



Event Manual

Torbay

Sunday 12th July 2015



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Day at a Glance

8.15am	Arrival of Team Torbay at Paignton Community & Sports Academy (Grassed area outside Sports Hall)
8.30am	Arrival of LA Teams at Paignton Community & Sports Academy
9.00am	Opening Ceremony Commences
9.20am	Competitors make their way to their sporting areas
9.45am	Team Manager Briefings
10.00am	Competitions/Activities Commence
3.00pm	All Sports Competitions finish
3.15pm	Medal Ceremonies at individual sports venues
3.30pm	Competitors depart their areas and make their way to the Closing Ceremony
4.00pm	Closing Ceremony Commences – Presentation of Overall Local Authority Winner and Fair Play Trophy
4.30pm – 4.50pm	Staggered departure of competitors' coach transport
5.00pm	Departure of Team Torbay from Paignton Community & Sports Academy

Event Co-ordinators

Responsibilities:

- Overall coordination and organisation of the Devon Youth Games 2015

Kirsty Parker-Calland Torbay Council	07733 002275
Nikki Taylor Teignbridge District Council	07809 225641

Site Managers

Responsibilities:

- Point of contact for sport coordinators (relevant to their site) and other event support services
- Regularly inspect internal/external areas, surfaces, toilets and equipment
- Collect lost property
- Keep all areas free of litter
- Respond to any emergency situations occurring at that facility
- Ensure that report forms are completed in respect of any accident occurring at their facility

SITE	SPORTS	SITE MANAGER	CONTACT
Paignton Community & Sports Academy	Opening Ceremony	Jay Carter	?
	Netball		
	High 5's	Catherine Williams	07771 645133
	Badminton		
	Boccia		
	Sports Hall Athletics		

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	Girls Football Pan-Disability Football Kwik Cricket Table Tennis Event Co-ordination Closing Ceremony		
Torbay Velopark & Goodrington Beach	Triathlon Event Base Triathlon Swim & Cycle	Conway Hoare Adam Fitzpatrick	07880 732173
Clennon Valley Sports Fields & Astro	Triathlon Run Girls Tag Rugby Mixed Tag Rugby Hockey	Linda Goss	
Parkfield	Street Sports Park Gymnastics	Paul Taylor Steve Checkley Nicci Tucker	07969 475888

Local Authority – Overall Team Co-ordinators

Responsibilities:

- Co-ordination and organisation of their Local Authority Team
- Care and welfare of their Local Authority Team Members and Staff
- Point of contact for any issue/query regarding their LA Team or Staff Members
- Point of contact for parents/carers
- Holders of consent forms for their team (containing relevant emergency information)
- Ensure there are sufficient team members in place to supervise participants effectively

Authority	Team Colours	Personnel	Contact
Mid Devon	Green	Amy Dugard	07813 021399
Teignbridge	Purple	Nikki Taylor	07809 225641
Torbay	Pink	Kirsty Parker-Calland	07733 002275
South Hams	Royal Blue	Jan Birch	07834 191681
West Devon	Yellow	Corey Burns	?
Plymouth	Orange	Anna Clooke	07731 471023
Exeter	Red	Rebecca Skinner	07875 299454
East Devon	Navy Blue	Mark Gerry	07889 645534

Local Authority – Individual Team Managers

Responsibilities:

- Supervision and conduct of children in their sports team throughout the day
- Ensuring teams always arrive promptly at the correct playing area for all of their fixtures
- Liaise and respond to instruction and information from sport co-ordinators
- To ensure their teams and competitors play fairly and uphold the spirit of the games

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All Team Managers should wear their Local Authority coloured T-Shirt and an event badge at all time during the day.

All Team Managers will have been subject to appropriate checks to ensure their suitability to work with young people. Whilst all checks cannot provide a complete guarantee, other measures are in place about best practice i.e. staff never to be left alone with a child

Sport Co-ordinators

Responsibilities:

- Co-ordination and organisation of their sporting competition
- Sport competition risk assessment
- Prepare sport competition areas and ensure all equipment is ready
- Relaying of Fair Play scores to site manager
- Relaying of Overall Trophy scores to site manager
- Liaise with press/media to ensure photo's are not taken of non-consenting participants, indicated by the fluorescent band

