



Advanced GCE LEISURE STUDIES

Unit 4 (G183)

EVENT MANAGEMENT

Exemplar

Candidate C

June 2007

Commentary – Material taken from June 2007 examination series

G183 Candidate C

Clear MB3 responses to all assessment objectives, with comprehensive coverage of the relevant WYNTL sections of the specification. The supporting evidence for the practical elements of this unit was very good. Well written and concise.

AO1 10/10; AO2 11/12; AO3 11/13; AO4 12/15
Portfolio Mark = 44/50 Grade A

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Please read the instructions printed at the end of this form. One of these sheets, suitably completed, should be attached to the assessed work of each candidate.

Unit Title 4 Event management	Unit Code G183	Session	Jan / June	Year	2	0	0	7
Centre Name	Centre Number							
Candidate Name	Candidate Number							

Evidence: You produce a feasibility study for a leisure event and evidence of your involvement in carrying out this event.

Criteria		Teacher Comment	Page No.
<p>A01.1: You attempt an individually produced feasibility study of your selected event, with an explanation of the aims, objectives, customers, marketing, resource needs, team roles, staffing, timescales, contingency plan, legal requirements and current issues; your study has omissions and may be unrealistic;</p> <p>A01.2: you produce, individually, a feasibility study of your selected event which gives details of aims, objectives, customers, marketing, resource needs, team roles, staffing, timescales, contingency plan, legal requirements and current issues; your study has some omissions but is realistic in terms of events management showing understanding of purpose;</p> <p>A01.3: you produce, individually, a feasibility study of your selected event giving clear details of the aims, objectives, customers, marketing, resource needs, team roles, staffing, timescales, contingency plan, legal requirements and current issues; your work reflects consideration of all aspects of the event's management and shows understanding of purpose, application of relevant skills - financial, legal, marketing, risk assessment, customer services and understanding of team roles and functions; timescales are logical and achievable.</p>	<p>A02.1: You show an ability to contribute to the planning, preparation and running of the event with a display of some skills acquired in this unit, and other units, in this performance, as part of the team, is minimal and only just sufficient to show participation in planning and performance; your use of terminology is not always accurate and written communication lacks detail in accuracy and content;</p> <p>A02.2: you show an ability to contribute to the effective planning, preparation and running of the event, demonstrating the skills acquired in this unit, and other units, in this specification; your record of involvement in the selected event and your ability to work as a team member, with any problems experienced during preparation or management dealt with, even if not always effectively, perhaps showing a lack of consideration to the rest of the group or individuals; you produce work with appropriate use of some terminology and your understanding is conveyed through use of appropriate language;</p> <p>A02.3: you contribute to the planning, preparation and running of the event constructively and competently, reflecting your ability to perform under pressure, co-operate with others and meet aims and objectives; you demonstrate the skills acquired in this unit, and other units in this specification; your record of contribution shows that you played a full and valuable role in the event; you dealt effectively and sympathetically with problems and/or complaints, showing good interpersonal skills; you produce your work logically showing use of appropriate terminology and your meaning is clear and accurately conveyed.</p>	<p>An excellent feasibility study is evident here. It is extremely detailed & your aims & objectives are logical yet challenging. Your terminology is excellent & the timescale for the event seems logical & achievable. Good contingency plans are in place & you have analysed the needs of the customers well.</p> <p>Another excellent piece of work. Again you have highlighted your attention to detail & your logbook is strong evidence as to your level of contribution. Well Done Flo.</p>	<p>1 - 21</p> <p>21 - 23 LOGBOOK</p>
<p>[0 1 2 3 4]</p>	<p>[5 6 7]</p>	<p>Mark 10</p>	
<p>[0 1 2 3 4 5]</p>	<p>[5 6 7 8]</p>	<p>Mark 11</p>	
	<p>[9 10 11 12]</p>		

Criteria			Teacher Comment	Page No.
<p>AO3.1: You carry out some research from limited sources when assessing the feasibility of your selected event, and when managing the event; your research is not always relevant and you do not always use the findings of your research effectively, but it is sufficient to enable the event to occur.</p>	[0 1 2 3 4]	<p>AO3.2: you carry out research from different sources when assessing the feasibility of your selected event, and when managing the event; your research is mostly relevant and you use most of the findings of your research to inform appropriately the running of the event;</p>	<p>Very impressive Flo. You have highlighted all of the sources that you used to assist in the running of the event. All of your research is useful & I especially like the idea of speaking to previous students who have organised the event. Very well done. Done.</p>	24-27
<p>AO4.1: You evaluate your own, and the team's, performance at all stages of the event, which may be limited to simple facts, comments or statements, you make limited recommendations for improvement, which may be unrealistic;</p>	[5 6 7 8 9]	<p>AO4.2: you include an evaluation of your own, and the team's, performance at all stages of the event, making limited but realistic recommendations for improvement;</p>		
<p>AO3.3: you carry out research from a broad range of sources, which are clearly indexed, when assessing the feasibility of your selected event and in management of the event; your research is relevant and you use the findings to inform the running of the event effectively.</p>	[10 11 12 13]	<p>AO4.3: you include a comprehensive evaluation of your own, and the team's, performance at all stages of the event, making detailed and realistic recommendations for improvement which are well considered and confirm ability to analyse and reflect on areas for future development.</p>	<p>A thorough evaluation is evident here Flo. You have assessed how well you have achieved your aims & objectives & you have shown some thoughtful suggestions. A more critical evaluation of the team would have been beneficial. Congratulations on an excellent piece of work.</p>	27-33
<p>AO4.1: You evaluate your own, and the team's, performance at all stages of the event, which may be limited to simple facts, comments or statements, you make limited recommendations for improvement, which may be unrealistic;</p>	[6 7 8 9 10]	<p>AO4.2: you include an evaluation of your own, and the team's, performance at all stages of the event, making limited but realistic recommendations for improvement;</p>		
<p>AO3.3: you carry out research from a broad range of sources, which are clearly indexed, when assessing the feasibility of your selected event and in management of the event; your research is relevant and you use the findings to inform the running of the event effectively.</p>	[11 12 13 14 15]	<p>AO4.3: you include a comprehensive evaluation of your own, and the team's, performance at all stages of the event, making detailed and realistic recommendations for improvement which are well considered and confirm ability to analyse and reflect on areas for future development.</p>	<p>Mark 11</p>	<p>Mark 13</p>
Total/50			<p>Mark 45</p>	
<p>If this work is a re-sit, please tick</p>		<p>Session and Year of previous submission</p>	<p>Please tick to indicate this work has been standardised internally</p>	
<p>Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk). Please complete one <i>Centre Authentication Form</i> (CCS160) for each unit and forward to the moderator with your sample.</p>		<p>Jan / June</p>	<p>2 0 0</p>	

Guidance on Completion of this Form

- One sheet should be used for each candidate.
- Please ensure that the appropriate boxes at the top of the form are completed.
- Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.

Unit 4: Event Management

In this unit I am going to organise, run and manage an event, which I will undertake as part of a group. My group will involve Martin Dumbill and Adam Moseley as the event organisers who are two other students within the Leisure Studies group. We will also receive support and help from Mr Hall (General help), Mr Cooper (General help), Mr Newnham (Insurance of the event), Ms Hargadon (Permission to carry out the event), Ms Pritchard (Our contact with any schools or venues we may need), Mr Yorke (Permission to use the sports hall), Mr Sparkes (Help with first aid and use of the sports hall) and Mrs Norris (First Aid).

Before I am able to focus on any one specific event, I first need to come up with a selection of ideas that the group and I consider would be possible for us to do. After a long series of discussions we narrowed our choices down to the following: a trip for Year 8 students to go to London for the day and to see a West End show, a trip to Alton Towers for Year 12 students, the Year 6 Pyramid Football Tournament held at Farlingaye High School and a trip to an activity centre such as Thorpe Woodlands for the new Year 12 students.

After further discussion we have decided to organise the Year 6 Pyramid Football Tournament. We have chosen this event as we want to provide an enjoyable experience for the Year 6 students. These students will be joining Farlingaye High School next year so to introduce them to the school now will make their first year less intimidating. We also want to organise an event to benefit other people instead of organising something that will benefit ourselves. Therefore the football tournament is the ideal event for this.

In order to carry out this event we still need to carry out a feasibility study to make sure the event is going to be possible for us as students to manage. This specific event is an annual event that has been running for the past few years. Even though the previous football tournaments have all proved feasible, a feasibility study is still required for this event this year as we are different from other students in the past and will have more ability in some areas and less ability in others.

AO1: The Event Feasibility

The definition of a feasibility study is an "evaluation or an analysis of the potential impact of a proposed project or programme. It is conducted to assist decision makers in determining whether or not to implement a particular project."¹ In order for us, the event organisers, to make a decision on our event we need to cover certain aspects that need to be checked in order for it to be passed as being feasible. Once we have decided that something is feasible or not, there is the question of just HOW feasible it is. To show this throughout my study, I will use a system of smiley faces (one is a low degree of feasibility and 5 is high) to show my feasibility rating. If something only gets one (or possibly no smiley faces) it will mean it is not feasible and we will be looking in other directions for the right thing to do or include.

AO1.1

¹www.nfsmi.org/Information/cfs/chapter4.pdf

Our first point that needs to be covered is our aims and objectives of the project. An aim is defined as what you plan to do, whereas an objective is defined as what you hope to achieve. These are both very similar but do have subtle differences.

It is essential that we decide on our aims and objectives as a group so that when we come to evaluate the project, we can check back with what we originally set out to achieve to see whether or not we have been successful. The group and I started to discuss possible aims and objectives in our first meeting (see Page X of Logbook, Weds 25th January). We came up with the following generic aims: -

- To raise money
- To have fun
- To do a new thing/experience
- To promote the event
- To promote ourselves
- To promote the organisation or school
- To prove we can do it

AO1.1

We have decided that the aim 'to raise money' does not relate to our event. We have decided this because to ask 10 and 11 years olds for money to play in a football tournament is not feasible. Therefore this is not one of our main aims and has been dropped from the list after discussion.

However to have fun, to do a new thing/experience, to promote the event, to promote ourselves, to promote the school and to prove we can do it are all feasible aims which relate well to our event.

To have fun is a very important aim for our event, as we would like the Year 6 participants to gain a positive experience from Farlingaye High School so that they don't feel so intimidated when they return for Year 7 in September. Also if the participants enjoy the day they will gain a lot more out of the experience than if they take it seriously. Their positive feedback will also make the day more of a success for us as we will gain a better understanding of how the day went knowing that they have enjoyed the day and this will make the day all the more rewarding. Therefore this aim is very feasible as our event relies mainly on the participants having fun. ☺ ☺ ☺ ☺ ☺

AO1.1

To do a new thing/experience definitely relates to our event as neither the Year 6 participants nor have us, the event organisers, been involved in the event before. Therefore the experience of taking part in a tournament will be new for the participants and organising such a large event will be new for us to. Therefore this aim is feasible and will relate well to our event. ☺ ☺ ☺ ☺

There are many ways in which we aim to Promote/Market the Year 6 Pyramid Football Tournament, after a meeting with the rest of the team we have come to an agreement that this is a crucial aim for us to meet. This aim needs to be met in order to inform the Head teachers of the schools, and the participants about what the day will consist of and how it has been run in previous years. This will hopefully show the participants that the day is a lot of fun and that they will gain a lot out of it. We aim to promote the tournament by contacting the schools via a letter and by visiting the schools to give an assembly on the tournament.

Assemblies have also been discussed and some of us within the group have stressed that they will feel slightly intimidated, this could result in information not being given to those taking part and thus result in confusion during the later stages. This will all go towards making this aim feasible. ☺ ☺ ☺

Promoting ourselves to the Head teachers of the primary schools and the participants is very important and must be done well and in a professional and positive manner. We aim to show everybody involved that we can achieve our goals and to promote ourselves in a positive light. It is especially important to positively promote ourselves to the participants as they will join the school in September as the New Year 7's. If they can walk into the school in September and see one of us, the event organisers, then it will enable them to feel more at ease as we have promoted ourselves positively and organised a successful event. Achieving this aim will help to make the whole event more feasible. ☺ ☺ ☺ ☺ ☺

AO1.1

The previous two aims relate well to promoting the school, as we need to promote both in a positive light. Promoting the school in a positive way is very important for us, the event organisers and everybody within and involved in the school. We aim to promote the school by organising a successful event of which positive feedback is the norm. If this is achieved then the Year 6 football pyramid tournament will continue to take place at Farlingaye.

AO1.1

We hope to inform the head teachers of the primary schools, at all the most important stages of the organising process. This means sending out letters and phoning the schools when there are any new developments in how the day will be run or if there is any information we need. This efficiency will hopefully show the head teachers that the organising process is under control and that we are being professional about it all. When it comes to the actual event we hope that all will come together and make the event as successful as previous years. This success will also show the head teachers and our teaching staff at Farlingaye that we have achieved our goals and carried out an event which has benefited a large number of people. This will give Farlingaye High School a positive reputation for providing events for their students of which are joining the school in September and therefore the good work will be spread so that more and more people know how positive the school is. Therefore making this aim very feasible. ☺ ☺ ☺ ☺

AO1.1

Proving we, the event organisers, can organise such a large event will be both challenging yet rewarding too. We aim to show, not only our head teacher, Ms Hargadon, that we can organise the event successfully and maturely but also all of our subject teachers, the head teachers of the primary schools, our friends and family and the participants that we are able to organise the event and 'pull it off' successfully. The group and I aim to achieve our goals and prove to everybody and ourselves that we can organise such a large event. Therefore this aim is feasible. ☺ ☺ ☺ ☺

AO1.1

After discussing these generic aims the group and I decided that to have fun, to promote the event, to promote ourselves and to promote Farlingaye High School are the main aims which relate best to our event. Our event is mainly about having fun, as we would like the participants to enjoy their day so they gain a positive experience and don't feel so intimidated when they join the school in September.

Promoting the event, Farlingaye and ourselves are all equally as important as we aim to gain a positive reputation for running a successful event. This will promote the tournament for next year hopefully giving the organisers a head start and boosting the positive reputation for Farlingaye.

The group and I have also come up with the following aims and objectives, which are more specific to our event. These are:

To encourage Physical activity in younger generations to reduce child obesity.

Obesity in young children is an increasing problem in the younger generation at the present time. As more and more 'junk' food is becoming accessible, more and more people are suffering. This is why this aim is very important and relates well to our tournament. The group and I have chosen to hold games which last as long as possible and to offer the participants slices of oranges when they come off the pitch to keep up their natural energy levels. This will enable them to be involved in an active sport, which will encourage them to participate in other sports activities in the future. Therefore, this aim is feasible. ☺ ☺ ☺

AO1.1
.2

To promote Farlingaye High School positively to the community.

This is an important aim to achieve because the school has already built up a reputation as being a successful contributor to the community. This will add extra pressure on us to maintain the good reputation that it already has. Due to the length that the tournament has been running the primary schools have now established an understanding of when the tournament is and are in a way expecting to be contacted nearer the time of the event. There will also be additional pressure from previous year groups that have organised this event as we will be in the spotlight to see whether we can achieve the same success.

AO1.1
.2

This aim however, is feasible as keeping up the good reputation of Farlingaye High School is not only important for us but for the staff and head teacher of Farlingaye too. Promoting the school will put Farlingaye in good stead for the future, encourage the Primary Schools to participate again next year and encourage the local community to get involved knowing they will be treated well. ☺ ☺ ☺ ☺

To encourage better links between High schools and Primary schools within the local area.

This aim is regarded highly because if we can organise and promote a successful event then it will put future years in a better position when organising sporting events at Farlingaye involving Primary schools. It is also crucial because it provides a social experience for those schools taking part therefore creating links between the Primary schools.

AO1.1
.2

This aim is not only very important but is also feasible as creating good, strong and positive links between the Primary Schools will encourage them to participate again next year. They will also pass on the positive feedback onto other Primary Schools and their friends and family of which may, as a result, want to get involved with the school therefore making the links between High Schools and Primary Schools strong.

☺ ☺ ☺ ☺

To provide a positive and friendly experience to Year 6 students.

In order for this to be achieved we will need to make sure that the event runs smoothly and we provide the pupils with a friendly atmosphere to participate in. If this is achieved then the Year 6 pupils will feel less intimidated on their return in September to Year 7. Due to the mix of schools attending it will also allow Year 6 pupils to make new friends before they arrive in September, this again will make the experience of starting high school less daunting.

AO1.1
2

This aim is feasible, as we need to make the experience of coming up to Farlingaye in September as Year 7's as easy as possible. Therefore allowing the participants to get to know the other Primary School students will make it easier. Also if they get to know us and can recognise us when they come up to Farlingaye, it will allow them to feel more at ease and less worried about being at Farlingaye. ☺ ☺ ☺ ☺

To provide a well structured and organised event.

In order for this to be achieved the group and I will need to make sure that all the schools are kept informed at every stage of the organising process. We will also need to make sure that we cover all aspects of the managing of the event including timing and date of the tournament, sponsorship, refreshments, scoreboard system, rules and regulations and insurance. These will all help towards making the tournament a well organised and well structured event and hopefully make it as successful as previous years.

