

BRITISH SCHOOLS IN THE MIDDLE EAST

“THE BSME GAMES HANDBOOK” 2010-2012



‘The Friendly Games’

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1 Preamble

1.1 Purpose of the BSME Handbook

- Provide potential host schools with the information essential to enable an informed decision as to whether a school is able to host the U11, U13 & U15 Games. When making this decision, it is important that the Principal and Head of PE has a thorough understanding of, and accept the recommendations detailed in this Handbook.
- Provide the Chairperson of the Committee responsible for organising the Games with a structure to help them with their planning.
- Provide the Games Coordinator with the information necessary to organise the sports competitions.

1.2 The Head's of PE Meeting

- The annual Heads of PE meeting was established in response to a need to provide closer links between the BSME Heads and the respective Heads of Physical Education in order to provide clear recommendations for the future structure and organisation of the BSME Games. As of May 2009 the Heads had appointed Mr. John Allcott, Headmaster, TES, Kuwait, in his capacity as Chairman of the BSME Events Committee to act as liaison between the Heads and the Heads of PE meeting.

1.3 Procedures for updating the Handbook

- The handbook will be reviewed annually at the May HoPE Meeting.
- Proposals for changes must be submitted before this meeting and included on the HoPE agenda.
- The HoPE agenda will be published in advance of the meeting.
- Proposals may be submitted to the BSME Administration throughout the year.

2 The Games

2.1 Aims

- To provide students with a variety of sporting opportunities at an appropriate level for all member schools in a safe and competitive environment

2.2 Objectives

- To ensure equal opportunity and participation to both boys and girls
- To ensure the Games provide a learning experience in sportsmanship and in the value of healthy competition.
- To understand the value of the benefits of training in preparation for competition
- To enable students to specialise in sports appropriate to their age group
- To enable schools to be able to host by having sufficient flexibility to organise a programme appropriate to their particular environment and capabilities.

2.3 General Information

- It is important to emphasise that hosting a successful BSME event requires considerable commitment and support on behalf of the Senior Management and Governors of the school. Inevitably there will be cost implications for the school with regards to staff time and facilities.
- The overall co-ordination of the Games must be the responsibility of the host school through a person as nominated by the Principal. This designated person will chair a committee to organise all aspects of the event, working closely with the host school's SMT to utilise the expertise of the school community to organise the event.

2.4 Site Selection

- Schools wishing to host a future Games must state their intention at the annual HoPE conference. Prospective host schools will be visited by the BSME local organizer to view their facilities and to assess their suitability to host the Games.
- A review of this visit should be sent to the BSME Events Committee Chairman and any differences to the 'Key Facilities required' (see Section 3.1 of this handbook for reference) should be highlighted. A decision will then be taken as to the suitability of the school to host the Games and to whether any of the tournaments should be staged 'off site'.

2.5 Eligibility

- At Primary Level competitions are organised for children at U11 level. The children should be drawn mainly from Years 5 and 6 although children from year 4 can participate if deemed suitable by the participating school. Children will compete in their respective year groups. It is possible for them to play up to represent the year group above their own. Children may not participate in the events if they are 'over age' irrespective of whether or not they are academically placed in participating age groups.
- To qualify for the U11 events the players have to be U11 as of the 31st August at the start of the academic year in which the games is due to take place. At Secondary Level students will compete at Under 13 and Under 15 level. Age is again taken on August 31st in the year of the competition. For example;

U11 Games

To qualify as U11 for these events

Born on or after the 1st September and therefore should be 10 or under as of 31st August at the start of that academic year

U13 Games

To qualify as U13 for this events

Born on or after the 1st September and therefore should be 12 or under as of 31st August at the start of that academic year

U15 Games

To qualify as U15 for this events

Born on or after the 1st September and therefore should be 14 or under as of 31st August at the start of that academic year

2.6 Current Games Schedule

Under 15	November
Under 13	February
Under 11	March

3 Essential Information for Host Schools

3.1 Key Facilities

- Shared accommodation for all those comprising the official school visiting teams + teachers.
- Access to suitable facilities for the sports competitions: ideally a six lane 25m swimming pool, a 200m athletics track, enough field space for 3 60m x 40m football pitches, preferably 3 basketball/netball courts. Off site facilities can be hired as required.
- Suitable venues for the Presentation Evening and other required functions.
- Opening Activities. Schools are encouraged to supply an Official Welcome on the first day), and where appropriate, an Opening Ceremony (this should not be excessive in length).

3.2 Human Resources

- It is important that a senior member of the host school is nominated by the Principal to take responsibility as Chairperson for the Organisation Committee for the Games.
- A Tournament Director with sufficient time to organise the sporting events associated with the Games. The organisation of the sporting events is a major aspect of the Games and will generally be the responsibility of the PE Department.
- It is recommended that host schools use their discretion with regards to officials. Schools may outsource the officials as necessary, as this can lessen the disruption and pressure on the host school. However, host schools may utilize the expertise of visiting teachers to act as officials where they are competent. Most locations have local associations (swimming/athletics/soccer/basketball) who could be hired to officiate respective sporting events. This cost would be taken from the participation fee charged to the participating schools.
- Host schools may also build into the participation fees the cost of hiring additional temporary admin staff used to assist the Tournament Director with the many and varied admin tasks required to facilitate a successful event.
- To co-ordinate the many aspects of the Games a Committee will need to include persons to take responsibility for the various aspects of the planning. Roles include:

- Security
- Accommodation
- Finance
- Transport: Airports transfers and travel to and from the venues
- Lunches and refreshments at the competition venues for the official parties and spectators
- Medical
- Media, Sponsorship and promotion where appropriate
- The official programme and official T-shirt
- The Gala Dinner
- Insurance
- Sporting venues
- Preparation of the facilities
- Event Officials
- Staff training (if required)
- Medals and awards
- Cultural and social activities as required
- Admin support as required

3.3 Safety and Security

- The care and well-being of students is a high priority and host schools will do all they can to ensure participants safety.
- Host schools have a responsibility to inform all participating schools of potential health and safety risks at pertinent facilities prior to the event. This should involve a risk assessment of each venue in use during the games. This information should be sent to all participating schools prior to arrival. (See Appendices)

3.4 Financial Implications

- Whilst schools are encouraged to secure sponsorship, they are not obliged to do so. The costs involved in staging the Games must be borne by the participating schools and sponsorship can reduce this.
- Host schools should aim to break even. BSME is not in a position to underwrite any losses which must be borne by the host school. Profits should not be significant and where they occur they should be redistributed between participant schools.

