WEST YORKSHIRE SCHOOL GAMES CROSS COUNTRY FINALS

WEDNESDAY 4 MARCH 2020 – TEMPLE NEWSAM, LEEDS
(RESERVE DATE WEDNESDAY 11TH MARCH)

Congratulations on qualifying for the level 3 county finals for cross country, this is a brilliant achievement which you and your school should be so proud of.

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

• Schedule of events
• School responsibility
• Parking information & directions
• Registration
• Facility specific information
• Emergency contact

I SCHEDULE OF EVENTS

Arrival and Registration: from 11:00 – 12:45

*your team MUST be registered by 12:45pm regardless of their race start time.

Race start times are approximate:

RACE 1 - Year 3 Girls: 13:00
RACE 2 - Year 3 Boys: 13:15
RACE 3 - Year 4 Girls: 13:30
RACE 4 - Year 4 Boys: 13.45
RACE 5 - Year 5 Girls: 14.00
RACE 6 - Year 5 Boys: 14.15
RACE 7 - Year 6 Girls: 14.30
RACE 8 - Year 6 Boys: 14:45

All award presentations: 15:15
Depart for transport times: 15:30

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 AND DIRECTIONS

Please use postcode LS15 0AD and drive towards the Temple Newsam ‘house’. We are permitted to use the ‘house’ car park only for this event (it is circled on the Map at the bottom of this letter).

The house car park is security patrolled and has a window on the way in for any questions. It is a pay and display car park – please pay at the ticket machine in the car park, £3 (cash only) per car or minibus, the car park is spacious and will accommodate cars, mini buses and coaches.

HERE is a link to the map view of the venue location.
4  Registration

Please make your way to the **Temple Newsome House** and visit your districts registration point to let us know you have arrived and collect your day’s schedule. Each participant will be given a district coloured t-shirt when they arrive. We encourage all participants to wear their t-shirts if possible - all t-shirt sizes are approximate.

At this point, you will also be given a chipped race number per runner. It’s **really important** this does not get damaged or lost as these are not replaceable. Each number has been allocated electronically to each child individually – there is only one number per runner.

*RRegistration will close at 12:45pm* anyone who fails to register or registers after this time will be able to run but not score.

5  Lunch

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) and a packed lunch. There are tea room’s available onsite and a shop where you can take away hot drinks (located in the courtyard).

6  Facilities

There are no available onsite changing rooms, please bring your team ready to run with appropriate change of and additional clothes for the weather conditions. There will be shelter available in wet conditions.

There are toilets located in the courtyard both male, female and accessible which are available for our use, no muddy shoes or boots are permitted to be cleaned in this area; in bad weather – please bring a change of shoes if necessary.

7  Weather Considerations

In extreme weather conditions or unforeseeable circumstances and the event may need to be cancelled. If you are unsure about if the event will go ahead, please contact the emergency contact (at the bottom of this letter). For up to date information or any changes on the day please check Twitter (@yorkshiresport) Facebook (www.facebook.com/yorkshiresport) and the website (http://www.yorkshiresport.org/) where updates will be posted.
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 / 07722 259 039
Further Information & all documents and information can be found on the Yorkshire Sport Foundation website:  [http://www.yorkshiresport.org/sginfo](http://www.yorkshiresport.org/sginfo)

10  **What’s Next?**

Please make sure you have read and understood the rules for this competition.

If your child places in the top 12 in the year 5 or 6 competitions, they will be invited to run in the National Schools competition later in March for their county, all qualifying athletes will be given information on the day of the West Yorkshire Finals. This information will be given to the first 12 athletes as they pass through the finish line.

11  **Important Additional Information**

We will be filming the finish line of every race, due to the nature of chip timing this is an essential back up. If your child has opted out from photography and video and you are concerned about this, please contact us ahead of the event to discuss. May I assure you that this footage will be deleted after the event and will only be referred to in the event of technical failure of the chip timing (which is 99.9% effective).