Event	Organiser	Contact Email & Number
Badminton	Sue Jarvis	scjbadders@yahoo.co.uk / 07762 189595
Boccia	Linnea Byrne	Linnea-marie.byrne@paigntonstudents.com / 07791 751804
Girls Football	Matt Hodgson	Matthew.hodgson@devonfa.com / 07973 312146
Girls Tag Rugby	Sarah Brooks	sar.brooks11@gmail.com / 07773 795616
Gymnastics	Nicci Tucker	nicci@southdevongym.co.uk / 07969 475888
High 5's Netball	Jenny Kelly	jennifer.kelly@englandnetball.co.uk / 07540 126598
Hockey	Michelle Judge	Michelle_judge@yahoo.com /
Indoor Athletics	Nick Gillard	Nick.gillard@paigntonacademy.org / 07714711167
Kwik Cricket	George Breyley	georgebreyley@yahoo.co.uk / 07941 388859
Mixed Tag Rugby	Sarah Brooks	sar.brooks11@gmail.com / 07773 795616
Netball	Jenny Kelly	jennifer.kelly@englandnetball.co.uk / 07540 126598
Pan-Disability Football	Ashley Harris	Ashley.harris@devonfa.com / 07912089838
Street Sports	Lee Musslewhite	lee@inspireshows.com / 07733344426
Table Tennis	Jo & Kris Piwowar	ttclub2011@yahoo.co.uk / 07724 529716
Triathlon	Brendon Prince	brendonprince@hotmail.com / 07974243965

Result Co-ordination

Responsibilities:

- Resolving any rules queries or rules violations in liaison with event co-ordinators
- Collate results and publicise
- Collate Fair Play scores
- Collate Overall Winning Authority scores

Contact	Location	Contact Number
Annabel White	Paignton Community & Sports Academy – Sports Hall Office	07967 398950

First Aid

Moorland First Aid will provide the First Aid cover at each of the main venues. Members of staff at Torbay Leisure Centre, the Torbay Velopark, Paignton Community & Sports Academy & Parkfield are also qualified first aiders and can be contacted using the Site Manager phone numbers.

Venue	First Aid Provision
Paignton Community & Sports Academy	PCSA Centre Staff, Sport Leads & Moorland
Goodrington Beach & Torbay Velopark	Torbay Velopark Staff, Sport Leads & Moorland
Clennon Valley Sports Field & Astro Turf	Torbay Leisure Centre Staff & Moorland
Parkfield	Parkfield Centre Staff, Sport Leads & Moorland

All accidents and incidents must be reported to the site manager who will ensure that the accident/incident report forms are completed.

If an injury occurs the Sports Co-ordinator or Team Manager must contact the Moorland Team who will attend the incident. The Team Manager must inform the first aider of any medical conditions from their medical records.

Feedback and a copy of the accident/incident form will be provided to the relevant Team Manager as soon as possible following the initial care provision. This will outline the care given, prognosis and recommendations for hand-over of responsibility.

PLEASE NOTE: Local Authority Overall Team Managers and Individual Team Managers will have the responsibility to organise an appropriate adult to go with any young person from their team who may need to be taken to hospital.

Safeguarding and Welfare

All participants, event officials, organisers, team managers, volunteers, entertainers, whatever age, gender, culture, language, racial origin, religious beliefs, sexual identity or ability have equal rights to safety and protection.

All suspicious concerns or allegations of harm etc. will be taken seriously and responded to appropriately.

Safeguarding and Welfare – Event Welfare Team

The Event Welfare Team will be responsible for responding to issues and allegations surrounding:

- Bullying
- Racism
- Drug or solvent misuse
- Lost children
- Event Staff and volunteers
- Other forms of abuse; including physical abuse, neglect, sexual abuse and emotional abuse

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Members of the Welfare Team are appropriately skilled and trained to fulfil this role and have attended a welfare-training course. They will have an awareness of child protection issues and know what to do if they have concerns, or if allegations are made. They are also aware of the signs and symptoms of abuse and know how to respond if a child discloses any information to them.

Contact	Location	Contact
Duty Service Social Worker – Torbay Council	On Call Officer	01803 524519
Annabel White – Active Devon	Paignton Community & Sports Academy	07967 398950

There will be a Welfare Officer based at Paignton Community & Sports Academy at all times.

If a child discloses any information to a member of the event staff or Local Authority Team Manager, that person is responsible for informing the Welfare Team and an incident form must be completed.