Note - every effort should be taken to keep the cost of the games as low as possible as many teams already have a high cost in traveling. The Games should be accessible to as many students as possible.

3.5 Participation Fee

- Each participating school will be expected to pay a participation fee to the host school. The fee is fixed on a per student basis and should be calculated to cover accompanying staff at a ratio of 1:9. The fee may be given in either US\$ or local currency. The host school may charge the visiting schools in one of two ways:

- To charge one fee to include ALL costs of participation including accommodation. In this case the host school should attempt to keep the total participation fee to between US\$ 400 and US\$ 450 per participating child

OR

- To charge a 'sports' participation fee to include all the costs related to hosting of the sports tournaments and a separate 'accommodation' package fee to include the costs of different hotels allowing schools to tailor their 'accommodation' costs to their specific budget. Here the total 'Sports' participation fee should be kept to below US\$ 200 per participating child and the 'Hotel' package fee should be no more than US\$ 250 per participating child. The total cost should, once again, be between US\$400 and US\$450 per participating child.
- Bank charges for any telegraphic transfers must be paid for by the participating schools for both banks.
- Whether sent to schools as one package price, or as separate 'sports' and accommodation package prices, the total participation fee should include the cost of the following:
 - Accommodation / Breakfasts on twin or triple sharing basis
 - Airport transfers and transport to and from the various venues
 - Official programmes
 - Event trophies
 - Medals
 - Sportsmanship trophies in each sport
 - Participation trophies to all participating school
 - Lunches, drinks and ice on the competition days for all members of the official school parties
 - Dinners for all members of the official school parties throughout the duration of the Games.
 - Expenses incurred as part of any social or cultural programmes
 - Essential costs required to support the Games and associated activities
 - Hire of facilities, Medical/Ambulance attendance, payment of some officials/labour etc., bottled water, sound systems, ID bracelets etc
 - Local admin support as required

3.6 Accommodation

- The host school is recommended to source suitable accommodation as soon as it has been awarded the Games and communicate information to participating schools; this must include accurate costs and details as to when payments need to be made.
- It is important to consider the location of accommodation in conjunction with sports venues and travel times at peak hours. It is **not** necessary to have students staying at five star hotels.
- **The host school must supply this information to the participating schools three months prior to the Games.** This should include all basic information about the hotels such as arrangements of beds in each room (triple / double / single beds etc). Visiting schools may be required to organise children to share double /

queen / king-sized beds and therefore schools need to make their parents aware of this (due to limited twin/single beds availability).

- The Accommodation Officer should:
 - Co-ordinate booking arrangements and liaise with the Hotel concerning specific requirements requested by each individual participating school.
 - Liaise closely with the Hotel to ensure that they are fully aware of their responsibilities and expectations with regard to the accommodation of the visiting schools.
 - Ensure 'after hours' medical services are available.
 - Provide a briefing by the Accommodation Officer to include: arrangements for meals, use of rooms, conduct, access to telephones, meals, transport, emergency evacuation etc.
 - Arrange for bookings to be confirmed and for invoices to be issued to participating schools.
 - Arrange for payments to be made to the Hotel.
- In addition to the above the Accommodation Officer should ensure that:
 - Rooms are safe, i.e. windows are locked, no access to balconies etc.
 - Mini-bars are emptied and no room service is available.
 - IDD services are disconnected.
 - In-house / pay-per-view movies are suspended
 - Schools are provided with rooms, which enable staff to maintain close supervision of their party as far as possible.

3.7 Transportation

- The host school is responsible for:
- Arranging transport to and from the host airport and the accommodation.
- Arranging transport to and from the hotel and the sports and cultural venues.
- Supplying each school with information on the arrangements for bus allocation and the arrangements for the pick-up and collection arrangements; the supervision of children on the bus is the responsibility of the staff in charge of each school party.
- Ensuring that transport complies with health and safety regulations of the host country and that insurance cover is comprehensive and includes personal accident.
- Ensure that embarking/disembarking of students when bussing is well supervised.

3.8 Supporters and Spectators

- The host school may choose either to provide a contact point for supporters, a travel agent for example, or they may wish to provide information regarding accommodation packages and transport arrangements directly. However they are not obliged to do so.

3.9 Gala Dinner

- The Gala Dinner will take place on the evening of the last day of competition

- The dinner will be provided for all members of the official school party. It is down to the host school's discretion and the size of the venue as to whether additional places may be offered to schools for other spectators (e.g. travelling parents outside the official party at their own cost) depending on the quota provided by the host school.
- The format of the evening will include the formal presentations. Speeches and presentations should be kept to a minimum at this function. The main focus should be an opportunity for social interaction. Should parents be invited they should be sat on a separate parent's table. The seating allocation for this table will be determined by the host school.
- The formal aspect of the evening should include:
 - Presentation of commemorative plaques to each participating school to be received by a student representative from each school.
 - Presentation of any remaining awards including the 'Fair Play' award in each event
- The social aspect of the evening should include:
 - Grouping participants to maximise social interaction between schools.
 - Provision of entertainment appropriate to the age of the students that will encourage interaction.

4 Tournament Director

- Each time the Games takes place, lessons are learned both from the aspects that have gone well and those that can be improved. This evaluation process should be used to assist the host school as there are a number of things that the school organising the previous Games can do to help the Tournament Director of the next Games.

