



Ground Floor, Building 29, University Drive, Bruce ACT 2617 Mailing  
Address: PO Box 5049, University of Canberra, Bruce ACT 2617  
P: 02 62471296 E: [schools@capitalathletics.au](mailto:schools@capitalathletics.au) W: [www.athleticsintheact.com.au](http://www.athleticsintheact.com.au)

## 2024 Athletics Assistance Booking Form

### Contact

Organising School/Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone & Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature \_\_\_\_\_

*By signing this form, the organising school/company acknowledges and accepts full responsibility for all aspects of health and safety from entering the venue to leaving for all concerned. (It is strongly recommended that the school/company appoints a Safety Officer to oversee this task).*

### Venue

**AIS Track & Field Facility** ☐

(Please contact AIS for venue bookings)

**Woden Track & Field Facility** ☐

(Please contact Sport & Rec for venue bookings)

### Competition

Date of Event: \_\_\_\_\_ Start/Finish time: \_\_\_\_\_ Venue Access time (officials): \_\_\_\_\_

Name of Event: \_\_\_\_\_ Name of Contact on the day: \_\_\_\_\_

Contact's Mobile: \_\_\_\_\_

**Capital Athletics has a full range of athletics equipment which can be hired for use at athletics competitions and also offers the services of officials on a paid basis. Equipment only will be hired on the basis that Capital Athletics will supply a technical officer.**

**Please circle / highlight one:** Hiring Equipment Only    **OR**    Hiring Equipment and Capital Athletics Officials

*Note: All prices quoted include GST*

## Equipment Required

Stop Watches ( <i>quantity required -     </i> )	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Radios ( <i>quantity required -     </i> )	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Starters Gun - eGun (with Photofinish) or Cap gun (no Photofinish)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Long/Triple Jump Equipment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
High Jump Equipment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pole Vault Equipment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Throwing Implements ( <i>list weights below</i> )	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

	No. of Pits	
Long Jump		AIS has a total of 4 jump pits.
Triple Jump		Woden has total of 3 jump pits.
Implement	Weights	No of Sites
Discus		
Shot Put		
Javelin		

### Woden Park Specific Equipment to be Hired

Hurdles	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Photofinish System (\$270.00 per day)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Public Address System (\$55.00 per day)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

*Note: All prices quoted include GST*

## Officials Required

<b>Photo Finish</b> – 2 people who will record and read the results of all track events and, with the assistance of a person working Meet Manager, interface the results for quick information of the athletes and the schools.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Meet Manager</b> – Capital Athletics holds a license, for the day of competition, we will assist with the printout of start lists for all events (track, jumps and throws) and will assist the photo finish persons in the publication of results.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Starter</b> – Capital Athletics electronic starting equipment will only be hired out if a Capital Athletics person is engaged to operate it.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Track Referee</b> – 1 person who will coordinate the finish line area including the placing of runners in 800m events and longer and provide information to photo finish on all races. The Track Referee will also assist with the start of the 400m, 800m and relay events as necessary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Field Referee</b> – 1 person who will supervise and advise on the conduct of all Field (Jumps and Throws) events but will not be able to assist at a dedicated event.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### OR split of the Field Referee into two positions

<b>Throws Referee</b> – 1 person who will supervise and advise on the conduct of all Throws events but will not be able to assist at a dedicated event.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Jumps Referee</b> – 1 person who will supervise and advise on the conduct of all Jumps events but will not be able to assist at a dedicated event.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Charges/Costs - Equipment

The total cost involved is a quoted cost issued by Capital Athletics. This will be dependent on the amount of equipment needed, officials requested, and location selected.

Please supply us with as much information as possible so we can ensure the costs involved are quoted correctly.

The standard charges/costs for Equipment are:

Individual Primary School carnivals:	\$265.00
Individual Secondary School carnivals:	\$330.00
Combined Primary & Secondary School carnivals:	\$465.00
Primary level School Region carnivals:	\$350.00
Secondary level Region carnivals:	\$465.00

*Note: All prices quoted include GST*

## Meet Manager

Capital Athletics holds a license for Meet Manager. If needed, we can provide expertise to assist with the setup of your database for your event. Alternatively, we can set up your Meet Manager Database for you. The standard fee for this service is \$200.00

## Officials

While Capital Athletics will endeavour to meet your request for officials it is not always possible. You will be advised as soon as possible if your request cannot be filled. In that case(s) it is recommended that you appoint, from your own resources, someone who will undertake those duties at your carnival. Capital Athletics will provide your nomination with instruction prior to the carnival if requested to do so.

