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Community Games provide a wonderful and unique opportunity for communities from all backgrounds right across the country to come together to celebrate the London 2012 Olympic and Paralympic Games and create their own Olympic or Paralympic moment.

Community Games offer something for everyone. You don’t need to be sporty to take part – they are just as much about celebrating cultural achievement as sporting endeavour.

Pierre de Coubertin’s vision for the modern Olympic movement, as inspired by William Penny Brookes’ Wenlock Olympian Games, was as a marriage of sport and the arts, and we hope that your Community Games will embody this spirit.

Community Games started as one of the major Legacy Trust UK programmes in the West Midlands. Established in 2007, Legacy Trust UK’s mission is to support a wide range of innovative cultural and sporting activities for all, which celebrate the London 2012 Olympic and Paralympic Games and which will leave a lasting legacy in communities throughout the United Kingdom.

We are thrilled that Community Games is now a national programme and are grateful to Legacy Trust UK for their support of this programme and to the Cabinet Office for their £2 million of Big Society funding.

This toolkit will outline ideas and guidance on how you stage your own Community Games, and I hope will inspire you to join us in celebrating this once in a lifetime event and leave a lasting legacy for your community.

As well as this toolkit, the Community Games programme provides training and support for organisers, giving you the information and skills that you need to organise your own Community Games. As for the activities you run, you know your community best! You might want to stick to traditional activities or challenge people with something new. Either way, have fun, and enjoy your Olympic or Paralympic moment!

David Moorcroft OBE
Olympian and Chair of West Midlands for 2012
What are Community Games?
Community Games provide a great opportunity for you to bring your community together to take part in sporting and cultural activities inspired by, and in celebration of, the London 2012 Olympic and Paralympic Games.

Community Games should be organised by a community, for the community, and communities of all shapes and sizes can stage Community Games. A community is defined by people in lots of different ways; as the organiser, you know what the community is that you want to engage and celebrate! Your Community Games might involve people in your street, regular users of a park or other public space, or people involved in a shared interest group or who have a shared cultural heritage.

It’s up to you to organise your Games in a way that works for you and celebrates the uniqueness of your community. This is from the setting – activity might take place in a park or inside a community centre – to the time of year and the type of activities run.

Some communities may focus on contests to give the event a competitive element, others may want to focus on giving people the opportunity to try something new, from archery to climbing. Whatever the focus of your Community Games, you should provide an opportunity for everyone in your community to participate.

Holding a ceremony is a great way of opening or closing your event and celebrating the hard work that has gone into your Community Games. It’s also a great opportunity to showcase some of the cultural activity that goes on in your community or at the event.

Why get involved?
The London 2012 Olympic and Paralympic Games aren’t just about two weeks of sport in London; they’re a culmination of a four year celebration of culture and diversity in communities up and down the UK. Different regions of the country have created programmes that respond to this amazing opportunity, showcasing their unique identity and cultural heritage to the rest of the nation and the world, and above all, providing an opportunity for people in towns, cities and villages to take and play their part in the Olympic movement.

Community Games are one of these programmes, and represent one practical way that you can get involved in this historic occasion. The programme draws on the original ideals of the modern Olympic movement, of bringing people of different backgrounds together to celebrate sporting and cultural achievement. By holding your own Community Games, the inspiration of London 2012 will be coming to your community!

Above all, the Community Games programme aims to capture the core values of the Olympic and Paralympic movement, and these should be reflected in your event.

**Olympic values**
- Excellence
- Friendship
- Respect

**Paralympic values**
- Determination
- Courage
- Inspiration
- Equality
Why are Community Games happening across the country?

The Community Games programme was launched in June 2010, as one of the West Midland’s main programmes of activity running until the end of September 2012 to celebrate the London 2012 Olympic and Paralympic Games.

The programme was inspired by the unique Olympic heritage of the West Midlands, the Wenlock Olympian Games. These have been held annually since 1850 and were the inspiration behind the modern Olympic movement.

The original Wenlock Olympian Games differed from the Olympic Games today though in that they were a celebration of both sporting and cultural achievement. It’s this spirit that we hope your Community Games will embrace. By providing opportunities for people of all ages and abilities to try something new, teach others or show to the rest of their communities their talents, Community Games will provide people the opportunity to have their own Olympic or Paralympic moment.

Supported by Legacy Trust UK, the Community Games programme aims to bring communities together, giving them the confidence and skills to organise activities, leaving a legacy far beyond the end of 2012.

The programme has been a great success, with more than 165,000 people participating on over 220 Games. As a result, in late 2011, the County Sports Partnership Network and the YMCA, supported by Legacy Trust UK, made a successful application to the Cabinet Office’s Social Action Fund to roll out the programme across the country, and were awarded £2 million from a Big Society Fund.

Because of the success of the programme in the West Midlands, Community Games has gone National!

Community Games is now aiming to touch 750,000 people through 1,100 events across England.
Who is involved in delivering Community Games?

The County Sports Partnership Network

County Sports Partnerships (CSPs) are networks of local agencies committed to working together to increase participation in sport and physical activity. Our partners include; National Governing Bodies of Sport and their clubs, School Sport Partnerships, local authorities, sport and leisure facilities, Primary Care Trusts and many other sporting and non-sporting organisations. There are 49 CSPs across the country.

The County Sports Partnership Network (CSPN), brings together the 49 CSPs from across England and is responsible for supporting the delivery of national sports policy at a local level by shaping it to meet the needs of local communities.

The CSPN is very pleased to have formed a new partnership with the YMCA to deliver the Community Games programme and is looking forward to working together to bring the inspiration of London 2012 to communities up and down the country.

For more information about CSPs, please visit www.cspnetwork.org

YMCA

Founded 166 years ago, the YMCA is the largest and oldest youth charity in the world, operating in over 250 communities in England with 135 local representations.

In England, the YMCA offers accommodation and vital support that enables a young person to live independently, grow, achieve and contribute to their community.

Its work covers four key areas:

• Helping communities to get active - the YMCA is also the leading provider of industry training in physical activity with over 67,000 people receiving YMCA fitness industry qualifications.

The YMCA is looking forward to working with the CSPN to deliver Community Games across the country.

Legacy Trust UK

Legacy Trust UK funded the Community Games in the West Midlands as one of the main programmes in the West Midlands Culture programme for London 2012.

Legacy Trust UK is an independent charity whose mission is to support a wide range of innovative cultural and sporting activities which celebrate the London 2012 Olympic and Paralympic Games and which will leave a lasting legacy in communities throughout the United Kingdom.

Legacy Trust UK is funded by a £40 million endowment made up of £29m from the Big Lottery Fund, £6m from the Department for Culture Media and Sport and £5m from Arts Council England.
This toolkit has been designed to help you organise your own Community Games. It provides you with information about how to get started, getting other people involved, and running an event. It also gives you some ideas for activities to run, and some guidance around important issues such as health and safety and working with children. Finally, the toolkit also gives some pointers as to how to recruit and work with volunteers and methods of obtaining funds should you require them.

Although this toolkit has been designed to work on its own, the Community Games programme also offers training for organisers, which covers the topics included in the toolkit in more detail. More information about this, and other ways in which we are supporting Community Games organisers can be found on our website www.communitygames.org.uk.

Lastly and very importantly, don’t be put off organising a Community Games if you were not planning on doing everything that is recommended within this toolkit. Some sections are more relevant if you are organising a large scale event – which you may not be planning. Remember – it’s your Community Games!

How to use this toolkit
This toolkit has been written and designed to assist you in planning and delivering your Community Games. It offers guidelines on event management and ideas for your Community Games, and incorporates the following:

- ‘Key questions’ and ‘Top tips’ displayed in bullet point format
- Links to useful websites and suggested contacts where appropriate
- An online appendix containing documents referred to throughout this toolkit. You are able to access and download this appendix from www.communitygames.org.uk/toolkit and print out further documents and insert them into your toolkit

Good luck in planning your Community Games!
Getting started

Your community… your Community Games

Every Community Games will be different, because every community is unique. There are no set rules about what should be included in the event, because you need to create an event that is right for your community. Your event might focus on competitions, or could just be about giving people the opportunity to try something new. The only things that your Community Games must include are both cultural and sporting activities, and the opportunity for people to participate.

The first section of this toolkit, Planning your Community Games, includes suggestions on how you should put together the programme for your Community Games. This is a key thing to think about at this stage however, as it will have an impact on how many people are needed to assist you and also if you will require any funds.

Consider:

• Who makes up the community?
• Where you want to hold the Community Games – is there an obvious location or will research need to be carried out in order to identify one?
• When you want the Community Games to take place. The further in advance that you set a date, the more time you have to organise your Community Games.

Some of the Community Games held in the summer of 2011 are also featured within this toolkit; look at them for ideas and inspiration.

How much time will the planning and organisation really take?

The Community Games programme is about giving communities the tools and support that they need to organise events and activities. Most people who organise Community Games will be volunteers, and many won’t have organised something like this before. Whilst it can seem daunting having to organise an event like this when you haven’t done it before, don’t let that put you off! The programme offers a range of support, including this toolkit and free training sessions.

The size and scope of your Community Games will dictate the amount of time that you will need to put in to ensure that it is a success. Our research indicates that this time ranges from 50 – 150 hours. However, 74% of Community Games Organisers in 2011 said they were planning an event in 2012, illustrating that lots of people feel that it is worth the time spent.

One of the ways of making sure the event is a success and managing your time, is to involve other people as early as possible in the planning process. Being surrounded by other enthusiastic people when organising things is very motivational, and you can split the responsibilities so that the call on one person’s time isn’t too great.

Who else can you involve in the organising?

You will almost certainly know of other enthusiastic people in your community who would be more than happy to get involved in organising and give you a hand. But it is a good idea to try and involve more than the ‘usual suspects’ if possible. For example, it would be really great to involve a few young people in the organisation of the event. It helps ensure that the event will be of interest to other young people, and will give valuable experience to the community leaders of tomorrow! You might also want to consider people in your community who have a relevant job, who may be interested in getting involved in the organising and can then contribute the professional skills that they have.
How much will it cost and where can I access funds?

Community Games can be organised for very little cost. By bringing your community together and drawing on the skills and networks of different community members, as well as the time of volunteers, you should be able to put on some activities. Having access to some funds will almost certainly help you to put on a larger scale event, but don’t be put off if you don’t have any money to run the event initially.

Finance is covered in more detail in section 2 of this toolkit, and further guidance on generating more funding for your Community Games is provided as part of the training that the programme offers.

Wenlock Olympian Games

Community Games are inspired by the Wenlock Olympian Games held annually in Shropshire, which are themselves the inspiration behind the modern Olympic and Paralympic Games.

Founded by Dr William Penny Brookes in 1850, the annual Games were established to “promote the moral, physical and intellectual improvement of the inhabitants of the town and neighbourhood by the encouragement of outdoor recreation and by the award of prizes annually at public meetings for skill in athletic exercises.” For Brookes, there was the Borough town of Wenlock – and the world was its neighbour. In 1860, the Olympic Class was renamed ‘Wenlock Olympian Society’ as it is known today.

The Games opened with a grand procession through Much Wenlock to the stadium where classical events like distance running and discus were staged alongside country sports such as football and cricket. The early Games had a ‘fun’ event – once an old woman’s race for a pound of tea, and another year a pig-catching contest! Cultural competitions included poetry, prose and art for the adults with spelling, arithmetic and handicrafts for children.

The National Olympian Games, instigated by Brookes in 1865, premiered at Crystal Palace, London. It was an astonishing success, attracting 10,000 spectators and competitors. Like his earlier Shropshire Olympian Games, the Nationals were held annually in a different location around the country – a new innovation!

Brookes tried but failed to persuade the Greek Government to revive the Ancient Games as an international competition, his life-long dream. Then, in 1890, young Pierre de Coubertin came to stay with octogenarian Brookes. The agenda was physical education, and Coubertin heard about Brookes’ ideas and achievements, saw the Wenlock Olympian Games and so was inspired to change course. Sadly, Brookes died in 1895 and four months later, Coubertin’s International Olympics (modelled on Brookes’ Olympian ideals) were staged in Athens.

Coubertin’s obituary to Brookes read: “If the Olympic Games that Modern Greece has not been able to revive still survives today, it is due, not to a Greek, but to Dr William Penny Brookes.”

For more information about the Wenlock Olympian Society, visit: www.wenlock-olympian-society.org.uk
Three stages to Community Games success...

1 Research what your community wants
This should be the starting point for your Community Games as part of its success will depend on your ability to deliver what your community wants. The following questions are useful to consider:

**Key questions:**
- What are your community’s interests? E.g., is there a local sports team that is supported passionately? If so, you could ask them to be involved on the day.
- What is the age and ethnic make-up of your community? This could influence what activities you include.
- Can you link your Community Games into another event? E.g., the opening of a new sports facility.
- How can you ensure that activities are staged for all ages and abilities – including those with disabilities?

2 Develop the ideas and programme that you will deliver
This stage should be used to help design the programme of sports and cultural activities for your Community Games. The event should provide an outlet for your community to pursue their interests, but importantly also give them new things to try and experience.

Documents that you can produce which may assist you at this stage include:
- Timeline document
- Event delivery plan

These documents are explained later in this toolkit.

3 Put the plan into action!
This is where you need to begin the actual organisation and implement the delivery of the Community Games.

**Top tips:**
Discuss these three stages in your group planning meetings.
**Date**

As you will be organising this event for your own community, you need to make sure that the date you pick does not clash with any large events in your area, or even religious holidays that could affect the attendance. There are obviously some major events in 2012, namely the Queen’s Diamond Jubilee and the London 2012 Olympic and Paralympic Games. You might want to hold your event to coincide with one of these or celebrate them at a different time. Make use of calendars, regional websites and newspapers to compile a complete list of dates to consider.

Other important things to consider are the amount of time you will need to plan and organise your Community Games, the licences needed and availability of venues.

**Top tips:**

Once you have agreed on a date for your Community Games, inform all relevant people immediately.

**Venue considerations**

The venue used is the most important aspect of your Community Games. There may be an obvious space within your community such as a park or school playing fields that lends itself naturally to the type of sports and activities that are planned, or you may need to research other options.

Leisure centres are excellent for multi-sports competitions and have ready to use facilities that require little or no set up. However, find out at an early stage if there is a cost involved, and details of any existing bookings.

