

Sports team co-ordinator

The Sports team runs one activity session each day for children aged 5 to 9.

The Sports Team Co-ordinator plans activities for each age group in advance of Lighthouse and obtains the necessary equipment to run the activities. All activities should be risk assessed and a methods statement written explaining how you are going to manage the risks identified.

Activities may be led each day by the Sports team co-ordinator or by team members. Sports activities will normally take place outside on the school field.

If the weather is wet, alternative activities will have been planned that can take place in the sports marquee.

Before Lighthouse

Arrange for sufficient members of your team to be available on the Saturday or Sunday before Lighthouse to help move items that will be used in the sports area from the school, the Lighthouse shed, or elsewhere to the sports area.

During the Lighthouse week

Attend the Chairman's team leader briefing at 9am and then meet with the sports team for a Team briefing and to run through the outline of the day's session.

Organise members of the team to help deliver sessions to each age group as planned.

Sports activities are run each day to the following timetable:

11-11.35am	6s (Year 1)
11.40am-12.15pm	5s (Early Years/Reception)
12.20 – 12.55pm	8s (Year 3)
Lunch break	
1.40 – 2.15pm	7s (Year 2)
2.20 – 2.55pm	9s (Year 4)

Each age group is split into a number of Lighthouses. Each Lighthouse will normally have 10 to 13 children in it. Each Lighthouse has an adult (or older teenage) Lighthouse Keeper, supported by 2 or 3 younger Lamplighters.

At the end of the week

Organise the sports team to pack up all sports equipment and return it to storage area in the school (or elsewhere if applicable).