October 2017

Dear Teacher in Charge of Sportshall Athletics

**Leeds Y7 and Y8 Sportshall Athletics Competition**

It is with great pleasure that I invite your school to take part in the Leeds Y7 and Y8 Boys and Girls Sportshall Athletics Competitions 2017/18. Please note this is a separate boys and girl’s competition; therefore schools can enter just a boys teams or just a girls team if they would like. On the entry form you will find a selection of competition dates/venues from which to choose from. Please indicate your first and second choice and you will be informed which qualifying round you have been allocated to.

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| **Event** | **Date** | **Venue** | **Time** |
| Y7 Sports Hall Athletics | 20th Nov | **Cockburn** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |
| Y7 Sports Hall Athletics | 22nd Nov | **Ralph Thorseby** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |
| Y7 Sports Hall Athletics | 29th Nov | **Roundhay** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |
| Y7 Sports Hall Athletics | 29th Nov | **Priesthorpe** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |
| Y7 Sports Hall Athletics | 7th Dec | **Corpus Christi** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |

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| **Event** | **Date** | **Venue** | **Time** |
| Y8 Sports Hall Athletics | 9th Nov | **Prince Henrys** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |
| Y8 Sports Hall Athletics | 23rd Nov | **Allerton Grange** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |
| Y8 Sports Hall Athletics | 27th Nov | **Cockburn** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |
| Y8 Sports Hall Athletics | 6th Dec | **Priesthorpe** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |
| Y8 Sports Hall Athletics | 13th Dec | **Corpus Christi** | ARRIVE 3:30/45pm START - 4pm till 5:30/6pm  Approx. timings |

The schools finishing in 1st place at each of the above competitions will qualify for the Leeds Finals as follows:

* **Leeds Y7 Boys and Girls Final: w/c 8th January 2018 – Venue TBC**
* **Leeds Y8 Boys and Girls Final: w/c 15th January 2018 – Venue TBC**

Successful schools from the Leeds Finals will progress through to represent Leeds at the:

**West Yorkshire School Games Final: Tuesday 13th March 2018 at Huddersfield Leisure Centre**

Sports leaders will provide guidance on the day at all the competitions; however it is advisable to prepare your team for the event, in particular baton change overs and field event techniques. All details and information regarding the rules can be found in the attachments.

**Health and Safety**

We kindly ask schools to ensure they arrive ten minutes prior to the start of your competition in order to start on time.For the sportshall athletics competitions sports hall spectator space is unfortunately very limited and schools will be allocated a small area to sit their teams and supporting staff. Parents / carers are welcome to attend, but they must be made aware that it is not possible to provide seating. They must squeeze into the school team space not spilling over on to the track or another schools area or they will be asked to wait outside the hall. This is for everyone’s safety.

**The Competition**

Please find attached a boys and girls team sheet, event order sheet and a copy of the event booklet FYI. The team sheet should be completed prior to the event with a copy for each member of staff accompanying the team to avoid confusion during the competition. A copy should also be handed in to the results desk at the beginning of the competition. If you have fewer than 5 boys or 5 girls then you have not met the team requirements. However you can select athletes to run in your chosen discard races but your team will not receive any points. You must inform the organiser at the start of the event of which events you have chosen to discard.

**Codes of Conduct**

The Leeds School Sport Partnerships’ have been working hard to ensure measures are put in place to ensure high quality officiating of the sports hall athletics competitions.  If teachers do not agree with any of the officials decisions, please speak to the teacher in charge ASAP. Please note: I have attached Competition Codes of Conduct for: competitors, staff in charge of teams / players, parents, guardians and carers. These codes must be adhered to, and if there are any issues the school responsible may be asked to leave the competition.

**First Aid**

Staff are responsible for providing first aid to the children they have brought to the event. Please ensure you bring sufficient first aid supplies.

I do hope that you will be able to enter a team and I will make every effort to assist you. If you wish to enter, please return the attached entry form by: **13th November 2017** so that all competition details can be arranged.

Please read all the event information on the following pages carefully, and ensure all staff attending the event have read this information.

If you have any further enquiries, please do not hesitate to contact me. Thank you for all your support and I look forward to seeing you and your teams at the forthcoming events

Kind Regards

Chrisi Nicholson Bennett

(On behalf of all Leeds SGOs)

Leeds North East SGO

T 0113 336 8410

M 07971330957

Email: [bennettc01@carrmanor.org.uk](mailto:bennettc01@carrmanor.org.uk)

**Leeds Y7 and Y8 Sportshall Athletics Competition Entry Form**

**If you would like to enter your school in the Sportshall Atheltics Competition, please complete and return this slip as soon as possible, specifying your 1st and 2nd choice dates/venues. Spaces will be allocated on a first come, first serve basis. Confirmation details and more information will be sent to you on receipt of an entry form. Please note all times are approximate and may change closer to the event.**

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| --- | --- | --- | --- | --- |
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Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Filming & Photography**

* Please ensure that the member of staff in charge is aware of which pupils can/cannot be photographed
* Pupils who cannot be photographed must be identified by a yellow wristband which will be provided
* The school will be asked to identify a designated member of staff for photography who must wear a blue wristband which will be provided
* Only images taken by that person can be used by the school
* All persons accompanying the school must be informed of the following:

They may take photographs, however;

* they must not display or distribute images taken unless they have consent to do so from the school or Active Schools;
* they must not use images which may cause distress;
* they must not use a mobile telephone to take images;
* they must not take images “in secret” or take images in situations that may be construed as being secretive;
* they must not take images of single children/young people with no surrounding context;
* they should ensure that in all images taken children/young people are dressed appropriately
* and that any inadvertent photograph taken of a child wearing a yellow wristband must be destroyed.

**First Aid**

In the first instance staff are responsible for providing first aid to the children they have brought to the event. There will be support for larger instances. Please ensure you bring sufficient first aid supplies.

**Risk Assessments / Evolve Notification**

It is the responsibility of individual schools to have appropriate risk assessments in place for all activities they attend. SGO’s and Active Schools will not send risk assessments direct to Schools. For the Sports Hall Athletics event it is recommended that schools download the Events and Sports Hall Athletics sample risk assessments from the PE tab in Evolve and personalise them. As always a Transport risk assessment will be required.

Signed Date

Print Name Position

**Please return FAO Chrisi Nicholson Bennett by 13th November 2017:** [**bennettc01@carrmanor.org.uk**](mailto:bennettc01@carrmanor.org.uk)