



Dear Teacher,

Thank-you for your interest in the Peak Fitness Challenge™ On Campus Program. Please read through all of the policies below before filling in the booking form. If you have any queries related to the booking process then please don't hesitate to contact us via one of the methods listed below.

Dale Ringin

Peak Fitness Challenge™ coordinator

### GENERAL POLICIES:

- There are no minimum numbers of total participants required for On Campus Program sessions, however, schools will be quoted a price based on numbers of students expected to participate. A written quote (for price per student) can be provided before the session is confirmed, quotes are valid for 60 days.
- Schools will be invoiced by Physical & Sport Focused Services based upon the number of participants listed on the booking form. Please ensure these numbers are as accurate as possible.
- Cancellation by schools of a booking without re-booking an alternative date may incur an administration fee.
- **Schools must organise the minimum number of teachers, aides, parents or competent older students to act as officials** (not required for PFC Personal Training session unless there are multiple classes participating at the one time). It is preferred that officials are organised into the necessary groups and assigned an event prior to the commencement of the session. If Physical & Sport Focused Services is required to provide additional staff (other than the standard 1-3 staff members) then this will be added onto the total cost.
- Participants are to be organised into groups prior to the commencement of the session. For Mini PFC and PFC Tabloid sessions the names of the students (in their assigned groups) **are to be emailed** to Physical & Sport Focused Services **at least 1 week prior to the planned On Campus session date**. Team sheets (to fill in student names) will be emailed to schools **2-3 weeks prior to the planned On Campus session date**.
- The timetable, types of challenge and price per student are to be booked (via the booking form) at least **3 weeks prior to the planned On Campus Program session date**. Schools will be contacted **via phone 1-3 days before** the planned session date to confirm all details.
- Behavioural supervision of participants is the responsibility of the school/staff (the Peak Fitness Challenge™ does not undertake Duty of Care responsibilities). Schools are responsible for ensuring the working area is safe for physical activity and meets Occupational Health and Safety guidelines.
- All equipment provided is the property of Physical & Sport Focused Services. Schools will be charged to replace any equipment that is broken or damaged through malicious or incorrect usage.
- *"No play, no pay"*. In event of a wash out or extreme heat (+35 degrees) there will be no charge and a re-schedule may be negotiated. The Peak Fitness Challenge™ supports the Sun Smart policy during Term 1 and 4.



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- The Peak Fitness Challenge™ supports Smartplay (go to [www.smartplay.com.au](http://www.smartplay.com.au) for more information on sport safety) hydration and fluid replacement recommendations: *We encourage students to bring drink bottles with them!*
- Schools are welcome and encouraged to combine with other schools in their area/cluster/district to boost student numbers or ensure there is adequate space/working facilities.



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## AN OVERVIEW OF WHAT WE WILL DO:

### “PFC Circuit”

- Provide all of the equipment needed for the events.
- Set up all of the equipment for the events.
- Conduct a welcome assembly with information about the session and a group warm up.
- Provide a staff member to coordinate the session.
- Conduct an officials briefing, providing event descriptions and informing teachers/aides/parents of their role.
- Conduct a cool down/stretching routine.

### “PFC Tabloid”

- Provide all of the equipment needed for the events.
- Set up all of the equipment for the events.
- Conduct a welcome assembly with information about the session and a group warm up.
- Provide two staff members to coordinate the session.
- Conduct an officials briefing, providing event descriptions and informing teachers/aides/parents of their role.
- Provide the appropriate number of recording sheets for each event.
- Conduct a cool down/stretching routine.
- Provide ribbons for the best result at each event (for males and females).
- Post all recorded results back to the school.

### “Mini PFC”- Grade 3 to 6 only

- Provide all of the equipment needed for the events.
- Set up all of the equipment for the events.
- Assign all participants an identification number.
- Conduct a welcome assembly with information about the session and a group warm up.
- Provide three staff members to coordinate the session.
- Conduct an officials briefing, providing event descriptions and informing teachers/aides/parents of their role.
- Provide the appropriate number of recording sheets for each event.
- Provide ribbons for the best result at each event (for boys and girls).
- Provide a medallion for the overall fittest boy and overall fittest girl.
- Print and send individual scores (ranked and divided into boys & girls) to the school.
- Optional team scores (if operating a team or house based challenge) and trophy able to be included.



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## WHAT WE NEED YOU TO DO:

### “PFC Circuit”

- Place the students into 10 groups (mixed or single gender).
- **Provide 10 capable officials** (classroom teachers, integration aides, parents or older brothers/sisters) to supervise each event.
- **Ensure all officials are able to attend the briefing prior to the session beginning.**
- Set a timetable in consultation with us (timetable will be based upon the number of students participating) and ensure the classes arrive on time.
- Inform us of any pre-existing medical conditions students may have that may affect their participation in all of the activities.
- Ensure the working area is free and will not clash with other activities or programs on the school timetable.
- Provide a clean, stable and safe basketball sized court area, gymnasium or oval space to conduct the events.
- Provide an additional area to conduct the welcome assembly and warm up/cool down.
- **Ensure that the working area is kept free of students during any recess and lunchtime breaks (so that equipment can be set up or remain in place).**
- Provide access to the working area for a car and the Peak Fitness trailer.

