WEST YORKSHIRE SCHOOL GAMES SPORTS HALL
ATHLETICS FINALS

TUESDAY 17 MARCH 2020 – HUDDERSFIELD LEISURE CENTRE

Congratulations on qualifying for the School Games sports hall athletics level 3 county finals!

This pack 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.

I  SCHEDULE OF EVENTS

PRIMARY COMPETITION

Register from: 09.00

Competition: 09.30-12.00

SECONDARY COMPETITION

Register from: 12.30

Competition: 13.00-15.30

Location for all:

Huddersfield leisure Centre - Spring Grove St, Huddersfield HD1 4BP

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  **CHANGING AND TOILETS**

The centre is fully accessible with a number of changing and toilet areas on the same floor as the sports hall.

N.B. Changing areas will not be secure. Personal possessions left in these areas are at participants own risk, we would advise that you keep personal belongings with you in the main hall or use lockers provided by the centre.

All facilities will remain open to the public, please supervise children and young adults around the centre at all times.

4  **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.
5 Weather Considerations

This year’s festival will utilise combination of indoor and outdoor campus facilities. We will only cancel any part of the event if conditions become unsafe (this decision will be made jointly with the sport organiser and event manager should a situation arise).

If you are unsure the event may take place, in the first instance check our twitter page for all up to date info @YorkshireSport. We will contact all registered team managers directly if we intend on cancelling an event.

6 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) and a packed lunch, however there will be areas both indoors and outdoors where you can purchase hot and cold food and drinks from.

7 Contacts

Event staff will be across the facility in Green polo shirts with a green ID badge, 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
8 **Competition info**

This short document has been designed to place emphasis on the important things to note for this competition.

**We would urge you to read the whole rule book in full before entering this competition.**

9 **Competition info**

- **Primary** teams to consist of pupils from years 5/6 with a maximum of 15 Girls and 15 Boys, and a Minimum of 9 Girls and 9 Boys permitted.

- Primary: Children may compete in a maximum of two track and two different field events

- **Secondary** teams to consist of a min 5 and max of 8 competitors. Four competitions will take place (Yr 7 Boys, Yr 7 Girls, Yr 8 Boys, Yr 8 Girls)

- Secondary: Each participant may take part in a maximum of 4 events, 2 track and 2 field.

10 **Track**

- Staff are not permitted to be on the track with their teams during races.

- Bean bags will be used in all races that include hurdles with metal batons used for all other relay races.

- Baton/bean bag relay change overs may take place anywhere up to the Reversaboard that they’re running to.

11 **Field**

- Athletes should take their trials in succession and not in rounds.

- Staff are not permitted to be in the field area during the competition
12 STANDING JUMP

- Techniques involving a crouch or rocking motion prior to the jump are permitted provided that both feet are alongside each other and retain contact with the mat until the start of the jump.

13 STANDING TRIPLE JUMP

- Techniques involving a crouch or rocking motion leading up to the jump are permitted; the free leg does not have to be in contact with the mat and may be used to generate momentum by raising the knee up and down.
- The take-off foot can be rocked from heel to toe as long as some part of the foot remains in contact with the mat before the start of the jump.

14 CHEST PUSH

- Both feet must be behind the throwing line and remain on the floor at all times. One foot may be in front of the other but no run ups or steps are permitted.

15 JAVELIN (PRIMARY ONLY)

- The javelin is thrown from a standing position with both feet behind the throwing line and in contact with the floor. (no run ups or steps are permitted)
EVENT FORMAT

The Sportshall Primary Programme provides an exciting introduction to athletics competition. The following notes provide an overview of the competition and set out team requirements.

TEAM INFORMATION

School teams should consist of a minimum nine girls and nine boys, with a maximum of two track and two field events drawn from the following:

On the track: Two boys and two girls
1+1 Lap relay
2+2 lap relay
6 lap Paarlauf

Obstacle relay: Four boys and four girls
4x1 Hurdle relay
4x1 lap relay

In the field: Three girls and three boys

Chest push
Soft javelin
Speed bounce
Standing long jump
Standing triple jump
Vertical jump

ADDITIONAL INFORMATION

Athletes will not be permitted to compete in bare feet or unsuitable footwear.
Please be aware that soft javelin will be the final event of the competition due to space restrictions.

