



CHRISTIAN SCHOOLS EVENTS NETWORK

CROSS COUNTRY CHAMPIONSHIPS

LOCATION OF EVENT	Bundoora Park (Plenty Road, Bundoora)
DATE OF EVENT	Thursday 27 th July 2023
CONVENER OF EVENT	Karen Davidson
SCHOOL ARRIVAL TIME	8:30am
OFFICIALS CHECK IN TIME	9:00am (Secondary), 12:00pm (Primary)
SCHOOL WARM UP TIME	8:45am – 9:30am
OPENING PRAYER	9:50am
FIRST EVENT	10:00am
LAST EVENT (ESTIMATED)	1:45pm
PRESENTATIONS	After the race for individuals. One week after event for teams / schools.
COST PER STUDENT ENTERED	\$20.00+ GST invoiced at the end of term
OTHER INFORMATION	https://csen.org.au/major-carnivals/cross-country/

EVENTS TO BE OFFERED IN EACH DIVISION

Age Group	Primary / Secondary	2000m	3000m	4000m
9 & Under	Primary	√ - A & B & C		
10 & Under	Primary	√ - A & B & C		
11 & Under	Primary		√ - A & B & C	
12 & Under	Primary		√ - A & B & C	
13 & Under	Secondary		√ - A & B & C	
14 & Under	Secondary		√ - A & B & C (Girls)	√ - A & B & C (Boys)
15 & Under	Secondary		√ - A & B & C (Girls)	√ - A & B & C (Boys)
16 & Under	Secondary		√ - A & B & C (Girls)	√ - A & B & C (Boys)
21 & Under	Secondary		√ - A & B & C (Girls)	√ - A & B & C (Boys)

AWARDS

1. Primary competitors will receive a participation certificate and participation ribbon. Secondary competitors will receive a participation certificate. These will be given to the Sports Co-ordinators at the beginning of the day for distribution after the event. Sports Coordinators are expected to write on these certificates with the finishing place and time for each student prior to distribution.
2. Competitors that finish 1st, 2nd, and 3rd in each age group and in each division, will be awarded medals.
3. The school with the lowest aggregate in each division will win the shield for Cross Country for the year.
4. Pennants will be awarded to the first placed team each age group in each division.
5. Certificates and ribbons will be awarded to the first three teams in each age group in each division.
6. Team awards and shields will be distributed as soon as practical after the event.

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 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 policy.

All adults present at the carnival should fall into one of the following categories:

- a. Students (in school sports uniform)
- b. Staff from a school (in school staff polo top, or with school identification / lanyard clearly visible)
- c. Referee in appropriate attire for match
- d. CSEN staff (in CSEN attire)
- e. Parents / Visitors (school lanyard visible)

All school staff are requested to ensure adults sitting in the grandstand have appropriate identification. If not, please ask them to sign in with the school they are associated with, otherwise leave the grandstand. Schools must have lanyards available for parent visitors and ensure they sign the school Child Safe Policy. Sports Coordinators should be fully aware of the CSEN [Child Safety Policy](#) and the implementation of the policy at this event.

The Child Safety Officer at the event will be the Chief of Officials.

DIVISIONS

PRIMARY

<u>A DIVISION</u>	<u>B DIVISION</u>	<u>C DIVISION</u>
Belgrave Heights	Covenant	Ballarat
Chairo Pakenham	Flinders Carrum Downs	Northside
Hillcrest	Heathdale	Lighthouse
St Andrews	Red Rock	Rivercrest
Waverley Wantirna	Waverley Narre Warren	Wyndham

SECONDARY

<u>A DIVISION</u>	<u>B DIVISION</u>	<u>C DIVISION</u>
Belgrave Heights	Covenant	Ballarat
Chairo Pakenham	Edinburgh	Heathdale Melton
Heatherton	Heathdale	Heritage
Maranatha	Lighthouse	Kerang
St Andrews	Mt Evelyn	Northside
Waverley Wantirna	Red Rock	Wyndham
Waverley Narre Warren	Rivercrest	

EMERGENCY PROCEDURES / EMERGENCY MANAGEMENT PLAN

All schools must be fully aware of and abide by the emergency management plan that can be found at the end of this document.

ENTRY FORMS

1. Entries are due 15 July in the year of competition (4:00pm).
2. Please ensure you have downloaded the current entry form from the website and all data is entered accurately.
3. Changes to competitor names on the day must be made via the change of athlete form and submitted prior to start of the day. These will not be added into results until the end of the day. All changes need to be noted as per above to ensure accuracy in results.

EVENT ELIGIBILITY

1. Primary Athletics Championships – only currently enrolled students in Years P – 6 from member schools may compete.
2. Secondary Athletics Championships – only currently enrolled students in Years 7 – 12 from member schools may compete.
3. Primary students may compete at the Secondary Athletics Championships providing:
 - a. They are an emergency replacement for a secondary student
 - b. There is no more than one primary boy and one primary girl in the team

EVENT ORDER / CURRENT RECORDS

Please note, the times given are a guide only and races will be completed in the order indicated with minimum waiting time between races for schools and athletes. Records are not recorded for Cross Country given the slight variations in course marking / distances each year.

1. 10:00am Under 21 Girls 3000m	6. 11:00am Under 15 Boys 4000m
2. 10:10am Under 21 Boys 4000m	7. 11:10am Under 14 Girls 3000m
3. 10:20am Under 16 Girls 3000m	8. 11:20am Under 14 Boys 4000m (close of 4000m course)
4. 10:30am Under 16 Boys 4000m	9. 11:30am Under 13 Girls 3000m
5. 10:40am Under 15 Girls 3000m	10. 11:40am Under 13 Boys 3000m
11. 12:30pm Under 12 Girls 3000m	15. 1:20pm Under 10 Girls 2000m (close of 3000m course)
12. 12:40pm Under 12 Boys 3000m	16. 1:30pm Under 10 Boys 2000m
13. 12:50pm Under 11 Girls 3000m	17. 1:40pm Under 9 Girls 2000m
14. 1:00pm Under 11 Boys 3000m	18. 1:50pm Under 9 Boys 2000m (close of 2000m course)