### “PFC Tabloid”

- Place the students into 10 groups (single gender based) and send the names of students (on the student identification sheet provided to you) to us **2 weeks prior to the set date.**
- **Provide 15 capable officials** (classroom teachers, integration aides, parents or older brothers/sisters) to supervise each event.
- **Ensure all officials are able to attend the briefing prior to the session beginning.**
- Set a timetable in consultation with us (timetable will be based upon the number of students participating) and ensure the classes arrive on time.
- Inform us of any pre-existing medical conditions students may have that may affect their participation in all of the activities.
- Ensure the working area is free and will not clash with other activities or programs on the school timetable.
- Provide a clean, stable and safe basketball sized court area, gymnasium or oval space to conduct the events.
- Provide an additional area to conduct the welcome assembly and warm up/cool down.
- **Ensure that the working area is kept free of students during any recess and lunchtime breaks (so that equipment can be set up or remain in place).**
- Provide access to the working area for a car and the Peak Fitness trailer.



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“Mini PFC”- Grade 3 to 6 only

- Place the students into 10 groups (single gender based) and send the names of students (on the student identification sheet provided to you) to us **2 weeks prior to the set date.**  
**Note: If you want to operate a Team or House based challenge then participant names must also be assigned to a Team or House.**
- **Provide 25 capable officials** (classroom teachers, integration aides, parents or older brothers/sisters) to supervise each event.
- **Ensure all officials are able to attend the briefing prior to the session beginning.**
- Set a timetable in consultation with us (timetable will be based upon the number of students participating) and ensure the classes arrive on time.
- Inform us of any pre-existing medical conditions students may have that may affect their participation in all of the activities.
- Ensure the working area is free and will not clash with other activities or programs on the school timetable.
- Provide a clean, stable and safe basketball sized court area, gymnasium or oval space to conduct the events.
- Provide an additional area to conduct the welcome assembly and warm up/cool down.
- **Ensure that the working area is kept free of students during any recess and lunchtime breaks (so that equipment can be set up or remain in place).**
- Provide a secure (and sheltered if possible) area with access to power to operate the laptop computer.
- Provide access to the working area for a car and the Peak Fitness trailer.



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## PEAK FITNESS CHALLENGE™ ON CAMPUS PROGRAM BOOKING FORM

***PLEASE ENSURE YOU HAVE READ THE PREVIOUS PAGES CAREFULLY BEFORE COMPLETING THIS FORM.***

SCHOOL: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_ SCHOOL FAX: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

POSTAL ADDRESS (if different to above): \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

PREFERRED TYPE OF PROGRAM (Please circle or highlight):

**PFC Circuit                  PFC Tabloid                  Mini PFC**

COMPLETED QUOTE:                  YES                  NO

If yes, Quote date: \_\_\_\_/\_\_\_\_/2008

**PFC Circuit quoted price per student \$ \_\_\_\_\_**

**PFC Tabloid quoted price per student \$ \_\_\_\_\_**

**Mini PFC quoted price per student \$ \_\_\_\_\_**

*Please contact us via one of the methods below if you require a new or updated quote.*

PREFERRED DATE #1: \_\_\_\_/\_\_\_\_/2008

PREFERRED DATE #2: \_\_\_\_/\_\_\_\_/2008

PREFERRED DATE #3: \_\_\_\_/\_\_\_\_/2008

PREFERRED DATE #4: \_\_\_\_/\_\_\_\_/2008



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## PEAK FITNESS CHALLENGE™ ON CAMPUS PROGRAM BOOKING FORM

PREFERRED STARTING TIME: \_\_\_\_:\_\_\_\_ am/pm

YEAR LEVELS (e.g. P-6, 5/6, 7-9): \_\_\_\_\_

NUMBER OF PARTICIPANTS:

Year Level: \_\_\_\_\_ MALE-\_\_\_\_ FEMALE-\_\_\_\_ TOTAL- \_\_\_\_\_

Year Level: \_\_\_\_\_ MALE-\_\_\_\_ FEMALE-\_\_\_\_ TOTAL- \_\_\_\_\_

WORKING AREA or AREAS (e.g. gym, oval, netball court):  
\_\_\_\_\_  
\_\_\_\_\_

WILL THERE BE MORE THAN ONE CLASS COMING TO DO THE ON CAMPUS PROGRAM SEPARATELY FOR THE DAY (e.g. Grade 5B then Grade 6C): YES NO

IF YES, HOW MANY GROUPS & NUMBER OF STUDENTS IN EACH:

1<sup>ST</sup> GROUP \_\_\_\_\_ 2<sup>ND</sup> GROUP \_\_\_\_\_ 3<sup>RD</sup> GROUP \_\_\_\_\_ 4<sup>TH</sup> GROUP \_\_\_\_\_

5<sup>TH</sup> GROUP \_\_\_\_\_ 6<sup>TH</sup> GROUP \_\_\_\_\_ 7<sup>TH</sup> GROUP \_\_\_\_\_ 8<sup>TH</sup> GROUP \_\_\_\_\_

ADDITIONAL INFORMATION WE NEED TO KNOW:

Recess: \_\_\_\_:\_\_\_\_ am to \_\_\_\_:\_\_\_\_ am

Lunch: \_\_\_\_:\_\_\_\_ pm to \_\_\_\_:\_\_\_\_ pm

Other: \_\_\_\_\_  
\_\_\_\_\_

SPECIAL FOCUS FOR THE CHALLENGE (Optional):  
\_\_\_\_\_

***THIS FORM MUST BE RETURNED AT LEAST 3 WEEKS PRIOR TO THE PREFERRED DATE VIA ONE OF THE METHODS BELOW.***



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Please draw a map below to indicate working area(s) in relation main school buildings and power sources (if unable to email map then FAX or POST, see bottom of the page for details).

A large empty rectangular box provided for drawing a map.



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