



ISA Regional Athletics Qualifying Event

Event Organiser Information – 2022/23		
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: Send your final list of competitors to laura@squadintouch.com as soon as possible.
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:** W/C Monday 12 June 2023 (TBC)
- **Venue:** Manchester Regional Arena or Alexander Stadium, Birmingham (TBC)
- **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):** Please contact your qualifying athletes for confirmation of attendance and send a list through to laura@squadintouch.com as soon as possible.
- **Communication (1-2 weeks before):** Team Managers receive final details about the day, including spectator information.

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
- Privacy Policy