

**National
Preparatory
Schools
Athletics
Handbook**



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**This document is in a constant state of revision.
This version was printed on October 21, 2008**

Revised: March 2008

Introduction

The National Preparatory Schools Athletics Championships are held annually, at the Alexander Stadium in Birmingham, for boys and girls in prep schools (mostly IAPS) in the Under 12, Under 13 and Under 14 age-groups, who have qualified through a selection meeting in one of the thirteen Areas into which Great Britain is loosely divided. It is usually on the Sunday or Monday nearest the end of June.

In recent years, the need to disseminate information has increased enormously, and although every Area representative is issued with a detailed instruction leaflet every year, there is much that it does not cover, particularly as regards the the coaches, parents and spectators, who may wish to understand more about the organisation of the meeting, may be invited to assist with judging, and ought, in any case to be informed of the Health & Safety considerations that such a large gathering engenders.

The purpose of this handbook is to answer as many of these aspects as possible, in such a way that anybody will be able to understand the Championships at whatever level they wish, from the simply practical to a comprehensive consideration of its history and organisation. It has been written and revised over several years, using a number of resources (detailed in Appendix 2), but is essentially the work, and viewpoint, of a single individual, the current Secretary of the Committee, whose knowledge and interpretation may well be open to question, but who is very willing to receive advice, and to whom all suggestions for improvement should be addressed.

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History

Origins

The National Championships have reached their present state after many years of evolution. My earliest record is a copy of the results from 1976, which is headed "Fourth Annual Prep Schools' Inter-Area Athletics Meeting," so I suppose they 'officially' started in 1973, although meetings were held as early as 1969. They were originally held at Denstone, organised by Henry Parker, for Under 14 Boys only. Even then they encompassed all the recognised events, many of which were by no means as popular as they are today, although some schools still restrict throwing events to the cricket ball, or claim they can't afford hurdles or a high jump landing area. Eight Areas were represented then, from meetings mostly organised by Public Schools. Under 12s were admitted in 1975. By 1978 the Championships had moved to the West London Stadium at Wormwood Scrubs, and they remained in or near London (occasionally at the Military Stadium at Aldershot, and once in Crawley) for the next 12 years. Girls eked their way in from 1981 onwards. Henry Parker handed over the organisation to Caroline Neuff, and eventually a Committee was formed, of which John Walker was the first Chairman. In 1990 Ian Ritchie of Hurstpierpoint became the meeting organiser, and in 1991 the Championships moved to the Alexander Stadium in Birmingham, where it has remained except for the two years when the track was being relaid. David Aldred of the Blue Coat School in Edgbaston took over the organisation in 1992. Although Birmingham is a long way from London, it is closer to Liverpool, York and Edinburgh, and as easy to reach from Cornwall and Bristol. It is also cheaper than an equivalent stadium in the South East, which is not the least of our considerations. When possible the Championships are held on the Sunday nearest the end of June, but occasionally we are shifted to the following Monday if organisations with more status than we want to book the stadium.

The Areas

The twelve Area meetings have assembled themselves over the years, beginning with those organised by public schools for local prep schools (eg Denstone - 1962, Oundle, Hurstpierpoint) and later by prep schools themselves (eg Dragon - 1966) where there were too many of them or it was too far to travel to attend a public school meeting. The number of schools attending each varies from 5 to 35, but overall involve more than 3000 children from more than 400 schools. Participation at these meetings is by application and invitation, and while some are exclusively IAPS, others involve other prep schools, such as ISA members, and the junior departments of public schools. To try to maintain the prep school ethos of the national meeting it has been agreed that the National Championships shall only include IAPS schools, plus a rare selection of others by invitation - some who have traditionally been part of the Championships for years, and a few others who have no pupils older than 13. Only winners and second placed athletes at the Area events can qualify for the National Championships.

Constitution

The NPSA Committee

Although a formal constitution has been drawn up (Appendix 1), it is more of an aide memoire than a dictatorial structure, and it is important to realise that National Prep Schools Athletics is run by its participants rather than any external authoritative body. The management of the Championships is entirely in the hands of the teams who attend it, and representatives of each meet twice a year to discuss its progress and development. This is the Committee. The actual running of the Championships themselves consists of a number of tasks which are divided among a few specific people, elected by the Committee every year. The Meeting Organiser (currently David Aldred, Winterfold School) books the stadium, ensures First Aid coverage, notifies MCAA (and other Association) officials, invites VIPs, and acquires medals and certificates. The Clerk (Ian Ritchie, Skippers Hill) draws up the annual 'Instructions for Team Managers,' compiles the programme from the entry form submitted by team managers, and publishes the results after the meeting. The Secretary (Hugh Farey, St Richard's) keeps records of all kinds, particularly the minutes of the Committee meetings, and answers queries. The Chairman (Richard Corden, Terrington Hall) chairs Committee meetings and acts in various capacities at the Championships. Representatives from other Areas are responsible for the management of particular events.

Finance

The costs of the National Championships are met in three ways - by subscription from the Areas (currently £325 for large and £160 for small), by programme sales, and by sponsorship. Our major sponsors are Ellis Brigham and Bourne Sports, who also provide a range of souvenir clothing specially printed for the event. There are also a number of other businesses and public schools who take out advertisements in the programme.

Policy

The over-riding policy of the Committee is to enable as many athletes as possible from as many schools as possible to compete in as many events as possible. Eligibility is considered in this light: winning athletes from every Area qualify regardless of performance. To increase the field so that every event can feature 20 or so athletes a qualifying standard is imposed on the 'second string' entrants. The tougher the standard, the smaller the field. It would be possible to make the standard tougher still, and enable exceptional Areas to enter three athletes for an event without increasing fields, but inevitably this would restrict the number of schools who would qualify.

68 events are contested at the Championships, 26 in the Under 14 age-group, 20 Under 13 and 22 Under 12. Qualifying standards for the two older groups are the ESAA District standards, except in a few cases when they are harder in order to restrict the size of the field for certain events. Under 12 standards have been extrapolated by the Committee from the older age-groups.

The twelve Areas, and the schools they consist of, vary enormously in number and quality, so although individual medals and certificates are awarded, there is no formal recognition of the merits of any particular Area or school.

It is the policy of the Committee to adhere as closely as possible to the current Rules For Competition published by UK: Athletics, deviations from which are made only after careful consideration for the smooth running of the Championships. No evidence of any kind ever having been produced by any medical, sporting, scientific or other body regarding the unsuitability of one or another event for any particular sex or age-group, it is not the policy of the Committee to restrict any particular event to any particular group of children on those grounds alone.