4.1 Role

- The Tournament Director is responsible for the organization of the sports competitions:

U11	-	five sports over three days
U13	-	three sports over two or three days
U15	-	three sports over three days

4.2 Officials and Marshalling

- The Games require a considerable number of trained and experienced officials. For some schools with minimum specialist support, this aspect of the organisation of the Games can be very daunting. To help alleviate the strain on the host School and to share the experience we have within the organisation, each visiting school may be asked to provide help with officiating at the Games. Details will be supplied by the host School who will make contact with the participating schools to request assistance as required.
- **In order to facilitate the smooth running of the event, it is expected that each participating school is accompanied by at least 3 members of staff.**
- These accompanying members of staff should have the ability to officiate the sports played within the event. One of these members of staff may be asked by

the host school to officiate as required. It is important to bear this in mind when staffing arrangements are being made.

- Staff should NOT be asked to officiate matches involving their own school in the team events.
- Professional officials may need to be enlisted by the host school. The cost implications for this may need to be built into the participating fee.

4.3 Venues

- The Tournament Director:
 - Will work with the host school 'Games Committee' to locate suitable venues and will complete a risk assessment to ensure venues are suitable and safe.
 - Should seek to allocate a team base at each venue for participating schools. This base should be clearly labelled.
- The venues will need to be prepared for the competition and the Tournament Director should consider the following when organising individual venues:

4.3.1 Athletics and Swimming

Marshalling/Starting

- As close as possible to the start of the events
- Plenty of shade cover
- Several rows of chairs with at least 8 chairs per row
- Several staff with an identified person in charge of the group
- Some form of communication with the Tournament Director and the results desk (runners or electronic)
- Athletes / swimmers should be escorted to the marshalling area for the start of their event (it is the responsibility of the participating schools to ensure that children are at the starting area in time for their event. Failure to do this could result in them not participating).
- Races should be called in advance and athletes / swimmers ready ahead of time
- Lanes for each school should be drawn in advance and all participating schools should be notified of their 'draw' in advance of the competition

Timekeeping

- Good quality stop watches (electronic timing if it is available)
- Staff should have some practice time on this before the event
- Preferably one watch per lane/place plus a couple of spares
- Visual placing takes priority over timed placing; place judges are needed
- Times should be recorded as quick as possible so that the next race can start (2 sets of timekeepers is ideal but not always feasible)
- Place cards (laminated)

4.3.2 Team Sports

- Plenty of shaded cover
- Access to water and ice
- Medical Centre
- Public address system

- Central timing system / recording area
- Results table clearly displayed

4.4 Disputes

- Where issues cannot be resolved or where issues arise which occur outside the remit of the sporting competition (e.g. a problem with a spectator) the Team Manager and the Tournament Director will work to resolve the issue.
- Other staff and spectators must not interfere directly with sports marshals/referees/officials

4.5 Awards

- Awards should be presented at the Gala Dinner on the final day of the competition.
- Participation trophies will be provided for all competitors taking part in the Games.
- Trophies and medals shall be awarded to the 1st, 2nd and 3rd teams in each sport.
- There should be a 'fair play' award to the school exhibiting the best sportsmanship in each event during the games. This is awarded at the discretion of the host school.

5 Essential Information for Participating Schools

5.1 General Information

- It is essential that all participating schools supply information efficiently and meet all deadlines on requests from hosts.
- Once a Games has been awarded all participating schools should do everything possible to promote and support the event to ensure its success.
- To ensure Games are fairly priced participating schools must confirm final numbers to the host school at least 8 weeks prior (including U11/u13/u15) and make necessary payments by the date specified by the host school.

5.2 Accommodation

- It is the responsibility of participating schools to inform hosts of any cultural differences with regard to sleeping arrangements and special dietary requests.
- All participating schools must comply with the expectations set by the host school and the Hotel for the use of the accommodation. Children may be required to share double/queen/king-sized beds if there is a shortage of twin/single-bedded rooms however due notice of this must be given to any visiting schools who may be affected by this.

5.3 Payments

- Host schools will supply bank transfer details and participating schools must arrange prompt payment of invoices by the dates specified by the host school.
- For the Junior Games, **by the 31st October**, the participating schools are required to have returned their formal letter of acceptance to participate in the Games. Consideration is being given to the introduction of an entry deposit in order to make commitments binding when participating schools submit their entry. If

this is adopted (BSME Executive Meeting – 15th October 2010), in the event of a school withdrawing, this deposit will only be returned if a replacement school is found.

- For the U13 Games, **by the 30th September**, the participating schools are required to have returned their formal letter of acceptance to participate in the Games. The same consideration is being given to an entry deposit as in the U11 Games.
- For the U15 Games, **by the 31st May (of the previous academic year)**, the participating schools are required to have returned their formal letter of acceptance to participate in the Games. The same consideration is being given to an entry deposit as in the U11 Games.
- Participating schools must forward payments within the deadlines indicated otherwise the host school have the right to exclude them from the Games.
- Participating schools are responsible for the payment of **all bank charges for both banks**.

5.4 Insurance

- Insurance of individual participants is the responsibility of each participating school.

5.5 Team Kit

- Participating schools should provide their students team representatives with a standard uniform. Where possible this uniform should be numbered.
- Students must remove jewellery for all activities. The Team Managers are responsible for all personal belongings
- Schools must ensure that sponsor's logo's are discrete and in keeping with the aims and objectives of the Games.

5.6 Supporters

- The host school can arrange for parents to participate in the formal and social functions associated with the Games at their discretion.
- The participating schools are responsible for the co-ordination and collection of any payments relating to their parents attending the Games and should then make these payments to the host school as requested.
- All accompanying parents are required to acknowledge the Codes of Conduct for Parents and for Supporters (Section 11).
- Any unreasonable or late requests by parents may not be accepted by the host school.

5.7 Codes of Conduct

- By attending a BSME Games individuals agree to abide by the Codes of Conduct. There are codes for players, spectators, parents, team members and team officials (see Section 11). Participating school must ensure that all athletes, coaches, spectators and parents have read and acknowledged the relevant Codes.

5.8 Breach of the Codes

Team Members Code

- A breach of this code of behaviour, in the opinion of team officials, may result in the player being banned from the remainder of the Games and may also result in the player being sent home by the first available transport. Parents and the student's school will be notified. Any additional expense incurred will be the responsibility of the parents. Further disciplinary action may be considered depending on the seriousness of the breach.

