



CSEN CROSS COUNTRY CHAMPIONSHIPS

BUNDOORA PARK

MAJOR CARNIVAL

Thursday 26th June

2025

www.csen.au

CHRISTIAN SCHOOLS EVENTS NETWORK

CROSS COUNTRY CHAMPIONSHIPS

AT A GLANCE

| | | |
|------------------------------|--|--|
| SYNOPSIS | A part of the Major Carnival series, the Cross Country Championships offer a premier interschool cross country competition for all CSEN member schools. | |
| CONVENER | Zachariah Barker (CSEN Executive Officer) | |
| DATE | Thursday 26 th June 2025 | |
| REGISTRATION DUE DATE | Sunday 1 st June 2025 | |
| VENUE | Bundoora Park <i>Red River Gum Avenue, Bundoora</i> | |
| AGE GROUPS | <u>PRIMARY:</u> 9 & Under (Born 2016 or later) 10 & Under (Born 2015 or later) 11 & Under (Born 2014 or later) 13 & Under (Born 2012 or later) <i>Open Multi-Class (Para-Athletes)</i> | <u>SECONDARY:</u> 13 & Under (Born 2012 or later) 14 & Under (Born 2011 or later) 15 & Under (Born 2010 or later) 16 & Under (Born 2009 or later) 21 & Under (Born 2008 or later) <i>Open Multi-Class (Para-Athletes)</i> |
| WHAT TO BRING | First Aid Kit Packed Lunch Water Bottle Appropriate Running Attire | |
| UNIFORM | Official School Cross Country Uniform or School Sports Uniform | |
| COST | \$27 per student. | |



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The CSEN Cross Country Championships bring together some of the most competitive runners in Victoria. A draft schedule of the day can be found below:

| | |
|---------|-----------------------------------|
| 9:30am | Schools Begin to Arrive / Warm Up |
| 10am | Welcome and Opening Prayer |
| 10:15am | 21 & Under Boys (4km) |
| 10:20am | 16 & Under Boys (4km) |
| 10:25am | 15 & Under Boys (4km) |
| 10:30am | 14 & Under Boys (4km) |
| 10:45am | 13 & Under Boys (3km) |
| 10:50am | 21 & Under Girls (3km) |
| 10:55am | 16 & Under Girls (3km) |
| 11:00am | 15 & Under Girls (3km) |
| 11:05am | 14 & Under Girls (3km) |
| 11:10am | 13 & Under Girls (3km) |
| 11:30am | Secondary Presentations |
| 12pm | Primary Schools Arrive |
| 12:30pm | 13 & Under Boys (3km) |
| 12:35pm | 11 & Under Boys (3km) |
| 12:40pm | 13 & Under Girls (3km) |
| 12:45pm | 11 & Under Girls (3km) |
| 1:00pm | 10 & Under Boys (2km) |
| 1:05pm | 9 & Under Boys (2km) |
| 1:10pm | 10 & Under Girls (2km) |
| 1:15pm | 9 & Under Girls (2km) |
| 1:45pm | Presentations and Closing Prayer |
| 2:00pm | Schools Depart |

PRIMARY DIVISIONS

| A DIVISION | B DIVISION |
|-------------------------|----------------------|
| Belgrave Heights | ACC Casey |
| Chairo (Pakenham) | Ballarat |
| Flinders (Carrum Downs) | Christway (Kingston) |
| Northside | Covenant |
| St Andrews | Lighthouse |
| Waverley (Narre Warren) | Red Rock |
| Waverley (Wantirna) | |



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SECONDARY DIVISIONS

| A DIVISION | B DIVISION | C DIVISION |
|-------------------------|--------------------|---------------------|
| Belgrave Heights | Covenant | ACC Casey |
| Chairo (Pakenham) | Edinburgh | Ballarat |
| Christway (Kingston) | Heathdale (Melton) | Christway (Wyndham) |
| Heathdale (Werribee) | Heritage | Kerang |
| St Andrews | Lighthouse | Northside |
| Waverley (Narre Warren) | Mt Evelyn | Red Rock |
| Waverley (Wantirna) | | |

Promotion/Relegation

At the conclusion of the Cross Country Championships the top 7 schools overall will compete in A Division in the following year. The next 6 schools will compete in B Division in the following year and the next 6 in C Division.

New Schools

Any new school will be placed in a division according to the number of enrolments. Larger schools will be allocated to A Division and smaller schools into lower divisions.

DISTANCES

The following race distances will be run for all Divisions.

| PRIMARY | 2km | 3km |
|------------------|-----|-----|
| 9 & Under Boys | ✓ | |
| 9 & Under Girls | ✓ | |
| 10 & Under Boys | ✓ | |
| 10 & Under Girls | ✓ | |
| 11 & Under Boys | | ✓ |
| 11 & Under Girls | | ✓ |
| 13 & Under Boys | | ✓ |
| 13 & Under Girls | | ✓ |
| Open Multi-Class | | ✓ |

| SECONDARY | 3km | 4km |
|------------------|-----|-----|
| 13 & Under Boys | ✓ | |
| 13 & Under Girls | ✓ | |



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| | | |
|------------------|---|---|
| 14 & Under Boys | | |
| 14 & Under Girls | ✓ | |
| 15 & Under Boys | | ✓ |
| 15 & Under Girls | ✓ | |
| 16 & Under Boys | | ✓ |
| 16 & Under Girls | ✓ | |
| 21 & Under Boys | | ✓ |
| 21 & Under Girls | ✓ | |
| Open Multi-Class | ✓ | |

AWARDS

Individual Awards

1. Athletes that achieve the fastest three times over all heats in each age group, Division and gender will be awarded a medal (Gold / Silver / Bronze).