EVENT RULES

1. All events shall be conducted in accordance with the competition rules of the Victorian Athletic Association except in cases where they directly contradict the rules stated below.
2. No competitor will be permitted to take part in any event unless they are in correct athletics attire, including official school colours. All competitors must compete in school sports uniform. This may be either a singlet or a polo top. Both uniforms must be official school colours and have the school's name and / or logo printed on the garment. Athletes that do not adhere to this rule can expect to be disqualified.
3. Athletes must have an RFID bib securely attached to the front of their shirt for recording of times. If there is no RFID tag attached at the finish line, the athletes time and place in the event may not be recorded.
4. 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.
5. Competitors must always follow the directions of the course marshals.
6. No spikes will be permitted to be worn.
7. Athletes must not compete with headphones. This is a safety issue, as they must be able to always hear course officials.
8. All ages to be taken from 31st December in the year of competition. (Please note for 2023 this is slightly different to align all major carnivals with Meet Manager).
9. All events may have a maximum of 10 students from one school per event, with the first four athletes from each school crossing the line contributing to the team score.
10. Students may only compete in one race during the day.
11. Schools will score points based on the Scoring Procedures table.
12. Name changes on the day are permitted and must be documented at marshalling, via the change of athlete form prior to the first event (secondary) and prior to event 11 (primary). Results will not be updated until after the event.
13. Marshalling for all events will be at the start line five minutes prior to the start of the event. There will be no announcements regarding marshalling. Schools are expected to keep an active watch for events throughout the day..
14. No student, that is not involved in the race, can run with, or physically support a runner during an event or until they have moved 20m from the finish line after that event.
15. Schools are expected to leave the area they were sitting in clean and tidy – any excess cleaning costs will be passed on directly to the schools concerned.

16. If a school wishes to protest, such action is permitted from the Sports co-ordinator only (without parents in attendance) and should be made to the referee between races. The Referee's decision will be final.
17. All school officials must remain until the conclusion of all events.
18. There will be a canteen available on the day.
19. In the case of inclement weather, the athletics will proceed as much as possible, given that it is acceptable to run Cross Country in inclement weather. Please ensure your students have suitable attire for sitting around between races.
20. Students may not bring or use sports equipment in the area used by CSEN for the Cross Country Championships, including the area north of Playground Drive.

FINAL / END OF DAY PROCEDURES

It is expected that at the conclusion of the carnival, all schools will pack up the area that they have been officiating at, including collecting all course marshalling flags from their position to the next position and returning them to the operations area. Schools are expected to clean their area in the park as directed by CSEN / AV / City of Darebin / Course set up team. Excess cleaning costs will be passed onto schools that leave their area in an unacceptable state.

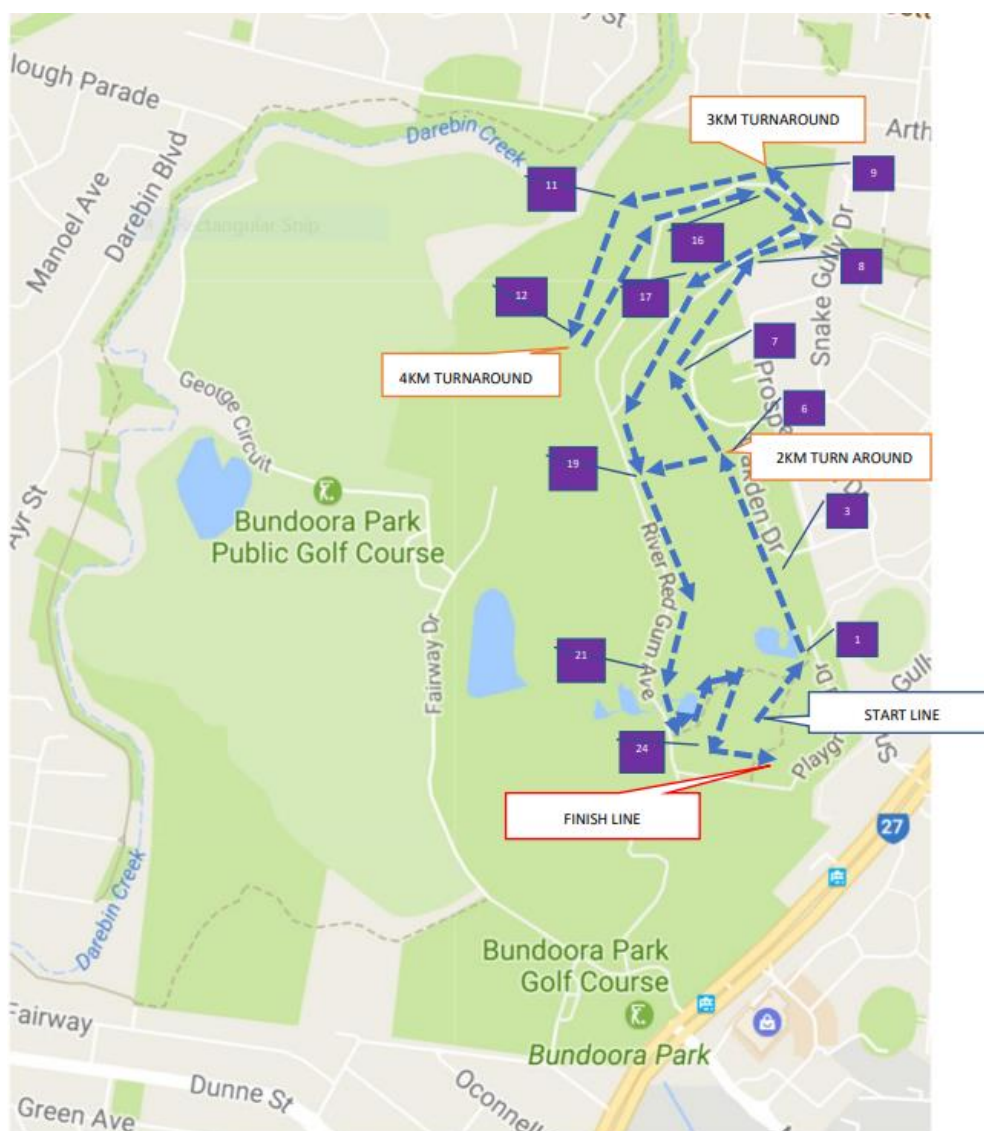
FIRST AID

Colbrow Medic staff will provide first aid assistance should students need it. Schools must also provide their own first aid kit and trained first aider to deal with minor first aid. Any injuries at a CSEN event must be documented by the school and the school accident form submitted to CSEN at the end of each term as part of the Principal's Declaration.

