



## **CHRISTIAN SCHOOLS EVENTS NETWORK – COMBINED CROSS COUNTRY**

**LOCATION OF EVENT** - Bundoora Park, Plenty Road, Bundoora

**DATE OF EVENT** - Thursday 1<sup>st</sup> August, 2019

**OFFICIALS CHECK IN** - 9:30am

**OPENING PRAYER** - 9:45am

**COST PER ENTERED ATHLETE** - \$13.00 + GST

### **CHILD SAFETY**

This Code of Conduct has a specific focus on safeguarding children and young people at CSEN Events against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, and board/school council members at CSEN are expected to actively contribute to a school events association culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as per information distributed to schools.

**ORDER OF EVENTS** – Medal presentations will happen at the conclusion of each event. Team results / overall results will be sent out at a later date.

1.	10:00am	Under 21 Boys	4000m
2.	10:10am	Under 21 Girls	3000m
3.	10:20am	Under 12 Girls (Open Primary)	3000m
4.	10:30am	Under 12 Boys (Open Primary)	3000m
5.	10:40am	Under 11 Girls	3000m
6.	11:00am	Under 11 Boys	3000m
7.	11:10am	Under 10 Girls	2000m
8.	11:20am	Under 10 Boys	2000m
9.	11:30am	Under 9 Girls	2000m
10.	11:40am	Under 9 Boys	2000m
11.	12:00pm	Under 16 Girls	3000m
12.	12:10pm	Under 16 Boys	4000m
13.	12:20pm	Under 15 Girls	3000m
14.	12:30pm	Under 15 Boys	4000m
15.	1:00pm	Under 14 Girls	3000m
16.	1:10pm	Under 14 Boys (Close of 4000m course)	4000m
17.	1:20pm	Under 13 Girls	3000m
18.	1:30pm	Under 13 Boys	3000m



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### **AWARDS**

Primary competitors will receive a participation certificate and participation ribbon. These will be given to the Heads of Sport at the beginning of the day. Secondary competitors will receive a participation certificate. These will be given to the Heads of Sport at the beginning of the day. Heads of Sport are expected to write on these certificates with the finishing place and time for each student prior to distribution.

Competitors that finish 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each age group and in each division, will be awarded medals.

Teams that finish 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each age group and each division shall be awarded ribbons and a certificate. All schools require four runners to finish in a particular age group to be eligible for the team award. These will be distributed in the days after the event.

The school with the lowest aggregate in each division in Primary and Secondary shall be awarded the shield for Cross Country. This will be distributed in the days after the event.

### **RFID TAGS (In use in 2019 for the last time to use up existing stock)**

Schools will be given enough RFID tags for each competitor, per the numbers submitted on the entry form.

These tags must be placed securely on the shoelaces of each competitor and must remain in place for the duration of the race. If any competitor crosses the finish line without the RFID tag in place, their results will be null and void.

RFID tag numbers are allocated per age groups. Please ensure you give out the correct RFID tag to the correct athlete, per your submitted entry form. Should you need an athlete to compete in a different race, to ensure a school team finish, this athlete must be given a correct age group tag and the change must be notified to the Timing Solutions representative at the marquee prior to 9:45am.

Please return any unused RFID tags to Karen at the end of the day. Differences in actual competitor numbers and the number of unreturned tags allocated to a school will be charged back to your school at \$1.50 per tag.

### **RFID BIBS**

Schools will be given enough RFID bibs for each competitor, up to 10 per age group.

These bibs must be placed securely on the shirt of each competitor and must remain in place for the duration of the race. If any competitor crosses the finish line without the RFID bib in place, their results will be null and void.

RFID bib numbers are allocated per age group. Please ensure you give out the correct RFID bib to the correct athlete, per your submitted entry form. Should you need an athlete to compete in a different race, to ensure a school team finish, this athlete must be given a correct age group bib.



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Please return all unused RFID bibs to Karen at the end of the day, in the click seal bag, with your school's competitor number listing. Athletes must hand their bib in at the end of the race. Any missing bibs at the end of the day will be charged back to your school at \$7.50 per bib.

### **RULES**

1. All competitors must compete in full school sports uniform, or CSEN singlet and have an RFID tag / bib securely attached to their shoe / shirt.
2. No student, that is not involved in the race, can run with or physically support a runner during an event or until they have reported to the recording table after that event.
3. Each competitor must adhere strictly to the course as stated and displayed and may only compete in one race on the day. Primary students must only compete in events up to and including Under 12. Secondary students must not compete in events below Under 13.
4. Competitors are to follow the directions of the course marshals at all times.
5. No spikes will be permitted to be worn.
6. Athletes must not compete with headphones. This is a safety issue, as they must be able to hear course officials at all times.
7. All ages are to be taken from the 31<sup>st</sup> December, 2018.

