

Carnival Manager Checklist

Task (Prior to Carnival)	Lead Responsibility	When Actioned	Designated Actions
Note the agreed dates and venues for the Association Carnivals	LAACT Executive Officer		
If necessary, determine a date and venue for a Association sponsored Carnival	LAACT Executive Officer		
Obtain details of Host Centre Point of Contact	Carnival Manager / Host Centre		
Undertake a ground inspection prior to the Carnival where the following ten items should be covered and or clarified using a check list:			
Track layout, lanes and types of track	Carnival Manager / Host Centre		
Field layout including number of throw and jump areas and the possible use of vacant areas	Carnival Manager / Host Centre		
Check facilities eg toilets, canteen, spectator areas, arrangements for rubbish disposal and ,if necessary, arrange hire of portable toilets	Carnival Manager / Host Centre / LAACT Executive Officer		
Check availability of suitable rooms and equipment requirements/provision for recording data entry and first aid	Carnival Manager / Host Centre / Association IT Officer		
Undertake a preliminary safety assessment of all areas	Carnival Manager / Host Centre Carnival Manager / Host Centre		
Check for track, field and marshalling shade requirements and where shade will be placed	Carnival Manager / Host Centre Carnival Manager / Host Centre		
Ensure there is a suitable marshalling area	Carnival Manager / Host Centre		
Ensure adequate signage	Carnival Manager / Host Centre		
Emergency evacuation is considered and a suitable plan available for use	Carnival Manager / Host Centre		
Security of competition area	Carnival Manager / Host Centre		
Ensure ground is booked	LAACT Executive Officer		
Ensure first aid for the whole of the Carnival and arrangements made for the supply of ice	LAACT Executive Officer / Carnival Manager		
Set entry procedures and closing dates	LAACT Executive Officer		
Check that certificates, medals, ribbons have been ordered and arrangements made for	LAACT Executive Officer / Carnival		

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delivery to the Host Venue	Manager		
Ensure track and field sheets with indication of appropriate records have been prepared and arrangements made for delivery to the Host Venue	LAACT Executive Officer / Carnival Manager		
Liaise with the LAACT Equipment Officer, Carnival Equipment Officer, Host Centre and other appropriate Centres to ensure adequate and appropriate equipment is available and supplied	Equipment Officers / Carnival Manager / Host Centre		
Liaise with the Officer of Officials to ensure Officials have been allocated	LAACT Executive Officer / Carnival Manager		
Liaise with the designated Canteen Manager on the status of preparations	Carnival Manager		
Ensure arrangements are in place to provide and deliver to the Host venue adequate numbers of a printed program including rules of competition	LAACT Executive Officer / Carnival Manager		
Advise the LAACT Executive Officer, for promulgation, of items to be supplied by relevant Centres	Carnival Manager / LAACT Executive Officer		
Purchase food and drink for Officials and ,where necessary, toilet paper and hand wash and arrange delivery to Host venue. Liaise with the LAACT Executive Officer as to the method of payment	Carnival Manager / LAACT Executive Officer		
Arrange and chair a meeting attended by the Assistant Carnival Manager, Association Competition and Technical Director and Track and Field Referees	Carnival Manager		
Designate the competition areas in consultation with the Assistant Carnival Manager and Track and Field Referees and arrange, if necessary, barriers and/or bunting for those areas.	Carnival Manager / Host Centre		

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Day/s of the Carnival

Task
Arrive at the commencement of setup and liaise with Centre representatives on the required setup
Ensure the adherence to ALL safety requirements, in particular that only participating athletes, Team managers and Officials enter the competition area, bringing to the attention of Referees and Chief Officials any matters of concern with regard to safety and the application of rules particularly following a 'Jury of Appeal'
In conjunction with the Competition and Technical Director, address prior to Program start the Team Managers, Chief Officials and Referees regarding your expectations for the conduct of the Carnival
As best able, ensure the Carnival commences on time
Control flow of program
Watch out for bottle neck at marshalling. Slow announcer if needed
In consultation with the Referees, reprogram or cancel events as necessary paying particular attention to weather conditions including temperature
During the Carnival, ensure by the monitoring of marshalling calls and event locations, that the Program runs smoothly
In consultation with the Announcer, ensure a record is maintained of calls for events and the start and finish times for events
Liaise with the Officer of Officials to ensure sufficient Officials are available and in place for the commencement of events
Liaise with the appropriate Referee to ensure that Chief Officials are conducting their events/position correctly and based on the Referee's report or personal observation move, remove or reprimand accordingly
Ensure the award of Certificates, medals and ribbons as appropriate
Arrange for Centres to assist with cleaning up of competition, spectator and team areas
Liaise, as necessary, with the owners or agents to pick up any hired equipment

Protests, Disputes and/or Problems

Note the time of the lodging of a protest and if valid in accordance with the Rules of Competition, accept the fee and have the Announcer notify that a protest has been lodged and the event result is pending
As necessary, convene a 'Jury of Appeal' as directed by the Rules of Competition, chair such a Jury as appropriate, adjudicate, as appropriate, on matters allocated to the Jury and ensure the verdict of the Jury is delivered to all parties that need to be notified
Be the final arbiter of any disputes/problems that arise at the Carnival and are not otherwise covered in the Rules of Competition or verdicts of the 'Jury of Appeal'