



TIMETABLE

TIME	EVENT	INFORMATION
9:10-9:20	Officials to have arrived at stadium	Officials to be ready for briefing.
9:25-9:45	Officials briefing & event testing	Instructions and information given to officials. Any queries answered. Officials make their way to the events, Peak Fitness Challenge staff to then make a final check on all events.
9:30- 9:45 (no earlier thanks)	Schools to arrive at stadium	Competitors to be seated and given their identification numbers. Teachers to fill out any changes to teams (e.g. absentees, replacements etc.).
9:45-9:50	Teachers briefing	Teachers to hand in their forms with any changes made to teams. Instructions about the teacher's role on the day.
9:50-10:00	Assembly	Competitors, officials, teachers and supporters given information regarding the event.
10:00-10:05	Disbursement to activities	Competitors sent to their event (in groups) to await instructions from officials.
10:05-10:25	1st Rotation	All results to be returned to the recorders table.
10:25-10:45	2nd Rotation	All results to be returned to the recorders table.
10:45-11:05	3rd Rotation	All results to be returned to the recorders table.
11:05-11:15	Morning break	Competitors to take toilet break and get food/drink. May be shortened to ensure finishing on time. NO FOOD OR DRINKS ON THE COURTS.
11:15-11:20	Disbursement	Competitors sent to their event to await instructions from officials.
11:20-11:40	4th Rotation	All results to be returned to the recorders table.
11:40-12:00	5th Rotation	All results to be returned to the recorders table.
12:00- 12:20	6th Rotation	All results to be returned to the recorders table.
12:20-12:40	7th Rotation	All results to be returned to the recorders table.
12:40-1:05	Lunch break	Lunch to be eaten in specified area. May be shortened to ensure finishing on time. NO FOOD OR DRINKS ON THE COURTS.
1:05-1:10	Disbursement	Competitors sent to their event to await instructions from officials.
1:10-1:30	8th Rotation	All results to be returned to the recorders table.
1:30-1:50	9th Rotation	All results to be returned to the recorders table.
1:50-2:10	10th Rotation	All results to be returned to the recorders table.

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2:10-2:15	Collection/Gathering	Officials to return all equipment. Competitors to clean up any rubbish and then sit in the assigned assembly area.
2:15-2:30	Special Presentation/ Cool Down	Group cool down using static stretches. Educational presentation about footwear from The Athlete's Foot/Ascent.
2:30-2:40	Presentations	Medallions/trophies/ribbons presented to individual and team winners.

- ◆ Morning and lunch breaks may be shortened to ensure the challenge is finished on time.
- ◆ Challenge timetable is subject to alteration.

TEACHER ORGANISATIONAL NOTES

PLEASE READ CAREFULLY

To ensure the success of the challenge please ensure that you and any of your staff attending the challenge have read all of the notes below and understand their relevance to the operation of the event. If you have any queries then please contact us via one of the methods listed at the bottom of the page.

TRAINING

Schools are strongly encouraged to take part in regular training for the challenge as a lead up to the day. We recommend that schools engage all students (not just representatives for the day) in a 6 week (at minimum) general fitness based program. Go to the website for some general training advice or contact us for some assistance.

TEAM SHEETS (FOR COMPETITORS NAMES)

Team sheets will be **emailed** to teachers upon confirmation of minimum event numbers (220 competitors) and after online entries have closed. The team sheets are to be completed with student first and last names (please ensure spelling on names is correct) and must be emailed to info@peakfitness.net.au **14 days prior to the challenge**.

TEAMS/GROUPINGS

On the day of the challenge competitors will be placed in interschool groups. These are determined by the last digit on a competitor's identification number. For example, if the competitor's number is 123, then they will be in group number 3. The competitor will remain with this group during all events.

Groups are also determined by gender; therefore males will wear numbers ending in 1, 2, 3, 4, or 5 while females will wear numbers ending in 6, 7, 8, 9 or 0.

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It is up to teachers to place their competitors in groups based upon the system above (prior to the challenge) and submit these teams via the official team sheet. If teachers are unable to submit gender balanced teams then new numbers must be assigned by the challenge coordinators prior to the challenge date.

PAYMENT

All schools will be mailed a tax invoice once all online entries have been accepted. Entry fees must be paid at least **1 week prior to the challenge**. Administration fees may be charged for re-issuing of invoices. Refer to the website for prices and conditions of entry regarding payment.

ALTERATIONS TO COMPETITOR NAMES

If for any reason a competitor is unable to compete (sickness etc.) then they can be replaced leading up to or on the day by another competitor of the same gender.

A “Replacement” sheet is to be used if schools have replaced a male competitor for a male or a female competitor for a female.

An “Absentees” sheet is to be used if a competitor(s) will not be participating in the challenge at all and have not been replaced.