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

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

12  **Event Info**

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Wednesday 4 March 2020 (res date 11th March)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Register between 11am-12:45pm</td>
</tr>
<tr>
<td></td>
<td>First race: 13:00</td>
</tr>
<tr>
<td></td>
<td>Awards: 15:15</td>
</tr>
<tr>
<td></td>
<td>Depart: 15:30</td>
</tr>
</tbody>
</table>
| Venue: | Temple Newsam House  
Temple Newsam Rd, Leeds LS15 0AE |
|---|---|
| Age group(s): | 8 races will take place one after the other:  
**RACE 1** - Y3 Girls,  
**RACE 2** - Y3 Boys  
**RACE 3** - Y4 Girls,  
**RACE 4** - Y4 Boys  
**RACE 5** - Y5 Girls,  
**RACE 6** - Y5 Boys  
**RACE 7** - Y6 Girls,  
**RACE 8** - Y6 Boys |
| Team & squad numbers: | Teams of 5 athletes with 4 scores to count |
| Kit / Equipment / PPE: | Appropriate sports kit and shoes should be worn. Runners are permitted to wear spikes if they are used to running in them. |
| How to enter | Top FIVE teams per district and up to ten individual entries per category per district, who are not already part of a qualifying team.  
**Schools qualify at your local district round then enter via your SGO.** |
| Further information: | [www.yorkshiresport.org/sginfo](http://www.yorkshiresport.org/sginfo) |

This is a team competition with team entry and team qualification.

A ‘team’ consists of five runners per event with 4 of those runners scoring. Ten individual entries are permitted per gender per age group per district for runners that do not have a team (an individual runner must finish in the top 20 of their race to qualify).
13 **Race Details**

There will be eight races on the day, including:

1. Y3 Girls - Distance 1050m – 1150m
2. Y 3 Boys - Distance 1050m – 1150m
3. Y4 Girls - Distance 1050m – 1150m
4. Y4 Boys - Distance 1050m – 1150m
5. Y5 Girls - Distance 1200m – 1450m
6. Y5 Boys - Distance 1200m – 1450m
7. Y6 Girls - Distance 1200m – 1450m
8. Y6 Boys - Distance 1200m – 1450m

**Please note the distances may vary slightly**

14 **Rules**

i. The year 3 race is for runners in year 3 only. Year 2’s are not permitted to take part in the race and teams that are found to have year 2 runners will be disqualified.

ii. The year 4 race is for runners in year 4 only. Year 3’s are not permitted to take part in the race and teams that are found to have year 3 runners will be disqualified.

iii. The year 5 race is for pupils in year 5 and the year 6 race is for pupils in year 6. Please adhere to these rules. The top 12 runners (from Yr5 & Yr6, boys and girls) will qualify for the national finals but will not be allowed to compete if you have run in the wrong age group race.

iv. Finishing positions will be added together for the team time score – the lowest score wins.

v. This competition is restricted to 5 teams per district per event. Level 1 and Level 2 competitions vary in development around West Yorkshire and you should speak to your School GamesOrganiser if you have any queries about how you enter.
vi. There will be an opportunity, if you are running qualifiers at a district level, for 10 wildcards per gender and per age group (at a district level) to enter the Level 3 School Games. This allows up to 80 pupils per district to run as individuals. There will be individual and team recognition for the winners.

15 IMPORTANT ADDITIONAL INFORMATION

➢ We will use ‘chip timing’ to time the race and make scoring placings more accurate and efficient.

➢ Each child will be given one number with a timing tag attached. It is imperative that the tag on the back of the number is not interfered with. It is strictly one number per child.

➢ Your team and individual runners MUST have registered by 12:45 pm regardless of their race time. Due to the complexities of this year’s timing system, if you register after this time or fail to register you will be able to run but won’t receive a time or placing.

➢ We will be filming the finish line of every race, due to the nature of chip timing this is an essential back up. If your child has opted out from photography and video and you are concerned about this, please contact me ahead of the event to discuss. May I assure you that this footage will be deleted after the event and will only be referred to in the event of technical failure of the chip timing (which is 99.9% effective).
Weather permitting, we may be using the area in-front of the house or the football fields adjacent (as in 2019). Please see the maps before for either locations.

Year 3 and 4 Girls and Boys **INFRONT OF HOUSE**

Year 5 and 6 Girls and Boys **INFRONT OF HOUSE**
Year 3 and 4 Girls and Boys **FOOTBALL FIELDS**

West Yorkshire School Games Cross Country
Wednesday 4th March 2020

Year 3/4 Girls & Boys = 1025 meters

Year 5 and 6 Girls and Boys **FOOTBALL FIELDS**

West Yorkshire School Games Cross Country
Wednesday 4th March 2020

Year 5&6 Girls & Boys = 1350 meters
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
Events Manager
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: ____________________________
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.
# Risk Assessment

