
WEST YORKSHIRE SCHOOL GAMES CROSS COUNTRY FINALS SCHOOL INFORMATION PACK

Congratulations to you school for qualifying or being selected to attend the West Yorkshire School Games Cross Country 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 the information contained within this pack.

CONTENTS

Essential information	2
Competition information	3
Rules and format	3
Chip Timing	4
Pathway Information	4
Weather considerations.....	6
Refreshments.....	6
Contacts	6
Withdrawal of Photography Consent.....	7
Welfare & safeguarding summary	8
Risk Assessment.....	11

ESSENTIAL INFORMATION

Date:	Thursday 9 March 2023
Location:	Temple Newsam, Leeds
Timings:	<p>Arrival and registration: 11am – 12:45pm</p> <p>Race start times are approximate:</p> <p>RACE 1 - Year 3 Girls 13:00</p> <p>RACE 2 - Year 3 Boys 13:15</p> <p>RACE 3 - Year 4 Girls 13:30</p> <p>RACE 4 - Year 4 Boys 13.45</p> <p>RACE 5 - Year 5 Girls 14.00</p> <p>RACE 6 - Year 5 Boys 14.15</p> <p>RACE 7 - Year 6 Girls 14.30</p> <p>RACE 8 - Year 6 Boys 14:45</p> <p>1st, 2nd, and 3rd placed medals will be presented at the finish line of each race</p> <p>Presentations for ALL team results will be at: 15:15</p> <p>Depart for transport times: 15:30</p>
Parking:	<ul style="list-style-type: none"> View the venue map for the location of car parks on site as well as the registration location and course A and B locations (weather dependant). The Temple Newsam House car park is a pay and display. You are required to pay if you use this car park. We will have parking marshals managing the parking on the day. On arrival please follow their guidance on where to park. <p>Please note parking is extremely limited. We encourage car sharing where possible and for people to arrive with plenty of time to park who are transporting participants.</p>
Spectators:	Spectators are allowed at this event however we encourage car sharing where possible as parking is extremely limited.
T-Shirts/Clothing:	Each school will be given a pack of district coloured t-shirts during registration. We encourage all participants to wear their t-shirts - all sizes are approximate.
Changing and toilets:	Toilets are available in the courtyard. No muddy shoes or boots are permitted in this area; in bad weather – please bring a change of shoes if necessary. There will be no changing facilities. Participants should arrive ready to participate.

COMPETITION INFORMATION

Races:	<p>Year 3 Girls Distance 1050m – 1150m</p> <p>Year 3 Boys Distance 1050m – 1150m</p> <p>Year 4 Girls Distance 1050m – 1150m</p> <p>Year 4 Boys Distance 1050m – 1150m</p> <p>Year 5 Girls Distance 1200m – 1450m</p> <p>Year 5 Boys Distance 1200m – 1450m</p> <p>Year 6 Girls Distance 1200m – 1450m</p> <p>Year 6 Boys Distance 1200m – 1450m</p> <p>** Please note the distances may vary slightly</p>
Team & squad numbers:	<ul style="list-style-type: none"> • A team consists of five runners per event with four of those runners scoring. There are five teams per gender per age group per district. • Ten individual entries (wildcards) are permitted per gender per age group per district for runners that are not part of a qualifying team.
Kit, Equipment & PPE:	<p>Appropriate sports kit and shoes should be worn. Runners are permitted to wear spikes if they are used to running in them. Football boots, astro trainers, fell running shoes and trainers are permitted however school shoes are not.</p>
How to enter:	<p>Schools qualify at your local district round then enter via your SGO. For all qualified schools, please register via this link.</p>

RULES AND FORMAT

1. The year 3 race is for runners in year 3 only. Year 2's are not permitted to take part in the race and teams that are found to have year 2 runners will be disqualified.
2. The year 4 race is for runners in year 4 only. Year 3's are not permitted to take part in the race and teams that are found to have year 3 runners will be disqualified.
3. The year 5 race is for pupils in year 5 and the year 6 race is for pupils in year 6, please adhere to these rules.
4. The top 12 runners (making up the West Yorkshire Team) from Yr4, Yr5 & Yr6, boys and girls will qualify for the national finals, Saturday 25th March 2023 in Leicestershire. Athletes will not be allowed to compete if you have run in the wrong age group/ race.

-
5. Finishing positions will be added together for the team score – the lowest score wins.
 6. This competition is restricted to 5 teams per district per event. Qualification competitions vary in development around West Yorkshire and you should speak to your [School Games Organiser](#) if you have any queries about how you enter.
 7. There will be an opportunity, if you are running qualifiers at a district level, for 10 wildcards per gender and per age group (at a district level) to enter the county level School Games. There will be individual and team recognition for the winners.