LANE DRAW

While there is no official lane draw, all competitors from the one school should line up at the start line together.

MAP OF COURSE



MEDAL COLLECTION

1. The first few students from each division will be held for a short time at the finish line while results are finalised.
2. Medals will be distributed to students at the finish line immediately after the results are confirmed.

NOTES FOR SCHOOLS

1. Each school may enter up to a maximum of 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 1st scores 1 point, a 10th placing scores 10 points and a 25th 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.
6. Disrespect by students to officials will result in immediate disqualification. The decision of the Referee will be final.
7. There will be no canteen available on the day – students are **not** permitted to use the Farm café.
8. 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 in two ways (preferably weighted by full water containers and pegged). These shelters must be located opposite the start line, finishing line and canteen and installation must be signed off at the operations marquee.
9. Please ensure your students have suitable attire for sitting around between races.
10. If you require additional information, please check the CSEN website.
11. Further queries may be directed to the CSEN Executive Officer.

OFFICIALS – DESCRIPTION OF ROLES

Chief of Officials x 1

1. Sign in of all officials 9:00am (secondary) and 12:00pm (primary).
2. Ensure all officials are in place for the duration of the program.
3. Responsible for the distribution and collection of course maps and high visibility vests from the Course Marshals.
4. Act as the CSEN Child Safety Officer for the day.

Announcer x 1

1. Welcome, general announcements and prayer at the beginning of the day.
2. Announce each block of races to the marshalling room 15 mins before the scheduled start time.
3. Announce overall results.
4. Wrap up of carnival – thanks, prayer etc.

Assistant Convener x 1

1. Assist the convener as requested.
2. Have pre championship meeting regarding all details of the championship.
3. Run the championship if required.

Computer Assistant

1. Assist Event Timing as requested.

Medal Presenter x 3

1. Distribute medals to winning students.
2. Keep an accurate record of collection of medals.
3. Allocate medals not collected to school groups for collection by the Sports Co-ordinator at the end of the day.

Results Officer

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.

Extra Officials x 5

1. Help out CSEN as required – if not given a specific task, please check in with the Chief of Officials every 30 mins.

Gate Keepers x 2

1. Only allow competitors and Sports Coordinators to cross the track when clear.

Merchandise x 2

1. Assist with the merchandise stand as required.

Athletics Van Collection

1. Responsible for collection of the AV van on the day prior to the carnival from Athletics Victoria and arriving at Bundoora Park with the van at 6:30am on the day of the carnival.
2. Help with course set up and pack down.
3. Assist with QR code check in around the course.
4. Return the AV van either on the day of the carnival or the following day to Athletics Victoria with a full tank of petrol. A reimbursement can be given to the school for petrol costs on supply of an invoice and copy of the receipt.

Course Marshal

1. Sign in at the marquee by 9:20am.
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. Any spectators near your area need to check in via QR code available on the course map.
5. 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).

Course Set Up / Pack Down

1. Required from 6:30am 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 the distribution of course marshals to the course after they have signed in (consider using a ute to transport furthest marshals to the correct positions).
4. Responsible for collection of injured students on the course if a car is required. Between the schools allocated ensure a ute / suitable vehicle is available for this role.
5. Responsible for ensuring the course is packed down and the equipment is accounted for and the AV van packed for return to Athletics Victoria.
6. Assist with QR code check in around the course.
7. Return of the AV Van.
8. An additional half day is required to walk the course in preparation for marking, unless the school has provided an Assistant Course Set Up person in the preceding year. This is to be completed with the CSEN Executive Officer at a mutually agreeable time.

Assistant Course Set Up (additional duty - in preparation for the following year)

1. Required from 6:30am 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.
5. An additional day is required to walk the course in preparation for marking, unless the school has provided an Assistant Course Set Up person in the preceding year. This is to be completed with the CSEN Executive Officer on the date outlined in the calendar.

OFFICIALS - GENERAL INFORMATION

1. Athletics Victoria should provide a starter and referees. Event Timing will provide the timing for the day.
2. Schools will need to provide additional officials to assist according to the table below. (Primary - All A division schools are expected to provide two officials for the primary races. All B and C division schools are expected to provide one official for the primary races. Secondary - All A division schools are expected to provide one official for the duration of the day, plus two extra officials for the secondary races. All B and C division schools are expected to provide one official for the duration of the day, plus one extra official for the secondary races).
3. Course Marking requirements are in addition to officials noted above.
4. Sometimes, due to operational requirements, school staff may be allocated an alternate role for the day.
5. Schools will need to manage replacement staff if required. The phone number provided to CSEN must remain with the course official for the duration of the day.
6. Lunch will not be provided for school staff.
7. All officials are expected to be adults unless noted below and should be the one person for the duration of the carnival.
8. All School Officials must sign in at the data recording table by 9:30am (secondary events) and 12:00pm (primary events) and must have a VIT / WWC Clearance. This is each school's responsibility to check and keep a record of. Officials must have signed your schools Child Safety Policy and this register should be forwarded to CSEN each term as requested as part of the Principal's Declaration.
9. Official's names and mobile numbers are due to the CSEN Executive Officer 12:00pm two days prior to the carnival.

OFFICIALS – SCHOOL ALLOCATION

OFFICIALS ROLE	SCHOOL
Convener	Karen Davidson
Assistant Convener	Maranatha
Announcer	Chairo
Chief of Officials / Child Safety Officer	Northside
Course Set Up (All Day) / Ute Duty / Injured student collection (All Day)	Heathdale x 1, Covenant x 1
AV Van Collection and Return (All Day)	Belgrave Heights x 2
Computer Assistant x 2	Creek Street, Rivercrest
Results Officer x 1	Lighthouse
Medal Presenter x 6	CSEN x 2, Maranatha
Extra Officials x 5	Chairo, River City, Heritage, Mt Evelyn, Heathdale Melton,
Canteen x 3	Maranatha* x 2, Maranatha students x 2
Gate Keepers x 2	Edinburgh, Red Rock,
Merchandise x 2	Chairo, Belgrave Heights
Course Officials (9:15am – 12:00pm) x 28	BALL x 2, BELG, COVE, CKST, EDIN, HTDL x 2, HERI, HRTN x 2, KERA, LIGH, MELT x 2, MTEV, NORT, REDR, RCST, STAN x 2, WANW x 3, WAVE x 3, WYND
Course Officials (11:45am – 2:30pm) x 21	BALL x 2, BELG, CKST, COVE, FLCD x 2, HILL x 2, LIGH, NORT, RCST, REDR, STAN x 2, WANW x 2, WAVE x 3, WYND
Assistant Course Set Up (Additional responsibility)	(Hillcrest / Rivercrest) – or ½ day in 2024
* Officials at key course points. Please ensure that they have been fully briefed by Sports Coordinators prior to the day.	
** Please remember you have a duty of care to your students at your school area – they should be supervised at a 1:20 ratio.	
*** Your officials will be on duty for the entire program.	

