

---

## SOUTH YORKSHIRE SCHOOL GAMES (SECONDARY) SPORTS HALL ATHLETICS FINALS (PART OF THE SOUTH YORKSHIRE WINTER FESTIVAL)

### FRIDAY 20 MARCH 2020

---

Congratulations on your successful qualification to the South Yorkshire School Games sports hall athletics finals!

This letter contains detailed information regarding the event to allow it to run as smoothly as possible. Please ensure you have fully read and understood all the information contained within this pack.

## 1 SCHEDULE OF EVENTS

---

Arrival: English Institute of Sport, Coleridge Road, Sheffield, S9 5DA

Registration – 09.00-10.00

Opening ceremony – 10.00-10.45

Competition – 13:30 - 15:30 (the primary competition is ahead of this, you are more than welcome to attend the whole day and spectate in the morning)

Spectators are more than welcome at the event.

Each team will be given a pack of district coloured t-shirts during registration. We encourage all participants to wear their t-shirts during the opening ceremony and for medal presentations - all t-shirt sizes are approximate.

## 2 SCHOOL RESPONSIBILITY

---

The named Team Manager is responsible for the welfare of their team members at all times during the event. Each individual team MUST have their own assigned team manager.

It is a requirement that Team Managers have the following information for each team member with them on the day;

Medical information

Emergency contact information including consent of attendance, and photo and video consent.

---

If there are any objections regarding the taking of photographs, please ensure we are aware of this as soon as possible to allow provision for this to be put in place. The Team manager is responsible for the behaviour of their children on the day; please ensure they are respectful of official's decisions within the spirit of the games.

### 3 PARKING INFORMATION

---

Main parking will be at the English Institute of Sport main car park (S9 5DA). There is free parking available here for teams and spectators.

There will be an emergency overspill car park available across the road at Ice Sheffield (stewards in high Viz will be able to direct you).

### 4 CHANGING AND TOILETS

---

Toilets, showers and changing areas are located within the facility, including accessible changing.

N.B. Changing areas will not be secure. Personal possessions left in these areas are at participants own risk. Changing areas are also in use by other members of the public (we do not have restricted access), children should be accompanied at all times.

### 5 SPIRIT OF THE GAMES

---

It is a fantastic achievement for the young people to reach the Level 3 School Games and we want to encourage fair play throughout all aspects of the finals.

The event will be supported by young leaders and volunteers, without whose help and dedication, the Games wouldn't be possible!

Please respect all decisions of the officials.

By registering to attend, your school, staff and participants agree to abide by the values of the School Games.



## 6 WEATHER CONSIDERATIONS

---

Adverse travel conditions may affect you on the day. If you are unsure the event may take place, please check our twitter page @YorkshireSport where we will post any live changes.

## 7 REFRESHMENTS

---

Lunch will not be provided on the day for Team Managers or participants. We encourage all participants to bring a drink (in a container they can refill). Feel free to bring your own packed lunch if required. There is a café onsite to purchase food.

## 8 CONTACTS

---

Event staff will be across the facility in Green polo shirts, please ask if you require any assistance.

The event manager should you require anything on or before the day is:

Emma Binnersley / 0330 20 20 280 / 07720 259 039

Further Information & all documents and information can be found on the Yorkshire Sport Foundation website: <http://www.yorkshiresport.org/sginfo>

Across South Yorkshire hundreds of schools have already taken part in local events and competitions as qualifying rounds for the South Yorkshire finals.

We wish you and your team success in your competition and more importantly that it is an enjoyable experience for all.

## 9. COMPETITION INFO

Date:	Friday 20 March 2020
Format	Secondary SHA Competition
Age group(s):	Y7 Boys Y7 Girls Y8 Boys Y8 Girls
Team & squad numbers:	Minimum of 6 and a Maximum of 8 athletes per team
Level 3 qualification:	Top <b>TWO</b> teams per district
Sport organiser:	Nathan Barthrop and Andrew Staley
Further information:	<a href="http://www.yorkshiresport.org/sginfo">www.yorkshiresport.org/sginfo</a>

## 10. SECONDARY EVENT FORMAT

The Sportshall Secondary event provides an exciting and highly popular introduction to athletics competition. The following notes provide an overview of the competition and set out the team requirements.