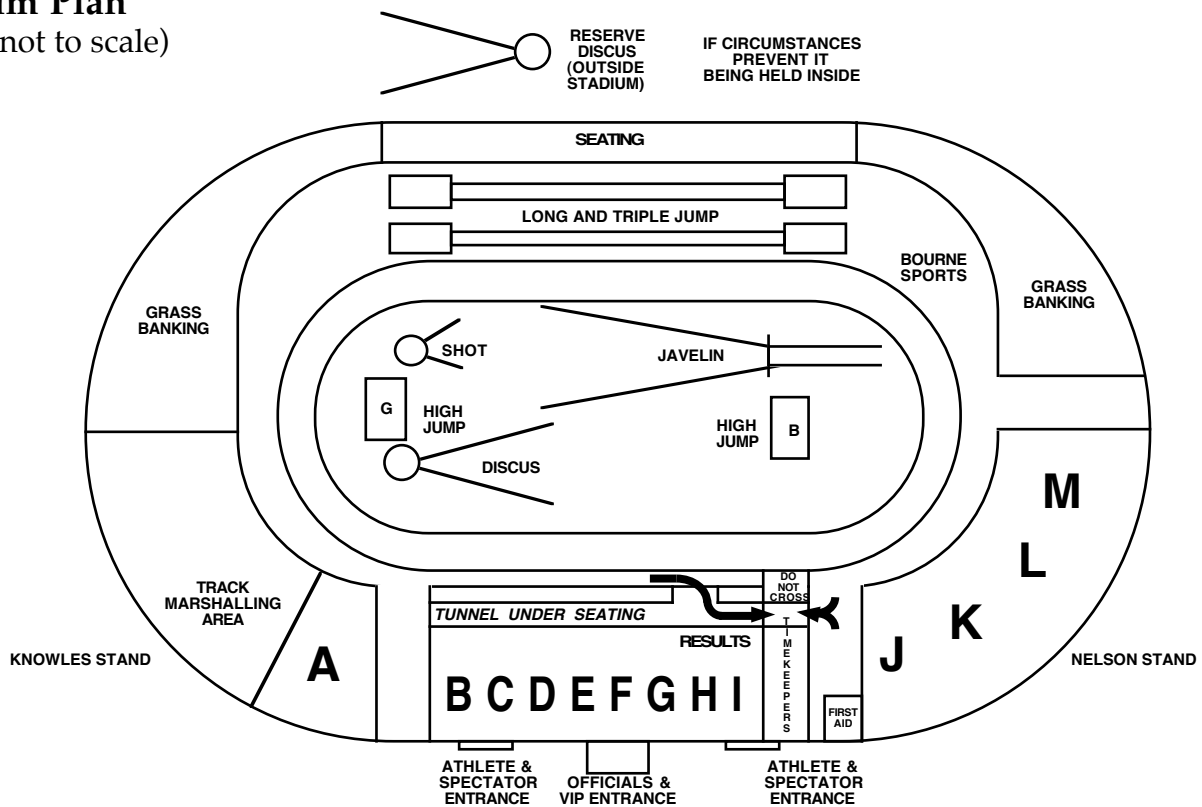
The National Championships

Time and Place (The Alexander Stadium, Walsall Road, Perry Bar, BIRMINGHAM, B42 2LR)

The National Prep Schools Athletics Championships are held on the Sunday or subsequent Monday nearest the end of June, from 11.15 until about 6.30. The Alexander Stadium is about two miles southwards down the A34 from Junction 7 of the M6 on the left hand side. Although the stadium is well advertised, its entrance is not. Minibuses should use a little lane called Stadium Way, signposted Entrance A, a little before the main turn-off. The Stadium is an internationally recognised athletics venue, with an eight lane artificial track and full facilities. Shot and Discus circles are concrete. The main Grandstand seats 2000, and the Nelson Stand (to its left as you face the arena) a further 3000. The Knowles Stand (to the right) is used for marshalling track events. The whole area is enclosed by grass banking and there are more seats on the far side of the track, by the long jump pits. The First Aid Room is staffed throughout the day, and basic refreshments such as ice-creams and burgers are available, although athletes with more health conscious diets would do well to bring their own food.

Stadium Plan

(not to scale)

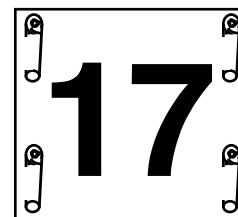


- | | | |
|-------------------------|--------------------------|-------------------------|
| A: Vacant (1 & 2) | F: Scotland (19 & 20) | K: Kent (7 & 8) |
| B: London (9 & 10) | G: North East (11 & 12) | L: Sussex (3 & 4) |
| C: East (15 & 16) | H: Mercia (17 & 18) | M: North West (13 & 14) |
| D: South West (21 & 22) | I: Kelly (5 & 6) | |
| E: Wessex (23 & 24) | J: West Surrey (25 & 26) | |

NOTE that the timekeepers sit in the Grandstand opposite the finish line. It is essential that the area between them and the finish is kept clear. Please do not loiter there to take photographs. The arrows indicate the passage under the grandstand.

Arrival & Registration

Each Area appoints team managers, who submit the names of their athletes and organise their team of event assistants. Children mostly travel individually or in school transport and meet their team managers at the stadium. They should find them in their area of the stadium as indicated on the plan, where they will be given numbers and pins. First string athletes wear odd numbers, and second strings wear even numbers. Track athletes should wear them on the front and back, and field athletes on the front. They should be fastened securely with four pins, at the sides as shown in the diagram. This seems pernicky, but people otherwise adopt a variety of styles, none of which is as easy to read by the track judges or as difficult to loosen and flap or fall off. Programmes and order of events are for sale at the entrance to the stadium, and there is an entrance fee for everybody who is not a competitor or official.



Areas and Identification Numbers

1 & 2	Vacant	9 & 10	London	15 & 16	East	21 & 22	South West
3 & 4	Sussex	11 & 12	North East	17 & 18	Mercia	23 & 24	Wessex
5 & 6	Kelly	13 & 14	North West	19 & 20	Scotland	25 & 26	West Surrey
7 & 8	Kent						

Odd numbers indicate First String Athletes, even numbers Second Strings.

Event Marshalling

Athletes should warm up in good time, and report to the right place shortly before their event starts. Track athletes report to the track marshal in the Knowles Stand (not to the start of their race), and field athletes directly to the event site. By judicious observation and by agreement with the judge, athletes involved in two events simultaneously should be able to arrange their trials at a field event so that they do not miss a round, for example taking their trial first in one round, and last in the next one. Unfortunately, if they do miss a round, they cannot take the lost trial later.

Rules, Regulations and Specifications

As far as possible, the meeting is run to UK: Athletics Rules for Competition, to which reference should be made first in the case of dispute, and administered by qualified officials from the MCAA and other Associations. The Handbook of the English Schools Athletics Association is also taken into consideration. Our regulations and specifications are peculiar to this meeting, and are listed below, together with some standard rules which may be unfamiliar.

