



September 2013

## **RE: North Yorkshire School Games – X-Country Event**

Dear Team Manager,

We are pleased to present to you the information pack for the North Yorkshire 2014 School Games X-Country Finals to be staged at Catterick Racecourse on Wednesday 19<sup>th</sup> March 2014.

This information pack should contain everything you need to know regarding the event and your roles and responsibilities. For up to date information please refer to [www.northyorkshiresport.co.uk/school-games](http://www.northyorkshiresport.co.uk/school-games) or follow our twitter account at [www.twitter.com/NorthYorksSport](http://www.twitter.com/NorthYorksSport)

On behalf of the Management Group I wish you and your team success at the Games and more importantly that it is an enjoyable experience for all.

Yours faithfully

*Andrew Bayston*

Andrew Bayston, Principal Harrogate High School Joint LOC Chair

*David Ellis*

David Ellis, HeadTeacher York High School, Joint LOC Chair

*Jonathan Tearle*

Jonathan Tearle, HeadTeacher Mowbray School, LOC member

David Watson, Executive Director North Yorkshire Sport

[www.northyorkshiresport.co.uk](http://www.northyorkshiresport.co.uk)

EVENT DATE: **WEDNESDAY 19<sup>TH</sup> MARCH 2014**

EVENT VENUE: **CATTERICK RACECOURSE, CATTERICK BRIDGE, DL10 7PE**

EVENT TIME: **FIRST RACE AT 11AM (Individual race times are below)**

## Age Groups/Squad Make Up

Each School Sport Partnership Area can enter the following at every age group and gender:

- 1) A School Team consisting of 6 participants **AND**
- 2) Individual entrants (up to a maximum of 6 individuals)

Therefore a maximum of 12 participants per race per area.

## Arrival

Parking is available on site and can be accessed from the Catterick Village Road. If you are coming from Richmond/Catterick Garrison go past Catterick Bridge Hotel on your left, you will be directed to turn left into the parking area **opposite the racecourse** .

Coaches and mini buses can stay on site and there is ample room for parking.

Crossing of the roads will not be marshaled so please be careful when crossing the road.



[www.northyorkshiresport.co.uk](http://www.northyorkshiresport.co.uk)



## Clothing/Equipment

Participants should be dressed appropriately for the weather and the conditions with suitable running clothing and footwear. Participants should also have sufficient clothing to stay warm when not competing and have a change of clothes in the event of getting wet or muddy. Race numbers will be issued to runners, **please bring 4 safety pins per runner.**

## First Aid

First Aid provision will be on site, however please ensure that you have any details of medical conditions and any medication for the individuals you are supervising (please see consent forms and winners letter)

## Refreshments

Limited refreshments will be on sale at the venue. At this stage we have been informed there will be provision for hot drinks, so please ensure participants and spectators are aware and bring their own snacks and soft drinks.

## Toilets

There are two sets of toilets available for our use on the day; one set as you enter the race track from the car parking area and a further set in the stand area.

Please be aware the male toilets on entry are very close to the main entrance being used by traffic – we will be coning this area off but please bear this in mind and fully supervise any child who needs to use these toilets. The toilets on site are not the greatest but are clean and there are plenty of them within a few metres of where schools will gather.

## Registration

All runners and teams must be pre-registered via the registration link on <http://www.northyorkshiresport.co.uk/school-games/2014schoolgames>. A central 'signing in' process will be in operation on the day. A full results service will be in operation and will be emailed out after the event and placed on the North Yorkshire Sport website. Please note that each person registered will be allocated a number, names of runners will not be updated on the day. A presentation to the individual winners and winning school team will be done following their event.

## Schedule

Races (approximate distances):

**11.00am** - Year 3 Girls - Distance = **1200m**

**11.20am** - Year 3 Boys - Distance = **1200m**

**11.40am** - Year 4 Girls - Distance = **1200m**

**12.00pm** - Year 4 Boys - Distance = **1200m**

**12.20pm** – Year 5 Girls - Distance = **1500m**

**12.40pm** – Year 5 Boys - Distance = **1500m**

**1.00pm** – Year 6 Girls - Distance = **1500m**

**1.20pm** – Year 6 Boys - Distance = **1500m**

[www.northyorkshiresport.co.uk](http://www.northyorkshiresport.co.uk)



Presentations for each race will take place shortly after the results have been collated. Participants do not have to attend for the whole day and can arrive just for their own race – but please arrive 20-30mins in advance to ensure you have time to register, visit the toilets etc etc. Races will start on time.

