Sheffield Federation for School Sports
Founded 1889 | Registered Charity 523931 | www.sfss.org.uk

SHEFFIELD PRIMARY SCHOOLS

CROSS COUNTRY RACE SERIES

EVENT MANUAL

2023-2024

September 2023

1. The Events

1.1 The Primary Schools Cross Country Race Series, has a history of running successful, safe and popular events. The series is run under the auspices of Sheffield Federation for School Sports. These races are an important part of individual, school and City wide sports development in Sheffield. The Race Series exists to provide an opportunity for girls and boys from Sheffield Primary and Junior Schools to compete in a series of races throughout the Season. The Series provides for competition for both individuals and school teams.

1.2 Although details of the races will alter year by year there will usually be approximately nine events per year. One event, the Championships, will take place in Graves Park with the remainder taking place mainly in Sheffield parks and recreation areas. There will usually be a relay competition as well.

1.3 The programme and order for League events will normally be as follows:

1.4

Race	Start	Age group	Distance range	Comments
1	10.00am	Y3/4 Girls	800m - 1500m	Distance will depend on such factors as: terrain, venue area and lap viability
2	10.10 approx	Y3/4 Boys	800m - 1500m	
3	10.20 approx	Y5/6 Girls	1600m - 2000m	
4	10.35 approx	Y5/6 Boys	1600m - 2000m	

1.4 Lap distances in relay events will usually be shorter than those in league events

1.5 All Events will start at 10am and normally finish by 11.15am. A list of all the events will appear on the SFSS website prior to the start of the season

2. Event Manual

2.1 This Event Manual is based on risk assessments and experience of organising the race series. It sets out the key features of the continued safe running of the Race Series. The Event Manual does not detail those measures required to keep children safe and secure which would form part of the usual day to day arrangements for Host Schools such as:

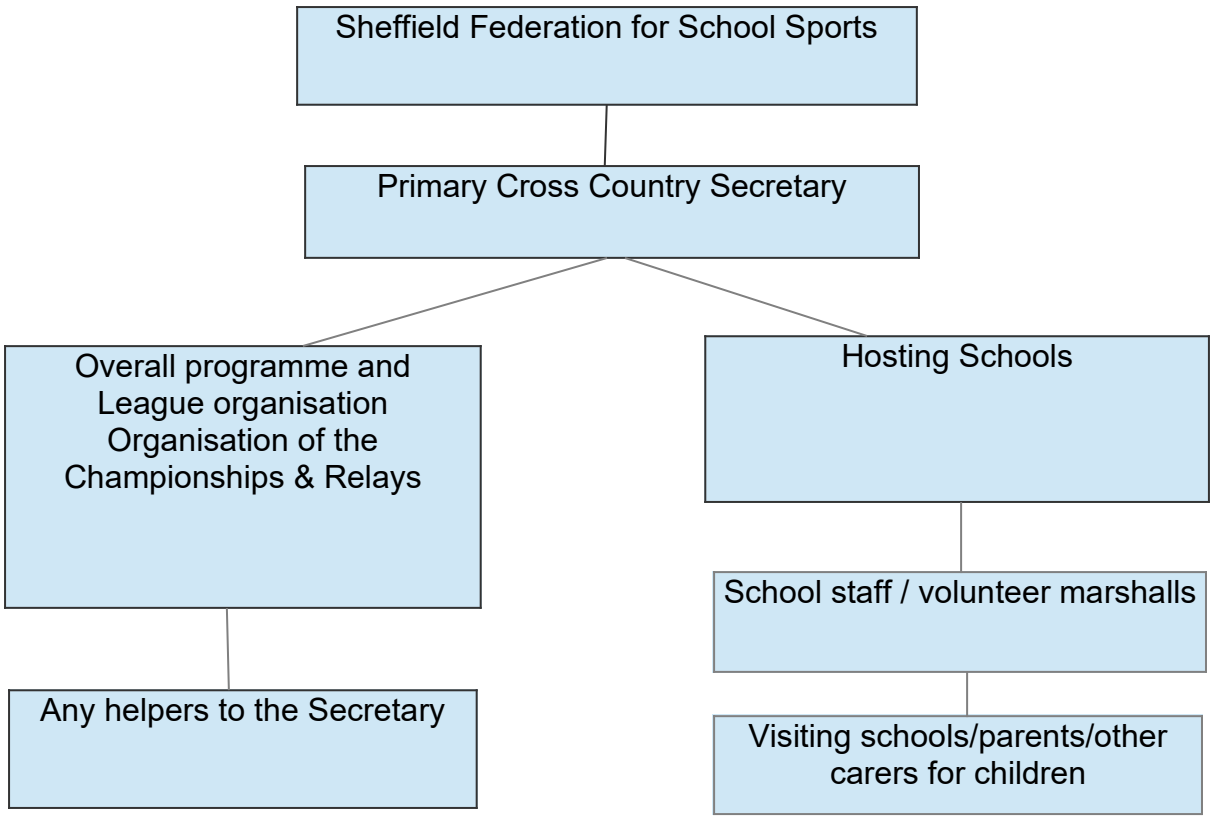
- Safety within Host School premises where accessed
- School and SFSS Safeguarding policies and procedures
- Working in an environment where children are present
- Schools' own risk assessments