Medal Collection

At the conclusion of each race, the top 3 finishers will be ushered by finishing marshals to the medal collection area near the finish line.

Please note: Only the athlete or their designated Sports Coordinator may collect medals.

Team Awards

1. The overall winning school in each division will win the perpetual Cross Country Shield to display at their school for the year. In the event of a tie, all schools will be awarded the win and CSEN will hold onto the Shield.

Shield Collection

The overall results will be announced during presentations and the Shield given to chosen school representatives.

2. The schools with the most points in each age group, gender and division will be awarded pennants. In the event of a tie, all schools will be awarded a pennant.

Pennant Distribution

Pennant winners will be announced after the meet via email to Sports Coordinators. Pennants will be distributed via mail or given at a future event.



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ENTRIES

Schools may enter up to **ten** competitors per age group.

Eligibility

Schools may fill events according to the following guidelines:

| | |
|----------------------------|---|
| Primary | Must be enrolled in Years 3 to 6 |
| Secondary | Must be enrolled in Years 7 to 12 |
| 9&U Boys | Only male students born in 2016 or later |
| 9&U Girls | Only female students born in 2016 or later |
| 10&U Boys | Only male students born in 2015 or later |
| 10&U Girls | Only female students born in 2015 or later |
| 11&U Boys | Only male students born in 2014 or later |
| 11&U Girls | Only female students born in 2014 or later |
| 13&U Boys | Only male students born in 2012 or later |
| 13&U Girls | Only female students born in 2012 or later |
| 14&U Boys | Only male students born in 2011 or later |
| 14&U Girls | Only female students born in 2011 or later |
| 15&U Boys | Only male students born in 2010 or later |
| 15&U Girls | Only female students born in 2010 or later |
| 16&U Boys | Only male students born in 2009 or later |
| 16&U Girls | Only female students born in 2009 or later |
| 21&U Boys | Only male students born in 2008 or later |
| 21&U Girls | Only female students born in 2008 or later |
| Multi Class Athlete | Must have an official classification as per Athletics Victoria guidelines. Paralympic Australian Athletics |

ENTRY FORMS

Entry forms will be uploaded to each school's online portal at the beginning of Term 2.

Entry Process

1. Schools must complete their entry form by Sunday 1st June
2. Data will be uploaded to the Event Timing live results and the link will be shared with schools prior to the event.
3. Any changes to competitors should be communicated via email before 3pm Monday 23rd June in the following format:

| AGE GROUP | M/F | SCHOOL CODE | NAME OF WITHDRAWING STUDENT | NAME OF REPLACEMENT COMPETITOR | DATE OF BIRTH |
|-----------|-----|-------------|-----------------------------|--------------------------------|---------------|
| | | | | | |



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- Any changes to competitors after 3pm Monday 23rd June must be made via the change of athlete form and submitted prior to competition at the CSEN marquee near the finish line.

EVENT RULES

General Rules

- All events shall be conducted in accordance with the competition rules of the Victorian Athletic Association except in cases where they directly contradict the rules stated below.
- Each competitor must adhere strictly to the course as stated and displayed and may only compete in one race on the day. Primary students must only compete in events up to and including 13 & Under (Primary). Secondary students must not compete in events below 13 & Under (Secondary).
- Competitors must always follow the directions of the course marshals.
- Athletes must not compete with headphones. This is a safety issue, as they must be able to always hear course officials.
- All events may have a maximum of 10 students from one school per event, with the first four athletes from each school crossing the line contributing to the team score.
- Students may only compete in one race during the day. One Primary event and one Secondary is not permitted.
- All ages to be taken from 31st December in the year of competition.
- No student, that is not involved in the race, can run with, or physically support a runner during an event or until they have moved 20m from the finish line after that event.
- There is no canteen available on the day. All officials, competitors and spectators are expected to bring enough food for the day. No official or competitor is allowed to access the Farm canteen. It is unfair to expect public and café staff to navigate nearly 2000 people accessing this space.
- Students may not bring or use sports equipment in the area used by CSEN for the Cross Country Championships, including the area north of Playground Drive.

Dress

- No competitor will be permitted to take part in any event unless they are in correct athletics attire, including official school colours. All competitors must compete in school sports uniform. This may be either a singlet or a polo top. Both uniforms must be official school colours and have the school's name and / or logo printed on the garment. Athletes that do not adhere to this rule can expect to be disqualified.
- Athletes must have an RIFD bib securely attached to the front of their shirt for recording of times. If there is no RFID tag attached at the finish line, the athletes time and place in the event may not be recorded.

Spikes

- For PRIMARY and 13&U SECONDARY spiked footwear are **NOT** permitted
- For 14&U SECONDARY and older students, spikes may be worn but they must be pyramid spikes no longer than 12mm.

Scoring

- Schools will score points based on the Scoring Procedures table.

Marshalling

- Name changes on the day are permitted and must be documented at marshalling, via the change of athlete form prior to the first event (secondary) and prior to event 11 (primary). Results will not be updated until after the event.



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- Marshalling for all events will be at the start line five minutes prior to the start of the event. There will be no announcements regarding marshalling. Schools are expected to keep an active watch for events throughout the day.

