



CHRISTIAN SCHOOLS EVENTS NETWORK

SECONDARY ATHLETICS CHAMPIONSHIPS

LOCATION OF EVENT	Lakeside Stadium (Aughtie Drive, Albert Park)
DATE OF EVENT	Friday 8 th September 2023
CONVENER OF EVENT	Karen Davidson
SCHOOL ARRIVAL TIME	9:30am
OFFICIALS CHECK IN TIME	9:30am
SCHOOL WARM UP TIME	9:30am – 9:50am
OPENING PRAYER	9:50am
FIRST EVENT	10:00am
LAST EVENT (ESTIMATED)	3:00pm
PRESENTATIONS	3:00pm – 3:15pm
COST PER STUDENT ENTERED	\$20.00+ GST invoiced at the end of term
OTHER INFORMATION	https://csen.org.au/major-carnivals/athletics/

EVENTS TO BE OFFERED IN EACH DIVISION

	13 & Under	14 & Under	15 & Under	16 & Under	21 & Under	Para – Athletes
100m	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√
400m	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√
800m	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√
1500m	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	
4 x 100m Relay	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	
Shot Put	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√
Discus		√ - A & B & C		√ - A & B & C	√ - A & B & C	
Long Jump	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√
Triple Jump	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	
High Jump	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	√ - A & B & C	

AWARDS

1. Athletes that achieve the fastest three times / distances / heights over all heats in each age group / gender will be awarded a medal.
2. Sports Coordinators are requested to collect medals for their students at regular intervals throughout the day from the President's room, according to the procedure outlined.
3. The overall winning school in each division will win the shield for Athletics for the year.
4. Pennants will be awarded to each age group in each division.

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

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

EMERGENCY PROCEDURES

Lakeside Stadium Emergency Procedures information can be found on the CSEN website.

ENTRY FORMS

1. Entries are due 31 August in the year of competition (4:00pm).
2. Please ensure you have downloaded the Meet Manager instructions and entered your students according to these instructions. If entries are not submitted correctly, Sports Coordinators will be asked to rectify and return within 24 hours.
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 Meet Manager 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.

