise. The Protest sheet can only be lodged by the **Director of Sport**. Consultation should be sought with myself as soon as an issue arises.
15. Submission of team entries – details will be provided. Change of entry details should be submitted directly to the Meet Manager's Office during the day using a fully completed change of entry sheet.
16. Seating plan. Check carefully on the information sheet to see where your school seating is allocated. All athletes and coaching staff should be seated in the designated area in the South Stand. Teams are also welcome to use the Northern Stand but students must be closely supervised at all times.
17. Trophies can be returned to the ACC at the Sport meeting on March 16th, or brought to the track on the day and taken to the presentation area.
18. Post event function - all officials, Principals and Directors of Sport are invited to the post event function. Finger food, beer, wine and soft drink supplied. This will run from approx 4:30pm following presentations and will conclude at 6:30pm. The Emerald Hotel – 415 Clarendon Street, South Melbourne.