- a) no coaching is allowed within the competition area.
- b) athletes should wear either plain shorts and singlets or their school strip. They are not allowed advertising of any kind (Coca Cola, Disneyland) and should not wear gaudy, merely decorative or souvenir clothing while competing.
- c) sprint athletes are seeded equally into heats, so that none is theoretically faster or slower than any other.
- d) track finals will be composed of the winners of each heat and the fastest losers up to the number required. In the event of tied performances leading to more qualifiers than there are lanes, none of the athletes tying for the last place or places are eligible for the final.
- e) 300m, 400m, 800m and 1500m races are seeded into graded races in the order of their submitted performances. The theoretically slowest race is run first, and the winning time told to subsequent races. There are no separate finals for these events.
- f) athletes may not compete in both 800m and 1500m races.
- g) starting blocks are not permitted.
- h) track athletes must remain quite still in their 'set' position, without rocking or leaning gradually forward, to avoid a false start.
- i) field athletes should be aware that each round in a field event is an entity in itself, and missed trials are not allowed to be taken when the round has closed.

j) field athletes are all allowed three trials at each event, and the top eight a further trial, except in High Jump, when they will be allowed up to three attempts at each height, until they have recorded three successive failures.

k) no throwing equipment not provided by the Championships organisers is permitted.

l) throwers must stick scrupulously to the style dictated by the rules for their event.

m) for safety reasons, the Discus may be held outside the main arena.

Specifications

a) 70m Hurdles are 68cm high and 7.0m apart.

b) 75m Hurdles are 76cm high and 7.5m apart.

c) High Jump Start Heights are as follows:

BOYS	Under 14: 1.35	Under 13: 1.25	Under 12: 1.15
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GIRLS	Under 14: 1.10	Under 13: 1.05	Under 12: 1.00
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The bar will be raised in units of 5cm until fewer than 9 competitors are left, then 3cm.

d) Under 14 Boys use a 3.25kg shot, 1.0kg discus and 600g javelin.

e) All other classes use a 2.72kg shot, 0.75kg discus and 400g javelin.

Officials

We try to obtain as many qualified officials from the MCAA and other Associations as possible. They are assisted by staff from the various Areas, allocated as follows.

Track: South West (Marshalling & Relays),
North East & North West (Place Judging & Relays),
Wessex (Timekeeping)

Field: West Surrey (High Jump), East (Distance Jumps),
Kent (Shot), London (Discus), Wessex (Javelin)

Admin: Sussex (Office & Control),
Mercia (Presentations, Equipment & Enquiries)
Winterfold School (Reception)

Results

Results are displayed on the corridor walls of the Grandstand, as soon as they have been checked for accuracy of names, etc. Athletes must have the patience to wait till this is done, as disturbing the compiler only makes the whole process longer. Full copies of the results are sent to Area managers to distribute later, and are eventually posted on website www.hughfarey.piczo.com

Medals and Certificates

These are awarded as soon as the results for each event have been confirmed, in front of the Grandstand, throughout the day. Athletes coming first, second or third in any field event or final should listen carefully to the announcer, who will announce when an award ceremony is imminent, and then go directly to the awards area unless they are involved in another event, **in which case they should inform the presentations staff.**

Sponsors' Trade Stands

Bourne Sports has a stand at the Stadium. Souvenir T-shirts and sweatshirts specially designed for the event are on sale.

Timetable

High Jump Fans indicated as B (boys) and G (girls). Long Jump Pits are decided at the time.

TRACK EVENTS												
TIME	No.	B / G	AGE	EVENT	H / F	« « «	TIME	No.	B / G	AGE	EVENT	H / F
11.15	1	Boys	U 14	75m Hd	Heats	« « «	15.10	31	Girls	U 14	300m	Finals
	2	Girls	U 14	75m Hd	Heats	« « «		32	Boys	U 14	400m	Finals
11.40	3	Girls	U 12	1500m	Finals	« « «	15.35	33	Girls	U 12	100m	Final
	4	Boys	U 12	1500m	Finals	« « «		34	Boys	U 12	100m	Final
	5	Boys	U 12	70m Hd	Heats	« « «		35	Girls	U 13	100m	Final
	6	Girls	U 12	70m Hd	Heats	« « «		36	Boys	U 13	100m	Final
	7	Boys	U 13	70m Hd	Heats	« « «		37	Girls	U 14	100m	Final
	8	Girls	U 13	70m Hd	Heats	« « «		38	Boys	U 14	100m	Final
	9	Girls	U 13	1500m	Finals	« « «		39	Boys	U 12	800m	Finals
	10	Boys	U 13	1500m	Finals	« « «		40	Boys	U 13	800m	Finals
12.55	11	Boys	U 12	70m Hd	Final	« « «	16.35	41	Boys	U 14	800m	Finals
	12	Girls	U 12	70m Hd	Final	« « «		42	Girls	U 12	Relay	Heats
	13	Boys	U 13	70m Hd	Final	« « «		43	Boys	U 12	Relay	Heats
	14	Girls	U 13	70m Hd	Final	« « «		44	Girls	U 14	Relay	Heats
	15	Girls	U 14	1500m	Finals	« « «		45	Boys	U 14	Relay	Heats
	16	Boys	U 14	1500m	Finals	« « «	17.20	46	Girls	U 12	200m	Final
	17	Girls	U 14	75m Hd	Final	« « «		47	Boys	U 12	200m	Final
	18	Boys	U 14	75m Hd	Final	« « «		48	Girls	U 13	200m	Final
13.40	19	Girls	U 14	100m	Heats	« « «	49	Boys	U 13	200m	Final	
	20	Boys	U 14	100m	Heats	« « «	50	Girls	U 14	200m	Final	
	21	Girls	U 13	100m	Heats	« « «	51	Boys	U 14	200m	Final	
	22	Boys	U 13	100m	Heats	« « «	52	Girls	U 12	800m	Finals	
	23	Girls	U 12	100m	Heats	« « «	53	Girls	U 13	800m	Finals	
	24	Boys	U 12	100m	Heats	« « «	54	Girls	U 14	800m	Finals	
14.25	25	Girls	U 14	200m	Heats	« « «	18.10	55	Girls	U 12	Relay	Final
	26	Boys	U 14	200m	Heats	« « «		56	Boys	U 12	Relay	Final
	27	Girls	U 13	200m	Heats	« « «		57	Girls	U 14	Relay	Final
	28	Boys	U 13	200m	Heats	« « «		58	Boys	U 14	Relay	Final
	29	Girls	U 12	200m	Heats	« « «						
30	Boys	U 12	200m	Heats	« « «							
FIELD EVENTS												
TIME	DISTANCE JUMPS				HIGH JUMP				THROWS			
11.15	A	Boys	U 14	LJ	E	Boys	U 12	HJ (B)	C	Girls	U 14	Shot
	B	Boys	U 13	LJ	F	Girls	U 12	HJ (G)	D	Boys	U 14	Javelin
12.15	H	Boys	U 14	TJ					G	Girls	U 13	Discus
	I	Girls	U 14	LJ					J	Boys	U 14	Shot
									K	Boys	U 12	Javelin
13.15	R	Girls	U13	LJ	M	Boys	U 14	HJ (B)	L	Boys	U 13	Discus
					N	Girls	U 14	HJ (G)	O	Girls	U 14	Javelin
14.15	V	Girls	U 14	TJ					P	Girls	U 13	Shot
	W	Boys	U 12	LJ					Q	Boys	U 12	Discus
									S	Girls	U 13	Javelin
16.00					X	Boys	U 13	HJ (B)	T	Boys	U 14	Discus
					Y	Girls	U 13	HJ (G)	U	Girls	U 12	Shot
									AA	Boys	U 12	Shot
17.00									AB	Boys	U 13	Javelin
									AC	Girls	U 12	Discus
									AD	Girls	U 14	Discus
									AE	Girls	U 12	Javelin
									AF	Boys	U 13	Shot