1	Girls 21&U 1500 Meter Run	5:35.90	2009	Frances T - Flinders Tyabb
2	Girls 16&U 1500 Meter Run	5:35.84	2022	Grace W - Waverley Wantirna
3	Girls 15&U 1500 Meter Run	5:26.17	2018	Annalise B - Waverley Wantirna
4	Girls 14&U 1500 Meter Run	5:29.22	2010	Demi G - Creek Street
5	Girls 13&U 1500 Meter Run	5:31.82	2018	Belinda b - Victory
6	Girls 21&U High Jump	1.50m	2013	Brittany K - Flinders Carrum Downs
7	Boys 21&U High Jump	2.10m	2019	Yual R - Ballarat
8	Girls 16&U Triple Jump	10.91m	2011	Verity C - Maranatha
9	Boys 16&U Triple Jump	12.76m	2011	Shilpa W - Maranatha
10	Girls 15&U Shot Put 3kg	10.30m	2012	Erin B - Hillcrest
11	Boys 15&U Shot Put 4kg	12.65m	2019	Joshua W - Waverley Wantirna
12	Boys 14&U Discus Throw 1kg	35.93m	2017	Ruan S - Hillcrest
13	Girls 13&U Long Jump	4.92m	2019	Evangeline C - Waverley Wantirna
14	Boys 13&U Long Jump	5.48m	2018	Lester L - Waverley Wantirna
15	Boys 21&U 1500 Meter Run	4:24.38	2013	Mark R - Belgrave Heights
16	Boys 16&U 1500 Meter Run	4:25.62	2011	Mark R - Belgrave Heights
17	Boys 15&U 1500 Meter Run	4:19.46	2019	Jhye H - Hillcrest
18	Boys 14&U 1500 Meter Run	4:25.03	2018	Jhye H - Hillcrest
19	Boys 13&U 1500 Meter Run	5:02.83	2022	Dylan J - Rivercrest
20	Girls 21&U Discus Throw 1kg	30.38m	2010	Claire V - Heathdale
21	Girls 16&U Shot Put 4kg	10.90m	2013	Erin B - Hillcrest
22	Boys 16&U Shot Put 4kg	13.20m	2019	Ruan S - Waverley Narre Warren
23	Girls 15&U High Jump	1.58m	2013	Taylah G - Chairo Drouin
24	Boys 15&U High Jump	1.80m	2019	Jeffrey B - Maranatha
25	Girls 14&U Long Jump	4.70m	2009	Evelina O - Maranatha
26	Boys 14&U Long Jump	5.86m	2008	Samuel P - Hillcrest
27	Girls 13&U Triple Jump	10.90m	2019	Evangeline C - Waverley Wantirna
28	Boys 13&U Triple Jump	10.99m	2022	Devyn T - Rivercrest
29	Girls 21&U 100 Meter Run	12.90	2012	Emma G - Chairo Drouin
30	Girls 16&U 100 Meter Run	12.89	2011	Verity C - Maranatha
31	Girls 15&U 100 Meter Run	13.10	2009	Gianni O - Covenant
32	Girls 14&U 100 Meter Run	13.20	2012	Michaela M - Covenant
33	Girls 13&U 100 Meter Run	12.40	2012	Lea D - Heathdale
34	Boys 21&U 100 Meter Run	11.32	2011	Leonard Y - Waverley Wantirna
35	Boys 16&U 100 Meter Run	11.30	2014	Kale W - Covenant
36	Boys 15&U 100 Meter Run	11.55	2014	Cameron S - Melton
37	Boys 14&U 100 Meter Run	11.74	2013	Cameron S - Melton
38	Boys 13&U 100 Meter Run	11.90	2013	Parker L - Covenant
41	Boys 21&U Discus Throw 1.5kg	33.50m	2018	Gabriel A - Waverley Wantirna
42	Girls 16&U High Jump	2.65m	2011	Verity C - Maranatha
43	Boys 16&U High Jump	1.90m	2022	Lucas F - Heatherton
44	Girls 14&U Triple Jump	10.14m	2017	Chloe S - Maranatha
45	Boys 14&U Triple Jump	11.82m	2008	Samuel P - Hillcrest
46	Girls 13&U Shot Put 3kg	10.02m	2010	Jussica M - Covenant
47	Boys 13&U Shot Put 3kg	12.58m	2019	Ariel S - Chairo Pakenham
48	Girls 21&U Triple Jump	10.32m	2014	Carmen D - Maranatha Officer
49	Boys 21&U Triple Jump	13.66m	2022	Sebastian P - Heathdale
50	Girls 16&U Discus Throw 1kg	29.61m	2014	Courtney J - Chairo Drouin
51	Girls 15&U Long Jump	4.82m	2019	Charlotte B - Hillcrest
52	Boys 15&U Long Jump	5.94m	2009	Samuel P - Hillcrest
53	Girls 14&U Shot Put 3kg	10.43m	2011	Jessica M - Covenant
54	Boys 14&U Shot Put 3kg	13.50m	2009	Keiren C - Flinders Carrum Downs
55	Girls 13&U High Jump	1.45m	2018	Abbey R - Belgrave Heights
56	Boys 13&U High Jump	1.62m	2019	Lucas F - Heatherton
57	Girls 21&U 400 Meter Run	1:00.01	2019	Nyajima J - Ballarat
58	Girls 16&U 400 Meter Run	1:02.22	2018	Nyajima J - Ballarat
59	Girls 15&U 400 Meter Run	1:02.23	2018	Carla D - St Andrews