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**A list of venues that could be considered include:**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leisure centre</td>
<td>Facilities already set up</td>
<td>Expensive to hire</td>
</tr>
<tr>
<td>Local school playground/ playing fields</td>
<td>Possibility of no hire charge</td>
<td>Any pitches etc may need marking</td>
</tr>
<tr>
<td>Local park</td>
<td>Possibility of no hire charge</td>
<td>Any pitches etc may need marking</td>
</tr>
<tr>
<td>Community/arts centre</td>
<td>Integral community venue</td>
<td>Possibly only indoor space</td>
</tr>
<tr>
<td>Youth clubs</td>
<td>Integral community venue</td>
<td>Possibly only indoor space</td>
</tr>
</tbody>
</table>

When thinking about venues, ask yourself the following questions:

**Key questions:**

- How many people are attending?
- Can I hold the events indoor or outdoor?
- Does it need to be on grass or hard standing ground?
- Accessibility – is the venue near transport links? Is the venue accessible to people with disabilities?
- How much space do I need?
- Parking facilities – do you envisage that most participants will travel to the venue by foot/bus/bicycle etc?
Key timelines

When planning an event of any size one of the first things that must be considered are the timescales that you have to work with. Some of the key questions that you need to ask yourself are:

Key questions:
• What is the date of the Community Games?
• How much time do I need to prepare?
• Which individual tasks need to be completed and by when?
• Which tasks need to be completed first?

It can be difficult identifying the most important tasks. As a guide it is important to consider the following as these are most relevant at the beginning:

• Forming an organising team and allocating tasks
• If required, creating and agreeing a budget for the event (see section 2)

• Identifying and agreeing a date for the Community Games
• Researching and booking a venue for the event
• Liaising with local authorities to ensure that any necessary licences are applied for and received (detailed later in this section)

Should you wish to use it, the online appendix contains a timeline document which you can adapt for your Community Games. The timeline document is designed so it is easy to use – tasks are listed vertically and dates for completion are listed horizontally. You can then shade in sections of the spreadsheet when the relevant tasks need to be completed by. Use the headings of this toolkit to create sections within this timeline document – an example looks like this below:

Top tips:
Use the timeline document throughout your planning and update it regularly.
Event delivery plan

An event delivery plan outlines what you want your Community Games to look like and how you will achieve it. You may find it useful to base this around the headings and contents of this toolkit. The purpose of writing this plan is so that:

- Your organising team is able to agree on the format and structure of your Community Games
- It informs your organising team, any funders/sponsors and volunteers how your Community Games will be managed

What?
Write an overview of what the event is. What activities and sports will form part of the Community Games and how this reflects the community in which it is taking place.

Why?
You can include your reasons for putting on your Community Games in this section and what you hope to achieve.

Where?
This should detail the venue, venue contacts and other related information. It would also be helpful to include some maps detailing where particular activities will take place.

When?
Detail exactly when your Community Games is happening and what the key timelines are.

How?
This section should detail all of the processes you will adopt to stage your Community Games. Detail such as where any funds (if required) are coming from, who your suppliers are, and a schedule of the day should be included. Also detail on how you will attract participants and recruit volunteers should be included.

Who?
Who is your Community Games aimed at? This should also outline who is responsible for what, and detail who has a specific interest in the event.
Top tips to make your Community Games inclusive for everybody

This section has been provided by the English Federation of Disability Sport (EFDS), the national sports body for disabled people throughout England. EFDS and their partners, including the National Disability Sports Organisations (NDSOs), deliver a wide range of programmes to increase participation of disabled people in sport. Successful EFDS programmes include Disability Sport Events and Inclusive Fitness Initiative, in addition to rolling out Sport England’s initiative - Playground to Podium.

You can find out the contacts for the NDSOs and more about EFDS’s great work on www.efds.co.uk

Better practice is ensuring disabled people are embedded into your strategic and organisational thinking from the start. Widely promoting your opportunities is a great way to attract more participants. Disabled people are a large market within your community. But the way you communicate may not attract disabled people as much as possible to your opportunity. Sometimes it may be simple considerations in the way you promote them, the channels you use, or the messages you convey.

From the start, ensure your marketing and communications plans identify disabled people as part of your customer groups. (For example - disabled women, disabled young people and people with different impairments). It helps to clarify your target audience/s and the messages you want them to hear.

Communication tools
You can adapt existing communication tools and networks to maximise consistent messages to disabled people or adapt current policies. Review how effectively your organisation will be able to communicate to disabled people or specific impairment groups.

• Surveys: As part of your wider market research, make sure you include disabled participants or potential participants as well as other disabled stakeholders.
• Newsletters: Highlight disabled people in your Games more. Disabled people who read it may be encouraged to take part.
Press releases: Increase media awareness of disabled athletes in your sport. Improve media contact with regular contacts, as well as the disability sector outlets. Find out which journalists in national/regional papers cover stories for disabled people too. Encourage features about disabled athletes.

Advocates and event champions: Have you got any celebrity Patrons you could use to increase and encourage disabled people to the sport?

Websites: Is it accessible for all impairment groups? Increase awareness of your sport to disabled people through an accessible, effective and inclusive website. Make your success in sport visual to disabled people- through inclusive images and news stories. Don’t just concentrate about your own website- ensure your link features on other websites too- especially disabled peoples’ organisations and impairment advice groups.

Brochures/leafletsgetDisplayPOSTERs: Include images of disabled people in your material etc. Highlight the success of disabled people in your sport or the accessibility of your clubs etc. Remember to think about the accessibility of your material- is it in an ideal font, do you have it available in other formats?

New technology: social media sites, podcasts, blogs, etc. Are you members of online disability forums? Do you have blogs written by disabled people in your sport- volunteers, sports people and staff? If you have top line blogs- like CEO regular updates- do you ensure s/he mentions the disability programmes or opportunities? Follow disability groups or contacts online- through twitter etc. Ensure your “tweets” include messaging for disabled people too. Are your videos featured on Youtube- with disabled people taking part in your event?

DotComUnity- another EFDS partner- is a web-based tool which can help signpost your Games to reach all areas of your community www.dotcomunity.co.uk

An information resource called “Engaging disabled people in sport” is available from the EFDS via www.efds.co.uk. There is also a link to this resource in the online appendix.
Licences and permits

The size and location of your Community Games will determine if any licences or permits will be required. Don’t be put off by this list – you may not require any of them.

**Council permits**
Council permits that may be required depending on the size and scale of your event are listed below. You need to check with your local authority whether you need to have these.

- **Temporary structures licence**
  If you are erecting any large structures, such as marquees, a temporary structures licence may be required.

- **Loudspeaker consent**
  If Public Address (PA) systems will be playing music, it is advisable to check with your council if any form of consent licence is required.

- **Event licence**
  An actual licence for your event may be required. Some local authorities ask that this is applied for when a public event is staged.

- **Merchandise licence**
  If anything is going to be sold to participants and members of the public, this licence may be required.

- **Alcohol licence**
  Licences are only required if alcohol is sold. If you did want to sell alcohol, you will need to contact your council for a Temporary Events Notice form. This form costs £21.

- **Food licence**
  You do not need a licence to sell food. If you are planning on including concession units, then health and safety and hygiene licences will be required.

- **Public Collection Licence**
  If you are planning to have a public collection to raise funds for a charity or other organisation you will need this licence.

- **Tombolas/Raffles**
  If the tombola/raffle tickets are sold on the day of the Community Games and the prizes are not worth more than £500 in total then it will be exempt from gambling regulations. However, if tickets are sold in advance of the event, you will need a lottery registration but do speak to your local council first. Any proceeds from the tombola/raffle must go to a good cause such as a charity or towards covering the costs of your event.

- **Music licence**
  It is important that you ascertain if these music licences are required at your venue. If you are intending to play pre-recorded music you need to contact the Performing Rights Society (PRS) at [www.prs.co.uk](http://www.prs.co.uk) and the Phonographic Performance Limited (PPL) at [www.ppluk.com](http://www.ppluk.com). An estimated cost for them should be under £60.00 dependent on the anticipated audience size.

If using an existing facility or venue it would be worthwhile checking with the venue manager what licences they already have as these may be included in the hire of a facility.

**Top tips:**
Even if you ascertain that council licences are not required, it would be advisable to officially inform the council or local authority anyway.
Think green

As London 2012 is the first summer host city to make sustainability a key part of the planning for the Olympic and Paralympic Games from the outset, it would be good for you to do the same!

Your Community Games is small in comparison to events such as the London 2012 Olympic and Paralympic Games, however it will always be worthwhile thinking about how you can contribute to sustainability. Every person is responsible for doing their bit.

How you can help
Sustainability is often thought of as just about recycling materials – which is an element of a sustainable event – but there is a lot more to think about. Try to think about how your event can be sustainable in the following areas:

Economic
Think about supporting local businesses in your community if purchasing/hiring items for your Community Games.

Social
Ensure that your event is completely inclusive to all groups within your community.

Environmental
Encourage people to walk or cycle to your Community Games, provide free tap water and recycling facilities for waste.

Below is a table of ideas to get you started, which could help you manage your event in a more sustainable way.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Think about...</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport</td>
<td>Holding the event somewhere easy to access by walking/cycling or public transport – so people don't have to drive</td>
<td></td>
</tr>
<tr>
<td>Suppliers</td>
<td>Where possible use local suppliers – you should support your local community as much as possible. Try to borrow equipment wherever you can!</td>
<td></td>
</tr>
<tr>
<td>Food/drink</td>
<td>Using local suppliers and locally sourced food and drink if/when looking at concession units</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>Using standpipes where possible rather than bottled water – ensure they are always turned off after use</td>
<td></td>
</tr>
<tr>
<td>Natural habitats</td>
<td>If using parks/open spaces for your events, consider the wildlife that may be living in that space</td>
<td></td>
</tr>
<tr>
<td>Energy</td>
<td>How much power you require and how you can minimise its usage</td>
<td></td>
</tr>
<tr>
<td>Accessibility</td>
<td>Whether everyone can participate in the event. Are there any services you need to offer to ensure everyone can take part?</td>
<td></td>
</tr>
</tbody>
</table>
Key contacts and finance

Community Games are a great opportunity to bring together people from across your community. As mentioned before, as well as involving existing, energetic members of your community in the organising of your Community Games, it’s a great opportunity to encourage other people to take an active involvement in their community.

Organising an event like Community Games is only possible with a team of people, and the more enthusiastic and passionate they are about making the event work, the better your Community Games will be. Organising an event like this is more manageable if you divide up the responsibilities. The different roles you may want to consider giving to people include:

- A person to take overall responsibility for driving the event forward (you!)
- A person responsible for sports activities
- A person responsible for cultural activities
- A person responsible for recruiting/training volunteers
- A person responsible for ensuring disability access and inclusion (this person could come from a local disability focus group)
- If required, you may wish to appoint someone in charge of finance

Think of people’s backgrounds and skills as they may naturally fit the above roles. Entire groups may also take on one of the above roles – a scout group for example could be tasked with looking after the cultural activities – though you will still need one lead person to come to planning meetings.

Key contacts
As well as the people who will be working with you to deliver your Community Games, there are other groups who should be told about the event, and also those who will have a specific interest in it.

Who might they be?
- Local councils
- Community group leaders (e.g. scout groups, faith groups etc)
- Venue/facility managers
- Public authorities – local police/ambulance/fire brigade
- Any person or organisation that has donated funds to the Community Games
- Local sports groups
- Local schools

This is a good time to ask yourself some questions:

Key questions:
- Can you involve any of these other interested groups in the organisation of your Community Games?
- Where do you want to hold your Community Games and who is in charge of the land or facility?
- Can local authorities give you facilities free of charge or offer you in-kind support?
- Can any individuals or organisations make financial contributions to the Community Games, and if so are they expecting anything in return?

Top tips:
Arrange a meeting with everyone who is involved or has an interest in your Community Games to ensure that interests are taken into account and concerns are addressed.
Below is a more detailed list of people that you should consider contacting, to make your planning process smoother:

<table>
<thead>
<tr>
<th>Who</th>
<th>Email</th>
<th>Telephone</th>
<th>Contacted?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Council contacts</strong></td>
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**Top tips:**
Compile a list of all key contacts including their contact details. You can then add to and amend as you go along.
Finance

Whilst you may be able to run your Community Games for minimal expense, relying on in-kind donations and volunteers, you may have some expenditure involved.

In order to identify the scale of your Community Games and what it will include, you need to know how much money you have to spend. You may have funds available that are able to get you started; or you may be starting with nothing.

Don’t despair – there are lots of different ways of obtaining funds if they are required. You can contact your local Community Games Lead Officer for more guidance on this, and it is one of the topics that will be covered in the ‘Organising Your Community Games’ workshop, should you choose to go to one. The team have information on organisations that may offer grants or funding for community events, and some of these provide guidance on how to apply and also how they assess applications.

There are other creative ways of raising funds to support your Community Games, and these provide another good opportunity to engage the community. For example, you could try:

• Holding raffles (with donated prizes)
• Holding a car boot sale
• Staging pantomimes or plays
• Charging stall holder fees at your Community Games
• Hosting a quiz night

Bank account

If possible, it would be a good idea to open a specific account to use for your Community Games. Running the event through your own personal account can become confusing and is not recommended. Also, if you are receiving funding for your Games some funders will also not pay into personal accounts.
Setting your budget
Ultimately the amount of funds you have at your disposal will determine the type and scale of event that you can deliver.

The key items that you may need to budget for include the following:

- Venue hire costs
- First aid provision
- Insurance
- Event equipment (marquees, chairs, tables etc)
- Marketing the Community Games (producing flyers, posters etc)
- Licenses
- Sports equipment (balls, cones, marking tape etc)
- Competition/activity fees
- Volunteer catering

Compile a draft budget at the outset; you can then identify any major shortfall in funds at an early stage.

Top tips:
Set aside an emergency/reserve amount when setting the budget. This will give you the ability to deal with any unexpected payments.

Requesting quotes
You should ask suppliers to provide you with a quote or estimate before you agree to order or buy the item.

Managing your budget
If and when you have identified and secured funds that will enable you to stage your Community Games, this amount should be allocated to the various items you will need to purchase/hire. Once quotes have been received you should record them.

An example of a budget document you can use can be found in the online appendix.
Ideas for sports activities and competitions

There are lots of opportunities for people to participate in sporting activities, either in a taster session where they get to try something new, or in a competition.

**Taster sessions**

Taster sessions are about giving people the opportunity to just have a go at an activity and try something that they haven’t tried before. Experiencing an activity, rather than simply spectating, can be hugely effective in encouraging people to participate on a regular basis.

Community Games provide a great opportunity to involve local sports and activity clubs. Getting a local club to showcase and run the activity is a great way of getting more help on the day, and it can also help the local club to generate new members.

In 2011, 27% of participants in Community Games said they had rarely or never taken part in sport prior to the Games, so there is definitely the potential for sports clubs to attract new people to their sport.

**Below are some things to consider:**

- Conduct some research on what local sports clubs you have – your organisational network will probably have members or links to some of them
- Speak to them and outline the benefits to them of attending
- Think about a mix of traditional and non-traditional sports but the links with local clubs and organisations are important, there would be nothing worse than somebody really enjoying an activity at your Community Games and then finding that there is nowhere within 100 miles for them to continue participating in it!