POSITION ON COURSE	APPROXIMATE LOCATION (NOTE FLOURESCENT PAINT ON GROUND)	SCHOOL	
		SECONDARY OFFICIAL	PRIMARY OFFICIAL
1	Start to 1km mark	HEATHDALE	FLINDERS
2	Start to 1km mark	HEATHERTON	HILLCREST
3	Start to 1km mark	CREEK STREET	RED ROCK
4	Start to 1km mark	WAVERLEY WANTIRNA	WAVERLEY WANTIRNA
5	Start to 1km mark	RIVERCREST	RIVERCREST
6*	Start to 1km mark (2km turnaround)	WAVERLEY NARRE WARREN	WAVERLEY NARRE WARREN
7	1km to 2km mark	BALLARAT	BALLARAT
8	1km to 2km mark	BELGRAVE HEIGHTS	BELGRAVE HEIGHTS
9*	1km to 2km mark (3km turnaround)	ST ANDREWS	ST ANDREWS
10	1km to 2km mark (4km course)	MT EVELYN	
11	1km to 2km mark (4km course)	MELTON	
12	1km to 2km mark (4km course)	HERITAGE	
13	2km to 3km mark (4km course)	WAVERLEY NARRE WARREN	
14	2km to 3km mark (4km course)	MELTON	
15	2km to 3km mark (4km course)	EDINBURGH	
16*	2km to 3km mark (4km join back in mark)	WAVERLEY WANTIRNA	WAVERLEY WANTIRNA
17	2km to 3km mark	ST ANDREWS	ST ANDREWS
18	2km to 3km mark	NORTHSIDE	NORTHSIDE
19	3km mark to finish (2km turnaround to finish)	WAVERLEY WANTIRNA	WAVERLEY WANTIRNA
20	3km mark to finish (2km turnaround to finish)	LIGHTHOUSE	LIGHTHOUSE
21	3km mark to finish (2km turnaround to finish)	WAVERLEY NARRE WARREN	WAVERLEY NARRE WARREN
22	3km mark to finish (2km turnaround to finish)	HEATHDALE	FLINDERS
23	3km mark to finish (2km turnaround to finish)	HEATHERTON	HILLCREST
24	3km mark to finish (2km turnaround to finish)	KERANG	BALLARAT
Spare	At course convener discretion	COVE, WYND, REDR, BALL	COVE, WYND
* Officials at key course points. Please ensure that they have been fully briefed by Sports Coordinators <u>prior</u> to the day.			
** Please remember you have a duty of care to your students at your school area – they should be supervised at a 1:20 ratio.			
*** Your officials will be on duty for the entire program.			

PARKING

1. Parking at Bundoora Park is subject to availability and up to date information can be found on the Bundoora Park website (Terms and conditions apply to all car parks. Failure to comply may result in a parking infringement).
2. Buses are not permitted to park or drop off passengers in areas other than the Farm car parks. There are allocated bus zones in the Farm carpark.



PHOTOGRAPHY

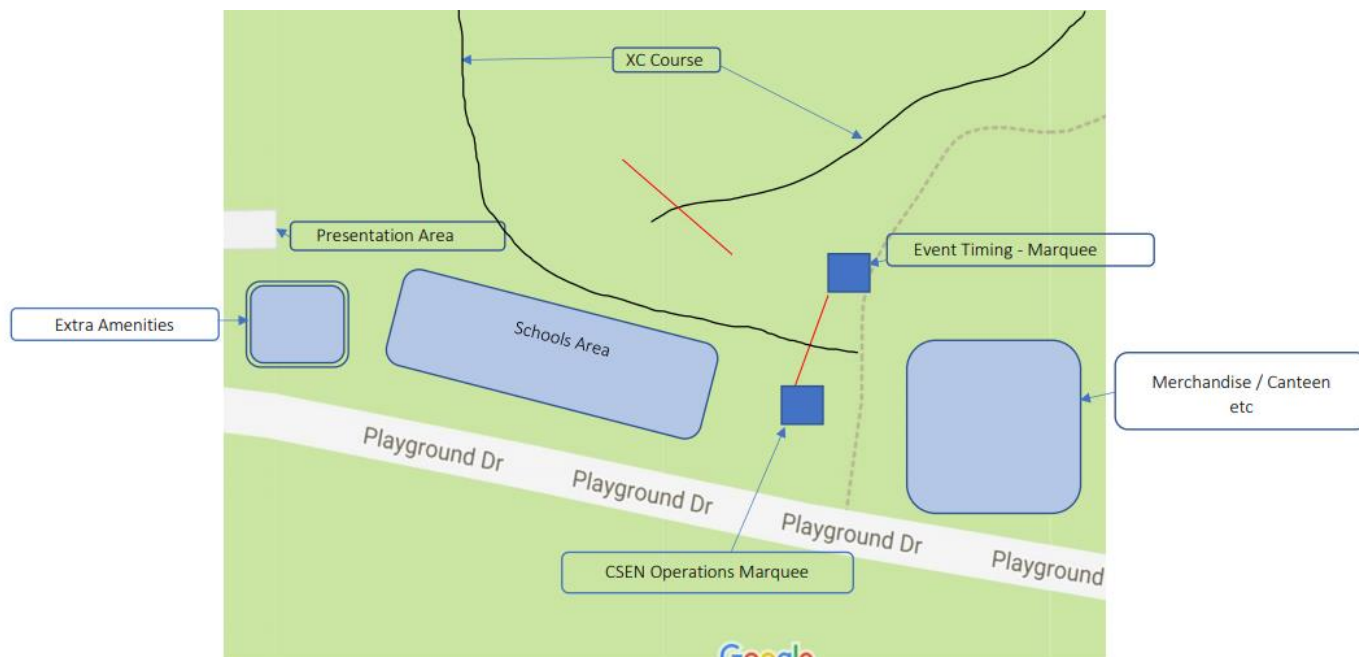
1. Students, staff and parents may take photographs during the day for personal use only. These photographs must not be published to social media as this contravenes the CSEN Media Policy.
2. CSEN will not provide official photographs of presentations.