Parents and Spectators

- A breach of this code of behaviour, in the opinion of Tournament Director, may result in the individual being asked to leave the playing area, be banned from the event and even the remainder of the Games. Any additional expense incurred will be the responsibility of the individual concerned. Further action may be considered against the participating school by the host school depending on the seriousness of the incident.

6 U13 and U15 Games

6.1 General

- The U13 / U15 Games will be competitions encompassing team sports. The competitions will provide participants with the opportunity to compete in three team sports. The competition should provide equal opportunities for both genders to participate in both age groups.
- Whilst the host school will determine the maximum number of participating schools, they should aim for 12 participating schools.

6.2 Events

- Currently boys participate in Basketball, Football and Volleyball. Girls participate in Netball, Football and Volleyball. Host schools will structure the tournaments according to the time and facilities available.
- Events will take place over a minimum of two days and a maximum of three days.
- No school will be defined as overall winner.

6.3 Teams

- Squad sizes for U13 level are limited to a total of 24; 12 boys and 12 girls. Currently there are no maximum squad sizes for U15 Games, however each of the teams within the event (for example the basketball or football team) is limited to a maximum of 10 players

6.4 Competition Format

- Each tournament will be played with schools in two pools followed by cross-over play-offs. The format of the competition will be determined by the host school and their access to pitches.
- To determine the overall positions, points will be allocated:
Win = 3 points

Draw = 1 points

Defeat = 0 points

6.5 Pool Format

- Schools compete in two pools to determine places for cross-over play-offs. The top 2 teams in each pool will qualify for the play offs for positions 1st – 4th. The semi final will be played as follows:
 - 2nd Pool A vs. 1st Pool B (Game 1) and 1st Pool A vs. 2nd Pool B (Game 2)
 - Final: Winner Game 1 vs. Winner Game 2
 - Third Place play-off: Loser Game 1 vs. Loser Game 2
 - There will be similar play offs for the rest of the positions. The host school will determine the format of these 'play offs' depending on the total number of competing teams and the facilities/time available

The U13 and U15 Games are still in an evolutionary mode and therefore the format is open to further review.

7 U11 Games

7.1 General Information

- All BSME Schools are invited to apply to participate in the U11 Games
- Schools are placed into groups depending on the size of the school in Year 6. This is done to provide the children with an appropriate level of competition.
- Although each sport within the games will have a winning school, no school will be defined as the overall 'Games' winner.
- A school's size will be evaluated annually and groupings may be adjusted. There will be a maximum of 12 competing schools in each of the Games groups.
- Those schools with 3 form entry and below in Year 6 shall qualify for the 'small' school Games.
- Those schools with 4 forms or more in Year 6 will qualify for the 'Large' schools Games
- **Should the number of interested schools exceed 12**, a 'selection' criteria will be applied to determine the order in which schools qualify for a place in the Games. This criteria is as follows:
 1. The School's Head of PE was in attendance at the annual HoPE meeting and the school has previously hosted an U11 Games.
 2. The School's Head of PE was in attendance at the annual HoPE meeting and the school has previously participated in U11 Games
 3. The School's Head of PE was in attendance at the annual HoPE meeting and the school has offered to host a future U11 Games
 4. The school has previously participated in the U11 Games and had a valid reason for non attendance at the HoPE meeting (i.e. school closure or staff illness)
 5. The school has previously participated in the U11 Games but did not attend the annual HoPE meeting**

6. The School's Head of PE was in attendance at the annual HoPE meeting but the school has not previously participated in an U11 Games

- ** Schools will be given one warning from the Events Committee Chair over not sending a representative to the annual HoPE meeting. Should they not attend the following year then their place in the U11 Games could be awarded to another school
- Schools are placed into groups depending on the size of the school in Year 6, to provide the children with an appropriate level of competition. Those schools with 3 form entry and below shall qualify for the 'Small' school Games. Those schools with 4 forms or more will qualify for the 'Large' schools Games.

7.2 Teams

- A full team will consist of a maximum of 36 children. Within each team there can be a maximum of 18 boys and 18 girls.

7.3 Competition Format

- This is a competition organised primarily for children in Years 5 and 6 with children competing in athletics, football, netball, swimming and basketball. Outstanding children from Year 4 can also be selected at the discretion of the participating school concerned.
- In athletics and swimming there are separate boys and girls competitions in each event.
- Basketball is played with mixed teams with a minimum of 2 girls on court at any one time. The maximum squad size is 10.
- Netball allows a maximum squad size of 10 and all participants will be girls.
- Football allows a maximum squad size of 10 and all participants will be boys.
- Football, Netball and Basketball tournaments are to be played with schools in two pools followed by cross-over play-offs. The format of the competition will be determined by the host school and their access to pitches.
- To determine the overall positions points will be allocated:
 - Win = 3 points
 - Draw = 1 point
 - Defeat = 0 points

7.3.1 Pool System

- Where there are 12 competing schools the teams are divided into 2 pools of 6. Each team then plays five games in a round-robin competition to determine league places for play-offs.
- The top 2 teams in each pool will play-off in the semi finals; 1st Pool A vs. 2nd Pool B and 2nd Pool A vs. 1st Pool B. The winners of these matches proceeding to the final and the losers competing for 3rd place.
- The 3rd and 4th teams in each pool will play off for 5th – 8th place and the teams who finish 5th and 6th in the pool matches play off for 9th – 12th.ollowing Games.

7.4 Event Listings

- In events where the participating schools are allowed to enter two athletes, these athletes should be an 'A' and 'B' athlete. In these events, 'A' should be the better athlete (refer to P15 for further details).
- There should be one entry per school per event for swimming.