## **The Course – start and finish**

Maps of the course will be available on arrival and are attached. Two students will run at the front back to keep an eye on any runners who drop off the pace.

All pupils will be walked to the start of their race by marshals – staff are able to accompany them if required.

The start and finish of the event will be clearly marked with teardrop flags.

Please advise your students not to push or rush at the start as there is plenty of time in the long races to move up positions. Please keep spectators off the course and back from the edge of the finish tunnel as it makes it much easier for the finish line officials.

Parents will be directed to seating in the main stand on the far side of the race track (as per position when race meets take place)

The finish of all races will involve running across the Official Race Course finish line into a tunnel system which will sort them into their finishing order.

As children pass the finish line they will be handed a laminated number, relating to their position in that race. They **MUST KEEP HOLD OF THIS AND HAND IT TO THEIR TEACHER/TEAM MANAGER IF THEY ARE PART OF A TEAM.**

**INDIVIDUAL RUNNERS ARE ASKED TO DEPOSIT THEIR NUMBERS AT THE REGISTRATION DESK ON DEPARTURE SO WE CAN RE-USE THEM.**

Each school/team will be given an envelope for each race with a table stuck to the front similar to that below.

Individual placings will be recorded at the finish line.

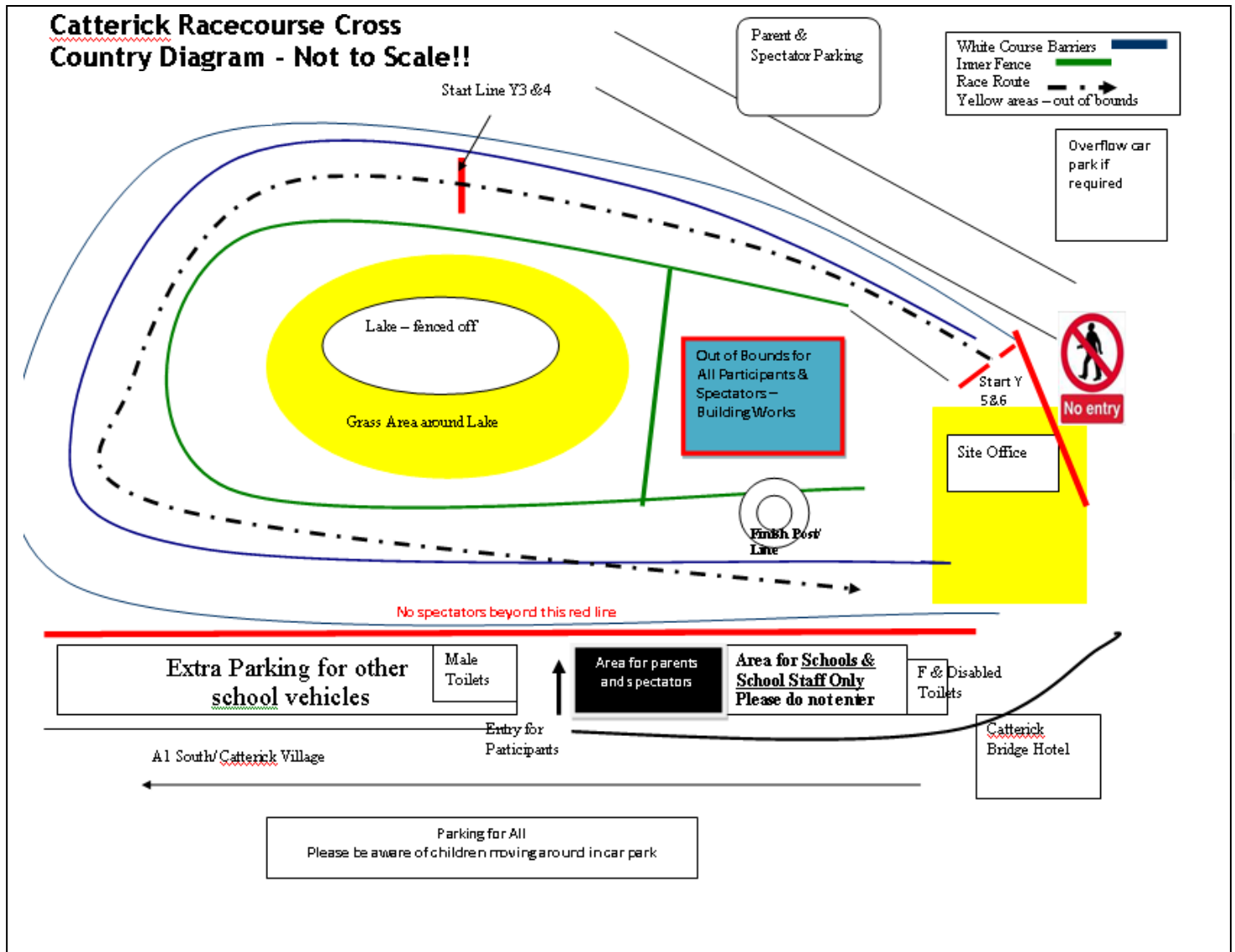
Where schools are running in teams you should note down the names and position of your **top four runners only** on the front of the envelope and total them up as shown in the example below.

