

ASSOCIATED AND CATHOLIC COLLEGES OF WA

INCLUSIVE FUN RUN & ACTIVITY DAY OPERATIONS MANUAL

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1.0 GENERAL INFORMATION

DATE Friday 30th 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, 16th May 2025

Nominations will open on the 2nd May 2025 and can be submitted via <u>Inclusive Sports Fun Run Activity Day</u> 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

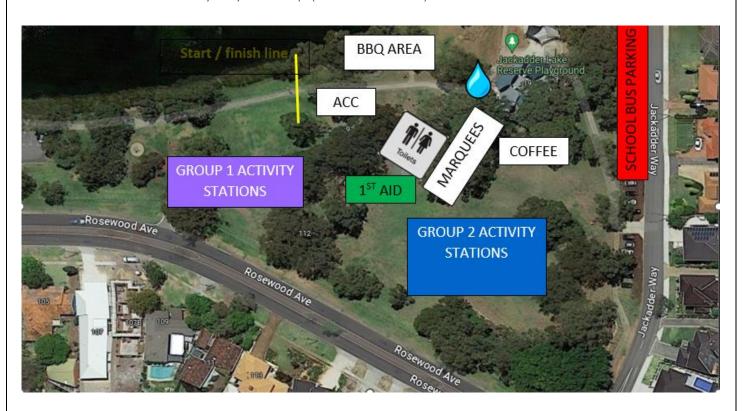
- These will commence after the recess break
- Students will be placed into mixed school and gender groups, to then participate in a variety of sport / recreation activities, rotating every 20 minutes per the event program
- Student groups will be detailed within the event day program, and staff are 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 $1^{st} 3^{rd}$ 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.