

Thursday, 13 June 2013

**Re: Black Country School Games 2013**

Congratulations, on being successful at your local area Gymnastics competition. You have therefore qualified to represent your borough at the 2013 Black Country School Games Event.

Following the success last year's Black Country School Games, plans for 2013 have seen an increase in the number of sports and participants involved, including the inclusion of sport specific events at showcase venues. Over 2500 young people will this year attend and compete in level 3 Black Country Finals, delivered with the support of over 500 young leaders.

This represents the pinnacle of all intra and inter school competition promoted and organised by the 11 School Games Organisers in the Black Country.

**Your school has qualified for the Level 3 Gymnastics event which will be held at W-ton University – Walsall Campus,  
Gorway Road,  
Walsall WS1 3BD  
on Thursday 20<sup>th</sup> June 2013.**

This event is being delivered (on behalf of the Black Country Local Organising Committee) through Wood Green Academy in association with Sandwell Leisure Trust.

You will be required to make your own way there and register between 3:30pm and 4pm and then participate in the opening ceremony at 4:10pm. Once the opening ceremony has been completed your school will then compete on behalf of the borough.

At the end of the day following the finals, there will be a closing ceremony which will involve the medal presentation from approximately 5:45pm which you will be expected to attend.

**Event Information for the school to plan its attendance**

Following feedback from last years event the communication process has been simplified in line with AFPE guidance.

To assist schools with planning the trip, event and facility information can either be

- 1) requested to be sent from event management, or
- 2) be found on the following website to be downloaded

[www.the-blackcountry.com/default.asp?PageID=469&n=Level+3+Sport+Specific+Events](http://www.the-blackcountry.com/default.asp?PageID=469&n=Level+3+Sport+Specific+Events)

On the Level 3 Sport Specific Event tab please find the sport you have qualified for and download the information in the box at the end. This will include an **Operations plan** which covers: Key event information for schools, Sports Specification, Site Safety Briefs for your event venue, and wider event information and guidance

You can also download information that needs to be completed and returned to the event organisers before the event.

- **Participant registration spreadsheet (to submit squad names and info)**
- **Use of images consent form.**

For mainstream children and young people schools are responsible for ensuring they have appropriate consents to participate in the School Games.

**The school confirms this is in place by submitting the signed participant registration sheet.** This sheet is used in advance and on the day by event organisers to plan health and safety procedures and processes, as well as on the day in the event of an emergency.

If a participating child/young person has a medical, physical or sensory condition or SEN, that may affect their participation in the competition, or access to venues, they need to be considered from an event organisers perspective. An additional consent form will need to be completed and submitted with (copies of, or details from) any individual risk assessments and care plans (where applicable), to ensure their individual needs are catered for.

If there is any concern regarding data protection for these, please copy and submit these anonymously. (Actual copies could be brought to submit on the day).

During the event photographs will be taken and the activities captured on video to be used in general publicity of the School Games by members and partners of the Local Organising Committee (LOC). This will include using images on websites. Examples of how the LOC uses images can be seen on [www.blackcountryschoolgames.co.uk](http://www.blackcountryschoolgames.co.uk) In order for the LOC and its partners to use these images there is a requirement to gain parental consent.

#### Return of information

As a requirement of the School Games Safeguarding Policy and Procedures it is essential that the use of images consent forms and the participant information sheet is completed and returned by 24<sup>th</sup> May.

These should include any further information as outlined if any participant has an individual risk assessment.

#### **Please send the completed forms to:**

**Gemma Parker,  
Wood Green Academy,  
Wood Green Road,  
Wednesbury,  
WS10 9QU.**

**Tel: 0121 556 4131**

**Mob: 07590 054 185**

**Fax :0121 506 4609**

**[gemma.parker@woodgreenacademy.co.uk](mailto:gemma.parker@woodgreenacademy.co.uk)**

Please download the guidance for further information on the day including photography guidelines, welfare procedures and emergency contacts.



We have produced **templates letters including event information** that you can download and **provide to parents** to inform them of what the event is and additional information they might need to know.

We look forward to an enjoyable school sport festival.

If you have any queries regarding any of the above please do not hesitate to get in touch with:

Gemma Parker  
Wood Green Academy,  
Wood Green Road,  
Wednesbury,  
WS10 9QU.  
Tel: 0121 556 4131  
Mob: 07590 054 185  
[gemma.parker@woodgreenacademy.co.uk](mailto:gemma.parker@woodgreenacademy.co.uk)

Yours sincerely

Gemma Parker  
Wood Green Academy SGO

Hayley Fisher  
Oldbury Academy SGO

Mandy Williams  
Sandwell Leisure Trust