RIFD BIBS

1. Schools need to purchase reusable RIFD bibs from CSEN. Please ensure you allow enough bibs for all competitors. The required number of bibs must be requested by 31st May in the competition year, via the form found on the CSEN website.
2. 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 RIFD bib in place, their results will be null and void.
3. Please ensure you give out the correct RIFD bib to the correct athlete, as per your submitted entry form.
4. Please collect your students bibs after they have completed their race, so that you can use them again next year (Bibs are expected to last 3 years).

SCHOOL SEATING ALLOCATIONS

School groups may choose a school area according to the diagram below. There is no specific school allocated seating in the blue section. The teacher supervising the students in the stands will act as the covid marshal for the school if required - refer to <https://www.coronavirus.vic.gov.au/covid-marshals>



SCORING PROCEDURES

Event Type	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th
All	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points	9 points
Event Type	10 th	11 th	12 th	13 th	14 th	15 th	16 th +	No runner	
All	10 points	11 points	12 points	13 points	14 points	15 points	As per finishing place	100 points	

TOILET ROSTER

Sports Coordinators are requested to sign the roster at the sign in table at the start of the day, indicating that their school will be responsible for checking the toilet areas for loiterers. The person assigned to this task must not leave a CSEN allocated duty to undertake this. They will be expected to come from school staff in the school area. Person rostered on to ensure physical distancing is maintained if queues form waiting for toilets.

TIME	SCHOOL	TIME	SCHOOL
8:00am – 8:30am	CSEN	11:00am – 11:30am	Maranatha / Mt Evelyn
8:30am – 9:00am	Ballarat / Belgrave Heights	11:30am – 12:00pm	Lighthouse / Flinders
9:00am – 9:30am	Chairo / Covenant	12:00pm – 12:30pm	Hillcrest / Rivercrest
9:30am – 10:00am	Edinburgh / Kerang	12:30pm – 1:00pm	Red Rock / St Andrews
10:00am – 10:30am	Heatherton / Heritage	1:00pm – 1:30pm	Waverley Narre Warren / Wyndham
10:30am – 11:00am	Heathdale / Heathdale Melton	1:30pm – 2:00pm	Waverley Wantirna

WARM UP

Schools may use the side of the course for a warmup if needed during the allocated time. Given the likelihood of wet ground, warm ups may not be on the official course to preserve the running surface. Once the events have started, no warmup may take place within 20m of any part of the course.

RISK ASSESSMENT

ASSESSED BY

KAREN DAVIDSON – CSEN EXECUTIVE OFFICER

ASSESSMENT DATE

30TH OCTOBER 2022

LOCATION

BUNDOORA PARK – PLENTY ROAD BUNDOORA

ACTIVITIES

INTERSCHOOL CROSS COUNTRY CHAMPIONSHIPS

DATE OF ACTIVITY

VARIOUS – REFER TO CSEN CALENDAR

APPROXIMATE NUMBER OF PEOPLE INVOLVED ANNUALLY

2000 PAX

NEXT REVIEW DATE

1ST NOVEMBER 2023

CSEN does not provide Personal/Accident Insurance Cover.

As a competing school we are aware that all teachers/parents/volunteers that we send to a carnival or sporting event have completed the school Child Safe Policy and signed the CSEN Child Safe Register that will be forwarded to CSEN as required.

CONSEQUENCE OR IMPACT

Level	Descriptor	Example detail description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

LIKELIHOOD

Level	Descriptor	Description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

RISK ANALYSIS MATRIX – LEVEL OF RISK

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Legend

- E: extreme risk; immediate action required
- H: high risk; senior management attention needed
- M: moderate risk; management responsibility must be specified
- L: low risk; manage by routine procedures

Exposure	Current Controls	Assessment			Additional Controls Required
		Severity	Likelihood	Risk Priority	
GENERAL					
Referees/Officials with inadequate knowledge for effective supervision	Use of accredited Athletics Victoria Officials as key officials	2	D	L	- Schools are responsible for ensuring that they send school staff that are competent & understand rules/safety requirements of the event they have been allocated to run.
Staff unfamiliar with emergency management principles	Schools to advise students and staff of emergency procedure prior to commencement of carnival	2	D	L	
Employees without Working with Children Checks	All staff present at the event are understood to have undergone Working with Children check by the venue, Officials Association, or individual school.	2	C	M	
Transport to and from the Cross Country Championships	Responsibility is with the student's school and / or parents.			NA	
Student Supervision when not competing	Out of bounds areas behind grandstand where students cannot be seen. Schools must have a staff member in the stand with their students to monitor student presence.	2	C	M	- All schools notified of their responsibility to provide 1 teacher to supervise those students not competing while in the stands (1:20 ratio staff : students)
Collisions on track	No students to walk across track area Students to cross at designated crossing.	2 3	C D	M M	- announcements to be made regularly on each of these points to ensure students do not forget the correct and safe procedures.
Food Poisoning	A canteen will be available for students to purchase food & drink. All care has been taken by CSEN to ensure proper control & handling procedures are followed.	2	D	L	- Purchasing food at these outlets is done at their own risk. Spectators & competitors are recommended to bring their own food & drink to the venue.
<u>Footwear</u> Broken glass or sharp objects in the environment Students may receive a wound from another student wearing spikes during a race	Students are always to wear footwear. No students may compete in bare feet. Competitors are required to keep a safe distance from other competitors when competing.	3 2 2	D C C	M M M	
<u>School area</u> Students may trip and fall	Schools to monitor school area and bags etc	2	D	L	
Major Emergency	An EMP is available on the CSEN website.				- Sports Coordinators are to ensure they know their responsibilities under the plan.

