Community Games toolkit

Bring the inspiration of London 2012 to your community
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Getting started</td>
<td>7</td>
</tr>
<tr>
<td>Section 1 Planning your Community Games</td>
<td>9</td>
</tr>
<tr>
<td>Section 2 Key contacts and finance</td>
<td>15</td>
</tr>
<tr>
<td>Section 3 Ideas for sports activities and competitions</td>
<td>19</td>
</tr>
<tr>
<td>Section 4 Ideas for cultural activities</td>
<td>33</td>
</tr>
<tr>
<td>Section 5 Promoting your event</td>
<td>37</td>
</tr>
<tr>
<td>Section 6 Volunteers</td>
<td>41</td>
</tr>
<tr>
<td>Section 7 Production and logistics</td>
<td>47</td>
</tr>
<tr>
<td>Section 8 Child and vulnerable adult protection</td>
<td>53</td>
</tr>
<tr>
<td>Section 9 Health and safety</td>
<td>57</td>
</tr>
<tr>
<td>Section 10 Event day</td>
<td>63</td>
</tr>
<tr>
<td>Section 11 Evaluating your Community Games</td>
<td>65</td>
</tr>
</tbody>
</table>
Foreword by David Moorcroft

Community Games provide a wonderful and unique opportunity for communities from all backgrounds right across the West Midlands 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 are one of the major Legacy Trust UK programmes in the region. 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 to have the opportunity to do this in the West Midlands and are grateful to Legacy Trust UK for their support of this programme.

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 the West Midlands Leadership Group for the 2012 Olympic and Paralympic Games

Introduction to Community Games

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 in the West Midlands?

Community Games are one of the West Midlands’ main programmes of activity running from now until 2012 to celebrate the London 2012 Olympic and Paralympic Games.

The programme is inspired by the unique Olympic heritage of the West Midlands, the Wenlock Olympian Games. These have been held annually in Shropshire 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.

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 Olympian 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

The Games and Me

The West Midlands has embraced the London 2012 Olympic and Paralympic Games as a unique opportunity to inspire and engage its communities, to truly make the most of this once in a lifetime event. We want as many people as possible to have their own Olympic or Paralympic moment.

Thousands of people across the West Midlands are already having their Games experience, and we want these people to share their stories through The Games and Me. The Games and Me is a two-year campaign through which we aim to engage local people and profile individuals who have engaged with London 2012 activity in the West Midlands as a way of inspiring others.

So if you have already been involved with or are looking to develop your own Community Games event, we want to hear from you and we want to let everyone know what you’ve been up to and help you celebrate your own Olympic or Paralympic moment.

All you need to do is share your Community Games stories on the dedicated Games and Me pages on Facebook, it could be through photos of your event, stories and feedback from your event, blogs, videos and even songs. We want to collect a full picture of the fantastic range of activity taking place through Community Games across the West Midlands. We will even give your Community Games event its own event space on Facebook, if you provide us with the details in advance. You can do this through your County Sports Partnership Lead Officer.

So join The Games and Me to show how people all over the West Midlands are playing their part in the London 2012 Olympic and Paralympic Games.
About this toolkit

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 have been listed
- An online appendix containing documents referred to throughout this pack. You are able to access and download this appendix from www.communitygames.org.uk and print out further documents and insert them into the pack

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 2010 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. A few of the Community Games that ran in 2010 are featured in this toolkit; as well as information on the activities run, you can get a feel for the amount of time that each group spent organising their Community Games. This ranged from 50 to 150 hours.

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.

Cotteridge Park, Birmingham

Friends of Cotteridge Park (FoCP) in Birmingham organised their second Community Games in August 2010, combining it with a ‘camp-out’ in the park, CoCoCamp. With well over 100 people (including whole families, grandparents and all), from the local community attending, a range of activities took place, including tug of war, a space hopper race, a water bucket race, and a blindfold wheelbarrow race.