8 LAWS, RULES and REGULATIONS

8.1 Athletics Event Rules & Information

- 1 entry per school per event for all track events except 600m where 2 competitors are allowed and 2 for the field events. Only the top competitor from each school will count.
- Each athlete is able to compete in a maximum of 2 track or field events plus 1 other event plus the relay, i.e. 2 track events, 1 field event and a relay or 2 field events, 1 track event and a relay
- In the event of a false start, the competitors will be brought back to restart
- Points for each event scored as follows:-

Place	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Points	12	11	10	9	8	7	6	5	4	3	2	1

- The points for the relays will count as double

Place	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Points	24	22	20	18	16	14	12	10	8	6	4	2

- There should be an events board, giving competitors a viewing of results.
- High jump will take place in a suitable location. Where possible all field events will be on grass.
- Schools will be allocated areas for their competitors around the field. Each school needs to ensure that they have adequate supervision for their team. Due to the confined space, we ask children to remain in the areas unless going to an event.
- **All teams should show good positive sportsmanship throughout the competition and especially when supporting other teams and their own.**

8.2 Athletics Track Events (based on 12 schools competing on a 6 lane track)

Event 1 Girls 75m Div A
Event 2 Girls 75m Div B
Event 3 Boys 75m Div A
Event 4 Boys 75m Div B

Event 5 Girls 150m Div A**
Event 6 Girls 150m Div B**
Event 7 Boys 150m Div A**
Event 8 Boys 150m Div B**

Event 9 Girls 300m Div A
Event 10 Girls 300m Div B
Event 11 Boys 300m Div A
Event 12 Boys 300m Div B

Event 13 Girls 600m Div A
Event 14 Girls 600m Div B
Event 15 Boys 600m Div A
Event 16 Boys 600m Div B

Event 17 Girls 4 x 50m Relay Div A
Event 18 Girls 4 x 50m Relay Div B
Event 19 Boys 4 x 50m Relay Div A
Event 20 Boys 4 x 50m Relay Div B
Event 17 Girls 4 x 100m Relay Div A*
Event 18 Girls 4 x 100m Relay Div B*
Event 19 Boys 4 x 100m Relay Div A*
Event 20 Boys 4 x 100m Relay Div B*

Event 21 Girls 4 x 200m Relay Div A**
Event 22 Girls 4 x 200m Relay Div B**
Event 23 Boys 4 x 200m Relay Div A**
Event 24 Boys 4 x 200m Relay Div B**

*The 4 x 100m relay was run at the Large School Games at MES 2010

** Extra events run during Small School Games at BISC 2010,

- These events are optional. If time and facilities allow the host school should include:
 - another sprint
 - One short and one long relay
 - FINALS for the sprint events



Field Events

Event 25 Boys High Jump
Event 26 Girls Long Jump,
Event 27 Boys Standing Triple Jump
Event 28 Girls Shot
Event 29 Boys Ball Throw

Event 30 Girls High Jump

Event 31	Boys Long Jump
Event 32	Girls Standing Triple Jump
Event 33	Boys Shot
Event 34	Girls Ball Throw

Officials

- Each schools must ensure that 1 member of staff is available to help with events if required. **Schools should be informed of this prior to the competition.**

THE TRACK

The Start

- The starter will say 'On your marks', and when all competitors are set i.e. motionless on their mark, the starting whistle shall be heard.
- For competitors running in a 600m race: the command shall be 'On your marks', after which the competitors shall approach the start line without touching it, and assume a steady position. Competitors must not touch the ground with their hand or hands. When the steady position has been achieved by all competitors the start shall be heard.

The Races

- 75m, 150m and relays shall be run in lanes. Competitors should keep to their allotted lane from start to finish in these events.
- Any competitor jostling, running or walking across or obstructing another competitor so as to impede progress shall be liable to be disqualified.

The Finish

- The finish shall be a line 5cm in width drawn across the track at right angles to the inner edge.
- Two blue posts will denote the extremities of the finish line and shall be placed at least 30cm from the edge of the track.
- The competitors shall be placed in the order in which any part of the body i.e. torso (as distinguished from head, neck, arms, hands, feet and legs) reaches the vertical plane of the edge of the finish line nearer to the start.

Relay Races

- The baton must be carried in the hand throughout the race. If dropped, the athlete who dropped it, may leave the lane in order to retrieve the baton and recover it. Provided this procedure is adopted, no other athlete is impeded and by so doing the distance of the race is not lessened, dropping the baton shall not result in disqualification.
- Competitors after handing-over the baton should remain in their lanes until the course is clear to avoid obstruction to other competitors. Should any competitor wilfully impede a member of another team by running out of position or lane at the finish of a stage that competitor is liable to cause the disqualification of his or her own team.
- On completion of the final leg the baton is to be handed to an official by the last runner.

- No competitor may run two sections for a team.
- A change over zone should be marked on the track (the distance will be at the discretion of hosting school depending on length of track) If possible include change over judges

THE FIELD EVENTS

General

- Events will be staggered. Each field event will be open for 30 minutes. All competitors must take part in the event within the time allotted. Failure to do so could result in disqualification.
- Two athletes from each school for each event, **HOWEVER ONLY THE TOP ATHLETE FROM EACH SCHOOL WILL SCORE POINTS.**
- In throwing or jumping for distance no competitor is allowed to have more than one go recorded in any one attempt of the competition.
- In the field events each competitor shall be allowed three attempts except high jump. They will be allowed **three failed attempts at each height.**
- Once the competition has begun competitors are not permitted to use the runways or take-off areas for practice or warm up purposes nor are they permitted to use throwing sites for practice trials, with or without implements.
- Competitors must wear trainers for all events. Bare feet are not permitted.

High Jump

- Jumpers **do not have to** land on their feet. However a jumper should use a recognised High Jump technique. This will allow for a variety of jumping styles not necessarily the scissors kick. Any clear illegal or dangerous techniques will be pointed out to a competitor and disqualification will only occur for safety reasons.
- One foot take off is required.
- The height of the bar will start at 90cm for (Year 6) and the bar will be raised 5cm between each round. The competitors shall be informed of this before the competition begins.
- Competitors may commence jumping at any of the heights above the minimum height and may jump at their discretion at any subsequent height.
- Elimination will be after 3 consecutive failures.
- Even after all the other competitors have failed, a competitor is entitled to continue until he or she has forfeited the right to compete further and the best jump shall be recorded as the winning height.
- After the competitor has won the competition the heights to which the bar is raised shall be decided after the judge of the competition has consulted the wishes of the competitor.
- Ties shall be decided by counting back. The competitor with the fewest failures in the competition out of those competitors in the tie will be the winner.