PARTICIPANTS / SPECTATORS					
Inadequate training and preparation of students/competitor Low level of physical fitness / strength	Responsibility of each school to prepare students/competitors.	2	D	L	- Students are required to complete at house cross country carnival to qualify through to cross country championships
Physical injury/ asthma attack etc. as a result of participation	Trained First Aid Officers present and full equipment available. If students are asthmatic / anaphylactic, they must always carry their medication.	2	C	M	- Each school is required to bring a First Aid Kit & ensures that the - Each school must have a first aid trained supervising teacher - All course marshals to have a first aid kit and mobile phone.
Students inappropriately dressed to compete. ie. uniform, footwear, including appropriate attire to wear prior to and after competing	CSEN rules of competition require students to be dressed appropriately for cross country. This information is sent to schools via email, and available on the CSEN website. Rules of competition & the CSEN Code of Conduct can be downloaded from the CSEN website. www.csen.org.au Individual schools must check that their students are appropriately dressed to compete by carnival rules prior to the marshalling of the first event.	2	C	M	- announcer to make several announcements throughout the day
OFFICIALS / PROGRAM					
Poor program/draw organisation	Athletics program has been arranged to maximise efficiency and safety of participants	2	D	L	
Providing inadequate rules and instruction for conduct of event	Provision of clear hardcopy instructions for officials at each event	2	D	L	
Lack of clear identification of officials	Athletics Victoria Officials to wear official uniform. Colmed Medics to wear official uniform.	2	D	L	
Students getting lost on course	Course clearly marked. Twenty officials on course at any one time. Schools to allow students to walk the course prior to the first event.				
First Aid equipment and facilities inadequate	First Aid rooms and equipment provided and checked by LS daily – CSEN employ adequately trained Colmed Medics	3	D	M	
EQUIPMENT / GROUNDS					
Failure to check competition areas/fields and equipment prior to event	LS staff check equipment daily. Athletics Victoria officials in conjunction with carnival referee check equipment and competition areas prior to carnival commencing. Course marking team to ensure track is clear of debris.	2	C	M	
Collisions between participants	Wide start line to minimise collisions. Flags delineating right and left hand side of the course to be 2 metres apart.				

ENVIRONMENTAL

Carnival continues during dangerous weather conditions ie. extreme heat/humidity, rain, lightning	Deteriorating conditions continually assessed and appropriate action taken by Carnival Referee in consultation with LS staff / Colmed Medics / Athletics Victoria Officials etc.	3	D	M	- announcer to make several announcements throughout the day
Sun sense / Dehydration / Exhaustion	Schools to provide sunscreen for their own students & remind students to bring/wear hats and apply sunscreen regularly throughout the day.	2	D	L	- announcer to make several announcements throughout the day
COVID – 19	Risk of spread of Coronavirus	5	D	M	Schools are to ensure they download and follow the coronavirus risk assessment

RISK WARNING UNDER SECTION 5M OF THE CIVIL LIABILITY ACT 2002

ON BEHALF OF CSEN AND CSEN MEMBER SCHOOLS

Sporting and Cultural Activities

Christian Schools Events Network (CSEN) administers and convenes CSEN inter-school sporting and cultural activities in which many students from its members' schools participate. Students participating in these events take part in practice, trials, workshops, and competitions.

CSEN and its members' schools expect students to take responsibility for their own safety during sporting activities by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property, and grounds. CSEN and its members' schools also expect parents, spectators, and other participants to behave in a safe and responsible manner, to comply with the CSEN Code of Conduct and to set a good example for the students.

While CSEN and its members schools take measures to make the sporting and cultural activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting and cultural activities, whether at training or in actual events. Parents, spectators, and officials could also be injured or suffer loss.

Injury can occur while the student, parent, spectator, or official is engaging in or watching a sporting or cultural activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or from equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion, or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student, parent, spectator, or official has a pre-existing injury, participating in a sporting or cultural activity could result in an exacerbation of that injury.

Students, parents, spectators, and officials could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

CSEN does not provide Personal/Accident Insurance Cover

It is the responsibility of CSEN member schools to ensure that all teachers/parents/volunteers they send to a sporting or cultural event have a valid WWCC and / or VIT accreditation and have signed the CSEN Child Safe Policy Register at their school. This information will be forwarded to CSEN on a regular basis.

It is the responsibility of schools to ensure that all staff, students, and parents attending a CSEN event have been informed of this Risk Warning.

CHANGE ROOMS

CSEN recognises that children are particularly vulnerable in change rooms and that measures must be put in place to ensure that children are able to safely get changed without fear of intrusion or fear for their safety.

Generally, the expectation of CSEN is that Member School Staff and Member School Volunteers would appropriately supervise change rooms in accordance with Department of Education guidelines. The same goes for CSEN Staff and CSEN volunteers who may be required to supervise change rooms in the course of supervising CSEN Representatives at non-CSEN events.

Those guidelines are that change rooms should be supervised and supervisors should adhere to the following guidelines:

- give explicit instructions and guidelines for behaviour in change rooms
- ensure students and staff have been notified that mobile phone (and cameras) are prohibited in changerooms
- set a routine for going into change rooms and keep to it
- announce to students when entering the change room and allow time for students to cover up
- do not stand in change rooms while students are changing as students have a right to privacy, and
- staff should not be in a changeroom with one student / player.

While the issue of a supervisor of either sex supervising the change rooms of both sexes poses some difficulties, some suggestions for supervisors in this situation include:

- give explicit rules about what is expected of students' behaviour in the change rooms
- ensure that students know that if there is an emergency you will enter the change room
- choose two student representatives to report to you about any problems in the change rooms
- ask the students to come out of the change room if there is any disturbance
- if for some reason the students remain in the change room seek a person of the appropriate sex to go in, and
- if there is an emergency, let students know you are coming in and give a warning to cover up before going in.

Parents from member schools must be discouraged from entering the changerooms unless truly necessary.

