Event Manual

Okehampton

Sunday 3rd July 2016

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Day at a Glance

08.45	Arrival of LA teams at OCRA. Organised team photo to follow
09.30	Devon Rotary Youth Games 2016-Opening Ceremony Commences
09.50	Competitors make their way to their sporting areas
10.00	Team Manager Briefings at each sport
10.15	Competitions/Activities commence
12.00	VIP Tour of OCRA
13.00	VIP Lunch at the Pavilion in the Park
15.00	All sports competitions to finish- Access to have a go activities and music
15.45	Medal Ceremonies at the Pavilion
16.00	Closing Ceremony Commences-Presentation of Overall Local Authority Winner and Fair Play Trophy
16.30	Staggered departure of competitors' coach transport

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Event Co-ordinators

Responsibilities:

- Overall coordination and organisation of the Devon Youth Games 2016

Stuart Lord OCRA	07901 827126
Nikki Taylor-VIP Hospitality lead 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
OCRA/Okehampton College	Opening Ceremony Netball High 5's Boccia Sports Hall Athletics Girls Football Pan-Disability Football Kwik Cricket Tennis Hockey Touch Rugby Tag Rugby Gymnastics Triathlon – Cycle – Run Event Co-ordination Closing Ceremony	Stuart Lord	07901 827126
Simmons Park	Cricket	Andrew Baylis	07803 553700
Parklands Leisure Centre	Badminton Triathlon – Swim	Duty Manager	01837659154
Okehampton Skatepark	Street Sports – Scootering – BMX – Skateboarding	Will Harrison	07748 903199

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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
Plymouth	Green	Anna Clooke	07731 471023
Mid Devon	Purple	Amy Dugard	07813 021399
South Hams	Pink	Jan Birch	07834 191681
Exeter	Royal Blue	Rebecca Skinner	07875 299454
East Devon	Yellow	Aaron Clark	07875 286782
Torbay	Orange	Kirsty Parker-Calland	07733 002275
Teignbridge	Red	Nikki Taylor	07809 225641
West Devon	Navy Blue	Corey Burns	07523 491295
Cornwall	Black	Julie Ponting	07776 217411

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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

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	Alan Berry TAVYSIDE AND OCRA BADMINTON	Alan.berry1958@gmail.com
Boccia	Sophie Currie ACTIVE DEVON	Sophie.currie@devon.gov.uk 07958 013314
Girls Football	Matt Hodgson DEVON FA	Matthew.hodgson@devonfa.com 07973 312146
Touch Rugby 7s	Rob Masters Devon RFU	RobMasters@RFU.com 07764 960390
Gymnastics	Vikki Pritchard OCRA GYMNASTICS CLUB	vicki@ocrasport.org.uk 07599 218295
High 5's Netball	Jenny Kelly ENGLAND NETBALL	jennifer.kelly@englandnetball.co.uk
Hockey	Richard Jones OKEHAMPTON HOCKEY CLUB	jones.grove@btinternet.com 01837 810167
Indoor Athletics	Sonia Ellis SW ATHLETICS ACADEMY support from Tavistock Athletics Club	info@sw-athletics-academy.co.uk
Kwik Cricket	Andrew Bayliss TOPSHAM ST JAMES CC	baylisaj@aol.com 07803 553700
Mixed Tag Rugby	Joe Baggott LITTLE RUCKERS support from Okehampton and North Tawton Rugby Club	Joe.baggott1@gmail.com 07464 619635
Netball	Jenny Kelly ENGLAND NETBALL	jennifer.kelly@englandnetball.co.uk
Pan-Disability Football	Ashley Harris DEVON FA	Ashley.harris@devonfa.com 07912089838
Street Sports	Will Harrison - SKATEWAREHOUSE	will@thewarehousegroup.co.uk 07748903199
Tennis	Ben Knight TENNIS MAD	Ben.knight@tennis-mad.co.uk 07812 585992
Triathlon	Brendon Prince GEO PARK ADVENTURE	brendonprince@hotmail.com 07974243965

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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
Karen Jones	OCRA	07970 544406

First Aid

St John's Ambulance will provide the First Aid cover at the main venues. Members of staff at OCRA are also qualified first aiders and can be contacted using the Site Manager Phone numbers.