**Top tips:**

Always begin discussions with any local sports clubs communicating the fact that Community Games represent a fantastic opportunity for them to attract new members and to promote their sport/club. These clubs will also have the expertise in running the sports competitions so could be a good source of volunteers.
Competition formats
If you decide to have competitions as part of your Community Games, there are a variety of different ways of structuring them. Before deciding which structure/format to adopt, there are factors to consider, including: the sport (also whether individual or team sport), the level of competitiveness, the venue, time available, expected number and the age and level, of participants.

Key questions:
- Do you want to establish a winner at the end of the tournament?
- Do you want as many opportunities to play as possible?
- Which competition format best suits your activity?
- How long is your venue booking?

Your answers to these questions will determine which competition format you will want to consider.

The main ones are:
- Straight knockout tournament (e.g. Wimbledon tennis championships)
- Round robin tournament (e.g. Fifa football world cup)
- Double elimination knockout tournament
- Winner stays on
- Team placing in an individual event

These are detailed fully in the online appendix.

Whichever competition format you use, you will need to consider the time that you have available. Build into all competition formats a set ‘game/play time’ and a ‘turnover time’.

The ‘game time’ is how long each activity will take and the ‘turnover time’ is the approximate length of time it takes to change over the participants.

You will also need to consider whether you can allow ‘rest time’. In some competition formats it may be required to allow rest time for a team to recover between games. For example the final will follow immediately after the second semi final in a straight knockout tournament. It may be fair to allow the winning team in the second semi final a few minutes rest before the final.

When your game, turnover and rest times have been agreed, you will need to check that the overall tournament time can be contained within your venue booking time. If not, consider whether every round is necessary or if you could allocate a volunteer to help speed up the turnaround time.

Top tips:
Even with organisation and preparation, it can take at least one minute to change teams over in a 5-a-side tournament… build in more time than you think you will need.

Many of the national sports organisations are very keen to be involved in Community Games and pages 24–41 provide a guide. In addition, some of the sports organisations have provided versions of their rules and these can be accessed in the online appendix.
Rules and officials
Whether your Community Games are for fun, include competitive events or are a mixture of the two, it is important to make arrangements for, and communicate information about, the rules and officials.

Key questions:
• Is it relevant to have a set of rules for each of your activities?
• Have you decided on the rules for your competition/event?
• Have you communicated the rules to the officials and participants?
• Have you decided on how to separate teams that are tied?
• Do you have copies of the rules ready for participants to read on the day?

Officials
You will need well briefed officials to run your sporting activities, including setting up on the day and explaining to participants how to take part. Officials will also need to be made aware of the suitability of the activity for people of different ages and abilities, so as to prevent any potential accidents.

If relevant, the officials will need to be provided with the rules, competition format, tournament structure and documentation, before the day of your event – ideally a week before so they have time to digest the information.

Top tips:
Arrange a pre-Community Games meeting for all your officials. This will help them understand the requirements for the event and familiarise themselves with the venue and the tournament.

Results
You should make a note of the results of any sporting competitions you run during the day. You may want to announce these results in your closing ceremony, if you’re having one, or just display them in a prominent place at the event. You may also want to keep a record of these results for the future, particularly if you think that your Community Games may become an annual activity – that way, you can create a ‘wall of fame’ of the winners of different sporting competitions which you can refer to in future years.
**General information**

Ever since the first Olympic Games were held many centuries ago, man has strived to jump further, run faster and throw longer. We have strived to understand more about what it takes to excel and to better ourselves, and each other, in the most challenging of sports.

All athletics activity should be fun, fast, friendly and aimed at a basic all round introduction to the core principles of the sport, remember it’s ... R, J, T – Running, Jumping and Throwing! Activity should always strive to be welcoming and be delivered in a safe environment.

Athletics is ideal for a Community Games in a formal, safe and enjoyable way!

**Come and Try/taster sessions**

Our online resources include top tips for setting up basic informal athletics activity and short form competitions, particularly for those with limited experience and for those working with minimal equipment and in restricted facilities – our competitions and resources can be used with all ages, all abilities and experiences. For further information please visit [www.englandathletics.org](http://www.englandathletics.org)

You can use our resources to learn more about warm-ups, cool-downs, running, jumping, throwing and relays. This will support you in planning and developing activity, including set-up, top tips for managing groups and the use of equipment. Further contacts are provided which can help to develop your technical knowledge and skills further.

**Fun competitions**

A family Quadrathlon competition involves teams of 8 each competing in jumping, running and throwing events that can all be completed in under 2 hours? If the weather doesn’t allow for outdoors competition then why not consider running a family, junior of adult mixed team Sportshall Athletics competition instead? Both these styles of competition can be delivered in the most formal of surroundings such as a school/community field or indoor hall with modified equipment.

Set up a Run England 3-2-1 Race. Run England 3-2-1 is essentially marked routes or running trails in the community around which families and members of the community can run weekly, monthly or all the year round. Why not establish a 3k-2k-1k route as part of your Community Games programme around your field, park or neighbourhood?

Run England sells route markers and maps to help you get started. Visit [www.runengland.org/3-2-1](http://www.runengland.org/3-2-1)

**To find out more...**

Why not work with your local athletics club or “Athletics Network” to enlist help from trained officials who can get you started in preparation for the Community Games? A list of Athletics Clubs can be found at [www.englandathletics.org/clubs](http://www.englandathletics.org/clubs)

To learn more about our endorsed short format athletics competitions, rules, scoring and timetabling please visit [www.englandathletics.org](http://www.englandathletics.org), [www.quadkids.org](http://www.quadkids.org) or [www.sportshall.org](http://www.sportshall.org)
Basketball

General information
Basketball was invented by Dr. James Naismith at the International YMCA Training School, Springfield, USA in 1891.

At the time there was a need for an activity to offset low interest in conventional exercise during the winter months; other team sports proved difficult to run in the confined space of the Springfield YMCA gymnasium. Naismith took different elements from these sports to organise the first-ever game of basketball, the goals for which were peach baskets fixed to the balcony at each end of the gymnasium.

Basketball has now become one of the most popular games in the world with an estimated 100 million people playing regularly worldwide. Accessible to players of any gender, age, ability, size or ethnic background, the sport is equally at home in the inner city, the suburbs, deprived areas or small villages.

Fun competitions
Basketball competitions can be organised indoors or outdoors for juniors or seniors, male, female or mixed. Typically, participant enjoyment is highest when competitions take place at specific age groups, for example U12, U16, U18 or Senior. Games can be played on a half-court or full-court. No prior experience of the sport is required for either organiser or participant.

For the organiser, England Basketball offers a free, flexible, easy to use resource, IM Basketball, which provides all the tools you need to run a basketball competition as part of the Community Games. In addition to being able to run anything from an individual 1v1 tournament all the way through to a full-sided 5v5 tournament, you will receive sign up posters, a promotional poster and a self-updating league creator. Simply visit www.imbasketball.co.uk and watch the IM Basketball video which explains in detail exactly how to receive the resource and how to run IM Basketball.

England Basketball offers a Club Finder function to enable you to make contact with your local club at www.englandbasketball.co.uk/findAclub/.

To find out more...
Support is available from your local or regional basketball development officer, contact details for whom can be found at www.englandbasketball.co.uk. For more information please contact the IM Basketball team at England Basketball at either imbasketball@englandbasketball.co.uk or on 0114 284 1085.
Boccia

General information
The game of Boccia (pronounced ‘Bot-cha’) originated in Greece, where players threw large stones at a stone target. The aim of the game is to propel a set of coloured balls and position them closer to a white ‘marker’ ball than those of your opponent.

It was originally designed for people with severe cerebral palsy but is now enjoyed by players from many sectors of the community. Boccia is an ideal inclusive activity and all ages can participate. One of the great attractions of this game is that recreationally, boccia can be played men with or against women, young with or against old and those with a disability with or against those with no disability. Boccia is particularly suited to people with disabilities as it is a non–contact, target driven sport which relies upon skill, subtlety and tactics rather than size, speed and strength. A ball can be propelled by rolling, throwing or kicking. If a player is unable to throw or kick it, they can use a ‘ramp’ (assistive device). If they are unable to release the ball with their hands players can use a head pointer.

Come and Try/taster sessions
A set of boccia balls are required containing 6 red, 6 blue and a white jack ball. A smooth, flat surface will be required to play on. A full size court is 12.5 x 5 metres (roughly the size or a badminton court). Players must play from a seated position so chairs will be required for players that aren’t wheelchair users.

Skill practices and games can provide a good introduction to the sport. Hoops, skittles and targets can be used, but all are aimed at improving accuracy. Being a precision game, any other suitable items such as yoghurt pots, plates or even coins can be used as targets. Such skills demand accuracy, judgement of ball speed and spatial awareness, and can be adapted to suit all levels of ability.

Fun competitions
Boccia 12s is the official shortened version of Boccia. A game consists of two sides, the red side and the blue side.

Each team is made of 3 players with 2 balls each.

The teams play 6 balls per side and compete against each other over 2 ‘ends’.

An ‘end’ is when all 13 balls (1 white Jack (target), 6 blue, 6 red) balls have been played.

Rules for Boccia 12s can be found in the online appendix.

To find out more...
For more information please contact Boccia England. We may be able to provide you with the name of a local club/clubs that might be able to help with your Community Games. You can visit the website, www.bocciaengland.org.uk or email us at: info@bocciaengland.org.uk
Canoeing

General information
Canoeing offers a wide range of activities, some based on competition and others, less formalised, based on journeying and adventuring. Starter sessions are suitable for everyone from eight to 80 years old! Canoeing (or paddling as some people call it) is a great activity for everyone. You can relax in a boat and view nature in the surrounding area or you can make it a real challenge and use it as a work out.

Come and Try/taster sessions on water
Firstly the venue would need to be near/next to a sheltered water environment that has legal access or have access to a swimming pool.

We would recommend contacting a local club or centre that offers canoeing to enquire if they would be interested in helping organise/run a Go Canoeing ‘Starter’ event. A list of canoe clubs can found on the Canoe England website at www.canoe-england.org.uk/findaclub.aspx

A range of different size boats, paddles and buoyancy aids suitable for the participants would be required. We recommended a minimum level 2 BCU coach to be overseeing the taster sessions.

These sessions will allow people to have a go and enjoy the experience of being on the water and provide a great introduction to canoeing.

To add a fun competitive aspect, mini versions of Olympic events such as Sprint and Slalom could be incorporated. Races can be generally designed to suit any location with a bit of imagination! Canoe Polo is also a popular aspect of the sport which can be adapted to suit location and competition needs.

Dry Competitions on Kayak Ergos
If you are holding your Community Games in a venue that does not have access to water but are lucky enough to be near a local canoe club you may want to contact them to enquire if they have a kayak ergo and would like to be involved in your event. Most clubs have access to kayak ergos through their regional development officer.

A Kayak Ergo has a digital screen which measures how far a paddler travels within a certain time. 100m or 200m sprint challenges could be set up with prizes going to the quickest participants. It is recommended that you have prizes for the best times for different age ranges.

The kayak ergos are suitable for an age range from five to 80 years old. If participants can sit on the machine and can pull the paddle they can have a go! The Ergos provide a great opportunity for a range of ages and abilities to try Canoeing on dry land. It is recommended that an ergo is supervised by a BCU coach or a member from a local club.

To find out more...
For more information please visit: www.canoe-england.org.uk/go-canoeing/
For a full list of contacts please view the online appendix.
Cricket

General Information
There are opportunities for everyone to play cricket, whatever their age, gender, ability, culture or background.

It’s not just about whites, a hard ball and carefully prepared wickets. There are many different forms of cricket which can involve everyone. From fun, informal versions played with soft balls which require minimal time, space and equipment through to hard ball 50 over games which could be played at a local club. Don’t forget you can even play indoors with a soft ball making cricket a year-round sport.

Come and Try/Taster Sessions
The ECB have produced simple demonstration cards which enable players of all ages and abilities to have a look and pick up the basics of how to hold the bat, how to throw/catch and bowl. These Activator cards can be downloaded from the online appendix. There are then a number of fun and inclusive game ideas which will enable everyone to get involved in either a come and try session or a mini tournament.

Fun competitions
Depending on where the Community Games are going to be held you can use cones to mark out the boundary within the space available, this may allow for a number of games to happen at the same time and produce a round robin type format.

To find out more...
For more information please visit www.ecb.co.uk/easycricket or contact one of the following Development Officers:

London/East – christian.lock@ecb.co.uk
07776 445511

Midlands – richard.lightbown@ecb.co.uk
07776 445522

North – philip.nedley@ecb.co.uk
07776 443355

South/South-West – ally.jarvis@ecb.co.uk
07776 445533
**General information**

The Exercise Movement & Dance Partnership (EMDP) is a National Governing Body and training provider for exercise, movement and dance. The EMDP is made up of three founder members, Fitness League (FL) the Keep Fit Association (KFA) and Medau Movement (MM), each leading fitness organisations that have been delivering exercise, movement and dance classes for more than 50 years.

Exercise Movement and Dance (EMD) provides excellent opportunities for people to take part in a competition who may not normally participate in competitive sport. Any age range and background can take part in movement and dance competitions as there are many different categories.

**Come and Try/taster sessions**

Lots of EMD providers often organise free taster sessions and classes to attract new participants. These taster sessions can also include a demonstration or performance of the particular dance style.

Dance classes should take place on a sprung floor and generally just need music for accompaniment, although some classes may use small apparatus such as balls or hoops. Qualified coaches should be used, and these can be accessed through EMDP.

**Fun competitions**

EMD competitions can take several formats depending on the EMD style. The most common format is where several groups of individuals perform their work and then judges mark them on set criteria. These criteria could include choreography, costume, effort, narrative (if relevant), use of space, musicality and creativity.

Theatres or large sports halls make good venues and allow an audience to watch the competition.

Competitions can be for any age range, although it is good to group similar ages together (e.g. 5-6 year olds, 18-24s etc)

**To find out more...**

For more information please contact Emily Williams, EMDP Assistant Delivery Officer at emily@emdp.org.

She may be able you with the names of instructors that might be able to assist you with your Community Games, or supply you with an organiser/volunteers/officials.
Fencing is one of few sports to have featured at every single modern Olympic and Paralympic Games. There are three different weapons in fencing; foil, épée, and sabre, each of which has its own rules and conventions. Men and women compete separately, both individually and in teams.

Fencing is a fun and exciting sport that anyone of any age can have a go at. It’s not necessary to be particularly fit or active when trying the sport for the first time, although after participating in a few fencing sessions, fitness levels certainly improve! GO/FENCE, British Fencing’s programme that introduces the sport using plastic and foam fencing equipment, makes it quick and easy to try fencing. All you need is a mask, sword and a few minutes of basic instruction and you’re ready to go.

