



Expression of Interest

County Durham School Games

Expression of Interest for the Delivery of County Durham's School Games

Client – County Durham Sport

Deadline for receipts of Expression of Interest: 6pm, Wed 16th October 2019

1 – Introduction

Our Vision at County Durham Sport (CDS) is that everyone is able to improve their quality of life through involvement in sport and physical activity.

Our mission is to inspire, build and connect stronger pathways for sport and physical activity in County Durham by being a proactive, respected, inclusive and quality assured partner.

County Durham Sport (CDS) is inviting **expressions of Interest** from suitably experienced individuals or organisations to provide the delivery function of the County Durham School Games across the 2019/20 academic year.

2 – County Durham Level 3 School Games

The School Games is a nationally funded programme by Sport England (using National Lottery funding). The programme is designed to keep competitive sport at the heart of schools and provide more young people with the opportunity to compete and achieve their personal best. The School Games compliments County Durham Sport's other work with schools.

A network of School Games Organisers (SGOs) work alongside County Durham Sport and the Youth Sport Trust in delivering three distinct layers of competitions. We have 5 school games organisers operating across County Durham;

- Derwentside;
- Durham & Chester-le-Street;
- Easington;
- Sedgfield;
- Wear Valley & Teesdale;

The County Durham School Games is a year-round programme that involves Primary, Secondary and Special schools from across the county. The school games consist of four types of competition;

1. **Intra-School Competition** – competition between pupils who attend the same school.
2. **Local Inter-School Competition** - competition taking place between schools from the same area.
3. **County Finals** – competitions bringing the winners of all areas from the county together.
4. **School Games National Finals**

To deliver a successful event we work with partners, national governing bodies, clubs and local sport and physical activity providers from across the county.

The calendar for the County Durham School Games County Finals 2019/20 is set, as are the sports and venues. CDS is seeking to appoint an individual / organisation to take lead responsibility for the delivery of the Level 3 County School Games Programme below:

Event	Date	Venue	Sports	Age Group (s)	Number of Teams
Winter School Games	Friday 20 th March 2020	3 various venues across Co. Durham	6 sports	From Y3 – Y10	Max 42 teams
Summer School Games	Friday 3 rd July 2020	Maiden Castle	7 sports + Change 4 Life	From Y5 – Y10	Max 48 teams

The contract will be managed closely by CDS's Children & Young People's Lead. To ensure the successful delivery of this programme of events, County Durham Sport has the following areas of responsibility:

County Durham Sport will be responsible for;
<ul style="list-style-type: none"> - Oversee the Schools Games and be the CDS operational link - Maintain regular interaction and communication with SGO's - Co-ordinate planning meetings with key stakeholders and partners - Promote and influence partners about the School Games mission across County Durham and ensure clarity of message - Safeguarding - ensure safeguarding information is up to date and available to schools, parents, athletes, deliverers, coaches, venues etc - Engagement, co-ordination and hosting of any VIPs to the events. - The co-ordination and management of applying for any external sponsorship/funding.

The successful individual / organisation will lead the delivery of the 2019/20 School Games programme and will be expected to deliver against the following:

Applicant will be responsible for;
<p>Event Management & delivery</p> <ul style="list-style-type: none"> - Deliver and manager all level 3 School Games events and deliver the pre-determined calendar - Attend level 3 events and be the main point of contact throughout - Follow a timeline and ensure actions from the action plan are completed in a timely and efficient manner - Maintain a positive relationship with SGO's and be point of contact around School Games queries - Attend SGO meetings when required - Represent and promote CDS in a positive light to partners, schools and key stakeholders - Promote the School Games mission across County Durham and ensure clarity of message - Contribute to the handbook to ensure it is up to date, relevant and published prior to events
<p>Safeguarding</p> <ul style="list-style-type: none"> - Ensure safeguarding information is available to all - Ensure codes of conducts are up to date and published - Ensure valid DBS check for themselves and all staff at event – where required
<p>Preparing Events</p> <ul style="list-style-type: none"> - Adequate parking provision and team in place to co-ordinate – taking into account cars, minibuses, coaches etc – liaising with the venue where necessary - Changing facilities available for all – including disabled provision where necessary - Ensure adequate and accessible toilet provision – ordering portaloos if required - Qualified first aiders at all events with central first aid point and ensuring first aider(s) are in radio contact with event team - Spectator and athlete areas clearly defined - Refreshments / catering and water refilling available - Venue dressed in School Games and CDS branding - Clear set up and pack down plan in place
<p>Opening / Closing Ceremony</p> <ul style="list-style-type: none"> - Create atmosphere and feeling of large scale county event including an official opening and closing ceremony - arrange performers where needed - Arrange a high profile athlete to host the events and brief them in advance to deliver key messages - Mic / PA / projector system in place - Dressed in School Games and CDS branding - Ensure area for presentation with clear spectator viewing - Arrange design, ordering and delivery of medals - Arrange design, ordering and delivery of Trophies - Arrange design, ordering and deliver of SG values awards - Participation certificates available
<p>VIPs</p> <ul style="list-style-type: none"> - Advise CDS of any VIPs - Catering for VIPs – liaise with CDS for numbers