Qualification

Winners at Area Meetings by right, and second strings only if they meet the Second String Entry Standards, qualify for the National Championships. Competitors may enter a maximum of two events plus a relay. These are the Standards:

BOYS	Under 14	Under 13	Under 12
100m	13.0	13.8	14.6
200m	27.6	29.3	31.0
400m	60.0	No Event	No Event
800m	2;27.0	2;34.0	2;41.0
1500m	4;59.0	5;10.0	5;21.0
Hurdles	13.2 (75m)	13.0 (70m)	13.4 (70m)
High Jump	1.55	1.45	1.35
Long Jump	4.65	4.32	4.00
Triple Jump	10.15	No Event	No Event
Shot	10.05 (3.25kg)	9.40 (2.72kg)	8.50 (2.72kg)
Discus	27.00 (1.0kg)	23.50 (0.75kg)	23.50 (0.75kg)
Javelin	32.00 (600g)	26.50 (400g)	25.00 (400g)
Relay	52.5	No Event	56.3
GIRLS	Under 14	Under 13	Under 12
100m	13.9	14.3	14.7
200m	29.7	30.8	31.9
300m	50.0	No Event	No Event
800m	2;44.0	2;48.0	2;52.0
1500m	5;42.0	5;52.0	6;02.0
Hurdles	13.6 (75m)	13.5 (70m)	14.0 (70m)
High Jump	1.35	1.30	1.25
Long Jump	4.28	4.08	3.88
Triple Jump	8.00	No Event	No Event
Shot	7.95 (2.72kg)	7.10 (2.72kg)	6.50 (2.72kg)
Discus	21.50 (0.75kg)	19.00 (0.75kg)	16.50 (0.75kg)
Javelin	21.50 (400g)	18.50 (400g)	16.00 (400g)
Relay	57.8	No Event	60.0

Note that certain combinations of events (e.g. 1500m & Hurdles or 800m & sprints) may be impossible, and that a good sprinter may have to run up to 6 races in the course of the day.

If a team manager is satisfied that a winner or qualifier at an Area meeting has achieved a better performance at another recognised competition, or, in the absence of a Second String qualifier at the Area meeting, that a performance at another meeting would qualify someone, they may use that performance to qualify and enter the athlete for the National Championships.

Health & Safety

Policy

The National Prep Schools Athletics Committee acknowledges its responsibility in the field of Health & Safety, endorses the Code of Conduct approved by UK Athletics, and has carried out appropriate risk assessments for the conduct of the Championships. Its policy is that as far as possible all accidents and injuries requiring medical assistance should be recorded and investigated with a view to the continued improvement of the conduct of the meeting.

Responsibility for Young People

The National Prep Schools Athletics Committee requires that every young person present at the Championships be accompanied by a responsible adult who will:

- have the young person's legal guardian's authority to be responsible for the young person
- be aware of all relevant medical information regarding the young person
- be responsible for any medication (such as inhalers) needed by the young person
- be able to authorise (on behalf of the young person's legal guardian) any procedure (such as transport to a hospital or emergency medical treatment) which requires such authorisation.

Child Safety

Every child in the stadium is considered to be under the direct supervision of a responsible adult (see above). Nevertheless, the Committee is aware of areas of possible concern, and keeps them under consideration:

- Abuse and abduction. Young people should be made aware of the possible risk of being alone with an unfamiliar adult, such as in changing rooms, toilets, or isolated areas of the stadium, and instructed to avoid such situations, going about with a friend, for example, or warming-up in full view of the grandstands.
- Photography. Photography is an inherent part of a meeting of this nature, but the Alexander Stadium has a policy of monitoring it by means of a form to be filled in and a distinctive wristband issued at reception. Anybody wanting to take photographs can be prepared for this using the accompanying proforma (Appendix 5).
- Reporting. Any person, adult or child, unhappy or suspicious about the behaviour of anybody which might constitute a risk to any young person should feel free to report to the control box, requesting a confidential meeting. Every such request will be taken seriously, the details heard and recorded, and appropriate action taken.

Procedure in the Event of an Accident during an Athletic Event

- 1) The chief official will call a temporary halt to the event.
- 2) The person responsible for the young person will be called.
- 3) If necessary, First Aid assistance will be called.
- 4) Details of the accident will be recorded immediately.

These may include:

- Time, event and name of the young person.
- How the accident occurred.
- What measures were taken.
- A diagram of the accident.
- The name of the person making the report.

Risk Assessments

Some athletics events may appear intrinsically dangerous, such as javelin throwing, while others have less obvious risks associated with them, such as tripping over a raised track border. Nevertheless, if appropriate measures are taken, everything that takes place during the Championships can be reduced to a low risk activity. The following list considers as many hazards as possible, and outlines the measures that can be taken to reduce associated activities to low risk.

1) Weather. Particularly poor weather can render the track and other surfaces slippery, reduce visibility and concentration, and make people cold, unhappy and impatient. Particularly hot and sunny weather can produce heat stroke, sun burn, eyestrain and irritability and impatience. If weather conditions are unpleasant:

a) all officials are instructed to take proper cognisance of the fact, both on their own behalf and on behalf of the athletes, and to take particular care over the conduct of their events.

b) general public address announcements are made to try to keep participants and spectators under cover and appropriately treated to cope with the conditions, such as to wear warm clothing or keep out of the rain, or to wear a hat or suncream, or to keep out of the sun.

2) Interference with events. Athletes and officials concentrating on events may not be fully aware of extraneous people getting in the way or wandering into throwing areas, with concomitant risks of collision with athletes or implements. To prevent this, all non-participants are instructed in programmes, orders of events, team managers instructions and by public address during the course of the meeting to keep off the track and the long jump pit area, and out of the grass area infield.

