



Festival Registration Guide

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BACKGROUND INFORMATION ON THE FESTIVAL:

TAKEPART aims to:

1. Celebrate sport, dance, exercise & physical activity in all its forms available in Brighton & Hove
2. Support and encourage people to enjoy leading active, healthy lifestyles in the city
3. Encourage collaboration and partnership between clubs and organisations across the city to create an event that brings communities together

The TAKEPART Festival of Sport & Physical Activity began with the first event in 2008 - a city-wide festival celebrating active living, aimed at people of all ages and abilities. It was a direct response to stimulate a legacy within the city inspired by the announcement of the London 2012 Olympic Games. Building on the back of a successful annual school sports festival, TAKEPART set out to bring the city together to help get more people more active more often

In 2019 we will be celebrating the 12th anniversary of the Festival which has grown to become one of the largest celebrations of its kind in the country. It has become a universal platform for collaboration between more than 100 different partners, representing the public sector, local sports clubs, charities, community groups, and local businesses and engages over thousands of local residents each year. Across the city organisations come together to create a festival that celebrates, promotes and develops opportunities to enable residents of Brighton & Hove to lead active healthy lifestyles

The festival is funded by Brighton & Hove City Council, and is organised by Brighton & Hove City Council Healthy Lifestyles Team working in partnership with organisations across the city. In 2013, the programme received a Big Society Award 2013 from the Prime Minister, for its role in encouraging collaboration in the city and providing a tangible legacy from the London Olympic Games in 2012 for people in the city...

CORE THEMES WITHIN THE FESTIVAL

The following are key themes the festival seeks to incorporate:

- **Health & wellbeing**
 - Promoting the benefits of active living as part of a healthy lifestyle and the [recommended guidelines for physical activity for people of different ages](#).
- **Local opportunities**
 - TAKEPART showcases opportunities in the city available all year round and introduce the people and organisations who provide them.
- **Equal opportunities**
 - TAKEPART champions equal opportunities for all ages and abilities, all backgrounds. We provide opportunities and support for people to link with different people in the city, and we celebrate those who are helping people who to participate who may experience additional barriers. We aim to promote inclusive opportunities for all, however are particularly keen to promote opportunities that engage the following groups:
 - Disabled People
 - Older people
 - Women & Girls
 - People on low incomes
 - Lesbian, Gay, Bisexual and Transgender people
 - People from different ethnic backgrounds

HOW YOUR ORGANISATION CAN GET INVOLVED:

During the TAKEPART Festival in 2019 there are 2 different ways you can be involved:

1.
TAKEPART @ the Level
Saturday 22 June 2019

2.
School – Club Links
Programme

Details of each of these opportunities can be found on the following pages:

TAKEPART @ THE LEVEL

Showcase and promote your activities to thousands of people attending this large community event at the Level. Popular with families and attracting people of all ages from across the city this event brings together a whole host of different sports and physical activities to one place for people to try them out and find out more.

Date / Time:	Saturday 22 June 2019, 12-5pm
Organiser	Healthy Lifestyles Team (Brighton & Hove City Council)
Description	<ul style="list-style-type: none"> • The largest festival event, it attracts around 6000 people each year. It's a great place to profile your activities to thousands of people keen to join in and have a go. Over 80 different organisations attend making for a fantastic spectacle full of people enjoying having trying the range different activities on offer, watching performances and having fun... • The event is aimed to encourage people to try new activities, so we ask all activities are suitable for beginners, and there is no charge to participate. We want to create an inclusive event for

	<p>everyone in the community so are keen to promote activities that cater for a wide range of abilities.</p> <ul style="list-style-type: none"> • People are coming along to try things they have never had a go at before, so it's a great chance to meet new people and promote what you offer in the city.
<p>Target audiences:</p>	<ul style="list-style-type: none"> • This event show cases opportunities for all ages/abilities. It is particularly popular with families but people of all ages use it as a way to find out what is available in the city. • Evidence indicates that people come from all across the city to this event. • We promote a programme of inclusive and disability specific opportunities at this event. If your organisation already provides these please let us know and we will include you into this programme or if you are interested in developing more inclusive activities please let us know.
<p>Additional opportunities at the event:</p>	<ul style="list-style-type: none"> • Give a performance on the Community Stage Do you want to run a demonstration or performance on our community stage? We would like the performance schedule to reflect a wide range of groups for different ages and abilities. There are 30 x 5 minute slots available, on a first come first served basis • If you would like to do something else we are open to your ideas! If you have any other ideas of what you'd like to do at this event please either give us a call on 01273 294589 or add them to your registration form and we will be in touch to discuss
<p>Cost to attend?</p>	<ul style="list-style-type: none"> • All organisations must pay a £25.00 TAKEPART registration fee. If your organisation requires power there will also be additional charge. • Groups who need power for music on the stage are not required to make an additional payment.