Friends of Cotteridge Park (a group that meets and organises many events within the park) and a local scout group were responsible for the organisation of the events – all giving their time voluntarily. Approximately 50 hours of organisational planning went into delivering the CoCoCamp Community Games. Alongside FoCP volunteers were members of the local police tasking group, volunteers from Bournville Rugby Club. The local craft group provided activities such as face painting and flag making for competing teams.

Community Games has now become a regular event in the park, with similar activities taking place throughout the year, for example during National Play Week. Plans for 2011 and 2012 include a session where children can make their own medals from wood sourced from within the park, and to increase the amount of cultural activity – this reflects the style of the major summer event in the park, CoCoMAD (Cotteridge Community Music, Arts, and Dance) which has been running for over 10 years. www.cotteridgepark.org.uk

The best thing about the Games, according to the lead organiser, is the fact that it doesn’t take too long to organise, costs hardly anything apart from time, and most importantly - everyone enjoys themselves and has a go at something new.

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?

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

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 major events in your area, or even religious holidays that could affect the attendance. 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 licenses 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.

A list of venues that could be considered include:

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<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/playground</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)

**Top tips:**
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 licenses 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.

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.

- 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 and the Phonographic Performance Limited (PPL) at 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>
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<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>
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<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>
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<tr>
<td>Food/drink</td>
<td>Using local suppliers and locally sourced food and drink if/when looking at concession units</td>
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<tr>
<td>Water</td>
<td>Using standpipes where possible rather than bottled water – ensure they are always turned off after use</td>
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<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>
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<tr>
<td>Energy</td>
<td>How much power you require and how you can minimise its usage</td>
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<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>
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</table>

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:

### Top tips:
Compile a list of all key contacts including their contact details. You can then add to and amend as you go along.

<table>
<thead>
<tr>
<th>Who</th>
<th>Email</th>
<th>Telephone</th>
<th>Contacted?</th>
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<tbody>
<tr>
<td>Council contacts</td>
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<tr>
<td>Events/parks department</td>
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<td>Licenses department</td>
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<td>Highways department</td>
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<td>Emergency services</td>
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<td>Police</td>
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<td>Local ambulance service</td>
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<td>Local fire department</td>
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<td>St John Ambulance/First aid providers</td>
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<td>Local clubs/groups</td>
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<tr>
<td>Youth clubs</td>
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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 the Community Games support team for more guidance on this, and it is one of the topics that will be covered in the training sessions, should you choose to go to one. The team have information on organisations that may offer grants or funding for community events, along with their websites. Many 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.
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.

**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.

**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.

**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.

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

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.

Whatever 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.

Many of the sports organisations in the West Midlands are very keen to be involved in Community Games and pages 22–32 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?

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.

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.
Canoeing

General information
Canoeing offers a wide range of activities, some based on competition and others, less formalised, based on journeying and adventuring. Taster 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 centres and Equestrian contacts, if they would be interested in helping organise/run the taster sessions. These can be found 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 recommend 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. 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 to try and enjoy. If participants can fit on the machine and are strong enough to pull the paddle they can have a go! They provide a great opportunity for a range of ages and abilities. It is recommended that an ergo is supervised by a BCU coach or a member from a local club.

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.

Equestrianism

General Information
Equestrianism is an extremely popular and healthy activity for many people. The benefits of Riding range from numerous physical/health benefits to specialist skill development depending on which discipline of equestrian sport you decide to follow.

Riding is suitable for all age groups and can be started at any time of your life. It lends itself well to being a family sport as everyone can get involved, if not actually riding then as a volunteer.

Come and Try/Taster Sessions
If you are thinking of incorporating Horse riding into your Community Games, firstly you need to make contact with your local riding centre (the manager or Proprietor is the best person to speak to initially) to discuss ways in which they might get involved. Many centres welcome new participants and through a joint initiative with Community Games could increase their client/volunteer base.

To find a Riding Centre near you please visit the following websites:
• The Association of British Riding Schools - www.bhs.org.uk/Riding/Find_Where_To_Ride.aspx
• The British Horse Society - www.bhs.org.uk/Riding/Find_Where_To_Ride.aspx
• The Equestrian and Circuits Association London - www.ecalondon.co.uk
• Endurance GB - www.endurancegb.co.uk

To find out more...
For more information please contact Jenny Spencer, the West Midlands Regional Paddlesport Development Officer at jenny.spencer@canoe-england.org.uk, or 07889168841.