2.2 NB. Pupils are the responsibility of the school and/or parents bringing them to the event

2.3 All fixtures are covered by a 3rd Party Liability policy held by Sheffield Federation for School Sports.

3. Organisation

3.1 In diagram form the organisation for the Race Series is as follows:



3.2 Roles and Responsibilities

3.3 **IT IS THE RESPONSIBILITY OF THE RESULTS TEAM MANAGER IN EACH SCHOOL to update the google document for each race. The google doc will be sent in edit mode for you to update straight after each race. Results and any updates can be made up to 10pm on the Tuesday after each race, at which point the google doc will be locked down and the information collected.** *The information that goes on the google doc will be published publicly on the SFSS website, so for safeguarding reasons please be mindful of using full names, if you have a child who needs protecting. (full surname name and initial of Christian name are required)*

3.4 Claire Sanderson is overseeing the results and will need ALL the results managers emails before the start of the season. Please email Claire at clsanderson78@gmail.com so she can add you to the group email.

3.5 All results should be checked before the next race and any queries emailed to Steve Moran smoran@sacredheart.sheffield.sch.uk or Claire Sanderson.

3.5.1 **Sheffield Federation for School Sport (SFSS) will:**

a) Allocate funding for the race series.
b) Maintain an overview of the running of the race series including health and safety and safeguarding aspects.
c) Receive routine reports and updates from the Primary Cross Country Secretary
d) Support the Primary Cross Country Secretary

e) Maintain appropriate and adequate insurances.
f) Ensure the provision of emergency first aid and that the name and location of the First Aider is known to all Stewards and Race Marshalls.

3.5.2 Secretary (Steve Moran) will:

- Organise the programme and fixtures, find Hosting Schools and agree venues.
- Collect entries from schools and keep Hosting Schools informed of numbers of competitors expected.
- Issue guidelines about the organisation of the events and health and safety to all schools who may enter individuals or teams. This will be provided at the start of every season or when they first enter the Series. All participating schools will also receive a copy of this Event Manual.
- Provide advice to Hosting Schools, if needed, about organisation and course setting. Make course equipment (posts, tape) available if needed.
- Complete an Event Risk assessment pro forma (see sample in Appendix B) and ensure that actions required to manage risk are identified in the Risk assessment are taken.
- Consider the impact of a race on the general public, particularly in respect of off-site parking and any adverse impact on residential and commercial premises,. Together with the Hosting School, will carry out any liaison required locally on these issues.
- Liaise with City wide agencies e.g. with South Yorkshire Police where local liaison would not be sufficient.
- Provide course-marking equipment and marshall's jackets.
- Post results on the SFSS website.
- Give reminders re: safety if needed.
- Deal with any race complaints and queries **RELAYED BY THE SCHOOL** (not parents). Act as spokesperson for the Race Series with schools.
- Keep records of results. Award league positions and Championships results.
- Confer with Hosting Schools in icy/snowy conditions regarding cancellation of a race and in partnership with the Host School notify all schools in the event of cancellation In the event of disagreement the Secretary's decision will be final.
- In the event of an accident or incident, the Secretary and organising team will take any emergency, immediate and follow up measures necessary.
- Represent Primary Cross Country on the Sheffield Federation for Schools Sports.
- Provide a copy of this Event Manual to all participating schools for information.
- Organise for a First Aid presence in Sheffield parks and recreation areas.

