



# How to organise a sports day

**Organising a sports day is a great way to get those pulses racing and help us keep other hearts beating too. From the old-school egg and spoon race to shooting some hoops, a sports day is guaranteed to be a fun day out for all. Use this handy step-by-step guide to help plan your event.**

## Step one – location, location, location

The first thing to tick off your list is choosing where and when you'll hold your sports day. A great place to start is to check out your local parks and playing fields. But if the idea of jumping through a public place in a potato sack fills you with dread, you could hold the day somewhere more private such as in your garden (or a friend's). Before deciding on the best place to hold your event, have a think about how many people are likely to take part and the space you will need.

It's best to hold your sports day at the weekend so that everyone can come. Remember to check your dates for any other major sporting or social events, you don't want to be the only one in the park with your space hopper when everyone is watching the FA cup. Wherever you're organising your event, remember to get permission. In some cases this might be from the landowner or the local authority. This will also help you choose the best date so that it doesn't clash with another event in the same place.

## Step two – let the games commence

Sports days are brilliant because you can choose from loads of different activities, picking the ones that your competitors will enjoy the most. From the less serious hula hoop challenges and space hopper races to the more competitive relay and 2km races, sports days offer something for everyone. If your own sports day seems like a distant memory, why not ask any kids you know what they get up to at their sports day.

## Step three – sticking to the rules

Make sure you're clued up on the rules of each activity for the big day. You'll need to let participants know how to take part in each challenge, and how you're deciding who wins!

Hopefully you won't need to worry about this at your sports day, but it's worth thinking about what you'll do if someone falls and hurts themselves.

Do you know anyone who is first aid qualified? Perhaps ask them if they'd be happy to act as a first aider on the day? As a minimum, make sure you have a basic First Aid kit, including antiseptic wipes and plasters. However, before you treat anyone, make sure they are aware of your First Aid experience and check whether they have any allergies, for example allergy to plasters, before you administer any first aid.

If you are organising a bigger event, you might also want to think about insurance and terms and conditions for your competitors. Unfortunately our insurance won't cover your sports day, so you will need to arrange this independently of the British Heart Foundation (BHF).



## Step four – get the pounds rolling in

Sell tickets for the whole day, or charge a small entry fee for taking part in each activity. You could have sweepstakes\* on who will win each activity, or who will win the most activities throughout the day. With all that huffing and puffing, your guests are bound to be looking for some refreshments to give them the extra energy boost they need to take on the mighty three legged race. Raise some extra pounds by setting up a table with refreshments to sell.

\*For more information on organising a fun and legal sweepstake, see our Fundraising with Confidence webpage [bhf.org.uk/fundraisingrules](http://bhf.org.uk/fundraisingrules)

## Step five – prizes

You may want to consider giving prizes or certificates to the winner of each activity. These only need to be a small token gesture to say thank you for taking part. Look through your little black book to see if you know anyone who can donate some prizes or you could contact local businesses to see if they can help. Alternatively, you could make certificates or medals for your winners.

## Step six – come on now shout

You'll need to ensure that you have plenty of helpers as well as people taking part in the games. Contact these people first to make sure you have enough support on the day.



Once you've got your team of helpers lined up, invite all your friends and family, young or old. Remember to let everyone know the full details about the day including how much it will cost to get involved and how they can sign up.

If you're expecting lots of colleagues to attend, or you are a member of a club or pick up the kids from school, why not ask if you can display some posters around the office, club house or school gate to encourage people to come along.

**Top tip:** Encourage each guest to bring a team to increase your numbers!

## Step seven – setting up

Leave yourself plenty of time to set up on the day of your event. Remember to have all the equipment you need for the activities and order any BHF branded items you need in advance of the day, for example, balloons and collecting tins. It will be a good idea to have a rough time plan sketched out for the day and volunteers to ensure the day goes off without a hitch. Your time plan should include timings and location of each activity.

## Step eight – have fun, get fit, save lives

By holding such an energetic day out for all you're helping us spread our mantra of 'have fun, get fit, save lives'. Remember to send us in your stories and photos of the day; we'd love to hear how you're getting along.

**Thank you so much for all your support.**