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To find out more...
For more information please contact Jenny Spencer, the West Midlands Regional Paddlesport Development Officer at jenny.spencer@canoe-england.org.uk, or 07889168841.
**Fencing**

**General information**
Fencing was a part of the original Olympic Games and has continued into the modern Games. Fencing as a local sport has been included within the Much Wenlock Olympian Games in Shropshire since their inception and it therefore has a natural role in Community Games.

Who knows there may be a potential Olympic medal winner just waiting to be discovered in your neighbourhood, your scout group or your school playground?

Fencing often appeals to those who do not necessarily have ‘ball skills’ yet in itself it instinctively encourages co-ordination, balance, hand and eye relationship as well as enhancing posture and self-discipline. The activity level can be pitched to the level of the participants and the introduction of new light weight and very flexible plastic swords * means that Fencing is an ideal activity for all ages and everyone can have a go together. The core values of attack and defence are all that people take on board initially. The ability to put these into practice with a ‘fun’ weapon adds a purpose and often brings out the competitive nature in those aged from 8 to 80.

* This equipment is of a special nature, with strength and flexibility and is approved by our national Fencing organisation.

**Fun competitions**
You could organise a ‘family team’ fun competition. Those who don’t feel they can step into the activity straight away can be encouraged to be referees (just hand signals, no whistles) and scorers, time keepers and supporters. Winners can be Best Grandad, sporty Mum, best Family etc.

All you need is a firm, flat surface, indoors ideally. A badminton court size will service 12-15 would-be fencers. Wet grass is not suitable, but a large marquee or any covered area without low hung beams or chandeliers is fine! You will also need enough plastic fencing equipment according to the number of people you have per session/group, and a flip chart is useful for instruction and scoring.

**To find out more...**
There are fencing clubs all over the West Midlands and there may just be one near you. For more local information please contact Joan Whitehouse, Chair West Midlands Fencing at mike@whitehouse.fsbusiness.co.uk. You could also visit the British Fencing website www.britishfencing.com and look up the club links there, plus there’s a whole lot more information about the sport all the way up to the Olympic preparation going on at the moment.

**Football**

**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 from the small-sided game such as Mini Soccer for young children taking their first steps in the game, to Futsal and the hugely popular five-a-side, to the more traditional eleven-a-side game.

**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 and include a coaching taster session for parents (and anyone else) interested in coaching football.

**Fun competitions**
You could run a Football tournament for any age groups for either children or adults (or both). You could organise 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.

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 a coach for every team, a welfare officer, referees, first aiders, tournament/timetable co-ordinators, as well as general helpers.

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

General information
Lacrosse is an active, fun and interactive game which develops skill and dexterity. It can be played by all ages, gender and adapted to all environments therefore is ideal for your Community Games.

Including lacrosse in your Community Games will allow participants to:
- Enjoy a new team sport at the same entry skill level
- Work on individual and team skills
- Develop knowledge of team invasion games

The basics of the game can be easily picked up as many of the skills needed to play are transferable from other sports such as speed, agility, hand eye co-ordination, ball transition, defensive and offensive principles and teamwork.

Lacrosse can be played in an outdoor space such as a field or indoors in a space the size of four badminton courts.

Come and Try/taster sessions
English Lacrosse can support the development of a range of taster activities including individual coaching sessions, festivals and tournaments.

Community Games organisers can contact the local development staff for information regarding equipment options, coaching/coach education and support for competitions. We can also liaise with organisers to have a local club at the Community Games, therefore building links in the community and providing a follow-on opportunity for those that enjoy the game.

Equipment and training packages can be purchased at affordable prices and tailored to suit the needs of individuals and groups. Taster sessions can be provided via English Lacrosse or English Lacrosse can provide Community Games organisers with a continuous programme of coaching.