The Long Jump

- Competitors will be allowed three jumps each.
- A run up shall be allowed.

- Competitors shall be credited with the best of all their attempts
- In the case of a tie, the second best performance of the competitors tying shall determine the result. If the tie still remains, the third best jump will be decisive and so on. If the tie still remains the competitors shall share the position
- The take-off shall be from the white line or take off board as marked .
- The back of the heel of the jumpers trainers is measured from the take off line or where the competitors body landed closest to the take off line. If the competitor falls back after landing it is this mark that is to be measured.
- The distance shall be recorded to the nearest 1cm below the distance measured if that distance is not a whole centimetre

Standing Triple Jump

- Jumpers will be allowed 3 jumps each
- Jumpers must start on 1 foot (either right or left)
- Jumpers hop on to same leg (either right or left depending on position 1)
- Jumpers should then jump on to the opposite leg.
- Jumpers should then jump and land on 2 feet.

Ball Throw

- Boys and Girls will throw a cricket/ rounders ball.
- Competitors must not step over the line or the attempt will not be counted.
- The measurement will be taken from where the ball first lands and back to the line, but must land within the allocated zone.

Shot Putt

- Where possible a 2kg shot should be used. If not available a 2.72kg shot can be used but the host schools must inform the participating schools as early as possible to allow ample practice time
- The 'push' must come out from the neck (NOT A THROW)
- If possible teacher to demonstrate
- There will be no throwing circle. Competitors may make ONE STEP up to the line.
- Competitors must not step over the line or the attempt will not be counted.
- The measurement will be taken from where the shot first lands on the grass and back to the line, but must land within the allocated zone.
- The measurement will be taken from the closest part of the shot to the line from where it was thrown.

8.2 Swimming Event rules and Information

General information

- Only 1 entry per school per event is allowed.
- Competitors may only enter a maximum of 3 individual events – there is no minimum amount. This is exclusive of the relay events, i.e. 3 events plus relays. For the fairness of competition it is very important that this is adhered to by all.
- All races will ideally take place in a 25m pool. Host school to inform participants of length of pool in advance, if only pool available is 50M.

- Use of starting blocks is at the discretion of the host school but must be advised to participating schools in advance of the tournament if blocks are to be used.
- Events will be announced ahead of the actual race. This is when competitors must make their way to the competitors marshalling area. Only one member of staff from each school will be allowed to take the swimmers to the swimmer marshalling area.
- Schools will be allocated areas for their competitors at the side of the pool. Each school needs to ensure that they have adequate supervision for their team.
- Lanes will be allocated randomly and no seed times are needed.
- DQ slips will be used. These will be made available to the team coach before the end of the swim meet.

All teams should show good positive sportsmanship throughout the competition and especially when supporting other teams and their own.

Events

Boys 100 IM
Girls 100 IM

Boys 25m Freestyle
Girls 25m Freestyle
Boys 25 Breast Stroke
Girls 25 Breast Stroke
Boys 25m Back Stroke
Girls 25m Back Stroke

Boys 50m Freestyle
Girls 50m Freestyle
Boys 50m Breast Stroke
Girls 50m Breast Stroke
Boys 50m Back Stroke
Girls 50m Back Stroke

Boys 25m Butterfly
Girls 25m Butterfly
Boys 100m Freestyle
Girls 100m Freestyle

Boys 4 x 25m Freestyle Relay
Girls 4 x 25m Freestyle Relay
Boys 4 x 25m Medley Relay
Girls 4 X 25m Medley Relay

Boys 4 x 50m Freestyle Relay
Girls 4 X 50m Freestyle Relay

Rules and Procedures

The Start

- A series of 3 short sharp blasts on the whistle indicates a swimmer to stand up from the chair. 1 long blast of the whistle will be sounded for the swimmer to step forward and approach the starting area.
- On the starters command “take your marks”, they shall immediately take up a starting position with at least one foot at the front of the starting area. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signalled by a final short blast of the whistle.
- A physical demonstration of the starting procedures is to take place at the start of the meet.
- The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. The start in Backstroke and Medley Relay shall be from the water. At the first long whistle, the swimmers shall immediately enter the water and without undue delay go to the starting position. When all the swimmers have assumed their starting positions, the starter shall give the command “take your marks”. When all swimmers are stationary, the starter shall give the starting signal.
- Starting signal will be appropriate to the timing system used at the host school.
- A swimmer will only be disqualified if they personally cause a false start twice.
- Reference should be made to FINA rules for further clarification. These can be found at www.fina.org

Freestyle

- Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any stroke other than backstroke, breaststroke or butterfly.
- Some part of the swimmer must touch the wall upon completion of each length and at the finish.
- Some part of the swimmer must break the surface of the water throughout the race, except it is permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

Backstroke

- Prior to the starting signal the swimmers shall line up in the water facing the starting end, with both hands holding the side. The feet, including the toes can be above the surface but not on the poolside or on the gutter.
- At the signal for starting and after the turning the swimmer shall push off and swim on his back throughout the race except when executing a turn. A normal position on the back can include a roll movement of the body up to and including 90 degrees from the horizontal. The position of the head is not relevant.
- Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged

during the turn and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

- During the turn the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. Once the body has left the position on the back, there will be no kick or arm pull that is independent of the continuous turning action. The swimmer must have returned to a position on the back upon leaving the wall. When executing the turn there must be a touch of the wall with some part of the swimmer's body.
- Upon the finish the swimmer must touch the wall on the back.
- Backstroke flags are placed 5 m from each end wall of the pool.