Come and Try/taster sessions
Flexible Come and Try and Taster Sessions can be easily organised to suit your Community Games. After a few minutes of basic instruction, it’s perfectly possible to have a proper, competitive fencing fight. If you’re looking for something a bit more in-depth, class lessons of between 30 minutes and one hour (or longer if you’re really keen!) can be organised to give a more detailed understanding of the sport.

If you’re in touch with a local club, a demonstration of metal fencing can easily be incorporated. Most clubs should be able to provide all the equipment that they need to put on an exciting demonstration, so all you should need is a sports hall space the size of at least one badminton court.

In order to ensure that sessions are fun and safe for all, a space no smaller than one badminton court is required for a group of twelve. Ideally, fencing sessions should take place indoors under a high ceiling, although sessions can be run outdoors if the ground is dry and firm.

If a club, coach or leader is delivering your session for you, they may well be able to provide their own equipment. If not, all you’ll need is a set of GO/FENCE equipment.

Although there are resources available to enable those with no experience of the sport to deliver simple GO/FENCE sessions, it is recommended that a qualified fencing coach or GO/FENCE leader is used to deliver all fencing activity.

Fun competitions
Competitions can take a number of formats: a ladder or league system, a round-robin “poule unique,” a Champions’ League-style tournament with group and knockout matches or a team competition; teams of three with each fencer in each team fighting each fencer in each of the other teams. The formality of the competition can be altered depending on what it is that you’re looking for.

Although formal competitions that use metal equipment do have age restrictions, when using GO/FENCE, it’s perfectly possible for grandpa and grandson to fight it out.

As well as a set of GO/FENCE equipment, a flip chart or clip boards with pens and paper will be needed to keep score.

Fencers can referee amongst themselves or a local club might be able to provide some officials.

To find out more...
Visit www.britishfencing.com/clubs/ to find your local club or contact jack.boteler@britishfencing.com for further assistance. British Fencing will try to put you in touch with a club, coach or leader that might be able to help provide some coaching and/or run a competition at your Community Games.
**General information**

There are opportunities for everyone to play the national game, whatever their age, gender, ability, culture or background.

There are many different forms of football, including Mini Soccer for young children taking their first steps in the game, Futsal and the hugely popular five-a-side, the more traditional eleven-a-side game and our new programme Just Play which allows players aged 16+ to simply turn up and have a kickabout.

No matter what your audience then football can play a part in making your Community Games a success.

**Come and Try/taster sessions**

Football lends itself well to taster sessions, or you could run a skills or training session followed by fun games. Or you could add another dimension to your Community Games by inviting your local Just Play centre to come and deliver a kickabout which will focus on fun and participation rather than competition.

**Fun competitions**

You could run a Football tournament for any age group for either children or adults. You could organise any format of competition depending on whether you are inviting teams or inviting people to just turn up and play. We have resources and contacts available who can support you with this element of your event to ensure it runs smoothly.

For a tournament you will need plenty of helpers – if you are asking for entries in advance you could see if some parents might be willing to help out. You’ll also need someone to look after each team.

In terms of equipment you will need good quality pitches and goalposts, as well as the appropriate size footballs for the age group.

**To find out more...**

We have a menu of opportunities available for your Community Games. If you would like football to be a part of your Games, either as a competition or simply for a bit of fun then contact justplay@thefa.com quoting ‘Community Games’ in the subject and we will put you in touch with someone from your local area who can make this happen.
General information
Golf will be an Olympic sport at Rio de Janeiro in 2016. It is a sport that can be played for life from the age of 5 to 75, and at all levels.

Using Tri-Golf and Golf Xtreme initiatives that have been successful in primary and secondary schools respectively, the England Golf Partnership has developed a variety of adapted formats that will cater for a variety of age groups at a Community Games event. Furthermore, families of all ages can play together in a fun and safe environment using these formats.

The other advantage of Tri-Golf and Golf Xtreme is that they use specially adapted golf balls that are safe to use on a playing field, indoors or on a concrete yard. These activities can also be adapted to any space available.

Fun Competitions and Challenges
If you have half a football pitch, why not design and layout a 4 or 6 hole golf course using the marker cones and flags found in the Tri-Golf or Golf Xtreme bag. Encourage young people to do this and use their imagination to create bunkers from yellow cones, ponds from blue cones and a putting green from …… (you’ve guessed it!) …green cones. You can then use our Super Sixes format to put an adult and child in pairs. They can play their own ball each time, take alternate shots, or pick up their worst positioned ball and play the best positioned ball each time. Visit www.golf-foundation.org and click on School Games to find out more about the Super Sixes format.

If you have less space, why not create 3 or 4 challenges for families to play using the marker cones again and the game cards or activity manual that you will find within the Tri-Golf and Golf Xtreme bags. If you want to be really adventurous, you could create your own challenges aiming for trees, chipping over benches or putting down ramps to hit sticky Velcro targets found in the Golf Xtreme bag. Involve young people in the design of these challenges as they love to be creative and Golf Xtreme has been designed to encourage new ways of playing golf. Video footage of these ideas are available at www.golf-foundation.org/galleries

Just a cautionary note on safety with the activities – please follow the instructions on the game cards in the bags and ensure that you lay out red cones as safety lines for people watching and waiting to stand behind.

To find out more...
Your County Golf Partnership has the mission of ‘Growing the Game’ and attracting more people of all ages into golf. They may be willing to support your event including loan equipment. To find your local County Golf Partnership, please visit: www.englishgolfunion.org/cgps

Support may also be available by contacting your local golf club. Junior and community friendly golf facilities have been accredited via: www.golfmark.org
Judo

General information
Judo is an ideal sport for all ages, male and females alike and also attracts very many disability groups. This Olympic sport instils confidence and self-esteem as a player progresses through the ranks and the very nature of the grading system ensures that the next goal is always realistic and achievable. The grading system also ensures that regardless of their skill level all Judo players can actively compete with players of similar ability.

Judo is an ideal sport to teach and develop the fundamental movement skills including improving agility, balance and co-ordination. The sport develops footwork and body movement that can be used across many sports and also teaches discipline, respect and sportsmanship amongst many other things.

Come and Try/taster sessions
Come and Try and taster sessions are easy to organise. Your first point of contact would be your Regional Development Officer who could then work with you to organise the sessions. In order for the session to be a success you would need a decent venue of a minimum of a badminton court size. In order to run a safe and successful session you would need an 8x8m judo mat area minimum. You would also need a qualified judo coach, which your Regional Development Officer can support you with.

Equipment is vital and the minimum you would need would be a set of judo mats. This enables you to do a variety of moves and to ensure the best quality session is created. Judogis (suits) are also recommended but not essential and once again your Regional Development Officer and local clubs can help with that.

Taster sessions offer a fun introduction to judo covering basic techniques on how to fall and introducing some basic ground work techniques, simple throws and many game based routines which aids participants learning and at the same time keeping them interested and engaged. This would allow people to get a taste of the sport safely.

Fun Festivals/Competitions
The best way to experience judo as a beginner is in a festival. Festivals allow people of all ages, sexes and sizes to take part in the sport and work with each other to try and develop in the sport. Running festivals means all players get to work with and train with different people. Through ‘randori’ players can work with a number of partners to have a judo contest whilst at the same time getting quality time practising the techniques. There are no overall winners but players get to ‘compete’ through practice. There are many competitions which can be accessed at various levels. An Introductory competition whereby participants compete in pools with people of similar size, weight, grade and sex can be organised and run at a local club or alternative venue quite easily.

To find out more...
For more information please contact your Regional Development Officer by going to www.britishjudo.org.uk/development/DevelopmentTeam.php
Nordic Walking

General information
Nordic Walking was developed from the summer training method for Olympic cross country skiers. Nordic Walking is now used for the general population to keep fit and is now rapidly growing in popularity in the UK. It is based on normal walking – so is easy to learn and can be done by anyone who can walk, from 8 to 80 yrs old. It turns walking into a full body workout, increasing calorie burn but feeling easier than ordinary walking. Really growing taking off - information

The initial lesson on learning the technique can be done at a very low intensity with participants benefiting from improving their coordination and posture straight away. It’s a fun and sociable activity that can be done in town or country.

Participants can wear any type of clothing/footwear that is suitable for going for a walk in the park (with the exception of flip flops!). The only special equipment required is a pair of proper Nordic Walking poles, with padded strap. The instructor can provide these.

Come and Try It/taster sessions
Nordic Walking is an ideal activity for the Community games. By the end of the first hour’s lesson most participants will have a rudimentary grasp of the basic technique, good enough to then do a short Nordic Walk of about 1 mile.

British Nordic Walking recommend that an INWA instructor runs the learn to Nordic Walk sessions with a ratio of around 1:10

Fun Competitions
There are many different competitions that could be done at the event. The choice will depend on the participants’ level of fitness and technical ability. British Nordic Walking can provide advice on suitable game formats or participants can simply enjoy a walk at conversational pace, e.g. enjoying a cultural tour of the community.

To find out more...
There are INWA Nordic Walking instructors all over the UK. Please go to www.britishnordicwalking.org.uk to find your nearest instructor. If you can find one near you, please contact the team at BNW to see if they could arrange for an instructor to travel to you venue. Contact details: info@britishnordicwalking.org.uk 0845 301 1347 – ask for Catherine or Karen.
General information
Orienteering is a challenging outdoor adventure sport that exercises both the mind and the body. The aim is to navigate in sequence between control points marked on a unique orienteering map and decide the best route to complete the course in the quickest time. It does not matter how young, old or fit you are, as you can run, walk or jog the course and progress at your own pace.

Orienteering can take place anywhere from remote forest and countryside to urban parks and school playgrounds. It's a great sport for runners, joggers and walkers who want to improve their navigation skills or for anyone who loves the outdoors. Orienteering - the adventure sport for all.

Come and Try It/taster sessions
We would recommend contacting a local club to enquire if they would be interested in helping organise/run the taster sessions. www.britishorienteering.org.uk/page/find_a_club

The activity can be organised as a traditional orienteering event in which case check if the local area is mapped with the local club. If the club is interested in helping they will be able to provide the map and the equipment.

British Orienteering also has a series of navigation games that can be played anywhere using a variety of equipment. Events can contact British Orienteering to get a copy of the club activity guide which gives instruction and information on how to organise and run such activities.

British Orienteering qualified coaches can put on small events and activities and please feel free to contact British Orienteering to find a suitable coach.

Fun Competitions
British Orienteering has a fun competition called ‘Naughty Numbers’. This can be laid out on a field or indoors (for example in a sports hall). The format is laying out a grid of 3 time 3 points and then creating a course which visits these points. These points can be cones or any other piece of equipment. The competitor is given a map of the 3 x 3 grid with a course on it which tells them which point to visit next. Each point will need to have a reference number or code to ensure that the person has visited it and in the correct order. If this is done correctly then the quickest person round wins!

The key tips are to keep the map orientated which means making sure that the map in your hand matches up with what is on the ground.

Naughty Numbers is suitable for all age ranges. Participants are free to walk around or alternatively they can run and race. Going round in pairs/groups/families is allowed.

Information on how to set up Naughty Numbers can be found in the club activity guide or by contacting British Orienteering.

To find out more...
For more information please contact Edward Nicholas, National Development Manager Development Officer at enicholas@britishorienteering.org.uk, or 07725 912593
Rounders

General information
Rounders is an informal activity that everyone can enjoy within a friendly, relaxed environment. It is SOCIAL, FUN and ACTIVE and caters for all abilities; beginner to expert. It is accessible for anyone interested in meeting new people, escaping from a routine to have some personal time or spending quality time with the family.

Rounders can be played by any all ages from young children to grandparents and can be played in the outdoor during the summer and indoor during the winter.

Fun competitions
Rounders is a non-contact sport and could be organised in any format of competition depending on whether you are inviting teams, inviting people to just turn up and play etc. There is guidance on the various competition formats in the online appendix.

Rounders has been a successful addition to Corporate Tournaments and fun team building days as mixed teams can play against each other.

A game can be set up with four bats and a ball and you can use jumpers for bases to mark out the pitch. The skills you need to play are to chuck it, whack it and leg it. Simplified rules of Rounders can also be found in the online appendix.

To find out more...
Go to www.roundersengland.co.uk and use the Club Finder to see what clubs are available near you. There will also be information about current taster sessions and the Return to Rounders programme for your area.

For more information, contact Dan Newton, Development and Competition Director at dan.newton@roundersengland.co.uk.
Rugby Union

General Information

Rugby Union is a fun and popular, fast moving invasion game that is played throughout the world by men, women and young people of all ages, shapes, sizes and skill levels. There is a variation of the game for everyone – from the traditional 15 a side game to the fast paced 7s game, to the non-contact tag and touch.

We have over 2000 rugby union clubs throughout England, many with tremendous facilities that are often used for community events. We also have a national spread of Rugby Development Officers (RDOs), Community Rugby Coaches (CRCs) and a network of volunteers who can offer advice and support where needed.

Come and Try/taster sessions

Touch Rugby is the most popular, easy to play introduction to playing rugby and would be ideally suited for taster sessions at Community Games. As the name suggests, touch rugby is a minimal contact version of rugby where touching the player counts as a tackle – so no scrums, no rucks, no lineouts and no mauls. It is suitable for girls, boys, women and men of all shapes, sizes, skills and experience. Sessions can be adapted to match the numbers and requirements of those playing – whether they are new to the game, currently playing or returning to play.

Touch rugby is easy to set up – all that’s needed is some space, a ball, a stack of cones and some people who want to play. Our local contact will have access to people and training to help facilitate taster sessions, linking with local rugby clubs to provide opportunities for continuing involvement rugby union after the Community Games.

Fun competitions

One of the advantages of touch rugby is that it can be played by anyone regardless of age, gender or skill level. Touch is often played in teams of mixed ages and genders and local RDOs/CRCs will be able to help shape a competition to suit any mix of players – we want to get as many people playing and enjoying the game as possible.

All that’s needed is a rugby ball, some cones, somewhere to play and a whistle. Information on the basics of the game can be found at www.rfu.com/TakingPart/Choose_Play/O2TouchRugby/HowToPlay.aspx

Our local contact will have access to people and training to help facilitate competitions and offer advice on the best format for competition as well as signposting local clubs who can offer further opportunities for playing and volunteering in rugby union after the Community Games have taken place.

To find out more...

For more information or to determine who to contact locally please email community@therfu.com with ‘Community Games’ and your location in the subject title.
General information
Softball is a striking and fielding game similar to Baseball. All players will get their chance to hit the ball and try to score runs by rounding the 4 bases. Softball is a recreational, social and enjoyable game that’s easy to learn and play, even for people who are not “athletes” or don’t have much experience of team sports. Softball is a fun sport where men, women and family members can all play equally alongside each other. Softball can be played on any flat open space and requires little specialist equipment to play making it perfect for inclusion in your community games.

