**COMPETITION ORGANISER**

**CUE CARD 1: SMILES**

A successful intra-school competition should create SMILES for all. Use this to check for success.

* **S**AFE – participants feel physically and emotionally safe
* **M**AXIMUM PARTICIPATION – participants are fully involved all of the time
* **I**NCLUSIVE – activities are designed to suit all participants’ needs and abilities
* **L**EARNING – participants develop new skills or knowledge
* **E**NJOYMENT – participants’ interests and motivations are catered for
* **S**UCCESS – all participants feel a sense of achievement

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**CUE CARD 2: STEP**

If your intra-school competition does not create SMILES for all, you need to STEP in. You may STEP in before, during or after the competition to make it a success.

* **S**PACE - where it is taking place, e.g.
	+ Size and shape of playing area
	+ Height of targets or nets
	+ Location
* **T**ASK - what is happening or how it is happening, e.g.
	+ Choice of activity
	+ Competition format
	+ Rules and techniques
* **E**QUIPMENT - which equipment you are using, e.g.
	+ Type of equipment used by participants
	+ Signs and signals used by officials
	+ Publicity materials
* **P**EOPLE - who is participating with whom, e.g.
	+ Individual, pair or team activities
	+ Home or away teams
	+ Seeded or grouped by ability/needs

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**CUE CARD 3: FORMAT**

Choose the competition format that suits your targeted participants best. Use standard sports formats or adapt and/or mix them to suit your competition aims, activities, resources and time.

* **KNOCKOUT** - competitors are knocked out if they lose; winners progress to the next round
* **ROUND ROBIN** - all competitors play each other; the winner has the best score at the end
* **PERSONAL SCORE** - competitors participate as individuals; they aim to improve their own score
* **LADDER or PYRAMID** - competitors are ranked and play others above or at the same level

Does your chosen format create SMILES for all?

If not, how will you STEP in to improve it?

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**CUE CARD 4: RISK ASSESSMENT**

Doing a risk assessment as part of your planning helps to keep everyone safe. Seek advice from staff but use this to check the essentials.

* PLAYING AREA, e.g.
	+ It is clean and free from obstacles
	+ There is enough space for the activity
	+ Spectators and players can move and watch
	+ Weather, temperature and noise are fine
* EQUIPMENT, e.g.
	+ It is appropriate for the participants
	+ It is in good condition
	+ It is set up (and taken down) correctly
	+ It is stored safely during and after play
* PARTICIPANTS, e.g.
	+ Are wearing appropriate footwear and kit
	+ Have removed jewellery or accessories
	+ Understand the rules and safety procedures
	+ Have no health reasons for not taking part
* ORGANISERS, e.g.
	+ Know the safety procedures
	+ Know where to find First Aid provision
	+ Report any incidents to school staff