Further information	<ul style="list-style-type: none">• Please note that we do not allow direct fundraising activities by organisations at this event. We want the focus of the event to be on experiencing and finding out about different activities and healthy active living.
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Top tips when attending TAKEPART @ the Level:

1. This event is a fantastic way to meet people face to face and share all the great things you organise throughout the year. Have up to date information on regular activities you run for people to take away. It works well if there is a taster session or open day that you can signpost anyone interested to as another opportunity to find out more.
2. The main ethos of the Festival is to encourage people have fun and to take part. Plan fun activities, workshops or challenges that will encourage people to have a go at your sport or activity. This event can be really busy so think about how you will manage people joining in. Will you run sessions at certain times, or will people need to queue before having a go? We recommend short skill challenges or quick activities rather than workshops as these can be difficult to coordinate at a busy event.
3. When people are interested in your club make sure you keep their contact details. This can help create a mailing list to help you to advertise your club's activities in the future. A good way to do this is to offer an incentive (e.g. discounted/free session or a prize) which you can email them a voucher/further information on after the event. If you are collecting peoples details on the day make sure you consider your obligations under the GDPR and the UK Data Protection Act 2018. The Sport and Recreational Alliance has some [great resources on managing personal data specifically for sports clubs](#)
4. Encourage club members to bring their friends and family to events, they can be a great social occasion for your club, but also a chance to recruit some additional members!

Sustainability at TAKEPART @ the Level:

We are committed to reducing the environmental impact of this event through and wider sustainability through the health impacts of the event, community involvement, and promoting use of local suppliers. We request that organisations registering for the festival help us to provide a more sustainable event when planning their activities and attending on the day.

There has been an overwhelming global interest in the negative impact single-use plastics is having upon the environment and a call for action to take responsibility for this at a local level. To support this global problem Brighton & Hove has committed to phasing out single-use plastics (SUPs) across its services and the city and to work with key stakeholders, such as event organisers, in helping to achieve this. This commitment is further supported through our UNESCO World Biosphere programme [The Living Coast](#) which aims to positively engage people in helping to protect our rural, urban and marine environment. Information and advice on reducing single use plastics at events, along with other events can be found here:

<https://www.brighton-hove.gov.uk/content/environment/sustainability-city/sustainable-events>



BE PART OF THE TAKEPART SCHOOLS PROGRAMME

“A unique and successful way to bring local schools, clubs and activity groups together” – Amazonas Arts

“I would 100% recommend getting involved with the School Taster Programme. It is great exposé for your activity” - Hannah Picket Dance

Each year hundreds of children and young people take part in sessions delivered by sports clubs and groups in school as part of TAKEPART. The festival is a great way to offer children and young people new experiences and to help develop partnerships between clubs and schools that can benefit everyone in the long run. The TAKEPART Schools Programme sit alongside a number of fantastic inter-school competitions, as schools focus their curriculum on sport and physical activity during School Sport Week in the summer Term.

Changes in 2019 – The TAKEPART School Marketplace event

This year, following feedback from clubs and schools alike we are make a change to the TAKEPART Schools Programme. Alongside sharing with local schools a portfolio of clubs and activity providers keen to offer taster sessions with local schools, we are also introducing new networking event where you can talk directly to teachers and staff in local schools about the activities you offer.

TAKEPART Schools Network Event

Date: Thursday 25th June

Time: 15:30-16:30

Venue: City Academy, Whitehawk

This event will be an opportunity to promote your organisation, talk to schools and make arrangements to set up taster sessions, after school clubs or other activities that you could provide. You will be expected to have information to share with schools about the activities you provide, and be prepared to sign schools up for taster sessions or share contacts to enable these to be planned in the future.

TAKEPART Schools Tasters List:

We ask interested groups to provide us details activities that they could offer schools as part of the TAKEPART festival. These are shared with all schools at the start of the summer term, and they book directly with your organisation sessions for their pupils to try. We encourage, where possible to offering the sessions for free or at a reduced cost to help young people experience different activities and inspire their enthusiasm for different activities. If you need to charge you may, but schools may be less able to try your sessions

The sessions are a great way to introduce your club to schools, and pupils and give you a great opportunity to inspire children with your organisation's activities.