### 11. TEAMS:

- A Year 7 Boys Team: minimum of 6 and a maximum of 8 competitors in a team
- A Year 7 Girls Team: minimum of 6 and a maximum of 8 competitors in a team
- A Year 8 Boys Team: minimum of 6 and a maximum of 8 competitors in a team
- A Year 8 Girls Team: minimum of 6 and a maximum of 8 competitors in a team

**EACH ATHLETE CAN ENTER A MAXIMUM OF 1 RUN, 1 THROW, 1 JUMP AND 1 RELAY (YOU WILL BE ASKED TO SUBMIT YOUR TEAM SHEET AT THE BEGINNING OF THE COMPETITION)**

---

## 12. TRACK EVENTS

---

- 2 Lap Sprint (2 Athletes)
- 4 Lap Sprint (2 Athletes)
- 6 Lap Individual Race (1 Athlete)
- 8 Lap Paarlaf **Relay** (2 Athletes) **Each participant must run their 4-laps continuously before the baton is changed to the next runner.**
- 4 x 1 Lap **Relay** (4 Athletes)

## 13. FIELD EVENTS

---

- Speed Bounce Jump (2 Athletes)
- Shot (2 Athletes)
  - weights are as follows:
    - 2.72kg Girls
    - 3.25kg Boys
- Seated Throw (2 Athletes)
- Long Jump (2 Athletes)
- Triple Jump (2 Athletes)

**Sports Hall Athletics Team Sheet**

**Y7 Girls Team**

Track Event	Athlete 'A'	Athlete 'B'	Field Event	'A' Athlete	'B' Athlete
2 Lap Sprint			Speed Bounce		
4 Lap Sprint			Standing Long Jump		
6 Lap Race			Standing Triple Jump		
			Shot		
			Seated Throw		
Team Event	Runner 1	Runner 2	Runner 3	Runner 4	
Paarlauf <b>Relay</b>					
4 x 1 <b>Relay</b>					

**Sports Hall Athletics Team Sheet**

**Y7 Boys Team**

Track Event	Athlete 'A'	Athlete 'B'	Field Event	'A' Athlete	'B' Athlete
2 Lap Sprint			Speed Bounce		
4 Lap Sprint			Standing Long Jump		
6 Lap Race			Standing Triple Jump		
			Shot		
			Seated Throw		
Team Event	Runner 1	Runner 2	Runner 3	Runner 4	
Paarlauf <i>Relay</i>					
4 x 1 <i>Relay</i>					

**Sports Hall Athletics Team Sheet**

**Y8 Girls Team**

Track Event	Athlete 'A'	Athlete 'B'	Field Event	'A' Athlete	'B' Athlete
2 Lap Sprint			Speed Bounce		
4 Lap Sprint			Standing Long Jump		
6 Lap Race			Standing Triple Jump		
			Shot		
			Seated Throw		
Team Event	Runner 1	Runner 2	Runner 3	Runner 4	
Paarlauf <b>Relay</b>					
4 x 1 <b>Relay</b>					



**Sports Hall Athletics Team Sheet**

**Y8 Boys Team**

Track Event	Athlete 'A'	Athlete 'B'	Field Event	'A' Athlete	'B' Athlete
2 Lap Sprint			Speed Bounce		
4 Lap Sprint			Standing Long Jump		
6 Lap Race			Standing Triple Jump		
			Shot		
			Seated Throw		
Team Event	Runner 1	Runner 2	Runner 3	Runner 4	
Paarlauf <b>Relay</b>					
4 x 1 <b>Relay</b>					



---

### **Withdrawal of Photography Consent**

Dear Parents/Guardians,

Throughout the School Games we would like to take photographs and videos during the event to display in a variety of different places including newspapers, websites, social media, newsletters, and sponsorship/promotional brochures.

In order to do this we need your permission to allow your child's image to be recorded. If you withdraw consent for images to be recorded and published it will not affect their participation in School Games, however may affect participation in certain elements such as the opening ceremony or medal presentations. Any published images will not include the children's names in accordance with Yorkshire Sport Foundations safeguarding policy.

Yorkshire Sport Foundation will be taking their own photographs at the event but local newspapers and television may also attend.

If you wish to discuss any of the above with me, please do not hesitate to contact me.