COMPETITION AND RULES OVERVIEW

Teams

The recommended number of athletes for a team is nine boys and nine girls. Should a school enter a competition with less than this number they will be required to forfeit an event however the school will still be permitted to compete in the event overall. One pupil cannot compete in the same field event twice.

Principals

Whilst providing a competitive platform for young athletes to develop it is important that the focus of the competition remains on having fun. Sportshall primary competitions emphasise team participation rather than individual success. Athletics rules and techniques should be learned with support from officials – rather than just enforced at this level. Guidance should be offered to all children.
**Recommendations**

**Field**
- Practise jumps and throws should be allowed
- Athletes should take their trials in succession and not in rounds. This helps the child to master the technique.
- Athletes should all record at least one performance. Guidance should be offered to ensure this happens. For example, if the child is struggling with the triple jump, take them to one side and help coach them through the jump.
- As ever in Sportshall, time will be limited and all efforts should be made to start events promptly and progress swiftly. Should athletes be missing, please make a start and advise the field referee accordingly.
- Please remember you are dealing with young children and use appropriate language when explaining the events.

**Track Judging**
- Track judges should be positioned on the extension of the finish line
- Whilst it is traditional practice for all track officials to record the order of all the athletes, it is advised that one official judges the last three athletes.
- Bib colours should be recorded as each athlete's torso crosses the finish line
- The finishing order should be recorded in a vertical column to avoid confusion
- At the end of each race, the track judges must compare their results. Once the finish order has been decided, record the information directly onto the track sheets.
- If there is a difference of opinion, the chief judge should make the final decision – usually going with the majority.
- Ensure that where colours are used, the same name is used throughout following the event programme.

**Time keeping**
- Time keepers must be positioned on the extension of the finish line, have a clear vision of the starting area and be able to observe the athletes from the moment they're called to their marks.
- Ideally, you should have one time keeper per athlete. For example if there are 6 athletes in a race, official A will take the finishing time of the first athlete across the line, B the 2nd, C the 3rd and so on. Should it be the case that there are four time keepers to officiate (A, B, C, D) then the duties would be such that A and B will take two finishing times, using the split time facility on the stop watch.
- The watch should be started on the sound of the whistle
- As the athletes approach the finish line, concentration should be fixed on the line as opposed to following individual athletes.
- The watch is set back to zero once the chief time keeper has a record of all the times.

**TRACK EVENTS**

**Guidance notes – the start**
- Only standing starts are permitted
- The command ‘set’ is not used, the starter calls ‘on your marks’ and when all athletes are settled the whistle or gun signals the start of the race
- A whistle should be used in all under 11 competitions

**Rules**
- The athlete steps up to the start line, ensuring that their feet remain behind the line
- On the whistle the athlete runs towards the first reversaboard. They turn on the reversaboard and run the return leg, turning on the second reversaboard. The lap finishes back at the start line with the competitor facing in the same direction as they started; hence one lap is the equivalent to running 2 lengths of the sports hall.
- In the event of an athlete causing an obstruction, the athlete may at the discretion of the track referee be placed in last position. No athlete should be disqualified.
- In the event of an athlete not completed the prescribed number of laps, the athlete should be declared ‘did not finish’ and not be placed.
RELAYS

A broad range of different relays may be staged on a linear track.

Guidance notes
- 1+1 lap relay – each team member completes one lap each
- 2+2 lap relay – each team member completes two laps each. The athletes two laps must be completed consecutively.
- 4x1 lap relay – each of the four team members complete one lap each
- 4x2 lap relay – each of the four team members complete two laps each. Each athlete should complete their two laps consecutively.

Paarlaufs (6 lap or 8 lap)
- Paarlaufs races are for teams of two athletes who run in turn. However, it is the baton which must cover the total declared number of laps
- Whilst the two members must cover the total number of laps between them, they do not necessarily have to run the same distance. Each athlete must cover at least one lap.
- The baton can be exchanged when running in either direction.

RULES

- All athletes contesting in the relay sit on the team base mat.
- The first athlete from each team steps up to the start line, ensuring that their feet remain behind the line. A crouched start is not permitted and hands may not be placed on the floor.
- On the whistle, the first athlete runs towards the first reversaboard. They turn on the reversaboard and run the return leg turning on the second reversaboard behind the team mat. The must return to the centre of the hall and hand the baton to the next runner who proceeds as the previous runner.