Venue	First Aid Provision
OCRA/Okehampton College/Simmons Park	St John's Ambulance
Okehampton Skatepark	St John's Ambulance

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 St John's Ambulance 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.

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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

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
John Coates	Pavilion in the Park	07967 938613

There will be a Welfare Officer based at OCRA-Pavilion in the Park 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.

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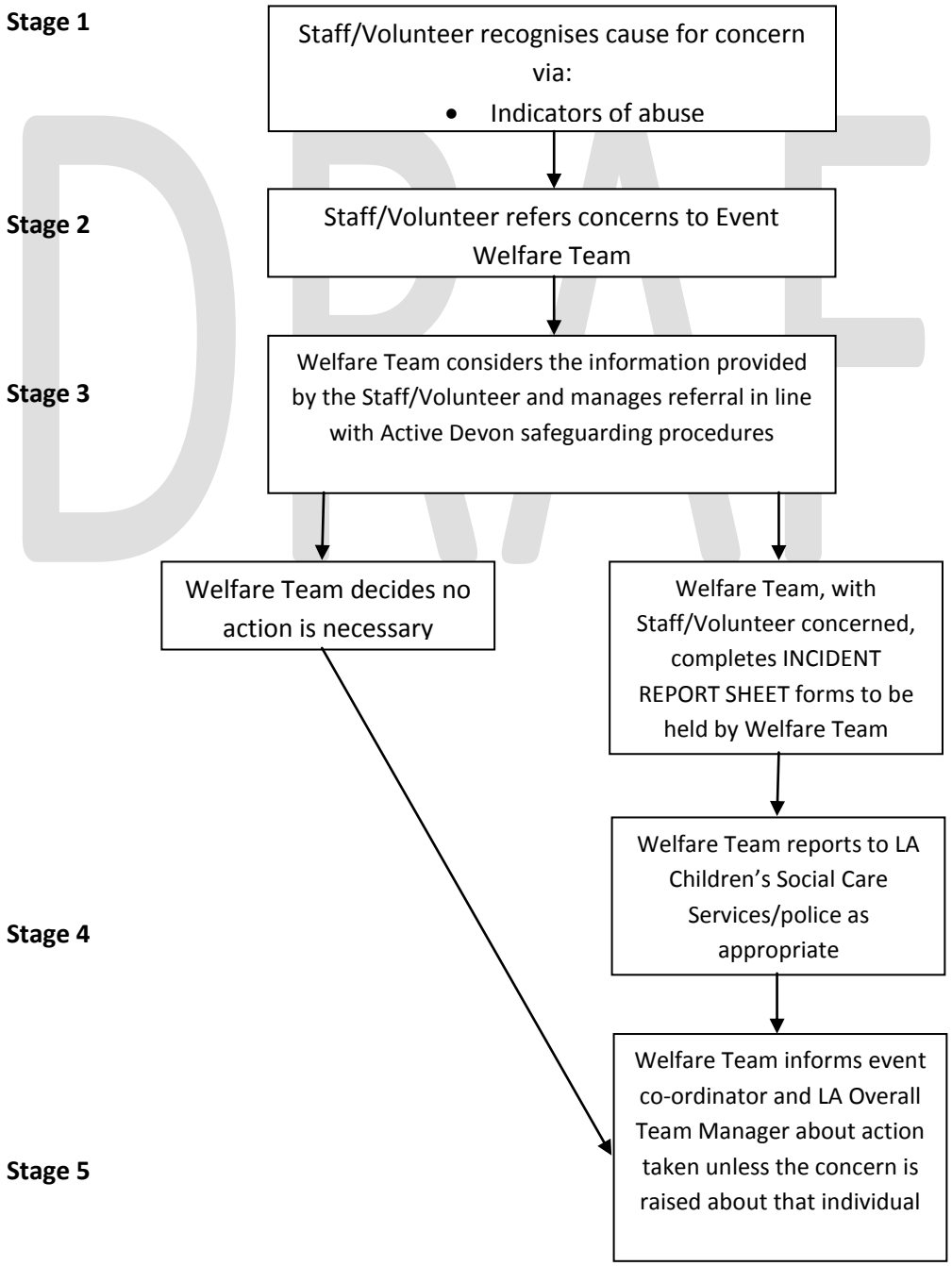
Safeguarding and Welfare – Reporting Procedures