An “Additional Competitors” sheet is to be used if emergency competitors are going to participate or schools have been forced to replace a male competitor with a female or vice versa).

IDENTIFICATION NUMBERS

Upon arrival at the venue the teacher in charge will be given the correct amount of numbers (according to team sheet submitted by the school contact) in numerical order for their school’s competitors. These numbers are to then be given to the competitors so that they are visible throughout the challenge. **Teachers must ensure that competitors receive the same number that corresponds to their name (as entered on the challenge team sheet or alterations sheets).**

Officials must ensure that competitors complete the events in their numerical order (e.g. 001 then 011 then 021 etc. or 001 and 011 first followed by 021 and 031 second etc.). All results should be recorded next to the competitor’s identification number on the recording sheets.

ARRIVING ON THE DAY

It is preferable that all competitors arrive at the venue between 9.30am and 9.45am (to ensure the challenge starts on time and so the competitors aren’t waiting too long). Upon arrival, teachers will be given an information pack containing:

A copy of the schools most up to date (as received by challenge coordinators) competitor team sheet

Identification numbers for competitors

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Reminder points about the day and the teacher's role
Alteration sheets for any absent, sick, injured or replaced competitors
Event(s) that has been assigned to your school

Competitors will be asked to place their bags either around the side or at the ends of the stadium and **not to touch any of the equipment that is already set up.**

SET UP

Each event is set up with a standards board and name of the event located near the starting point of event. Events are set up so that competitors rotate around the stadium in a clockwise direction. Equipment is spaced out to ensure competitor safety, use of different body parts and higher to lower intensity events.

THE EVENTS

Officials should read the event procedures, officiating instructions and warm up/stretching exercises (as outlined) for the event they will be overseeing.

Officials must aim to operate their event in the exact same manner for the first group right through until the last group.

Officials should allow the competitors a practise turn at their event **if time allows** (some events take longer to conduct than others).

Where a dispute or confusion arises about the procedure of an event please seek the assistance of the challenge coordinators.

ROTATIONS/TIME MANAGEMENT

Rotations will occur every 20 minutes (unless altered by challenge coordinators).

Officials must attempt to complete the warm up/stretches and at least one attempt per competitor within the 20 minute period.

Competitors are not to be sent to their next event until the siren has sounded.

Competitors rotate around the stadium in a clockwise direction.

If all attempts are completed it is recommended that officials either adapt the event to add variety to the movement (**without recording any results**), have the competitors do some form of simple movements, have the competitors conserve energy for their next event or make the warm up longer on the next rotation.

Officials must be wary of the time they are taking for explanations, getting the competitors into their correct competing order and starting the activity.

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WELCOME ASSEMBLY

The welcome assembly is to be conducted by the challenge coordinator. It will take approximately 10 minutes with the following information to be covered:

- Welcome all competitors, teachers, officials, sponsors & parents
- All competitors should put in their best effort throughout the day and aim to enjoy the challenge
- Remind the competitors that the officials are assisting to make the day successful and doing their best- thank them for the involvement
- Check that competitors are wearing correct identification numbers (males- 1 to 5 and females- 6 to 0)
- Inform competitors about competing in numerical order
- Rotations (clockwise around the stadium)
- Inform competitors about the number of rotations before a break
- Alert competitors to the location of the toilets and if leaving to go to toilets or get a drink they must inform the officials
- Remind the competitors that no food or drink is allowed on the courts
- Equipment is not to be touched during the recess and lunch breaks
- Canteen arrangements for the day (if any)

Competitors will be then sent to their first event according to their group number starting with group 1 and finishing with group 0. Teachers are also asked to make their way to their assigned event.

OFFICIATING

All schools must provide **at least one teacher/adult** to act as an official at **one event** for the whole day. However, schools that enter large numbers of competitors may be asked to provide extra officials. This teacher/adult will only be expected to oversee the operation of the event, supervise competitors and ensure the event is conducted efficiently. However, the recording of results and operation of the event will be carried out by appointed officials (either Secondary school, TAFE or University students). **Although all competitors will be separated into mixed groups we also recommend that schools provide additional teachers/parents to roam events and assist with supervision.**

RECORDING SHEETS/RESULTS

There are five blue recording sheets (for males) and 5 yellow recording sheets (for females) available for recording results.

At the top of each sheet is a space to write the event name (check folder and event signs for correct name) and also record the identification number (ID #) and best score for the that particular group of competitors (groups are based on the last digit of the competitor's identification number).

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Each sheet has a column for identification numbers (ID # which is already listed), name (**which does not need to be completed**), group number, gender, 1st attempt, 2nd attempt, 3rd attempt and best.

For events that are timed (measured by stop watch or other timing device) officials should record the fastest time.