End of Day

- Schools are expected to leave the area they were sitting in clean and tidy – any excess cleaning costs will be passed on directly to the schools concerned.
- All school officials must remain until the conclusion of all events.
- It is expected that at the conclusion of the carnival, all schools will pack up the area that they have been officiating at, including collecting all course marshalling flags from their position to the next position and returning them to the operations area. Schools are expected to clean their area in the park as directed by CSEN / AV / City of Darebin / Course set up team. Excess cleaning costs will be passed onto schools that leave their area in an unacceptable state.

Protests

- If a school wishes to protest, such action is permitted from the Sports co-ordinator only (without parents in attendance) and should be made to the referee between races. The Referee's decision will be final.

Weather

- In the case of inclement weather, the races will proceed as much as possible, given that it is acceptable to run Cross Country in inclement weather. Please ensure your students have suitable attire for sitting around between races.

SCORING PROCEDURES

Points will be allocated in each event according to the overall position after all heats have been completed. The table below outlines how points will be allocated:

| PLACING | POINTS |
|--------------------|------------------------|
| 1 st | 1 |
| 2 nd | 2 |
| 3 rd | 3 |
| 4 th | 4 |
| 5 th | 5 |
| 6 th | 6 |
| 7 th | 7 |
| 8 th | 8 |
| 9 th | 9 |
| 10 th | 10 |
| 11 th + | As per finishing place |
| No runner | 100 |



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OFFICIALS

All schools are expected to help on the day by filling official roles and generally helping the carnival run smoothly. Please review the information below to ensure that you know what responsibilities your school has been assigned. If there are any issues with your allocation, please contact the CSEN Executive Officer immediately. All school officials must sign in at the CSEN marquee by 9:30am and must adhere to CSEN Child Safety Policy and Guidelines.

Unless noted below, officials from schools must be adults. Please note that not all roles will have lunch provided, these are highlighted below.

Role Allocation

| | SCHOOL / ORGANISATION RESPONSIBLE | ADULT | STUDENT | LUNCH (Y/N) |
|----------------------------------|---|-------|---------|-------------|
| Convener | CSEN | 1 | 0 | Y |
| Child Safety Officer | Red Rock | 1 | 0 | Y |
| Announcer | Belgrave Heights | 1 | 0 | Y |
| Event Timing | Event Timing | 2 | 0 | Y |
| Computer Assistant | CSEN | 1 | 0 | Y |
| Starter | Athletics Victoria | 1 | 0 | Y |
| Referee | Athletics Victoria | 1 | 0 | Y |
| Starters Marshall | Mt Evelyn (am) / Flinders (pm) Maranatha (am) / Waverley Wantirna (pm) | 2 | 0 | Y |
| Finish Marshall | Heathdale Werribee (am) / Waverley Narre (pm) | 1 | 0 | Y |
| Medals | CSEN | 2 | 0 | Y |
| Course Marshall | 1. ACC Casey | 1 | 0 | N |
| | 2. Ballarat | 1 | 0 | N |
| | 3. Belgrave Heights | 1 | 0 | N |
| | 4. Chairo Pakenham | 1 | 0 | N |
| | 5. Chairo Pakenham | 1 | 0 | N |
| | 6. Christway Kingston | 1 | 0 | N |
| | 7. Christway Kingston | 1 | 0 | N |
| | 8. Covenant | 1 | 0 | N |
| | 9. Covenant | 1 | 0 | N |
| | 10. Heathdale Melton (am) / Flinders (pm) | 1 | 0 | N |
| | 11. Heathdale Werribee (am) / Flinders (pm) | 1 | 0 | N |
| | 12. Heritage (am) / Waverley Narre (pm) | 1 | 0 | N |
| | 13. Edinburgh (am) / Waverley Narre (pm) | 1 | 0 | N |
| | 14. Lighthouse | 1 | 0 | N |
| | 15. Lighthouse | 1 | 0 | N |
| | 16. St Andrews | 1 | 0 | N |
| | 17. St Andrews | 1 | 0 | N |
| | 18. St Andrews | 1 | 0 | N |
| | 19. Waverley Wantirna | 1 | 0 | N |
| | 20. Waverley Wantirna | 1 | 0 | N |
| | 21. Waverley Wantirna | 1 | 0 | N |
| Course Set Up / Pack Down | Northside | 4 | 0 | Y |

Description of Roles & Responsibilities

| | | |
|---------------------------|---|--|
| Convener | 1 | Responsible for the organisation of all pre-event bookings, communication and logistics. Provides complete oversight of the event. All final decisions to be made by the convener including delegation of tasks as required to help run the event. |
| Chief of Officials | 1 | Sign in all officials at 9:30am at CSEN HQ. Ensure that all officials are in place for the duration of the program. Act as the CSEN Child Safety Officer for the day. |
| Announcer | 1 | Welcome, general announcements and prayer at the beginning of the day. Announce each block of races to the marshalling area. Announce overall results. Wrap up of carnival including thanks and prayer. |
| Event Timing | 2 | Oversee all timing and results for each race. Provide a live online results data base. |