If a child discloses any information to a team manager or other event staff member during the DYG 2016, 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.

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



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In the event that the Welfare Team is unavailable the first point of contact should be John Coates who is also able to respond to and deal with any issues that should arise.

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
OCRA/Okehampton College/Simmons Park	Simmons Park Band Stand
Okehampton Skatepark	Bostocks/Okehampton Cycles

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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.

Some car parks are designated to event staff, volunteers, sports co-ordinators etc.

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

Map to be attached

Event Staff parking	Pavilion in the Park
Pay & Display Car Parks	Mill Road
	Simmons Park
	Okehampton Station
	Waitrose/Lidl
	Co-operative

*Please note coaches must leave the site after dropping off the participants; they are invited to park up at:

Lyndridge Care
Barowe house
Beardown road,
Okehampton,
Devon,
EX20 1UA
Where there is a breakfast available

It is a short walk from here back onto site or to look around the town

Area teams need to have the all their driver's mobiles so that they can be called from that point when we want them to come back on site and pick up their team

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 OCRA Pavilion in the Park and will be available to be picked up by calling Stuart Lord on 01837 318010.

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Any clothing lost property items not claimed by the 31 July 2016 will be disposed of. All personal items such as wallets, phones etc will be handed to Okehampton Police Station after this date.

Please call 01837 318010 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
OCRA Pavilion in the Park	Cafe-Meals, Snacks & Drinks
Outside Pavilion	Ice Cream & Drinks
Lions Food Van	Fast Food & Drinks
Parklands Cafe	Meals, Snacks & Drinks
Okehampton Cycles	Drinks & Snacks (**Please note** this is across a road so will have to be organised by team managers)

Entertainment / Have a Go Avenue

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

Activity	Description
Okehampton Model Aeroplane Club	Display
Film in the Pavilion	Olympic Legacy film: Tom Daley-Beneath 360
Inspired Cross fit	Strength and conditioning
Devon Music Hub & OCRA Music Project	Live bands
Devon Hockey	Flick Challange
OCRA Free Play area	Volleyball- Short Tennis- Fun Multiskills
Wikidz	African Drumming
Evolve Mountain Bikes	Fat Bike Challenge
Bouncy Castles	

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Participant footwear / clothing

SITE	SPORTS	FOOTWEAR/EQUIPMENT
OCRA/Okehampton College/Simmons Park	Triathlon	Swim hats (will be provided) Appropriate trainers Shorts for cycle & run Numbers (will be provided) Swim kit Bike (provided)
	Tennis	Non-marking trainers Racket
	Netball & High 5's	Trainers
	Boccia	Trainers
	Indoor Athletics	Non-marking trainers
	Girls & Pan-Disability Football	Trainers, moulded studded boots or studded boots Shin pads
	Kwik Cricket	Trainers Kwik Cricket bats
	Hockey	Trainers or astro boots Hockey Stick Gum Shield Shinpads Goal Keeper Kit
	Tag Rugby	Trainers or boots Tag Belts
	Touch Rugby	Trainers or boots Gum Shield (optional)
	Gymnastics	Bare feet
Parklands Leisure Centre	Triathlon	See above
	Badminton	Non-marking Trainers Racket
Okehampton Skatepark	Street Sports – BMX – Scootering – Skateboarding	**Helmets must be worn** Appropriate footwear Arms and legs must be covered BMX Bike Skateboard - Scooter

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