60	Girls 14&U 400 Meter Run	1:02.50	2017	Carla D - St Andrews
61	Girls 13&U 400 Meter Run	1:01.90	2018	Chavella T - St Andrews
62	Boys 21&U 400 Meter Run	48.42	2014	Alex R - Heathdale
63	Boys 16&U 400 Meter Run	53.15	2016	Parker L - Covenant
64	Boys 15&U 400 Meter Run	55.11	2017	Wal W - Hillcrest
65	Boys 14&U 400 Meter Run	57.02	2009	Frank M - Heathdale
66	Boys 13&U 400 Meter Run	57.54	2014	Ben P - Creek Street
69	Girls 21&U Long Jump	5.05m	2014	Carmen D - Maranatha
70	Boys 21&U Long Jump	6.38m	2022	Sebastian P - Heathdale
71	Boys 16&U Discus Throw 1kg	52.42m	2019	Ruan S - Waverley Narre Warren
72	Girls 15&U Triple Jump	10.24m	2018	Chloe S - Maranatha
73	Boys 15&U Triple Jump	12.82m	2019	Jeffrey B - Maranatha
74	Girls 14&U High Jump	1.45m	2015	Isabella H - Chairou Drouin
75	Boys 14&U High Jump	1.72m	2018	Jeffrey B - Maranatha
76	Girls 21&U 800 Meter Run	2:30.03	2019	Carla D - St Andrews
77	Girls 16&U 800 Meter Run	2:58.57	2013	Petra R - Maranatha
78	Girls 15&U 800 Meter Run	2:39.42	2018	Annalise B - Waverley Wantima
79	Girls 14&U 800 Meter Run	2:42.53	2009	Sarah C - Hillcrest
80	Girls 13&U 800 Meter Run	2:42.93	2018	Belinda B - Victory
81	Boys 21&U 800 Meter Run	2:04.20	2012	Mark R - Belgrave Heights
82	Boys 16&U 800 Meter Run	2:02.91	2011	Mark R - Belgrave Heights
83	Boys 15&U 800 Meter Run	2:09.35	2018	Rhys H - Hillcrest
84	Boys 14&U 800 Meter Run	2:12.59	2018	Jhye H - Hillcrest
85	Boys 13&U 800 Meter Run	2:25.99	2019	Reuben B - Waverley Wantima
87	Girls 21&U Shot Put 4kg	9.90m	2014	Erin B - Hillcrest
88	Boys 21&U Shot Put 6kg	12.14m	2013	Keiren C - Flinders Carrum Downs
89	Girls 16&U Long Jump	5.15m	2011	Verity C - Maranatha
90	Boys 16&U Long Jump	6.31m	2018	Wal W - Hillcrest
91	Girls 14&U Discus Throw 1kg	26.21m	2010	Lauteshna F - Hillcrest
92	Girls 21&U 4x100 Meter Relay	49.36	2013	Ballarat - Ballarat
93	Girls 16&U 4x100 Meter Relay	54.94	2019	Heatherton - Heatherton
94	Girls 15&U 4x100 Meter Relay	58.32	2013	Flinders Carrum Downs - Flinders Carrum Downs
95	Girls 14&U 4x100 Meter Relay	54.88	2018	St Andrews - St Andrews
96	Girls 13&U 4x100 Meter Relay	56.56	2018	St Andrews - St Andrews
97	Boys 21&U 4x100 Meter Relay	46.81	2008	Hillcrest - Hillcrest
98	Boys 16&U 4x100 Meter Relay	48.65	2022	Heathdale - Heathdale
99	Boys 15&U 4x100 Meter Relay	48.80	2022	Waverley Narre Warren - Waverley Narre Warren
100	Boys 14&U 4x100 Meter Relay	50.94	2018	Maranatha - Maranatha
101	Boys 13&U 4x100 Meter Relay	52.94	2018	Waverley Wantima - Waverley Wantima

EVENT RULES

- 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.
 - 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 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.
 - All ages to be taken from 31st December in the year of competition. (Please note for 2023 this is different, to align Meet Manager with correct event names – it has no impact on records – age groups have been adjusted accordingly).
 - Schools may enter two competitors in the 100m only. All other events may have a maximum of 1 student per event.
 - Students may only compete in one relay during the day.
 - Students may compete in multiple age groups but must not compete in two events of the same type (i.e. not U/10 Shot Put and U/12 Shot Put, nor U/13 Relay and U/14 Relay).
 - Schools will score points based on the Scoring Procedures table.
 - Competitors are limited to a maximum of 4 individual events plus the relay. Name changes on the day are permitted and must be documented at marshalling, via the change of athlete form. Meet Manager will not be updated until after the event.
 - Competitors for all track events must report to the Track Marshalling area when called to marshal by the announcer. Field event competitors report directly to that event 5 minutes prior to the scheduled starting time of the event or when marshalled via the PA system. All track events must take precedence over field events. The times given in the program are a guide only, athletes must listen for announcements during the day for marshalling. Once the allocated "block time" for field events has elapsed, and all competitors have finished the event, students will not be able to join in the event. This includes competitors returning from a track event.
 - Track Marshalling for all events will be in the Northern Stand. Schools must not use this area as school seating. For all laned events, competitors must adhere to the lane allocated. In all other track events, competitors may move to the inside lane after the starting gun, provided that they do not interfere with other competitors.
 - Spikes can be worn by students in all events and may be no longer than 6mm. Athletes that wear spikes must use starting blocks. All athletes from U/13 upwards are expected to crouch start for 100m, 400m and relay.
- 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.

