

Event organiser handbook

Thank you for hosting an event

The Independent Association of Prep Schools (IAPS) represents over 650 Prep schools worldwide. We are committed to promoting excellence in education and supporting head teachers who strive to provide the highest standards of learning and care.

We deliver a broad programme of sports and pupil experiences that bring schools together and offer pupils opportunities outside of the classroom. These range from competitive events and festivals to enrichment activities, workshops and larger championship events.

Our dedicated team plans and supports this programme throughout the year, working with host schools to provide practical guidance on logistics, safety and event management, helping to ensure that events run efficiently and to a consistent standard.

When a school agrees to host an IAPS event, this means managing the on-site elements of organisation and coordination so that the event runs smoothly and in line with agreed expectations.

We recognise the commitment involved in hosting and aim to make the process straightforward and well supported. This handbook sets out the responsibilities of both the host school and our team, and is designed to provide clear, practical guidance for the planning and delivery of your event.

Emily Nunan

Head of Sport and Pupil Experience

How we will support you

The team will work closely with you to provide support leading up to the event.

Event booking setup

- Setting the entry fee
- Creating the event online and managing all bookings
- Managing the waiting list
- Offering a free place and booking the host school onto the event before it opens
- Arranging a free place to one feeder school, if applicable
- Promoting the event to member schools

Competition preparation

- Creating unbiased event draws
- Ensuring formats follow National Governing Body guidance
- Collating entries and sharing them with you
- Uploading the draw to SOCS

Operational support

- Organising medals and certificates and arranging delivery to your school
- Confirming whether Team Elite will attend as the official merchandiser
- Agreeing event expenditure
- Processing invoices and expenses promptly
- Confirming whether an IAPS representative will attend the event

General support

- Providing guidance, advice and ongoing support throughout the process

Your role as the host school

Minimum requirements of hosting

You are required to meet the following requirements to ensure a safe and professional event:

- **Event safety:** The event must comply with all relevant health and safety guidelines.
- **First aid provision:** Trained first aid personnel must be available throughout the event.
- **Qualified officials:** Appropriately qualified officials must be appointed to support delivery.
- **Toilet facilities:** Separate and clearly designated toilet facilities must be provided for pupils, spectators and staff.

Upper limits for event delivery

While we encourage you to use your facilities well and create a positive experience, the event should remain appropriate for a school sports competition.

- **Extravagant additions:** Elements such as fireworks, live bands or other forms of entertainment that fall outside the scope of a school sporting event should not be included.
- **Refreshments:** Hosts may provide complimentary light refreshments such as squash, tea, coffee, a snack or a light meal such as soup. If you wish to offer a full meal, alcohol or any enhanced catering, please speak with us first.
- **Marketing incentives:** Giveaways and gifts should not be given out.

These guidelines help maintain fairness and consistency across all our events. Schools with larger budgets should take care not to create an event that unintentionally places pressure on smaller schools delivering similar competitions. By focusing on the quality and safety of the competition itself, we can uphold the spirit of our events and ensure all schools feel equally supported.

Please note that these upper limits are not exhaustive. We may provide further guidance or adjust expectations where required for a particular event.

Your pre-event organisation

Event contract

You must sign and return the event contract. It must be signed by the appropriate person in the school.

Event insurance

You must have the insurances stated in the event contract to cover delivery of the event. We hold insurance for our employees and representatives. Participating schools confirm on registration that they have the required insurance to attend the event.

Health and safety

Your school is responsible for ensuring the event meets all health and safety requirements and for producing a risk assessment. This must confirm that all equipment is safe and suitable.

Safeguarding and our policies

All attendees and helpers must follow our safeguarding policy and procedures, as well as our Codes of Conducts. All policies are available on our [website](#).

Please ensure that you:

- Appoint a Safeguarding Lead for the day.
- Ask all officials and volunteers to read the safeguarding policy and related codes of conduct.
- Display a copy or a QR code linking to these documents.

Event finances

Our sport and pupil experience programme is not for profit. Income from bookings covers the cost of delivering events and associated overheads.