- The retiring runner returns to the team base mat and sits behind the rest of the team.
- The last runner proceeds as the previous runners but, after turning on the second reversaboard behind the team, this runner must run through the finish line on the centre of the hall.
- The athletes that are not running must sit on their team mat to ensure a clear view for the judges.
- Mats should be set back from the start line and off set to the left as shown above.
- In most events a “takeover box” is not stipulated. Where a box is required, such as in the UK Championships, the outgoing runner may start form a position 10 metres back from the start/finish line. The line should be marked across the track and the baton must be passed between this line and the first reversaboard.
- In the event of a team/athlete causing an obstruction or failing to compete the relay in the prescribed format, at the discretion of the track referee be placed in last position. No team should be disqualified.

OBSTACLE RELAY

A fun relay event for teams of four incorporating a series of obstacles along a linear track.

Guidance notes
- Each lane must have a judge to count bounces and faults. This judge should stand next to the speed bounce mat in the return lane of the team they are judging. When the athlete has completed their bounces, the judge should stand on the speed bounce mat to ensure that the return lane is clear.
- Judges should count the number of bounces aloud. Taking particular care to ensure that both feet compete each bounce.
- Judges must be in place to pick up the hurdles but should be careful to not obstruct the athletes when doing so. It is better that a hurdle is left lying out of place than risk injury to either athlete or judge.
- Do ensure that the athletes are not blocking the reversaboard behind the team mats.
- A foam baton or bean bag should be used for safety where obstacles are involved.

Safety note
- Distances indicated are provided for safety and to ensure space for a good changeover.
- The position of the hurdles are FIXED at the distances that are outlined.
- The high stepper must be placed halfway between the start line and the speed bounce.
- The start line can be moved forward, but MUST be a minimum of four metres from the reversaboard and there must be a minimum 6 metres between the start line and the end of the high stepper.
RULES
- All four team members sit on the team base mat.
- The first runner form each team steps forward to the start line in front of the team base mat with their foam baton/bean bag ensuring that their feet remain behind the line. A crouched start is not permitted and hand may not be placed on the floor.
- On the whistle, they must run through the high stepper, ensuring a foot is placed in each segment, complete 10 speed bounces, clear both hurdle’s and turn on the reversaboard at the far end of the hall.
- They must run the return leg avoiding all of the obstacles.
- Finally, they turn on the reversaboard next to the team base mat, pass the baton/bean bag onto the next runner who will be standing, waiting to receive it and then return to the team base mat and sit behind the rest of the team.
- The second and third runner proceed as the first runner.
- The last runner must also complete the course as above having turned on the reversaboard next to the team base mat, they must run through the finish line in the centre of the hall.

Fautes
A half second time penalty is given for each fault noted. One fault will be given for each occasion an athlete:
- Misses a segment of the high stepper (maximum two faults per athlete to be awarded)
- Omits a bounce. For example, an athlete who completes just seven bounces should receive three faults.
- Omits a hurdle - faults should NOT be given if an athlete knocks over a hurdle or if it’s not being replaced.
- Passes the baton / bean bag before turning on the reversaboard.

HURDLES RELAY
A fun relay race for teams of four, along a linear track with hurdles.

Guidance notes
- Judges must be in place to pick up the hurdles but should be careful to not obstruct the athletes when doing so. It is better that a hurdle is left lying out of place than risk injury to either athlete or judge.
- Judges must also ensure that the athletes are not blocking the reversaboard behind the team mats.
- A foam baton or bean bag should be used for safety where obstacles are involved.

Safety note
- Distances indicated are provided for safety and to ensure space for a good changeover.
- The start line can be moved forward but MUST be a minimum of four metres from the reversaboard.