3.5.3 Host School

The Host School acts as organiser of the event on the day in co-operation with the League Secretary. The Host School is expected to provide sufficient marshalls, and a finish team, buy and distribute finish tickets, help the secretary set up and take down the course.

The Host School will:

a) Identify the member of staff who is in the link person for the Secretary
b) If it is a school venue, consider the suitability of their school as a venue and the appropriateness of the course(s) available in conjunction with the League Secretary.
c) If it is a park course, check out the courses prior to the day to make sure the courses are safe for running.
d) Help to set the course out on the day.
e) Consider the impact of a race on their neighbours, particularly in respect of issues of off school parking and any significant adverse impact on residential and commercial premises. The Host School will carry out any liaison required locally on these issues including with South Yorkshire Police. If liaison is not sufficient the Host School will notify the Secretary.
f) Identify on site parking and organise stewards for traffic direction and control. These stewards to wear high visibility jackets or waistcoats for safety reasons.
g) Organise Stewards and Race Marshalls in sufficient numbers to cover all appropriate locations to keep the whole course in view. Stewards to wear high visibility jackets so that they can be easily identified.
h) Clear the course at the end of the event
i) In partnership with the Secretary notify all schools in the event of cancellation.

3.5.4 Hosting School -Staff and Volunteers Acting as Stewards and Race Marshalls.

All people acting as Stewards and Race Marshalls will co-operate with the Hosting School and the Secretary to help deliver a safe and successful event.

3.5.5 Participating Schools

All participating schools are required to complete a *'Cross Country Series Entry Form'* (See Appendix A) and return this to the Secretary prior to pupils competing.

Participating schools are also asked to bring an appropriate first aid kit to events which take place on school sites.

3.5.6 Participating Schools/Parents/Other Carers for Children

These peoples' main role is the care of the child/children that they bring to the event. Parents/ other carers will not be supplied with a copy of the Event Manual as a matter of routine, but it can be accessed online at www.sfss.co.uk

All adults attending the event will be encouraged to co-operate with the Host School to maintain safe arrangements. Where this co-operation is not forthcoming and there is an actual or potential safety consequence then reference to the Event Manual may be made in conversations/correspondence with them. Actions which may need to be brought to the attention of visiting schools/parents/other carers for children, include:

- Failing to properly supervise children they bring to the event
- Not co-operating with the Host School, Stewards or the Secretary
- Inappropriate conduct or language

- Unsafe or inconsiderate parking
- Standing on or crossing the course of the race
- Running alongside children during a race
- Crowding and /or blocking the race finish

PLEASE NOTE THAT IF A PARENT HAS A CONCERN re. a race result or record they should take this up with the TEAM ORGANISER of their child's school and NOT the primary secretary. It is the responsibility of the school to contact the primary secretary if there is a concern.

4. Primary School Championships

4.1 In the case of the Championship, which takes place in Graves Park, the Role and Responsibilities of the Host School will be undertaken by the Secretary

4.2 **All participating schools <u>are to provide at least one marshall</u> for the Schools Championship event. These marshalls will be under the control of the Secretary for that event.**

5. Contact Names and Addresses

Cross Country Secretary

Steve Moran — Sacred Heart Primary School
E-mail: smoran@sacredheart.sheffield.sch.uk

Chair of SFSS Primary XC Association

Pete McLeod — E-mail: pete.mcl@btinternet.com

6. Further Reference

'Safe Practice in Physical Education and Sport@ - Peter Whitlam
Pub: Coachwise Ltd

Appendix A

Sheffield Federation for School Sports
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Sheffield Primary Schools
Cross Country League 2023 - 24
ENTRY FORM

The information asked for on this form is to ensure that safety and insurance requirements are met. The information will not be used for any other purpose.

Schools competing must have become members of Sheffield Federation for School Sports by paying the school Block Entry Fee. The relevant form can be downloaded from the SFSS website: www.sfss.co.uk, where a list of paid-up schools is also available.