12. 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.
13. If you intend entering students in the Para - Athlete events, they must have an official category, so points / results can be allocated. Students may be given permission to compete at the championships without an official category but will be allocated last place in the event. A provisional category is permissible for one year.
14. Specific athletics rules regarding events can be found on the Athletics Victoria Website.
15. All schools are expected to remain until the completion of all presentations. All school officials must remain until the conclusion of all events.
16. There will be a canteen available on the day.
17. In the case of inclement weather, the athletics will proceed as much as possible, given that it is an all-weather track. Please ensure your students have suitable attire for sitting around between races.
18. Students may not bring or use sports equipment.

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, as well as cleaning their area in the stands as directed by CSEN / SV / LS Staff. Excess cleaning costs will be passed onto schools that leave their area in an unacceptable state.

FIRST AID

First Aid at Events staff will provide first aid assistance should students need it. Schools must also provide their own first aid kit. 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

Will be allocated on the final program, after seeding of events has been completed.

MEDAL COLLECTION

1. Sports Coordinators must collect medals on behalf of their students from the Presidents Room in the grandstand.
2. These will be clearly labelled in school sections, along with a piece of paper highlighting the event that each medal has been awarded for. Please collect the medals (leave the container) and the piece of paper and distribute these to students as appropriate in your allocated school area.
3. Remember to check regularly throughout the day for further medals.
4. All medals must be collected by the end of the day. Any remaining at the end of the day will be posted to schools (at the school cost).

NOTES FOR COMPETITORS

1. The centre Arena is out of bounds to all students except for those directly involved in an event taking place at that time. Spectators must always remain outside the competition area.
2. For all Field events, competitors will be permitted three attempts. In High Jump, three consecutive failures at whatever height will eliminate that competitor. In some circumstances, due to time constraints, athletes may have less than three attempts. The decision regarding this is at the discretion of the CSEN Executive Officer and Athletics Victoria Officials.
3. For Relay events, competitors are reminded to remain in their respective lanes until all baton changes have been completed. If the baton is dropped during a takeover, the incoming runner must pick it up and hand it on again.
4. Starting blocks will be available for all competitors. Competitors competing in spikes must use starting blocks.
5. Disrespect to officials will result in immediate disqualification. The decision of the Referee will be final.
6. High Jump
 - a. The Competitor must take off from one foot. Knocking the bar off the supports or touching the ground behind the uprights before taking off shall count as a "No Jump".
 - b. The commencement height and the different heights by which the bar will be raised shall be announced before starting (5cm, then 2cm and finally 1cm)
 - c. A competitor may start jumping at any height above the minimum height. Three consecutive failures disqualify competitors.
 - d. High Jump competitors to be given consideration when returning from a track event. Bar at 1.10- returned - bar 1.30 - difference to be halved. The catch-up procedure shall continue until the competitor reaches the height or is eliminated.
 - e. To resolve a tie, the competitor with the lowest number of jumps at which the tie occurs shall be awarded the higher place. If the tie remains, the competitor with the lowest number of failures shall be awarded the higher place.

7. Long Jump & Triple Jump

- a. If a competitor touches the ground beyond the take-off board, whether running without jumping or in the act of jumping, it shall be a "No Jump".
- b. All jumps shall be measured from the nearest break in the landing area made by any part of the body to the take-off line, and at right angles to such line. Sand should be raked evenly between the jumps.
- c. To resolve a tie, the second-best performance of each competitor shall be compared with the greater distance being awarded the higher placing. If the tie remains, the third best performance should be compared.

8. Track Events

- a. The start will consist of "On your marks" "Set" Gun. If a competitor leaves the "set" position before the gun, it is a false start. The competitor making the false start must be warned. If they are responsible for two (2) false starts, they shall be disqualified.
- b. At the finish, the competitors shall be placed in the order in which any part of their torso reaches the nearest edge of the finish line.
- c. Any competitor leaving his/her lane (in laned events) and cutting across another competitor shall be disqualified.
- d. Members of the relay team other than the first runner must commence running fully inside the take-over zone. In all Relays, the baton must be passed within the take-over zone. If the baton is dropped, it must be recovered by the athlete who dropped it. Competitors after handing the baton over should remain in their lane, until all baton changes are completed
- e. Athletes in 800m and 1500m may require hip numbers to be worn for photo finish purposes.

