**Darlington School Sport Partnership Sporting Event Plan**

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|  | **Information** |
| Date | Tuesday 24th March (Cup) & Tuesday 25th February 2020 (plate) |
| Event | Primary Table Tennis Cup and Plate |
| Event organiser | Aly Raw, sara Wrangham and Dave Noutch |
| Time of event | 9.30 arrival for a 10am start. Finish 2.15pm |
| Venue | The King’s Centre, Whessoe Road, Darlington DL3 0QT |
| Registration & data | Schools to sign in on arrival and have data ready: Any young leaders to assist in the eventBoys and SEND, Girls and SEND, BAME, Pupil Premium and staff to have rea the Codes of Conduct |
| Parents | Parents allowed in spectator area on the first floor NOT in the playing area |
| instructions for parking | Buses to drop off & collect at The King’s Centre |
| instructions for site team | AR will issue a register of schools attending the week before the event |
| Outline details of events for accompanying members of staff.  | **Equipment needed with you on the day:*** Register & data as above
* Team ranked in order 1 – 4 (boys and girls ) for CUP only
* Emergency contact information for the children
* Basic First Aid kit & First Aider
* Information regarding those children who **cannot** be photographed

**Children need*** PE kit – preferable all same colour would be helpful
* Warm clothes for when they are not playing
* To know which number they are 1-4 (Cup)
* Water bottle and snack
* Indoor (not muddy) shoes/trainers
* The Cup will be a competitive event comprising games only and children will need to have had previous experience and understand the game. The winning team will progress through to represent Darlington at the Tees valley finals on Wednesday 8th July 2020. The Plate is a developmental event with demonstrations and skills practice and personal challenge activities
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| Welfare / First Aid | Please bring own first aid kitNo changing rooms are available – please come ready changedSchools need to be aware of any children with a particular medical condition and let organiser know |
| Toilets | Toilets available at venue. Please make arrangements to accompany children to the toilet  |
| Venue | Thanks go to the King’s Centre for hosting this event & Longfield Academy for providing leaders and Darlington Dolphins for organising the events |