3) Stress and strain injuries to athletes. Intense effort may produce unusual strain on athletes, who may suffer muscle strain, tension, breathlessness and other ill effects brought on by the enormity of the occasion. Fortunately all athletes taking part have qualified by means of their achievements at a meeting of some standing, and it is assumed that they know how to warm up and prepare for their events, and are managed by responsible adults.

4) Collisions on the track. Interference by one athlete to another during a race renders them liable to disqualification. When races are not run in lanes, it is assumed that coaches have advised athletes to be wary of spikes, to overtake responsibly on the outside, and not to change lane on the home straight unless overtaking.

5) Collisions with hurdles. Falling against or over hurdles can cause injury to legs, arms or head, and may be unavoidable. To lessen the risk track marshals must check, whenever they are set up or adjusted, that all hurdles are at the correct height and distance for the event, and that the weights on the legs are correctly positioned. It is assumed that all athletes are familiar with their event (after all they have qualified at Area meetings).

6) Collisions with the raised curb. These can result in twisted ankles and falling injuries, and athletes may not have encountered curbs before. Coaches should make their charges aware of the dangers, and instruct them in appropriate track discipline.

7) Accidents associated with officials' equipment. The only intrinsically dangerous articles used are the starter's pistols. As the starters are all qualified and experienced, it can be assumed that they will take proper precautions of their own. All officials receive details of the field layout and timetable, and warned to be aware of the throwing events in the middle of the stadium. They are also under the guidance of an experienced track referee, who will oversee safe behaviour on, for example, the placers' steps.

8) The dangers of high jump. Slippery conditions can make athletes crash into the apparatus before jumping, and there is some inherent risk of injury to the head or back in landing if it is not done correctly. Officials must ensure that the take-off area is kept as dry as possible (by using brooms to sweep off the water if necessary), and keep a wary eye open for improper jumping technique. Athletes and their coaches should be warned that their technique might lead to injury if officials consider it likely. Athletes in danger of hitting the supports because of their take-off position should be warned to adjust it. Officials should stand well clear of the supports.

9) The dangers of distance jumps. Slipping on wet surfaces, treading on rakes or other equipment, or falling awkwardly after jumping can lead to injury. Officials should take appropriate action to sweep water from run-ups, ensure that take-off boards and blanks are flush with the run-up, ensure that equipment (such as rakes - tines downwards - and tape-measures) is laid away from return routes, and that the sand is kept as even (both in level and texture) as possible. Officials should be aware that lifting and laying take-off boards and blanks could lead to back-strain, and conduct themselves accordingly.

10) The dangers of throwing events. All throwing implements are inherently dangerous and can cause injury to athletes and officials before, during or after any particular trial. Only officials may stand forward of the throwing arc. Officials must ensure proper instrument discipline throughout the event. In particular, the official calling an athlete to throw must ensure that the run-up or circles and landing area are clear of people and apparatus, and that everybody close by knows that a throw is about to occur. They should instruct athletes not to throw until called, check that officials forward of the throwing arc are clear of the sector and ready for the throw, and then call the athlete to the run-up or circle and blow a warning horn. Instruments must never be thrown or rolled back, but carried.

Shot are heavy and their momentum can crush toes or cause bruising even at slow speeds. Officials must instruct athletes not to toss them up and down or from one to another.

Discoi are the safest implements to carry but the most dangerous to throw. Officials must ensure that the cage is adequately netted and that the wings are as close as they can be; they must call attention to any fault which could lead to a loose discus escaping, and position athletes and spectators so that they cannot be hit.

Javelins have two sharp ends. They should be approached from the side, at a walk, and held vertically whenever carried.

11) Miscellaneous accidents. Apart from accidents that could occur as a result of athletics events, there are some risks associated simply with congregations of people in a single place. They include crushing and tripping, accidents caused by collision (especially with athletes wearing spikes) or playing on equipment, minor burns (due to reckless use of cigarettes or lighters), and overheating. Most of these can be avoided by proper crowd control, which will be effected by the use of stewards and public address announcements. Stadium First Aiders are available at all times.

Some hazards are present outside the stadium, such as in the carparks and driveways. Adults are reminded of these risks, and their responsibility to themselves and the young people in their charge.

12) Fire. This is considered a low risk hazard during our meeting, but the stadium is well equipped with appropriate equipment, trained staff and clear signage should such an emergency arise.

13) Unspecified Emergency. In the event of the management of the stadium needing to evacuate the premises they will take control of the meeting by means of the public address system and stadium staff, and follow their own emergency procedures. The NPSA will afford them every co-operation.

Guides For Officials

The National Prep Schools Athletics Championships relies quite heavily on volunteer staff, who may have little or no experience of assisting at a meeting. The following pages attempt to give them some guidance. They are not a definitive guide to the rules of an event.

They must be read in conjunction with the Health & Safety section, above.

Track Events - General

Track officials may be allocated a number of tasks, such as marshalling the start, monitoring races in progress, judging take-overs in relays or acting as position judge. Officials are under the command of the Track Referee, who will tell them what to do. Before each event, check that you know exactly which it is - Sex, Age Group, Distance, which Heat or Graded Final, or if it is a Final.

Track Marshalling

Marshalling the start. Before they are called forward, ensure that the athletes know exactly what race they are about to begin, and that you, or they, know their lanes. Check that they all have the correct numbers, properly fastened on both front and back. Carry supplies of spare safety pins. Instruct all runners what to do at the finish of the race - to remain in their lanes, and turn to face the position judges. When they are called forward, show them their start lines, and instruct them to stand a couple of metres behind them until the starter calls "On your marks." On the command "Set," ensure that no part of any athlete is touching the ground on or beyond the white line.

If marshalling a relay change-over, instruct the athletes clearly where the change-over boxes begin and end. If asked, show them the acceleration zone start. Athletes may stand wherever they like (within the acceleration zone and change-over box), but if they have no instructions and ask for advice, stand them just inside the beginning of the change-over box.

Hurdle Marshalling

Ensure that every hurdle is in the correct place, at the correct height, and that the weights on the legs are in the correct position.

Race Monitoring

Observe that athletes do not run out of lane, or obstruct any other athlete. It is against the rules to tread on or over the white line marking the inside of the track or a lane, and infringements should be reported to the track marshal.

Relay Change-Overs

Stand where you can see the lines at the ends of the boxes as clearly as possible. This may best be done by standing some distance away. You may have to judge just the beginning of the box, just the end, or both. The outgoing runner may not touch the baton until it is within the change-over zone, and the incoming runner must have ceased to touch it before it leaves the zone. If you see an infringement, make sure you know which team has committed it. It is also an infringement for any athlete, at any stage of the race, to obstruct another of a different team - such as by leaving lane - so watch for that also. Signal a clear or reportable change-over with a white or red flag.

Position Judging

This is easy in long-distance races, but hard in sprints. Concentrate on your own specific responsibility and don't try to remember every position. Record your decision on paper, in such a way that you can confidently refer to it much later on, in the event of a query about positions being made to the control box possibly many minutes afterwards.