Come and Try/taster sessions
Come and try sessions will be most helpful in supporting players new to softball. Community Games organisers are encouraged to make contact with BaseballSoftballUK development staff for information regarding support in these sessions. We can support these sessions directly in some cases with coaches and umpires and also link into the local softball playing community to ensure a genuine Community Games experience is offered to the participants.

To play softball you will need a large, flat open space making it suitable for inclusion in most Community Games settings. Organisers will need bats, balls and gloves for play – please ask us as we may be able to support provision of this equipment.

Fun competitions
Softball is great fun to play and players of all ages, abilities and backgrounds can play together making it a great family and community event. There are usually 10 players per team with a mix of men and women in each team. Timed games are usually the easiest to organise so that schedules can be formed and timings guaranteed. A round robin of games between the teams will give the participants lots of opportunities to play. If space permits you can run several games simultaneously. Having a coach and/or umpires at the games will really help the event run smoothly and ensure that players get maximum enjoyment from their involvement. Introductory guides to playing and organising softball events and matches are available to download from our website, www.bsuk.com

To find out more…
For more information please contact Chris Rawlings, National Development Manager at BaseballSoftballUK. He will be able to put you in touch with Regional Development Staff from BSUK where appropriate and local clubs, leagues and associations in other areas to support your Community Games event.

Chris.Rawlings@bsuk.com 07875 569267
**Volleyball**

**General information**
Volleyball is loads of fun and a very social game. It’s the only hi-energy, zero body contact, mixed team sport you can play indoors and outdoors - whatever your ability. It doesn’t matter how old you are, how fit you are or whether you’re able bodied or disabled.

Grass volleyball in England has widespread appeal and a history of major success in delivering large scale, mass participation events for recreational and serious participants alike. The social nature and flexible format of the sport gives it a unique appeal and makes it ideally suited to an outdoor, recreational environment, such as a Community Games.

**Come and Try/taster sessions**
A taster session will give people the opportunity to have a go and enjoy the experience and provide a great fun introduction to volleyball. This could be indoors or on grass or sand.

What is more this fits in line with Volleyball England’s campaign ‘Go Spike’ which aims to get more people (16+) playing volleyball regularly. The Go Spike website (www.gospike.net) promotes volleyball activity that is open for passers by to ‘Come & Try’ either for free or at minimal cost. Volleyball England can provide promotional Go Spike resources to help promote any Come & Try/taster sessions as well as advertise the sessions on the website.

**Fun Competitions**
Fun competitions can vary depending on the number and age of people playing. Competitions could be based on the following formats:
- Team that wins the most number of points in a certain time
- The first team to reach a set amount of points (usually 25 points or 21 for beach)
- King & Queen of the court – quick fire, winners stay on Teams could be based on the following set up:
- Grand Prix style - give each person a number and create random teams on the day based on the numbers drawn out.
- Family against family
- Father and son or mother and daughter teams

**Playing Guidelines**
Suggested guidelines for the measurements for all types volleyball courts based on age are below:
- 2v2 under 11 – 7mx3m
- 3v3 12+13 years – 12mx6m
- 4v4 14+15 years – 14mx7m
- 6v6 16+ – 18mx9m
- 2v2 Adult beach court – 16mx8m
- 6v6 sitting court – 10mx6m

However, if you do not have the space you can make the court however big or small you like. Volleyball equipment can be purchased from Sportset [www.sportset.com/acatalog/VOLLEYBALL.html](http://www.sportset.com/acatalog/VOLLEYBALL.html) or you could look to speak to a local club in the area to see if they have equipment available. If you are unable to get the equipment you can always make your own court by using a washing line tied between two trees and using a soft play ball! Go Spike has used this concept to create a very simple volleyball ‘Game In A Bag’ [www.volleyballengland.org/shop/product/39/go-spike-game-in-a-bag](http://www.volleyballengland.org/shop/product/39/go-spike-game-in-a-bag)

**To find out more...**
We would recommend contacting a local club or Leisure centre that offers Volleyball to enquire if they would be interested in helping organise/run the taster sessions. These can be found at [www.volleyballengland.org/Volleyball_Search.php](http://www.volleyballengland.org/Volleyball_Search.php).

Clubs already running recreational sessions can be found via the postcode session finder option on the Go Spike website, [www.gospike.net](http://www.gospike.net)

For more information please contact Amy Seaman, Go Spike Campaign Manager a.seaman@volleyballengland.org or on 01509 227742.
Olympic Weightlifting

General information
Olympic Weightlifting is a fast growing and competitive sport which people of all ages and from all walks of life can take part in! There are two types of Olympic lifts, the snatch and the clean and jerk. In normal competition participants have three attempts at each of the lifts to lift the maximum weight they can. The weight is in the form of a barbell with equal weight on each end of the bar.

The sport is very technical, combining speed, power and coordination.

Come and Try/taster sessions
In order to run taster sessions, you would need a British Weightlifting (BWL) qualified coach to run the session and equipment suitable for beginners. This usually involved wooden poles for technique work, building up to development bars (5kg) and weight discs (2.5kg, 5kg). It is essential that demonstrations to take place as part of any taster session.

To be put in touch with a BWL coach, who will be able to manage the session, please contact Sam Jamieson (see right).

Fun competitions
Weightlifting is a sport for all ages and currently has a successful competition system for school age children right through to masters competitors. In children aged 15 and under competitions are judged on technique rather than weight lifted. Older competitors are separated into weight categories and are then judged on weight lifted.

A technique judged system would work well across all age groups for the Community Games creating an intergenerational competition.

Based on technique an open age competition could be held where individuals could compete as part of a team but be scored on their individual technique. For this you would need BWL referees to adjudicate. Equipment required would be the same as for the taster sessions (see above).

To find out more...
For more information please contact Sam Jamieson British Weightlifting Development Officer at sam.jamieson@britishweightlifting.org or 07766918239. She may be able to provide you with officials and volunteers to support your Community Games, but please give her ample notice of your Games to avoid disappointment.
Wheelchair Laser Tag

General information
Wheelchair Laser Tag, is a cross between laser quest and paintball. It is an inclusive activity and if anyone wants to play whether Wheelchair user or not, they can, so friends and family can be involved too.

Fun Competitions
Competitors are split into teams of four or more players and are each provided with a headgear fitted with infra-red receivers, which picks up on lasers fired from the taggers of other players.
Wheelchair users are allowed to have a pusher if required and sports wheelchairs are also provided for use by able-bodied participants. It is possible to tailor-make a wheelchair laser tag event for any location, indoor or outdoor.
The use of lasers as opposed to paintballs is not a new idea in itself, but as far as we are aware events set up solely for wheelchair, powerchair and able-bodied participants has not been done before.

To find out more...
For help with setting up a wheelchair laser tag session at your Community Games please contact Gary Byrne at wheelchairlasertag@gmail.com
Who We Are?
StreetGames is the leading youth sports charity working exclusively for severely deprived areas of the UK. We do it by supporting a national network of projects which give sports and volunteering opportunities to young people in disadvantaged communities across the UK. Doorstep sport is StreetGames’ delivery method, bringing sport to disadvantaged communities at the:
• right time
• right price
• right place
• right style.

How can we Support Community Games in your area?
If you are organising a Community Games in a disadvantaged area then we can help. Streetgames offers support in a variety of ways – for example, we can help you:
• Develop your organisation – get support from a Doorstep Sport Advisor
• Develop your young volunteers – link to our Co-Operative Volunteering Programme
• Strengthen your Games – Link it to the Streetgames Coca Cola Festivals programme
• Develop your work with Girls – link to one of our US Girls Projects?
• Develop your staff/volunteers and partners – through our Coca Cola Training Academy

To find out more…
Contact your local regional manager -
www.streetgames.org/www/content/nations-and-regions
Contact Streetgames centrally:
Tel: 0845 1 300 849
Email – info@streetgames.org
Ideas for cultural activities

Community Games are about celebrating cultural as much as sporting achievement – an ethos that goes back to the early modern Olympics.

This provides an opportunity for you to really explore the cultural heritage, diversity and strengths of your community, and you should encourage members of your community to share their skills and experience.

Your contacts
Your Community Games are a great opportunity to involve local cultural organisations in your community, if you don’t have links with them already. Not only can these organisations assist you in arranging activities for your Community Games, but they are also a valuable partnership to develop for the future!

Useful questions to ask at this stage are:

Key questions:
• Who forms the community or group? Include everyone.
• Is there something that the area is famous for? e.g. food/drink?
• Has something of historical importance occurred in our area that could be highlighted?
• What are the key industries in our area that we could get involved? Is it famous for textiles, engineering, cars etc?
• Are there any traditional activities that take place in the area that you would like to focus on?

Top tips:
Most local authorities will have contact with the many arts and cultural groups in your area and in some cases they would be able to email or post out information to help you recruit people or advertise your Community Games.

Cultural activities
Dance is probably one of the most obvious cultural activities to include in your Community Games, because it crosses over so well from ‘art’ to physical activity. Dance can be very spectacular to watch, but it’s also fun to take part in!
To give you an idea of the areas that you may want to think about including, please see the table below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Examples</th>
<th>Your local ideas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>Basing your Community Games around particular buildings of interest in the community.</td>
<td></td>
</tr>
<tr>
<td>Crafts</td>
<td>Involve groups in making costumes for an opening/closing ceremony. Craft workshops for children and families are a simple way of involving those who attend and you can use Olympic themes as inspiration. Craft Club might be able to help – see next page.</td>
<td></td>
</tr>
<tr>
<td>Dance</td>
<td>Creating space for local dance groups – potentially performing at the opening/closing ceremony/ arranging a dance workshop. Contact local schools or colleges and offer the opportunity to showcase any Design/Technology projects they have done with their students.</td>
<td></td>
</tr>
<tr>
<td>Design</td>
<td>Showcase local designers – enable spectators and participants to try out aspects of design themselves.</td>
<td></td>
</tr>
<tr>
<td>Education/skills</td>
<td>Local colleges/companies may wish to exhibit to attract potential students or employees.</td>
<td></td>
</tr>
<tr>
<td>Fashion</td>
<td>Highlight the different national dress found within your community.</td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>Opportunity for local schools/colleges to screen films. Also interview participants on camera.</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>Showcase different local food producers or involve your local Farmers market by inviting a few stall holders to your event</td>
<td></td>
</tr>
<tr>
<td>Heritage</td>
<td>Highlight local monuments and artifacts or involve local History societies to be part of your event</td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td>Stage young journalist competitions at the Community Games. Encourage local schools to write articles on the event or make links with your local authority’s library services.</td>
<td></td>
</tr>
<tr>
<td>Theatre</td>
<td>Opportunities for local groups to put on excerpts of plays and shows – this could be an opportunity to highlight forthcoming productions</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>Local music groups/schools choirs or bands could attend – possible performance at open or closing ceremony.</td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td>Young photographer competitions – recruit a local newspaper to be the partner or find local photographers through Flickr</td>
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<tr>
<td>Poetry</td>
<td>Local poets/schoolchildren could recite poems. Poetry or poetry performance workshops.</td>
<td></td>
</tr>
<tr>
<td>Visual arts</td>
<td>Pottery, drawing, painting, sculpture classes available for all to come and try.</td>
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</tr>
</tbody>
</table>
There are lots of ways that you can include cultural activity in your Community Games, and you may want to think about the following:

**Performances**

There will almost certainly be lots of opportunities for performances throughout your Community Games, for example from dance or music locals, or amateur dramatics societies. These performances could be during the event, or you might like to make them a focus of your opening and closing ceremony, if you're having one.

**Taster sessions**

As with sporting activity, you should try and provide the opportunity for people to get involved and try something new. This could be anything from learning a few dance moves to getting stuck in creating a carnival costume for the closing ceremony.

**Exhibits**

Your Community Games event is a great opportunity to showcase creative talent within your community – both professional and amateur. There may be local artists or poets who would like to exhibit their work, or it might be a good opportunity for budding photographers to share their pictures with the rest of the community. You might even decide to run a competition...

**Competitions**

You could set your community a creative challenge at your Community Games. Photography competitions are one popular example, where participants would be told a theme at the beginning of the day and the best submission in that theme by the end of the day would win a prize. Such a competition may be a good way of involving a local radio station or newspaper in your Community Games.

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**Craft Club**

Craft Club is a national campaign that champions craft in schools and other educational centres. Get your school, gallery or library crafting for the Community Games!

The Crafts Council believe that all young people deserve access to a full range of fun and rewarding craft projects as part of their cultural learning. We can help by uniting skilled and enthusiastic volunteers with schools and venues in order to get the next generation of geniuses crafting! See if any of your volunteers are crafty and would like to get involved in running craft activity at your event.

Craft Club works through the matching of trained volunteers with local schools, and community spaces, which provides a great inter-generational way to pass on skills, benefit cohesion with the local community and encourage parents to participate in an accessible way.

- Sign up to the Craft Club interactive website [www.craftclub.org.uk](http://www.craftclub.org.uk) – there are many more ideas on this website that you can use for your Community Games, that the public can make for example making felt flowers or note books or Scoobydoos. Downloads are on the Learners’ Page.

- Learn to Finger Knit - a quick and easy skill to learn and to teach at your Community Games. Why not use your finger knitting to make a group picture (see below)

- Modular projects work well with a large group or that different groups and individuals can add to throughout the day: create a giant spider’s web and make some insects to go in it; or make squares to use for some yarn graffiti.

- A simple idea for very young children is to ‘Draw with Yarn’ You simply need coloured paper, odds and ends of wool/yarn and glue to create a picture – set an Olympic theme to fire their imaginations…
The opening ceremony

An opening ceremony is a great way to start your Community Games, and to enthuse and excite participants. The opening ceremony of the Olympic Games traditionally includes activities such as a parade of the athletes, the raising of a flag and a ceremonial lighting of a cauldron – like the lighting of the Olympic Flame.

The Olympic Flame itself symbolises “the light of spirit, knowledge and life” and was first introduced into the modern Olympics in 1928.

Think of ways you could replicate this spirit as part of your own opening ceremony.

Should you decide to incorporate an opening ceremony, it is helpful to put together a running order. This may look something like the below:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:50</td>
<td>Band starts to play</td>
</tr>
<tr>
<td>10:00</td>
<td>Players and audience start to arrive</td>
</tr>
<tr>
<td>10:30</td>
<td>MC welcomes everybody to the Community Games</td>
</tr>
<tr>
<td>10:35</td>
<td>Teams to be introduced onto the stage</td>
</tr>
<tr>
<td>10:45</td>
<td>Torch lighter invited (mayor or local dignitary) to the stage</td>
</tr>
<tr>
<td>10:46</td>
<td>Torch lighter speech</td>
</tr>
<tr>
<td>10:50</td>
<td>Lighting of the torch</td>
</tr>
<tr>
<td>10:51</td>
<td>Play motivational music and raise the flag (local community emblem?)</td>
</tr>
</tbody>
</table>

Master of Ceremonies

The Master of Ceremonies is the person who can introduce performers to the stage (or podium) and provide the audience with information about activities throughout the day.