Sporting Events

- Identify event lead / deliverer for each sport (SGO, NGB, Club, Other)
- Identify event rules, following NGB approved formats, guidance and rules where appropriate to ensure followed at L2 and L3 events – available as early as possible for SGOs to use at L2
- Publish event rules in event packs to distribute to competing schools and available to SGO's / teachers
- Identify and agree qualifying and sign up procedures and ensure clear to all schools / SGOs / Parents
- Identify equipment needs for each sport and identify who is providing (Venue, Event Lead, CDS, School etc.)
- Identify space needs for each sport and ensure available at venue; number of pitches, spectator etc.
- Identify number of young leaders required to support each sport and work with Volunteer lead / SGOs to recruit
- Identify number of officials needed for sports and who is responsible for providing / sourcing these
- Support CDS in calendar proposal for next academic year basing decisions on feedback / School Games mission

Marketing

- Officially launch CDS School Games through various Social Media channels
- Increase profile of CDS school games through media; including the wider benefits and opportunities to be involved not just sporting competitions
- Clear marketing plan for the build-up, duration and post events
- Results available online for all events as close to event finishing
- Advertising cultural competitions
- Arranging the design and printing of event programmes
- Develop case studies to showcase different aspects and events; leader experience, athlete experience etc.

Cultural

- Support the development and integration of the cultural competitions to cater for a variety of age groups, exploring new ideas and offerings where appropriate
- Promote cultural aspects of the games to all schools across County Durham
- Look to engage all schools / clubs and raise awareness

Monitoring

- At agreed time periods feedback School Games progress to CDS lead
- Feeding back key stats and successes to CDS
- Output – send updates to team after events with breakdown of competitions run / numbers engaged
- Update School Games Dashboard
- Gather feedback from participants, spectators, schools, deliverers and volunteers; identify how this will be done, when this will be done and who by

Budget and Timescales

- Manage the budget outlined by CDs to successfully deliver the school games calendar
- Successfully deliver School Games competitions in agreed timescale

3 - Process of Assessment

Expressions of interest will be weighted on a scale of 1-5 based on three key categories;

1. The individuals or organisations track record and previous experience
2. The approach to delivering the County Durham School Games
3. The cost submitted

Contract Details

- This contract will be with County Durham Sport
- The organisation or individual will report to and be accountable to the Children & Young People's Development Manager at County Durham Sport, and will be responsible for the successful delivery of the key tasks as outlined in the table above.
- The term of this contract shall be from the day of commencement, as soon as possible following appointment, until an agreed closure meeting approx. one month after the final summer event. (approx. 3rd Aug)

For further information and response to brief

Interested parties should provide a brief synopsis of no more than two sides of A4 clearly demonstrating;

1. Application
 - a. Track record / past experience of delivering high profile events
 - b. Approach to delivering the County Durham Sport School Games (including but not limited to physical delivery of events)
 - c. How you would improve the profile of the County Durham School Games (including but not limited to the cultural offering, media presence, profile of ceremonies)
2. Weekly time commitment you anticipate the project to take
3. Fee

Please send your application to hello@countydurhamsport.com no later than Wednesday 16th October (6pm). Should you wish to discuss the project or project brief further please contact Becks Lippe, Assistant Director on becks.lippe@countydurhamsport.com or 0191 307 7117.