

**Team Managers and school staff are responsible for their team members at all times during the Bedfordshire & Luton School Games events – including supervision, health and safety, welfare, behaviour and conduct.**

**There must be one designated ‘Team Manager’ for each individual sports team**

**Prior to events**

School Team Managers are required to collect **ALL** relevant personal information for **ALL** their team’s participants **prior to the event**, including additional staff members. This will initially be directed by your own individual school trip policy. Team Managers **MUST** have the following information with them on the day of the event:

- Individual emergency contact details for parents – including mobile phone contacts.
- Information about the specific care needs of any disabled participant
- Information about any medical condition/allergies their child may have. Consent has also been requested for any treatment to be administered (such as anaesthetics) to the participant in the event of any illness/accident.
- Photographic and video consent for their team members. Photo and videos will be taken at the Bedfordshire & Luton School Games. **Any Child not able to be photographed must be notified to the organisers at the registration desk.** They will be given a **wristband which MUST BE WORN** throughout the day.

**As a team manager you will**

- Remember that children participate for FUN
- Applaud effort as well as success
- Respect the official’s decision even if you don’t agree with them
- Appreciate good play or effort from whatever team or school it comes from
- Encourage the children to respect the opposition and officials
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour
- Ensure the parents of your students abide by the spectator code of conduct

**FIRST AID** – schools must bring with them a first aid kit to cover minor accidents – if an accident occurs that requires further treatment please speak to the event manager.

**Should there be any safeguarding concerns please follow the procedures  
– notify the Specific Sport Organiser who will contact the Event Manager  
Or call to speak to the designated Welfare Officer  
Graham Simpson 07977 433153**