AO1.1
2

This aim is feasible as if we do not have a well-structured and well-organised event then we will gain a bad reputation, the link between High Schools and Primary Schools will fail and the community may not feel they want to be involved. Therefore meeting this aim is very important if we are to keep the Primary Schools interested in the following years. ☺ ☺ ☺

Customers needs

These are an essential part towards the success of the event; if customers do not go away satisfied then we would deem our event unsuccessful. The group and I started by having a 'brainstorm' into the needs of our customers. The following spider diagram shows the needs of our Year 6 footballers:



Need to be safe:

This will be achieved by making sure that the tournament is kept in one place throughout the day. We have chosen to carry out the tournament in the sports hall, as this will enable us to keep the tournament under more control than if it were outside. Also, playing the matches in the sports hall will decrease the amount of potential hazards that may harm the children participating. We will be able to achieve the need to be safe by also making sure that the sports hall is set up adequately with all the right equipment so that nothing is missing. This will enable the participants to feel that everything is under control and feel that they are being looked after.

AO1.1
.2

In addition we will make sure that the tournament is adequately covered with the relevant insurance for the participants. This will be achieved through the help of Mr Newnham as he is in charge of sorting out insurance within Farlingaye High School. Having insurance will allow the participants and the Head teachers of the primary schools to feel more at ease that they are covered if in the unlikely event that anything drastic did occur.

Therefore making this aim feasible as the participants will be kept safe and will know that safety measures are being carried out. ☺ ☺ ☺ ☺

Need to enjoy themselves:

The group and I aim to achieve this by providing a well equipped and well presented sports hall, a quiz for the participants to work on in between matches, regular football matches of which will have a competitive element and refreshments for everyone involved.

Having a well equipped and well presented sports hall will both motivate and make the participants feel more privileged to be playing at a nice and neat venue. For example, a premiership football club won't have a pitch that is dug up and not in premium condition. Their need is to have a pitch that is in perfect condition with all the right facilities at top quality to be able to perform to their best ability and to be able to enjoy themselves. This applies to our football tournament, as the need for the participants to enjoy themselves requires all the equipment to be the best we can provide and the 'pitch' being in top condition. In order to meet this we will provide a new indoor football for the players to use, soft mats in front of the goals to reduce the number of injuries as the tournament is indoors, a score board system which is projected onto the wall so the players know all the statistics they need and who they are playing next and a clear 'pitch' for the matches to reduce any accidents.

AO1.1
.2

All of these things are feasible for us to make happen because the PE department already have the mats, we are going to get a brand new ball donated through sponsorship and I am personally going to devise an electronic scoring system with automatic macro features that will self calculate. We will be able to borrow a projector from Mr Hall and therefore show all the teams how they are doing throughout the day.

A quiz for the participants to fill out in between matches will provide them with something to do while they aren't playing. The group and I have decided that the quiz will consist of 60 questions, will be printed on a separate sheet and then slotted into the programme. (A copy of the quiz can be seen on page 41 of the Logbook).

The quiz will be football related and will therefore give the participants a lot to think about. This aim was to give the participants the incentive of having the chance of receiving a prize if they answered the most questions correctly. This again provides a competitive element of which all the participants will enjoy.

This is feasible for us to organise because we are able to and have enough time to produce the questionnaire and put them into the programmes. This means that each team receives a questionnaire of which they can all fill in making it fair. Having this questionnaire will give the participants something to do and will allow them to enjoy themselves which makes this aim feasible. ☺ ☺ ☺ ☺

The group and I have chosen to run the tournament in league format. This means that all the teams will play each other once. We have chosen this style of tournament to get in as many matches as possible, to raise the competitive element for the participants and to give every team the chance to play everyone to make it fair. This will lead on to the participants enjoying themselves as they will be sure to have a match nearly every 15 minutes and they will look forward to each match. The competitive element between the teams will also be high as they are all there to win the trophy. This will hopefully raise the performance of each team, as they have something to work for, and make the day all the more exciting.

AO1.1
2

Lastly, we have decided to provide some refreshments on the day for both the teachers and the participants. We have yet to decide on what the refreshments will be but they will provide a small burst of energy for the participants after each match. This will enable their energy levels to remain high for the matches throughout the day, allowing them to enjoy the day more.

All of the above make this aim feasible as the participants will be kept occupied throughout the day making the day all the more enjoyable. ☺ ☺ ☺ ☺ ☺

Need to have a well-organised and well-structured event:

We aim to achieve this by making sure that we cover all areas in our planning and organisation and by making sure that we meet all parts of our event feasibility. By having a well organised and set out sports hall, a rough plan of the day and how it will pan out and by having the sports hall checked in terms of safety, we will be able to allow the day to run smoothly and be well organised.

Having a well organised and set out sports hall will keep the whole event well organised as we will know exactly where everything is and it will keep the tournament neat and not cluttered. This will hopefully make a good impression on the participants and their teachers and will encourage them to play to the best of their ability and to make the tournament a great day for all.

AO1.1
2

The group and I have decided to make a rough plan of how the day is going to occur so that we can keep on track. This will not only help us as we will know what order the day is going to be carried out in, but will also help the participants as they will be able to ask us for any help or extra information about the day. We will keep a number of copies of the plan so each of us have one and so we all know what's happening and in what order. This will reassure the participants that the day is well organised and will allow them to relax and enjoy the day.

Making sure the sports hall has the relevant safety checks made upon it is one of the most important areas and we need to make sure that it is checked properly. This may not be as important regarding whether the event is well organised or not but it will become more important later on in the feasibility study. However at this stage making sure the sports hall is safe is important, as it will show the participants and the teachers that we have taken the right precautions when holding the event. It will also reassure them that they are in safe surroundings with the minimum hazards and risks.

AO1.1
2

This aim is feasible as having a well structured and organised event will lead to us, the event organisers looking more professional and will gain us positive feedback.

☺ ☺ ☺ ☺

Need to be kept occupied when not playing:

As mentioned above, the group and I have chosen to produce a quiz for the participants to fill out when they are not playing. This will provide them with something to keep them occupied, provide entertainment and they will have the chance to receive a prize if they get the most right answers.

AO1.1
2

This aim is feasible, as making sure the participants have something to do in between matches will make the day more exciting and enjoyable. ☺ ☺ ☺ ☺

Need to have refreshments:

This is important when aiming to keep the participants energy levels up and to keep the primary school teachers happy. The group and I have decided to provide biscuits, tea and coffee for the teachers and to have cups of water and slices of orange for the participants. We have decided to provide this for the participants as the orange will give them a burst of energy for their next match and will help us to promote healthy eating. The water we aim to provide will also keep them hydrated which is very important when playing any sport let alone numerous football matches.

AO1.1
2

This is feasible as keeping energy levels up within the participants is important throughout the day and keeping the teachers well served with tea and coffee will keep them happy and highlighted that we have not forgotten about them. ☺ ☺ ☺ ☺

Need to have a competitive element:

We aim to achieve this by running the matches in league format. This means that every team plays each other once with the top four playing for a chance in the semi final. The two winners of the semi final will then play against each other in the final. We have chosen to run the tournament in this way to increase the competitive element and to give the participants an equal chance in winning the trophy. We have also decided to run a Top Goal Scorer and Top Goalkeeper award, which will also raise the competitive element. We hope that this will increase the motivation further of the participants and therefore make the day all the more exciting.

AO1.1
2

This aim is feasible as making the tournament competitive will increase the excitement of the day and will cause the participants to enjoy the day further. ☺ ☺ ☺

Need to be treated fairly:

It is very important that all the participants get treated the same as if they do not it could cause problems on the day. The group and I are going to write a set of rules and regulations for both the teachers and the participants to follow as guidelines when they are playing. The referees will also keep the matches in order and make them as fair as possible according to the rules and regulations. This will keep the day in order and will allow the participants to enjoy the day more as they know that they are all being treated fairly.

AO1.1
.2

This aim is feasible as treating the participants fairly will decrease the amount of possible problems that could occur if they are not treated fairly. ☺ ☺ ☺ ☺

Need to have somewhere to sit:

This is very important for all the participants and the teachers as if they did not have seating then problems could arise. The participants need to have accessible seating to conserve their energy and to keep the sports hall neat to reduce the amount of possible risks and hazards. Having this seating will enable the participants to rest in between matches and complete their quizzes of which will provide a competitive element.

AO1.1
.2

This aim is feasible as providing seating for the participants and teachers is essential. The seating will enable them to rest therefore conserving their energy. We are able to set out a number of benches for the participants and their teachers to sit on throughout the day of which we will be able to borrow from the P.E department at Farlingaye. These benches will be situated alongside the sports hall so that they are not on the pitch and are kept neat to reduce hazards. ☺ ☺ ☺ ☺

Need to have accessible toilets:

This is another important aim as toilets are essential. The toilets we will provide need to be accessible and need to be close to the sports hall to reduce the participants getting lost. The group and I have discussed this with Mr Yorke, head of the P.E department at Farlingaye, and he has allowed us to use both the male and female toilets nearest to the sports hall. This will keep the tournament in a more controlled and neat environment reducing potential risks and hazards.

AO1.1
.2

This aim is feasible as we are able to open a set of toilets of which will only be used by the Year 6 students. These toilets will be out of bounds to the high schools students therefore making our participants feel less intimidated. Also, having accessible toilets will enable the participants to feel more confident and allow them to enjoy the day more. ☺ ☺ ☺ ☺

Need to have as many schools participating as possible:

This is not only important for us as we need as many schools as possible, but also the participants as they need to have as many other schools as possible to increase the competitive element. For example, if only six schools reply and turn up on the day, there will only be a small number of participants therefore the competitiveness will be low and the participants may not enjoy the day as much.

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This means the group and I must contact all the Pyramid Primary schools and select a date which suits the majority, therefore increasing the number of participating schools.

We are able to meet this aim by e-mailing and writing to the individual schools to ask if they are willing to participate. The group and I are firstly going to get in contact with Ms Pritchard who will then contact the schools to arrange the date. This will give us a good start which will help us to carry on with the organisation process and hopefully gain as many participating schools as possible.

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This aim is feasible as we are able to contact the Primary Schools directly. This will allow the schools to get to know who we are so they feel more comfortable with participating. As we are contacting the schools directly, the group and I hope that more schools will participate which will enable the participants to enjoy the day more as the competitive element will be higher. Having as many schools as possible will also benefit us as the day will turn out to be more successful as more people have participated. ☺ ☺ ☺ ☺

Marketing of the event

There are number of ways in which the group and I hope to market the Pyramid Football Tournament. These include:

- Assemblies/visiting the Primary Schools
- Posters
- Programmes
- Leaflets
- Small paragraph in the Farlingaye Forum
- Letters, phone calls and emails to the Primary Schools

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Assemblies/visiting the Primary Schools are an effective way of marketing the tournament as the participants and the head teachers of the Primary schools get to meet us, the event organisers, and we are able to inform them of what will happen on the day. We are able to go to each Primary School and give a short assembly to the teams within each school informing them of what will happen on the day. The group and I have decided that only one of us will go to each school as we feel this is more professional and won't seem so over crowded and intimidating. This marketing idea is therefore feasible for our event. ☺ ☺

Posters of which can be sent to or handed out to each of the Primary Schools are another effective way of marketing the event. These posters will consist of the date of the tournament, the tournament logo, the Farlingaye High School logo as this is where the tournament will be held and a list and the logo of each of the sponsors of which provided us with refreshments, trophies and medals. Therefore making this type of marketing feasible for our event. ☺ ☺ ☺

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Programmes consisting of all the relevant information of which the participants will need on the day will be given to the participants and their teachers on the day of the tournament. These are another way of marketing the event as these are given to each participant to have and are able to take home. When the participants take the programme home they are most likely to show their parents and tell their parents about the day.

This feedback will get passed around and will hopefully lead to positive feedback from each of the participating Primary Schools therefore making this aim feasible.

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Leaflets are similar to the programmes in that they will be given to all the participants on the day and will be sent to all the schools for them to advertise the event before it happens making the participants aware of the tournament. This will allow the participants to prepare for the tournament and tell their parents of what they will be involved in. The leaflets will also market the event in a positive way as they will be well designed and will hopefully look professional. They can also be shown to a number of different people to get the word across. All of the above make this aim feasible. ☺ ☺ ☺ ☺ ☺

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A small paragraph in the Farlingaye Forum will get the word across about the tournament to not only the students and parents involved with Farlingaye, but also to all the Pyramid Primary Schools as the Forum gets sent to them directly. The piece in the Forum will state when the tournament is and how successful it has been in previous years. This will encourage the children from the Primary Schools to participate as they will see how successful the day is and will want to be part of it. It will also spread the word about the tournament, informing a range of different people about the day. Therefore making this aim feasible. ☺ ☺ ☺ ☺

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Letters, phone calls and emails to the Primary Schools will inform the schools directly and allow them to get to know us, the event organisers, which will enable them to feel more at ease. When we send letters to the schools we will inform them of when the tournament is and timings for the day. We will also send another letter nearer the day with a set of rules and guidelines for both the participants and the teachers. However the group and I have decided that we will mainly keep in contact with the schools by emailing them and phoning them as these are quicker and more efficient than letters and will allow us to get more done. Therefore this aim is feasible. ☺ ☺ ☺

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These different ways of marketing the tournament will inform the Primary Schools of when the tournament will take place and will enable them to prepare a team for the event. The marketing will also give the Primary School participants something to look forward to which will increase the positive attitude on the day.

Physical resources needed for our event

There are a number of different types of equipment and resources that will need to be used in and in conjunction with our event. These range from benches for the participants to sit on, to the venue for the tournament to take place. All the equipment and resources we need for our tournament is listed below:

- A sports hall for the tournament to take place in is very important for this event as if we didn't have anywhere for the tournament to take place in then we wouldn't be able to run the event. In order for us to gain access to the sports hall at Farlingaye High School we need to be in close contact with Mr Yorke whom is head of P.E at the school. We will send him a letter asking for possible dates to hold the tournament.

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Once we have got these dates we can move on with the organising process. Contacting Mr Yorke will be relatively easy as the letter will stay within the school and will therefore reach him quickly. All of the above make this aim feasible. ☺ ☺ ☺ ☺ ☺

- Two indoor footballs for the matches. These are vital for the matches to take place as without them the football matches can't take place. These indoor footballs will need to be either donated by a sponsor or provided by Farlingaye. In order to source the footballs we will need to email a sports company to ask whether they would sponsor us one. We will also need to write to our P.E department and ask them if there are any within the school of which we can use on the day. In doing these methods of gaining the football we are making this aim feasible. ☺ ☺ ☺ ☺
- Benches for the participants and their teachers to sit on are very important as they will serve two purposes on the day. They will provide seating for the participants to sit on in between matches. However another set of benches will provide a barrier between the participants and the football matches taking place throughout the day. These must be in place due to health and safety. We will be getting the benches from the P.E department here at Farlingaye. In order to get these we will need to talk to Mr Yorke again to make sure that they are available on the day. This makes this aim feasible. ☺ ☺ ☺ ☺
- Goals are very important as they are needed to enable the matches to take place. Without the goals then the matches would not be able to take place as there would be nowhere for the players to shoot. We are able to access goals as they are attached to the walls of the sports hall at either end. Therefore with permission from Mr Yorke we will be able to use them. Therefore this aim is feasible. ☺ ☺ ☺ ☺
- Soft mats to put in front of the goals. These are very important as the matches are held indoors on a hard concrete floor. If the tournament was to be held outside then the soft mats would not be needed. However inside they are needed as part of health and safety as without them then the participants could get seriously injured. We will be able to get the soft mats from the P.E department here at Farlingaye once we have talked to Mr Yorke and asked him if we can use them on the day. This aim is feasible as the mats will be easily accessible. ☺ ☺ ☺ ☺
- Tables to hold the refreshments will also be important on the day and will be easy to access. The tables will be used to hold all of the refreshments in the corridor just outside the sports hall. We will also use another table to put the laptop and projector on in the actual sports hall. We will be able to get these from either humanities classrooms or other classrooms from around the school as long as we ask permission from the subject teacher. As we will only need three tables this shouldn't be a problem. Therefore making this aim feasible. ☺ ☺ ☺
- Paper to advertise the tournament around the Primary schools, to print the tournament programme on, to print the quiz on and to make posters which show where each primary school should sit and directions for parking. We will need paper a lot throughout the organisation process of the tournament. We will be able to use paper from the printers in our leisure classroom, from reprographics when we need anything photocopied or printed in bulk and from any paper we have or bring in with us.
We will also need a large amount of card to print the certificates on which will go out to each of the participants. The paper will be easily accessed as there is a lot around the school to use on our promotional material and any that we make a mistake on we will be able to recycle so that we are not wasting paper. Therefore this aim is feasible. ☺ ☺ ☺ ☺