CHIP TIMING

Every race will be chip timed. Results will be uploaded online [via this link](#) when they are ready. We cannot guarantee when this will be done however they will be uploaded as soon as possible.

No names will be published on the results. **If you would like to identify a child's result, you will have to note down their bib number that will be given at registration.**

It is imperative that the tag on the back of the number is not interfered with. It is strictly one number per child, your race number should be positioned on the front chest (NOT the back)

We will be filming the finish line of every race, due to the nature of chip timing this is an essential back up. If your child has opted out from photography and video and you are concerned about this, please contact us ahead of the event to discuss. May I assure you that this footage will be deleted after the event and will only be referred to in the event of technical failure of the chip timing (which is 99.9% effective).

PATHWAY INFORMATION

If your child places in the top 12 in the Yr4, Yr5 or Yr6 competitions, they will be invited to run in the National Schools competition on Saturday 25th March 2023 for their county, all qualifying athletes will be given information on the day of the West Yorkshire Finals. This information will be given to the first 12 athletes as they pass through the finish line.

SCHOOL GAMES VALUES

It is a fantastic achievement for the young people to reach a county-wide level event and we want to encourage fair play throughout all aspects. 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 which can be found below.

This event is also in our COMPETE category. These events will have an emphasis on competition. Taking part in these events may see participants progress to higher levels.



SCHOOL RESPONSIBILITY

A team manager is required for every group of children brought to the event. 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 withdrawal of photography form can be found later in this document.

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.

WEATHER CONSIDERATIONS

Adverse travel conditions may affect the event on the day. If you are unsure the event may take place, please check our twitter page @YorkshireSport where we will post any live changes. We will also send an email if the event has been cancelled.

Schools are permitted to bring their own gazebos up to 3m² to the event to provide shelter and/or shade. It is the school's responsibility to ensure the gazebo is safely pegged and weighted to the ground on each corner. If the gazebo is not safely attached to the ground we will request it to be taken down and removed. If wind gusts are expected cause unsafe conditions then schools are not permitted to erect gazebos in the interest of safety. This will be communicated to schools through the Event Manager.

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). Feel free to bring your own packed lunch if required.

CONTACTS

Event staff will be across the facility in Yorkshire Sport Foundation branded clothing, please ask if you require any assistance.

The Event Manager should you require anything on or before the day is:

Emma Binnarsley / 0330 20 20 280 / 07722 259 039

Please see next page for the document continued.



WITHDRAWAL OF PHOTOGRAPHY CONSENT

Dear Parents/Guardians,

At School Games events we would like to take photographs and videos 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, please do not hesitate to contact me.

If you wish to withdraw consent for your child's photography to be used for the School Games 2022/23 please complete the attached pro-forma and bring to the registration desk at the start of the event.

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 / 07722 259039

I would like to withdraw my consent for my child: Name: _____

School: _____ District: _____

To have their images recorded and published at the School Games 2022/23 (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 taking part in the 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 School 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.

Activity / 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 and Responsibilities

The event manager:

- ✓ Will produce the welfare plan and manage implementation of the plan in collaboration with the delivery partners.
- ✓ Nominate a Welfare Officer 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.
- ✓ 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.

Welfare and Safeguarding for Participants/Attendees with Additional Vulnerabilities

We strive to host inclusive, accessible events that enables everyone to engage fully. When registering for the event, your school will be invited to provide details if your school has any access requirements or additional needs you would like us to be aware of.

The event manager will ensure the event is planned with inclusivity at the centre. To achieve this, the event manager will:

-
- Choose an accessible venue.
 - Ensure there are quiet areas in the venue that attendees can use as required.
 - Ensure schools are made aware of all activities the young people will take part in so can make necessary preparations ahead of the event date.
 - Ensure all activity / sport deliverers have necessary experience and/or qualifications to deliver to young people with additional vulnerabilities.
 - Ensure all activities will be inclusive to many levels of ability if necessary.
 - Ensure a full event briefing will take place on the day of the event to the team manager, attendees or both where necessary.

Yorkshire Sport Foundation will also adhere to all principles detailed in both our [Diversity and Inclusion policy](#) as well as our [Safeguarding Policy](#).

