



## **ACC 2024 CROSS COUNTRY CHAMPIONSHIP**

### **Event Information Package**

This package contains important planning information that you will require for the upcoming ACC Cross Country Championship. Please ensure that you familiarise yourself with the contents of this package and forward on the relevant sections to your coaching staff.

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

<https://www.accvic.au/cc-competition-information/>

#### **Championship Details:**

Wednesday September 11<sup>th</sup>, 2024

10am – 2:30pm

Bundoora Park

Plenty Rd, Bundoora

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

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

## **PRE-EVENT**

1. Team submission must be completed using the Excel template that has been provided. The template can be downloaded via:  
<https://www.dropbox.com/s/s3i3k9m4mp9e2us/Team%20Submission%20Template.xlsx?dl=0>  
There are three sections to be completed for each age group: **School; First Name; Surname.**  
Please enter the information for each athlete using **CAPITAL LETTERS.**  
Only 10 athletes per age group can be listed.  
The completed spreadsheet needs to be emailed to the ACC office.

2. **TEAM SUBMISSION DEADLINE: Friday September 6<sup>th</sup> by 6pm**

3. **DEADLINE:** Names of **TWO** staff members to act as officials: **Friday August 30<sup>th</sup>**.  
Note: these officials will be allocated to various event roles including course marshalling, results management, etc. These officials will NOT be able to assist in the supervision of your students. On the day, all officials should report to **Emilio Rinaudo** at the Event Management Marquee no later than 10.15 am.

The Officials' Handbook and list will be distributed the week prior to the event, with details on the various official roles.

4. Staff that are engaged *directly* by the ACC to assist in the management of the event must complete the online Child Safe registration – this link to be provided. This applies to ACC appointed contractors, 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.
5. Spectators are permitted to attend but must abide by the ACC Spectator Code of Conduct available at:  
<https://www.accvic.au/spectator-code-of-behaviour/>

## **INFORMATION FOR EVENT DAY**

### **6. Starting Times**

Under 13	10.45 am	3000m
Under 14	11.15 am	3000m
Under 15	11.45 am	3000m
<b>Under 16</b>	<b>12.15 pm</b>	<b>5000m</b>
<b>Under 17</b>	<b>12.45 pm</b>	<b>5000m</b>
<b>Senior</b>	<b>1.15 pm</b>	<b>5000m</b>

### **7. Ages**

Age groupings will be taken from **1<sup>st</sup> January** of the current year, as per rule 2.1 of ACC Handbook

### **8. Teams**

A team will consist of a maximum of **10 competitors**.

### **9. Team Changes**

Team coaches or Directors of Sport can make changes to their team prior to or during the event if required. All changes must be communicated with either Paul Fahey or Emilio Rinaudo in the Event Management Marquee. A copy of the change of entry form will be available onsite, as well as on the ACC website.

**Athletes competing above age groups** – As per rule 3 in the General Carnival Rules in the ACC Handbook, it is possible for an athlete to compete in a higher age group for the Championship, provided that the athlete only competes in one event. If it is known prior to the event that you will have an athlete competing above their age group, simply include their name **in age group they will be competing in** when submitting your team. If an athlete needs to be changed to a higher age group on the day, you will need to complete the change of entry form included in this package.

If an athlete will be competing on the day that has not been submitted on the original sheet, you will need to register them at the Event Management Marquee at the start of the day and complete a change of entry sheet.

### **10. Uniform**

All runners must wear correct College shorts and singlets.

### **11. Spikes**

Will not be permitted. Students wearing spikes will be disqualified.

### **12. The Course**

There is a 2 km loop and a 3km loop. The **3km races** complete one loop of that course. The **5km races complete the 2 km loop first and then finish with the 3 km loop.** The map of the course is provided at the end of this document.

### **13. Starting Positions**

All competing Colleges have been given a position on the start line according to the draw (see below). **Competitors will be called to the start line 5 minutes before the starting time for a briefing.** It is the responsibility of the coaches to ensure all their runners are ready to race when called.

Age	POS 1	POS 2	POS 3	POS 4	POS 5	POS 6	POS 7	POS 8	POS 9	POS 10	POS 11	POS 12	POS 13
U/13	SMC	EMM	SJG	SIM	DLS	SPC	PAR	SBM	SBE	MAZ	SJF	SAL	WFD
U/14	SAL	WFD	SMC	EMM	SJG	SIM	DLS	SPC	PAR	SBM	SBE	MAZ	SJF
U/15	MAZ	SJF	SAL	WFD	SMC	EMM	SJG	SIM	DLS	SPC	PAR	SBM	SBE
U/16	PAR	SBM	SBE	MAZ	SJF	SAL	WFD	SMC	EMM	SJG	SIM	DLS	SPC
U/17	DLS	SPC	PAR	SBM	SBE	MAZ	SJF	SAL	WFD	SMC	EMM	SJG	SIM
SEN	SJG	SIM	DLS	SPC	PAR	SBM	SBE	MAZ	SJF	SAL	WFD	SMC	EMM