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- A laptop to enter the match results and to show the tournament league table. This is very important for our tournament as it will be used to keep track on each stage of the tournament and will allow the participants to see what position they are in the league table. We will be able to use Mr Hall's laptop for this as it can be linked up to the projector and he will not be using it on the day of the tournament. Therefore it is easily accessed and makes this aim feasible. ☺ ☺ ☺ ☺ ☺
- A projector to show the league table and team rankings on the wall for every one to watch and see how they are doing. This is not vital for our tournament but would be useful as it will reduce the amount of crowding around the laptop and the table where all our belongings and material for the tournament will be. The projector will show the league table for the day and the ranking of each team on the wall of the sports hall cupboard. This will enable everyone to see how their team is doing. We will be able to borrow the projector from the I.T department and they will also set it up for us to make sure it works properly. All of the above makes this aim to be feasible. ☺ ☺ ☺ ☺
- A whistle and a stop watch will be needed to control and time each tournament match. With these we will be able to notify the participants if there is any bad play within the matches and when each match finishes and starts. We will be able to borrow the stopwatch and whistle from the P.E department as they have a number of each. This makes this specific equipment accessible and this aim feasible. ☺ ☺ ☺ ☺
- A trophy to award the winning team, medals to give to each participant and a prize each for both the top goal scorer and top goalkeeper. These are an important part of the tournament as they determine who has won the tournament and shows that every student has participated. They will also be a souvenir for the students to remind them that they participated. We will be able to get these donated by John Griffin of Griffin sports in Woodbridge. He has donated the medals and the trophy in the past so will know how the event works. We will need to get in contact with him by either a letter or by organising an informal meeting with him. This is a feasible aim as we have last year's organisers to give us advice on what trophies and medals to get. ☺ ☺ ☺ ☺
- A computer and access to the internet to be able to send and receive emails and to type up any signs, questionnaires, programmes etc needed for the day. Computers are very easily accessible for us, the event organising team, as there are many situated around school of which we have access to all. We will be able to access the internet so we can send and receive emails from the Primary schools and our sponsors and we can design signs, the programme and anything else we need for the day. Therefore this aim is feasible. ☺ ☺ ☺ ☺ ☺
- Banners from our sponsors to put up in the sports hall to advertise the business. These may not be very accessible as our sponsors may not have them or may not be able to loan them out on the day of our tournament. We will write to our sponsors to ask if they have a banner for us to use on the day. Therefore this aim is feasible but may be difficult to achieve. ☺ ☺ ☺
- Cameras to take pictures of the matches on the day of the tournament. Taking pictures of the tournament will be easy to do as we will be able to borrow the school camera as well as using one from another source. We will need to ask permission to use the school camera and will have to make sure it is available

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on the day. The pictures of the tournament will be displayed and kept for further reference. Therefore this aim is feasible. ☺ ☺ ☺ ☺

All of these physical resources and materials are vital to the organisation and running of our event. If we didn't have access to any of those mentioned above then our event would be impossible to organise let alone run. By having easy access to the majority we are able to run our event. Therefore remaking this aim feasible. ☺ ☺ ☺ ☺

Financial aspects of our event

For an event such as the Pyramid Football Tournament it is difficult to work out a way of covering all the costs and gaining the prizes and refreshments for the participants and their teachers. As it is not fair or ethical to ask the year 6 students to pay for the day the group and I have decided to get local businesses to sponsor the tournament with the relevant products and refreshments needed. We have written to and got replies from three local businesses of which cover all the aspects of refreshments and prizes etc. These businesses are:

- Walkers Fruit and Veg shop, Woodbridge.



We are going to promote healthy eating by having pieces of either one or two types of fruit for the participants to eat when they have finished each football match. These will be easily accessed as the owner of the shop is a relative of mine therefore he is willing to help and willing to donate the fruit. As he is one of our sponsors we will make sure his company logo is in all of the promotional material that we use to promote his business. Therefore making this feasible. ☺ ☺ ☺ ☺

- The East of England Co-op, Ipswich and Woodbridge.



The local Co-op have kindly offered to donate a £25 gift voucher of which will be used to buy water for the participants for when they have finished each match, tea coffee and biscuits for the teachers and parents accompanying the participants and a prize for the winner of our football quiz.

These will be easy to access as the Co-op in Woodbridge is situated very close to Farlingaye. Also we have good contact with the head of projects in the community as another family member of mine works for the co-op education department. She has been able to put us in contact with her and therefore gain the gift voucher. This aim is therefore feasible. ☺ ☺ ☺ ☺

- Griffin sports, Woodbridge.

Griffins

John Griffin of Griffin sports in Woodbridge has sponsored the Pyramid Football Tournament for the majority of the years it has been running. He is extremely generous in his donations and doesn't expect anything back for his generosity. We have been in contact with him and he is willing to donate the winning team's trophy and all the medals of which will be given out to all the participants. For this we will put his company name in all of our promotional material and make sure we give a special Thank You and mention again in our opening and closing speeches. We will also ask if he would like to come to the event and hand out the medals and trophy; however he has not yet attended the tournament in previous years. As Griffin sports is located on the main street in Woodbridge it is easily accessed therefore helping towards making this aim feasible. ☺ ☺ ☺ ☺

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Staffing for our event

There are a number of different people of which will be helping on the day of the event as well as us, the event organisers. There are three event organisers of which are responsible for how well the event runs and if anything goes wrong, these being Martin Dumbill, Adam Moseley and myself, Florence Walker. We will also need volunteers to help us on the refreshments table, with the refereeing of the matches, someone on hand who is trained in first aid in case an accident occurs and someone on hand to help with the computer in case anything goes wrong. Our team of volunteers includes:

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- Charlotte and Michelle who will be in charge of the refreshments table and keeping the teachers and parents happy with tea, coffee and biscuits.
- James and Liam who will be two of the referees on the day of the tournament. They will also be helping with the time keeping of the matches and making sure they don't over run.

Martin and Adam will also be helping James and Liam with the refereeing and time keeping as well as being in charge of the league table and making sure all of the scores are put into the computer. I will be keeping track of each of the games and doing part of the time keeping as well as making sure that everything is going according to plan and making sure that everyone is happy and enjoying their day. Martin, Adam and I will also be in charge of the opening and closing speeches and directing the participants and teachers to the sports hall and to their seats.

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The roles mentioned above for each of the volunteers and the event organisers are all feasible as we are able to get the volunteers as they are part of our leisure class and they are all willing to help out on the day and be a part of the Tournament. For us, the event organisers, we are willing to take on the responsibility of organising and running the event as well as making sure everything on the day goes to plan with minimal things going wrong. Therefore making this aim feasible. ☺ ☺ ☺ ☺

On the day of the tournament we will need to have Mrs Norris in the reception here at Farlingaye on hand in case one of the participants gets injured, as she is trained in first aid. The P.E staff will also be able to help us out with the first aid as they are closer to the sports hall and will have ice packs for any participant who gets injured. The P.E staff may have lessons throughout the day but there will be someone in their team room in case we need first aid. Also Mrs Norris will be in the reception all day and on the end of the 'walkie talkie' in case she is needed in the sports hall. Therefore as they are so close and on hand all day this aim is made feasible. ☺ ☺ ☺ ☺

The working practices of our event

There are three main working practices of which the group and I have decided to use in the preparation and organisation of the event. These are;

- **Bookings:** These are very important within the organisation of our Pyramid Football Tournament as there are a number of either places we need to book or people to book off from their normal day activities. The first venue we need to book is the sports hall in which the tournament will take place. To do so we will need to get in contact with Mr Yorke whom is the head of the P.E department here at Farlingaye. We will need to offer him a range of dates where he can choose which is the best date for him and the school. We will also need to book time off from our school timetable to make sure that we are at the tournament throughout the whole day. To do this we will need to make sure we talk to our subject teachers before the event and inform them about what we are doing and that we won't be attending their lesson that day. As all our teachers are located in separate subject areas they will be easy to find and therefore talk to. Mr Yorke will also be easy to find which helps to make the booking process accessible and therefore feasible. ☺ ☺ ☺ ☺

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- **Record keeping:** There are two main ways of which the group and I are recording all our data such as emails, letters and everything that we have done to organise the event. These are by computer and a journal of which we are keeping throughout the organisation process of the event. Our computer will hold all our emails that we have written and received, our letters which we have written, the tournament programme as well as signs for the day and anything else of which we need typed up. This is an efficient way of holding information as it is always there and is easily accessed on any computer throughout the school. Therefore making record keeping on computers feasible. ☺ ☺ ☺ ☺ ☺

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A journal will be kept by each of the event organising team and will hold everything that we do from writing emails to seeing teachers about the equipment etc. We will put any letters that we receive from sponsors or teachers into the journal so that they are there for future reference and so we know exactly what we did on what day.

We will then be able to organise the journal at the end of the tournament and include any feedback forms that we receive from schools or individual teachers. A journal will also be able to get hold of as we can get one from school and therefore keep it at school to access whenever we like to record new data. Therefore making this aim feasible. ☺ ☺ ☺ ☺ ☺

- **Meetings:** During the process of organising the tournament we will be able to hold meetings to see how the tournament is progressing and at what stage we are at. However these will not be held on a regular basis as each of the

organising team have their own agendas and to set a fixed date every one or two weeks could get difficult as we may not all be able to make it. Therefore we will hold meetings whenever we can get a date where we can all make it and we feel it is necessary to hold the meeting. This means that even though this aim is feasible it may not be very easy to complete and get everyone together at one time. ☺ ☺ ☺

These working practices are essential for keeping the management process organised and making sure that we have everything on record to refer back to if needs be. Without each of the above working practices we would cause ourselves to be very unorganised and therefore maybe unable to carry out the event, thus making this aim feasible. ☺ ☺ ☺ ☺

Timescales and milestones for our event

The group and I first started to plan the Pyramid Football Tournament on Wednesday 25th January (see page 1 of log book). We started by having a small meeting to discuss what we needed to start with and possible aims for the event. Since talking to Mr Yorke, head of P.E, and Ms Pritchard, our contact with the Pyramid Primary schools, over the last 3 weeks we have agreed that the tournament will be held on the 16th May. We have from now until the tournament to get everything organised and sorted out in order for the tournament to go ahead. The next three months means that we will have plenty of time to organise our sponsors and anything related to the organisation of the event, therefore making this aim feasible. ☺ ☺ ☺ ☺

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Legal aspects of the event and how these will influence the working of the event

There are many legal aspects of which the group and I need to consider when organising the football tournament. These are vital for our tournament as we need to keep our participants safe and reduce the risk of accidents as much as possible. These legal aspects are;

- **Health and Safety-** This is very important in relation to any type of event which involves members of the public taking part in an activity of some sort. We as the event organisers of the football tournament will need to consider health and safety as we have the duty to provide a healthy and safe environment for our participants. If we do not provide the correct safe environment then the participants are more at risk of having an accident of which we will be held responsible for. In order to make sure we have the correct safe environment we will need to make sure that the sports hall is completely clear of anything that could cause an accident. By doing this we reduce the risk and therefore the standard of health and safety is higher. We are able to access the sports hall where the tournament will be held on the days running up to the event. Here we can check the hall and make sure it is feasible to hold the tournament, therefore making this aim feasible. ☺ ☺ ☺ ☺
- **Insurance-** We must make sure that we have insurance to cover the participants in case any accidents occur. If we did not have insurance to cover the participants and the teachers of which are accompanying them, we would be held responsible for anything that happened to any of them on the day. In order to get insurance we must see Mr Newnham whom is in charge of insurance within Farlingaye and the activities which are held here. He will be able to sort out the insurance and assure us that we do not need to seek

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insurance elsewhere. This is feasible as Mr Newnham is in school everyday and is easy to get hold of to talk to. ☺ ☺ ☺ ☺

- **Security-** The group and I must make sure that our participants feel safe at the tournament. As they are only in Year 6, they are only 11 years old which means that coming into a school of students much older than them; they may feel intimidated and insecure about themselves as well as leaving their belongings. In order to overcome this we must keep older students in Farlingaye away from the entrance to the sports hall and the doors leading to the path through school. This will mean that the tournament is kept away from the older students and will be kept secure where the likelihood of belongings getting stolen is minimal. This will assure the participants that they are secure and they will therefore be able to enjoy their day more as they will be able to relax. Therefore this aim is feasible. ☺ ☺ ☺ ☺
- **Child Protection-** The group and I have to consider Child Protection when organising our event as we have a number of children participating as well as us, the event organisers as we are still at Farlingaye. The participants and the event organisers are all covered by Child Protection as we are all in a school environment therefore no further protection needs to be taken out. However there are a number of situations of which we must consider. Firstly, if we need to talk to one of the participants we will have an adult or one of the teachers with us to make sure that the child does not report us for something that didn't happen. Also we must make sure that there are teachers from either our school or the Primary Schools or adults on the day to ensure that the participants feel safe and don't feel at risk with us as we are new to them and the organisers of the event. We are able to have adults on the day as they will be accompanying the participants as well as having teachers from our school checking up on the event at various stages throughout the day. Therefore having adults at the event on the day is easily accomplished thus making this aim feasible. ☺ ☺ ☺ ☺

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Contingency Plans for our event

The following contingency plans will be used if our event does not go as planned. We will be able to look at these plans that we have made to sort out anything that may go wrong with the organising process or on the day of the tournament. However if we follow our feasibility study we should not need to use these and our event should go according to plan.

One of the Event Organisers doesn't turn up on the day of the event

If when it comes to the day of the event and one of the event organisers doesn't turn up we must have a plan of action to make sure that his responsibilities are covered. We could have someone on hand so that if any of us do not turn up then at least there is someone to take his place. However this is not feasible as the 'stand in' would have to know and understand everything that is happening and know exactly what to do and not have to ask one of the other organisers. Therefore if one of us is away on the day the other two will share the responsibilities. This is feasible as the other two organisers will know exactly what is happening and can take on tasks without having to consult anyone else, therefore this aim is feasible. ☺ ☺ ☺ ☺

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One of the participating Primary Schools doesn't turn up on the day of the event

If, on the day of the tournament, one of the participating schools does not turn up then we must know how to deal with this in a responsible and controlled manner. As we will not be able to replace the school with another one we will have to make sure that the matches are slightly longer as we may end up finishing early. We will also need to make sure that the other schools are not affected by this, by ensuring that they are kept occupied throughout the day. If only one of the schools does not turn up, we will not be hugely affected as there will still be an adequate number of schools participating. However, if more than one school do not turn up we will find ourselves with a bigger problem as we may not be able to carry out the tournament. If this does happen we will need to either call off the tournament and reschedule it or carry on with the schools which did turn up. Both of these are feasible but aren't desirable. However if only one school does not show up then we will be able to continue with the tournament. Therefore this aim is feasible. ☺ ☺ ☺

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.3On the day of the event the laptop doesn't work

If the laptop doesn't work on the day of the tournament we will need to make sure that we can replace it by either having another one on 'stand by' or by having paper and a pen to write down all the scores and keep track of how each of the schools are doing. By having another laptop we will be able to show the league table on the wall so that everyone can see it. However with paper and a pen we won't be able to do this and someone will have to be continually noting down the game results. On the other hand a laptop may be difficult to find at the last minute or the teacher whose it is may need to use it therefore making it unavailable to us. This means that using paper and a pen would be more accessible and more available to us. Both of these are feasible but using a pen and paper would be easier as we wouldn't need to worry about finding a laptop at the last minute. Therefore this aim is feasible. ☺ ☺ ☺

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.3Mr Sparkes doesn't turn up to give out the medals

If when it comes to the end of the tournament, where the medals and prizes need to be given out, and Mr Sparkes doesn't turn up, one of the event organisers will need to be on hand to take his place. This is feasible as the event organisers will be at the tournament throughout the day and will therefore be available at the end to give out the trophy and medals. Therefore this aim is feasible. ☺ ☺ ☺ ☺

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.3There are not enough medals for all of the participants

The medals for the event will be ordered from Griffins sport in advance of the tournament and there will be enough for 7 players in each team. However if one of the schools brings more than the required amount per team we will not have enough medals for all the participants therefore falling short. To overcome this we can over order but this may leave us with too many spare and we won't have a use for them. The group and I have therefore decided to order enough for 7 players in each team and if we fall short we will not give medals to those who win the Top Goal Scorer and Top Goalkeeper prize. This will give us two extra medals for any school that brings more participants than required. Therefore this aim is feasible. ☺ ☺ ☺ ☺

The woman in charge of first aid is away on the day of the tournament

The main first aid woman (Mrs Norris) is located in the reception and has agreed to be on hand if there are any accidents on the day of the tournament. However if she is away on the day we will need to know of someone else on hand who is willing to help

us if any accidents do occur. The P.E department who are situated just outside the sports hall, where the tournament is to be held, are all trained in first aid and will be willing to help us in case Mrs Norris is away. Therefore this aim is feasible.

