



# **ASSOCIATED AND CATHOLIC COLLEGES OF WA**

## **INCLUSIVE FUN RUN & ACTIVITY DAY**

### **OPERATIONS MANUAL**

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## 1.0 GENERAL INFORMATION

DATE	Friday 30 <sup>th</sup> May 2025
VENUE	Jackadder Reserve Rosewood Avenue WOODLANDS
TIME	SCHOOLS ARRIVE : 9:30am EVENT TIME : 10am – 1:30pm
COST	Costs for the day will be shared amongst participating schools, which include (but are not limited to) venue hire, First Aid, BBQ lunch, medallions and marquee hire.

## 2.0 NOMINATION OF STUDENTS

Any student with a disability (Years 7 to 12), whether enrolled in an Education Support unit or not, is eligible to attend.

**NOMINATIONS DUE** Friday, 16<sup>th</sup> May 2025

Nominations will open on the 2<sup>nd</sup> May 2025 and can be submitted via [Inclusive Sports Fun Run Activity Day Nomination Form | Associated & Catholic Colleges of WA](#)

\*\* Late nominations will not be accepted

## 2.0 SUPERVISION

- Schools nominating students must make arrangements for adequate supervision and ensure adequate number of staff are available to supervise all students across the activity groups
- Supervising staff are required to assist with students needs throughout the day.
- **NOTE : schools are to ensure they have staff to support students for the duration of the Fun Run, being mindful course marshals must remain on their post for the duration of the event. Schools must also ensure that they have sufficient staff to deliver their allocated activity station across the course of the activity rotations**

## 3.0 COURSE MARSHALLS

- All nominated schools will provide one staff member to supervise a section of the course
- **The allocated staff members name and contact number will be required at the point of nomination**
- On the event day, course marshals must have their mobile phone with them on the course, so they can be contacted and/or can contact the ACC Sport Operations Manager or First Aid Officer in the event of an emergency.
- The ACC Sport Operations Manager will brief all course marshals prior to the commencement of the event (per the format of the day time schedule)

## 4.0 FIRST AID

- The ACC will provide St John Ambulance First Aid for the event
- Students receiving First Aid care **must** be under the supervision of a staff member, so that relevant case history and specific needs are communicated.

## 5.0 SPECTATORS

Spectators are to be supervised by staff at all times and can participate in the Fun Run at their own risk.

## 6.0 MARQUEES AND WEATHER

- Schools are encouraged to source their own provisions for shade/shelter/protection. Marquees and / or ground tarpaulins are to be set-up by schools prior to the carnival start.
- A small number of marquees will be provided and set-up in a small area at the venue for schools to use, however are not sufficient to cater for all
- **If schools maintenance / ground staff are delivering and setting up shelter prior to the event, ACC staff must be notified at least one week prior to the event**
- In the event the forecast for the day is inclement weather, the ACC will SMS all school Inclusive Coordinators representatives by 8am of the morning of the carnival.

## 7.0 EQUIPMENT

- Per ACTIVITY ROTATIONS, schools are responsible for all equipment required for the delivery of their allocation activity station
- Schools are responsible for the set up and pack down of their respective stations per the FORMAT OF THE DAY timing schedule

## 8.0 FORMAT OF THE DAY

TIME	DETAILS
9:30am	Schools arrive   seating set up   collect wristbands for students without photo consent
9:45am	Course Marshals briefing
9:55am	Carnival welcome
10am	Participants to the Fun Run start line
Until 11am	RECESS
11am	Students to get into the activity groups (per event program)
11:10am – 12:10pm	Activity rotations
12:30pm	Presentations
12:45pm	BBQ lunch
1:30pm	Event concludes

**\*\* Note : event timings are subject to change, and participating schools will be advised on circulation of the event day program**

### FUN RUN

- The event will begin with all students participating in a run around Jackadder Reserve Lake (the course is marked) and course marshals at posts along the length of the course
- The distance around the lake is approximately 1.3km, students to the best of their abilities will complete 2 laps around the lake, approximately a 2.6km course.

### ACTIVITY ROTATIONS

- These will commence after the recess break
- Students will be placed into mixed school and gender groups, to then participate in a variety of sport / recreation activities, rotating every 20 minutes per the event program
- **Student groups will be detailed within the event day program, and staff are required to have knowledge of which groups their students are in**

- Each school attending on the day will be responsible for providing at least one activity, for the group rotations. The required number of staff from this school, **are to remain and deliver the activity** for the duration of this time and for all rotations.
- **NOTE : It is the responsibility of each school to bring all appropriate equipment for their allocated activity.**

### 8.1 Activity rotation examples

SCHOOL	ACTIVITY
MLC	Tunnel Ball
Seton Catholic College	Energisers
Kolbe Catholic College	Goal Ball
Mercedes College	Time Bomb
Lumen Christi College	Soccer
La Salle College	Bean Bag games
Trinity	Kickball
Servite College	Egg Races
John XXIII	Connect 4
Prendiville	Musical statues

### 8.2 Fun Run and Activity Day site map (EXAMPLE ONLY)



### 8.3 Jackadder Reserve Fun Run Trail (EXAMPLE ONLY)



**KEY :**

- Blue arrows                      Route direction
- Numbered boxes              Course marshal locations

**9.0 MEDALLIONS AND SUE BIGELOW SPIRIT SHIELD**

- Medallions will be awarded to 1<sup>st</sup> – 3<sup>rd</sup> place male and female athletes, with this information (with school permission) published on the ACC website
- During presentations, the Sue Bigelow Spirit Shield will be awarded. The winner of the award will be the school that most embodies the ACC maxim of “*Sport in the Right Spirit*” and its students and staff display the characteristics of team spirit, personal development and leadership.