**Darlington School Sport Partnership Sporting Event Plan**

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|  | **Information** |
| Date | Thursday 23rd January 2020 (Cup & Plate), and Thursday 27th February 2020 (Girls) |
| Event | Primary Basketball Cup, Plate and Girls only |
| Event organiser | Aly Raw & Sara Wrangham |
| Time of event | 9.20am arrival for 9.35am start 12.00pm finish for Cup  12.30pm arrival for a 12.45pm start 3.30pm finish for the Plate  9.30am arrival for a 9.45am start 12.15pm finish for the girls |
| Venue | Education Village, Salter’s Lane South, Darlington DL1 2AS |
| Registration & data | Schools to sign in at reception and with AR and have data ready:  Boys and SEND, Girls and SEND, BAME, pupil premium and any young leaders accompanying the team and staff to have read Codes of Conduct |
| Parents | No parents allowed |
| Instructions for parking | Buses to drop off & collect at school entrance No Parking will be available 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. | Year 5 only  5-a-side. Open – so either single sex or mixed. Maximum squad size of 8.  **We will be playing the 50% play time rule in these events**  Any adult accompanying children to this event needs to bring:  1.       a letter from their employer (template of requirements attached) to confirm that they have conducted safer recruitment  2.       Details of their DBS  3.       A copy of photo ID  4.       Record of reason/role of visits  Please note we already have the Safer Recruitment letter for **Heathfield, High Coniscliffe, Hurworth, Mount Pleasant, Mowden Schools, Red Hall, Reid Street, Skerne Park Academy, Springfield, St Augustine’s, St Bede’s, St Mary’s Cockerton, St Teresa’s, West Park Ac, Whinfield**  **Where schools are entered for both Cup and Plate they must bring completely different teams comprising different players, No player is allowed to play in both competitions**  The Cup will involve competitive games; the Plate will be more developmental with some skills & challenges and games. The winners and runners-up from the Cup will progress through to represent Darlington at the Tees Valley finals on Tuesday 17th March 2020 12.30 until 4pm at Middlesbrough College  **Equipment needed with you on the day:**   * Register & data as above * Emergency contact information for the children * Basic First Aid kit * Information regarding those children who **cannot** be photographed   **Children need**   * 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 Education Village. Please make arrangements to accompany children to the toilet |
| Venue | Thanks go to the Education Village for hosting this event and providing staff and leaders. And to Darlington Storm for running the event |