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How the event will be reviewed and evaluated

There are number of ways in which the event can be reviewed and evaluated once it has finished. These include;

- Self Evaluation which involves evaluating myself on how I felt I performed and how well I met the needs of the participants. To do this a criteria will be needed which will list a range of factors required to make the event a success. I can then mark each criteria out of 5 on how well I believed I performed. These criteria would include social interaction, body language, planning and organisational skills, confidence, meeting the needs of the participants, dealing with any problems and self presentation. This may be difficult to achieve as having to evaluate how well I believe I performed may result in the outcome being biased. In order to overcome this I will have to make sure that I criticise myself and do not give myself full marks. Therefore this is feasible but may be difficult to achieve without being slightly biased. ☺ ☺ ☺

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- Team Evaluation which involves the group and I individually evaluating how we thought our team members performed on the day of the tournament. The criteria for this will be similar to that used by my self evaluation and will consist of the same factors for each of the team to make the evaluation process equal. Factors such as social interaction, planning/organisation skills, body language, presentation, confidence and dealing with problems will be included in this evaluation method. Evaluating each member of our organising team may prove easier than a self evaluation as we won't be as biased with the results. By carrying out a team evaluation we will also end up with two evaluations each therefore making the results more reliable. Thus, making this aim feasible. ☺ ☺ ☺ ☺

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- Teacher Evaluation which involves our leisure studies teacher evaluating each individual event organiser on their performance on the day of the tournament. The criteria for this evaluation will be slightly different than that of the previous two as our teacher will need to evaluate us on more specific factors. These factors include our social interaction with the participants and the other members of our team, how efficient our organising process was, our efficiency on dealing with problems running up to and on the day of the event and whether we were able to run the event smoothly with any problems being overcome in a responsible manner. This is feasible as the group and I are able to write up the evaluation form where our teacher can fill it out and add any other comments needed. Being able to write up this evaluation form in our leisure studies lessons following the tournament will make sure that we gain an evaluation form which is accurate, therefore making this aim feasible. ☺ ☺ ☺ ☺

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- Guest feedback which involves the group and I writing a letter to the participating schools after the tournament which says Thank You for their participation and congratulations to the winning team. The letter will also have a feedback form attached for each school to fill out where they can add comments on highlights of the day and how it could have been improved. This is feasible as we are able to get each schools address and get all the other materials we may need to send the letter including stamps and envelopes. Therefore making this aim feasible. ☺ ☺ ☺ ☺

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These different methods of evaluating not only our performance but how successful the day was as a whole will really give us a grounding on our overall evaluation. Evaluating our event on how successful it was and on how the group and I performed will allow anyone who was not involved in the tournament to get an insight into how successful it was and how well each team member performed.

AO2: Evidence of involvement

Throughout the organisational process of the Pyramid Football Tournament I was involved in a number of different activities which were essential in making sure that all aspects of the tournament were covered and the tournament went to plan. These activities covered a wide range of aspects of the tournament. These activities included;

- Writing letters to all those involved in making sure the tournament went ahead and who were part of the tournament in some way. These included the Pyramid Primary Schools, our teachers at Farlingaye, whom we asked permission to use the sports hall, permission to hold the event and possible dates for the tournament, our volunteers whom helped us on the day and our sponsors as after the event we wrote to say a last Thank You for their help. Getting in touch with the Pyramid schools was relatively easy as we, the event organising team, were able to get their addresses from our front office. It was then a matter of writing the letters and sending them which was also easy to achieve.
- Getting letters to the relevant teachers was also very straightforward as we were able to post the letters in their pigeon hole where they would pick them up every morning. If the matter was more urgent then we could find the teacher and hand it to them personally. However the senior teachers can be hard to find on certain days which did slow us down at the beginning of the process as finding Ms Pritchard proved very difficult. When we did finally get hold of her the organising process went smoothly.
- Getting in touch with our volunteers was the most unproblematic task of the process. Writing the letters was easily achieved and then giving them to our volunteers was easy as they were all in our leisure class. We were able to discuss their role within the tournament in our leisure classes during our informal meetings which also took place at this time.
- Writing letters to our sponsors was slightly harder to accomplish as they are either dotted around Woodbridge or in Ipswich. The Thank You letters which we wrote after the tournament ended up being hand delivered as we were unable to gain the addresses to all of them. Getting the letters to Walkers fruit

AO2.1
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and veg and to Griffins was easy as we could drop them off while in Woodbridge. However getting the letter to the Co-op was slightly harder. A close family member of mine ended up dropping it in which we were grateful of.

- Emailing the schools to keep them informed throughout the organisational process and gain information from them such as squad lists and whether they could participate or not. We were able to get the Pyramid schools email addresses from the front office, which was useful, and then email them for any information that we needed. We also emailed one of our sponsors to sort out a donation for the refreshments. This proved easier than writing to them or phoning them as the woman who we were dealing with was involved in other work. Emailing was our main way of contacting the participating schools and any other sources we needed to contact. This also proved the easiest way to get a response from the schools as writing a letter could take a number of days to reach them and get a reply back. Whereas emails can be processed and a reply sent back on the same day or within a couple of days. This made our process of getting information to whoever needed it very efficient. AO2.1
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- Holding meetings throughout the organisational process to make sure we know each team members responsibilities. We were able to hold a meeting when we first started organising the tournament to start everything off and allocate certain tasks to each member of the team. However holding meetings proved difficult during the process of organising the event as we were unable to secure a date and time of which all of us could commit to. Therefore after the initial meeting our other meetings were informal and held during our leisure lessons where we would be able to meet and carry out other tasks needed for the tournament. This worked well for the group and I as we all had other commitments outside of our leisure class which restricted our time for tournament meetings. However, holding our meetings in our leisure classes did not mean that we did not dedicate a large amount of time outside school to sorting out and typing up certain areas of the tournament. AO2.1
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- Meeting with our sponsors and certain teachers within Farlingaye to ask about insurance and first aid, the use of certain equipment on the day and to ask for a donation to help with the tournament. In order to sort out the insurance and first aid for the tournament we needed to hold an informal meeting with Mrs Norris and Mr Newnham. This was easy to achieve as both of them were in everyday and easy to find. To use certain pieces of equipment of the day we needed to find Mr Sparkes to ask him if we could use the indoor footballs and soft mats on the day. This was also easy to achieve as he was easy to find and was in school every day. However sorting out a time when we could go into Woodbridge to see Mr Griffin about sponsorship proved slightly more difficult. We ended up going down into Woodbridge on a couple of occasions to find that he wasn't in his shop on that day. In order to overcome this we rung him to make sure he was there and then went to see him. This was the only time in which meeting with certain people proved difficult. AO2.1
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- Phoning certain people to organise sponsorship and gain information from the participating schools. When we first inquired about a donation from the Co-op for refreshments we were given a phone number and a name in which would put us through to Miriam who is head of community projects within the surrounding area. In order to reach her we needed to use Mr Hall's phone within Farlingaye which he was happy for us to do.

The majority of our phone calls were then made on his phone which cut down our costs and proved efficient for us. We also needed to phone the participating schools to gain information such as squad lists and whether certain schools were participating, in order to proceed with the organising process. We found that phoning the schools was successful in some cases but not others. For example, getting the squad list from one particular school resulted in them having to ring us back as the squad list was not available. This set us back a day or two as we could not complete the programme. On the other hand phoning to confirm that schools were participating was very efficient.

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- Writing up promotional material including signs, certificates, questionnaires and the tournament programme. Throughout the organising process there was a large amount of promotional material which needed to be written up and printed off for either personal use/records or for actual use on the day of the tournament. We needed to design, create and print off certificates, questionnaires, programmes, direction signs, school name signs, emails, letters, agendas/minutes for formal meetings and speeches for after the tournament. We were able to access computers and the internet at school and at home in order to achieve writing up our promotional material. There are a number of computers throughout the school of which we can access at any time as well as in our leisure lessons of which is where we wrote up most of the promotional material.
- Shopping for refreshments we needed for the tournament. On the Sunday before the event, I went to the Co-op to buy the refreshments we needed for the teachers on the day of the tournament. I was able to buy tea, coffee, biscuits, milk and water with the £25 voucher the Co-op donated to us. Even though I did this in my spare time, it was convenient and sensible to buy them at that time otherwise if I had left it any later we may not have had time. The other refreshments we had were oranges for the participants to promote healthy eating. However as these are fresh fruit they needed to be picked up on the day of the tournament. As Walkers fruit and veg is owned by a family member of mine I was able to stop by quickly on the way to school which made this process quicker and more efficient.
- Writing up and creating the league table to use on the day of the tournament to keep score of all the games and keep a league going. We struggled with the league table throughout the organising process of the tournament. We did have the league table from last year to use and base ours on but some of the programme did not work and we found it difficult to get it working. We ended up having one of the technicians here at Farlingaye help us out with it as we could not get it to work. He kindly agreed to help and took it home with him to work on it, which we really appreciated. He did get it working but it was complicated to use. However, on the day of the tournament it crashed and stopped adding up the scores properly which left us to hand write out the scores and work out the league tables ourselves. Even though this was inconvenient we managed and the tournament worked well.

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AO3: Relevant research and resources

Throughout the process of organising the tournament there were a number of resources which we used to guide us through the process and to give us relevant information to use. In order to look further into the research we carried out and the resources used, a run through the feasibility study will be needed to assess where in the organisation process each piece of research and each resource was used.

In order for the group and I to begin the organisation process a set of aims and objectives had to be set. These included aims such as to raise money, to have fun, to promote the event and to prove we can do it. We also set five objectives which were more specific to our event and included objectives such as to encourage Physical activity in younger generations to reduce child obesity and to provide a positive and friendly experience to Year 6 students. However in order to gain a starting point for these aims and objectives we needed to research into what previous aims had been used and what were suitable objectives for our specific event. The group and I were able to look at past tournaments to gain information we needed and talk to previous organisers to get an insight into what their aims and objectives were which gave us an idea for how to create ours.

AO3.1
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We were also able to talk to teachers within Farlingaye who had been part of the process in previous years. These included Mr Hall, who has been involved in the Pyramid Football Tournament at Farlingaye for a number of years, Mr Yorke, who has also been involved in the tournament before and Ms Pritchard, who is in contact with the Primary Schools and is involved with the tournament every year. Researching in this way was good because it enabled us to talk to people face to face, which made it easier for us to take note of their advice and ideas, look into the past tournaments at the specific information we needed instead of sifting through information which was not relevant to us and get an insight into the aims and objectives of previous tournaments which meant we could build on these to improve the tournament and differentiate it from past events.

AO3.1
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Creating the customers needs and how they will be met was one of the easiest points in the feasibility study as we not only created ideas on our own but also had the help of Mr Hall who was able to provide us with ideas for us to develop. However the needs of the customers are the most important aspect of the feasibility study and the event as they would determine how successful the tournament was. Being able to research the needs of the customers by asking Mr Hall proved to be a good way of gaining the information we needed. Even though Mr Hall did not give us the customer's needs, he was able to give us pointers for us to create our own and expand on them. This gave the group and I a good starting point and grounding in order to make our tournament a success.

AO3.1
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In order for the tournament to be marketed, the group and I needed to research into the different ways in which we could let people know about the tournament. Marketing the event is very important as it allows the Pyramid Primary Schools to know exactly when the tournament will take place and allow them to make preparations. There were a number of different methods of researching we used to find the appropriate marketing strategies for the tournament. These included looking into and asking those involved with past tournaments to get ideas for how we could

market our tournament, talking to Mr Hall as he has been involved in many football tournaments in the past and talking to Martin in our team as he played in the Pyramid Football Tournament when he was in Year 6. Once we had come up with the most appropriate ways of marketing the tournament we were able to use the computers around school to produce emails, letters and programmes to be sent out to the schools to inform them of the up and coming tournament.

Using these methods of research proved to be convenient as everyone we needed to talk to were here at Farlingaye therefore they were easily accessible. We also knew the people we needed to talk to making it easier and more comfortable to gain the relevant information. By using the computers we were able to design and save any publications we made related to the tournament. Being able to save the letters, emails and other promotional material we created enabled us to refer back to it and use it in our Tournament Journal, which has proved to be useful especially when referring to the earlier letters and emails we wrote.

Getting the physical resources for the event proved to be quite easy as the majority of the equipment we needed was here at Farlingaye. The group and I first needed to research into who we needed to ask in order to gain the equipment. Our main source was Mr Hall as he has been involved in many football tournaments in the past. He was able to give us guidelines on what equipment was needed and who to ask in order to borrow it on the day. Once we had put together a list of what equipment was needed, we were able to write letters or talk to the relevant teachers. The majority of the equipment came from the P.E department, such as benches, mats, footballs and a whistle and stop watch. However, other equipment such as a laptop, projector, paper and tables needed to be sourced from around school and from a range of different teachers of whom we wrote letters to. The remaining equipment came from our sponsors who we also wrote letters to or set up small, informal meetings with to arrange what equipment we needed. Talking to our teachers and writing letters to those who we needed to borrow or get equipment off was easily achieved as we either knew those teachers in school or were able to write or arrange a meeting with our proposed sponsors. This process was a good way of getting the physical resources as it was easy, all the teachers and other people we needed to talk to were easily accessible and Mr Hall was able to give us tips to put us in the right direction in relation to the equipment we needed to provide for the tournament.

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The financial aspect of the tournament was slightly harder to achieve, as asking year 6 students to pay to take part in the tournament is unethical. Therefore, the group and I decided to get local businesses to sponsor us with the relevant resources we needed. In order to get the local businesses on board we needed to contact them by phone, email or letter. But before we were able to do this we needed to decide who we were going to ask and what we needed to ask them for. To do this the group, myself and Mr Hall held an informal meeting to discuss who we thought would be right to ask. We were then able to email the businesses we chose and ask them to help us out with the financial aspects of our tournament by sponsoring us with the relevant resources we needed. The group and I decided that asking local businesses was much more ethical than asking the participants, therefore making the process slightly harder but better for the tournament. Our main resource was Mr Hall as he was able to give us good advice in how to finance our event. He was easily accessible and has proved to be a great

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resource throughout our tournament from his involvement in previous tournaments. Therefore making the financial aspects of our tournament easier to handle.

The staffing of our event has proved to be very easy as the group and I were the main people in charge on the day. However, we were able to get volunteers from Farlingaye and our leisure class to help us with refreshments and refereeing on the day. We were able to do this by writing letters to our volunteers and holding an informal meeting with them in our leisure lesson nearer the time of the event to run through each of the staffs roles and responsibilities. For this our main resources were ourselves and our volunteers along with Mr Hall guiding us through the process. We found staffing of the tournament very easy and we were able to sort it quickly and put it aside knowing we had volunteers to help us on the day. This allowed us to concentrate on the more important aspects of organising the event.

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The working practices of our event were slightly harder to achieve, however, we feel that the three main working practices; Meetings, Bookings and Record keeping, were achieved without much planning. For example it was suggested to us by our main resource Mr Hall that we keep a journal to record everything within the organisation process, hold regular meetings and make sure the sports hall was booked well in advance. Therefore we did not write down the certain working practices and then achieve them in a certain order. Even though the group and I did not realise we had achieved the working practices of the event, we were still able to use a computer to write up the minutes for our meetings, an exercise book to keep a journal and Mr Yorke in order to book the sports hall.

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Organising the tournament timescales and milestones was relatively easy as we started to organise the tournament at the end of January 2006. Through consulting a range of people from our head teacher to St Mary's Primary School head teacher to our P.E department, we agreed on our final date (16th May) which gave us roughly four months to organise the tournament. To organise these timescales we used Mr Hall, Ms Pritchard, Ms Hargadon and Mr Yorke who suggested possible dates to hold the tournament. Gaining responses from our resources proved difficult at times which set us back and meant we had to choose a later date than expected. However, this lead on to the tournament being organised properly as more time was allocated to us.

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Organising the legal aspects of the tournament was relatively easy as the majority of the aspects we needed were already in place for the participants of our tournament. In order to make sure there were no extra details the group and I needed to cover, we were able to talk to Mr Newnham who gave us guidance on anything else we needed to organise. However, it turned out that the participants were covered for insurance and child protection by Farlingaye. Mr Newnham and Mr Hall proved to be very helpful when it came to organising the legal aspects of the tournament as they reassured us what we needed to do and any other aspects we needed to cover. In terms of security of the participants, the group and I were mainly in charge of this on the day of the tournament. Mr Hall and Mr Cooper were able to provide us with ideas on how to ensure that the participants felt safe during the tournament. For the legal aspects our main resources were teachers from our school, which made it easier for them to be organised as everything was in one place.

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For the contingency plans the group and I were able to look at the previous football tournaments to see where they may have gone wrong and where they could have been improved. This allowed us to make our contingency plans suit our tournament knowing what areas to make sure we had a back up plan if anything did go wrong. This will have enabled us to make more detailed and better contingency plans to make our tournament better. Another resource was Mr Hall as; again, he has been involved in many football tournaments, and was therefore able to give us tips on what areas to make sure we had covered. These resources benefited the group and I as they were easily accessible and we were able to talk to previous organisers and teachers who gave us ideas for what our contingency plans could be, therefore enabling us to think for ourselves and as a group.