Fun competitions
The recommended format for a lacrosse competition would be a round robin tournament as this allows all players in a team to experience the sport while giving each team a good number of opportunities to play against other teams. Tournaments can be split into age groups to allow for even competitions, for example organisers could have a range of age groups; 16 and above, under 16s, under 14s, under 12s.

Organisers can also utilise English Lacrosse recommended guides for competition. Downloadable versions are available on the English Lacrosse website: www.englishlacrosse.co.uk

To run taster sessions and competitions you will need Lacrosse sticks, balls (these can be soft balls/tennis balls/indoor balls), goals (any type of goal/target can be used), bibs and cones.

To find out more...
For more information please contact David Abini, the Lacrosse Midlands Development Officer. He will be able to help you with the name of a club that might be able to help with your Community Games or supply you with an organiser/volunteers/officials.

Movement and Dance

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.

Movement and dance provide 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 movement and dance 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
Movement and dance competitions can take several formats depending on the dance 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.
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 below).

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@bwla.co.uk 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.

Rounders

General information
Rounders is the game everyone remembers fondly from their school days, everyone can play it, everyone has FUN. All abilities are catered for – from beginner to expert.

Anyone of any age can play from young children to grandparents. And Rounders can be played almost anywhere that there is a space – indoors or out, on hard ground or grass. Wide open spaces, including the beach, are great for everyone to play rounders either organised or spontaneously when you and your friends and families can play when you like!

Fun competitions
Rounders is a non-contact sport and does not have an age limit so mums and sons, dads and daughters can play together.

You could organise 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 is a fantastic opportunity for Corporate Tournaments and Fun Team Building Days, as mixed teams can play against each other.

You just need four bats and a ball and you can use jumpers for bases to mark out the pitch. 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 Judith Handley, Regional Rounders Officer for the West Midlands at judith.handley@roundersengland.co.uk or on 07747 580340.
Rugby Union

General Information
Rugby Union is a fast moving invasion game that is played throughout the world by men, women and young people of all ages and skill levels. There are several forms of the game from full contact; 15-a-side and 7-a-side through to non contact Touch and Tag Rugby which all ages and genders can play. 7-a-side Rugby Union will be an Olympic Sport from 2016.

There are 143 Rugby Union Clubs across the West Midlands and most of these would be able to help with Community Games rugby events.

Come and Try/taster sessions
You could incorporate a demonstration if your local club can provide a couple of teams but Touch and Rugby are simple games to learn – people of all ages can just turn up and have a go. They are fast and exciting games which promote the fundamental skills of running, handling, evasion and support play, whilst developing basic principles of attack and defence, without the fear of getting hurt and with the minimum of special kit or equipment.

The only equipment needed is Rugby balls and a stack of cones

Fun competitions
Touch rugby would be the most suitable game format as it can be played by all, especially mixed teams. If you want to run a competition for more experienced players the RDOs can give you some advice. The format of the competition will depend on the number of teams that you have – there is information on a variety of competition formats in the online appendix.

You will need rugby balls, a stack of cones and a whistle. Information about the Touch Game can be found at www.rfu.com/takingPart/Play/Leisure/TypeOfLeisureRugby/Touch.aspx

To find out more...
For more information please contact Steve Peters, the RFU Regional Rugby Manager for West Midlands at stevepeters@rfu.com or on 07764 960411 or any of the RDOs:
Tom Bartram - Staffordshire
tombartram@rfu.com
Kieran Spencer - Shropshire, Herefordshire, Dudley & Sandwell
kieranspencer@rfu.com
Chris Sigsworth - Birmingham
chrisSigsworth@rfu.com
Ben Waterhouse - Worcestershire & South Warwickshire
benwaterhouse@rfu.com
Mark Richardson - Warwickshire
markrichardson@rfu.com
They will be able you supply you with the name of a club/clubs that might be able to help you with your Community Games or supply you with an organiser/volunteers/officials.

Touch Rugby League

General Information
Touch Rugby League is a fast moving minimal contact evasive game that is played throughout the world by men and women of all ages and skill levels. This fast, simple and exciting game promotes the fundamental skills of running, handling, evasion and support play, whilst developing basic principles of attack and defence, without the fear of getting hurt.