Field Events - General

Before the competition start check that the equipment is secure and safe, and that you know how to use it and measure the performances. You should have a list of registered athletes and a results pad of dry-copy sheets. Try to keep the separate sheets of the results pad together, and write in biro, so that the bottom sheet receives the results as clearly as possible. Do not accept unregistered athletes unless they are accompanied by an official authorisation slip. The rules for valid and invalid attempts are quite complex, so you should try to acquaint yourself with them beforehand.

In general athletes have 60 seconds to make their attempt, rising to 90 seconds when fewer than four competitors are left in the High Jump, and 2 minutes when one athlete is jumping alone.

If an athlete has to go off to a track event during the course of the competition, the judge may vary the order of competition within a round, for example arranging that they take one attempt at the beginning of a round and their subsequent attempt at the end of the next, but if the athlete does not return before the beginning of the next one, they forfeit their attempt at that round or rounds. If there is some expectation that a missing athlete may return, the last round of an event could, at the discretion of the judge, be kept open longer than usual. The other athletes must be informed if this is undertaken.

High Jump

Before the competition start check that the bar supports face inwards and are directly above the line on the ground, and that you know how to raise, lower and measure the height of the bar.

Set the bar at the start height. Inform the athletes of the start height and begin to call their names. Each height consists of a maximum of three separate rounds, so that athletes may have up to three attempts to clear the bar. They may elect to forgo a height or an attempt, but three successive failures, at any height or heights, eliminate the athlete. Athletes who have cleared the bar may not have another attempt at the same height. Winning athletes may continue to jump until three successive failures have been recorded, if they wish, in which case they may direct the height to which the bar is raised, in not less than 2cm increments.

Athletes must take off one foot only. This usually means they jump using some form of Scissors or Fosbury Flop (near foot takes off first and they cross the bar on their backs) or Straddle (far foot takes off first and they cross face down). Some athletes try what is essentially a two-footed forward, backward or sideways dive or somersault, just managing (and vociferously claiming) to lift one foot ahead of the other. This is technically not forbidden, although unlikely to lead to much height. It should, however, be pointed out and discouraged. Any touching of the ground or landing area beyond the 'plane of the bar' (the rectangle of space between the front of the bar and the line on the ground) counts as a failure, but an athlete may abort a jump and go back for another try as often as they like provided they have not crossed the plane of the bar or exceeded the time limit.

If the bar falls off because the athlete touches it or its supports, a failure is recorded. The length of time between the attempt and the fall, or whether the athlete has left the landing area is immaterial. If it falls because of the wind, or as a result of the landing area disturbing a support, that is not a failure. Occasionally the judge may have to make a subjective decision. Successful attempts are recorded with a O, unsuccessful ones with an X.

In the event of a tie, the number of failures at the height the tying athletes last achieved is considered. If the tie persists, the total number of failures is considered. If the tie still persists, it is accepted, except if it is for first place. In this case, the tying athletes shall have one jump at the height at which they failed, and if no decision is reached the bar is raised by 2cm if they jump it and lowered by 2cm if they fail, the athletes continuing to have one jump at each height, until the tie is resolved.

Long & Triple Jump

Measure all jumps FROM the edge of the mark in the pit nearest to the take-off board, PERPENDICULARLY to the edge of the board nearest the pit, TO the nearest centimetre BELOW the actual distance jumped, unless it measures an exact number of centimetres.

If an athlete touches the ground beyond the front edge of the take-off board (except in Triple Jump), or an imaginary line extending it to both sides, before take-off, that is a no jump. Athletes who have not crossed that line may abort their attempt and have another provided they do so within 60 seconds. Marks in the pit include marks made by hands, bottoms etc. falling backwards, and feet if the athlete does not walk forward out of the pit. If the athlete touches the ground outside the pit before making a mark in the sand, or falls out of the pit in the course of landing, that is a no-jump. For a Triple Jump to be valid, athletes must land firstly on the same foot with which they take off, then the other foot, and then land in the pit.

Rake the pit from the outside into the middle, not scraping a trench in the fall-line. Make sure the sand is soft enough, and don't leave rakes lying dangerously.

Shot

Measure all puts FROM the edge of the mark in the grit nearest to the circle, PERPENDICULARLY to the rear edge of the rim of the front of the circle, TO the nearest centimetre BELOW the actual distance put, unless it measures an exact number of centimetres.

The shot must be put correctly, with one hand. It must be placed close to the chin (essentially touching the cheek or chin), and not withdrawn from that position until being thrust forwards, with one hand only.

The entire put, including preparatory movements, must take place within the circle.

An athlete may touch the inside of, but not the top of, the metal frame and the white wooden stop-board.

The athlete must enter and leave the circle from behind the white lines marking the diameter, and not tread on or over them, or on or over the front half of the circle at any time before, during, or after their put.

If the shot lands on or outside the sector lines, it is a no-put.

Under 14 boys use a 3.25kg shot. All other events use a 2.72kg shot.

Never a throw a shot from one to another or hand to hand, or try to stop a rolling one with your foot. They are heavy.

Discus

Measure all throws FROM the mark in the landing sector nearest to the circle, PERPENDICULARLY to the rear edge of the rim of the front of the circle, TO the nearest centimetre BELOW the actual distance thrown, unless it measures an exact number of centimetres.

On hard ground, a good throw may not leave a mark. You must then decide where the nearest point of touch-down to the circle occurred.

Any one-handed throwing style is legitimate.

The entire throw, including preparatory movements, must take place within the circle.

An athlete may touch the inside of, but not the top of, the metal frame.

The athlete must enter and leave the circle from behind the white lines marking the diameter, and not tread on or over them, or on or over the front half of the circle at any time before, during, or after their throw.

If the discus lands on or outside the sector lines, it is a no-throw.

Hitting the cage does not, in itself, constitute a no-throw.

The discus circle is the larger of the two inside the protective cage.

Keep well clear of a spinning discus thrower - the discus can fly off at any direction.

Javelin

Measure all throws FROM the mark in the landing sector nearest to the throwing arc, PERPENDICULARLY to the rear edge of the arc, TO the nearest centimetre BELOW the actual distance thrown, unless it measures an exact number of centimetres.

The javelin must land with “the tip of the metal head” first, in which case it is almost certain to leave a mark. On very hard ground it may not. You must then decide where the point of touch-down occurred.

The javelin must be thrown correctly, overarm. In practice this means that during the throwing stride, the throwing hand must be above the elbow or upper arm of the athlete, and the elbow must be as high or higher than the shoulder. Any falling away from these positions constitutes a ‘sling’ or ‘hurl’, not a throw.

The athlete must leave the throwing area from behind the white line marking the front edge of the arc, including the side-extensions, and not tread on or over it at any time before, during, or after their throw.