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| | | |
|----------------------------------|-----------|---|
| Computer Assistant | 1 | Assist Event Timing as requested. Enter all athlete changes in the system. |
| Starter | 1 | Officially starts each race by getting all competitors to have their foot behind the line and cue "Take your Marks"... "Set"... *gun*. |
| Referee | 1 | Ensures that all runners abide by the rules of the meet. |
| Starters Marshall | 2 | Help usher students to the starting line. Ensure that students who are not in the next few races are in their school area, not the starting or marshalling area. |
| Finish Marshall | 2 | Help keep students in order of their finish at the end of each race. Organise students according to their age, division and gender. |
| Medals | 2 | Hand out medals for each age, division and gender in each race. |
| Course Marshall | 21 | Sign in at Marquee, collect a high vis vest and the course map from the marquee and make way to assigned number checkpoint. This will be marked in spray paint on the ground. Ensure you have a small first aid kit, a mobile phone, a chair and an umbrella. |
| Course Set Up / Pack Down | 4 | Required from 6:30am on the day of the carnival. Responsible for marking out the course with flags, bunting, etc. Responsible for the distribution of course marshals to the course after they have signed in. Drives vehicle to collect injured students on the course. Responsible for ensuring course is packed down and the equipment is accounted for. |

FIRST AID

Colmed staff will provide first aid assistance should students need it. Schools must also provide their own first aid kit and staff with first aid training as per the First Aid Policy. Any injuries at a CSEN event must be documented by the school and the school accident form submitted to CSEN at the end of each team as part of the Principal's Declaration.

PARKING

- Parking at Bundoora Park is subject to availability and up to date information can be found on the Bundoora Park website (Terms and conditions apply to all car parks. Failure to comply may result in a parking infringement).
- Buses are not permitted to park or drop off passengers in areas other than the Farm car parks. There are allocated bus zones in the Farm carpark.

PHOTOGRAPHY

Photos and videos may be taken during the day for personal use only. These must not be published to social media as per the CSEN Media Policy.

CSEN may provide professional photography and/or videography at this event for internal use only. Notice will be provided to schools at least two weeks prior regarding media arrangements and permissions.



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TOILET ROSTER

School staff to supervise toilet areas according to the roster below:

| TIME | SCHOOL RESPONSIBLE |
|---------|-----------------------|
| 8:00am | CSEN |
| 9:30am | Northside |
| 10:00am | Waverley Narre Warren |
| 10:30am | Heathdale |
| 11:00am | Christway |
| 11:30am | Lighthouse |
| 12:00pm | Belgrave Heights |
| 12:30pm | Flinders Carrum Downs |
| 1:00pm | Covenant |
| 1:30pm | Chairo Pakenham |
| 2:00pm | Waverley Wantirna |
| 2:30pm | CSEN |

SCHOOL SEATING ALLOCATION

School groups may choose a school area according to the diagram below. There is no specific school allocated seating in the blue section. Marquees will be provided and set up to be shared amongst all schools.



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RISK ASSESSMENT

CSEN Risk Assessments can be found in the Risk Assessment & Provider Information in each Schools portal.

Additional Cross Country Risk Assessment and Mitigation Strategies can be found below.

| | |
|-------------------------|--|
| ASSESSED BY | Zachariah Barker <i>CSEN Executive Officer</i> |
| ASSESSMENT DATE | Wednesday 30th October 2024 |
| LOCATION | Bundoora Park <i>River Red Gum Avenue, Bundoora VIC 3083</i> |
| ACTIVITIES | Interschool Cross Country |
| DATE OF ACTIVITY | Thursday 26 th June 2025 |
| ATTENDANCE | Secondary: 1000 (approximately) Primary: 500 (approximately) |
| NEXT REVIEW | November 2025 |

PLEASE NOTE:

CSEN does not provide Personal/Accident Insurance Cover.

As a competing school we are aware that all teachers/parents/volunteers that we send to a carnival or sporting event have completed the school Child Safe Policy and signed the CSEN Child Safe Register that will be forwarded to CSEN as required.

CONSEQUENCE OR IMPACT

| LEVEL | TITLE | Definition |
|-------|---------------|---|
| 1 | Insignificant | Insignificant injury that may require basic first aid and disruption to excursion, however no injury is sustained Little to no reputational harm done. Little to no non-compliance with policies. |
| 2 | Minor | Minor injury or harm requiring treatment by a doctor, or appropriate medical professional, but not hospitalisation Minor reputational harm done. Partial non-compliance with policies. |
| 3 | Moderate | Injury or harm requiring hospitalisation, however full recovery is expected. Moderate reputational harm done. Technical non-compliance with legal obligations and non-compliance with policies. |
| 4 | Major | Life threatening injury or harm requiring lengthy hospitalisation and rehabilitation. More than a month off school Major reputational harm done. Non-compliance with legal obligations and substantial non-compliance with internal policies. |
| 5 | Catastrophic | Death or serious permanent disability or harm. Unlikely to be able to return to school Catastrophic reputational harm done. Intentional or recklessly negligent non-compliance with legal obligations. |

LIKELIHOOD

| LEVEL | TITLE | Definition |
|-------|----------------|--|
| E | Rare | Will only occur in exceptional circumstances (would be considered highly unusual). |
| D | Unlikely | Not likely to occur during the course of an excursion. |
| C | Possible | Has a chance of occurring during the course of an excursion. |
| B | Likely | May occur during the course of an excursion. |
| A | Almost Certain | Will almost certainly happen during the course of an excursion. |



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RISK ANALYSIS MATRIX – LEVEL OF RISK

| | | | | | |
|----------------|---------------|-------|----------|-------|--------------|
| Almost Certain | | | | | |
| Likely | | | | | |
| Possible | | | | | |
| Unlikely | | | | | |
| Rare | | | | | |
| | Insignificant | Minor | Moderate | Major | Catastrophic |