The closing ceremony

A closing ceremony is a good way to officially close your Community Games. This would take place after all your sporting and cultural activities and events have finished and is a great opportunity to celebrate all the hard work that everyone has put into your Community Games and the sporting and cultural achievements of the participants.

Once you have decided what you want the ceremony to include, you may want to ask the following questions.

Key questions:

- How long do you want the ceremony to last for?
- Will there be awards given?
- Will there be speeches?
- Who would you like to publicly thank?

Food and drink

Community Games are a great opportunity to celebrate locally produced food and drink. If there are producers in your local community, they may wish to have a stall or marquee where they can sell or sample their goods.

You will also need to check that they have the relevant paperwork to legally be able to trade at your event. This can differ between councils and you will need to check with your local authorities’ Environmental Health department as to what is required.

Generally you will need a copy of the following:

- Food hygiene certificates from all the staff that will be working on the day
- Public liability insurance
- Certificate of registration

If suppliers wish to sell items at your events, think about how you may be able to use this to contribute to the costs of your Community Games. You could charge fees for the right to have a stall at the event, or you could ask for a percentage of the takings on the day – perhaps 10%.
Here are a couple of examples of how Community Games have successfully incorporated cultural activities into their event:

**Worcester Community Games**
The Worcester Community Games took place in July 2011, organised by Safer Worcester and Worcester Community Trust. This event took the 5 Olympic rings as its inspiration, and built a range of cultural and sporting activities into the programme for the day. Alongside a chance to have a go at various sporting activities including netball, tag rugby, fly fishing and human table football, the games organisers were organised crafts activities and face painting for children. The organisers cultural and arts activity including crafts workshops aimed at children and families – making flag bunting; medals and drumming workshops. The organisers invited two street dance groups to perform at the event and a workshop and performance by a parkour group (free running), both sourced through local knowledge of event organisers of groups working in the area.

**Ye Olde Games**
Visit Lichfield held Ye Olde Games, deciding to tie their games in with the Lichfield Heritage Weekend and taking inspiration for the programming of the event from the past. Their arts and cultural activity included workshops for children to make bows & arrows; programming performances by a Ukelele band; performances of short excerpts by Intimate Theatre Company and Lichfield Mysteries and holding a ‘Town Crier’ competition, teaching children a ‘heritage day cry’ to call out.
Oakamoor & South Moorlands Community Games

A tiny Staffordshire Moorlands village has embraced Community Games over the past three years and is planning its fourth event for 2012.

The Games were the brainchild of 90-year-old Oakamoor resident and volunteer Lilian Hodgkinson, who is event secretary, and saw the national initiative as a golden opportunity to bring the community together and herald the 2012 Olympics.

The most recent Games in 2011 was a great day for families and all those interested in amateur sports and cultural events with something for all age groups: young, old and in-between!

The Games commenced at 11.00am with a parade from the picnic site in Mill Road to the Worthington Sports Ground featuring local dignitaries and personalities and children carrying their homemade replicas of the Olympic Torch.

Admission was free, thanks to the generosity and support of local businesses, councils and individuals. The activities included football, tag rugby, tug of war, netball, rounders and old-fashioned games as well as a dance display, the Stone Town brass band, art displays, face painting and a closing concert. The Oakamoor Cricket Club held a match on the same day and their members provided refreshments and a barbeque from the pavilion throughout the day.

Volunteer Organiser and local resident Henry Parker said, “Community Games provides us with a great opportunity to bring the local community together to take part in sporting and cultural activities inspired by, and in celebration of, the London 2012 Olympic and Paralympic Games.”
Promoting your event

Whatever the size of your Community Games, promoting your event effectively is essential to encourage people to attend and participate. In order to plan how you should promote your event it is important to consider a number of factors.

No matter how big or small your event or budget there are endless ways of promoting it if you think creatively. Consider where your target audience go, what they do, what they might like to see, this will help determine where and how to promote your event. Here are just a few ideas:

**Key questions:**
- Who is your target audience?
- What do you want to say?
- How do you want to communicate it?
- How are you going to reach your potential participants?

One of the workshops available free of charge to Community Games Organisers is ‘Promoting and Marketing Your Community Games. Details of these workshops can be found on the Community Games website.

**Traditional marketing**
- You will be provided with flyers and posters advertising your Community Games
- Contact local schools, community groups, libraries and leisure centres. Enquire if you can put a poster on their notice boards or send letters out to parents
- Advertise in your community newsletters and local newspapers
- Send postcards/leaflets to local businesses
- Ask local shops and businesses to display your event poster in their window
- Have you got a good news story you could use? i.e. a famous celebrity taking part in your events/fundraising for a good cause. Approach your local newspaper and ask them to cover the story

**E-marketing**
Another way of marketing your Community Games is using digital or social media, for example:
- Create a Facebook event page and invite all your friends to join. Live feeds will automatically show the event page to their contacts creating an electronic way of promoting the event by word of mouth. Include a link to your event Facebook page on all emails
- Create a Twitter account so you can ‘tweet’ about the event and encourage local users to follow and pass on the message
- When sending emails add your own Community Games email ‘banner’ to the signature. This will ensure that as many people are exposed to the event and its key information as early as possible
- Send an email to all your contacts and ask them to spread the word. It would also be particularly useful for any partners or sponsors of the event to send emails to their contacts and networks
- Local companies could post details on their intranet to inform employees
- Contact local community organisations – they could put the details on their website
Maximise media coverage

Generating media coverage is extremely beneficial in attracting participants to your Community Games. With a little effort and creativity you could see some amazing results by generating more local awareness and engaging members of your community who may not have been engaged otherwise.

Here are a few easy steps to help generate awareness of your Community Games:

Compile a ‘media list’

Compile a list of local newspapers, magazines (especially those with ‘What’s On’ sections), radio and television stations. Ring the main switchboard number to identify the best person to speak to regarding the event – this will most likely be the arts, community or sports editors.

Inform your local media

• DIY press releases will be available on www.communitygames.org.uk. Fill in your Community Games details into these press releases and email them out to your local media. Follow up your emails with a telephone call to check the journalists have all the information they require.

• As soon as you know the exact programme and times for your Community Games, call your local newspaper and radio station and ask them to publicise these details for you. The sooner your local community knows about your Community Games, the more likely they are to want to enter or take part.

• Also check out your local council’s website, they often have a free event listings section. Upload your details there.
Make your Community Games an attractive prospect for your local media

Building strong relationships with your local media is a great way of increasing your chances of gaining coverage of your Community Games. Here are some suggestions of how to achieve this:

• Encourage a local reporter to take part in one of the events or activities – suggest they write a diary-style piece of their experience on the day.
• Organise a photo shoot, making it as exciting and colourful as possible (e.g. local service men and women competing, community groups, fancy dress, carnival atmosphere etc).
• Offer to visit a newspaper’s office or radio station to talk about the Community Games and discuss what is happening e.g. human-interest stories, community challenges, celebrity visits etc. You could also arrange an over-the-phone interview with the local radio station.

‘Launch’ your Community Games

A period of around six weeks prior to your Community Games is a good time to really announce the event through the local media. This is an optimum time to do this as it is not too far in advance and not too close to the event, meaning that interest should be high.

Human interest stories

Local media rely on hearing about stories involving local residents. The fact that you are organising a Community Games for your own community on its own is a great story, but add some colour by profiling people (such as a local football team who are taking part, a community group who are helping to organise etc) to make the story more interesting. Good, interesting photos will also help you get coverage.

Take your own photography to send to media

• Try to take professional photos that can be used by your local newspaper. You may have local residents who are photographers – ensure you investigate this possibility.
• Don’t forget to include a description with the photo and rename the file with the names of the people in the photo. Also don’t forget the date it was taken, the venue and a contact name and number of someone who can talk about the photo and the event.
• Contact the papers you have sent photos to, making sure that the correct person has received them and to see if and when it will be used.
• Building up a stock of photos is also useful should any be required for the Community Games website.

Top tips:

Don’t forget: you need to obtain permission to take and use people’s photographs. Particularly if you are going to be sending photographs to local media, then you should get a signed permission form from the person in the photograph. If the photograph is of a child, then you need the permission of their parent/guardian.
Stivichall Primary Community Games

Hundreds of school children took part in a London 2012-inspired day of sport and celebration. A total of 530 children at Stivichall Primary School took part in a Community Games event which saw their annual summer sports day transformed into a celebration of the Olympic Games.

The children demonstrated their creative sides by performing their own colourful opening and closing ceremonies as well as taking part in 26 different sporting activities including sprinting, long jump, javelin and football.

Double Olympian Dave Long visited the event at the school, in Coventry, to share his experiences with the pupils.

Chris Rose, headteacher at the school, said: “We host a sports event every year, but in anticipation of London 2012 we decided this year we would take part in the Community Games. We are celebrating the Olympics and Paralympic themes throughout the year and encouraging the children to get involved in physical activity. Our sports day has always been a Community Games to an extent. The local secondary school Finham Park usually help and the parents of the children join in the activities.”

Tamworth Fitness Festival

This Community Games event took place on the 4th June 2011 in Tamworth Castle Grounds, they used the mantra live local: play local: support local to gather momentum for the day. It was a resounding success, with as one group quoted ‘peals of laughter sounding all day’ with activities for young and old, for all levels of fitness.

Local groups enjoyed a surge in interest with one group signing 60 new members on the day (BMX Crusaders). The day engendered a real sense of sporting community and they plan to do it all again in 2012, such was the positive feedback. It will be even bigger and better and the Organisers would not hesitate in recommending each and every town to host their own Community Games. A fun packed day for all.

By holding their own Community Games, the inspiration of London 2012 came to Tamworth!
Volunteers

Event day volunteers
Volunteers play a key role in the successful delivery of any Community Games. Many organisers will not have the capacity to organise and host events without additional help and support, particularly when delivering the event on the day.

Volunteers can bring a huge amount of energy and enthusiasm to your event. Most people will volunteer because they want to make a difference and contribute to their local community. Your Community Games can give the volunteers this opportunity.

Key questions:
- How many volunteers do you need?
- Do any of your jobs require specific skills or qualifications?
- How many hours will they need to be available?
- Do you need to train your volunteers in any way?
- Will your volunteers be distinguishable from competitors/spectators? If not, how could you do this?

Volunteer recruitment
A large number of people volunteer because they were asked to volunteer. Generally people like to help out and as this event is for them and their community you may find that the number of people willing to volunteer is high. Ask around for those who might be able to offer some time to the event. Try not to take on too much yourself as you will be needed to organise and manage the events.

Key questions:
- What experience will the volunteers have?
- Which jobs would be most suitable for volunteers?
- How will you recruit and communicate with your volunteers?
- How will volunteers be supported/supervised on the day?

Volunteers want to make a difference and see the impact they can have on your event and upon your local community as a whole. They should be provided with well defined information regarding their role on the day.
Volunteers get involved for many different reasons, and you should try to get a feel for why they want to volunteer. Some may just want to help out, but others may be looking specifically to work with young people for example, or to gain or use certain skills. This should be encouraged as the ethos behind volunteering is integral to the success of Community Games.

You may find that there are some volunteers who are particularly skilled – take the time to empower them as much as possible by allocating extra responsibility. You will most likely benefit in the long run; as will the volunteer.

Offering interesting, enjoyable tasks which are clearly beneficial to all those involved will aid in your recruitment.

Volunteer recruitment forms are an effective way of obtaining the essential information that you need from each volunteer prior to your event. An informal chat/interview with groups of prospective volunteers may also be feasible for you, so you can get a feel of what roles may suit certain people.

Ensure you have given yourself plenty of time to recruit staff and volunteers for your event, because finding volunteers can sometimes be a challenge. For example it is unlikely that every confirmed volunteer will attend on the day, therefore the number of volunteers you are looking to recruit should slightly higher than the actual number you require to ensure that all key roles will be filled on the day, regardless of any drop-outs.

There are, however, many recruitment opportunities and places to go for advice and support.
Ways to recruit volunteers

As part of the developing Legacy from London 2012 many regions are helping organisations and individuals to recruit and support volunteers. Ask your local Community Games Lead Officer for advice.

Volunteer centres
Volunteer centres are locally based charities that may help you to find volunteers – find out more at www.volunteering.org.uk

V Inspired
www.vinspired.com is another useful website to visit. An arm of this website – Vinvolved – is dedicated to getting young people more involved in their local communities. One of the key aims of Vinvolved as stated on the website is:

“Working with community and voluntary organisations to create more high-quality, diverse volunteering opportunities for young people in their local area”

Connexions
www.connexions-direct.com - This is an information and advice resource for young people. Contacting your local branch may be a good exercise as the young people involved may be enthusiastic and willing to help you with your Community Games. They may also have links to a local youth forum in your area, where people can start to discuss the events and how they could help.

Disability Discrimination Act
This act promotes civil rights for disabled people and also protects them from discrimination. Take this into account when recruiting volunteers as Community Games events should be completely inclusive when it comes to both potential participants and volunteers. Encourage those with disabilities to volunteer at your Community Games. Further information is available at www.direct.gov.uk. Wolverhampton based charity includemeto have an excellent guide to the ethos of equal opportunities which deals with children with disabilities – their charter can be found at www.includemeto.org.uk.
The **Sports Makers** programme matches talented and community based people, who are inspired by London 2012, with local sports clubs and organisations.

**Sports Makers** will act as a focal point for sports volunteering allowing clubs and organisations to register their volunteer opportunities and recruit new enthusiasm and skills into their clubs or programmes and help sports activity; for people aged 16 years and over, thrive.

The aim of the programme is to recruit 40,000 Sport Makers across England who are aged 16 and over. New volunteers will be invited to attend a FREE **Sports Makers** workshop, and asked to volunteer for a minimum of 10 hours (which they will record online). This equates to 400,000 voluntary hours supporting grassroot sport.

If you need an extra pair of hands to help run your Community Games, Sport Makers can help!

**Sports Makers** register online at [www.sportmakers.co.uk](http://www.sportmakers.co.uk) and sign up to a free workshop. They then access volunteering opportunities through the site, and that’s where YOU come in.

Opportunities are needed for newly trained Sport Makers to volunteer at, and your Community Games could be one of them?

**How it works**

- Clubs and organisations register their volunteering opportunities*. (see guidelines below)
- Your local County Sport Partnership approves the volunteer placement and the opportunity is uploaded to the **Sports Makers** website.
- At the end of every workshop and convention **Sports Makers** will have access to the ‘deployment depot’, where they can see the local volunteering opportunities that have been registered.
- **Sports Makers** can then sign up via their online profile on the sportmakers.co.uk website, to the opportunities your club/organisation has registered.