If the javelin lands on or outside the sector lines, it is a no-throw.

Never run up to a javelin sticking in the ground; walk up to it from the side.

Remember the most dangerous end of the javelin is the one you’re not looking at.

**Pull it out of the ground by grasping it at the end pointing up,
and hold it vertical when carrying it.**

Appendices

1. The Constitution of the National Preparatory Schools Athletics Committee

1. The aims of the Committee are:
 - to organise an annual National Preparatory Schools Athletics Championships
 - to encourage the development of the highest possible standard of Athletics in preparatory schools
 - to assist any prep school staff in the organisation of regional or local athletics competitions as required
2. The Committee shall consist of:
 - up to two representatives of all regional qualifying meeting areas
 - a representative from or representing the IAPS Sports and Recreation Committee
 - anybody else the Committee shall see fit to include
3. The representatives of the regional qualifying meeting areas shall be truly representative. They have a responsibility to attend Committee meetings, to ensure that athletes from their areas are entered in due time, and that their judging or other organisational commitments are fulfilled. Failure to achieve this may result in alternative representatives being sought by the Committee. What constitutes a regional qualifying meeting area shall be determined from time to time by the Committee.
4. The officers of the Committee shall be:
 - the Chairman
 - the Secretary
 - the Treasurer
 - the Championships Organiser
 - the Championships Clerk

Officers shall be elected annually at the Annual General Meeting of the Committee. A single individual may hold more than one office if the Committee so desires.
5. The Committee shall meet twice a year, once in the Spring (March/ April) and once in the Autumn (October/ November), which shall be the Annual General Meeting. The meeting shall be quorate if representatives of at least seven areas are present. Extraordinary meetings may be summoned at either of the regular meetings, or by the Chairman with the consent of at least two other officers.
6. All decisions made at a quorate meeting shall be considered decisions made by the whole Committee. Decisions shall normally be by consensus, but if any member requires, any proposal shall be put to a vote. If decisions are made by vote, each area is entitled to one vote, any officer who does not represent an area is entitled to one vote and the IAPS representative is entitled to one vote. Decisions are made by a simple majority. In the event of a tie, the chairman shall have a casting vote.
7. The Committee shall raise funds by whatever means it decides. Expenditure shall be in the hands of the Championships Organiser, whose cheques shall be countersigned by the Chairman. Expenditure by any other members of the Committee and any expenditure above a sum from time to time determined by the Committee shall be submitted to the Committee for approval before being undertaken.
8. In the event of the Committee being disbanded, a decision as to the final disbursement of any funds shall be made at the final meeting.

2. Useful Contacts

National Preparatory Schools Athletics

Secretary, Hugh Farey

St Richard's School, Bredenbury Court, BROMYARD, Herefordshire, HR7 4TD

Telephone: 07977 053033

Fax: 01885 488982

e-mail: hughfarey@hotmail.com

website: www.hughfarey.piczo.com

The Athletics Bookcentre

5, Church Road, GREAT BOOKHAM, Surrey, KT23 3PN

Telephone: 01372 452804

UK Athletics

Athletics House, 10, Harborne Road, Edgbaston, BIRMINGHAM, B15 3AA

Telephone: 0121 4565098

Fax: 0121 4568752

e-mail: information@ukathletics.org.uk

website: www.ukathletics.org

The English Schools Athletics Association

Hon. Secretary, David Littlewood

6, Newborough Green, New Malden, Surrey, KT3 5HS

Telephone: 020 8949 1506

Fax: 020 8942 0943

website: www.esaa.net

3. Sources

Rules For Competition (UK Athletics)

Handbook of the Association (The English Schools Athletics Association)

Bedford Stadium Health & Safety Management booklet

The Kelly Trophy Meeting - Officials Briefing for Field Events (Kelly College Athletics Club)

Officials Briefing for Field Events (Sussex County Preparatory Schools Athletics)

Safe Practice in Physical Education (BAALPE)

St Richard's School Athletics Handbook

Programmes and results from previous NPSA Championships

4. Championships Records (after the 2008 Championships)

BOYS

2008	Event	Record	Year	Winner	School (Area)	Perf.
UNDER 14	75m Hurdles	11.2	2005	R. Elsby	Gresham's (15)	11.2
UNDER 14	100m	11.5	1978	S. Ross	Unknown (23)	11.5
UNDER 14	200m	23.5	1983	K. Ajose	Caldicott (17)	23.5
UNDER 14	400m	53.9	1990	C. Howard	Ryde (23)	53.9
UNDER 14	800m	2;07.7	1978	D. Powell	Unknown (1)	2;07.7
UNDER 14	1500m	4;21.6	1994	K. Farreley	Caterham (9)	4;21.6
UNDER 14	Relay	50.0	1986	Dulwich CPS	Dulwich CPS (9)	50.0
UNDER 14	High Jump	1.72	1994	A. Umpleby	Terra Nova (13)	1.72
UNDER 14	Long Jump	6.15	1987	O. Onuorah	Abbey School (15)	6.15
UNDER 14	Triple Jump	12.65	2002	A. Ampim	Blue Coat (1)	12.65
UNDER 14	Shot (3.25kg)	13.66	1998	R. Dance	Holme Grange (25)	13.66
UNDER 14	Discus (1kg)	41.65	2007	W. McGahey	St Faith's (15)	41.65
UNDER 14	Javelin (600g)	43.70	1990	E. Wilson	Felsted	43.70 (a)
UNDER 13	70m Hurdles	10.7	1989	J. Virgo	St Aubyn's (3)	10.7
UNDER 13	100m	11.8	1989	C. Howard	Ryde (23)	11.8
UNDER 13	200m	24.9	1982	Olabanji	Unknown (9)	24.9
		24.9	2008	J. Royston-Bailey	Bramcote (11)	24.9
UNDER 13	800m	2;12.9	2006	T. Purnell	Wycliffe (21)	2;12.9
UNDER 13	1500m	4;31.1	2008	M. Nicholls	Ashford Friars (7)	4;31.1
UNDER 13	High Jump	1.64	1992	E. Willers	Felsted (15)	1.64
UNDER 13	Long Jump	5.44	2007	H. Vu	Bedford (15)	5.44
UNDER 13	Shot (2.72kg)	13.85	1986	Onuorah	Abbey (E)	13.85
UNDER 13	Discus (0.75kg)	39.82	2004	A. Wilson	Lochinver Hse (9)	39.82
UNDER 13	Javelin (400g)	49.61	2008	O. Bradfield	Gresham's (15)	49.61
UNDER 12	70m Hurdles	11.3	1982	Nussey	Unknown (23)	11.3
UNDER 12	100m	12.5	1977	Campbell	Unknown (15)	12.5
UNDER 12	200m	26.3	1982	Stabler	Unknown (3)	26.3 (b)
UNDER 12	800m	2;22.1	1981	G. Allison	Unknown (9)	2;22.1
UNDER 12	1500m	4;39.7	2007	H. Roussouw	New Beacon (7)	4;39.7
UNDER 12	Relay	54.4	1986	Holmewood House	Holmewood Hse (9)	54.4
UNDER 12	High Jump	1.53	1991	E. Willers	Felsted (15)	1.53
UNDER 12	Long Jump	5.26	1982	Stabler	Unknown (3)	5.26
UNDER 12	Shot (2.72kg)	10.27	2004	I. Madovemu	Bilton Grange (16)	10.27
UNDER 12	Discus (0.75kg)	26.92	2006	W. Hutchinson	Edgeborough (26)	26.92
UNDER 12	Javelin (400g)	37.67	2007	O. Bradfield	Gresham's (15)	37.67

(a) I have no results for this. The Programme lists Wilson as a (G), but no Wood.