Low Medium High Extreme

| Exposure | Current Controls | Assessment | | | Additional Controls Required |
|----------|------------------|------------|------------|---------------|------------------------------|
| | | Severity | Likelihood | Risk Priority | |

GENERAL

| | | | | | |
|--|---|---|---|----|---|
| Referees/Officials with inadequate knowledge for effective supervision | Use of accredited Athletics Victoria Officials as key officials | 2 | D | L | Schools are responsible for ensuring that they send school staff that are competent & understand rules/safety requirements of the event they have been allocated to run. |
| Staff unfamiliar with emergency management principles | Schools to advise students and staff of emergency procedure prior to commencement of carnival | 2 | D | L | |
| Employees without Working with Children Checks | All staff present at the event are understood to have undergone Working with Children check by the venue, Officials Association, or individual school. | 2 | C | M | Schools to ensure that all staff and parents volunteering or helping out have had signed their Child Safety Register. |
| Transport to and from the Cross Country Championships | Responsibility is with the student's school and / or parents. | | | NA | |
| Student Supervision when not competing | Out of bounds areas behind grandstand where students cannot be seen. Schools must have a staff member in the stand with their students to monitor student presence. | 2 | C | M | All schools notified of their responsibility to provide 1 teacher to supervise those students not competing while in the stands (1:20 ratio staff : students) Announcements to be made regularly on each of these points to ensure students do not forget the correct and safe procedures. |
| Collisions on track | No students to walk across track area | 2 | C | M | |
| | Students to cross at designated crossing. | 3 | D | M | |



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| | | | | | |
|--|--|------------|------------|------------|--|
| <u>Footwear</u> | | | | | |
| Broken glass or sharp objects in the environment | Students are always to wear footwear. | 3 | D | M | |
| Students may receive a wound from another student wearing spikes during a race | No students may compete in bare feet. Competitors are required to keep a safe distance from other competitors when competing. | 2 2 | C C | M M | |
| <u>School area</u> | | | | | |
| Students may trip and fall | Schools to monitor school area and bags etc No ball games around the schools area. | 2 | D | L | |
| Major Emergency | An EMP is available on the CSEN website. | | | | Sports Coordinators are to ensure they know their responsibilities under the plan. |

PARTICIPANTS / SPECTATORS

| | | | | | |
|---|---|---|---|---|--|
| Inadequate training and preparation of students/competitor Low level of physical fitness / strength | Responsibility of each school to prepare students/competitors. | 2 | D | L | - Students are required to complete at house cross country carnival to qualify through to cross country championships |
| Physical injury/ asthma attack etc. as a result of participation | Trained First Aid Officers present and full equipment available. If students are asthmatic / anaphylactic, they must always carry their medication. | 2 | C | M | Each school is required to bring a First Aid Kit & ensures that the – Each school must have a first aid trained supervising teacher All course marshals to have a first aid kit and mobile phone. |
| Students inappropriately dressed to compete. ie. uniform, footwear, including appropriate attire to wear prior to and after competing | CSEN rules of competition require students to be dressed appropriately for cross country. This information is sent to schools via email, and available on the CSEN website. Rules of competition & the CSEN Code of Conduct can be downloaded from the CSEN website. www.csen.au Individual schools must check that their students are appropriately dressed to compete by carnival rules prior to the marshalling of the first event. | 2 | C | M | Announcer to make several announcements throughout the day |

OFFICIALS / PROGRAM

| | | | | | |
|---|---|---|---|---|--|
| Poor program/draw organisation | Cross Country program has been arranged to maximise efficiency and safety of participants | 2 | D | L | |
| Providing inadequate rules and instruction for conduct of event | Provision of clear hardcopy instructions for officials at each event | 2 | D | L | |
| Lack of clear identification of officials | Athletics Victoria Officials to wear official uniform. Colmed Medics to wear official uniform. | 2 | D | L | |
| Students getting lost on course | Course clearly marked. Twenty officials on course at any one time. Schools to allow students to walk the course prior to the first event. | 2 | D | L | |



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|---|--|---|---|---|---|
| First Aid equipment and facilities inadequate | First Aid marquee set up at the finish line with adequate space for first aid application – CSEN employ adequately trained Colmed Medics | 3 | D | M | |
| EQUIPMENT / GROUNDS | | | | | |
| Failure to check competition areas/fields and equipment prior to event | Athletics Victoria officials in conjunction with carnival referee check equipment and competition areas prior to carnival commencing. Course marking team to ensure track is clear of debris. | 2 | C | M | CSEN Executive Officer will check conditions of course multiple times in the lead up to the event and make necessary adjustments to course if required. |
| Collisions between participants | Wide start line to minimise collisions. Flags delineating right and left hand side of the course to be 2 metres apart. | | | | |
| ENVIRONMENTAL | | | | | |
| Carnival continues during dangerous weather conditions ie. extreme heat/humidity, rain, lightning | Deteriorating conditions continually assessed and appropriate action taken by Carnival Referee in consultation with staff / Colmed Medics / Athletics Victoria Officials etc. | 3 | D | M | - announcer to make several announcements throughout the day |
| Sun sense / Dehydration / Exhaustion | Schools to provide sunscreen for their own students & remind students to bring/wear hats and apply sunscreen regularly throughout the day. | 2 | D | L | - announcer to make several announcements throughout the day |
| COVID – 19 | Risk of spread of Coronavirus | 5 | D | M | Schools are to ensure they download and follow the coronavirus risk assessment |