**Activity Description:** School Games Cross Country Competition, Temple Newsam  
**Assessed by:** Emma Binnersley  
**Date of assessment:** January 2020

<table>
<thead>
<tr>
<th>Risk No</th>
<th>Hazard/risk</th>
<th>Who is at risk</th>
<th>Control Measures</th>
<th>Person responsible for control measure</th>
<th>Likelihood</th>
<th>Severity</th>
<th>Risk Rating</th>
</tr>
</thead>
</table>
| 1       | Slips, Trips and Falls in and around venue | ALL | • Ensure the competition is organised and supervised by experienced personnel  
• Pre event checklist completed  
• Route inspected and cleared of debris  
• Sufficient & Qualified first aid provision will always be available  
• Spectator area marked clearly in a designated and safe place  
• Parking sited in appropriate distance from the course and well signed | Event manager  
Sport organiser | 2  
2  
4 | 2  
2 | 4 |
| 2       | Equipment | Participants  
Sport organiser | • Check equipment for any faults or damage before participants arrive – isolate and report damaged equipment  
• Ensure all equipment is used for the purpose which it has been designed for and appropriate to the age and ability of participants.  
• Ensure safe carrying, handling and erecting of equipment  
• Ensure appropriate clothing is worn for the activity and jewellery removed | Venue  
Sport Organiser | 2  
2 | 2  
4 |
| 3       | Safeguarding | Participants | • Ensure all competition deliverers have an up to date DBS check if needed  
• Ensure all staff are aware of the safeguarding policy  
• Give out step by step safeguarding procedure in competition box including phone numbers for reporting  
• Dedicated safeguarding officer in place for each event | Event manager | 1  
4 | 4 |

### Risk Assessment Matrix

<table>
<thead>
<tr>
<th>Probability</th>
<th>Severity/Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rare</td>
</tr>
<tr>
<td>2</td>
<td>Unlikely</td>
</tr>
<tr>
<td>3</td>
<td>Possible</td>
</tr>
<tr>
<td>4</td>
<td>Likely</td>
</tr>
<tr>
<td>5</td>
<td>Almost certain</td>
</tr>
</tbody>
</table>

## Risk Factor

- **Risk factor of five or less** – a controlled or insignificant risk  
- **Risk factor of greater than five but less than twelve** – Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable  
- **Risk Factor of over twelve**. The risk is unacceptably high and activity must cease until action has been taken to control the risk.
## RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Fire</td>
<td>Adequate changing facilities available for children, these are public facilities and teachers/parents have been made aware. Event letter advises that children arrive ready to race.</td>
<td>Ensure sport organiser knows the venue fire exits/meeting points and briefs participants. Adhere to venue fire safety procedures. Gazebos erected far enough away from the building and aware of exits. Event manager/Venue 1 6 6</td>
</tr>
<tr>
<td>5 Sporting Activity</td>
<td>Adequate facilities available for children, these are public facilities and teachers/parents have been made aware. Event letter advises that children arrive ready to race.</td>
<td>Ensure sport organiser knows the venue fire exits/meeting points and briefs participants. Adhere to venue fire safety procedures. Gazebos erected far enough away from the building and aware of exits. Sport organiser/Event manager 3 3 9</td>
</tr>
<tr>
<td>6 Injury to volunteers leaders or coaches</td>
<td>Adequate facilities available for children, these are public facilities and teachers/parents have been made aware. Event letter advises that children arrive ready to race.</td>
<td>Ensure all volunteers/coaches have suitable competence to carry out supervision of sports fixtures. Ensure that they are aware of limits of role/responsibilities. Appropriate &amp; adequate insurance is in place. Volunteers have correct information regarding outdoor clothing/shoes. Ensure pupils are physically capable of partaking in activity. Volunteers are positioned close enough to the sport to make assessment but not too close to risk injury. Marshalls must wear high visibility clothing. YSF staff to have had manual handling training prior to putting up and moving gazebos. Radios to be given out to marshals as needed to be able to contact race HQ. YSF accident and injury procedures to be followed in all cases. Sport organiser 2 2 4</td>
</tr>
<tr>
<td>7 Adverse or dangerous weather</td>
<td>Adequate facilities available for children, these are public facilities and teachers/parents have been made aware. Event letter advises that children arrive ready to race.</td>
<td>Adverse weather contingency is in place. Event manager 3 2 6</td>
</tr>
</tbody>
</table>