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Deciding how the group and I would review and evaluate the tournament proved to be relatively easy as ideas were suggested to us by our leisure teachers. We decided that we would use self evaluation, team evaluation, teacher evaluation and guest feedback. Each of these were decided towards the end of the organising process as they did not need to be completed until after the tournament had happened. This enabled us to concentrate on the rest of the tournament and not worry about how we planned to evaluate the tournament until later on. Using our leisure teachers to suggest how we could evaluate the tournament was good as they were easily accessible and were able to give us ideas to help us without giving us the answers. This enabled the group and I to come up with ideas together.

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AO4: Evaluation of the event

Now the event has been carried out and the organisation process is completed, an evaluation of how well the group and I organised the tournament and how successful the tournament was will need to be carried out. Evaluating events is important as it allows the organisers to gain an idea of how well the event went and what could be improved for future events. This will allow future planners to know the certain areas of the event to change to make them even more successful. In terms of our tournament, feedback from a range of sources will allow us to get an idea of how well each individual within the group performed and how our performances could have been improved. We will also find out which source liked what aspect of the tournament enabling us to evaluate our tournament to a better degree.

AO4.1

Within the feasibility study for the tournament a number of aims and objectives were made for the group and I to follow. These aims and objectives cover a number of different aspects of the tournament and were designed as a guideline for how to organise the event so that we gain the most from it and provide a successful tournament for the participants. There are five main objectives in which the group and I came up with. These objectives are;

- To encourage Physical activity in younger generations to reduce child obesity.
- To promote Farlingaye High School positively to the community.
- To encourage better links between High schools and Primary schools within the local area.
- To provide a well structured and organised event.
- To provide a positive and friendly experience to Year 6 students.

These objectives were more aimed at the image of Farlingaye and providing a positive image to the community. This, we hoped, would encourage more people from the surrounding area to use the facilities at Farlingaye and get involved in school events and projects. The group and I feel that this was achieved as a lot of positive feedback was received from the participating schools and the participants themselves.

The first objective, in which we aimed to promote physical activity within young people, was seen as a broad aim in which could contribute to the wider aim of reducing child obesity. This aim is not necessarily specific to our tournament as we will not be able to reduce child obesity. However, by running this tournament we will be able to encourage younger generations to exercise more in order to keep younger children healthy. During our tournament we were able to keep the participants on their toes and the many matches enabled them to keep exercising. They were encouraged to play in the matches and hopefully each substitute got to play to. Therefore even though this objective is very broad we were able to encourage the participants to exercise.

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The second objective, in which we aimed to promote Farlingaye positively to the community, was more concentrated to the local area and to the participants who will join us in September. The group and I needed to produce a successful event which could promote Farlingaye in a positive light to encourage new faces to the school and enable the new students to get a feel for the school. The reputation of Farlingaye had to also be taken into consideration. For example, if we had produced a tournament which did not run smoothly and involved a lot of problems, the school would have gained a slightly bad reputation. However, luckily for us our tournament ran smoothly and did not have any major problems which would have increased the good reputation in which Farlingaye has already, therefore this objective was met.

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The third objective, which aims to encourage better links with Primary Schools and High Schools within the local area, was relatively easy to achieve as Farlingaye has had good links with the 11 feeder schools for many years, therefore this objective mainly aims to continue these links and make them stronger. During the process of organising the tournament the group and I were in constant contact through emails with the 9 participating Primary Schools. We were also able to ring them to organise some finer details, therefore we were keeping the links between Farlingaye and the Primary Schools strong and were able to meet the objective.

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The fourth objective, which aims to provide a well structured and organised event, was slightly harder to achieve as the group and I had to make sure that all the different aspects of the tournament were covered and that it ran smoothly. During the process of organising the event one of our team members pulled out of his studies at Farlingaye which left Martin and I to organise the tournament. However, Adam did offer to come into school during the organisational process of the tournament to carry on and help us, therefore we did not get left in the lurch and were able to carry on as normal. Apart from this 'hiccup' there were no other major set backs during the process of organising the tournament. When it came to the week before the tournament the group and I were rushed to get everything in order and sorted which meant that some smaller aspects of the tournament were forgotten. However these did get sorted out in time for the day of the tournament.

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On the day of the tournament we did find that three matches had got missed out of the running order which meant that some schools were not playing all their matches. We were able to find out what matches had got missed out and add them onto the end of the running order. This did cause some confusion amongst the participants and their teachers, but once we had announced what we would do to correct this problem, most questions had been answered. Therefore, even though we came across problems throughout organising the tournament and on the day of the tournament, we were able to solve these and make sure that the tournament ran smoothly. As we had a plan for the day of who would play who and the running order of the matches, the tournament was well structured and participants knew what they were doing. Therefore this objective was met.

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The fifth objective, which aims to provide a positive and friendly experience to Year 6 students who would be coming to Farlingaye in September, was also relatively easy to meet. This objective is linked with the previous objective as providing a well structured and organised event will create a positive atmosphere for the participants as well as the group and I being able to interact with the participants to ensure they are enjoying themselves. The participants will also be able to interact with those from other teams in order to make friends for their arrival in September. Luckily on the day of the tournament there were no rifts between participants and everyone was able to participate and have fun together. Therefore, this objective was able to be met as the group and I provided an experience which was friendly and exciting for all the participants and will have given them a positive outlook on Farlingaye.

AOL.1
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However, in order to gain a better idea of how well the group and I performed both together and individually we were able to provide each participating school with a letter of 'Thanks' and a feedback form in which they were able to fill in and send back to us at Farlingaye. This enabled us to gain a better idea of how successful the tournament was and what could have been done to improve it and our performance. (The feedback form can be seen in the Logbook, page 56).

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The group and I were also able to create a table in which we could use to evaluate each others performance on the day of the tournament and the organisation running up to the tournament. Within this table we were able to give a mark out of five to show what degree the group member had performed in each subject area, e.g. five being very good performance and one being really poor performance. This table gives five areas from the tournament in which we can evaluate each other from. The tables on the next page show my completed evaluating tables of Martin and Adam;

Martin;

	1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Very Good
How well did the individual communicate with the participants on the day				✓	
How well did the individual meet the needs of the participants and their teachers/parents on the day				✓	
To what extent did the individual contribute to the running of the event on the day					✓
How well did the individual take part and responsibility of organising the event running up to the tournament					✓
How well did the individual communicate with the rest of the group during the organising of the event			✓		

Adam;

	1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Very Good
How well did the individual communicate with the participants on the day				✓	
How well did the individual meet the needs of the participants and their teachers/parents on the day			✓		
To what extent did the individual contribute to the running of the event on the day			✓		
How well did the individual take part and responsibility of organising the event running up to the tournament				✓	
How well did the individual communicate with the rest of the group during the organising of the event				✓	

The tables above now allow me to gain an overview of how well I feel the rest of the group performed individually. Being able to evaluate each team member in the form of a table allows me to be able to refer to it easier and gain a better idea of how well they performed.

Referring back to the letters, in which the group and I were able to send out to each of the participating schools, the group and I received only four responses from Otley, Kyson, St Mary's and Grundisburgh. This meant that we were unable to draw sound conclusions on how successful our tournament was with those participating. The feedback that we did receive showed that our tournament was successful and very popular with the students who participated and their teachers. However, as we did not receive a great deal of feedback, the group and I only have the feedback we did get back and our own judgements to make conclusions on how successful the tournament was.

Now that the group and I have completed evaluations of each other and we have collected the feedback forms from a few of the participating schools, I can now complete an individual evaluation on the different aspects of the event. The different aspects are;

- Meeting our objectives and key deadlines:** During the process of organising the event the group and I set ourselves small objectives for us to meet to keep the process flowing and make sure that we had completed everything. The group and I were able to discuss who would take on the tasks at hand and decide on a deadline in which these had to be done e.g. contacting our sponsors to ask for possible donations by next week. We were also faced with the main objective of organising the tournament for the date that was decided and agreed on. Therefore we had to make sure that everything was completed and ready to use for the event and make sure we had all the relevant equipment. Luckily the group and I were efficient and had plenty of time to get everything together and organise the event properly. In the two weeks before the event we did find that we were slightly rushed to get everything printed out and ready for the tournament, however, we pulled it together and were able to hold a successful event.

AO4.1
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- The success and effectiveness of the event:** The group and I were very lucky with our event as we had four months to plan, organise, set up and hold the tournament. During this time the group and I all had other school work to complete as well as organising an event of this scale. However, we were able to take a number of our leisure lessons and use them for organising the tournament. This proved to be very helpful and we were able to get a lot of the organising done in this time. When it came to the day of the tournament, the group and I set up the sports hall for the participants and made sure that everything was in place ready for them. Throughout the day nearly everything ran smoothly. We did encounter one relatively large problem within the running order of the day where three matches had got missed out (as mentioned previously); however we were able to sort this out relatively quickly to ensure that the day was not interrupted too much. After the event had finished, a number of the teachers from the participating Primary Schools came over to the group and I to thank us and to comment on how well the day had gone and how much they and the participants had enjoyed it.

AO4.1
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- **How well the group and I worked together throughout the event:** Throughout organising such a large event with a deadline that had to be met, the process did become slightly stressful and trying to accomplish this as well as present school work did prove to be difficult for the group and I. Also with Adam pulling out of his studies halfway through organising the event, this added pressure onto Martin and I. However this was solved with Adam agreeing to carry on helping us with the event. The group and I did also have some rough patches within the group as communication between us did seem to fail with members of the group completing tasks without consulting with the rest of the group. This affected the rest of the group as it was frustrating trying to organise this event without having good communication between us in the group.

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On the other hand, throughout the organising of the tournament the group and I worked well together and were able to complete tasks well. Even though we did have some rough patches concerning communication, this was mainly at the beginning where we hadn't got into the swing of organising the event properly. This was overcome, however, and we were able to work together to complete the organising process as a group. On the day of the tournament the group and I communicated well and worked well as a team. When the problem with the league table did occur, we were able to sort it out together as quick as possible to get the tournament back on track and to minimise disruption. Overall, the group and I worked effectively and efficiently together and were able to ensure that the tournament was organised to the best of our ability.

AOL.1
2

- **How well and how badly the event went for me individually:** Throughout organising the tournament there were a number of highs and lows for me individually. Organising such a large scale event which involved trying to get as many schools to participate as possible, proved to be stressful especially with a large amount of other pending school work which also needed to be completed. Also, a lack of communication within the group was frustrating especially in the beginning where intentions and ideas for the event were crucial. However, when the group and I realised that time was running out, we started to work together more efficiently which improved our attitudes. Therefore, it was a much better environment to work within and I felt much more comfortable and confident with my ideas. On the day of the tournament I was able to take on certain roles of making sure that everything went to plan and ensuring that the league table was correct. At the end the sense of achievement was a great feeling which made the whole organising process worthwhile.

AOL.1
2

I was also able to write up a feedback form in which my teacher, Mr Cooper, could fill out for me to gain another aspect on how well I performed individually on the day of the tournament and throughout the organising process running up to the tournament. This evaluation looks at my individual efforts as well as how well I worked with the rest of the group throughout the running and organising of the tournament. Mr Cooper was also able to give me a rating on how well I performed in certain aspects such as team work and my communication skills, followed by any additional comments he wishes to make. This feedback form can be seen on the following pages.

AOL.1
2

As we can see from looking at the feedback form, Mr Cooper rated my individual performance throughout the organising of the tournament and on the day of the tournament, as very good and gave me 29 out of 30 for factors such as team work, responsibility and communication skills etc. He was also able to grade me on other factors such as whether I worked well in a group and how well I contributed to the organising of the tournament, in which he answered yes to the majority. This shows that my contribution to the tournament was of a good standard and as a whole the tournament was a success.

In order to complete my evaluation of the Pyramid Football Tournament, realistic suggestions on how the tournament and the organising process of the tournament could be improved is needed. One of the main problems the group and I had throughout organising the tournament was our communication. We all found that there was a lack of communication as tasks were being completed without being 'given the go ahead' by the rest of the group. This proved to be very annoying and raised the tension between Martin, Adam and I. However, this could have been improved if, at the beginning of the organising process, the group and I had agreed to make sure that each member of the group knew each task that was being carried out. Or, we could of set up a note book in which we shared between us and recorded all the tasks we carried out. This would have kept track of everything that each member of the group had done therefore improving the communication between the group.

A04.1
2
3

One of the other main problems that the group and I encountered was the mix up with the running order in the tournament programme. It was found, by one of the participants on the day of the tournament, that three games had been missed out of the programme. This caused confusion throughout the participants and their teachers and caused us to have to spend time on figuring out which games had been missed. In order for this to be improved a thorough check of the programme and any other promotional material needs to be carried out to ensure that all the information is correct and that there are no mistakes such as missing information etc.

Another small problem with the tournament was the fact that it was carried out inside the sports hall here at Farlingaye. Having the tournament with 9 primary schools did make it quite cramped in the sports hall which made moving around for the group and I quite difficult. However, this could have been improved by moving the tournament outside. Here, we could have run more than one match at a time and there would have been more space for each team/Primary School to move around and spread out more. However, there are problems with this idea such as it would have been difficult to communicate to the teams as background noise would have been much louder as well as looking after such large numbers of young participants in a large open space would cause health and safety issues. Therefore even though carrying out the tournament in the sports hall did cause it to be quite tight for space, carrying out the tournament outside would have caused more problems for the group and I.

A04.1
2
3

**Teacher Evaluation on Flo Walker for the Pyramid Football Tournament
Conducted By Mr Cooper**

	Yes	Partially	No
Was the event feasible to conduct?	✓		
Do you think that Flo worked well in a team?	✓		
Was Flo competent in the tasks she carried out?	✓		
Did Flo finish tasks off to a high standard?	✓		
Did Flo communicate well with her team and teachers?	✓		
Did Flo share the workload well within her group?	✓		
Was Flo organised throughout the event?	✓		
Did Flo have a good knowledge of what was required for the working of the event?	✓		
Did you have to aid in the event organisation / running?			✓
Was the event a success?	✓		
Was the event planned well?	✓		
Were all of the deadlines met?	✓		

Please rate Flo on the following factors according to the event organised and conducted on the scale provided;

<u>Factor</u>	<u>Rating</u>
Team Work	5/5
Work Load	5/5
Organisation Skills	5/5
Responsibility	5/5
Punctuality	5/5
Communication Skills	4/5
Total	29/30

1 being very poor, 2 being poor, 3 being average, 4 being above average and 5 being excellent.

Additional Comments

Do you think that the event was a success? What do you think was good about the tournament?

The event was a great success. The tournament was conducted in a professional manner from start to finish by all members of the group. The organisation of the tournament was of the highest standard and when observing it felt that you & the group was in control at all times. I liked the idea of the quiz as this kept the children focused and occupied.

In Your own personal opinion how do you feel the event could have been improved?

Due to the size of the sports hall I felt that it was at times over crowded. It would have been better if the tournament was run outside as this would have made it more of a 'spectacle' and encouraged more to participate.

If Flo was to undertake such a project in the future what do you feel would be beneficial for her to improve personally?

Flo would benefit from taking more of an authoritative role towards the practical tasks of the event.

Signed.....

A handwritten signature and name, which has been heavily blacked out with marker. The signature is written in cursive and appears to be 'Flo', followed by a name that is also obscured by blacking out.



Pyramid Football Tournament
2006

School	Head teacher	Telephone	Fax	Street	District	Town	Postcode	Email
✓ WINDSOR CEVAP	██████████	██████████	411365	School Lane	██████████	Woodbridge	██████████	██████████
✓ Eyke CEVC	██████████	██████████	420004	The Street	██████████	Woodbridge	██████████	██████████
✓ Grundsburgh	██████████	██████████	01473 735126	Alice Driver Rd	██████████	Woodbridge	██████████	██████████
✓ Hollesley CP	██████████	██████████	411616	School Lane	██████████	Woodbridge	██████████	██████████
✓ Kyson CP	██████████	██████████	388469	Peterhouse Cres	██████████	Woodbridge	██████████	██████████
✓ Melton CP	██████████	██████████	380404	Melton Road	██████████	Woodbridge	██████████	██████████
✓ Orford CEVAP	██████████	██████████	450144	✓	██████████	Woodbridge	██████████	██████████
✓ Otley Primary	██████████	██████████	01473 890953	Chapel Road	██████████	Ipswich	██████████	██████████
✗ St Mary's CEVAP	██████████	██████████	461330	Easton Road	██████████	Woodbridge	██████████	██████████
✓ Woodbridge CP	██████████	██████████	388602	Burkitts Road	██████████	Woodbridge	██████████	██████████
✓ Woodbridge CP	██████████	██████████		New Street	██████████	Woodbridge	██████████	██████████

IPSWICH TOWN FC COMMUNITY TRUST

Wednesday 25th January 2006

21/01/06
 CST meeting with [redacted] to discuss what we need to start organising the tournament.
 created logo for tournament ↓



Pyramid Football Tournament
 2006

wrote to Ms [redacted] to ask permission to run the tournament

[redacted] wrote to Ms [redacted] to ask permission and to get all head teachers of the primary schools together to arrange the date.

[redacted] wrote to Mr [redacted] to ask if we can use the sports hall and possible dates.