EMERGENCY PROCEDURES

CROSS COUNTRY – EMERGENCY MANAGEMENT PLAN

| | |
|-------------------------|--|
| DATE | Thursday 26 th June 2025 |
| VENUE | Bundoora Park Red River Gums Avenue, Bundoora VIC 3083 |
| MELWAYS | 19 F4 |
| CHIEF WARDEN | Zachariah Barker (from 6:30am) Mobile: 0490334741 |
| PUBLIC AUTHORITY | Police: 000 Fire: 000 Ambulance: 000 Reservoir Police Station: 9460 6744 |
| NOTES | <ol style="list-style-type: none"> 1. In any major incident, for the purposes of the law, the venue is considered a crime scene and therefore is under the total control of the police. 2. All emergencies and near emergencies must be reported to the Chief Warden / Deputy Warden and an incident report must be completed. 3. The event is only to be cancelled due to extreme weather circumstances, in situations where it is dangerous for competitors, staff and / or volunteers to continue. This will be determined by the Chief Warden, Deputy Warden and teachers in charge of schools. 4. Evacuation procedure – on instruction of the Chief Warden and once a code red has been issued, the procedure for evacuation is; <ol style="list-style-type: none"> a. All schools that have buses available at the venue are to load buses and head directly to Northside Christian College (McLeans Road, Bundoora). b. On arrival at the college, follow the directions to the gymnasium and shelter inside. c. Buses are to return to Bundoora Park to evacuate other students / schools to Northside Christian College. d. Once all students / schools have been evacuated, buses may load up evacuated school groups and return to the home school. e. Schools that do not have buses available immediately for relocation must organise a bus to collect the school group as soon as possible from Northside Christian College. |



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MEDICAL EMERGENCY

If someone is in need of urgent medical help:

- Phone 000 for an Ambulance if required. Be sure you provide approximate location within All Nations Park.
- Seek assistance from onsite First Aid
- Alert Chief / Deputy Warden
- Comfort the person until help arrives
- Ensure the incident has been reported using an **INCIDENT REPORT FORM**.



BOMB THREAT

If a Bomb Threat is received by phone or in person:

- Be sympathetic, not abusive.
- Ask questions - When/Where/What Kind?
- Remember details of the conversation. Are they well spoken, calm, irrational? Is the voice loud, slow, angry, disguised? Are there any background noises?
- Alert Chief / Deputy Warden immediately
- Ensure the incident has been reported using an **INCIDENT REPORT FORM**.



EXTREME WEATHER

- Move patrons under cover and away from temporary infrastructure, indoors if possible
- Ensure marquees are cleared of patrons
- If possible, pack down loose furnishings or infrastructure onto the ground (trestles, folding chairs, signage etc)
- Ensure that stages and structures are moved into safe mode
- Proceed to evacuation assembly point



ALERT CODES

CODE ORANGE

Possibility of event or part thereof stopping, standby for further information

CODE RED

Event or part thereof stopped or evacuated due to emergency situation

CODE GREEN

Event or part thereof resumed, emergency situation ended



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EVACUATION

- **EVACUATE** if instructed to do so by the Chief / Deputy Warden or Public Authority.
- Proceed in a calm and orderly fashion to the Primary Assembly Area.
- **ONLY** proceed to the Secondary Assembly Area when instructed.
- **DO NOT** re-enter evacuated area until told to do so.
- **Offer Assistance when safe to do so.**
- If assistance is needed and it is unsafe to do so, notify nearby staff.



DISABILITY EMERGENCY PLAN

- In case of an emergency / evacuation festival Access support staff to coordinate and assist people with disabilities and hearing impairments.



FIRE

Should you discover a fire,

REMEMBER to RACE:

- R** = Remove anyone from immediate danger
- A** = Alert Nearby Staff and Chief / Deputy Warden
- C** = Contain smoke and fire if possible
- E** = Extinguish the fire if safe to do so

A number of fire extinguishers and fire blankets have been placed around the festival. To use fire extinguishers

REMEMBER to PASS:

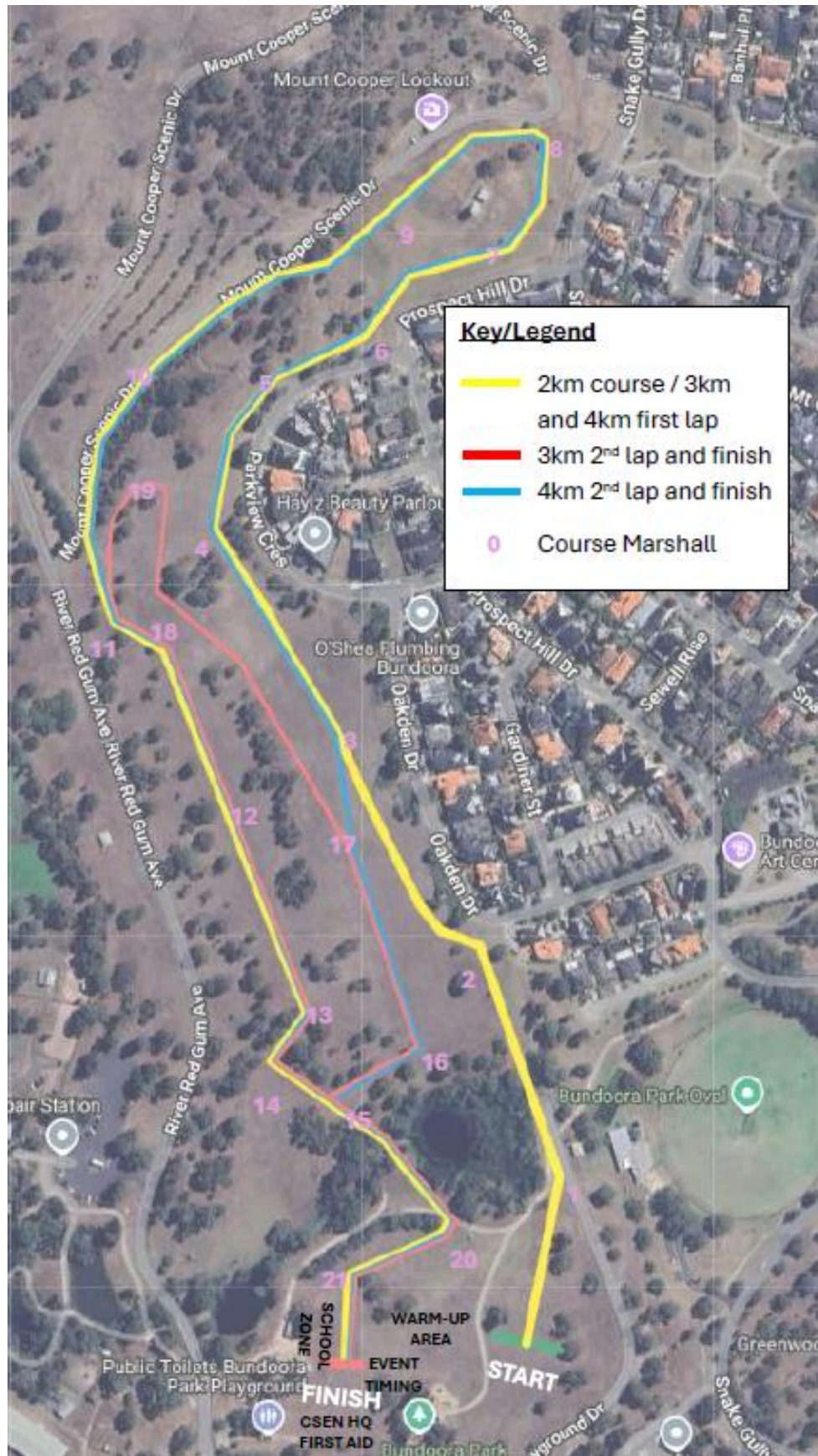
- P** = Pull the pin
- A** = Aim the nozzle
- S** = Squeeze the handle
- S** = Sweep the fire