9. General Throwing Rules

- a. The order in which competitors take their trials shall be seeded, based on submitted performances. Each competitor shall have three attempts, subject to time constraints.
- b. In all Throwing events from a circle, a competitor must commence to throw from a stationary position.
- c. In all Throwing events from a circle, a competitor is allowed to touch the inside of the stop board. It shall be a foul throw if, after commencing the throw, the competitor touches the top of the board or circle or the ground outside the circle or improperly releases the shot or discus in making the attempt. A competitor may stop mid throw, lay implement down and return to stationary position, provided he/she only restarts once during each attempt. A competitor may not leave the circle until the implement has touched the ground and then must leave via the rear half of the circle.
- d. All throws must land within the inner edges of the lines marking the throwing sectors. The measurement of each throw will be made from the nearest mark made by the fall of the implement to the inside circumference of the circle, along a line from the mark made by the implement to the centre of the circle or the centre of the radius of the arc.
- e. All throwing implements must be carried back to the starting line or circle.
- f. To resolve a tie, the second-best performance of each competitor shall be compared with the greater distance being awarded the higher placing. If the tie remains, the third best performance should be compared.

10. Shot Put

- a. The Shot Put shall be put from the shoulder with one hand only. The Shot should be close to the chin and the hand must not be dropped from this position during the action of putting.
- b. The Shot must not be brought behind the line of the shoulder.

11. Discus

- a. General throwing rules apply.

OFFICIALS – DESCRIPTION OF ROLES

All School Officials must sign in at the data recording table by 9:30am 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.

Announcer x 1

1. Sign in with the Chief of Officials by 9:00am
2. Responsible for welcome, general announcements and prayer at the beginning of the day.
3. Responsible for announcing each block of races to marshal at the start line 10 mins before the scheduled (revised) start time.
4. Announce overall results.
5. Responsible for wrap up of carnival – thanks, prayer etc.

Chief of Officials x 1

1. Sign in of all officials by time.
2. Ensure all officials are in place for the duration of the program.
3. Act as the CSEN Child Safety Officer for the day.

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.

Clothing Marshall x 7

1. Collect clothes from competitors and take to the collection area.
2. Sign in with the Chief of Officials by 9:40am
3. Under the direction of the Marshalling Area Officials, walk the athletes to the start line. Take with you a laundry basket and the marshalling slip.
4. Once athletes are "on the line", collect any jumpers etc in the wash basket and deposit at the finish line.
5. Take the marshalling slip to the results table for completion.
6. Return to the marshalling room for the next group of athletes.

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.

Field Event Officials x 15

1. Sign in with the Chief of Officials.
2. Once the allocated time has passed (or the last competitor at the event has finished), no more competitors may join in (even if they have come back from a track event).
3. At the conclusion of the event, please fully complete the results slip and send the medal winners directly to the presentation area (unless they have another event).

Gate Keepers x 2

1. Only allow officials, Sports Coordinators, and competing athletes onto track area.

Finish Marshall x 2

1. Sign in with the Chief of Officials by 9:40am
2. Assist the Track Referee as required.
3. Ensure the athletes that are finishing a race remain in an orderly line until the referee / timekeeper allows them to depart the finish area.
4. Direct students from the finish to collect belongings after they have been dismissed by the Track Referee end of the race.
5. Ring the lap bell if required.
6. Time the non – laned races if required.
7. Distribute finishing numbers if required.
8. Re – order the finishing numbers, ready for the next event.

Marshalling Area x 3

1. Organise students into correct races and lanes as they enter the marshalling area.
2. Ensure that the Marshalling Room is ordered and operating effectively.
3. Keep a list of changes to student names to be handed to Karen Davidson at the conclusion of the program.
4. Hand over students to the Starters Marshall to be taken to start line.
5. Marshal students for track events, ensuring hip numbers are attached according to the marshalling sheet for all 800m / 1500m / Relay events.
6. Continue to check athletes off list and send athletes, marshalling slip and clothing marshall with the athletes to the start line.

Medals x 2

1. Distribute medals to winning students.
2. Keep an accurate record of collection of medals.
3. If an athlete is not present, please carefully mark this on the results sheet.
4. If an athlete comes back to claim a medal, they must sign for it before being given the medal.
5. Allocate medals not collected to school groups for collection by the Sports Coordinator at the end of the day.

Merchandise x 2

1. Assist with the merchandise stand as required.

Photo Finish / Meet Manager x 1

1. Sign in with the Chief of Officials by 9:40am
2. Assist the Photo Finish Operators as required.

Relay Changeover Judge x 3

1. Collect the flags from the finish line.
2. Listen to announcements and place students in the correct lane prior to each race.
3. Use the flags as appropriate.

Results Recorder x 2

1. Sign in with the Chief of Officials by 9:40am
2. Record the finishing order of students for non – laned events, using the finishing numbers issued. (Do not try and sort out results – we need the actual finish number recorded to determine times).
3. Send the results sheet with the medallists to the presentation area.