School: 'name'	
<b>Name</b>	<b>Position</b>
Ross Cooper	2 <sup>nd</sup>
Hilary Conway	8 <sup>th</sup>
Jon Berry	12 <sup>th</sup>
Rebecca Shaw	13 <sup>th</sup>
<b>Total</b>	<b>35</b>

The first three placed teams will be those with the 3 lowest totals on their envelope.

All other numbers should be collected in the envelope and it is up to individuals if they wish to note down the positions of all their pupils but please don't hand this list in, keep it for your own reference.

**PLEASE MAKE SURE ALL NUMBERS ARE HANDED IN SO THAT WE CAN USE THEM AGAIN NEXT TIME.**



Course Map



## SPECTATORS/PARENTS/ PARTICIPANTS: PLEASE READ CAREFULLY

### Cross Country Competition Briefing Sheet

We always welcome parents & spectators to our events but please take the time to read the following to ensure the event runs smoothly and safely for your child and all the other competitors taking part on the day.

The event historically has up to 1000 children taking part therefore your cooperation is vital to ensure Partnership Staff and Volunteers can concentrate their efforts **solely** on ensuring the enjoyment and safety young people participating. We fully encourage enthusiasm and support for our young people but please follow these simple guidelines.

- *Please park in the designated area signposted & highlighted in the map.*
- *Please remain in the area designated for spectators & parents – failing to do so may result in you being asked to leave the event. We hope you will appreciate this is for the safety of your children and the smooth running of the event.*
- ***At the request of the Racecourse, who kindly allow us to use the venue for free – Parents& Spectators are NOT allowed on the course at any time, we realise you will want to congratulate your child for doing well but please do this at the end of the event during prize giving – parents should not run onto the course at any time, you may obstruct the finish and results may be affected.***
- *In the event of a child being injured or falling during their race the following will happen:*
  - *Dealt with initially by marshals on the course*
  - *First Aid support delivered by First Aid staff who will deal with any injuries or incidents*
  - *School lead staff member will be contacted in the first instance*
  - *School to liaise with parents if required.*
- *Please out of courtesy for participants, **do not smoke at this event**, should you wish to smoke please exit the racecourse grounds. Thank You.*
- *The racecourse is often used for dog walking – should you be bringing a dog along please stick to the designated area for spectators and keep your dog on a lead & off the course at all times, although your dog may be friendly some children may be scared.*
- *A large number of young leaders will be acting as event officials – **respect any requests you may receive from them**, they are part of the management of the event and will have vital roles to play to ensure safety and smooth running of the day.*
- *If you wish to take photographs **please complete a camera registration form on arrival.***
- *Finally please remember Catterick Racecourse and it's management committee kindly provide access to this facility within their busy race schedule – **specific instructions for staying off the course and away from certain areas come at their request and by agreeing to these we will hopefully be allowed back next year!!!***

***Thank you for taking time to read this – we hope the event will be a success and you enjoy cheering on your children and their school.***

***Under no circumstances should a child injured or otherwise be taken away from the event without the school being informed or agreeing to such action. The departure time of all young people is at the discretion of the lead person for that school – please determine this with your school before the day and make any specific arrangements.***

[www.northyorkshiresport.co.uk](http://www.northyorkshiresport.co.uk)