For all other events, officials should be marking the highest amount, distance or speed.

Further explanation of the recording sheets:

ID #- already listed, students are to complete each event in the order according to their identification number.

Name- left blank, **officials do not need to write down the competitors names.**

Group- already listed, groups numbered **1 to 5 are male** and groups numbered **6 to 0 are female.**

Gender- already listed, competitors are in single gender groups.

1st Attempt- left blank, **officials are required to record the competitor's first result at the event (not including a practise attempt)**

2nd Attempt- left blank, **officials are required to record the competitor's second result (if required) at the event (not including a practise attempt)**

3rd Attempt- left blank, **officials are required to record the competitor's third result (if required) at the event (not including a practise attempt)**

Best- left blank, **officials are required to record the competitor's best result (as a raw score only) at the event (not including a practise attempt)**

All recording sheets are to be marked with the event name, the event winner's identification number, and the event winner's best raw score. Sheets are to then be returned to the recorders table after each 20 minute rotation.

RECESS & LUNCH BREAKS

No food or drink is permitted on the courts. Food and drink may only be consumed in the specified areas (instructions given on the day). Teachers are asked to promote healthy eating amongst their competitors and should therefore **instruct students to bring their own food and drinks.**

CANTEEN FACILITIES

Canteen facilities vary from stadium to stadium. Not all stadiums will make their canteen available on the day of the challenge; therefore, teachers are reminded that students should bring lunch, drinks and snacks with them. In the case of a stadium canteen being open, the Peak Fitness Challenge™ coordinators encourage schools to insist on students purchasing healthy food and drinks.

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HYDRATION

As recommended by 'SMARTPLAY', fluid replacement for sport should be:

- 500ml (2-3 glasses) half to one hour before activity
- 200ml (1-2 glasses) every 20 minutes during activity
- 500ml to 1 litre (5-6 glasses) after activity

EQUIPMENT

All equipment needed to operate the challenge events will be provided on the day by Physical and Sport Focused Services. Therefore, any equipment that is utilised in a malicious manner or intentionally damaged will have to be replaced at the cost of the perpetrator.

SUPERVISION

Teachers attending the Peak Fitness Challenge must assume duty of care responsibilities for their students for the entire day. Physical and Sport Focused Services staff, the stadium staff, the officials or ambassadors to the challenge are not responsible for the behaviour of competitors **before the challenge, during the challenge, during breaks in the challenge and after the challenge.**

ENCOURAGEMENT

Teachers and parents are asked to encourage all competitors throughout the entire day. **Emphasis at the challenge is placed upon putting in your best effort and gaining positive experiences related to fitness.**

FIRST AID

Schools are required to bring their own first aid kits and preferably supply a teacher that has a current Level 2 first aid qualification. Physical & Sport Focused Services staff will bring a basic First Aid kit on the day and will have First Aid qualifications. However, schools may be charged a replacement fee for the use of Physical & Sport Focused Services first aid equipment.

PREVIOUS MEDICAL CONDITIONS

Teachers should make the event coordinators and any other staff members fully aware of any medical conditions that may affect the performance or safety of competitors.

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PRESENTATION ASSEMBLY

The presentation assembly is to be conducted once all events have finished, all results have been calculated, equipment has been cleared from the courts and all competitors are sitting in front of the microphone area.

The assembly is to follow the format listed below:

- Cool down static stretches (5 maximum) and any special presentation from sponsors
- Introduce Ambassadors to the program or any special guests (if present)
- Handing out of any special prizes (e.g. sponsors prizes).
- Announce and present ribbons to the best boy and best girl at each individual event (presented by Ambassadors or sponsors if present)
- Announce 3rd, 2nd and 1st place (and present medallions) overall fittest male and fittest female for the day (presented by Ambassadors or sponsors if present)
- Announce the 3rd place and 2nd place teams for the day
- Announce the winning team for the day and present the 10 team members with ribbons (presented by Ambassadors or sponsors if present). Ask one of the team members to accept the perpetual trophy and say a few words on behalf of their school
- Ask competitors to give a round of applause for the officials, for their teachers for involving them in the day, and for themselves for their own efforts.
- Thank the sponsors, teachers, competitors, ambassadors and any special guests
- Clean up any rubbish on the way out of the stadium

Overall winning team: This is determined by combining all the individual's scores to make the overall team score (Perpetual trophy and ribbon per team member).

Overall Male and Female Winner: This is determined by combining all the individual scores from the 10 events (Medallions).

Category Male and Female Winner: Determined by the best score at each event on the day (Ribbons).

RESULTS/CERTIFICATES

All individual results and certificates (which are optional when entering online) will be sent to schools so that the data can be utilised. Team results will be posted on the website within 2 to 3 days, go to www.peakfitness.net.au

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