All participating schools are expected to provide at least one marshall for the Primary Cross Country Championships

Name of School:	
Person i/c Cross Country:	Name:
	Email:
	Phone:
Other staff and adults responsible for **results** or children on the day	Name: Phone:
	Name: Phone:
	Name: Phone:

Signed: Date:

Please complete this form and return it to the Secretary (smoran@sacredheart.sheffield.sch.uk) or **Claire Sanderson is overseeing the results and will need ALL the results managers emails before the start of the season clsanderson78@gmail.com so she can add you to the group email.** ***by hand on the day prior to pupils from your school competing.***

Appendix **B**

SHEFFIELD SCHOOLS CROSS COUNTRY RACE SERIES

Hosting school Event Date / /

EVENT RISK ASSESSMENT FORM

Hazard	What is the risk? Consider likelihood and possible severity of injury	What action is required to reduce or remove the risk?	Name of person dealing with the issue	Date action taken
Unsuitable course for this age group/ability group: – Streams – Excessively steep slopes (Particularly downhill) – Tarmac paths – Obstructions etc	Medium likelihood. Medium/serious severity: Fall injuries twisted, broken ankle etc.	Select appropriate grass course suitable for this age/ability group to run. Assume majority of runners will be in basic pumps/training shoes.		

EVENT RISK ASSESSMENT FORM (continued)

Hazard	What is the risk? Consider likelihood and possible severity of injury	What action is required to reduce or remove the risk?	Name of person dealing with the issue	Date action taken
Litter, glass etc on selected course(s).	Dependent upon risk of unauthorised access to site of course. Risk of cuts (possibly severe) and some infection risk.	Course to be walked before first race to check for and remove any hazardous litter.		
Collision with vehicles – Race course.	High if action required not followed. Potentially serious/ fatal.	Course to be entirely within park/playing field/school boundary. No road sections.		

EVENT RISK ASSESSMENT FORM (continued)

Hazard	What is the risk? Consider likelihood and possible severity of injury	What action is required to reduce or remove the risk?	Name of person dealing with the issue	Date action taken
Collision with vehicles School site	High if action required not followed. Potentially serious/ fatal.	Site parking plan to be devised for this event and only authorised vehicles to be allowed on site. Stewards to be tasked to control and direct vehicles. Stewards to be briefed on issues such as which vehicles may be admitted and traffic routes. Stewards to wear high visibility jackets or waistcoats. Wherever the site allows the objective is to separate pedestrian routes from vehicle routes		

EVENT RISK ASSESSMENT FORM (continued)

Hazard	What is the risk? Consider likelihood and possible severity of injury	What action is required to reduce or remove the risk?	Name of person dealing with the issue	Date action taken
Injury/ill health/ exhaustion during race	Medium likelihood. Medium severity. Increases to high if action required is not followed.	Entire route of races to be within line of sight of stewards or race marshalls with no blind spots. Adequate number of stewards or race marshalls to be deployed. Trained first aider by the course side known to/identifiable by stewards/race marshalls. Mobile phone for 999 call if needed.	VIE Medic Services Ltd.	

EVENT RISK ASSESSMENT FORM (continued)

Hazard	What is the risk? Consider likelihood and possible severity of injury	What action is required to reduce or remove the risk?	Name of person dealing with the issue	Date action taken
Violence to participants	Low likelihood but potential severe consequences	Entire route of races to be within line of sight of stewards/ race marshals with no blind spots. Adequate number of stewards/race marshalls. Co-ordination between stewards. Participant school parents in non-race areas of the site.		

EVENT RISK ASSESSMENT FORM (continued)

Hazard	What is the risk? Consider likelihood and possible severity of injury	What action is required to reduce or remove the risk?	Name of person dealing with the issue	Date action taken
Violence to staff volunteers	Low likelihood. Medium severity.	Consideration of impact of race on neighbours to the school (particularly re parking). Liaison with neighbours. Information to participants re: agreed restrictions on parking and encouragement to share vehicles. Use public transport if needed. ——————— Clear consistent line in respect of inappropriate behaviour towards staff, stewards/ race marshalls, secretary by parents. Appropriate follow up action (and publicity re: lack of tolerance of abuse) if incident occurs.		

EVENT RISK ASSESSMENT FORM (continued)

Hazard	What is the risk? Consider likelihood and possible severity of injury	What action is required to reduce or remove the risk?	Name of person dealing with the issue	Date action taken
Course becoming unsafe due to bad weather e.g. frozen, lightning.	High/severe if action required not taken.	Contingency plans to cancel event and notify Participant Schools to be in place and activated if required. N.B. Secretary's decision is final if there is no consensus.		