All organisations are expected to meet minimum standards of quality assurance when providing their activities and must comply with the safeguarding procedures of the schools. The Healthy Lifestyles Team checks information from clubs prior to releasing information to schools so it's important you have all these in place.

Each organisation delivering in schools will need to demonstrate that the following are in place for their organisation:

- Child Safeguarding Policy/Statement
- Health & Safety Guidelines / Risk Assessments in place for your activities
- An Equality Policy / Equality Statement
- Proof that a current DBS Disclosure(s) Checks have been undertaken on coaches providing the activities.
- Public Liability Insurance (minimum £5 million indemnity)

For more information on quality assurance and safeguarding in sport/physical activity please contact us on 01273 294589.

Top tips for planning and delivering taster sessions in schools:

1. **Age group** - Think about the age group your club wants to recruit new members in:

KS1 Primary / Infant School	<ul style="list-style-type: none"> a. Reception 4 & 5 year olds b. Year 1 = 5 & 6 year olds c. Year 2 = 6 & 7 year olds
KS2 Primary / Junior School	<ul style="list-style-type: none"> a. Year 3 = 7 & 8 year olds b. Year 4 = 8 & 9 year olds c. Year 5 = 9 & 10 year olds d. Year 6 = 10 & 11 year olds
KS3 Secondary	<ul style="list-style-type: none"> a. Year 7 = 11 & 12 year olds b. Year 8 = 12 & 13 year olds c. Year 9 = 13 & 14 year olds
KS4 Secondary	<ul style="list-style-type: none"> a. Year 10 = 14 & 15 year olds b. Year 11 = 15 & 16 year olds
FE Colleges	<ul style="list-style-type: none"> a. Year 12 & 13 16+

For some young people this could be the first time playing your sport/activity. Make sure you choose the right coach and the right type of session that is suitable for the age group and the ability ranges within this age group.

2. **Duration of a session:** In most schools a typical lesson is around 60 minutes, however the time a class gets changed you might only have 45 minutes for your taster. Make sure you / your coach is aware of this and makes the taster session fun and engaging during the time you have. Some schools may want to run several sessions for different classes over a morning or afternoon.
3. **Class sizes** - Most class sizes are around 32. Again make sure you / your coach is aware of this and has enough equipment, space and support to run your taster. Most

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schools will prefer to keep the class as 1 group, however if the nature of your activity requires smaller number make this clear on your option form so the schools know this before they book your taster session. Schools are required to ensure that there is teacher able to supervise the children during the activity – when making the arrangements with the school makes sure you know who this will be.

4. **When to offer Taster Sessions** - The typical school day works around the following timings:

1. 9.00 - 10.30 Morning Lessons
2. Break 10.30
3. 10.50 - 12.00 Mid Morning Lessons
4. 12.00 - 1.00pm Lunch
5. 1.00pm - 3.15pm Afternoon Lessons

You therefore might want to offer the schools 2 x 1 hour tasters between 9.00am - 11.30 and the schools would then give you the exact timings when the taster session is confirmed.

5. **Equipment and Space** - Again all schools will vary in the space and equipment they have. A typical primary school will have a hall space that is equivalent to 1 badminton court. All schools will have an outside playground space normally equivalent to 1 or more netball courts. Not all schools have green spaces. The types of equipment that a school has will also vary - it's better to assume they don't have the equipment you need and bring all of the equipment you need to the session. Make sure you ask about space available for the activity when making arrangement. Some providers offer their activities away from schools sites. This can make it harder for children to attend due to the staff needed to take children off site safely.

6. **Publicity** - Make sure you have a leaflet to hand out at the end of the session that can be given to the teachers to hand out as the young people will never remember the information you give them! The leaflet needs to include:

- a. Club Name
- b. Where
- c. When

- d. Time
- e. Contact Information
- f. You could also use the flyer as an incentive – offering the first session(s) at your club night free with the flyer.

REGISTRATION PROCESS

All groups must complete a TAKEPART Registration Form.

You have until midnight 1st March 2019 to register

We strongly recommend submitting your registration forms as soon as possible.

Click [here](#) to find the online registration form.

If you require a hard copy of the form these are also available on the website, or alternatively please contact us on (tel. 01273 294589, or email healthylifestyles@brighton-hove.gov.uk)

Once you have submitted we will process your “Registration” and will request details of any proof your public liability insurance, equal opportunities policy or safeguarding information if we do not already have a copy. If this is not received you will not be able to participate in the Festival activities. We will also request additional details depending on what activities within the Festival you have chosen.