Safeguarding and Welfare – Reporting Procedures

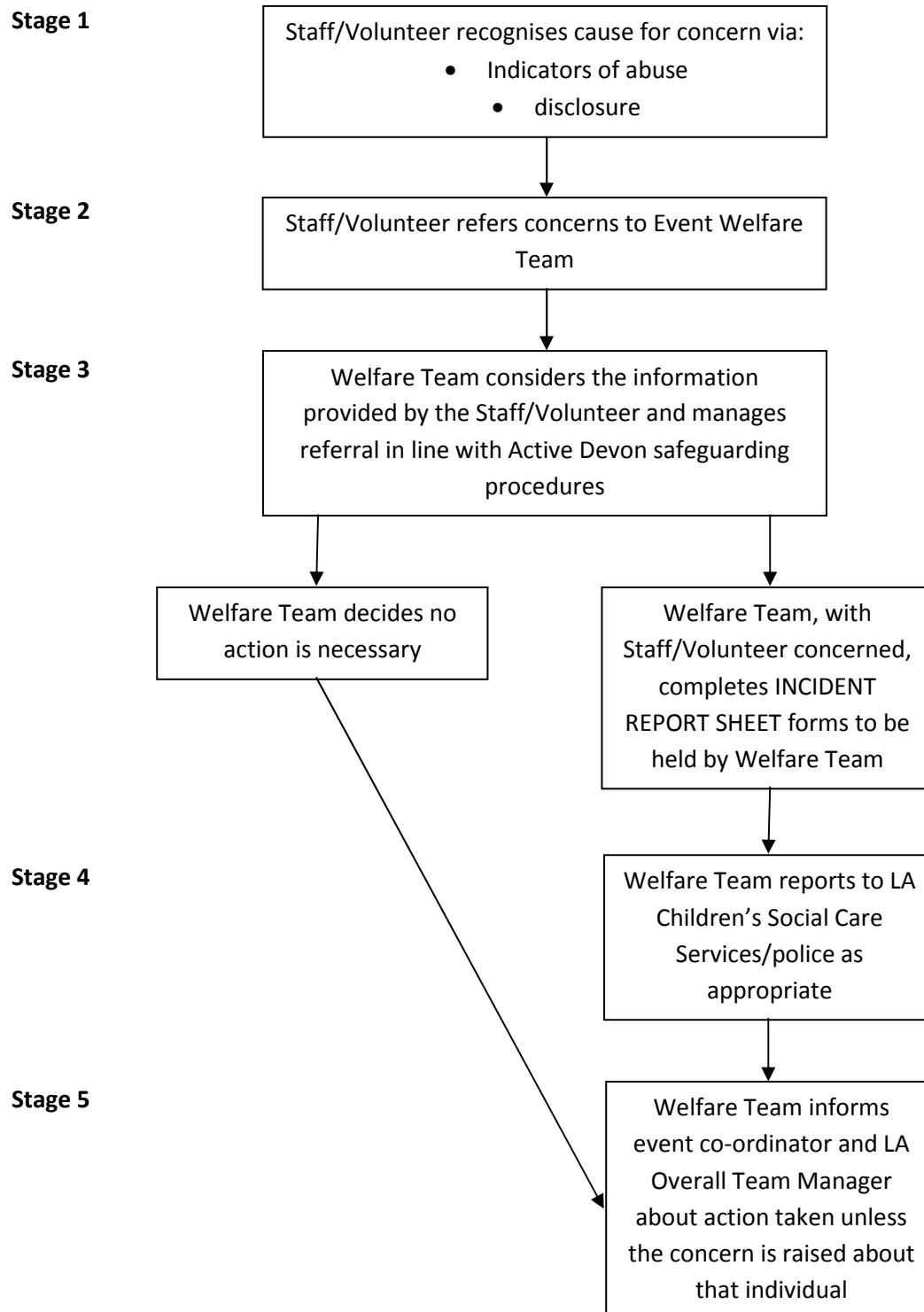
If a child discloses any information to a team manager or other event staff member during the DYG 2015, that person must inform the Event Welfare Team who will then manage the situation.

Disclosure is when a child or young person tells you something is happening to them or has happened to them which could be considered as abuse. Abuse can be physical, sexual, emotional or by neglect. If anything comes to your attention concerning any participant please report it to the Welfare Team.

Never leave anything unreported or promise a child you won't tell anyone.

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Action to take if you have a concern about the welfare of a young person



In the event that the Welfare Team is unavailable the first point of contact should be Kirsty Parker-Calland and Nikki Taylor (as per the contact details in section 1) who are also able to respond to and deal with any issues that should arise.

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Evacuation Sites

There will be assembly points located at each site and these will be explained during Team Manager briefings.

In the event of an emergency situation e.g. fire or bomb alert, the following assembly sites for each venue should be used.

Venue	Assembly Point
Paignton Community & Sports Academy	Fire: 3G Bomb or Gas: Zoo Overflow Carpark
Goodrington Beach	Green Area behind the beach
Torbay Velopark	If alert at Velopark, move to Clennon Fields
Clennon Fields & Astro Turf	If alert on Fields on Astro, move to Velopark
Parkfield	Bottom of BMX Race Track

Event Photography and Filming

Authorised event photography will be carried out by Pinnacle Photography, which is a professional company and has vast experience working at local and national sporting events. Other press photographers may also be in attendance.

Authorised filming will also be carried out by authorised camera crew, media students and local media, who will be filming throughout the day, at all designated venues for both publicity and public viewing at a later date. **All official staff will wear identification at all times.**

Photography/filming – Identification of non-consenting participants

For child protection purposes all participants have been asked to give consent to being photographed or filmed and for these photos/images to be used in future publications.