CROSS COUNTRY

Date:

LEVEL OF COMPETITION (tick appropriate)

Intra School

Inter School

YEAR LEVEL/S (tick appropriate)

Junior Secondary (Yrs 7-8)

Junior Primary (Yrs 3-4)

Intermediate Secondary (Yrs 9-10)

Senior Primary (Yrs 5-6)

Senior Secondary (Yrs 11-12)

GENERAL

	Yes	No	NA
Permission has been obtained from parents/guardians for all students participating			
Adequate teachers are attending providing appropriate levels of supervision for the activity.			
Parents have been notified of location of venue, transport arrangements and time involved			
First Aid Kit available, including provision for ice			
Water is available for students at the venue			
Students have been advised of personal sun protection requirements			
Students suffering from Asthma have been advised to carry their puffer to all events			
Students suffering from anaphylaxis have been advised to carry their EpiPen to all events			
Staff issued with first aid policy			
Form provided for record of injuries/incidents			
Access available for emergency vehicle			
A Risk Assessment has been completed			

PARTICIPANTS & OFFICIALS

Suitably qualified officials/teachers are to be used and are aware of rules and safety procedures at their event			
Time has been allowed by schools to enable a walk the track prior to the first event to familiarise competitors with the course			
All course marshals to have a first aid kit with the on the course			
Students wearing appropriate clothing and footwear to compete			
Students have been made aware of guidelines for use of spikes			
All attending are aware of emergency procedures and exits			

EQUIPMENT / GROUNDS

The grounds have been checked and are free of obstructions and loose objects			
Adequate facilities and shelter are available for spectators			
Non-hazardous line marking material used			
Public facilities and buildings which are to be used have been checked			

ENVIRONMENTAL

Weather conditions appropriate for the safe conduct of the event if outdoors			
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COVID 19

COVID 19 risk assessment downloaded and followed			
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CHRISTIAN SCHOOLS EVENTS NETWORK

CROSS COUNTRY – EMERGENCY MANAGEMENT PLAN

DATE –	THURSDAY 27 TH JULY 2023
VENUE –	BUNDOORA PARK RED RIVER GUMS AVENUE BUNDOORA
MELWAYS REFERENCE	19 F4
SITE MANAGER / CHIEF WARDEN	KAREN DAVIDSON (FROM 7:00AM) MOBILE - 0425 701 182
KEY PERSONNEL / DEPUTY WARDEN	TBC
PUBLIC AUTHORITY	POLICE – 000 FIRE – 000 AMBULANCE – 000 RESERVOIR POLICE STATION – 9460 6744

NOTE

1. In any major incident, for the purposes of the law, the venue is considered a crime scene and therefore is under the total control of the police.
2. All emergencies and near emergencies must be reported to the Chief Warden / Deputy Warden and an incident report must be completed.
3. The event is only to be cancelled due to extreme weather circumstances, in situations where it is dangerous for competitors, staff and / or volunteers to continue. This will be determined by the Chief Warden, Deputy Warden and teachers in charge of schools.
4. Evacuation procedure – on instruction of the Chief Warden and once a code red has been issued, the procedure for evacuation is;
 - a. All schools that have buses available at the venue are to load buses and head directly to Northside Christian College (McLeans Road, Bundoora).
 - b. On arrival at the college, follow the directions to the gymnasium and shelter inside.
 - c. Buses are to return to Bundoora Park to evacuate other students / schools to Northside Christian College.
 - d. Once all students / schools have been evacuated, buses may load up evacuated school groups and return to the home school.
 - e. Schools that do not have buses available immediately for relocation must organise a bus to collect the school group as soon as possible from Northside Christian College.



MEDICAL EMERGENCY

If someone is in need of urgent medical help:

- Phone 000 for an Ambulance if required. Be sure you provide approximate location within All Nations Park.
- Seek assistance from onsite First Aid
- Alert Chief / Deputy Warden
- Comfort the person until help arrives
- Ensure the incident has been reported using an **INCIDENT REPORT FORM**.



BOMB THREAT

If a Bomb Threat is received by phone or in person:

- Be sympathetic, not abusive.
- Ask questions - When/Where/What Kind?
- Remember details of the conversation. Are they well spoken, calm, irrational? Is the voice loud, slow, angry, disguised? Are there any background noises?
- Alert Chief / Deputy Warden immediately
- Ensure the incident has been reported using an **INCIDENT REPORT FORM**.



EXTREME WEATHER

- Move patrons under cover and away from temporary infrastructure, indoors if possible
- Ensure marquees are cleared of patrons
- If possible, pack down loose furnishings or infrastructure onto the ground (trestles, folding chairs, signage etc)
- Ensure that stages and structures are moved into safe mode
- Proceed to evacuation assembly point



ALERT CODES

CODE ORANGE

Possibility of event or part thereof stopping, standby for further information

CODE RED

Event or part thereof stopped or evacuated due to emergency situation

CODE GREEN

Event or part thereof resumed, emergency situation ended



EVACUATION

- **EVACUATE** if instructed to do so by the Chief / Deputy Warden or Public Authority.
- Proceed in a calm and orderly fashion to the Primary Assembly Area.
- **ONLY** proceed to the Secondary Assembly Area when instructed.
- **DO NOT** re-enter evacuated area until told to do so.
- **Offer Assistance when safe to do so.**
- If assistance is needed and it is unsafe to do so, notify nearby staff.



DISABILITY EMERGENCY PLAN

- In case of an emergency / evacuation festival Access support staff to coordinate and assist people with disabilities and hearing impairments.



FIRE

Should you discover a fire,

REMEMBER to RACE:

