



# school/carnivals

NEED HELP RUNNING YOUR SCHOOL ATHLETICS CARNIVAL?

## what Athletics NSW offers:

Athletics NSW is the governing body for athletics in NSW and is the largest and most successful member of Athletics Australia.

Athletics NSW have been organising athletics carnivals for many years, from small school carnivals to national and international competitions.

Athletics NSW can help make your carnival a success by providing you with qualified and experienced technical officials and internationally certified athletics equipment.

## how to begin:

1. Fill in your contact details on this page.
2. Complete the 'request officials' and/or 'request equipment' form including payment details.
3. Read and sign the terms and conditions.
4. Return via fax or mail all forms to Athletics NSW with payment at least 21 Days prior to your carnival. A late booking fee of \$150 applies if 21 Days notice is not given.
5. Athletics NSW will contact you to confirm your request.
6. Enjoy a successful carnival.

## CONTACT DETAILS

SCHOOL NAME:	
CARNIVAL VENUE:	
CARNIVAL DATE:	
SCHOOL CONTACT:	
SCHOOL ADDRESS:	
SUBURB:	
POSTCODE:	
EMAIL:	
PHONE:	
MOBILE:	
FAX:	
CARNIVAL START:	
CARNIVAL FINISH:	

SET YOUR SCHOOL CARNIVAL ON THE TRACK TO SUCCESS!



# requestofficials

OFFICIALS REQUESTED (please number)			
MINIMUM LEVEL OFFICIALS RECOMMENDED			
Starter		Referee - Jumps	
Referee - Track		Referee - Throws	
MEDIUM LEVEL OFFICIALS RECOMMENDED (as above plus)			
Chief Timekeeper		Chief Judge - Jumps	
Chief Judge - Track		Chief Judge - Throws	
Starters Assistant		Walk Judges (number?)	
Timekeepers (numbers?)		Track Judges (numbers?)	
Jumps Judges (numbers?)		Throws Judges (numbers?)	
TOP LEVEL OFFICIALS RECOMMENDED (as above plus)			
Technical Manager		Meeting Manager	
Umpires/Wind Gauge		Photo Finish (SOPAC, 3 min)	

START TIME	
FINISH TIME	
WET WEATHER ARRANGEMENTS	
PARKING PASSES	
ENTRY PASSES	

Are you interested in having your carnival coordinated using the Hy-Tek Meet Manager Computer program?

LATE BOOKING FEE*	<b>\$150.00</b>
CANCELLATION FEE (except weather)	<b>\$200.00</b>

## payment:

Athletics NSW charge \$121 (incl gst) per official per day

total payment: \$

Please select from below the payment method you require. All payments must be received with the return of this form for your request to be processed.

invoice:  cheque:  direct debit:

All monies must be made payable to Athletics NSW.

CONTACT DETAILS	BANK DETAILS
Athletics NSW PO Box 595 Sydney Markets NSW 2129 Phone: (02) 9746 1122 Fax: (02) 9746 1168	Account: Athletics NSW Ltd Account No: 1008 3083 BSB: 062 172 ABN: 11 330 775 869

OFFICE USE ONLY	
DATE RECEIVED	
PAYMENT RECEIVED	
SCHOOL CONTACTED	
OFFICIALS APPOINTED	

**\*AT LEAST 21 DAYS NOTICE IS REQUIRED TO PROVIDE OFFICIALS - \$150 LATE BOOKING FEE APPLIES**



# request **equipment**

**EQUIPMENT IS ONLY AVAILABLE FOR ES MARKS FIELD**

EQUIPMENT REQUESTED			
ITEM	QUANTITY	COST	TOTAL \$
Starter Blocks (Set of 10)		52.00	
Starter Cap & Ammunition (1 box)		31.00	
Hurdles (set of 30)		73.00	
High Jump Equipment (2 available)		165.00	
Judge & Timekeeper Stand		13.00	
Victory Dais		12.50	
Relay Batons (set of 8)		12.50	
Red & White Umpire Flags (8 flags)		10.50	
Shot Put (set of 4)		26.00	
Discus (set of 4, secondary only)		26.00	
Javelin (set of 4)		26.00	
Field Markers (set of 20)		10.50	
Tape Measure		10.50	
Sector Tapes (set of 2)		10.50	
Small Table		7.50	
Chair (10 available)		3.50	
Long Jump Equipment		21.00	
Starters Sound System		31.00	
<b>EQUIPMENT TOTAL</b>			
<b>PLUS 10% GST</b>			
<b>TOTAL</b>			

<b>LATE BOOKING FEE*</b>	<b>\$150.00</b>
<b>CANCELLATION FEE (except weather)</b>	<b>\$200.00</b>

## payment:

Minimum Hire Fee Per Day is \$150.00

*total payment:* \$

Please select from below the payment method you require. All payments must be received with the return of this form for your request to be processed.

