

West Yorkshire Youth Games 2007
Minutes
Thursday 7th June
Odsal Stadium 10am

Claire Howe	Kirklees Council
Martin Earnshaw	Bradford Council
Jo Drapier	Bradford Council
Jayne Dowding	Wakefield MDC
Sarah Zagni	WYS
Kirsty Thornton	WYS
Julian Pratt	WYS
Dave Raybould	RFL
Tracy Power	England Gymnastics
Laura Gibson	LTA

1. Apologies

Pam Hoyle, Bryan Brooks, Keith Twiss, PDM's, Mark Willerton,

2. Minutes of last Meeting

Issues arising from the last meeting – **ACTIONS**

- **Outstanding trophies need to be returned asap – on the day is not acceptable.**
- SZ reminded all sports and LA's (transport for disability buses only) that invoices must be with WYS by 28th September 2007 before the budget closes.
- **Changes to participants that can not be photographed** – after seeking advice from the CPSU it has been advised that putting stickers on these participants would actually just highlight them more. LA's must provide all team managers with registers that include emergency contact details, medical information etc and any objections to photographs being taken must also be passed on to team managers. It will then be the responsibility of the team managers to inform any photographers of objections.
- WYS will provide signs for the opening ceremony instead of LA's providing flags.
- **Any banners for site and VIP reception must be at Leeds Met on Friday 22nd by 4pm - if you need anything to be transported to Leeds Met please let SZ know ASAP as this maybe possible. All LA's and sports to put any banners in the storage at Leeds Met (go to reception and ask for the outdoor changing rooms or call SZ on 07813 018050 as the WYS team will be on site on the Friday).**

3 .Deadlines missed and upcoming

SZ went through the key dates and thanked the group as we are on schedule.

4 Outstanding Trophies

Outstanding trophies are

Kwick Cricket – Leeds

Gymnastics Yr5&6 – Leeds

Disability Gymnastics – Bradford

Netball U15's – Wakefield (KT and JD to chase up)

Table Tennis U12's –Bradford (Mark Willerton has – SZ to confirm)

Tennis Yr 4 and Yr 5 – Leeds

All sports on the day will have winners shields, fair play trophies and 1st and 2nd place individual medals.

5. Team Entries

SZ updated the group with LA team entries as they stood as of this week – please see attached sheet.

ACTION - Where there are gaps please could LA's or NGB's confirm asap.

NGB's need to know this information now so they can organise their fixtures.

6 Sports Updates

Gymnastics – The entire event is in the gymnastics centre (blue hall) including the warm up. The spectators will be housed on tiered seating on the balcony and therefore there will be no seating on the hall floor. No access will be given to the floor area to spectators. Gymnastics will start at 1.30pm.

There will be a demonstration event by Wakefield Gymnastics Club - TP to confirm timings for JD.

Rugby League – needs 8 corner flags (ACTION SZ to organise)

Multi-skills – there is no multi-skills event however a team of volunteers will be visiting each sports location and will set up a series of fun tests for participants that are not involved in their sports at that time. The results will be entered onto a laptop and certificates and prizes given at the individual sports presentations at the end of the day where possible.

Boccia and New Age Kurling – SZ handed round an order of play however this will be amended due to team entries.

7 Logistical Information for the day

SZ stated the opening ceremony was going ahead with a 9.30am start – with an Olympic walk around the track, an opening of the Games and an aerobic mass warm-up. The walk will be around the track within LA groups.

Participants and team managers are advised to arrive **by** 9.15pm to register within the astro area under the sign for their LA. LA's need to staff these points and ensure team managers escort the teams to the sports venues after the ceremony.

Volunteers will be assigned to walk each LA to the track for the start of the ceremony.

ACTION – LA's - If there are any teams that drop out on the day please inform the sports organiser before the opening ceremony so that can re-jig the fixtures whilst the opening ceremony is happening.

The only sport not involved in the opening ceremony will be indoor (red) tennis as they must start at 9am due to a facility booking for the indoor tennis centre that afternoon.

The gymnastics event starts at 1.30pm - so these participants are excused from the ceremony unless they are on site at 9.15am.

There is good access for wheelchairs to the astro and track. Disability buses will still park in the usual place at the back of gym 1 and the swimming pool (gates will be open) - there is access in the form of a path via the top athletics gate down to the track. See map attached.

VIPS will walk around 10.45 – 11.45am – please ensure all sports are in progress.

Changing Rooms and Cover from Adverse weather

- football changing rooms will be open for the outdoor sports at the track site.
- The athletics pavilion will also be open
- The Bronte Hall will be open for toilets and changing for netball and outdoor tennis
- The indoor centre has changing rooms and toilets

Catering

- Packed lunches will be provided on the day (WYS team will bring them around from 11.45am) for volunteers, sports organisers, team managers and LA staff
- A BBQ will be situated by the athletics pavilion
- A catering van will be situation outside the Carnegie Sports centre which will have healthy snacks
- Carnegie centre has a small coffee shop and vending machines
- The athletics pavilion has vending machines
- An ice cream van will cater for tennis and netball serving drinks.

8. Volunteers

SZ made a desperate plea for volunteers as we have nowhere near enough for the event to run. SIS bolt-on students have been contacted and the PDM's asked to promote the YG's as a volunteering opportunity. Overall 60 youngsters (aged 16 and above) are required and we have less than 20!

ACTION – ALL to promote with CSLA and SIS students and also with recent L1 courses

9 . Press / Media Approach

A media template is attached for everyone to base a press releases on.

SZ asked all LA's and NGB's to use their press departments and gain as much media attention as possible for the event – areas of interest for the press are human stories – such as a young volunteer or participant that has achieved something etc.

The Sporting Champion for the YG's is Tracy Neville (netball) and we also have some Bradford Bulls players attending the event.

ME suggested that for next year each LA picks a sport and follows teams from development stages through to the event.

10. AOB

Identification badges were handed out to each LA for team managers and volunteers – please ensure all the paperwork around these are done and medical and emergency information is written on the back of each badge. Lanyards for the badges will follow.

Sports organisers will be given their badges and the badges for volunteers / officials they are bringing, in their sports organiser box on the day. T-shirts for any volunteers/ officials they bring will also be in the box.

Sports organisers boxes – please ensure final placings are completed and put in the envelope provided on the day, all evaluation forms must be complete. Leave the box at the sport location for WYS staff to collect.

8. Date of next meeting

July 17th 2pm VENUE TBC

Attached

- Team entries
- Map of site
- VIP list
- Press release template