RULES
- The four team members sit on the team base mat.
- The first runner from each team steps to the left of the mat and forward to the start line ensuring that their feet remain behind the line directly facing the first hurdle. A crouched start is not permitted and hands may not be placed on the floor.
- On the whistle they run and clear the three hurdles, turn on the reversaboard at the far end of the hall and repeat the course in the opposite direction. Finally they turn on the reversaboard next to the team base mat, turn and pass the baton / bean bag onto the next runner who will be standing waiting to receive it. The first runner returns to the team base mat and sits behind the rest of the team.
- The second runner must also complete the course above. Having turned on the reversaboard next to the team base mat they should pass on the left hand side of the hurdle before they run through the finish line in the centre of the hall.

STANDING LONG JUMP
This two-footed jump from a standing position is a test of coordination and leg strength. A special calibrated landing mat is used which enables jumps to be recorded easily.

Guidance notes
- It is recommended that three judges are used, one to watch the take-off and two to observe the landing.
- Following each jump, the judges place a finger level with the spot they consider to be the shortest mark. In the event of a difference of opinion, the shorter of the two distances is recorded.
- Where a mat has two take-off datum lines, an athlete may start from either mark. For those less familiar with the event, it is recommended that an under 11 athlete starts from the one metre datum line, with an under 13 or under 15 athlete starting from the two metre datum line.

Rules
- The athlete must stand on the mat with both feet behind the take-off datum line.
- Technique involving a crouch or rocking motion prior to the jump are permitted provided that both feet are alongside each other and retain contact with the mat until the start of the jump.
- No part of the athlete must touch the mat in front of the start line prior to take-off.
- The athlete should jump as far as possible from a starting position with a two-footed take-off. One footed take-offs are not permitted.
- The athlete must land on both feet, with both feet being placed on the mat. The measurement lines are printed on the mat for guidance only. If an athletes foot lands outside the graduated area and the judges are able to measure the jump, it should be recorded as a good trial.
- The athlete is not required to hold the landing position and may step forward after the jump. Should the athlete step back, fall back or touch the ma or floor behind their heel, a no jump should be recorded.
- Measurement is taken from the take-off line to the back of the closest heel on landing.
STANDING TRIPLE JUMP
A hop, step and jump from a standing position, testing leg strength and coordination. The triple jump mat has a number of take-off lines at metre intervals allowing for users of all ages and abilities. The landing section is calibrated, which allows for the easy measuring of jumps.

Guidance notes
- A practice jump should be permitted enabling the athlete to choose their take off line
- It is recommended that three judges are used, one to observe the take-off and sequence, and two to observe the landing
- Following each jump, the judges place a finger level with the spot they consider to be the shortest mark. In the event of a difference of opinion, the shorter of the two distances is recorded.
- Some young athletes may find the sequence to learn. It is acceptable that a younger athlete may hold their free leg when performing the hop and release it for the step.

RULES
- The athletes must stand with both feet behind the selected take-off line. Their feet do not need to be next to each other
- Techniques involving a crouch or rocking motion leading up to the jump are permitted: the free leg does not have to be in contact with the mat and may be used to generate by raining the knee up and down. The take-off foot can be rocked from heel-to-toe as long as some part of the foot remains in contact with the mat before the start of the jump
- No part of the athlete must touch the mat in front of the start line prior to take-off
- A one-footed take-off starts the hop with the athlete landing onto the same foot, the step is take onto the other foot after which the jump is performed by landing on both feet
- The athlete must land on both feet, with both feet being placed on the mat. The measurement lines printed on the mat are for guidance only. If an athletes foot lands outside the graduated area and the judges are able to measure the jump it should be recorded as a good trial. The athlete is not required to hold the landing position and may step forward after the jump. Should the athlete step back, fall back or touch the mat or floor behind their heel, a no jump should be recorded
- Measurement is taken from the take-off line to the back of the closest heel on landing.

VERTICAL JUMP
A jump from a standing position in which the participant competes against their own weight and height.

Guidance notes
- It is recommended that two judges are used, one to watch the take-off and one to watch the marking of the scale
- Talcum powder is most commonly used, however care must be taken to prevent any spillage since the floor may become slippery. Please ensure the surrounding floor area is kept clean and clear.

RULES
- The athlete stands with their back, head and heels touching the wall
- Both arms should be stretched upwards to push the sliding scale up with their fingertips. Elbows and fingers must be straight and arms should touch the sides of the head. Feet must stay flat on the floor
- Setting the slide – while it is clearly important that the slide is set accurately, judges should not have to cause to handle the athlete, with the exception that it may assist both the athlete and the judge to guide the athletes fingers under the base of the slide. Younger athletes can find it difficult to push the slide up and the judge may assist by raising the slide first then bringing it down to meet the athletes fingertips.

