

**Emily Ward**  
 National Sports Officer  
 Office: 01799 523619  
 Direct 01799 610201  
 Mobile: 07842 767163  
[isasport@isaschools.org.uk](mailto:isasport@isaschools.org.uk)



**Jordan Carter**  
 National Sports Assistant  
 Office: 01799 523619  
 Direct 01799 610210  
 Mobile: 07842 767165  
[isasport@isaschools.org.uk](mailto:isasport@isaschools.org.uk)

<b>Event Organiser Information – 2022/23</b>		
<b>Before event</b>	<b>During event</b>	<b>After event</b>
<b>Marketing:</b> Market your event via your Area Sports Coordinator, promote to last year's entries	<b>Arrival:</b> Welcome, sign in and photo consent	<b>Communication:</b> Thank you email to participating schools, inc. details of future events
<b>Communication:</b> Send programme to schools 1-2 weeks before your event to include: <ul style="list-style-type: none"> <li>- Schedule of event</li> <li>- Venue Facilities</li> <li>- Catering arrangements</li> <li>- Staff expectations</li> <li>- Confirmation of attendance</li> </ul>	<b>Briefing:</b> 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>- Competitor/spectator facilities</li> <li>- Promote fair play/sportsmanship</li> </ul>	<b>Marketing:</b> <ul style="list-style-type: none"> <li>- Email any write ups / news articles to ISA Sport</li> <li>- tag us into your social media posts using 'isasportUK'</li> </ul>
	<b>Presentation:</b> Presentation and thank yous to all staff and competitors	<b>Data:</b> Email results, school names and any photos to ISA Sport

## Qualifying Events:

Please note – if your event feeds through to a National Qualifying event (Athletics, Swimming, Cross Country, U11 Football, Junior Netball (U11, U13) you will receive a separate Information Document to hand out to your qualifying schools.

## Squad in Touch:

ISA have been working closely with Squad in Touch to offer a sporting communication platform for all National events, 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](#) or [Squad in Touch](#). This platform for ISA event organisers is completely free of charge, when signing up just choose 30-day free trial, which will then extend automatically.

## 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.html>*

## 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