Breaststroke

- From the beginning of the first arm stroke after the turn, the body shall be kept on the breast. It is not permitted to roll onto the back at any time.
- All movements of the arms and legs shall be simultaneous and in the same horizontal plane without alternating movements.
- The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under the water except for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and turn.
- The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward kick is not permitted. Breaking the surface of the water with the feet is allowed unless followed by a downward dolphin kick.
- At each turn and at the finish of the race, the touch shall be made with BOTH hands simultaneously at, above, or below the water level. Swimmers will be disqualified for a one handed touch on the turn or at the end of the race. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.
- During each complete cycle of one arm stroke and one leg kick, in that order, some part of the head must break the surface of the water, except after the start and after each turn the swimmer may take one arm stroke completely back to the legs and one leg kick while totally submerged. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. A single downward dolphin kick followed by a breaststroke kick is permitted while wholly submerged. Following which, all movements of the legs shall be simultaneous and on the same horizontal plane without alternating movements.

Butterfly

- From the beginning of the first arm stroke the start and after each turn, the body shall be kept on the breast and both shoulders shall be in line with the normal water surface. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time.

- Both arms must be brought forward together over water and brought backward simultaneously.
- All movements of the feet must be executed in a simultaneous manner. Simultaneous up and down movements of the legs and feet in the vertical plane are permitted. The legs and feet need not be the same level, but no alternating movements are permitted.
- At each turn and at the finish of the race, the touch shall be made with BOTH hands simultaneously, at, above or below the water surface.
- At the start and at turn, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

Medley Swimming

- In the individual medley events, the swimmer covers the four swimming styles in the following order: Butterfly, Backstroke, Breaststroke and Freestyle.
- In the medley relay events, swimmers will cover the four swimming styles in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.
- Each section must be finished in accordance with the rule, which applies to the style concerned.

The Race

- A swimmer must finish the race in the same lane in which he started.
- In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall and it is not permissible to take a stride or step from the bottom of the pool.
- Standing on the bottom during a race shall not disqualify a swimmer, but they shall not walk.
- Pulling on the lane rope is not permitted.
- Obstructing another swimmer by swimming across a lane or otherwise interfering shall disqualify the offender.
- Any swimmer having finished his race and the last swimmer in the relay team must stay in the water until instructed to leave the water. In the 1st, 2nd and 3rd leg of the relay events swimmers must leave the pool as soon as possible without obstructing any other swimmers who have not yet finished the race.

The Referees & Time Keepers

- The referee's decision concerning inconsistencies between placing, times and the stroke judge's decisions shall be final. Ideally three time keepers will time each lane. The middle time will be counted. If only two timekeepers per lane are used, then the average time will be used.

Points

- Points will be given on a time results basis, i.e. fastest time from both heats will be awarded. eg. With 12 schools the following scoring system would be used:

Place	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Points	12	11	10	9	8	7	6	5	4	3	2	1

- The points for the relays will count as double

Place	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Points	24	22	20	18	16	14	12	10	8	6	4	2

8.3 Netball Rules and information

Rules

- The rules used during BSME Netball tournaments are the international netball rules.



Court Areas

Offside:

- Player moving out of own area, with or without ball (on a line counts as within either area)

Over a Third:

- Ball may not be thrown over two transverse lines without being touched

Height of goal

- 9ft high (U11)
- 10ft high (U13)
- 10ft high (U15)

Number of Players:

- The squads for all Games must be solely made up of girls
- Seven-a-side with a squad number of 10.

Out of Court:

- Ball is out of court when it contacts anything outside the court area (not the goalpost). The ball is returned into play by a Throw-In taken from a point outside the line where the ball left the court. The player stands with foot close to the line, and the ball must be thrown onto the court within three seconds.

Umpires

- Two umpires per court (where possible).

Ball

- Size 4 ball for U11.

- Size 5 ball for U13 & U15.

Playing the Game

Starting or Restarting the Game:

- The first named team in the playing schedule will have first centre pass and opposite team select shooting end. All teams must have where possible an equal number of first team draws.
- The other team will choose which way they shoot.
- The game time will start on a bell signal but the umpires whistle will start the actual game.
- Centre passes are taken alternately by the Centre, after a goal has been scored.
- All players must start in the goal thirds except the two Centres.
- The Centre with the ball starts with either one or both feet in the Centre Circle (if on one foot then the other must not have contact with the ground outside the Centre Circle) and must obey the footwork rule after the whistle has been blown.
- The opposing Centre stands anywhere within the Centre Third and is free to move.
- The Centre pass must be caught or touched by a player in or landing in or jumping from a stance in the Centre third.

Playing the Ball:

- A player who has caught the ball shall play it or shoot for goal within three seconds. A player may not bounce the ball to gain control.
- Once released, the ball must next be touched by another player.
- There must be room for a third player between hands of thrower and catcher.
- A player on the ground must stand up before playing ball.

Footwork:

- Having caught the ball, a player may land or stand on:
- One foot – while the landing foot remains grounded, the second foot may be moved anywhere any number of times, pivoting on the landing foot if desired. Once the landing foot is lifted, it must not be re-grounded until the ball is released.
- Two feet (simultaneously) – once one foot is moved, the other is considered to be the landing foot, as above. Hopping or dragging the landing foot is not allowed.

Scoring a Goal:

- Only GS or GA can score – they must be completely within the circle when the ball is received in order to shoot for goal.

Toss up:

- This is administered for all simultaneous infringements. The two players stand facing each other at their own shooting ends with hands by their sides and the

umpire flicks the ball upwards not more than 60cm (2ft) in the air as the whistle is blown.

- **A FREE PASS is awarded for infringement of any of the preceding rules. It may be taken by any player allowed in that area, as soon as they have taken up a stationary position. (A player may not shoot from a free pass in the shooting circle).**

Obstruction:

- Player with ball: the nearer foot of the defender must be 0.9m (3ft) feet from the landing foot of the player with the ball, or the spot where the first foot had landed if one has been lifted. The defender may jump to intercept or defend the ball from this 0.9m (3ft) feet distance
- Player without ball: the defender may be close, but not touching, providing that no effort is made to intercept or defend the ball and there is no interference with the opponents throwing or shooting action. Arms must be in a natural position, not outstretched, and no other part of the body or legs may be used to hamper an opponent.
- Intimidation: of any kind, is classed as obstruction
- A standing player is not compelled to move to allow an opponent a free run, but dangerous play must be discouraged, e.g. moving into the landing space of a player already in the air or stepping late into the path of a moving player

Contact:

- No player may contact an opponent, either accidentally or deliberately, in such a way that interferes with the play of that opponent or causes contact to occur.