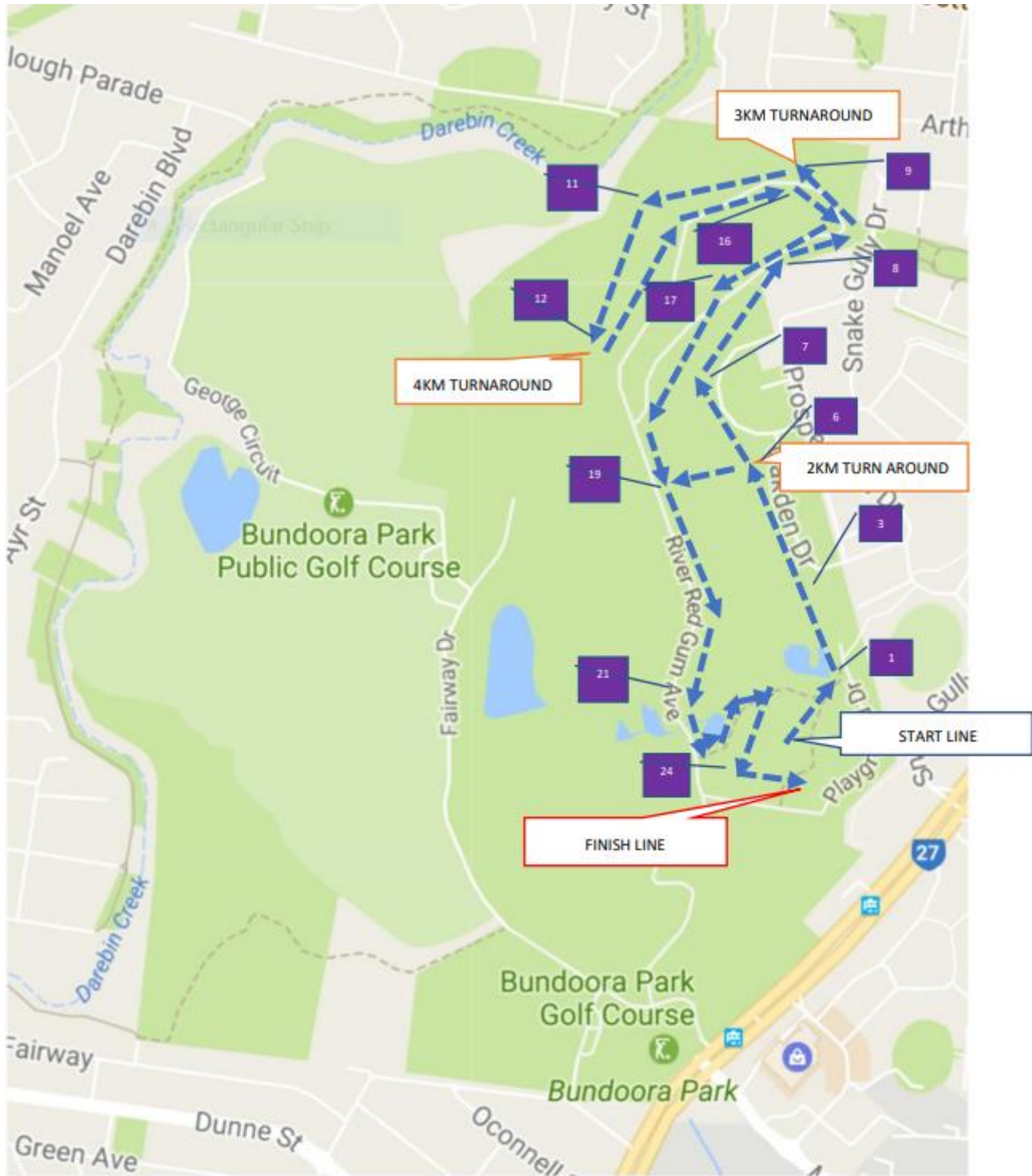
- R** = Remove anyone from immediate danger
- A** = Alert Nearby Staff and Chief / Deputy Warden
- C** = Contain smoke and fire if possible
- E** = Extinguish the fire if safe to do so

A number of fire extinguishers and fire blankets have been placed around the festival. To use fire extinguishers

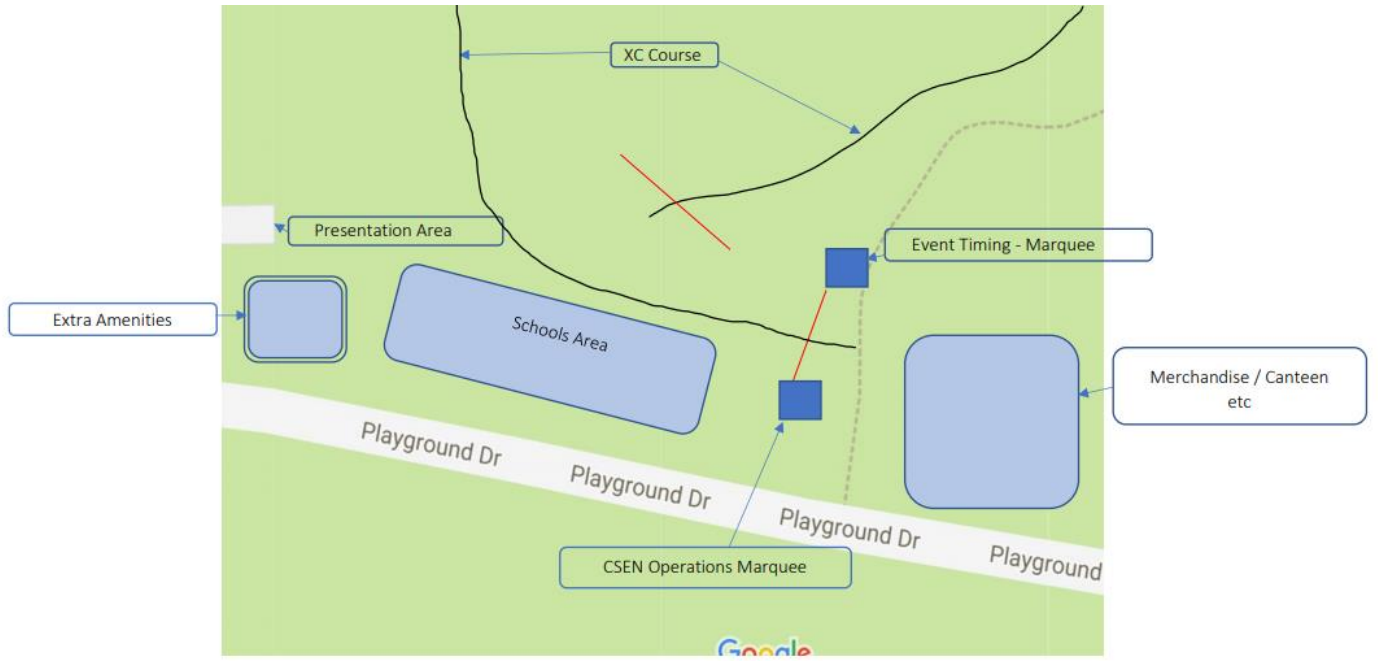
REMEMBER to PASS:

- P** = Pull the pin
- A** = Aim the nozzle
- S** = Squeeze the handle
- S** = Sweep the fire

SITE MAP –



FINISH LINE



EMERGENCY RESPONSE PROCEDURE

