



KNOX GRAMMAR SCHOOL



MANAGEMENT PLAN FOR THE NSW DA VINCI DECATHLON 2017

Venue

The NSW da Vinci Decathlon 2017 will be held in the Great Hall, Knox Grammar School, 2 Borambil Street, Wahroonga. The Great Hall is located at the northern end of the School, closest to Woodville Avenue entrance. The Woodville entrance is no longer the main access point because of building works.

School uniforms

It is expected that school uniforms will be worn.

Arrival and departure time

Please arrive no later than 8:15am. Teams are expected to stay until 3:30pm for the presentation.

Please note:

We are operating on an extremely tight schedule and the event must **begin at 8:40am** and to ensure the integrity of the marking operation, **the day will not end earlier than 3.30pm.**

Transport to the school

Many schools will find it easiest to travel to Knox Grammar School by train. Please alight at Warrawee Station. There will be students to direct you to the school from 8:00am to 8:30am.

Map of School

A map of the Knox Grammar School Senior School campus is available on the da Vinci website www.davincidecathlon.com

Emergency procedures and accountability

Knox Grammar School has a current set of emergency procedures and action plans. These are enacted in accordance with the policies and procedures for specific emergencies. All participants will be briefed during the welcome by senior Knox staff. Procedures include but are not limited to incident and accident procedures.

Should an incident occur during the Decathlon, in the first instance the individual school's representatives will be directly responsible for the welfare of the students from that school. Knox Grammar School will provide all assistance as necessary to ensure adequate care for the individual contestants and staff.

All visiting school representatives will need to carry with them contact details for communication with the parents of students should an incident occur.

First-aid coordination

In the event of a student or staff member requiring first aid assistance, we have trained staff on site. The school clinic is indicated on the map of the school. If it is necessary to speak with the nurses in the school clinic please contact our Switchboard on (02) 9487 0122. Please inform the event coordinator if there is an injury or a child is ill.

Contact phone numbers

In the first instance, please contact your school representative on her or his mobile phone. If Knox Grammar School can be of further assistance please do not hesitate to contact our Switchboard on (02) 9487 0122. They will be able to put you in touch with the relevant staff member.

Discipline

All disciplinary matters will be handled in the first instance by the representative of the individual school with the assistance of members of the Decathlon management team.

Catering

Our catering contractors will be co-ordinating food and beverages throughout the day for staff only. Should staff have special dietary requirements, this should have been noted during registration.

Structure of the day

- The day is divided into three sessions.
- Within each session there will be a number of tasks running concurrently.
- Teams receive all of the tasks for a session at the beginning of that session.
- They have to decide how the tasks will be allocated.
- Each team only submits one response to each task.

For example, in the first session if there are four tasks, a natural distribution of tasks may be to have two people working on each task. At various times throughout each session, it is a good idea for the entire team to discuss issues associated each task.

Students requirements

Students should bring:

- Pens, pencils, rulers
- Scissors and magnifying glass
- Protractors
- Glue stick
- Art supplies-crayons, pastels, coloured pencils, textas
- Roll of sticky tape (one per team)
- Calculators.

All other items will be provided. Please note that we **no longer have Chess** as a task so not chess set is required.

Team seating

Each team will be seated at a circular table. As teams work on tasks concurrently, it is suggested that students move around their table to partner with the team members with whom they are working on a particular task.

With the exception of toilet breaks, competitors should be at their table during session times. Competitors are asked where possible to limit toilet visits to session breaks.

Role of accompanying teacher

All schools must provide an accompanying teacher for the day. This teacher is not permitted to assist the team in any way during session times. Teachers are not allowed to be at their school's allocated tables.

All teachers assist in marking General Knowledge and Code Breaking and are asked to nominate an additional two disciplines in which they are prepared to assist with marking on the day.

Teachers are required to supervise their students during recess and lunchtime.

Parents

Parents are not permitted in the event area but they are welcome to sit in the mezzanine area and attend the awards presentation at the end of the day at approximately 3:00pm.

Prizes

The team finishing in first place in each division will receive a perpetual trophy, which it will retain for twelve months (until the next competition). They are expected to the trophies engraved.

Medallions will be awarded to all team members of teams finishing in first, second and third places in each division.

An electronic template for certificates of participation will be made available to all competing schools.

Tournament organiser

The tournament organiser is Mrs Karen Yager, Deputy Headmaster 7-12 and Head of Student and Teacher Excellence K-12 – yagerk@knox.nsw.edu.au.