#### 14. Results

“OZ Timing” will once again be in charge of results this year and will be using electronic timing and finish line recording software for results management. Each athlete will be provided with a race bib with an ID number that will be used in determining finish line order and subsequent results. These race bibs are weatherproof and tear resistant. Each Team Manager is to collect a plastic container with their school’s race bibs from the Event Management Marquee upon arrival at Bundoora Park and ensure that each participant is correctly fitted before reporting to the start line. Each participant will need to attach the race bib to the front of his school singlet using 4 safety pins. The pins should be placed through the 4 small holes in each corner. Once participants finish their race they are free to move back to their school area. The race bibs will need to be collected after each race by the Team Manager and returned at the conclusion of the event.

#### 15. Spectators

It is vital that all spectators on course are properly supervised. In past years we have had issues with student spectators running alongside competitors urging them on, which leads to some confusion for course marshals. At no stage is any spectator allowed to run alongside competitors – those doing so will be reported to course marshals and may result in a protest against the school involved. If at any stage a spectator needs to cross the track, they should ensure that they take great care not to disrupt the race in any way. The starting and finishing areas are to be kept clear of spectators at all times. Any spectator on course is to ensure that they are not dressed in their school’s running attire – this could lead to confusion for course marshals and result in either a protest or disqualification for the school involved.

#### 16. Results

**The first six runners from each team will gain points.** The team with the lowest score will be declared the winner of each race. All results will be updated live on the ACC website (<https://www.accvic.au/cross-country-results/>).

#### 17. Toilet Facilities

There are adequate toilet facilities but there are no change rooms. Competitors should come dressed ready to run. Portable toilets and water station will also be available for athletes and spectators.

#### 18. Parking

As advised on the location map.

## 19. Presentations

The presentation ceremony will take place after the last race. It is courteous for all schools to remain behind where possible for the presentation of awards. Banners and pennants will be presented to the Champion school in each age group and section, as well as for the overall winners in both divisions. We will also present individual awards to the first three place getters in each **race** (inclusive of both divisions).

## 20. Photography

There will be two ACC appointed photographers working on the day. A link will be provided to all schools post event with access to download high res copies of all images from the event. School based photographers must ensure that they do not interfere with the runners whilst on course, and must remain behind the barriers at the finishing zone. All school photographers must report to the Event Management tent to receive an ACC vest.

## 21. Videography

An event highlights video will once again be produced and made available to schools a few days following event day.

## 22. Clean Up

Colleges are responsible for cleaning up their areas. There will be bins at the venue.

## 23. First Aid

First Aid services will be provided and can be found next to the Event Management Marquee near the finish line. We will also have a mobile first aid unit available on course. For any first aid assistance, please contact one of the course marshals with a radio or phone Paul Faheyon 0408 598 093

## 24. Shelter

Shelter will be provided for the recording officials. All schools will need to provide their own shelter for their participants.

## 25. Lunch

Lunch will be provided for all officials. A coffee van will be present for hot drinks. Officials will be provided with complimentary drinks, with vouchers available from the event management marquee.

## 26. Race Bibs

All competitors are required to wear the official ACC race bib. These can be collected by your **Team Manager** from the Event Management Marquee. Pins will also be provided, but schools are encouraged to also provide some spares of their own. All race bibs will need to be collected by the Team Manager and returned at the conclusion of the event. Pins need to be removed and placed in the plastic box provided, and the race bibs stacked neatly in numerical order and returned in the plastic container.

## 27. ACC RULES

Please ensure that you are familiar with the ACC Handbook rules pertaining to General Championship Rules and the Cross Country Rules. These rules are also available on the event page on the ACC website: <https://www.accvic.au/cc-competition-information/>

Should the need for a protest arise, please utilise the official ACC Protest Form. The protest form 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 Division and the Executive Officer. Refer to the ACC Championship rules for further details.

Protests should be lodged by the school's Director of Sport to the ACC Executive Officer (Paul Fahey) or the ACC Operations Officer (Emilio Rinaudo) within fifteen (15) minutes of the conclusion of the race. The result of the protest will be forwarded to the school's Director of Sport as soon as the result is determined.

## **28. CUPS & TROPHIES**

Schools who won cups in 2023 need to bring them on the day, polished and engraved.

Any Queries regarding the Cross Country event can be directed to the ACC office using the contact details below. Please read the ACC Handbook in both the Cross Country and Carnival Rules sections.

**Paul Fahey**  
[paul@accvic.au](mailto:paul@accvic.au)  
**0408 598 093**