### Risk Factors
- **Risk factor of five or less** – a controlled or insignificant risk
  - Further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable.
- **Risk factor of greater than five but less than twelve** – Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable.
- **Risk Factor of over twelve**. The risk is unacceptably high and activity must cease until action has been taken to control the risk.
## RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Event</th>
<th>Risk Management</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Litter, waste &amp; Hazardous substances</td>
<td>All Including public</td>
<td>Sport manager to take decision and check course for safety. Only in severe weather will the event be cancelled. Marquee available for shelter Water to be made available at the event finish line Ground conditions to be assessed in wet weather prior to team arrival.</td>
</tr>
<tr>
<td>9</td>
<td>Public place</td>
<td>All</td>
<td>Team manager to be responsible for welfare of their own team If individual runners are competing they will be with parents (all children to be accompanied at all times) Event signage in place to ensure local users and dog walkers don’t cross the route Separate parking area for the event controlled by Temple Newsam security. Safeguarding and welfare info is in event letter re: changing and all facilities remaining open to the public.</td>
</tr>
<tr>
<td>10</td>
<td>Crowd management</td>
<td>ALL</td>
<td>Designated walking route and crossing points available Marshals in place to ensure runners stick to route and crowds cannot encroach</td>
</tr>
</tbody>
</table>

### Risk Factor of five or less – a controlled or insignificant risk
- Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable.

### Risk Factor of greater than five but less than twelve – Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable.

### Risk Factor of over twelve. The risk is unacceptably high and activity must cease until action has been taken to control the risk.
**RISK ASSESSMENT**

- Funnel is of adequate size so that children can recover, register their result and have first aid administered away from the crowd
- Adequate signage is in place
- PA / loud speaker to be used where necessary

### Related risk assessments (state other risk assessments below; this may include other organisations’ risk assessments)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Manual Handling</td>
</tr>
<tr>
<td>2</td>
<td>Safeguarding policy</td>
</tr>
<tr>
<td>3</td>
<td>Event Manual</td>
</tr>
</tbody>
</table>

### Personal Protective Equipment (if applicable state PPE required/advised below)

<table>
<thead>
<tr>
<th>PPE required</th>
<th>Comments</th>
<th>PPE Advised</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>High visibility clothing</td>
<td>For marshals on course To mark out safe areas and course</td>
<td>Running spikes</td>
<td>Advised in wet weather</td>
</tr>
<tr>
<td>Tape</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Action plan

<table>
<thead>
<tr>
<th>Action</th>
<th>Person Responsible</th>
<th>Expected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event manager to work closely with sport organiser and communicate detail on the venue prior to competition</td>
<td>Event manager</td>
<td>Event date</td>
</tr>
<tr>
<td>Safety checklist to be completed before competition gets underway</td>
<td>Sport organiser</td>
<td>Event date</td>
</tr>
</tbody>
</table>

**Conclusions:**
If the above recommendations are followed then risks can be minimised.

**Important points to note (not covered above):**

1. Ground conditions to be assessed specifically in wet weather conditions and to include team managers where appropriate

2. Review date of this Risk Assessment: January 2021

**Risk factor of five or less – a controlled or insignificant risk**

**Risk factor of greater than five but less than twelve – Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable**

**Risk Factor of over twelve. The risk is unacceptably high and activity must cease until action has been taken to control the risk.**
Risk assessment

Risk factor of five or less – a controlled or insignificant risk

Risk factor of greater than five but less than twelve – action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable

Risk factor of over twelve. The risk is unacceptably high and activity must cease until action has been taken to control the risk.

Normally this document should be reviewed annually or more frequently if:

- After an accident/incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

Assessor (Signed): Emma Binnersley Date 24.01.2020

This Risk Assessment MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY

The sharing of the risk assessment with all staff and volunteers involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to. Please document who has received this information and when it was provided.

<table>
<thead>
<tr>
<th>Who circulated to</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>YSF Staff team</td>
<td>February 2020</td>
</tr>
<tr>
<td>Sport Organiser</td>
<td>January 2020</td>
</tr>
<tr>
<td>Venue</td>
<td>January 2020</td>
</tr>
</tbody>
</table>

School Specific Risk Assessment:

Please note, the above assessment is NOT enough for your school to compete in this competition, safety legislation states that you must complete your own specific assessment based on the children you will bring, staffing and travel.

For any questions or for a blank template you may use, contact Emma Binnersley – emma.binnersley@yorkshiresport.org