CHRISTIAN SCHOOLS EVENTS NETWORK

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COURSE MAP



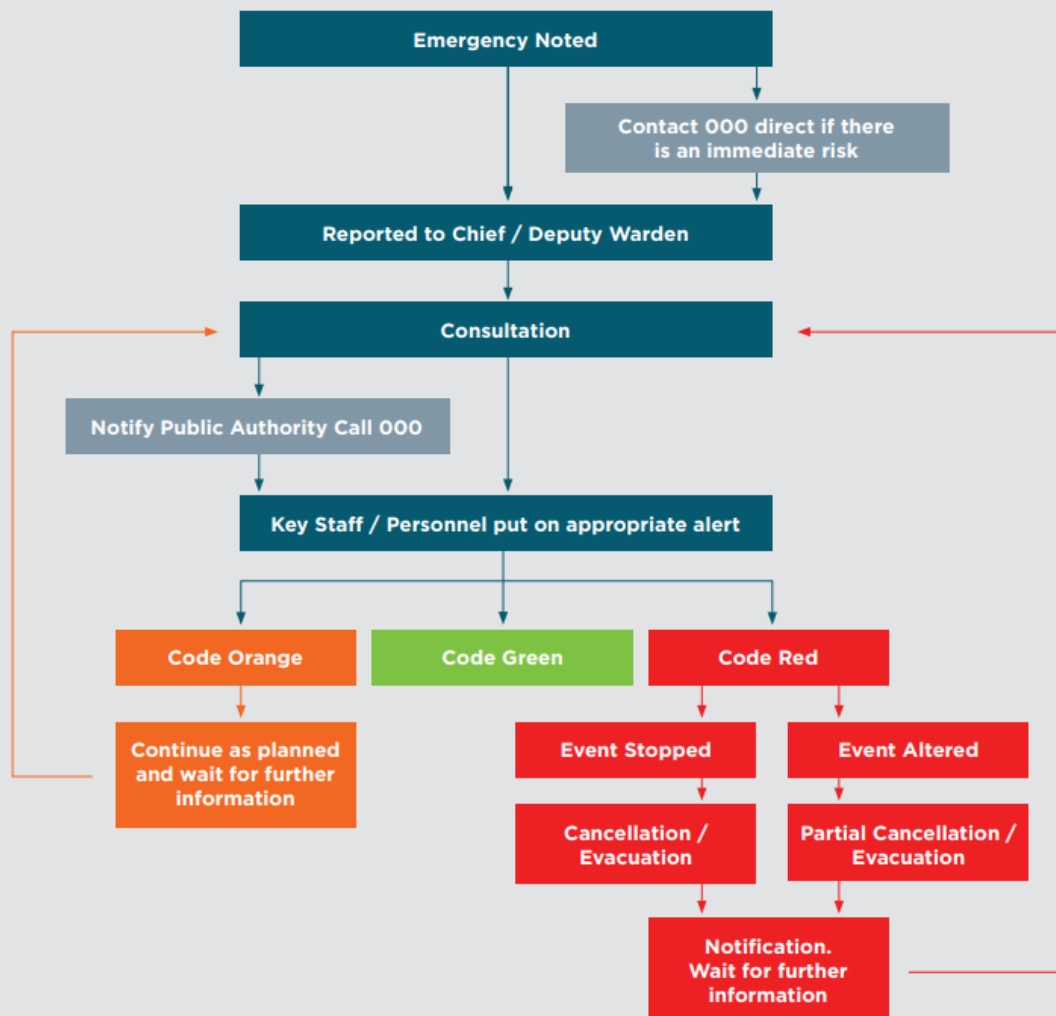
CHRISTIAN SCHOOLS EVENTS NETWORK

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FINISH LINE



EMERGENCY RESPONSE PROCEDURE



CHILD SAFETY

This Code of Conduct has a specific focus on safeguarding children and young people at CSEN Events against sexual, physical, psychological, and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, and board/school council members at CSEN are expected to actively contribute to a school events association culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion, and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as per information distributed to schools.

All adults present at the carnival should fall into one of the following categories:

- a. Students (in school sports uniform)
- b. Staff from a particular school (in school staff polo top, or with school identification / lanyard clearly visible)
- c. Swimming Victoria Officials (in SV attire)
- d. First Aid personnel (in Colbrow Medic attire)
- e. CSEN staff & volunteers (in CSEN attire)
- f. Venue staff (in venue attire)
- g. Parents / Visitors (school lanyard visible)

All school staff are requested to ensure adults sitting in the grandstand near their school group have appropriate identification. If not, please ask them to sign in with the school they are associated with, otherwise leave the area. Breaches are to be reported to venue staff for removal of the person.

Schools must have lanyards available for parent visitors and ensure they sign the school Child Safe Policy.

The Child Safety Officer at the event will be the Chief of Officials.



CHANGE ROOMS

CSEN recognises that children are particularly vulnerable in change rooms and that measures must be put in place to ensure that children are able to safely get changed without fear of intrusion or fear for their safety.

Generally, the expectation of CSEN is that Member School Staff and Member School Volunteers would appropriately supervise change rooms in accordance with Department of Education guidelines. The same goes for CSEN Staff and CSEN volunteers who may be required to supervise change rooms while supervising CSEN Representatives at non-CSEN events.

Those guidelines are that change rooms should be supervised and supervisors should adhere to the following guidelines:

- give explicit instructions and guidelines for behaviour in change rooms
- ensure students and staff have been notified that mobile phone (and cameras) are prohibited in changerooms
- set a routine for going into change rooms and keep to it
- announce to students when entering the change room and allow time for students to cover up
- do not stand in change rooms while students are changing as students have a right to privacy, and
- staff should not be in a changeroom with one student / player.

While the issue of a supervisor of either sex supervising the change rooms of both sexes poses some difficulties, some suggestions for supervisors in this situation include:

- give explicit rules about what is expected of students' behaviour in the change rooms
- ensure that students know that if there is an emergency you will enter the change room
- choose two student representatives to report to you about any problems in the change rooms
- ask the students to come out of the change room if there is any disturbance
- if for some reason the students remain in the change room seek a person of the appropriate sex to go in, and
- if there is an emergency, let students know you are coming in and give a warning to cover up before going in.

Parents from member schools must be discouraged from entering the changerooms unless truly necessary.



RISK WARNING UNDER SECTION 5M OF THE CIVIL LIABILITY ACT 2002

ON BEHALF OF CSEN AND CSEN MEMBER SCHOOLS

Sporting and Cultural Activities

Christian Schools Events Network (CSEN) administers and convenes CSEN inter-school sporting and cultural activities in which many students from its members' schools participate. Students participating in these events take part in practice, trials, workshops, and competitions.

CSEN and its members' schools expect students to take responsibility for their own safety during sporting activities by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property, and grounds. CSEN and its members' schools also expect parents, spectators, and other participants to behave in a safe and responsible manner, to comply with the CSEN Code of Conduct and to set a good example for the students.

While CSEN and its members schools take measures to make the sporting and cultural activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage because of their participation in these sporting and cultural activities, whether at training or in actual events. Parents, spectators, and officials could also be injured or suffer loss.

Injury can occur while the student, parent, spectator, or official is engaging in or watching a sporting or cultural activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or from equipment failure. On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion, or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student, parent, spectator, or official has a pre-existing injury, participating in a sporting or cultural activity could result in an exacerbation of that injury. Students, parents, spectators, and officials could also suffer loss because of their personal property being lost, stolen, damaged or destroyed.

CSEN does not provide Personal/Accident Insurance Cover

It is the responsibility of CSEN member schools to ensure that all teachers/parents/volunteers they send to a sporting or cultural event have a valid WWCC and / or VIT accreditation and have signed the CSEN Child Safe Policy Register at their school. This information will be forwarded to CSEN on a regular basis.

It is the responsibility of schools to ensure that all staff, students and parents attending a CSEN event have been informed of this Risk Warning.



CHRISTIAN SCHOOLS EVENTS NETWORK

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FURTHER INFORMATION

For any further information please visit the CSEN website or you can get in touch via email:
csen@csen.au





CHRISTIAN SCHOOLS EVENTS NETWORK

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csen@csen.au