Touch Rugby League is suitable for both beginners and experienced players of all ages as it is a minimal contact recreational sport. It is generally playing in mixed teams of men and women or boys and girls.

Come and Try/taster sessions
One of these sessions for your Games could be organised through the network of Community Rugby League Coaches – contacts can be obtained from Alan Robinson (see below).

The only equipment required, apart from a patch of grass, is rugby balls and a stack of cones.

Fun competitions
You could organise 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.

In terms of age ranges, it’s probably best to divide players into the following age groups: Under 11s, 11s to 14s Over 14s.

A simple set of rules for Touch Rugby League can be found in the online appendix.

As with a taster session, the only equipment required, apart from a patch of grass, is rugby balls and a stack of cones.

Qualified Match Officials can be source via Alan Robinson (see below).

To find out more...
Please contact Alan Robinson (Regional Development Officer) at alan.robinson@rfl.uk.com or 07775 022803; He may be able you with the name of a club that might be able to host a Community Games or supply you with an organiser/volunteers/coach/officials.
Volleyball

General information
In 1895, William G. Morgan, an instructor at the Young Men’s Christian Association (YMCA) in Holyoke, Mass., decided to blend elements of basketball, baseball, tennis, and handball to create a game for his classes of businessmen which would demand less physical contact than basketball. He created the game of Volleyball (at that time called mintonette).

During a demonstration game, someone remarked to Morgan that the players seemed to be volleying the ball back and forth over the net, and perhaps “volleyball” would be a more descriptive name for the sport. Today there are over 800 million people worldwide who play volleyball at least once a week.

The modern day Volleyball offers a wide range of activities, some based on a competition pathway and others in a recreational manner. Taster sessions are suitable for everyone no matter of age or ability.

Volleyball is a great fun team activity suitable for anyone to play. There are various formats available from 2 a side to six a side, standing, beach or sitting, all are inclusive and open to all.

Grass volleyball in the UK 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.

The facilities would need to provide adequate space for a volleyball court. This can be indoors or on grass or sand.

Here are guidelines for the measurements for all Volleyball courts:
- 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

Outdoors, a free standing Volleyball net system would be required. Indoors, a fixed net and posts and indoor ball would be required. A free zone of at least 3m is recommended around the edge of the court.

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

To find out more...
For more information please contact Jon Moore, Volleyball Competitions Officer at j.moore@volleyballengland.org or on 01509 227720.

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!

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!

It’s also a great opportunity to tie-in to one of the other major programmes of activity in the West Midlands: Dancing for the Games. This programme is aimed at getting people across the West Midlands to dance more, resulting in people feeling more fit and healthy – both in body and mind. You can find out more about Dancing for the Games at www.dancingforthegames.co.uk

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.
To give you an idea of the areas that you may want to think about including, please see the table below:

This list is not exhaustive and you should not expect to include all of them.

<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.</td>
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</tr>
<tr>
<td>Dance</td>
<td>Creating space for local dance groups – potentially performing at the opening/closing ceremony.</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.</td>
<td></td>
</tr>
<tr>
<td>Heritage</td>
<td>Highlight local monuments and artifacts.</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.</td>
<td></td>
</tr>
<tr>
<td>Theatre</td>
<td>Opportunities for local groups to put on plays and shows.</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>Local music groups 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.</td>
<td></td>
</tr>
<tr>
<td>Poetry</td>
<td>Local poets/schoolchildren could recite poems. Poetry workshops.</td>
<td></td>
</tr>
<tr>
<td>Visual arts</td>
<td>Pottery, drawing, painting, sculpture classes available for all to come and try.</td>
<td></td>
</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.

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:

- **09:50** Band starts to play
- **10:00** Players and audience start to arrive
- **10:30** MC welcomes everybody to the Community Games
- **10:35** Teams to be introduced onto the stage
- **10:45** Torch lighter invited (mayor or local dignitary) to the stage
- **10:46** Torch lighter speech
- **10:50** Lighting of the torch
- **10:51** Play motivational music and raise the flag (local community emblem?)