If you wish to **withdraw your consent** for your child's photography to be used for the School Games 2020 please complete the attached pro-forma.

If you do not withdraw consent we will assume consent is granted. You should not return the pro-forma if you are happy to allow your child to take part in the items above.

Yours sincerely

Emma Binnersley  
School Games Manager  
[emma.binnersley@yorkshiresport.org](mailto:emma.binnersley@yorkshiresport.org) / 0330 20 20 280

-----  
I would like to **withdraw my Consent** for my child: Name: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

To have their images recorded and published at the School Games 2020 (I understand this may affect their participation in some elements of the event.)

Signed: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

---

## WELFARE & SAFEGUARDING SUMMARY

### SCHOOL TEAMS

---

Each school team competing in the level 3 School Games is required to have a nominated Team Manager. Team Managers and additional school staff are responsible for their team members at all times during School Games events – including supervision, health and safety, welfare, behaviour and conduct. This includes ensuring that the young people are appropriately trained and prepared for the event in which they are competing.

Team manager selection is at the discretion of the school. This will usually be a member of the teaching staff and they will have FULL responsibility for the young people in attendance at the Games. Yorkshire Sport Foundation will hold details of each of the team managers in attendance for emergency situations. Therefore, please ensure you have provided your mobile phone contacts prior to the event and during registration.

School Team Managers are required to collect ALL relevant personal information for ALL their participants, including additional staff members.

Team Managers MUST have the following information with them on the day of the event:

- ✓ Individual emergency contact details for parents – including mobile phone contacts
- ✓ Information about the specific care needs of any disabled participant. Consent will be obtained from the participants' parent of any required intimate care needs to be met by staff/volunteers acting in 'loco parentis' at the Games.
- ✓ Information about any medical condition/allergies their child may have – where relevant they must supply sufficient medication for the duration of the event that is to be met by the staff acting in 'loco parentis'. Consent has also been requested for any treatment to be administered (such as anaesthetics) to the participant in the event of any illness/accident.
- ✓ Photographic and video consent for their team members. Please return the withdrawal of consent form as soon as possible and if relevant make it known to event staff on the day any young people who do not have consent.

- 
- ✓ Information about transport arrangements for the event.
  - ✓ Information about any specific religious/cultural needs e.g. time/space to pray.

Please share this information with the school's Senior Leadership Team.

## SPORT ORGANISERS

---

The delivery of the sports competitions is integral to the School Games and the welfare of all participants. Sport Organisers will:

- ✓ Be responsible for the organisation and delivery of their respective competition. They will be the first point of contact on all aspects of their event.
- ✓ Ensure they are familiar with the sports facilities and facility guidance.
- ✓ Complete a pre-activity checklist before the arrival and start of their competition.
- ✓ Read and understand the School Games Event Manual and Welfare Plan (provided by Yorkshire Sport Foundation). If details are unclear then advice must be sought from event staff. All reporting procedures should be clear.

Ensure they maintain regular contact and communication with their assigned zone coordinator from the event staff team.

## ROLES & RESPONSIBILITIES

---

**The event managers, in partnership with the Local Organising Committee Group:**

- ✓ Will produce the welfare plan and manage implementation of the plan in collaboration with the LOC, Competition Group and delivery partners.
- ✓ Nominate a Welfare Officer (and deputy) for the duration of the School Games events.

- 
- ✓ Will aim for best practice in terms of recruitment, selection and training of event staff, ensuring minimum training requirements are adhered to. This includes specific welfare training for all event staff prior to the date of the Games to ensure the staff team is confident in their welfare duties. **All Yorkshire Sport Foundation staff will be trained in dealing with welfare issues and incidents.**
  
  - ✓ Will NOT hold individual participant information.
  
  - ✓ Will put disciplinary procedures in place for staff/volunteers working at events.
  
  - ✓ Will ensure staff are clearly identifiable, via the event uniforms and ID badges. Event staff identified by **GREEN** ID badge and polo shirt.
  
  - ✓ Will ensure there's a clear reporting procedure for staff so they know what to do regarding any incident related to child welfare. There will also be a system for them to record any concerns/incidents.
  
  - ✓ Will ensure there's an opportunity for staff to debrief and report during and at the end of the event
  
  - ✓ Will ensure there is sufficient first aid provision.