The practice of “straightening” an athletes arm cannot be permitted. The following practice is recommended:
- The judge should encourage the athlete to stretch to their full extent and then, to stretch again. Usually the second stretch will set the slide a little higher
- If the judge is not satisfied that the athlete has achieved a full stretch, the athlete should be advised of this and given a further opportunity to set the slide
If the judge remains dissatisfied with the stretch, the athlete should ask their team manager to accompany them for one further stretch.

A two centimetre penalty may be applied at the judge's discretion.

Any further concerns should be referred to the Field Referee.

- The recording of an athlete's starting height, reading from the scale on the back plate, will remove the need to repeat the initial stretch for each further trial. The slide can be rest according to this reading. This eliminates further issues over the setting of the scale and saves time.
- The athlete must dip their fingertips in powder and stand sideways to the wall with the nominated jumping arm closest to the wall. They then jump from a standing position and touch the scale at the highest possible point.
- The athlete may bend their knees and swing their arms in preparation for the event but their feet must not leave the ground until they take their jump.
- It is deemed a no jump if an athlete's free hand touches the wall during the jump.
- Measurement should be taken to the nearest centimetre below the highest point of the chalk mark on the scale. The judges may pull down the sliding scale to record the exact height of the jump.

**SPEED BOUNCE**

Speed bounce is an exciting test of speed, rhythm, and coordination.

**Guidance notes**

- A practice trial of between five and 10 bounces provides ideal opportunity to spot potential problems with technique.
- Judges should remind the athletes of the rules prior to their trial starting making specific reference to the importance of retaining a two-footed jump, as identified in the second rule.
- At least two officials should count the "good" bounces. They should liaise and agree on the number completed. It is not a fault if the wedge is clipped or brushed.
- A third official should monitor the stopwatch/clock and provide a verbal time check with 10 seconds remaining. They are also ideally placed to check technique.
- Judges and other athletes may place a foot on the corner of the mat to prevent it slipping. The same support should be afforded to all athletes.

**RULES**

- Participants must wear suitable footwear. An athlete is not permitted to compete in bare feet.
- Speed bounce is a two-footed jump in which an athlete must take off and land on both feet – the athlete's feet should leave the mat simultaneously and land on the mat simultaneously.
- The athlete should cross the wedge as many times as possible within the allocated time period as follows: under 11s (year 5 and 6) – 20 seconds, under 13's and 15's (years 7, 8, 9 and 10) – 30 seconds.
- Any athlete undertaking a trial and considered to be using an incorrect technique should be stopped. They should be offered an explanation as to the correct technique and allowed a fresh trial after an adequate period of rest.
- The number of "good" bounces should be recorded, the number of times the athlete completes a two-footed jump over the wedge. While any bounce in which the athlete lands on the wedge should not be counted, it is not an offence to clip or brush the wedge.
- Techniques involving the participant's feet not being parallel are permitted thought they must make sure they take off and land with two feet as above. Any jumps involving incorrect take off and landing techniques will not count.
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- The number of “good” bounces should be recorded, the number of times the athlete completes a two-footed jump over the wedge. While any bounce in which the athlete lands on the wedge should not be counted, it is not an offence to clip or brush the wedge.

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**CHEST PUSH**

A standing throw where the participant pushes a weighted ball from the chest.

**Guidance notes**
- It is recommended that two judges are used, one to watch the throw and one to watch and record the landing.
- It is appropriate to use a waiting athlete to roll the ball back.

**RULES**
- The athlete holds the ball against their chest and pushes with both hands.
- The athlete’s chest must face forward and there must be no rotation in the trunk.
- Both feet must be behind the throwing line and remain on the floor at all times. One foot may be in front of the other but no run-up or steps are permitted.
- The athlete must not pass the throwing line during their throw.
- Once thrown, the ball doesn’t have to land on the mat.
- The distance thrown is measured from the throwing line to the point where the ball first lands. Always mark down the nearest 25cm.
JAVELIN
A standing throw using a foam javelin.

