IMPORTANT INFORMATION FOR SCHOOLS

for the Summer Games 4th & 5th July 2019

MILLFIELD SENIOR SCHOOL – STREET. BA16 0YD

9.30 – 2.30pm

Please read through the following information as soon as possible and contact hbullock@sasp.co.uk if you have any questions.

Please check rules of each competition on the SASP website: https://www.sasp.co.uk/competition-formats

Parking
There are two car parks at Millfield for cars and minibuses to use.

Butleigh Road – BA16 OYD : Opposite the entrance to the school
Keen’s Elm Lane – BA16 OST : Swimming Pool entrance

The Keen’s Elm Lane car park is closest to the Junior Cricket Field – which is where registration is taking place this year.

Coaches must only “drop off” and not park. If the coach is staying they will need to park off site at Clarks Village coach park.

Registration – Junior Cricket Field
On arrival please follow the Somerset School Games boards to the Junior Cricket Field for registration. Registration is for all sports. Please aim to arrive on site between 9.30am and 10am

The Opening of the School Games will commence at 10.00am and sports competition will start from 10.30am

Departure
There isn’t a closing ceremony for the Event, so schools are free to leave when their children have finished competing. Most competitions will be finishing by 2.30pm. It is the Teacher’s responsibility to organise the departure of their children from site, whether with parents or on school transport.

Thursday 4th July 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Quad Kids</td>
<td>Junior Cricket Field</td>
</tr>
<tr>
<td>Tri Golf</td>
<td>Butleigh hockey pitches</td>
</tr>
<tr>
<td>Rounders – Secondary</td>
<td>Butleigh Playing Fields</td>
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<tr>
<td>Sports Festival – Secondary</td>
<td>Netball courts &amp; Golf Course</td>
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<tr>
<td>Swim Festival – Secondary</td>
<td>Swimming Pool</td>
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<tr>
<td>Grass Track Cycling</td>
<td>Chindig field</td>
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<td>(next to junior cricket field)</td>
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Friday 5th July 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Parallel Cricket (tbc)</td>
<td>Junior Cricket Field</td>
</tr>
<tr>
<td>Rounders – Primary</td>
<td>Butleigh playing fields</td>
</tr>
<tr>
<td>Girls Softball cricket</td>
<td>Wilson Cricket Pavilion</td>
</tr>
<tr>
<td>Primary Tennis</td>
<td>Tennis Courts</td>
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</tbody>
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Supervision of children
Schools need to provide an adult (parent or teacher) for each team sport their children are taking part in. This is to ensure that children do not wander off and get to their fixtures on time. There will be plenty of Event Staff to supervise the children when they are taking part, but schools are responsible for the behaviour and well being of their children when they are not involved in competition.

School Games Declaration Form - on the last page
On the last page you will find a School Games Declaration form. Please ensure this form is completed and handed in at registration on the day. It asks to confirm that you have completed parental consent forms for each child you are bringing on the day and that you have their medical information with you.

Photography Consent
If you have any children who are not allowed to be photographed or filmed, or parents who haven’t given consent, it is the responsibility of the Teacher to make staff aware at Registration. Anyone taking photographs must sign in at registration.

Lunch and Refreshments
Please ensure that children and staff come with all their food and drink as there isn’t a café available at Millfield. However, there will be a Tuck Shop serving hot and cold drinks and snacks at the Junior Cricket Field. Lunch breaks will differ from sport to sport depending on the playing rota.

Spectators
Parents and carers are very welcome to come along and watch. We would ask that they adhere to and encourage the School Games Values. Please advise them to bring their own refreshments.

Toilet Facilities
There are separate toilets for children and adults across the venue. Toilets will be marked accordingly. Please ensure children and parents adhere to the notices and use the correct facility.

First Aid - AMASS Medical and Security Services will be providing first aid cover for the Event.

Emergency Numbers
School Games Event Manager: Hayley Bullock – 07703 665449
SASP Safeguarding Lead – Reporting Line only: Laura Carter – 07598 942927

School Games Values
We ask all children and adults at School Games events to adhere to and promote the School Games values.
Somerset School Games Declaration.

EMERGENCY CONTACT PROCEDURE

In accordance with Somerset Activity & Sports Partnership’s Safeguarding policy we are now asking each school to sign to say that they have the relevant consent for each child who takes part in a school games competition and a procedure in place to contact parents in case of an incident. This form must be completed prior to each Event.

I confirm that ................................................................. school, has received parental consent for each child taking part and that emergency contact details have been provided to the Lead Teacher/Adult at the Event.

Signed: ..........................................................................................

Name: ..........................................................................................

Position: ..........................................................................................

Date: ..........................................................................................

PHOTOGRAPHIC CONSENT

Photographs and film footage may be taken during the Event. The photographs and film footage will be used by SASP for publicity material such as press releases, TV and media (including the internet), facebook, twitter, newsletters, promotional displays and promotional video.

I hereby grant SASP, on behalf of .......................................................... school, the right to use images resulting from photography from the School Games event, in accordance with safeguarding guidelines. This includes any reproductions or adaptations of the images for all general publicity purposes.

I also understand that it is the responsibility of the Lead Teacher to ensure that Event Staff are made aware at registration, of any children who are not to appear in photographs.

Signed: ..........................................................................................

Name: ..........................................................................................

Position: ..........................................................................................

Date: ..........................................................................................

Please complete this form before the Event and bring it with you to registration on the day.