



## Darlington School Sport Partnership Sport Event Plan

	<b>Information</b>
Date	Tuesday 6 <sup>th</sup> & Wednesday 7 <sup>th</sup> & Thursday 8 <sup>th</sup> November 2018
Event	Sportshall Athletics Clusters Large, Medium, Small Schools
Event organiser	Aly Raw
Time of event	9.15 arrival for 9.45am start 12.30pm finish
Venue	Wyvern Academy, Egglestone Drive, Darlington DL3 9SH
Registration & data	Schools to inform AR ONE week beforehand of the accompanying member of staff who will need to bring DBS and photo ID on the day and sign in at Reception Schools to sign in with AR and have data ready: Boys and SEND, Girls and SEND, BME, C4L club and any young leaders with the team
Parents	No parents allowed
instructions for parking	Buses to drop off & collect at school entrance
instructions for site team	AR will issue a register of schools and staff attending the week before the event
Outline details of events for accompanying members of staff.	We have a Max of 6 schools per cluster. School need to bring a minimum of 8 boys and 8 girls and a max of 15 boys and 15 girls from Year 5 and or 6 Events, Rules & team sheets supplied separately. <b>Equipment needed with you on the day:</b> <ul style="list-style-type: none"> <li>• Register &amp; data as above</li> <li>• Emergency contact information for the children</li> <li>• Basic First Aid kit and First Aider</li> <li>• Information regarding those children who <b>cannot</b> be photographed</li> </ul> <b>Children need</b> <ul style="list-style-type: none"> <li>• PE kit – preferable all same colour would be helpful</li> <li>• Water bottle and snack</li> <li>• Indoor (not muddy) shoes/trainers</li> </ul>
Welfare / First Aid	Emergency First Aid is available on site No changing rooms are available – please come ready changed Schools need to be aware of any children with a particular medical condition and let organiser know
Toilets	Toilets are available at Wyvern Academy. Please make arrangements to accompany children to the toilet.
Venue	Thanks go to the Wyvern Academy for hosting this event and providing staff and leaders