- The opportunity provider is linked with the **Sports Maker** ready for them to complete their placement.
- Volunteering opportunities must be supporting sports activity for people aged 16 years and over.

You can upload your opportunities on [www.sportmakers.co.uk](http://www.sportmakers.co.uk) by registering as a provider (see guidelines below)

- Visit [www.sportmakers.co.uk](http://www.sportmakers.co.uk)
- Click on the link ‘If you’re organising a sporting activity and would like some **Sports Makers** to help out then please continue here’
- Select your region and enter your postcode to register to your local County Sport Partnership
- Complete the sign up page
- Upload your volunteering opportunities for **Sports Makers** to see and sign up to
Volunteers’ information

Briefings and training

At all times, your volunteers will be representing you and your event, interacting with participants, spectators and the local community and therefore it is essential that they are as knowledgeable about the event as possible.

Once you have recruited your volunteers make sure they are fully aware of dates, locations, start and finish times and have a good understanding of the event in general. One method of ensuring such information is provided is by creating an information sheet, given to each volunteer a number of days prior to the event.

Detail to be covered in the sheet should include:

- Key facts of the event – date, time, location (including map and details of local transport links)
- Meeting point – reporting time, location and the contact details of who they are meeting
- Event overview – event details, how the day will run, the event format, key timings to be aware of and contact details for their team leader
- FAQs – frequently asked questions that your volunteers are likely to be asked by both participants and spectators, e.g. the location of the nearest toilet, start times of events etc – along with the answers most importantly!
- Uniform – any specific items of clothing that volunteers will be required to wear. Providing an event staff t-shirt is a great way to help distinguish your volunteers from participants and spectators, and acts as a memento for those who have given their time to help
- Emergency procedures – this includes medical emergencies, lost children, fire and lost/found property (more information on emergency procedures is provided in section 8). Information must be provided as to how volunteers should react in these situations and a clear line of reporting must be outlined

These documents can be generic for all volunteers on the day, with additional role-specific information provided separately once tasks are assigned to each volunteer.

A thorough briefing manages volunteers’ expectations of the day of the event, which is important.

The briefing should take place prior to the day of the event, providing the opportunity for you to meet your team and cover what the main responsibilities are. It will also provide the volunteers with the opportunity to become familiar with the venue and area in which they will be working.

Rather than an individual being responsible for all volunteers, team leaders working in specific areas on the day could be assigned small groups to work with. These team leaders can be responsible for meeting and briefing their group of volunteers, and can then supervise them throughout the day.

Briefings should be clear and give concise instructions as to what is required of each volunteer on the day. Team leaders can be met in the days before the event and each team leader can then be given the responsibility of briefing their team before the start of the event.
Look after your volunteers

Ensure your volunteers have a good experience

Some of your volunteers may be required to work for a full day, or for a significant amount of time. You must take into consideration refreshments for all of the volunteers. This could be a hot drink on arrival and then a packed lunch or snack (if budget allows) should their allocated role require them to work throughout the afternoon. Contact local suppliers to see if you can obtain free packed lunches for volunteers.

Schedule breaks for your volunteers, particularly if their task is active. Ensure you have enough volunteers who are able to cover certain roles when others are taking a lunch break.

Communications with your volunteers prior to the event is important. Event manuals or briefing sheets are a good way of informing your volunteers about the event. You could also include additional information to help them on the day, for example to check the weather forecast and advise them to pack accordingly e.g. sun screen and waterproof clothing etc.

Top tips:
Where possible try and give your volunteers fun and challenging roles at your event, although there will of course be roles that are not so interesting.

Most importantly, remember to say THANK YOU!!

Recognition

Recognition is extremely important and all volunteers should be thanked for their efforts on the day, along with a follow up email/letter if possible. Your communication with your volunteers post-event is just as important as pre-event, as you may need their assistance for future Community Games events; you will then have the opportunity to build up a contact base of volunteers within your local community.

After a hard day’s work, your volunteers will be tired and may not wish to stay on after the event. If you can, have some sort of party/de-brief at a date after the event as a formal thank you. Providing them with some pictures of the day as a memento of their experience would be gratefully received.
Production and logistics

Following all your hard work and preparation that has gone into organising your Community Games the focus now turns to ensuring a smooth set up during the critical last few days and hours.

**Site plans**
An overall event site plan is useful to communicate the layout of any marquees, pitch markings and access routes etc for your event.

**Key questions:**
- What should be included in your plans?
- Who needs to see the plans?

An alternative option is to produce a hand sketched site plan created from a photo image downloaded from website maps.

Traditional measuring and marking out of a site is required in conjunction with producing plans.

An example drawing such as this is detailed below.

**Example drawing**
Highlighted in the park opposite are examples of how a map could be drawn from an image downloaded onto your computer. The large red area could be the main activity area, with the smaller areas infrastructure such as pop up marquees and stalls. It is also important to include access information for people with disabilities.

1. Food Stalls
2. Information Point
3. Skills Area
4. Football Area
5. Stage
6. Disabled Access Point

**Top tips:**
Site plans are extremely useful for suppliers and also volunteers during briefings.
Equipment suppliers
You may wish to hire equipment or contract in services. The following detail will help you select and communicate with these companies.

Key questions:
• Who can I approach for equipment hire and supply?
• How much will it cost?
• Will contractors provide their own risk assessments?
• Can existing infrastructure be used?

Investigate contacts within your own network, or talk to the manager of your Community Games venue as they may be able to recommend trusted or preferred suppliers.

You will want to ensure the best possible deal from your contractor(s) considering price and terms. Consider also your contractors’ experience, health & safety policy, quality and standard of equipment and references and testimonials.

Provide the company with the following information:
• Event overview
• Dates and times
• Location
• Delivery details
• Equipment specification

You can also include a checklist of items you wish your contractor to include within the response i.e. risk assessments and copies of insurance certificates/licences.

Top tips:
Obtain quotes from more than one supplier to compare costs.
Marquees
If you are staging an outdoor event you might consider providing marquees for information points, participant registration, participant bases and general weather cover. It will be useful to understand the types of marquees available to hire and general considerations.

Key questions:
- What type and what size do I need?
- How do you secure a marquee to concrete or hard-standing ground?
- Do I need permission or licences for marquees?

A marquee contractor will be able to advise you on the type of marquee and size required calculating the required capacity or the activity.

An alternative option would be to consider purchasing gazebo type units which can be found at garden centres or large supermarkets. These will be cheaper than hiring in marquees as they are more lightweight, but generally not as hard wearing as pop-up marquee structures. When hiring equipment, always take into account the delivery costs that may be applicable.

Liaise closely with your venue contact to determine where your marquees will be located. Where possible, try to opt for grass areas but ensure permission is granted to secure marquees down with pins and stakes.

Where stakes or pins are not permitted, or for structures located on a hard standing ground, weights are used to anchor the structure securely.

Top tips:
Consider the hardness of the ground if fixing marquees. You may need extra equipment such as a sledgehammer.

If you think it is appropriate, consider inviting the company to a site visit to discuss marquee positions, anchoring and delivery vehicle access.

Examples of marquees:

Example of a purchased gazebo (£20.00 guide price).

Example of a pop-up marquee. Typical sizes are 3m x 3m and 3m x 6m (£200.00 guide price for weekend hire).
Consider hiring a public address system (PA) and a small stage, particularly if you are organising an opening and closing ceremony or have a requirement to play music or stage cultural events/shows. PA systems are also useful to communicate messages and instructions to participants and members of the public.

Discuss your requirement with the venue managers as they might be able to provide you with contact details for recommended local or approved suppliers or, in some cases, may be able to provide equipment themselves.

**Key questions:**
- What equipment is required?
- What size stage is needed?
- Can someone help install or operate the equipment?
- Where will the electrical power come from to activate the equipment?
- Is insurance required?
- When will the equipment be tested?

**Top tips:**
If holding your event in a park, investigate if there is a natural area to act as a stage – such as an elevated area or a bandstand. This will save you money.

An audio-visual contractor/supplier will be able to advise the type of system you require considering the audience size and number of microphones required.

Audio-visual equipment may require an electrical supply and your contractor will advise, supply cabling and in some cases may be able to additionally supply a generator for outdoor events.

You may only require a small PA system, ideal for court-side announcements or speeches, for which a self-powered speaker system is sufficient. The contractor should be able to provide this also.

Staging companies can advise what size stage you require, if they have all the relevant information, such as what activities will be taking place.
Communications

It is possible that you and your volunteers will be located across a large area on the day of the event – however you still need to ensure that you are able to communicate to everyone effectively. Communication is important, not just to run the events to time, but also in emergency situations. Answering the following questions will help you create a useful and effective means of communication.

If your Community Games venue is large, it may be advantageous to use two-way radios. The benefits are:

- Quick and easy to contact other people at other areas of the event site
- No cost attached to making calls
- Does not rely on mobile phone networks for coverage
- Simple to use
- Others using the same radio channel can hear and understand messages at the same time. There is no need to relay the messages

Simple to operate with a range of dedicated radio channels, you can allocate a radio to:

- Team leaders
- Key volunteers
- Competition officials
- Venue representatives
- First aid

Relying on mobile phones to keep in contact is an adequate alternative but do consider the frequency of calling, call costs and how busy a single main event mobile phone may become.

Publishing allocated radio channels or mobile telephone numbers, and ensuring all event staff receive a copy, is key to ensuring clear lines of communication. For example:

<table>
<thead>
<tr>
<th>Role</th>
<th>Channel or Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team leader</td>
<td>Ch 3</td>
</tr>
<tr>
<td>First aid</td>
<td>Ch 4</td>
</tr>
<tr>
<td>Officials</td>
<td>Ch 5</td>
</tr>
<tr>
<td>Event manager</td>
<td>0770 123456</td>
</tr>
<tr>
<td>Venue manager</td>
<td>0771 123456</td>
</tr>
<tr>
<td>Car park</td>
<td>0772 123456</td>
</tr>
</tbody>
</table>

Production schedules

This schedule details every single movement and action on the event site from the moment that the event manager arrives at the venue, to the moment that they leave site at the end of the event and after all of the equipment has been cleared away.

The reason for the production schedule is so that copies can be printed and given to anyone helping to set up the event is able to know exactly what is happening and when. Details such as arrival times of suppliers making deliveries, volunteer arrival times and key event timings, such as opening ceremony and competition start times are examples of the type of detail that should be included.
Child and vulnerable adult protection

As the Community Games organiser, you have overall responsibility for the safety and welfare of everyone attending your event. Whilst we don’t like to imagine that anyone attending your Community Games may be suffering abuse at home, school or elsewhere, it is a sad fact of life that abuse does occur. Situations do occasionally occur and it is best to be prepared to deal with them rather than simply ignoring them or being too scared to get involved. This guidance is designed to give you the confidence and knowledge to deal with those rare but potentially serious cases.

Identifying and reporting possible abuse
Abuse in all its forms can affect a vulnerable person (a child, young person or vulnerable adult) of any age. There are six main types of abuse:

Physical
This is where adults (or young people) physically hurt or injure other people.

Sexual
Males and females can both be abused by adults (and sometimes young people) who use vulnerable people to meet their own sexual needs.

Emotional
A persistent lack of love and affection, being shouted at, threatened or taunted, having racist or homophobic comments made are all forms of emotional abuse.

Neglect
This is where a person’s basic needs, such as the provision of food or warm clothing, are not met.

Financial or material
This includes theft but also includes the withholding of money or the unauthorised or improper use of a person’s money or property, usually to the disadvantage of the person to whom it belongs.

Bullying
The competitive nature of sport makes it an ideal environment for those who bully, although bullying can occur at any time. In the case of bullying, the abuser may well be a young person (but could be an adult).
Identification signs of possible abuse
Recognising abuse is not easy, even for individuals who have experience of working with vulnerable people on a regular basis. Warning signs which may alert you to the possibility of abuse can include:

- A person reporting to you that they are or have been abused
- Unexplained bruising, cuts or burns on the person, particularly if these are parts of the body not normally injured in accidents
- An injury which a parent or carer tries to hide, or for which they might have given different explanations
- Changes in behaviour of the person, such as suddenly becoming very quiet, tearful, withdrawn, aggressive or displaying severe tantrums
- An inappropriately dressed or ill-kept individual
- Sexually explicit behaviour, for instance playing games and showing awareness which is inappropriate for a child’s age
- A lack of trust in adults, particularly those who would normally be close to the vulnerable person
- Eating problems, including over-eating or loss of appetite
- Lack or loss of money or belongings

Remember, the above signs do not necessarily mean that a person has been abused. If you are concerned about the welfare of a person, you must act. You do have a responsibility to take appropriate action if you suspect abuse is occurring.

Do not assume that someone else will help; they might not. Remember that the person’s welfare is paramount and this must be the most important consideration at all times.

What to do?
Should you have a concern regarding a person then you should contact:
Police Public Protection Unit
Emergency Police Contact (24 hours)
08457 444888
Or
NSPCC Child Protection Helpline
0808 800 500
www.nspcc.org.uk

It is important that you have accurate information available and have thought through your concerns. However, the lack of availability of some of the information below is not a reason to delay reporting your concern. Try to get:

- Factual information about the vulnerable person
  - Name/s and date of birth/age
  - Home address
  - Names of those who hold parental responsibility
- Factual Information about the suspected/alleged abuser (if known)
  - Name/s and contact details
  - Relationship to vulnerable person
- Factual information about you
  - Name and contact details
- Source and nature of concerns
  - Is it something you have seen (an injury or behaviour or something said to you) or is it based on the concern of someone else, if so, whom?
  - What evidence do you have to support your concern? This may include what the vulnerable person has said.
  - Are there other vulnerable people in the family about whom you have concerns?
Guidelines on photography/video recording

Publicity and pictures (including video footage) of people enjoying your Community Games can be an essential part of promoting your event for the future and as a keepsake or memento for those that have attended. When children, young people or vulnerable adults are involved here are a few things to consider ensuring you are adequately protecting them and yourself:

- If you plan to have a professional photographer visit you should make the public aware of this, for example by putting a notice up at the entrance to your Community Games and give them an option to not be included in any of the photos/video footage? Simple wrist bands to identify those people who don’t wish to appear in any photos/footage are a cheap and easy way to manage this.
- Ensure that all participants are appropriately dressed for the activities they are going to take part in.
- Have you thought about how any images will be used in the future? Are the images going to be publicised or posted on social networking sites? Avoid attaching personal details to images/recordings which might make a vulnerable person identifiable, such as their name, age, address, email, and telephone numbers. Also ensure that you store images safely and securely where they can’t be accessed, modified and forwarded on.
- If you have suspicions about someone taking inappropriate images at your Community Games contact your local police force for advice.