We ask that all anticipated expenses are submitted in advance so that we can review and agree what can be covered. Where this isn't possible, we will, of course, have a conversation with you to explore what support we can provide. Our aim is always to be fair and to help schools where there is genuine need, even if we are unable to meet every cost in full.

With the increasing financial pressures across the sector, we are keen to ensure that our hosts feel supported. We therefore encourage you to submit invoices to IAPS to offset some of the costs associated with hosting, noting that some expenses not agreed in advance may not be reimbursable. We typically operate on a 60/40 income split, with 60% of the income the event generates contributing to your hosting expenses, and 40% going towards IAPS overheads and costs.

Examples of event expenses that can be claimed:

- Refreshments and snacks for pupils
- Refreshments and snacks for officials
- Qualified officials (half-day or full-day fees)
- One-off use equipment (e.g. tennis balls)
- Medical cover (internally or externally provided)

We are not able to cover:

- Refreshments for spectators
- Long-term use equipment (e.g. football goals)
- Marketing materials

Competition draws

Team sports

Draws are created randomly and without bias. If you believe a draw is unbalanced, please tell us and we will review it. Draws follow National Governing Body guidance and maximum playing times.

Individual sports

We will work with the organiser to support the creation of draws and schedules.

Event programme

An event programme is helpful for schools and spectators who attend events. We will display a copy of the programme on our website.

We ask that you create an event programme and include the following information:

- IAPS welcome
- Safeguarding
- Code of conduct for spectators
- Merchandise
- Photography guidance
- IAPS logo

A template programme is available for you to use.

Officials/umpires/judges and volunteers

Participating schools should be prepared to provide an official for qualifying rounds and finals.

We prefer you to source neutral officials for qualifying rounds. Neutral officials are expected for finals.

Please ensure that:

- Day fees are agreed with us before officials are booked.
- Officials are competent and appropriately qualified.
- Officials are safe to work with children.
- Officials read the safeguarding policy and codes of conduct.
- Officials without a DBS check are not left alone with children.

First aid

Participating schools must bring their own first aid kit.

You must provide a named first aider whose primary role is medical cover. You may choose to use a third party provider.

Refreshments

You are not expected to provide catering for schools or spectators.

Participating schools are advised to bring packed lunches.

You may offer light refreshments or a snack for competitors and coaches. This cost can be claimed within the agreed budget.

Merchandise

Our official merchandiser, Team Elite, attends as many events as possible. Income from sales supports the programme. We will confirm whether they will attend your event.

Please provide:

- Early access for set up
- A six by three metre space indoors or outdoors
- An electric point
- Wifi access

Medals, badges and certificates

Medals are supplied by Munich Trophies and delivered to you around one week before the event. Please contact us if they have not arrived.

Photography

Photographs may be taken by us or our representatives in line with our [media policy](#).

Some schools have strict no photography rules. You must seek permission if your school photographer wishes to attend. We strongly advise that only pupils from your own school are photographed.

Schools will inform us and you of any pupils who cannot be photographed.

Recording results

Team sports

- We use SOCS to record results.
- SOCS will set up the event and fixtures.
- You must add timings and pitch or court allocations.
- SOCS will send login details to you.
- Additional staff access can be requested.
- Guidance on how to use SOCS [online](#).

Other events:

Please record results using your preferred platform. If using a third party system, inform us as soon as possible for due diligence checks.

What you will need to do after the event

Results

- Enter all results into SOCS for team sports, or into the agreed platform for individual events.
- Send a copy of the results to us.

Submitting event expenses

We aim to process event expenses within 30 days of acknowledging receipt.

Please ensure you:

- Submit a school invoice itemising the expenses you wish to claim.
- Ask officials to complete an expense form and send it directly to us.

Deleting data

All data provided to you for the purpose of organising the event must be deleted once the event has finished.

This includes:

- School contact names and email addresses.
- Competitor information.
- Any other personal data used for event delivery.

Feedback

If you would like to share feedback about the event, please contact us at sport@iaps.uk to arrange a call.