### **PROCEDURES FOR THE COMPETITION**

#### **Starting Procedure**

All competitors will be called to the start ten minutes before the scheduled starting time. Each competitor must be dressed in full school colours. Athletes that are not wearing correct school uniform can expect to be disqualified by either the AV Officials, or the CSEN Coordinator. The race will be started at the sound of a starting gun.

#### **Scoring Procedure**

1. Each school may enter up to 10 competitors per event, with the first 4 finishers making up that school's team in each race.
2. Points will be awarded according to where an athlete finishes; that is an athlete finishing 1<sup>st</sup> scores 1 point, a 10<sup>th</sup> placing scores 10 points and a 25<sup>th</sup> placing scores 25 points. The school with the lowest team total will be deemed the winning team in that event. If two teams have the same score in the same event, the team with the highest placed final runner will win the team event in that age group.
3. Schools that do not have four competitors per age group will be allocated 100 points per missing competitor to enable an overall school result.
4. After the Carnival, the A, B and C division school with the lowest grand aggregate over all Primary age groups will be deemed the Champion Primary schools in Cross Country for that year.
5. After the Carnival, the A, B and C division school with the lowest grand aggregate over all Secondary age groups will be deemed the Champion Secondary schools in Cross Country for that year.



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### Final Procedures

It is expected that at the conclusion of the carnival, all schools that have a marshal on the course will be expected to collect the flags from their position on the course to the next position as directed by CSA and the course set up team.

### ENTRY FORMS

Entry forms will be distributed via email. These forms are expected to be fully completed and returned to Karen Davidson ([csen@csa.edu.au](mailto:csen@csa.edu.au)) by 4:00pm on Friday 19<sup>th</sup> July, 2019.

Officials names and mobile numbers are due to Karen by 12:00pm Friday 26<sup>th</sup> July, 2019. (As per the CSEN Child Safe Policy, any alterations to officials will not be accepted on the day. The named Head of Sport must fulfil this duty if the named official is not present).

### DIVISIONS

#### CROSS COUNTRY – PRIMARY

<u>A DIVISION</u>	<u>B DIVISION</u>	<u>C DIVISION</u>
Chairo Pakenham	Belgrave Heights	Ballarat
Flinders Carrum Downs	Covenant	Creek Street
Hillcrest	Melton	Northside
St Andrews	Rivercrest	Red Rock
Waverley Wantirna	Waverley Narre Warren (Mt Evelyn)	River City (Mountain District)

#### CROSS COUNTRY – SECONDARY

<u>A DIVISION</u>	<u>B DIVISION</u>	<u>C DIVISION</u>
Belgrave Heights	Covenant	Ballarat
Chairo Pakenham	Creek Street	Creek Street
Hillcrest	Heathdale	Kerang
Maranatha	Heatherton	Lighthouse
Waverley Wantirna	Melton	Northside
Waverley Narre Warren	St Andrews (Mt Evelyn)	River City Victory (Mountain District)



## **CHRISTIAN SCHOOLS EVENTS NETWORK – COMBINED CROSS COUNTRY**

### **OFFICIALS**

#### **Primary Schools**

All A division schools are expected to provide two officials from 9:30am until the completion of the Primary events.  
All B and C division schools are expected to provide one official from 9:30am until the completion of the Primary events.

#### **Secondary Schools**

All A division schools are expected to provide one official for the duration of the day (plus two extra officials from 11:45am until the conclusion of the program). All B and C division schools are expected to provide one official for the duration of the day (plus one extra official from 11:45am until the conclusion of the program).

#### **Roles of Officials**

All School Officials must sign in at the marquee by 9:30am and must have either a VIT / WWCC. It is the school's responsibility to keep a record of these details as per the CSEN Child Safe Policy. School Officials names and details must be sent to Karen by Wednesday 18<sup>th</sup> July. Please note – all officials must be adults unless specified below.

#### **Chief of Officials / CSEN Child Safe Officer**

1. Responsible for the signing in of all officials.
2. Responsible for the distribution and collection of course maps and high visibility vests from the Course Marshals.

#### **Announcer**

1. Must bring with them a portable PA system.
2. Responsible for welcome, general announcements and prayer at the beginning of the day.
3. Responsible for announcing each race to marshal at the start line 10 mins before the scheduled start time.
4. Responsible for announcing the presentations after each block of events.
5. Responsible for announcing overall Primary and Secondary winning schools.
6. Responsible for wrap up of carnival – thanks, prayer etc.

#### **Presenter**

1. Responsible for ensuring students remain in finishing order, until the medals for each division have been distributed (according to the Division allocation).
2. Responsible for presenting medals to the first three athletes in each division in each race.
3. Responsible for posting of results on the board after presentations have finished.