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%.

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:

**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.

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.

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.
- Building up a stock of photos is also useful should any be required for the Community Games website.
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.

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.

As part of the developing Legacy from London 2012 in the West Midlands a website has been developed, www.wmfor2012.com/volunteering that helps organisations and individuals to recruit and support volunteers. The site is an excellent starting point and features examples of good practice and all the links to partners in your area that can support the recruitment of volunteers.

**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”

**School Sports Partnerships**

Overseen by Youth Sport Trust (www.youthsporttrust.org) these partnerships are groups of schools overseen by a Partnership Development Manager (PDM) and one of their aims is to give young people opportunities to volunteer.

**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.includemetoo.org.uk.
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

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.

- 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 9). Information must be provided as to how volunteers should react in these situations and a clear line of reporting must be outlined
- 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!!

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.

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.
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.

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**Top tips:**
Site plans are extremely useful for suppliers and also volunteers during briefings.

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**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.
Equipment

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?

When requesting quotes for any equipment, be sure to 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).
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.

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.

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 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

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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.

<table>
<thead>
<tr>
<th><strong>Production Schedules</strong></th>
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<tr>
<td><strong>Team leader</strong></td>
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<td><strong>First aid</strong></td>
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<tr>
<td><strong>Officials</strong></td>
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<tr>
<td><strong>Event manager</strong></td>
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<tr>
<td><strong>Venue manager</strong></td>
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<tr>
<td><strong>Car park</strong></td>
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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:

**Team leader**  Ch 3
**First aid**    Ch 4
**Officials**   Ch 5

**Event manager** 0770 123456
**Venue manager** 0771 123456
**Car park** 0772 123456

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. 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:

- Is the size of the venue large enough to warrant radio communication?
- Do we require two-way radios or are mobile phones sufficient?
- How do I contact the right person and how do they contact me?
- Who should be included in the communication plan?
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
- NSPCC Child Protection Helpline 0800 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 to 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 (checks for volunteers are free of charge).

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 involves having 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 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 feel free to get in touch with your local County Sports Partnership Safeguarding Lead Officer. Contact details are available on the Community Games website, www.communitygames.org.uk.
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) and The British Red Cross (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.

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?

Some organisations provide cover on a voluntary basis but typically costs start from £100.00 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.
Emergency planning

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 have a chance of occurring 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.

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.

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 of 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 persons with a policy cover level of around £1 million is between £50.00-£100.00.

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

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.

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

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.
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.

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.

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.
- 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 90 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.
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 nights 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 new 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 events have taken place.

The link to the participant questionnaire is as follows:
www.surveymonkey.com/s/9RXCKQ5

To view the post-event questionnaire template see 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

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. To help advertise the questionnaire web link to participants, there is a limited number of event cards which can be handed out to participants during events. For more information and to get hold of some event cards, either speak to your CSP Community Games Lead Officer, or get in touch with the Evaluation Officer for the West Midlands Culture Programme for London 2012 (contact details overleaf).
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 questionnaire completion to participants.

**What happens to the results of the questionnaire?**
The results of the survey will be administered centrally by the Evaluation Officer, who will be able to send the results of the survey back to you in Microsoft Excel format.

If more than 50 participants from your event complete the post-event questionnaire, an evaluation service is available whereby the Evaluation Officer can analyse the questionnaire results for you and then send you a tailored evaluation report.

**Evaluation Officer – contact details**
Lauren Amery
Evaluation Officer
West Midlands Culture Programme for London 2012
Arts Council England
82 Granville Street
Birmingham B1 2LH
lauren.amery@artscouncil.org.uk
0121 631 5705

**Your feedback**
As the main organiser of the Community Games it is requested that complete the organiser questionnaire.

The link to the organiser questionnaire is as follows: [http://www.surveymonkey.com/s/PBFGYYV](http://www.surveymonkey.com/s/PBFGYYV)

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 the Evaluation Officer at the address above.

It is requested that you complete the organiser questionnaire no more than one month after the date of your Community Games. Thank you.