



# SCHOOL'S REPRESENTATIVE'S INFORMATION



### **Merseyside School Games School's Representative's Guidelines**

The safeguarding and care for all the young people who attend the Merseyside School Games is extremely important. The aim of the event is to ensure that all young people have a positive experience and take away memories of their sporting achievements. However, there are some key areas which we need to highlight to ensure that we all provide this.

The information below sets out guidelines of your areas of responsibility. Should you have any questions then please contact your local School Games Organiser or contact MSP on 0151 427 3889.

### **Parental Consent Forms**

It is imperative that you bring copies of every young person's parental consent form with you on the day of the event. They must remain with you and will be required should there be a reason to contact the young person's parents/guardian or in the event of a medical emergency.

### **The Online Entry Form Explained**

This online form must be completed and returned prior to the event. This acts as a checklist, to reduce risk to the young people in your care. The overarching accountable body for this event is Liverpool City Council and as such, it is a requirement for insurance and liability purposes that this online Team Manager's Declaration Form be completed. You will not be allowed to participate if you do not complete this form and have parental consent forms with you for each young person.

It is not a requirement for this event to obtain or retain the participant's names, who are attending. However, legislation entitles any young person who has an accident the right to claim up until the age of 21 years, as the accident may result in further damage later in life.

It is therefore the responsibility of the school to ensure that details of the young people attending this event are retained. Details of any accidents at the event itself will be logged and retained with First Aiders, the venue and MSP.

Additional to the safeguarding of the young people, details of participants are collected for data and information purposes. This information is collected for Sport England at a national level, in order to demonstrate the impact of Level 1 (intra school), Level 2 (inter school/borough) and Level 3 (Merseyside) sporting competitions. The Merseyside School Games is classed as a Level 3 Event, which is a county competition. That is why it is important to collect information on the total number of participants, by gender, age etc. Please ensure that this information is accurate when you are completing.

### **Rules and Regulations**

These rules are written in conjunction with the National Governing Body for that sport, or equivalent as applicable. Please ensure that you have read all the information. As the School's Representative on the day, you will be responsible for ensuring that all your young people have the appropriate footwear and kit to enable them to participate in their sport. If this is not adhered to, it could result in individuals or the whole team being unable to play; this would be very disappointing for all.



### **Codes of Conduct**

The Codes of Conduct for this event are very important and focus upon respecting each other, the event organisers and referees. Please ensure that you as school's representative have read and understood all code of conduct and related documents and then ensured that all your young people fully understand the games Codes of Conduct. Should any young person not adhere to these, they could be removed from the team and the event.



MSP

Unit 1 Dakota Business Park

Skyhawk Avenue

Garston

Liverpool

L19 2QR

T: 0151 427 3889

[www.merseysidesport.com](http://www.merseysidesport.com)