Subsequent lists of records (until 1996) list Wood. Was Wilson a Guest because he was too old?

If so, the record would be 43.16, by R. Clowes, of Queens (21) in 2006

(b) 26.8 in later lists. I can't confirm original result.

1 & 2 = Bromsgrove
3 & 4 = Sussex
5 & 6 = Kelly
7 & 8 = Kent

9 & 10 = London
11 & 12 = North East
13 & 14 = North West
15 & 16 = East

17 & 18 = Mercia
19 & 20 = Pitlochry
21 & 22 = South West
23 & 24 = Wessex

25 & 26 = West Surrey

RECORDS AFTER 2008 CHAMPIONSHIPS**GIRLS**

2008	Event	Record	Year	Winner	School	Perf.
UNDER 14	75m Hurdles	11.7	1999	G. Werrett	Bromsgrove (2)	11.7
UNDER 14	100m	12.9	1989	F. Quashie-Idun	Clayesmore (23)	12.9
		12.9	2001	D. Haynes	Hazelwood (25)	12.9
		12.9	2008	S. Jeffries	St Catherine's (25)	12.9
UNDER 14	200m	26.5	1992	E. Hall	Bromsgrove (1)	26.5
UNDER 14	300m	43.2	2005	B. Percy	Ryde (23)	43.2
UNDER 14	800m	2;23.6	2008	D. Morgan	Millfield (21)	2;23.6
UNDER 14	1500m	4;48.4	2007	J. Spannagl	Pennthorpe (3)	4;48.4
UNDER 14	Relay	53.8	2008	Spratton Hall	Spratton Hall (15)	53.8
UNDER 14	High Jump	1.53	1997	M. Greenhalgh	Bilton Grange (17)	1.53
UNDER 14	Long Jump	5.15	1996	N. Lapzuk	Repton Prep (1)	5.15
UNDER 14	Triple Jump	10.02	2007	H. Moorhead	Hazlegrove (21)	10.02
UNDER 14	Shot (2.72kg)	11.09	2000	C. Carding	Yateley Manor (23)	11.09
UNDER 14	Discus (0.75kg)	33.47	2000	C. Carding	Yateley Manor (23)	33.47
UNDER 14	Javelin (400g)	34.92	2005	J. Challen	Great Ballard (3)	34.92
UNDER 13	70m Hurdles	11.5	1995	D. Mann	Rose Hill (7)	11.5
			2001	L. Boggis	St Hugh's (17)	11.5
UNDER 13	100m	13.2	2004	A. Martin-Turner	Copthorne (3)	13.2
UNDER 13	200m	27.3	1995	N. Lapczuk	Repton Prep (1)	27.3
UNDER 13	800m	2;25.4	1996	A. Bevan	Farlington (3)	2;25.4
UNDER 13	1500m	5;00.1	2005	C. Freeman	Dulwich Prep (7)	5;00.1
UNDER 13	High Jump	1.50	1996	I. Robertson	Terra Nova (13)	1.50
UNDER 13	Long Jump	4.80	1992	H. Greenslade	St Christopher's (21)	4.80
UNDER 13	Shot (2.72kg)	9.46	1999	C. Carding	Yateley Manor (23)	9.46
UNDER 13	Discus (0.75kg)	30.16	1999	C. Carding	Yateley Manor (23)	30.16
UNDER 13	Javelin (400g)	30.47	2001	L. Boggis	St Hugh's (17)	30.47
UNDER 12	70m Hurdles	11.9	2003	C. Hall-Jones	Chesham Prep (9)	11.9
		11.9	2008	F. Lickiss	Castle Court (23)	11.9
UNDER 12	100m	13.7	2007	M. Mann	St Andrew's (3)	13.7
UNDER 12	200m	28.3	1999	S. Milne	Bilton Grange (17)	28.3 (a)
UNDER 12	800m	2;27.1	2008	R. Dingemans	St Catherine's (25)	2;27.1
UNDER 12	1500m	5;10.4	2006	R. Cockerell	Bramcote Lne (1)	5;10.4
UNDER 12	Relay	58.0	2006	Spratton Hall	Spratton Hall (15)	58.0
UNDER 12	High Jump	1.44	1995	I. Robertson	Terra Nova (13)	1.44
UNDER 12	Long Jump	4.71	1997	K. Cowper-Johnson	Gresham's (15)	4.71
UNDER 12	Shot (2.72kg)	9.11	2008	M. Lake	St George's (9)	9.11
UNDER 12	Discus (0.75kg)	22.89	2007	S. Jones	Winchester H (15)	22.89
UNDER 12	Javelin	27.08	2006	E. Mitchell	Ryde (23)	27.08

(a) Achieved in a heat. Not noticed by subsequent records compilers.

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5. Photography Permit



SITE: **Birmingham Alexander Stadium**

BAND NO:

USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT

Birmingham City Council requires that any person wishing to engage in photography, filming or videoing at this centre must pre-register their request with the Centre Management Team. An identification 'wristband' will be issued following this registration which must be worn and clearly visible at all times.

On completion, this form will be retained by Birmingham City Council for an indefinite period.

Please complete the following information:-

Name:

Tel. Number:

Address:

Post Code:

Name of subject / group / session to be photographed:

NATIONAL PREP SCHOOLS ATHLETICS CHAMPIONSHIPS

Area within the building:

COMPETITION & SPECTATOR AREAS

Date:/...../.....

Time: **11.15 am - 6.30 pm**

Reason for or use of the images:

Data Protection Act 1998

Should permission be granted it is given on the following basis:

“Under the Data Protection Act 1998 images can only be used for domestic purposes - those being personal, family or household purposes. If you intend to publicise or use the images for any other purpose, YOU MUST gain consent from the individual or in the case of a child, their parent/carer”.

The information requested above will be treated with the strictest confidence and will be used for monitoring the use of photographic and filming equipment on the premises only.

Signed:

Print:

Date:

Duty Officer's Signature:

Print:

Date:

Photographs / filming will only be allowed in the area agreed with the Management Team identified on this form.

