

Sport Event Plan

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| Date | Wednesday 5 th December 2018 |
| Event | Primary Sporyshall Athletics Finals |
| Event organiser | Aly Raw |
| Time of event | 9.15 arrival for a 9.45am start finish 12 noon |
| Venue | Dolphin Centre, Horsemarket, DarlingtonDL1 5RP |
| Registration & data | Schools to sign in with AR and have data ready: Boys and SEND, Girls and SEND, BME, FMS, C4L club and any young leaders with the team |
| Team/Squad size and year group | Min 8 B & 8 G Max 15 B & 15 G Year 5/6 |
| This event is suitable for.... | Qualification through the Clusters – top 2 tteams from each cluster plus next 2 top scoring teams to make 8 in the finals |
| Parents | Parents allowed on the viewing gallery NOT in the Sportshall |
| Instructions for parking | Drop off and collect at the side of the Dolphin Centre. No Parking on site |
| Instructions for site team | AR will issue a register of schools & staff attending the week before the event |
| Outline details of events for accompanying members of staff. | Rules & team sheets supplied previously. Any adult accompanying children to this event needs to bring: Equipment needed with you on the day: <ul style="list-style-type: none"> • Register & data as above • Emergency contact information for the children • Basic First Aid kit & First Aider • Information regarding those children who cannot be photographed Children need <ul style="list-style-type: none"> • PE kit – preferable all same colour would be helpful • Water bottle and snack • Indoor (not muddy) shoes/trainers |
| 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 Dolphin Centre. Please make arrangements to accompany children to the toilet. These toilets are used by the public |
| Venue | Thanks go to the Dolphin Centre for hosting this event and Wyvern Academy for providing staff and leaders |