Results Runner

1. Sign in with the Chief of Officials by 9:40am
2. Under the direction of the Photo Finish Room Officials, take two copies of results of the track event to the presentation area. Hand one copy to the medal presenters and one copy is to be posted to the results board.
3. Return to the photo finish room for the next results.

Starters Marshall x 2

1. Sign in with the Chief of Officials by 9:40am
2. Assist the starter as required.
3. Place students into correct lanes based on marshalling sheet allocation (under no circumstances are lanes to be changed).
4. Ensure at least 4 races are marshalled behind the current race.

OFFICIALS - GENERAL INFORMATION

1. Athletics Victoria should provide a starter and referees.
2. Schools will need to provide additional officials to assist according to the table below. Generally speaking, A division schools should provide 3 adults, 3 secondary students, B division schools 2 adults, 2 secondary students and C division schools should provide 1 adult and 1 secondary student.
3. Schools will need to manage replacement staff if required.
4. Lunch will not be provided for school staff.
5. All officials from schools must be adults, other than where students are noted on the table below.

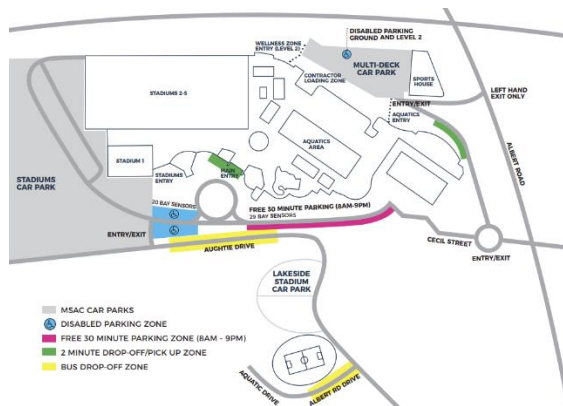
OFFICIALS – SCHOOL ALLOCATION

OFFICIALS ROLE	SCHOOL
Convener	Karen Davidson
Assistant Convener	Heathdale
Announcer	Mt Evelyn
Chief of Officials	Heatherton
Starter x 1, Starters Assistant x 1	Athletics Victoria x 2
Referee – Track / Throws / Jumps	Athletics Victoria x 3
Judge – Track / Throws / Jumps	Athletics Victoria x 3
Meet Manager / Photo Finish Operators x 3	Athletics Victoria x 2, Steve Kenworthy
Starters Marshall x 2	Chairo, Mt Evelyn
Finish Marshall x 2	Covenant, Maranatha
Results Recorder x 3	Edinburgh, Northside
Marshalling x 2 (one adult, one student per school)	St Andrews, Waverley Wantirna, Waverley Narre Warren
Gate Keepers x 3	Heatherton, Heathdale
High Jump # 1 x 4 (one adult, one student per school)	Ballarat, Belgrave Heights*
High Jump # 2 x 4 (one adult, one student per school)	Chairo*, Heathdale Melton
Long Jump # 1 x 4 (one adult, one student per school)	Covenant*, Edinburgh
Long Jump # 2 x 4 (one adult, one student per school)	Heritage, Waverley Narre Warren*
Triple Jump # 1 x 4 (one adult, one student per school)	Kerang, Belgrave Heights*
Triple Jump # 2 x 4 (one adult, one student per school)	Lighthouse, Maranatha*
Shot Put # 1 x 4 (one adult, one student per school)	Northside*, Rivercrest
Shot Put # 2 x 4 (one adult, one student per school)	Wyndham, Waverley Wantirna*
Discus # 1 x 4 (one adult, one student per school)	Red Rock, St Andrews*
Medals x 4 (one adult, one student per school)	CSEN
Clothing Marshalls x 6 (may be students)	Heatherton x 2, Heathdale x 2, Chairo x 2
Results Runners x 3 (may be students)	Heatherton, Heathdale, Waverley Narre Warren
Extra Officials x 5 (may be students)	Heritage (adult), Rivercrest (adult), St Andrews, Waverley Wantirna, Mt Evelyn

Merchandise x 2	CSEN x 2
* Officials in charge of the field event.	
** Please remember you have a duty of care to your students in the stands – they should be supervised at a 1:20 ratio.	
*** Your officials will be on duty for the entire program. All Sports Coordinators to be available for Relay Changeover.	