RISK ASSESSMENT

Activity Description : West Yorkshire School Games Cross Country, 09.03.23

Facility : Temple Newsam Park, Leeds

Assessed by : Emma Binnersley

Date of assessment : 01.12.22

Probability		Severity	
1	Rare	1	Insignificant
2	Unlikely	2	Minor
3	Moderately likely	3	Moderate
4	Likely	4	Major
5	Almost certain	5	Catastrophic

Risk No	Hazard/risk	Who is at risk	Control Measures	Person responsible for control measure	Probability	Severity	Risk Rating
1	Slips, Trips and Falls in and around venue	ALL	<ul style="list-style-type: none"> • 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 • Qualified first aid provision will always be available • Spectators to stay off competition areas at all times • Route inspected and cleared of debris • Spectator area marked clearly in a designated and safe place • Parking sited in appropriate distance from the course and well signed 	Event Manager	3	2	6
2	Equipment	Participants	<ul style="list-style-type: none"> • Check equipment for any faults or damage before participants arrive – isolate and report damaged equipment 	Venue	2	2	4

		Sport organiser	<ul style="list-style-type: none"> 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 	Event Manager Sport Organiser			
3	Safeguarding	Participants	<ul style="list-style-type: none"> 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 file including phone numbers for reporting Dedicated safeguarding officer in place. Follow venues process for lost or missing children. Where no venue process is agreed, use PA system and direct to event registration table using event manager as main contact. 	Event manager	1	4	4
4	Fire	ALL	<ul style="list-style-type: none"> Ensure sport organiser knows the venue fire exits / meeting points and briefs participants Adhere to venue fire safety procedures 	Event manager Venue	1	6	6
5	Sporting Activity	Participants Officials	<ul style="list-style-type: none"> 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 First aid positioned in the area and at the finish line as necessary Participants are qualified enough to take part in the sport, previous coaching should have been undertaken Size of starting area is separated and marked suitably for the number of competitors 	Sport organiser Event manager	2	2	4

			<ul style="list-style-type: none"> Spectators separated with designated route crossing areas Marshals in place to direct the competition 				
6	Injury to volunteers leaders or coaches	Staff Participants	<ul style="list-style-type: none"> Ensure all volunteers/coaches have suitable competence to carry out supervision of activity 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 Radios to be given out to marshals as needed to be able to contact race HQ Marshalls must wear recognisable clothing (leader t-shirts) 	Sport organiser	2	2	4
7	Adverse or dangerous weather	ALL	<ul style="list-style-type: none"> Sport manager to take decision and check course for safety. Only in severe weather will the event be cancelled Marquee available for shelter Ground conditions to be assessed in wet weather prior to team arrival Adverse weather contingency is in place and available via event manual. 	Event manager	1	2	2
8	Litter, waste & Hazardous substances	ALL, including public	<ul style="list-style-type: none"> All facilities checked by staff before sport organisers and public arrive Park to be thoroughly checked for waste during course set up – course adapted as required or waste safely removed Litter and waste cleared after event before staff leave venue 	Event manager Sport organiser	3	2	6

			<ul style="list-style-type: none"> Park staff are aware that the event is taking place and site booking made via Leeds City Council. 				
9	Public place	ALL	<ul style="list-style-type: none"> Team manager to be responsible for welfare of their own team If individual runners are competing they will be with a guardian (all children to be accompanied at all times) Separate parking area for the event controlled by Temple Newsam site staff. Safeguarding and welfare info is in school information pack regarding changing and all facilities remaining open to the public 	Team manager Event manager	3	2	6
10	Crowd management	ALL	<ul style="list-style-type: none"> Designated walking route and crossing points available Marshals in place to ensure runners stick to route and crowds cannot encroach Funnel is of adequate size so that children can recover, register their result and have first aid administered away from the crowd Adequate signage is in place PA / loud speaker to be used where necessary 	Sport organiser Event manager	3	3	9
11	Spread and transmission of Covid-19	ALL	<ul style="list-style-type: none"> Main event area located outdoors with low risk of transmission. Attendees briefed not to attend if they have tested positive for Covid-19. In all indoor areas (toilets), all attendees will be advised to use all available space to ensure social distancing. Sufficient cleaning of the site and equipment will be completed by both the venue and delivery staff. Effective hand hygiene will be encouraged during the event and sanitiser will be available at registration desk. 	Event manager	2	4	8

Related risk assessments (state other risk assessments below; this may include other organisations' risk assessments)

1	Manual Handling
---	-----------------

2	Safeguarding policy
3	Site risk assessment (Temple Newsam)
4	

Personal Protective Equipment (if applicable state PPE required/advised below)

PPE required	Comments	PPE Advised	Comments

Action plan

Action	Person Responsible	Expected Completion Date
Event manager to work closely with sport organiser and communicate detail on the venue prior to competition	Event manager	Event date
Safety checklist to be completed before competition gets underway	Sport organiser	Event date

Medical provision considerations:

Due to the nature of the activity (Cross Country), there will be four trained medical staff in attendance at the event. The medical team will be briefed on the event including the specific sport, facilities which can be used for medical purposes and the demographic of those in attendance who may need treating.

Conclusions:

If the above recommendations are followed, then risks can be minimised.

Review date of this Risk Assessment:

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): E Binnersley

Date: 01.12.22

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.**

Who circulated to	When
Event team	February 2023
Sport Organiser	"
Venue	"

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.