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### Athletics Van Collection

1. Responsible for collection of the AV van on Monday 23<sup>rd</sup> July from Athletics Victoria and arriving at Bundoora Park with the van at 7:45am on Tuesday 24<sup>th</sup> July.
2. Help with course set up and pack down.
3. Return the AV van either Tuesday 24<sup>th</sup> July or Wednesday 25<sup>th</sup> July to Athletics Victoria.

### Course Set Up / Pack Down

1. Required from 7:45am on the day of the carnival.
2. Responsible for marking out of the course with flags, bunting etc from the AV van.
3. Responsible for collection of injured students on the course if a car is required. Between the schools allocated ensure a ute is available for this role.
4. Responsible for ensuring the course is packed down and the AV van packed for return to Athletics Victoria.

### Extra Officials

1. Help out Karen as required.

### Course Marshal

1. Sign in at the marquee by 9:30am.
2. Collect a high visibility vest and the course map from the marquee and make your way to your numbered checkpoint. This will be marked in spray paint on the ground.
3. Ensure you have a small first aid kit, a mobile phone, a chair and an umbrella with you.
4. After all races are completed, you are responsible for collecting all course flags etc from your position to the next position (ie – if you are at position 16, you need to collect all course markers from position 16 to position 17 and return these to the sign on marquee).



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Officials Allocation – to be updated

OFFICIALS ROLE	SCHOOL
Chief of Officials (All Day)	
Starter / Finish Marshall / Start Marshall	
Announcer (All Day)	
Results	
IT Technician x 3 (All Day)	
Presenter x 3 (All Day)	
AV Van Collection and Return (All Day)	
Course Set Up (All Day) / Ute Duty / Injured student collection (All Day)	
Canteen x 3 (All Day)	
First Aid	
Other Official x 4	
Course Officials (8:30am – 12:00pm) x 24	
Course Officials (11:45am – 2:30pm) x 24	



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Course Officials Allocation – to be updated

**\*All positions on course are marked by fluorescent paint on the ground.**

POSITION ON COURSE	APPROXIMATE LOCATION	SCHOOL	
		AM OFFICIAL	PM OFFICIAL
1	Start to 1km mark		
2	Start to 1km mark		
3	Start to 1km mark		
4	Start to 1km mark		
5	Start to 1km mark		
6	Start to 1km mark (2km turnaround)		
7	1km to 2km mark		
8	1km to 2km mark		
9	1km to 2km mark (3km turnaround)		
10	1km to 2km mark (4km course)		
11	1km to 2km mark (4km course)		
12	1km to 2km mark (4km course)		
13	2km to 3km mark (4km course)		
14	2km to 3km mark (4km course)		
15	2km to 3km mark (4km course)		
16	2km to 3km mark (4km join back in mark)		
17	2km to 3km mark		
18	2km to 3km mark		
19	3km mark to finish (2km turnaround to finish)		
20	3km mark to finish (2km turnaround to finish)		
21	3km mark to finish (2km turnaround to finish)		
22	3km mark to finish (2km turnaround to finish)		
23	3km mark to finish (2km turnaround to finish)		
24	3km mark to finish (2km turnaround to finish)		

**\*\* Waverley Wantirna, Hillcrest and Waverley Narre Warren** – your staff members at points 6, 9 and 16 need to be very “switched on” regarding races / distances / turning points. Please ensure you have a suitable staff member manning these points.





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### **OTHER INFORMATION**

1. There will be a canteen available on the day, run by Maranatha staff. The canteen will have a sausage sizzle, cans of drink and assorted lollies available. Please support this venture as it is a fundraiser for NCSS 2019.
2. A reminder that team results will not be presented on the day. Only individual results per division, per race will be presented. Team results and Overall results will be advised after the carnival.
3. A Brew Crew Coffee van has been booked for the day.
4. There will be a merchandise marquee present selling CSEN apparel. Please encourage students to support this venture as it is a fundraiser for NCSS 2019. The link for the merchandise is:
5. In the case of inclement weather, the cross country will proceed as much as possible. Please ensure you bring shelter for your school that can be tied down effectively (preferably weighted by full water containers). These shelters must be located opposite the start line, finishing line and canteen.
6. Please ensure your students have suitable attire for sitting around between races.
7. Students may only use sports equipment on the opposite side of Playground Drive, providing they are actively supervised by a staff member from your school.
8. Please discourage your students from using the Homestead area and canteen. It is unfair to expect public to have to negotiate around twenty schools and over 1000 students.
9. If your officials require a break while on duty, your school will need to provide the replacement official. The phone number to contact the person on duty must remain the same as per advised prior to the carnival.
10. All schools are expected to leave their area neat and tidy. Excess cleaning costs will be passed onto the schools that leave their area in an unacceptable state.