Once your activities are confirmed we will request copies of any risk assessments required to cover your activities by the 1st April 2019

If you are unsure at any stage please contact us on 01273 29 4589 for support.

FESTIVAL TIMELINE & KEY DATES:

Key Dates	Guidance:
1 February 2019	Registration Stage Opens
5 February 2019	<p>Information Evening for interested groups. We particularly recommend this for organisations who have not been involved previously.</p> <p>6:30 – 8:30pm, @ Hove Town Hall, Norton Road BN3 3BQ</p> <p>Please RSVP to: healthylifestyles@brighton-hove.gov.uk or 01273 294589</p>
1st March 2019	Registration closes.
1 April 2019	<p>Further Details Deadline:</p> <ul style="list-style-type: none"> • All groups must have provided further details on their activities/requirements where requested. • All groups must have provided any additional quality assurance documents requested • Risk assessments for activities submitted
25 April 2019	TAKEPART Schools Market Place Event

1st May	Registration Fees Deadline
May - June	Festival Programme Published & Marketing activities commence
Saturday 22 June	TAKEPART @ the Level!

If you have any questions regarding the timeline for the festival planning process please contact the Healthy Lifestyles Team on 01273 294589 or by sending an email to healthlifestyles@brighton-hove.gov.uk

RESOURCES & SUPPORT:

Many clubs get involved in TAKEPART every year, and see the festival as a great way to help recruit new members, raise their profile and work with the local community. However, being involved does require time and resources to get the most out of the festival for your club or group. Talking to sports clubs and groups we know that time and money are often very limited so the next section looks at different ways you can access additional support to help you get involved in TAKEPART and benefit your activities all year round

FUNDING OPPORTUNITIES

External funding is available to support sports clubs and activity groups to increase participation and work with local communities. Funding can be limited; however there are opportunities available (depending on your organisation).

Funders will be keen to see how their support will offer value for money, so it is important to know what your organisation is trying to achieve, and how TAKEPART will help you do this. Consider how you might be able to use funding to support a programme of activities. For example, your involvement in TAKEPART would be one aspect (e.g. event or taster sessions to raise awareness), this could sit alongside training for new coaches, creating posters/flyers,

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and a short programme of discounted beginners sessions at your club. That way you'll not only have funding for activities in TAKEPART but to support a planned programme to really help boost your organisation.

Below are details of funding streams that your organisation approach to support your involvement in TAKEPART.

Grants	Website
Sport England Small Grants	http://www.sportengland.org/funding/small_grants.aspx
Sussex Giving	http://www.sussexgiving.org.uk/
Brighton & Hove City Council Annual Discretionary Grants	http://www.brighton-hove.gov.uk/content/community-and-life-events/community-and-voluntary-sector-support/grants-community-and
Resource Centre Website – great list of local funders	http://www.resourcecentre.org.uk/information-category/raising-money/

VOLUNTEER SUPPORT

Having enough people to support your activities can make a big difference, helping your organisation get the most out of TAKEPART. Invite people from within your club or group to get involved in planning and supporting your festival activities as they will share your both your enthusiasm and knowledge of your club. They will be great advocates when talking to local people about why they enjoy being part of your club or activity sessions.

If your organisation needs additional volunteer support to help with your event or activities then there are some volunteer brokerage services in the city that you can work with to identify new people, perhaps with specific skills to help out.

Community Works:

Community works helps promote volunteering opportunities in the city. Community Works supports voluntary organisations, local community groups, and provides development

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support and advocacy for the sector. Volunteering opportunities registered with Community Works are promoted via online brokerage service and other networks; include the national Do-it website, i-volunteer, Facebook and Twitter and Brighton & Hove Jobs.Com. For more information please visit:

<http://www.bhcommunityworks.org.uk/volunteer/>

Active Sussex Volunteer Database:

Active Sussex has an active database of people who are keen to help support local events and sports activities. To find out how Active Sussex can support your volunteering needs please contact astatham@activesussex.org

FURTHER SUPPORT

The Healthy Lifestyles Team is able to offer advice and support to organisations organising and delivering sport and physical activity in the city. We want to support as many groups to get involved in the TAKEPART Festival as possible, helping to strengthen community sport and activity in the process and providing more opportunities for local residents. If you have any questions about being involved in the festival or need further support please contact us using the details below:

Healthy Lifestyles Team, Brighton & Hove City Council

2nd Floor Bartholomew House, Bartholomew Square, Brighton BN1 1JE

Telephone: 01273 294589

Email: healthylifestyles@brighton-hove.gov.uk