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## ISA Regional U16 Football Qualifying Event

### Event Organiser Information – 2022/23

Before event	During event	After event
<b>Marketing:</b> Market and promote your event via your Area Sports Coordinator.	<b>Arrival:</b> Welcome, sign in and photo consent	<b>Communication:</b> Thank you email to participating schools, inc. details of future events.
<b>Communication:</b> Send programme to schools 1-2 weeks before to include: <ul style="list-style-type: none"> <li>• Schedule of play</li> <li>• Venue Facilities</li> <li>• Staff expectations</li> <li>• Confirmation of attendance</li> </ul>	<b>Briefing:</b> Carry out coaches briefing before start of play to include: <ul style="list-style-type: none"> <li>• Medical</li> <li>• Rules</li> <li>• Format of play</li> <li>• Staff roles</li> <li>• On site facilities</li> <li>• Promote fair play</li> </ul>	<b>Results:</b> Input your results into Squad in Touch.
<b>Public Liability Insurance:</b> Your event venue must have an up to date insurance cover of £10,000,000+	<b>Presentation:</b> Presentation and thank you's to all staff and competitors, hand out letter to qualifying schools.	<b>Marketing:</b> Email any write ups to ISA Sport and tag isasportUK into your social media posts

### National final details:

**Date:** Monday 19 December 2022

**Venue:** ACS Cobham, Portsmouth Road, Hersham, Cobham, KT11 1BL

**Qualifiers:** Top 4 placed teams from each region qualify. **Please note that all schools must provide one official per team.**

**Communication (following your event)** You will be prompted for your list of qualifiers, with contact details and confirmation of attendance

**Communication (1-2 weeks before):** Teams will receive information and programme for the day

### Squad in Touch:

ISA have been working closely with Squad in Touch to offer a sporting platform for all National events, and more and more regional events. If you are looking for a more hassle free, efficient management process, an account with Squad in Touch would offer a dedicated event site offering online entry, event scheduling, team communication and much more. For more information, please contact ISA Sport and visit the [Squad in Touch website](#)

### GDPR:

The following statement may be used to assist with any queries around GDPR and should be included on any event documents: *"Please be aware of your organisations policy with regards to personal data and GDPR, when you sign up to an ISA sporting event you agree that we may process your data for administration purposes of the sport and event. We have listed the activities where the data may be used and the organisations with which the data can be shared within our <https://www.isaschools.org.uk/privacy-policy.html>*

## Important Documents:

The following documents can be found on the on the sports area of the ISA website under [Event Resources](#):

- ISA Code of Conduct for Sport
- ISA Pupil Images Protocol
- Area Event Risk Assessment Form
- Printable Sports Certificates
- The Outdoor Kinds Sun Safety Code
- ISA Safeguarding Policy