Criminal Records Bureau checks
The Criminal Records Bureau (CRB) is an Executive Agency of the Home Office and assists organisations (including voluntary organisations) by identifying people that may be unsuitable for certain kinds of work. This enables organisations to make informed recruitment decisions.

When planning your Community Games it is advised that you consider your specific event scenario (e.g. location of event, activities, layout of facility, staffing levels/ratios etc) and decide whether any of the volunteers (or paid staff such as coaches) that you plan to use to deliver your event need to complete a CRB check.

Organisations wishing to use the CRB service can ask for one of two types of check, depending on the nature of the person’s role.

1. A Standard check is available for any employment or volunteering which would enable someone to have access to a vulnerable person (including children and young people) in the course of their duties

2. An Enhanced check is available for any employment or volunteering which involves regularly caring for, supervising or being in sole charge of vulnerable people (including children and young people) so this is not relevant for your Community Games.

Guidance on the process of applying for a check can be found on the CRB website. The page [www.crb.gov.uk/movie](http://www.crb.gov.uk/movie) contains a short film that explains the application process in full.

**Contacts for further advice**

When planning your local Community Games, if you would like any advice and assistance regarding Child & Vulnerable Adult Protection please ask your local Community Games Lead Officer.
As the Community Games organiser, you have overall responsibility for the safety and welfare of everyone attending your event; from participants and spectators through to your volunteers and suppliers. Things can and do go wrong so it is best to be prepared for all eventualities.

**First aid**
The size of your Community Games may determine whether you need to secure the services of a first aid provider.

Recognisable organisations, such as St. John Ambulance ([www.sja.org.uk](http://www.sja.org.uk)) and The British Red Cross ([www.redcross.org.uk](http://www.redcross.org.uk)), can cover events and will work alongside you to develop a medical plan to establish what level of cover is required.

They can advise on the level of cover suitable for your event, taking into account numbers of participants, their level of competence, the event activity, numbers of expected spectators and the size and access throughout your event site.

Some organisations provide cover on a voluntary basis but typically costs start from £100 per first aider extending upwards depending on the cover you require.

Any incident that requires medical attention, however small, should be recorded by the attending first aider. Details should include patient name, address, age, nature of incident and resulting action. It is advisable as the event organiser to ensure you retain copies of any first aid reports provided by your medical team (and file securely) for future reference if required.

**Key questions:**
- How many participants are expected?
- How many first aiders do I need?
- What level of cover is required?
- Will there be any cost?
- How do I report and record an incident?
Insurance

It is important that you plan for all eventualities when organising your Community Games. You may be staging a series of small events for your community without a great deal of expenditure or even infrastructure. However, you have a duty of care to your volunteers and the people taking part and should ensure adequate insurance is in place.

As you may be staging your events in a community centre, school, park or leisure centre, it is recommended that you check with the venue regarding what insurance they hold already. It may be that all policies that you require are covered through them.

Top tips:

Always check with your venue first, as they may already hold all necessary insurance – this will save you a lot of time and money. Ensure you get any confirmation in writing from them.

The key policies are listed below, but you should also check with your local council to see what their requirements are for events:

Public liability insurance
This covers any award of damages given to a member of the public because of an injury or damage to their property caused by you or your event. It also covers legal fees and any medical fees.

Employer’s liability insurance
This covers the costs and fees for employees (volunteers) injured or taken ill during the event through the fault of the organiser.

Equipment hired in insurance
This covers the costs of replacement equipment or items provided by your hire contractors in the event that equipment is either damaged or stolen during your event.

Some hire companies include a charge for insurance on their quotations.

Arranging an insurance policy is straightforward and commonly starts with a policy application detailing every aspect of your event. You might be asked to provide additional or supporting detail if any part of your application is unclear.

A typical insurance premium cost for an event of around 100 people with a policy cover level of around £1 million is between £50 and £100.

BIBA, the insurance brokers’ trade body has a database of brokers which you can search by postcode or area – www.biba.org.uk.
Emergency planning

Emergency plan
It is always good practice to have plans in place should unforeseen circumstances or events affect your event.

An emergency plan is critical due to the following reasons:
• Highlights the most likely scenarios
• Lays out a communication plan
• Highlights an evacuation point
• Highlights medical facilities and location
• Details locations of nearby hospitals

It would be worthwhile seeking advice from the emergency services to help you develop an emergency plan. The local police, ambulance and fire service are good places to start, however you may also want to talk to a first aid provider.

You should try to include as many emergency scenarios as possible in your plan – though only those that realistically may occur at your Community Games.

These could be:
• Cancellation due to bad weather
• Medical emergencies
• Lost/found children
• Lost/found property
• Unexpected crowd movements in a certain area of the event
• Stolen equipment

Top tips:
As part of volunteer training, ensure that part of the briefing mentions the emergency plan and the key things to remember for certain scenarios.

Listed below are some key things to consider for emergency scenarios:

Cancellation due to bad weather
• Bad weather could include heavy rain, snow, hail and high winds.
• Check the weather forecast in the days leading up to the event, especially if you are holding your Community Games outdoors.
• It is unlikely you will be able to make a final decision until the morning of the event, but the safety of participants, spectators and volunteers should always come first in the event of bad weather.
Medical emergencies

- If witnessed or informed of an incident ensure that volunteers know who to report it to.
- The volunteer should remain with the injured person until medical assistance arrives.
- If the person is transferred to hospital ensure that, if possible, relatives are informed straight away.
- Keep a record of the incident.

- If you are using two-way radios it would be good to communicate the description to all radio users so that can scan their areas – but don’t mention the child’s name.
- Utilise PA systems if available to send out messages – but don’t mention the child’s name.
- As a guide if the child remains lost for more than 60 minutes, then the police should be notified.

Found children

Volunteers or members of the public may come across children who have been separated from their parents or responsible adult. Again, it is highly likely that they will be reunited again soon, especially if your Community Games site is not particularly big.

- Inform volunteers that it would be best not to be alone with a child – where possible two volunteers should wait with them.
- Try to establish the name, age and where they last saw their parents, and if they know their telephone number.
- The volunteer should inform the event manager or person responsible for lost children.
- Ensure any information points and supervisors are informed.
- Coordinate announcements if possible through PA points and stage if necessary.
- Refrain from mentioning the child’s name over any public announcements.

Unexpected crowd movements

This is a fairly unlikely occurrence at your Community Games due to the fact that the actual attendance probably won’t be in the thousands. However, there are some common sense things to watch out for:

- Volunteers should be alert for warning signals within the crowd at key areas and entry/exit points.
- Use PA systems to communicate messages to members of public if necessary.

Lost children

It is important to note that at events such as this any lost children reported are usually found again within 15 minutes.

- Ensure that full and comprehensive details are recorded of the child, including a complete description (hair colour, clothing etc).
- Ensure that volunteers act in a calm manner and ask questions such as where was the last place they were seen and if they had contacted home to see if the child had returned.
Risk assessments

A risk assessment is a document which allows you to determine the likelihood of certain events occurring. All elements of an event require a risk assessment. Highlighting the risks associated with an event and the necessary control measures put in place, eliminate or reduce the risk of injury to everyone involved.

Without experience, compiling an event risk assessment can seem intimidating. However, guidance and advice is available from the Health & Safety Executive at www.hse.gov.uk.

If hiring in equipment (marquees etc), the suppliers are responsible for compiling their own risk assessments and accompanying method statement – a document describing in detail the step by step installation and operation process including any supporting documentation, for example:

- Maintenance certificates
- Electrical testing certificates
- Staff training certificates.

Further information is available from the Health & Safety Executive (HSE) online (www.hse.gov.uk) and through published leaflets.
Fundraising

Community Games offer an opportunity for you to raise some much needed cash, either to ensure you can continue to stage future Community Games or to support local causes.

Here you will find information on how to ensure your Community Games event stays within fundraising codes of practice and tips on how you can maximise the amount of money you raise.

An event fundraising committee, made up of volunteers with the right combination of skills and experience, may take a while to emerge but is something to aim for in the long term. At the outset however, you need to involve sufficient people with lots of energy and enthusiasm to see your event succeed. Fundraising is best viewed as an investment; you have to spend a bit in order to raise some more. So it’s good to have a small pot of money to start with, an idea of how much you want to raise and a plan of how you are going to raise it.

What’s your story?
To get the most out of fundraising events you need to tell people about the cause you are supporting and why you are asking them to donate to it.

People don’t give to organisations or buildings; they give to causes that move them and things they can see will make a bad situation better. It’s up to you to present your story in a compelling way so people can understand the benefits that will result from their support and be enthused. They will then want to give a bit more or go that extra mile. This is the “case for support” and it has to be convincing and compelling. Try to sum it up in just a couple of sentences and, if possible, be able to say what £100, £250 or £1000 could buy and the difference it would make.

Make sure the marketing and publicity materials for the event consistently tell your story and, if appropriate, that the registration number of the charity that you are raising funds for is shown on all of them.

More information about fundraising communications can be found in the Institute of Fundraising (IoF) code of practice on Accountability and Transparency.

See www.institute-of-fundraising.org.uk
The fundraising task

The fundraising opportunities will vary depending on the type of event you have chosen but the main ones will be: sponsorship for challenge events; entry fees; raffles; and collections. You might also want to generate further income by selling branded event merchandise, such as t-shirts, beanie hats (good for photos) or hoodies. Depending on the venue you might also invite local traders to rent a stand or a pitch to promote or sell their wares. If there is an event programme, include a couple of pages of advertising space and sell this to local traders or offer free space to event sponsors.

Fundraising Dos and Don’ts

Don’t be afraid to charge an entry fee for the fundraising element of your event; people expect to pay this and it helps to cover costs, taking pressure off the budget.

Don’t be over-generous with free stuff; the point of a fundraising event is to raise as much profit as possible. Freebies, unless donated, eat into profits.

Do play to your strengths when choosing an event; make use of the assets and resources you already have. If you have access to a gym, consider gym based or “virtual” events rather than incurring the costs of taking to the great outdoors.

Do involve as many people as possible. If you are a charitable organisation your Trustees, senior staff, suppliers, service delivery staff, partners, suppliers, customers, members, service users and volunteers should all know about your event so they can support it if they choose to.

Do make it as easy as possible to take part. Offer online registration and payment if you can; it’s easier than filling in forms. Online fundraising is popular. It has associated costs but reduces your administration considerably, gift aid is collected for you, participants don’t have to chase up donations after the event and the average online donation is higher than with paper forms. See www.virginmoneygiving.com, www.justgiving.com, www.btplc.com/mydonate to weigh up the options.

Do promote text donations on the day by signing up to www.justgiving.com/justtextgiving. Spectators...
can text their donation by keying in your unique charity code followed by the amount they want to donate (£1-£5 or £10). Ideal for static events where you can display banners prompting them to do so or have it printed on the back of a t-shirt for more mobile events.

Do ensure you collect Gift Aid on all qualifying donations. Information about Gift Aid can be found at [www.hmrc.gov.uk/charities/gift_aid/basics.htm](http://www.hmrc.gov.uk/charities/gift_aid/basics.htm)

Do encourage people to enter a team for your event; that way they involve their friends and you raise more money.

Do make sure everyone knows the date all monies should reach the charity by.

Don’t be afraid to chase up outstanding monies; it is legally yours and holding onto it is fraudulent.

Do keep to the rules and follow the fundraising codes of practice.

Don’t forget to enjoy yourself; it’s meant to be fun!

Do let donors know how their money will be used

**Codes of Fundraising Practice**

To avoid any bad press and protect the Community Games, charity and corporate brands you should ensure that your event conforms to the relevant codes of fundraising practice compiled by the Institute of Fundraising. For the full list visit [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)
Event day

Having followed the guidelines detailed in this toolkit you should be entering into the day of the event confident about delivering a successful Community Games.

There are some key things to think about prior to the event day and on the morning itself:

• Some deliveries and set-up may need to take place the day prior to the event, so take this into account.
• Ensure that you are the first person to arrive at the venue and that you are there before any volunteers or suppliers. Arrival times should be detailed on the schedule for the day.
• Ensure that you have multiple copies of the build schedule and site maps along with any other key documents on event day.
• Create a folder with forms in such as lost/found property, missing/found persons. This should be kept at an information point throughout the day.
• Ensure that you have stationery supplies available for the information points.
• If utilising two-way radios, the controller of these should also be based here.
• If possible arrange a briefing session for key management and volunteers early in the day – running through the key timings and responsibilities of the day for a last time.
• Ensure volunteers know where to meet on the day of the event and create some signs directing them and participants where to go.
• Ensure that you have the venue set up ready for participants and spectators to arrive at least 90 minutes prior than the publicised event start time.
• Never allow activities to commence without a recognised first aider in attendance.
• If using two-way radios conduct communications checks with all relevant volunteers prior to the event starting. Ensure that there is radio coverage throughout all points of the venue.

If you follow these guidelines and advice in the period just prior to the event, then you will be in a good position to deliver a very successful Community Games.

Top tips:
Get a good night’s sleep the night before the event!
Evaluating your Community Games

Congratulations on delivering your Community Games! Now is the time to look back to try and learn from your experience – for next time!

**Participant feedback**

To help you to evaluate the experiences of participants, an online participant questionnaire has been developed to be completed by participants after Community Games have taken place.

The link to the participant questionnaire is as follows:

[www.communitygames.org.uk/surveys](http://www.communitygames.org.uk/surveys)

(To view the post-event questionnaire template see the online appendix).

The results of the questionnaire will provide a valuable insight into the impact of your event, including key information about participants such as age, ethnicity, place of residence etc.

To make sure as many participants complete the questionnaire as possible, it is recommended that you:

1) Collect email addresses

Collect participants’ email addresses using this form: [http://tinyurl.com/62fjg37](http://tinyurl.com/62fjg37)

Email out the web link to the participant questionnaire as quickly as possible after the event.

2) Advertise the questionnaire web link as widely as possible. It is strongly recommended that you publicise the web link on all event material you produce; for example, on the event programme. If you have an announcer at the event, you could also get him/her to remind participants to complete the questionnaire.

Remember: everyone that completes the participant questionnaire will be entered into a prize draw to win £100 worth of High Street vouchers, which should help you to ‘sell’ the benefits of completing the questionnaire to participants.

This survey will help to develop the programme for the future, and the results will be published on the Community Games website at the end of the year.
Your feedback
As the main organiser of the Community Games it is requested that you complete the organiser questionnaire within a month of your Games.

The link to the organiser questionnaire is as follows: www.communitygames.org.uk/surveys

Your answers will help to a) identify which aspects of the Community Games programme worked well / need to be improved, and b) work out the impact of the event on communities. The questionnaire should only take around 10 minutes of your time.

A hard copy of the form can be downloaded from the online appendix.

If completing hard copies, then please return to your local Community Games Lead Officer.