

**MEMO TO SCHOOLS**

We have been looking to streamline procedures for schools undertaking Athletic Carnivals for some time. This has been brought on by our elderly volunteers moving on, and their younger volunteer replacements not having the same level of time due to work commitments, to open up for school athletics at the Domain Athletics Centre.

Schools will continue to book facilities and equipment as usual. This year an entrance door fob to the downstairs admin building will be issued to schools, to allow access on their allotted athletic carnival day. Door fob will be retained by the school, and will be computer programmed in future years in time for the next school carnival., thus eliminating access issues for schools.

We recommend that the fob be held by each School’s admin staff to ensure that it doesn’t move to another school with transferred staff in the future. The fob will be issued to each school on payment of $50.00. Schools deciding to no longer participate in athletics will receive a full refund on return of the fob. Should a fob be lost, schools are to immediately advise Athletics South who will arrange cancellation of the fob and a replacement fob ordered. Replacement fobs will be $100.00.

We propose to distribute fobs from the Domain Athletic Centre every few weeks to schools, at which time operation instructions will be provided. Times to be determined, but will be an afternoon, after school closure for the day.

The changes we have undertaken mirror procedures for Schools at the Northern Athletics Centre, which we understand Schools are more than happy with. Schools are welcome to contact:

Athletics South President Steve Wass – 0412 634 647

Athletics South Executive Director Helen Lee – 0438 334 633

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