Asked to [redacted] to ask if she can get us in touch with Ipswich Town football club and with local newspapers. - she will give us their e-mail addresses.

possible aims discussed =

- To promote farlingaye positively to the community.

→

1

3

letter links with High and primary schools.
to create a positive and friendly experience for
year 6 students

letter to
mission.

Dear → great +
thank
you
to all!



Pyramid Football Tournament
2006

Dear [redacted]



Pyramid Football Tournament
2006

Dear Miss [redacted]

Pyramid Football Tournament

1.



Pyramid Football Tournament 2006

Dear Mr [redacted]

As part of our Leisure Studies coursework, we are required to run and organise an event to benefit others. It was chosen by our group to run the annual five a side tournament for pyramid schools. We are writing this letter to seek permission to use the sports hall facilities as the

Pyramid Football Tournament

Pyramid Football Tournament

Pyramid Football Tournament

Pyramid Football Tournament

Pyramid Football Tournament

Pyramid Football Tournament

Thursday 26th January 2006.

- Got reply back from [REDACTED] - she is happy to let us organise the tournament.
- Went to front office to ask for a list of all the primary schools - Got it as well as their addresses and phone numbers. (see front cover).
- Spoke to woman in charge of first Aid - On the day we will have radio's in which we can report any injuries.
- No reply from [REDACTED] yet.
- [REDACTED] went to see Ms [REDACTED] but still no reply.
- Went through meeting Agenda for Monday and written up first draft.

Friday 27th January 2006.

- Got ITFC and local newspapers e-mail addresses

[REDACTED]

Evening Star = [REDACTED]

East Anglian = [REDACTED]

~~Thur~~ Monday 30th January 2006

first formal meeting scheduled for this morning.

= Me - chair
[redacted] - Scribe.

first meeting cancelled due to [redacted] [redacted] being ill - re-scheduled for tomorrow morning.

Tuesday 31st January 2006.

first meeting with [redacted].



Pyramid Football Tournament
2006

Agenda for meeting on Monday 30th January 2006

1. Any information from last week

31st January - Agenda Minutes.

- Talked to Mr [REDACTED] about insurance. Sorted.
- Martin talked to technicians about setting up an email address - waiting for confirmation.
- [REDACTED] and I went to see Mr [REDACTED] again to confirm insurance - he referred us on to Mrs White who said no extra insurance is needed.
- Went down to Woodbridge to talk to Mr [REDACTED] to see whether he will sponsor us/the tournament with medals and trophies - he wasn't there so will arrange a meeting with him. While in Woodbridge, went to talk to Gordon to organise refreshments - all sorted. he will supply us with fruit for the participants - Company name will appear in the tournament programme and leaflets etc.
- e-mail address confirmed by [REDACTED] pyramidfootball@farlingaye.suffolk.sch.uk.
- started league tables.

Thursday 2nd February 2006 www.xtrapapers.com

- league tables nearly completed including times and length of football matches.

Friday 3rd February

- letters going out to volunteers today asking to help out on the day with refreshments and refereeing. (written by [redacted])



Pyramid Football Tournament 2006

3rd February 2006

Dear [redacted]

As you may be aware that [redacted] and I, are organising the annual pyramid 5-a-side football tournament for the local primary schools. On behalf of the group I am writing this letter to ask if it would be possible



Pyramid Football Tournament 2006

3rd February 2006

Dear Alex Stokoe,

As you may be aware that [redacted] and I, are organising the annual pyramid 5-a-side football tournament for the local primary

Wednesday 8th February
2006

- [redacted] wrote to [redacted] again as we have still not had a reply.
- league tables now completed - match length between 4 and 7 minutes long - depending on the number of schools.
- Adam has had replies back from volunteers - all willing to help on the day.
- Got memo back from [redacted] - We are waiting for dates from her and Mr Gourlay (head of [redacted]). We must have a date by 16th March!

Second letter to [redacted]

Farlingaye High School

Memo

To: [redacted] Martin Dumbill
From: [redacted]
CC: DH

Thursday 9th February 2006

- Martin went to see [redacted] to ask if we could use the water fountain for the tournament - unfortunately we cannot

Monday 20th February 2006

- Got reply back from [redacted] with a number of possible dates to choose from.
- Adam and Martin went to see Mr [redacted] again but no progress as he wasn't there.

We would like to thank you for your interest in the use of the sports hall, unfortunately we have received a number of dates on which the hall will be used for other purposes.

Debbie Pritchard

From: "[redacted]"
To: "Debbie Pritchard" <dpritchard@faringaye.suffolk.sch.uk>
Sent: February 2006 08:10
Subject: Pyramid Football Tournament

Debbie

Football Tournament

Thank you for this email. I have circulated all my colleagues and the unanimous choice is the week following the KS2 SATs (apart from the Wednesday when Year 5's are already at Faringaye)

So any from 15th, 16th, 18th, or 19th of May would suit very well.

Have a good half-term break

[redacted]

Went to local Co-op to ask if they would sponsor the tournament by supplying us with water and other refreshments. Got the telephone number of head of Society. Rung and we have to e-mail to get vouchers.

[redacted]

NPS CO-OP

e-mail =

[redacted]

- I emailed the co-op following the
discussion on the phone.

- email to mirrium.

- Martin wrote to [redacted] to give him the
possible dates - he confirmed the 16th May.



Pyramid Football Tournament
2006

Dear [redacted]

Following your reply with dates on which you were able to offer us the use of the sports hall, unfortunately we have received a number of dates on which the Schools will be able to participate on which do not fit the dates offered.

Tuesday 21st february 2006

- [redacted] and [redacted] went and saw [redacted] and he has agreed to sponsor us by providing us with medals and a Trophy.

Thursday 23rd february 2006

- [redacted] e-mailed the primary schools, inviting them to the football tournament.

Annual 5-a-side Football Tournament

Page 1 of 1

Print Close

! This message has been flagged as High Priority.

From:
Date:
To:
Cc:
Subject:

Dear [redacted]

Having spent a short amount of time attempting to find a suitable date of the annual Pyramid Football Tournament that fits with availability of venue, pyramid schools and our own lesson timetables. I am now able to offer the firm date of Tuesday 16th May 2006 as the date of this year's event.

This date was arrived at through discussion with [redacted], and I hope that it will suit many, if not all of our 11 feeder primary schools. Due to the complexities of our (and your) timetables, it is highly unlikely that this date could be changed.

Monday 27th february 2006.

- Got reply's back from Otley, Sandlings and Kyson primary schools.
- Otley and Kyson can make it ~~by~~ but Sandlings can't.

Annual 5-a-side Football Tournament

Page 1 of 1

From: [Redacted]
Date: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

Dear [Redacted]

Thank you for your e-mail. I confirm that Olley Primary School will be sending a team to the Pyramid Football Tournament. We look forward to hearing from you in due course.

sent on behalf of Mr P Coleby, Headteacher

[Redacted signature block]

Handwritten notes: [Redacted]

Re: Annual 5-a-side Football Tournament reply

Page 1 of 1

From: [Redacted]
Date: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

The Pyramid Football Tnt

Thank you for the info.

We could manage the 16th May but not all day.

Could it be just for the afternoon -- say 1.30 to 3.00 ish?

[Redacted signature block]

Win a BlackBerry device from O2 with Yahoo!. **Enter now.**

5-a-side Football Tournament

From: [REDACTED]
 Date: [REDACTED]
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: [REDACTED]

The 16th May sounds fine - we have put the date in our diary and [REDACTED] are looking forward to attending.
 Look forward to hearing from you soon.

[REDACTED]

* Yahoo! Messenger NEW - crystal clear PC to PC calling worldwide with voicemail

- e-mailed ITFC but no reply yet

Pyramid Football Tournament request

Print Close

From: [REDACTED]
 Date: [REDACTED]
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: [REDACTED]

Dear Sasha,

I am currently studying my AS courses at Faringaye High School Woodbridge, and as part of one of my courses, i am organising an event with two other people, Adam and Martin and myself Florence Walker. This year we have chosen to organise the Pyramid Football Tournament for year 6 pupils of the catchment schools in and around Woodbridge, this will be held on 16th May 2006. The schools bring a team of 7 footballers (5 playing, 2 subs) and play against each other to win the Football Tournament trophy. In past years the Football Tournament has proven to be a great success with a lot of positive feedback, so this year as first timers to the project we hope to achieve the same.

Currently we have got a number of small business from the surrounding area to sponser us within the

141

- e-mailed mirium to sort out vouchers and water donation

Tuesday 28th february
2006

- Melton have replied and will be able to make it.
- e-mailed sandlings as they won't be able to make it. - ~~Suggesting~~

Annual 5-a-side Football Tournament

From: [Redacted]
Date: 28 [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

Dear Organising Team

[Redacted] is able to attend the 5-a-side football tournament on Tuesday 16th May 2006. I have put the date into our school diary and am looking forward to coming along with our team.

[Redacted]
[Redacted]
[Redacted]

Yahoo! Photos NEW, now offering a quality print service from just 8p a photo.

Re: Annual 5-a-side Football Tournament reply

Print Close

From: [Redacted]
Date: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

[Redacted]

[Redacted] and I am one of the other organisers of the Pyramid Football Tournament. We are sad to hear that you may not be able to make our tournament but we understand that you have other commitments.

Recently i have been woking on the times of the matches for all the possible teams. For example if all 11 teams show up i have sorted out the length of time each match will last for and how many matches there will be. As it happens if 10 teams show up, I have worked out the each match will last for 6 minutes so if you did show up for the amount of time you suggested I am affraid it is more than likely it would not work.

Again, i am very sorry to hear that you may not make it, please let us know a.s.a.p if your commitments

wednesday 1st March 2006.

[redacted] e-mailed Harpers Sport to ask them to sponsor us by providing us with footballs.

(no subject)

Page 1 of 1

Print Close

From: [redacted]
Date: [redacted]
To: [redacted]
Cc: [redacted]
Subject: [redacted]

I am sending you this email, asking for your help, I am part of an A-level team organising a 5-side-football tournament for the local primary schools. I was wondering if it would be possible if you would be able to sponsor your event, and provide some indoor footballs for the tournament. If this is possible we are more than willing to mention your organisation in the programme. Please could you reply back as soon as possible. We are looking forward to your reply.

[redacted]
[redacted]

- Got e-mail back from Bawdsey but their school is too small so they can't raise a team.

Page 1 of 1

Print Close

From: [redacted]
Date: [redacted]
To: [redacted]
Cc: [redacted]
Subject: [redacted]

Hello

Thanks for the invitation. Unfortunately we cannot raise a team this year but please keep us on your mailing list for next year.

Are you organising a netball tournament this year because, if so, we could raise a team.

Thanks

[redacted]
[redacted]

2005 10/04/06 9:10 AM
- e-mailed bawdsey back asking whether they would like to join with Hollesley as in previous years.

Re: Annual 5-a-side Football Tournament

Page 1 of 2

Print Close

From: [Redacted]
Date: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

[Redacted]
Following your email, we are all very sorry to hear that you may not be able to make it to our Football Tournament. Is this due to low numbers? If so, I have been informed that last year you combined your team with Hollesley who had that same problem. Therefore, if you would like to do the same again this year, we would be more than happy with this and will happily contact [Redacted] on your behalf to get the ball rolling.

Please let me know a.s.a.p if you would like me to contact Hollesley.

Yours Sincerely

[Redacted Signature]

Thursday 2nd March 2006

Re: Annual 5-a-side Football Tournament

Page 1 of 2

[Redacted]
Date: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

[Redacted] e happy with this date, and would like to participate
Thank you

[Redacted]

➤ Got e-mail back from Orford - They are happy with this date.

Saturday 4th March 2006.


- Got e-mail back from Pam with ~~the~~ Co-op logo to put on promotional material.

Co-op Logo

Page 1 of 1

From:
Date:
To:
Cc:
Subject:
Attachments:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] (KB)

 [REDACTED] They should not be altered in any way. You should use the full colour one if you are printing in colour, if not, you can use the black and white one.
Pls let me have all the dates and venues then I can sort out the banners etc. Do you still want plastic cups? If so, how many approximately?

[REDACTED]



Friday 10th March 2006

- Re-emailed remaining schools as no reply.

Year 6 football opportunity

Page 1 of 1

Print Close

From:
Date:
To:
Cc:
Subject:

[REDACTED]

Dear Colleagues,

[REDACTED]

We were pleased to invite your school to take part in the football tournament this year. As we are keen to make arrangements, we would therefore appreciate it if you would confirm as soon as possible whether you will be involved or not.

We hope that this year will once again be an exciting and enjoyable experience for your year 6 students and we are really looking forward to organising this event for their benefit.

We look forward to hearing from you in the near future

yours sincerely

[REDACTED]

- Re-emailed ITFC - [REDACTED] to follow up email to [REDACTED]
- Got reply from mirium - she will send £25 for water and refreshments.
- Got second e-mail back from bowdsey saying they can't come!

Email to David.

Re: Pyramid football tournament- water

Page 1 of 2

From: [REDACTED]
Date: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: [REDACTED]
Attachments: [REDACTED]

Hi! Flo

I'll send you a £25.00 gift voucher that you can spend in one of our shops to buy water, or whatever you need.

Regards,

Miriam

Re: Year 6 football opportunity

Page 1 of 1

From: [REDACTED]
Date: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: [REDACTED]

sorry - can't raise a team - already sent e-mail explaining

[REDACTED]

- Got phone message from Woodbridge Primary confirming that they can come.

Phone message.

- Got confirmation from Hollisley to come to the tournament.

Page 1 of 1

Print Close

From:

Date:

To:

Cc:

Subject:

Thank-you for your invitation to take part in the pyramid football tournament. I would very much like to be involved, provided the date is suitable.

Yours sincerely

Monday 13th March 2006

- Got reply back from Grundisburgh ~~confirming~~
confirming that they can come.

football tournament

Page 1 of 1

From: [REDACTED]
Date: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: [REDACTED]

Thanks for the invite to the tournament.

On behalf of [REDACTED] happy to accept.

If you would like to use this email address to contact me in future it would save emails having to go through the school secretary.

Yours

[REDACTED]

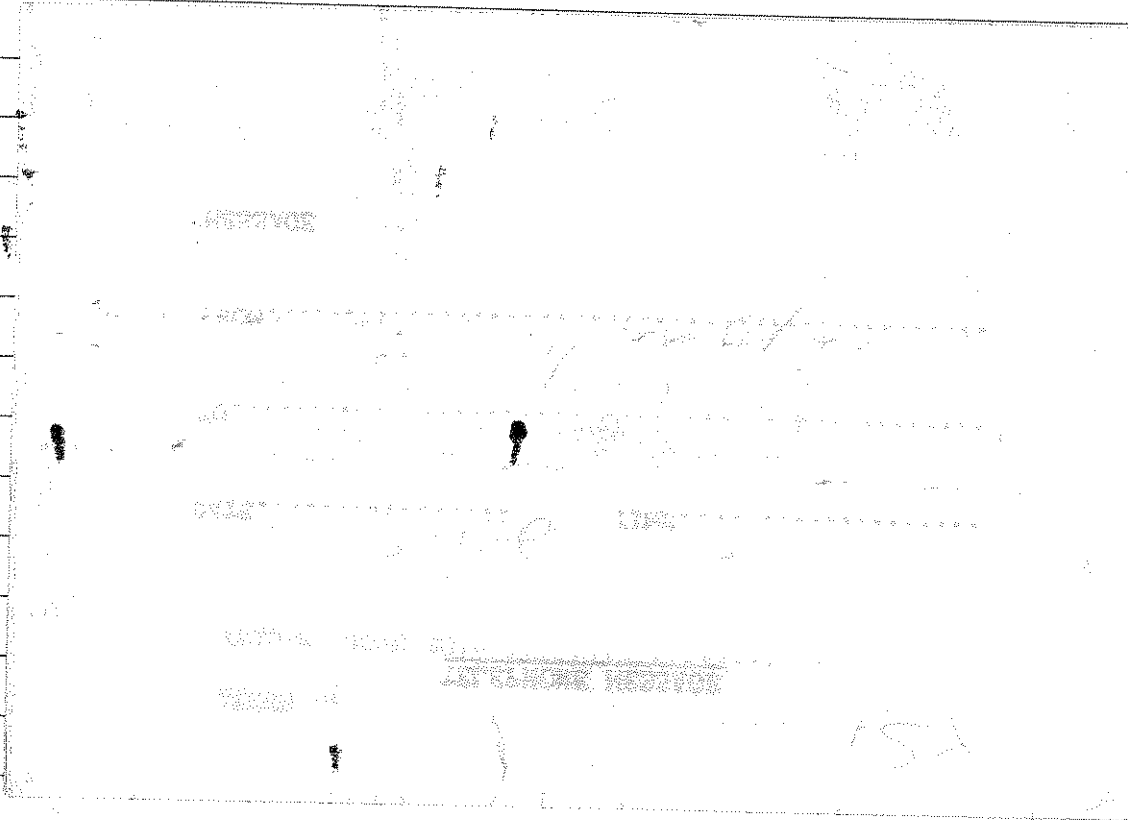
To help you stay safe and secure online, we've developed the all new **Yahoo! Security Centre**.