*invoice:*  *cheque:*  *direct debit:*

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CONTACT DETAILS	BANK DETAILS
Athletics NSW PO Box 595 Sydney Markets NSW 2129 Phone: (02) 9746 1122 Fax: (02) 97461168	Account: Athletics NSW Ltd Account No: 1008 3083 BSB: 062 172 ABN: 11 330 775 869

CARNIVAL SETUP INFORMATION	
EQUIPMENT SETUP TIME	<input type="text"/>
CARNIVAL START TIME	<input type="text"/>
CARNIVAL FINISH TIME	<input type="text"/>

**Athletics NSW will provide an experienced technical official to coordinate the use of equipment at ES Marks FREE OF CHARGE.**

**\*AT LEAST 21 DAYS NOTICE IS REQUIRED TO PROVIDE EQUIPMENT - \$ 150 LATE BOOKING FEE APPLIES**



# request **technology**

## what Athletics NSW offers:

## payment:

### HY-TEK MEET MANAGER

Hy-tek Meet Manager is a track and field results program that can seed heats, process results, score competitions, and interface with most photo finish systems. It is used by Athletics NSW and Athletics Australia at all state and National competitions in Australia, and is used at a variety of international competitions around the world. Athletics NSW can provide a qualified & experienced operator to coordinate the pre-meet set up, and on the day results delivery.

### PORTABLE ELECTRONIC PHOTO FINISH

Electronic Photo Finish makes judging and timing of events easy and provides accurate results that can be used as qualifying marks for all NSW and Australian Championships. Athletics NSW can run Photo Finish at any athletics track in NSW, whether it be a synthetic or grass surface.

Late Booking Fee Applies - \$150.00

total payment: \$

Please select from below the payment method you require. All payments must be received with the return of this form for your request to be processed.

invoice:     cheque:     direct debit:

All monies must be made payable to Athletics NSW.

TECHNOLOGY REQUESTED		
Service and Technology Details	COST/DAY	TOTAL \$
<b>HY-TEK Meet Manager Carnival Setup - Data Imported</b> - You provide the competition entries in excel or access format and Athletics NSW directly imports the data - Includes qualified Athletics NSW Meet Manager Operator - Includes a laptop with Meet Manager Software and a printer	\$300.00	
<b>HY-TEK Meet Manager Carnival Setup - Manual Data Entry</b> - Athletics NSW manually enters your competition entries - Includes qualified Athletics NSW Meet Manager Operator - Includes a laptop with Meet Manager Software and a printer	\$600.00	
<b>PORTABLE ELECTRONIC PHOTO FINISH</b> - Includes two (2) qualified Athletics NSW Operators - Includes two (2) laptops and a printer	\$600.00	
<b>TECHNOLOGY TOTAL</b>		
<b>PLUS 10% GST</b>		
<b>TOTAL</b>		

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CARNIVAL SETUP INFORMATION	
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# terms+conditions

## ES Marks Equipment

1. Application for hire of Association equipment must be received in writing 21 days prior to the date required. Please note that the hire of ground should be organised directly with the Centennial Park Trust Ph (02) 9339 6699.
2. The following indemnity is to be signed by an authorised officer/ staff member.
3. A bond of \$400 is to be lodged with the application. This bond will be returned in its entirety if all conditions of the indemnity are met.
4. Equipment hire charge is payable at the time of booking.
5. **You are responsible for the movement of equipment from the storage shed and return.** The ANSW equipment officer is only responsible for the issue of equipment and checking the condition of equipment on return.
6. Please note that staff of the Centennial Park Trust do not have access to the ANSW equipment rooms.

## Indemnity

We agree to indemnify Athletics New South Wales with regard to any liability occasioned by or through the use of the Associations equipment.

In particular, we agree to indemnify the Association with regard to:-

1. Breakage or damage to Athletics NSW equipment.
2. Loss of Athletics NSW equipment, through theft or otherwise.
3. Damage to property or person occasioned through the use of Athletics NSW equipment at ES Marks Field.

## Athletics NSW Officials

1. Application for the use of Athletics NSW officials must be received in writing 21 days prior to the date required.
2. Officials appointed to school carnivals by Athletics NSW have signed a Prohibited Employment Declaration form as a condition of registration with Athletics NSW
3. All officials appointed by Athletics NSW are covered by insurance held by Athletics Australia
4. All officials appointed through Athletics NSW adhere to the Athletics NSW Officials Code of Conduct.
5. Athletics NSW officials should be wearing Athletics NSW officials shirt
6. Athletics NSW will make payments to appointed officials, schools are not to pay officials directly.
7. If an appointed official becomes unavailable, Athletics NSW will endeavour to find a replacement.
8. For carnivals held at Sydney Olympic Park, schools should provide each official with a parking and entry pass.
9. School are to provide Athletics NSW officials sufficient breaks though out the carnival however schools are not obliged to provide Athletics NSW officials lunch.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_