Guidance notes
- It is recommended that two judges are used. One judge to watch the throw and one to watch and record the landing.
- The throwing area should be clearly marked to prevent spectators walking through.
- The javelin competition should be supervised at all times.

RULES
- The javelin is thrown from a standing position with both feet behind the throwing line and in contact with the floor
- The throw is measured from the front of the throwing line to where the tip of the javelin first makes contact with the ground
- The distance is measured in metres and always down to the nearest metre
- It is safe to allow the athletes to collect their own javelins once all the competitors have had their turn
- DO NOT allow the javelins to be thrown to waiting athletes.
## U11 SPORTSHALL ATHLETICS ORDER OF EVENTS

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<th>Event No.</th>
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<th>Track Events</th>
<th>Field Events</th>
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<td>4</td>
<td>OBSTACLE RACE GIRLS</td>
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<td>2</td>
<td>4</td>
<td>OBSTACLE RACE BOYS</td>
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<td>3</td>
<td>4</td>
<td>4+1 HURDLES GIRLS</td>
<td>BOYS ROUND 1&lt;br&gt;CP, SLJ, STJ, VJ, S/B, JAV</td>
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<tr>
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<td>4</td>
<td>4+1 HURDLES BOYS</td>
<td>GIRLS ROUND 1&lt;br&gt;CP, SLJ, STJ, VJ, S/B, JAV</td>
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<tr>
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<td>1+1 LAP GIRLS</td>
<td>BOYS ROUND 2&lt;br&gt;CP, SLJ, STJ, VJ, SB, JAV</td>
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<td>2+2 LAP GIRLS</td>
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<td>7</td>
<td>2</td>
<td>1+1 LAP BOYS</td>
<td>GIRLS ROUND 2&lt;br&gt;CP, SLJ, STJ, VJ, S/B, JAV</td>
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<td>2+2 LAP BOYS</td>
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<td>9</td>
<td>2</td>
<td>6 LAP PAALUUF GIRLS</td>
<td>BOYS ROUND 3&lt;br&gt;CP, SLJ, STJ, VJ, S/B, JAV</td>
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<tr>
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<td>2</td>
<td>6 LAP PAARLUF BOYS</td>
<td>GIRLS ROUND 3&lt;br&gt;CP, SLJ, STJ, VJ, S/B, JAV</td>
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<tr>
<td>11</td>
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<td>4X1 LAP RELAY GIRLS</td>
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<tr>
<td>12</td>
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<td>4X1 LAP RELAY BOYS</td>
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Primary Sports Hall Athletics Field Events (Round-by-Round)  
Children may compete in a maximum of two track and two field events

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<th>Round Three</th>
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<td>Event</td>
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<tr>
<td>Chest Push</td>
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<td>Standing Triple Jump</td>
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<td>Final Event - Soft Javelin</td>
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</table>
Primary Sports Hall Athletics Track Events
Children may compete in a maximum of two track and two field events

**GIRLS**

<table>
<thead>
<tr>
<th>Event</th>
<th>1</th>
<th>2</th>
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<tbody>
<tr>
<td>Obstacle Race</td>
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<tr>
<td>4 + 1 hurdles</td>
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<td>1 + 1 relay</td>
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<td>2 + 2 relay</td>
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<tr>
<td>6 lap paarlauf</td>
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<td>4 + 1 relay</td>
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**BOYS**

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<td>FIELD EVENTS</td>
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<td>1</td>
<td>YR 7 GIRLS 1 LAP INDIVIDUAL</td>
<td>ROUND 1</td>
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<td>YR 7 BOYS</td>
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<td>CHEST PUSH</td>
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<td>2</td>
<td>YR 7 GIRLS 2 LAP INDIVIDUAL</td>
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<td>3</td>
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<td>YR 8 BOYS</td>
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<td>16</td>
<td>YR8 GIRLS 8 LAP PAARLUFF</td>
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<td>20</td>
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<tr>
<td>21</td>
<td>YR7 GIRLS 4X2 LAP RELAY</td>
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<td>22</td>
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</tbody>
</table>
Children may compete in a maximum of two track and two field events

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<th>Event</th>
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<th>Round Two</th>
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<tbody>
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</table>
## Secondary Sports Hall Athletics Track Events