Wednesday 15th March 2006

- Had reply's from all primary schools - Sandlings
and ~~St~~ Bawdsey can't make it.
- Had to ring St Mary's and Eylke to get a
confirmation - both said yes.
- Still no reply from ITFC.

Friday 17th March 2000

- Got phone message from St Mary's (Mr Gourlay)
- they would prefer to start the tournament at 10am.



- Sent letter out to all the primary schools
- Confirming the date of the tournament,
- including start and end times (rough estimation)

Dear Florence,

The tournament will be held on Friday 17th March 2000. The start time will be 10am and the end time will be 4pm. This is provided the date is suitable.

Yours sincerely,

Miss Docherty

Headteacher



Pyramid Football Tournament 2006

Dear

Thank you for your replies about participating in the May 16th Pyramid Football Tournament. We are happy to announce that there will be 8 other teams competing in this year's competition as well as yourselves, and we anticipate a full programme of matches that will be as keenly fought as ever!

~~Due to the number of teams competing in this year's tournament, it will be run in a~~

Wednesday 22nd March 2006

- Got letter back from Miriam with a voucher for £25 to put towards water and refreshments

East of England
CO-OPERATIVE SOCIETY

Regional Office:

38 Carr Street

Ipswich IP4 1EW

Tel. (01473) 230303 Fax. (01473) 250834

www.eastofengland.coop

[Redacted]

22nd March, 2006.

[Redacted]

Very little was completed over the next month due to other school work/commitments and little being needed to do until nearer the date.

Wednesday 25th April 2006

- Rules and Guidelines sent out to the participating schools for them to follow on the day



Pyramid Football Tournament
2006

Dear [REDACTED]

This year's event is quickly approaching and we hope that your team training is going well!

Please find enclosed is a copy of guidelines for the teachers including information on match length. Also enclosed are the "rules" for this year's event.

If you have any further questions which about the tournament whatsoever please do not hesitate in contacting us via email at:



Pyramid Football Tournament
2006

Monday 1st May 2006

- phone calls made to all participating schools -
asking for their squad list
All schools, except Orford, will send email with
Squad list.

Orford Squad list =

Rebecca Smy
Ben Read
Ben Cooper
William Lavergne
Jack Sawyer
Oliver Hunt
Scott Backhouse
James Knights
Simon Harvey.

However, Orford are sending 9 players instead of 7
which may cause problems with medals.

Wednesday 3rd May 2006.

Emails recieved from Woodbridge Primary School
with Squad list.

Thursday 4th May 2006

- Emails back from Otley with squad list and from kyson asking about the squad size.

list of players Otley

Print Close

From: [redacted]
Date: [redacted]
To: [redacted]
Cc: [redacted]
Subject: [redacted]

Hi

[redacted]

- Joe Chance
- Laurence Hunt
- Nicholas Ling
- Darren Vials
- Sam Brilliant
- Toby Dye
- Ben Churchill

[redacted]

Print Close

From: [redacted]
Date: [redacted]
To: [redacted]
Cc: [redacted]
Subject: [redacted]

Please confirm team/squad size so that we can compile the list of participants for you.
Many thanks,
Mark Krisson

[redacted]

- Sent email back to Kyson confirming squad size.

Re: squad size

Page 1 of 1

Print Close

From: [Redacted]
Date: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

[Redacted]

The team must consist of 7 players of which 2 are subs. The players must all be from year 6 and can be mixed gender.

We hope this is OK for you and we look forward to seeing you on the 16th!

Many thanks,

[Redacted signature]

Friday 5th May 2006.

- Went to Griffins and Got Trophy and medals brochure to pick what we need. (See Brochure at end of ~~the~~ journal).
(page 7 - trophy page 49 - medals)

Monday 8th May 2006.

- Ordered medals and trophy from Griffins. We will be able to pick them up on Monday 15th May.

- Walkers logo recieved by e-mail

Logo

Page 1 of 1

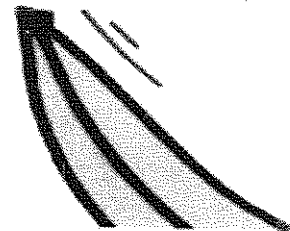
Print Close

From: [Redacted]
Date: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]
Attachments: [Redacted]

[Redacted]

Hope this is OK I just sent each part of the letterhead

[Redacted]



- e-mail back from Grandisburgh to confirm that they are able to participate and their squad list

(see pictures of end of letterhead)

[Redacted]

Page 1 of 1

Wednesday 10th May 2006

- Martin sent email to remaining schools to request the squad list.

Tuesday's tournament is fast approaching!

Could all schools who have yet to email us with the squad names as requested last week

(!) Please do so as this is now a matter of urgency so that the programmes can be made!

On Tuesday we ask that you park in the new over flow car park, which is on the top field of the school. You will be directed this way on tuesday, this is due to the building work which is currently being completed which means that there is a shortage of genuine parking spaces!

We look forward to seeing you on Tuesday!

- e-mail back from melton to confirm their squad list

Pyramid football

Page 1 of 1

Print

Close

To:

Cc:

Subject:

I have pleasure in submitting our team members' names for the tournament next week.

- Liam Rowe
- Jamie Collins
- Josh Masters
- Harrison Breed-Jones
- Joe Keenan
- Holly Scott
- Sally Flitcroft

The team are really looking forward to taking part.

Thursday 11th May 2006
- e-mail back from Kyson confirming their Squad list.

Kyson squad names

Page 1 of 1

Print Close

From: [Redacted]
Date: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

Dear [Redacted]

[Redacted] Christopher Game (GK), Chris Scott, Antony Youngman, Connor Dee, George Stevenson, Tom White, Max Stuttle.
Thanks,
Mark Krisson

Friday 12th May 2006

- e-mail back from St Mary's to confirm Squad list.

Page 1 of 1

Print Close

From: [Redacted]
Date: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

Team will be:

Ben Cope (Capt), Toby McShane, Alex Ross, Dominic Forsyth, Theo Roberts, Thomas Mason, Jake Cameron

Mr Matthew Field will be the Teaching Assistant who is in charge of the team

Good luck.

Sunday 14th May 2006

- went to local Co-op to pick up the refreshments for the tournament.

Shopping list

milk 2pt 72p x1
4pt £.75

coffee rich roast
x1 £1.59
99 tea 85p
x1

fair trade sugar
x1 67p
5 litre water
£1.29

Assorted biscuits
x2 £1.39

May 12th cont...

- emails back from Gylke and Hollesley with squad list.

Re: Tuesday 16th May Tournament

Page 1 of 1

Print Close

From: [redacted]
Date: [redacted]
To: [redacted] <[redacted].uk>
Cc: [redacted]
Subject: [redacted]

Our squad is made up of the following

- Jamie McPherson
- Thomas Thurston
- Ayden Hassan
- Ryan Buck
- William Loxley
- Jake Goddard
- Jarrett Du Plessis

[redacted]
[redacted]

Players list

Print Close

Date: [redacted]
To: [redacted]
Cc: [redacted]
Subject: [redacted]

- Cade Cox
- Malcom Weavers
- Alex Bevens
- Sam Reach
- Daniel Storey-Joyce
- Robert Bingham
- James Butler

Handwritten notes:
+ forward back from Mike (see list of Mike)
2nd half

Monday 15th May 2006

- All preparations for tournament getting completed and printed. These include;
 - Primary School Signs to put up in the sports hall
 - Direction Signs to put in carpark and around school to show the participants where to go.
 - Certificates for Top goal scorer, Top Goal keeper, winning team and participants.
 - Programme to give to all participants and their teachers.
 - Questionnaires which ~~were~~ ^{will be} handed out as the participants enter the sports hall.
 - The league table was also completed ready to be used in the ~~for~~ tournament.
 - I wrote my end speech/pointers to address to everyone at the end of the tournament.
 - We got all the equipment ready for the following day:

- projector	- footballs
- laptop	- bibs
- whistle	- pen/paper
- stop Stop watch	- first Aid

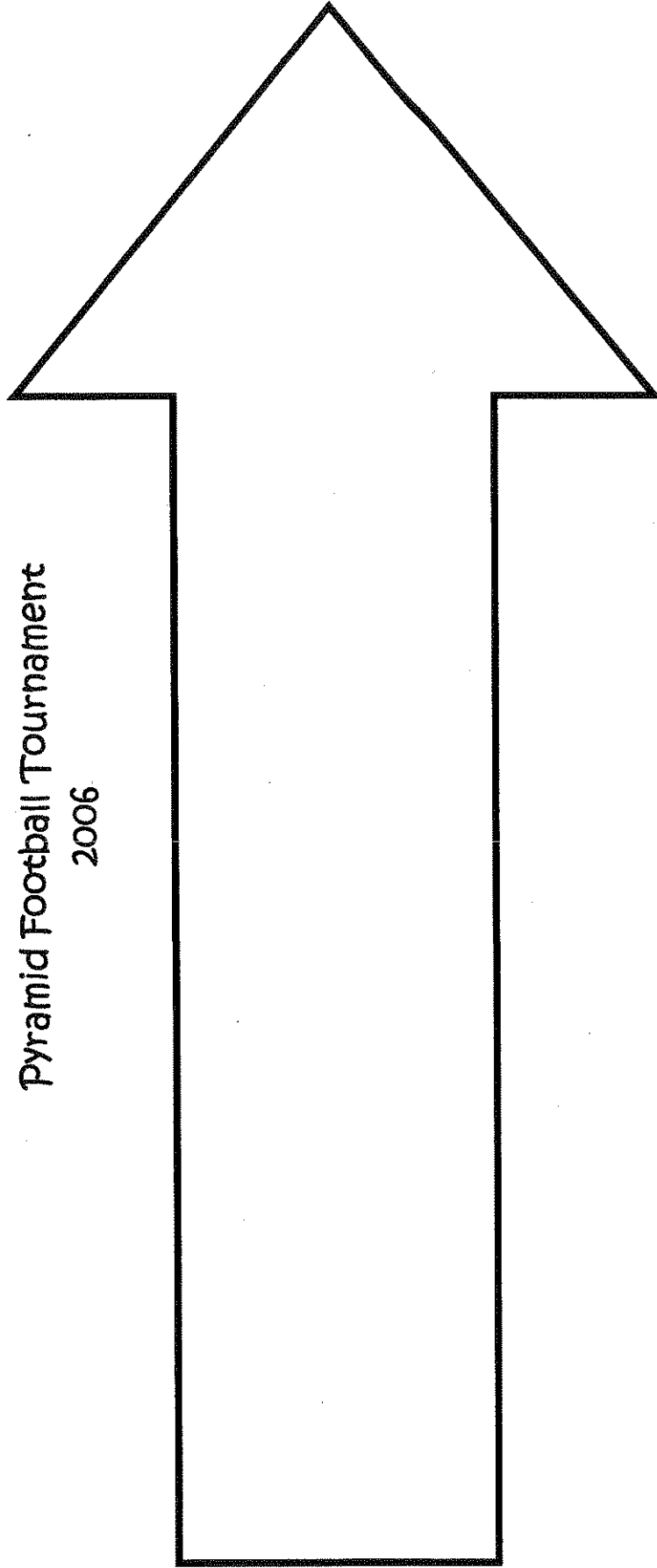


Pyramid Football Tournament
2006

Eyke Primary School



Pyramid Football Tournament
2006



THIS WAY

_____ presents



Top Goal Keeper 2006

This is to certify that
Won the top goal keeper award in the 2006 Pyramid Football
Tournament.



Pyramid Football Tournament
2006

M.Dumbill

F.Walker

A.Mosley



presents



Top Goal Scorer 2006

This is to certify that
Won the top goal scorer award in the 2006 Pyramid Football Tournament.

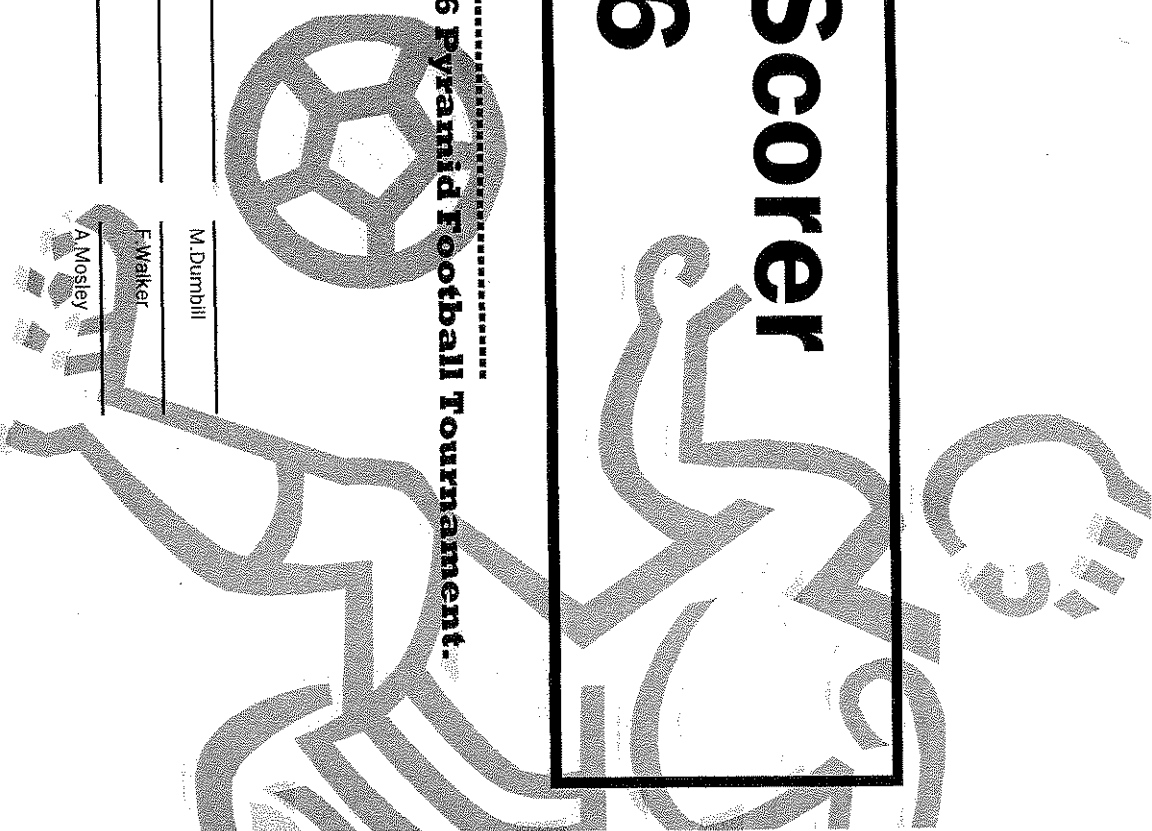


Pyramid Football Tournament
2006

M. Dumbill

E. Walker

A. Mosley



presents



Pyramid Football Tournament Winner 2006

This is to certify that
Was in the winning team in the 2006 Pyramid Football Tournament.

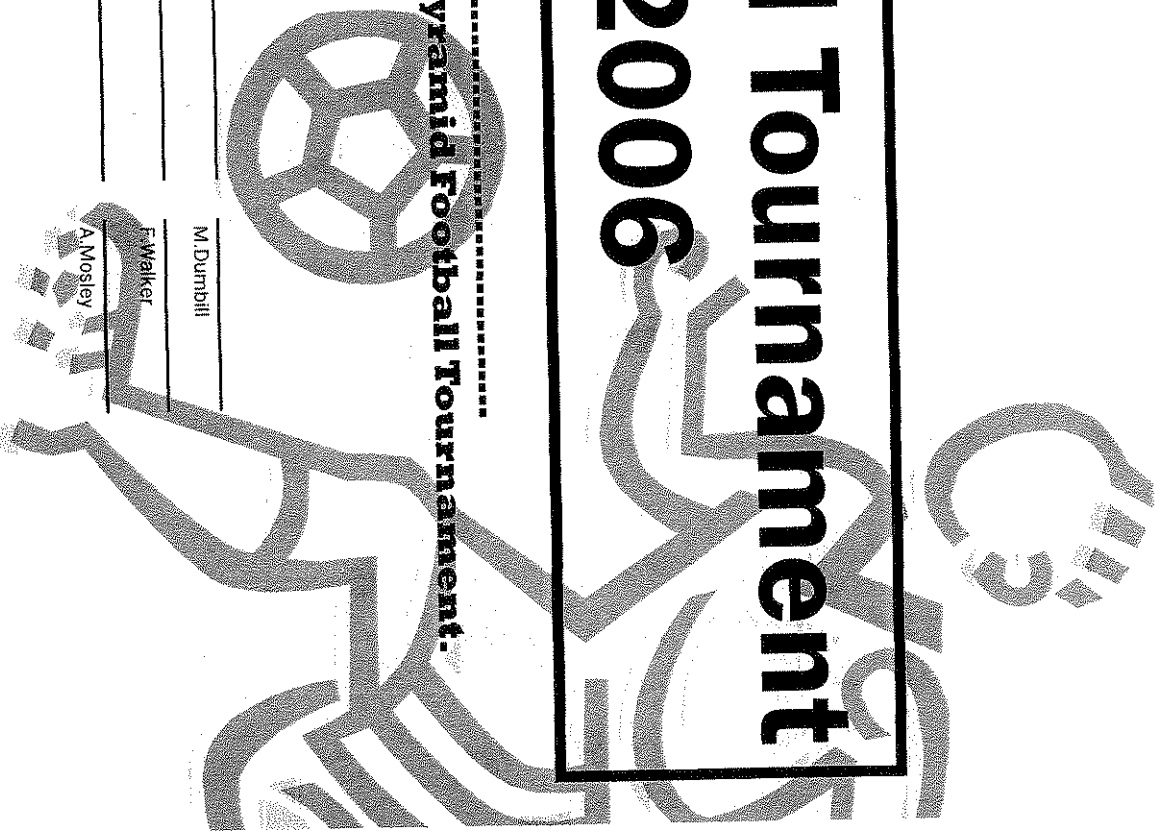


Pyramid Football Tournament
2006

M Dumbill

F Walker

A Mosley



presents



Pyramid Football Tournament

2006

This is to certify that
Participated in the 2006 Pyramid Football Tournament.