PARKING

1. Parking at LS is subject to availability and up to date information can be found on the LS website (Terms and conditions apply to all LS car parks. Failure to comply may result in a parking infringement).
2. Buses are not permitted to park or drop off passengers within LS car parks. There are allocated bus zones on Aughtie Drive.
3. All visitors and users of LS receive the first hour of parking free, then parking fees apply.
4. The LS roundabout at the main entry is a designated 2-minute pick up/drop off zone only – no bus access.

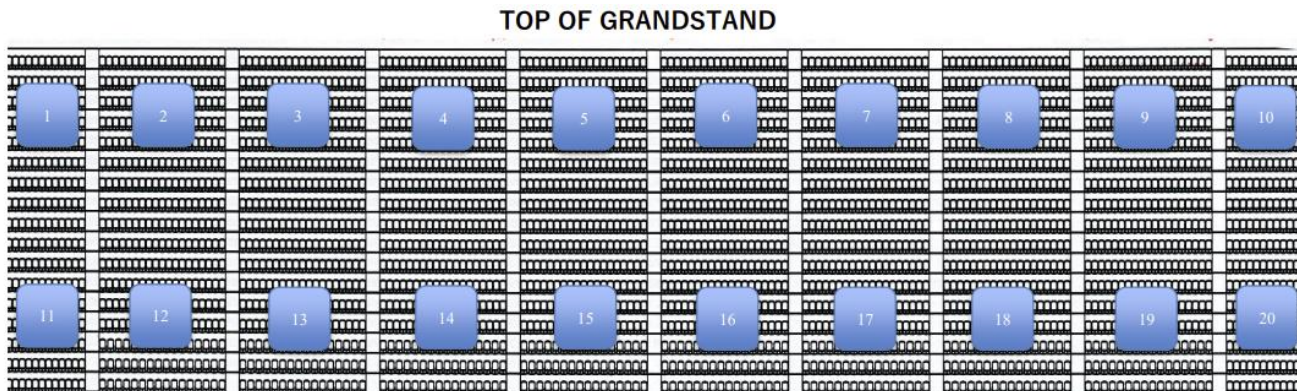


PHOTOGRAPHY

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. Schools bringing an official photographer with them must complete the appropriate LS permission form found on the CSEN website and submit to the CSEN Coordinator five business days prior to the carnival. The photography must then sign in at reception on the day of the Championships to receive a media pass.
3. CSEN will not provide official photographs of presentations.

SCHOOL SEATING ALLOCATIONS

Athletes, teachers, and school endorsed swimming coaches are to be seated in the correct allocated area for the duration of the day. Parents and spectators should be sitting in the upper section of the stand, away from school groups.



BOTTOM OF GRANDSTAND – TRACK LEVEL

FINISH LINE

100M START

1	- Move 7 places per year -	11	Waverley Narre Warren
2	Donvale	12	Lighthouse
3	Red Rock	13	Belgrave Heights
4	Hillcrest	14	N/A
5	St Andrews	15	Flinders Carrum Downs
6	Covenant	16	N/A
7	Heathdale	17	Northside
8	Waverley Wantirna	18	N/A
9	Rivercrest	19	Wyndham
10	Ballarat	20	N/A

SCORING PROCEDURES

Event Type	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th
All	30 points	28 points	26 points	24 points	22 points	20 points	18 points	16 points	14 points
Event Type	10 th	11 th	12 th	13 th	14 th	15 th	16 th	17 th	18 th +
All	12 points	10 points	8 points	6 points	4 points	2 points	1 point	1 point	1 point

Para – Athlete events will be allocated points as per the table above.

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 grandstand.

TIME	SCHOOL	TIME	SCHOOL
8:00am – 8:30am	CSEN	12:00pm – 12:30pm	Lighthouse
8:30am – 9:00am	Ballarat	12:30pm – 1:00pm	Maranatha
9:00am – 9:30am	Belgrave Heights	1:00pm – 1:30pm	Northside
9:30am – 10:00am	Chairo	1:30pm – 2:00pm	Red Rock / Rivercrest
10:00am – 10:30am	Covenant	2:00pm – 2:30pm	St Andrews
10:30am – 11:00am	Edinburgh	2:30pm – 3:00pm	Waverley Narre Warren
11:00am – 11:30am	Heathdale / Heathdale Melton	3:00pm – 3:30pm	Waverley Wantirna
11:30am – 12:00pm	Heatherton	3:30pm – 4:00pm	CSEN

