



## **ACC 2024 ATHLETICS CHAMPIONSHIP**

### **Event Information Package**

This package contains important planning information that you will require for the upcoming ACC athletics championship. Please ensure that you familiarise yourself with the contents of this package and forward on the relevant sections to your coaching staff. Please also note the specific changes to be implemented for this year's event to ensure we remain compliant with our COVID Safe Plan.

Additional information and resources are available on the Athletics Championship page of our website:

<https://www.accvic.au/aths-event-info/>

#### **Championship Details:**

Thursday February 22nd, 2024

9:30am – 3:30pm (followed by presentations)

Lakeside Stadium

Aughtie Drive, Albert Park

Melways ref: 2K F6

#### **Section 1: Pre-event planning**

#### **Section 2: Event day information**

## **PRE-EVENT**

1. A separate email will be provided that contains information for the submission of teams using "Team Manager – Track & Field". A help document is available which provides a step-by-step process for team entries and submission:  
<https://www.dropbox.com/scl/fi/mw2v2l1rhjn1l5mnuz325/Team-Submission-Information-for-Schools-2024.pdf?rlkey=tanz0t9yhkx860nmtlaz8iu4g&dl=0>
2. The Officials' Handbook and list will be distributed the week prior to the event.
3. **DEADLINE:** Names of **THREE** staff members to act as officials: **February 9<sup>th</sup>**.  
Note: three of these officials will be allocated to various event roles including marshalling, judging, field event assistance, etc. These three officials will NOT be able to assist in the supervision of your students.
4. **DEADLINE:** TEAM SUBMISSION (using Team Manager software): **Tuesday February 20<sup>th</sup> 6pm**
5. Staff that are engaged *directly* by the ACC to assist in the management of the event must complete the online Child Safe compliance form via the ACC online PassTab account link:

<https://acc.passtab.com>

Information on completing the online form can be found via:

This applies to ACC appointed contractors, Athletics Victoria officials, first aid staff, volunteers, etc.

Volunteer officials (staff members) that are employed by an ACC member school are compliant through their employment with their school and **do not** need to complete the form.

# **INFORMATION FOR EVENT DAY**

1. Those staff acting in an official capacity will need to ensure that they check in at Lakeside Stadium by 9am. Check in will be held on track at the finish line under the marquees.
2. Lunch and refreshments will be provided for all officials throughout the event. Directors of Sport are welcome to tea and coffee from the Presidents Room during the day. Water bottles will be available for all officials from the marquee at the finish line, however all other staff and students must supply their own.
3. The first events begins at 9:30am sharp with the 3000m, U/13 Shot Put, U/14 Discus, U/15 Long Jump, U/16 Triple Jump & U/17 High Jump - please ensure that your competitors are at their allocated area on time ready to start.
4. The number of throws for discus has been reduced from 4 down to 3, with at least one warm up throw allowed. Long Jump, Triple Jump and Shot Put still retain 4 attempts plus a warm up.
5. Distance events – hip numbers will be provided by Athletics Victoria and will be made available for students in the marshalling area when they check in for their event. The number must be on the RIGHT HAND SIDE hip. The lanes will be distributed the day prior to the event, so students should know which lane they are running in before they marshal. There may be some minor changes depending upon change of entry information. Hip numbers must be applied for all events that are not run in lanes – **3000m, 1500m, 800m and 4x400m (last competitor only) events**. Pins will be available for athletes to use.
6. Presentations – the Athletic captains from each College will be invited down for the presentation at the conclusion of the Championship, along with any students who break a record on the day. Please note that only **two captains per school** will be allowed for presentations. Any new record holders will also be presented with a pennant during presentations.
7. Photography – official photographers will be contracted to take photographs on behalf of the ACC, with all schools able to access a Dropbox link with their photos on it after the Championship. Those schools that would like to have a representative on track to take photographs should have their representative report to the event desk at the finish line – they must wear an Orange ACC Officials vest and sign in with the ACC staff. Please refer to the photography information provided and ensure that all school-based photographers follow the set guidelines. No more than one representative per College will be allowed inside the competition arena.
8. Video coverage – we will once again be live streaming the event, with video coverage of all track events and selected field events. The ACC has engaged “Clutch TV” to provide this service. Full details will be made available once confirmed.
9. Canteen - the canteen will open from 8:30am – 2:30pm for students to purchase food and drink. Please ensure you have a staff member from your school wander down regularly to supervise. Note: canteen is **CASHLESS**.
10. Marshalling / movement of competitors – See map in this package. **No student should cross the centre field area at any stage.** It is imperative for their safety that they move around the outside of the track when they need to marshal for their various events. It would be wise to keep a close eye on the program to ensure that no student

misses an event. No event will begin prior to the allocated time on the program. Also, please ask your athletes not to move in front of the timers or judges at the finish line.

11. Coaches - please make sure that your coaches are aware of the rules relating to the event. If your coach or staff member is coaching an athlete whilst they are competing, they risk the disqualification of your athlete in that event. No-one is allowed to enter the competition area (inside the fence) unless they are a designated official.
12. Protests - please use the official ACC sheet should the need for a protest arise. The protest sheet can only be lodged by the **Director of Sport**. Consultation should be sought with the Executive Officer as soon as an issue arises to determine the validity of lodging a protest. There may be another option to resolve the issue – an official protest should be considered as a last resort. The Protest Committee comprises the six or seven Directors of Sport from the alternate division and the Executive Officer - Refer to the ACC Championship rules for further details.
13. Change of entry details should be submitted directly to the Meet Manager's Office during the day using a fully completed change of entry sheet. You must include your school name, the name of the student being withdrawn, the name of the student replacing them along with their date of birth, their age group and the event number.
14. Seating plan. Check carefully on the information sheet to see where your school seating is allocated. All athletes and coaching staff should be seated in their designated area.
15. Trophies need to be returned on the day of the event and taken to the event manager's office upstairs in the main grandstand.
16. Post event function - all officials, Principals and Directors of Sport are invited to the post event function. Finger food, beer, wine and soft drink supplied. This will run from approx 4:00pm following presentations and will conclude at 6:00pm. The Emerald Hotel – 415 Clarendon Street, South Melbourne.