

ISA Regional Athletics Qualifying Event

Event Organiser Information – 2021/22		
Before	During	After
Marketing: Market and promote your event via your Area Sports Coordinator,	Arrival: Welcome, sign in and photo consent.	Communication: Thank you email to participating schools, inc. details of future events.
Communication: Send programme to schools 1-2 weeks before to include: <ul style="list-style-type: none"> • Schedule of play • Venue Facilities • Staff expectations • Confirmation of attendance 	Briefing: Carry out coaches briefing before start of play to include: <ul style="list-style-type: none"> • Medical • Rules • Format of play • Staff roles • On site facilities • Promote fair play 	Results: Input your results into Squad in Touch.
Public Liability Insurance: Your event venue must have an up to date insurance cover of £10,000,000+	Presentation: Presentation and thank you's to all staff and competitors, hand out letter to qualifying schools.	Marketing: Email any write ups to ISA Sport and tag isasportUK into your social media posts.

National Finals:

Please familiarise yourself and schools with the below information regarding the National Finals:

Date: Monday 13 June 2022 (TBC)

Venue: Manchester Regional Arena, Sport City, Rowsley St, Manchester, M11 3FF

Qualifiers: Winners of each race/event will qualify for the Finals. Athletes can only compete in a maximum of two events and the relay at the National Finals, they cannot compete in both the 800m and 1500m.

Communication (following your event): You will be prompted for your list of qualifiers, please have each winner confirm attendance for the finals.

Communication (1-2 weeks before): Team Managers receive final details about the day, including spectator information.

Squad in Touch:

ISA have been working closely with Squad in Touch to offer a sporting platform for all National events, and more and more regional events. If you are looking for a more hassle free, efficient management process, an account with Squad in Touch would offer a dedicated event site offering online entry, event scheduling, team communication and much more. For more information please contact ISA Sport and view the [Squad in Touch website here](#).

GDPR:

The following statement may be used to assist with any queries around GDPR, and should be included on any event documents: *"Please be aware of your organisations policy with regards to personal data and GDPR, when you sign up to an ISA sporting event you agree that we may process your data for administration purposes of the sport and event. We have listed the activities where the data may be used and the organisations with which the data can be shared within our <https://www.isaschools.org.uk/privacy-policy/>"*

Important Documents:

The following documents can be found on the on the sports area of the ISA website under [Event Resources](#):

- ISA Code of Conduct for Sport
- ISA Pupil Images Protocol
- Area Event Risk Assessment Form
- Printable Sports Certificates
- The Outdoor Kinds Sun Safety Code
- ISA Safeguarding Policy