WARM UP LANE ALLOCATION

LANE	SCHOOL	LANE	SCHOOL
1	Ballarat / Belgrave Heights	5	Hillcrest / Rivercrest
2	Covenant / Donvale	6	Red Rock / St Andrews
3	Flinders / Lighthouse	7	Waverley Wantirna
4	Heathdale / Northside	8	Waverley Narre Warren / Wyndham

WEIGHT SPECIFICATIONS

Age Group	Shot Put	Discus	Age Group	Shot Put	Discus
13 & Under Girls	3kg	1kg	13 & Under Boys	3kg	1kg
14 & Under Girls	3kg	1kg	14 & Under Boys	3kg	1kg
15 & Under Girls	3kg	1kg	15 & Under Boys	4kg	1kg
16 & Under Girls	4kg	1kg	16 & Under Boys	4kg	1kg
21 & Under Girls	4kg	1kg	21 & Under Boys	5kg	1.5kg

RISK ASSESSMENT

ASSESSED BY

KAREN DAVIDSON – CSEN EXECUTIVE OFFICER

ASSESSMENT DATE

30TH OCTOBER 2022

LOCATION

LAKESIDE STADIUM – AUGHTIE DRIVE ALBERT PARK

ACTIVITIES

INTERSCHOOL ATHLETICS 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 activity they have been allocated to run.
Staff unfamiliar with emergency management principles	Request LS to announce details 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	- Schools to forward the CSEN Child Safety Register as required. - Contractors to complete the CSEN online register prior to the event.
Transport to and from the Athletics 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. Students to only walk around the outside of the field events on returning from events, crossing at the nearest point to the event to avoid collisions. No students to walk across grass area in the centre of the track.	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) - Announcements to be made regularly on each of these points to ensure students do not forget the correct and safe procedures.
		2	C	M	
		3	D	M	
Food Poisoning	A canteen will be available for students to purchase "Fast/Take Away" food & drink. All care has been taken by LS 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.
Footwear Broken glass or sharp objects in the environment	Students are advised to always to wear footwear, unless actually in the pool competing. Competitors are required to keep a safe distance from other competitors when competing.	3	D	M	
		2	C	M	
Grandstand Students may trip and fall down several stairs / rows when moving in the grandstand	The stands will be a non-running area to avoid falling down steps	2	D	L	- Announcements to be made at a regular interval about safety rules in the grandstand.
Major Emergency	The LS emergency management plan 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 athletics carnival to qualify through to athletics 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 they have a first aid trained supervising teacher.
Students inappropriately dressed to compete. ie. uniform, footwear	CSEN rules of competition require students to be dressed appropriately for swimming. This information is 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
Shot Put/ Discus and Javelin Students being hit with equipment thrown by another competitor	Students only to throw when asked by the official running the event Students are not to pick up equipment after throwing but must be left to a marshal.	2 2	D D	L 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.
Shot Put/ Discus and Javelin (cont)	All Students are to be kept behind protective nets when not throwing and back far enough to account for slack in netting. If no safety netting, students are to be seated in an area behind the throwing and landing areas.	2 2	D D	L L	- Teachers in charge of events will be briefed by their school coordinator on how to run the event safely and supervise students. - Athletics Victoria Officials will oversee the running of all throwing events. If the teacher in charge of the event is unsure of any rules/safety requirements they are to seek assistance from the Athletics Victoria Officials.
High Jump Student missing mats on landing	Bars to be as close as possible to the mats Ensure bars are centred to avoid mats on sides of bars being too short making falling off edges too easy. Student free area to be maintained around the run-up zone to prevent loss of focus during event.	2	C	M	- 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.
Long Jump Students may step or land on rakes	Raking to be complete before a run up is begun Rakes to be always left 'claw' down.	2	D	L	- Schools are responsible for ensuring that students entered the event understand and know how to safely perform the event. - Teachers in charge of events will be briefed by schools on how to run the event safely and supervise students. - Athletics Victoria Officials will oversee the running of all throwing events. If the teacher in charge of the event is unsure of any rules/safety requirements they are to seek assistance from the Athletics Victoria Officials.

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 activity by schools	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	
First Aid equipment and facilities inadequate	- First Aid rooms and equipment provided and checked by LS daily. - Use of adequately trained Colmed Medics.	3	D	M	
EQUIPMENT / GROUNDS					
Failure to check competition areas 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.	2	C	M	
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 because 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 because 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 Chid 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 while 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.

ATHLETICS

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			
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, especially throws			
Students wearing appropriate swimwear to compete			
Students have been made aware of guidelines for the 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			
All event areas and equipment have been checked for age appropriate weights and heights			
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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