*Children may compete in a maximum of two track and two field events*

### GIRLS

<table>
<thead>
<tr>
<th>Event</th>
<th>1</th>
<th>2</th>
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<tbody>
<tr>
<td>1 lap individual</td>
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<tr>
<td>2 lap individual</td>
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<td>3 lap individual</td>
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<tr>
<td>4 lap individual</td>
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<tr>
<td>8 lap paarlauf</td>
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<tr>
<td>4 x 2 relay</td>
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### BOYS

<table>
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<tr>
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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 / 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.
## RISK ASSESSMENT

**Activity Description**
West Yorkshire School Games Sports Hall Athletics Competition

**Assessed by**
Emma Binnersley

**Date of assessment**
February 2020

**Event location**
Huddersfield Leisure Centre

**Event date**
Tuesday 17 March 2020

### Risk Assessment Table

<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            | • Close liaison with duty manager to ensure safety procedures are in place  
• Ensure the competition is organised and supervised by experienced personnel  
• Pre-event checklist completed  
• Competition manager to brief participants on consumption of food and drink by the competition area: reporting spillage and removing rubbish  
• Qualified first aid provision will always be available  
• Clearly marked area available for spectators away from competition area                                                                 | Event manager                          | 2          | 2        | 4           |
| 2       | Equipment                                | Participants    | 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  
• Equipment storage is available for unused equipment during the competition  
• Re-set of equipment such as hurdles and javelins will be supervised                                                                 | Venue  
Sport Organiser                        | 2          | 2        | 4           |

### Risk Rating

- **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.

### Probability

<table>
<thead>
<tr>
<th>Probability</th>
<th>Severity/consequences</th>
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<tr>
<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>Unlikely 2 Minor</td>
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<tr>
<td>3</td>
<td>Possible 3 Moderate</td>
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<td>4</td>
<td>Likely 4 Major</td>
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<tr>
<td>5</td>
<td>Almost certain 6 Catastrophic</td>
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</tbody>
</table>
### RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Description</th>
<th>Action</th>
<th>Event Manager</th>
<th>Venue Manager</th>
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</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Risk factor of five or less – a controlled or insignificant risk</td>
<td>Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable</td>
<td>Event manager</td>
<td>Venue manager</td>
</tr>
<tr>
<td>5-12</td>
<td>Risk factor of greater than five but less than twelve</td>
<td>Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable</td>
<td>Event manager</td>
<td>Venue manager</td>
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<tr>
<td>&gt;12</td>
<td>Risk Factor of over twelve. The risk is unacceptably high and activity must cease until action has been taken to control the risk.</td>
<td>Action to eliminate or further the risk is advised. May be tolerable provided risk is reduced to be as low as is reasonably practicable</td>
<td>Event manager</td>
<td>Venue manager</td>
</tr>
</tbody>
</table>

#### Safeguarding
- 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
- Separate and adequate changing facilities for children

#### Fire
- Ensure sport organiser knows the venue fire exits / meeting points and briefs staff
- Adhere to venue fire safety procedures

#### Sporting Activity
- Competition is organised and supervised by experienced personnel
- Ratios of staff to children are controlled as required for age groups
- Qualified first aid provision will always be available
- Participants are qualified enough to take part in the sport, previous coaching should have been undertaken
- Team managers to manage movement of non-participating team members during races
- Running lanes to be appropriately spaced for the age and size of the competition

#### Injury to volunteers leaders or coaches
- 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 & adequate insurance is in place
- 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
- Officials to be made aware of right and left handed throwers

#### Adverse or dangerous weather
- Adverse weather contingency is in place and available via event manual

### Related risk assessments
- Manual Handling
- Safeguarding policy
- Event Manual

---

**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

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>
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<tr>
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</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. Team managers will be kept out of the throwing areas to manage their team movements in the bleachers

Review date of this Risk Assessment: February 2021

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 20.02.2020

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>West Yorkshire Staff team</td>
<td>February 2020</td>
</tr>
<tr>
<td>Sport Organiser</td>
<td>February 2020</td>
</tr>
<tr>
<td>Venue</td>
<td>March 2020</td>
</tr>
</tbody>
</table>

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

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.binersley@yorkshiresport.org