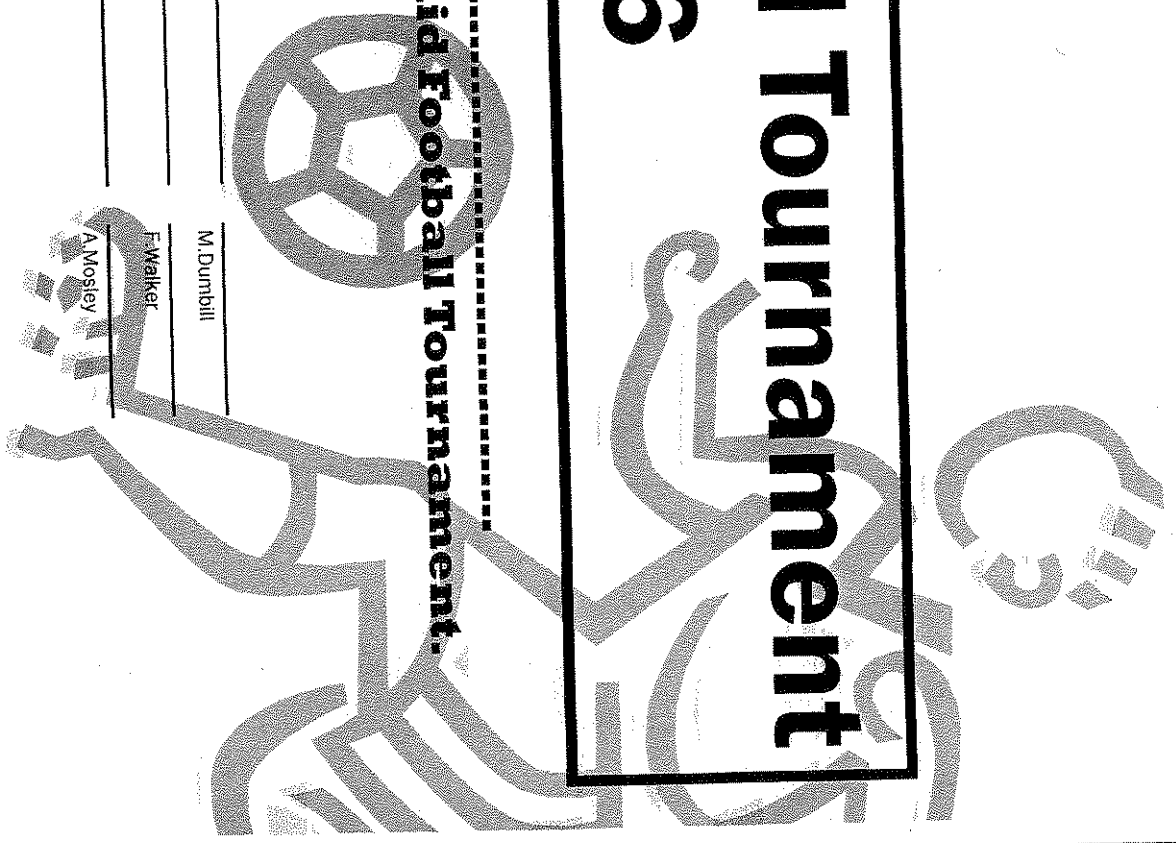


Pyramid Football Tournament
2006

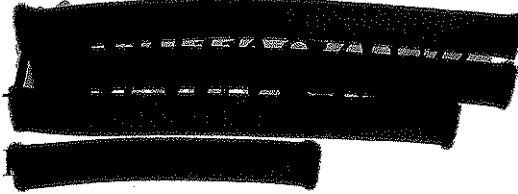
M. Dumbill

F. Walker

A. Mosley



Academic Year 2006



Mathematics and Computing College

www.lairingaye.suffolk.sch.uk

mail@lairingaye.suffolk.sch.uk

16 May 2006



Pyramid Football Tournament
2006

Sponsored by:

Griffins

Walkers!



East of England
CO-OPERATIVE SOCIETY

Question 1

Name 4 teams out of the 92 in England (Premiership, Championship and Divisions 1-2), who start with the same letter that they end with....

Yor**k**city Aston**v**illa
Liver**p**ool Charl**t**on Ath**l**etic

Question 2

There are 23 different last names for a team out of the 92 in England (e.g. City, United). Name as many as possible!

Ath**l**etic F.C. United Forest County
Town city Albion Hotspur Orient-

Question 3

There is only one team out of the 4 divisions in that have a 'j' in their name. Name it...

Question 4

Who was the last player to score a hat-trick at the old Wembley Stadium?

Question 5

Out of the 92 teams, whose ground is at the highest altitude? Tick the correct answer!!

- Man united
- West Brom
- Chelsea

Question 6

Name 1 team in the leagues of England who each have the letters A, B, C, D and E in them.

Cambridge United Arsenal Football club Manchester West Bromich
~~Newcastle Birmingham West Ham Albion~~

Question 7

Name the 5 Scottish teams who start with the same letter that they end with?

Celtic

Question 8

Name the only team out of the 92 whose name starts with 5 consonants....

Question 9

Name 3 premiership players connected with barbecues....

Question 10

Name 2 players you would find in a greenhouse...

Cambridge United

Pyramid Football Tournament Speech

- Introduce self
- Congratulations to winning team
- Say whether the event has been a success and well done to all those who have participated
- Hope they have enjoyed the event
- Thanks you's to all sponsors and staff involved-griffins, co-op, walkers, mr hall/cooper, head teachers
- Most important thank you to them for participating they have been great
- End with saying hope you have all had a brilliant day and we look forward to seeing you in September
- Exit instructions

- Martin went and talked to Mr Sparkes to ask him if he would like to give out the medals, certificates and winning trophy - he is willing to do so.

- Also, martin asked the P.E staff if we could use the indoor footballs for the event. - This is fine.

Tuesday 16th May 2006.

DAY OF THE TOURNAMENT

- Before the schools arrived at roughly 9.45am, Martin, Adam and I set up the sports hall with help from our volunteers, James, Liam, Michelle and Charlotte.

We:

- Set out the benches to accommodate the participants and their teachers.

- Set out the tables for the refreshments and the laptop and projector.

- Set up the refreshments on 2 tables just outside the sports hall entrance. Also sourced hot water for the teachers tea and coffee.

- Set up the signs in the car park and around school to show where the participants need to go. Also signs in the sports hall to indicate where each school needs to sit.

- Set out the soft mats in front of the goals

- Set up the projector and laptop and made sure they worked.

- Set out the Trophy, medals, certificates and prizes on a table near to the laptop and projector ready for the end of the tournament.

- Got a camera from Sixth form department to use to take pictures of the tournament.

- Made sure all the equipment was safe and feasible for the tournament. Including making sure the stop watch worked.



↑ Participants enjoying one of the many football matches on the day.



→ More action from the tournament



One of the participating schools collecting their medals and certificates at the end of the tournament.



Another school collecting their medals and certificates.



Again, another school collecting their medals and certificates.



More action from the numerous football matches on the day.



The Top Goal Scorer collecting his prize and Certificate. The prize was a football!



The Top Goal Keeper collecting his prize and Certificate. The prize here was a pair of Goalie gloves.



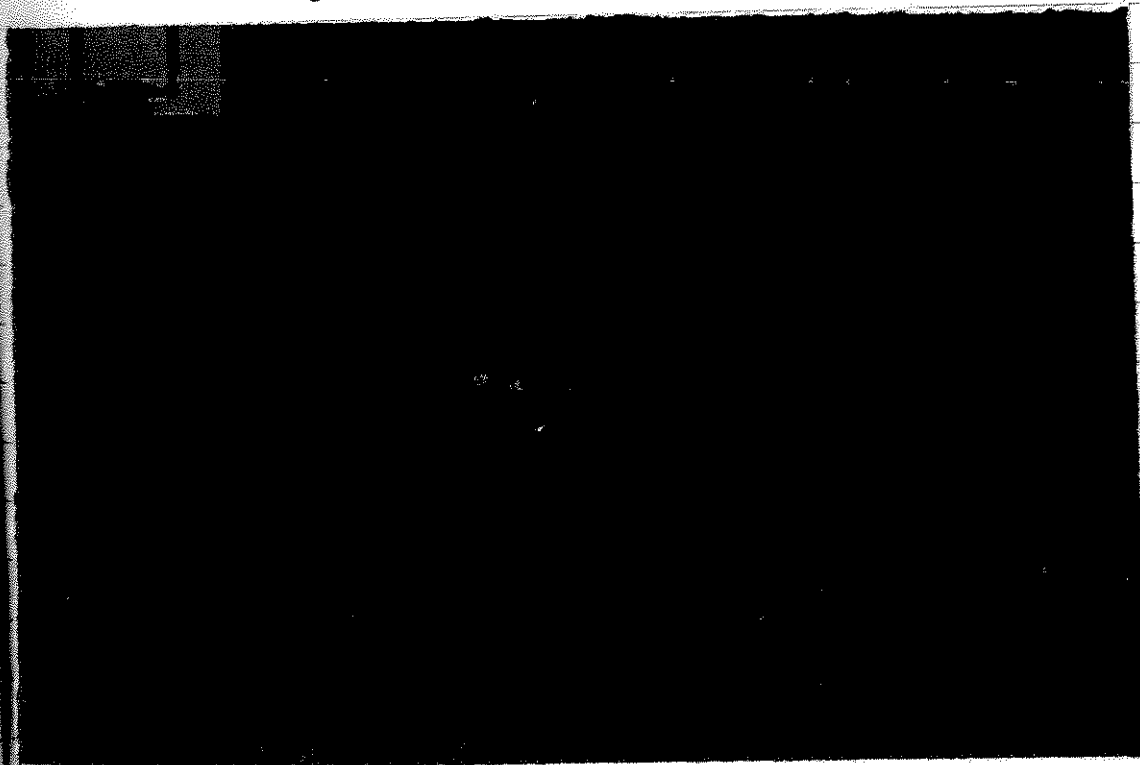
The winning team, Hollesley, ~~is~~ collecting their medals, certificate and winning trophy.



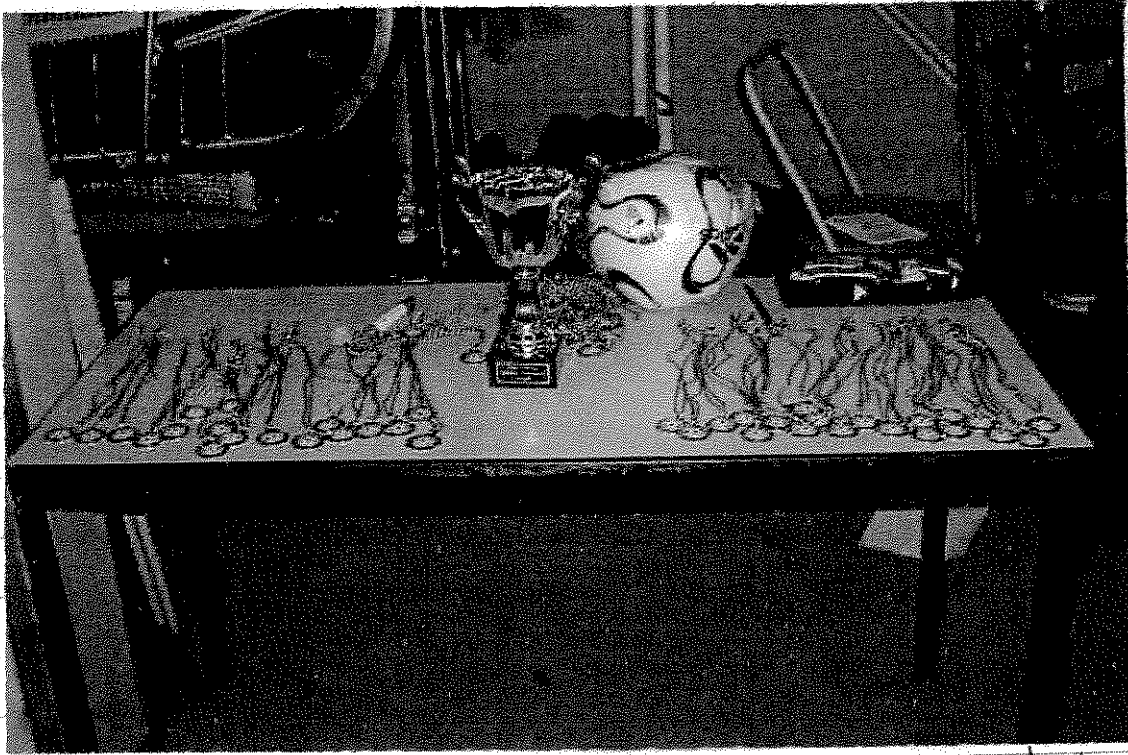
The winning team with the winning trophy.



This picture shows the league table ~~used~~ laptop and projector used on the day to keep track of ~~the~~ scores and where each team was in the league.



Here one of our referee volunteers sees to one of the participants who got injured in one of the matches. An ice pack was soon given to him!



The table where the trophy, medals and prizes were set out for all to see and for the end of the tournament.



The winning trophy with '2006 Pyramid Football Tournament winners' engraved on the front.

After the tournament had finished, the prizes were given out, followed by the medals, Certificates and the winning trophy. I then delivered my end speech followed by the participants leaving.

After the sports hall was cleared, Martin, Adam and I along with our volunteers cleared up the Sports Hall.

- The laptop, projector, stop watch, footballs, soft mats, benches and tables, had to be put back.

- The refreshments also needed to be cleared away making sure there was no litter left.

- The litter from the sports hall had to be cleared up and taken to the skip within the school grounds.

- The signs from around the school needed to be taken down and put aside for later reference.

- The camera had to be returned to sixth form, making sure the memory stick was kept safe.

Monday 22nd May 2006 www.xtrapapers.com

- letters to the participating schools and the sponsors were sent out to thank them and congratulate the winning team.



Pyramid Football Tournament
2006

Dear



Pyramid Football Tournament
2006

Feedback Form

1. Did the students enjoy their day? (please tick appropriate)

52

4. Did you feel that everything was under control and that the Event Organising Team were dealing with any problems adequately?

Yes

No

5. How do you feel the day could have been improved?

Please specify in the box below along with any other comments you wish to add:



Pyramid Football Tournament
2006





Pyramid Football Tournament
2006



Following the success of the Pyramid Football Tournament held on the 16th



Pyramid Football Tournament
2006



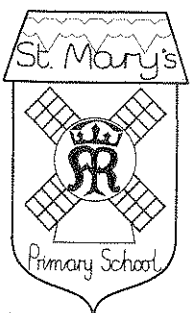
Following the success of the Pyramid Football Tournament held on the 16th
May, we would like to say a huge Thank You for your very generous donation.



Pyramid Football Tournament 2006

[Redacted]

Over the next few weeks we recieved 3 letters back with the feedback forms completed. These were from St Mary's, Grundisburgh and Kyson.



Woodbridge

[Redacted]

[Redacted]

[Redacted]



Pyramid Football Tournament 2006

Feedback Form

[Redacted]

[Redacted]



email ad.grundisburgh.p@talk21.com

Thanks for organising a great event. Hope this form is okay for you.

[Redacted]

[Redacted]



[Redacted]



Pyramid Football Tournament
2006

Feedback Form



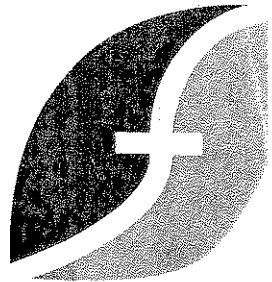
Pyramid Football Tournament
2006

Feedback Form

The group and I all recieved a letter from our headteacher, Ms Hargadon, to thank us and congratulate us on the success of the tournament.

[REDACTED]

HIGH SCHOOL



[REDACTED]

22 June 2006

[REDACTED]

[REDACTED]

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