

## ISA Regional Cross-Country Qualifying Event

### Event Organiser Information – 2021/22

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

### National Finals:

**Date:** Saturday 19 March 2022

**Venue:** Worksop College, Cuthbert's Avenue, Worksop, Nottinghamshire, S80 3AP

**Qualifiers:** The top 10 in each race will qualify for the National Finals, except for the 12,13 which is an open invitational at Nationals.

**New race structure:** change of age groups to yr4, 5/6, 7, 8/9, 10/11, open invitation

**Communication** (following your event): You will be prompted for your list of qualifiers, please have confirmation of attendance from your finalists ASAP.

**Communication** (one month 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](#).

### 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