The number and roles of officials you require need to be given to the Capital Athletics Office at least one month before the carnival date. All Officials need to be recorded in your records and arrangements made to cover them under your insurance policy. Capital Athletics officials should be requested to sign an attendance register as a record of their participation.

## Charges/Costs - Officials

The charge for each Technical Official is \$165.00 per day.

When hiring Capital Athletics field event equipment, there is an additional charge of \$210.00 for the Equipment Officer who sets up, monitors, and then packs up the equipment.

If the carnival is a full-day carnival (i.e., more than 4 hours in length), all Capital Athletics Officials are to be provided with a midday meal (e.g., sandwiches/wraps, drink, and a piece of fruit). We also strongly encourage having continuous tea & coffee available.

*Note: There is an additional 10% administration fee charged on all bookings for officials.*

## Conditions of Hire

**Equipment** – Capital Athletics is to be reimbursed the replacement costs for equipment that is lost, stolen or irreparably damaged (other than through fair wear and tear).

**Officials - For full-day competitions, a meal (lunch) and drinks/tea and coffee are provided.**

## Information on Athletics Carnival Assistance

In order for a carnival to be conducted according to the World Athletics Rules of competition and with efficiency and the safety of the competitors and volunteers, Capital Athletics considers that the following are essential additional resources that will be provided by the competing schools:

- a. **Competition Manager** – 1 person who is responsible for the correct conduct of the competition including the appointment of adequate officials.
- b. **Announcer** – 1 person who will call events at an appropriate time and in accordance with the timetable of events. The announcer will ensure that there are no undue delays in the conduct of the program and when the weather is unkind that the athletes are not waiting in the cold or heat at the detriment of their health. The announcer will ensure that athletes are directed to their respective event sites by the safest route and will monitor general safe behaviour on the field of play and draw attention of people at fault to safe behaviour (kicking balls around, walking across the infield, spectators on the field of play and people climbing on structures in the grandstands).

*Note: All prices quoted include GST*

- c. **Carer** – 1 person part of the time. This person could provide meals and drinks to people on the field of play who are not in a position to collect their own and also assist the announcer with safety issues.
- d. **For the Track** – 2 marshals place the runners in their drawn lanes/events according to the Meet Manager printout. Note: for efficiency purposes 400m, 800m 1500m, and 3000m events are marshalled off the track (outside) near to the start of the event. In 70m, 100m and 200m events athletes are marshalled on the track in their lanes behind the start line.
- e. **For 800m events and longer** – 2 people – one to record the finishers order and one to assist the Track Referee assemble all finishers in order so that their information can be recorded.
- f. **For Horizontal Jumps** – 4 people. One to call the athlete to compete and record performances, this person can also act as a safety person to ensure that all is safe before the next competitor jumps. One to judge that the competitor makes a legitimate trial (does not overstep the take-off board and leaves the pit correctly) and measures each competitor's performance. One to spike the nearest mark in the sand to the take-off board made by the competitor in a trial. One to rake the pit so that the sand is level – this person should be fairly strong to order to move the sand.
- g. **For Throws** – 3 people. One to call the athlete to compete and record performances, this person can also act as a safety person to ensure that all is safe before the next competitor throws. Note: when performances are only measured at the end of competition this person is the recorder and checks the measuring of performances. One person acts as a judge to determine that the throw was completed in accordance with the rules and holds the tape to assist in measurements. One fall judge to determine that the implement lands correctly in the sector and marks the landing point of the implement. Note: In long throws Discus and Javelin, you might need an additional person to carry the implements back to the throwing point. The rules specifically state that implements are to be carried back to the throwing point (this is for safety reasons only).

## **SAFETY OFFICER**

Capital Athletics strongly recommends that a Safety Officer from the organising school or company be appointed to the carnival. As a guide the following is provided.

The Safety Officer is responsible for the coordination of safety and health matters for all members and visitors.

The name of this person should be made known to the Capital Athletics Technical Official.

Responsibilities and Duties will include:

Ensure that members observe and follow established health guidelines.

Be the focal point for all safety enquiries.

Ensure hazards are kept to a minimum and actioned promptly including:

1. Athletes crossing the infield whilst field events are taking place,
2. Athletes playing on the structure leading to the photo finish tower,
3. Athletes kicking or playing with balls (soccer, AFL etc.) which have the potential to interrupt an event(s) in progress,
4. Equipment left at an event site that has potential to cause injury, and
5. Keeping non-competitors away from event site(s) for their own safety.