Those participants who have not consented to being photographed/filmed can be identified by a **fluorescent band**, which they will be wearing on the sleeve of their T-Shirts.

Anyone wearing one of these bands **must not** be photographed/filmed and this must be respected at all times.

This means that as well as not being photographed/filmed individually; they must not feature in any group/team photos/filming or in any action photos/filming.

The official event photographer will be sending free images to local, regional and national media. Please note, children's names **will not** be provided.

Transport and Car Parks

We would like to encourage all competitors to travel on the FREE transport/buses provided by their Local Authorities.

If you will be travelling to the Devon Youth Games by car we would like to encourage you to car share where possible.

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Some car parks are designated to event staff, volunteers, sports co-ordinators etc, who will need a pass to get into these car parks.

Car Passes are available to: Event Staff, Event Volunteers, Sport Co-ordinators, Umpires and Referees, Sponsors and VIPS (by invite only).

If you require a car pass please send your name and postal address to Kirsty Parker-Calland, kirsty.parker-calland@torbay.gov.uk:

For spectators and competitors not travelling by bus – there are several car parks indicated on the site map.

Car Park	Who Can Park Here	Cost
Torbay Leisure Centre Main Carpark	All spectators and general members of the public	TBC
Goodrington Beach Overflow Carpark	All spectators and general members of the public	TBC
Paignton Community & Sports Academy – School Car Park	Event Staff ONLY	DYG Pass Holders ONLY
VERY LIMITED: Paignton Community & Sports Academy – on-road parking on Waterleat Road & Waterleat Avenue	All spectators and general members of the public	Free
VERY LIMITED: Paignton Community & Sports Academy – on-road parking on Penwill Way	All spectators and general members of the public	Free
Parkfield Parking – Colin Road	All spectators and general members of the public	TBC
Parkfield Parking – Victoria Multi-Storey	All spectators and general members of the public	TBC

Litter and Rubbish

We will be putting several extra bins around the site, please avoid leaving litter at any of the sites as this will have to be collected by our volunteers at the end of the event.

If you cannot find a bin please take your litter with you.

Lost Property

Lost property will be kept on the site it was found until the end of the Games. All lost property left unclaimed will be taken to the Residents & Visitor Offices at Torquay Town Hall and will be available to be picked up by calling Kirsty Parker-Calland on 01803 207673.

Any clothing lost property items not claimed by the 31 July 2015 will be disposed of. All personal items such as wallets, phones etc will be handed to Torquay Police Station after this date.

Please call 01803 207673 to arrange collection.

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Refreshments / Catering

- All participants will be informed to bring a packed lunch, packed tea and **plenty to drink**.
- There will be refreshments to purchase available on the following sites:

Venue	Refreshments / Catering
Paignton Community & Sports Academy	Outdoor Catering Hut
Goodrington Beach	Red Rocks Cafe and Ice-Cream Huts
Torbay Velopark, Clennon Fields & Astro	Outdoor Catering & Torbay Leisure Centre Cafe
Parkfield	Cafe & Vending Machines

Entertainment / Have a Go Avenue

A number of extra activities will be available for competitors and spectators to enjoy throughout the day.

Activity	Description
Torquay United Football in the Community	Speed Gun and learn some new soccer skills
Bay Bouncers	Mini Trampettes and Gymnastics in the Community
Torquay Golf Club	Inflatable Golf
Torquay Lawn Tennis Club	Mini Tennis Have a Go
Torbay Council Recycling Team	Junk Modelling
Ocean Torbay BMW @ Torbay Velopark	Demonstration Cars
Information Point	
Herald Express	

Participant footwear / clothing

SITE	SPORTS	Footwear / Equipment
Paignton Community & Sports Academy	Badminton	Non-marking Trainers Racket
	Table Tennis	Non-marking trainers Bat
	Netball & High 5's	Non-marking trainers
	Boccia	Trainers
	Indoor Athletics	Non-marking trainers
	Girls & Disability Football	Trainers or moulded studded boots
	Kwik Cricket	Trainers
Goodrington Beach / Torbay Velopark / Clennon Fields	Triathlon	Wetsuit (can provide if don't own) Swim hats (will be provided) Appropriate trainers Shorts for cycle & run Numbers (will be provided) Swim kit

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		Bike
	Girls & Mixed Tag Rugby	Trainers or boots Tag Belts
	Hockey	Trainers or astro boots Hockey Stick Gum Shield Shinpads Goal Keeper Kit
Parkfield	Street Sports	Helmets must be worn Appropriate footwear Arms and legs must be covered BMX Bike Skateboard
	Gymnastics	Bare feet