A PENALTY PASS (or PENALTY PASS/ PENALTY SHOT if in the shooting circle) is awarded for the above infringements taken from where the infringement occurred. The offending player must stand out of play beside the thrower until the pass or shot has been taken. Any opposing player allowed in that area may take the penalty.

Duration of the Game

- The host school should determine the length of matches according to the number of teams taking part and the amount of time available. All matches to be centrally timed. Teams change ends at half time with 1 minute change over.

Scoring

- To determine the overall position a league will operate:

Win:	3 points
Draw:	1 points
Defeat:	0 points
- In the event of a tie in any of the games in pool play places will be decided by; goals for, goals against, head to head. In the event of a semi final or the final ending in a tie, the match should go to 4 minutes extra-time, followed by a golden goal. At the end of the game, umpires should refer to their score cards to

identify the centre pass for the next quarter, teams should change ends. Golden goal period of time will occur once the umpires have called full time, referred to their score card to identify the centre pass for the next quarter, teams should change ends.

Substitution

- Substitutions can only be made at half time, unless a player is injured. The team can then be reshuffled as a result, if necessary.

End of the Game

- There will be a bell signalling the end of time but the umpires whistle will determine the end of the game.
- Three cheers and handshakes to be encouraged.
- Team managers shall shake hands.
- It is expected that team captains and managers shake hands with the match officials. Coaching is permitted during play from the side.
- Where there are 12 competing schools the teams are divided into 2 pools of 6. Each pool will be selected randomly: the names of schools will be pulled out of a hat prior to the competition starting. Each team then plays five games in a round-robin competition to determine league places for play-offs.
- The top 2 teams in each pool will play-off in the semi finals; 1st Pool A vs. 2nd Pool B and 2nd Pool A vs. 1st Pool B. The winners of these matches proceeding to the final and the losers competing for 3rd place.
- The 3rd and 4th teams in each pool will play off for 5th – 8th place and the teams who finish 5th and 6th in the pool matches play off for 9th – 12th.

8.4 Football Tournament Rules and Information

General Information

- All matches should be played on grass where possible. Players should ensure they are wearing appropriate footwear.
- The host school may outsource referees or may request visiting teams bring a teacher to assist with the officiating
- Pitch Dimensions: 7 a-side: 60x40 yards (or as near to these dimensions as possible)



Rules

- 7 -a-side with a maximum squad size of 10
- Only boys are allowed to participate in the team for all age groups
- 7 minutes each way with 1 minute half time
- **All players must wear shin guards/pads.** Children will not be allowed to play without them.
- In the event of a tie at full time the finals/play offs will be decided by extra time and then penalties.
- Key rules: -

- The pass back rule DOES APPLY. Should the goalkeeper handle the ball from a pass from one of his own team, an indirect free kick is awarded where the ball was picked up
- No off side
- All other football rules apply

8.5 Basketball Rules and Information

General Information

Duration of the game

- The host school will determine the length of games. Longer games are preferential (approx 15mins) but this will depend on the hosts facilities and the time available.
- Games should be individually timed where possible using 'running clock' with the timing stopping for 'shots' in the last minute of each half and for 1 time out per team.

The Game

- Standard FIBA rules of basketball will be followed for the U13 & U15 events. These will be single sexed as defined by the event organiser in the tournament rules

The following rules are specific to the U11 Games –

- Each team should consist of 10 players, with 5 on court at any one time, of which two must be female.
- No travelling
- No double dribble
- No contact with opponents (pushing, pulling, holding)
- On loss of possession the defending team MUST withdraw to the halfway line.

The following rules are not imposed:

- 30 second rule
- no limit to the time spent in attacking key

Full Court Press

- No pressing in the opponents half. If a basket is scored, or possession is lost, the defending team must retreat to beyond the half way line. If this rule is violated a free pass from half way will be awarded

In bound passes

- Two feet must remain out of the court when passing in.
- Coaching is permitted during play from the sideline.

Fouled in the act of shooting

- If fouled in the act of shooting, two free shots shall be awarded to the player fouled. The remaining players should stand on the half way line. The ball will be

dead after each attempt. Defending team will then restart from behind their own basket.

- The same will apply if any team commits more than 10 team fouls, and will be repeated immediately after every subsequent 3 team fouls. Individual fouls are not counted.

Defence

- In junior basketball FIBA rules state there should be no zone defence. All teams should therefore be playing a half court man for man defence.

Free Throws

- Free throws may be taken from the front of the circle at u11 age

Turnover ball

- If the attacking team loses possession to the defending team in the attacking half they should immediately retreat to the half way line. Umpires should remind players of this if they remain and try to regain the ball before penalising them.

Ball Size

- For U11 - a size 5 ball should be used.
- For U13 – a size 6 ball should be used
- For U15 – a size 6 ball should be used for the girls tournament.
- For U15 - a size 7 ball should be used for the boys tournament

Referees

- If possible 2 referees should be used. There will be at least one referee and one scorer on each court. School should outsource for qualified referees if required.

Height of hoop

- U11 8ft high (if host school's posts allow), or 10ft if lower hoops not available
- U13 & U15 standard 10ft hoops.

Substitution

- Substitutions can be made at any time from the half way line. A player must leave the court before the replacement goes on. Substitutions can only be made when the ball is dead. There is no limit to the number of substitutions in any one game.

Fouls

- Individual fouls are not counted

Scoring

- Two or three points for each basket, 1 point for each free throw.

League Positions

- To determine the overall position a league will operate

- Win: 3 points
- Draw: 1 points
- Defeat: 0 point
- If teams have equal points at the end of the division play and the playoffs the tie-breaker used shall be:
 - Head to head result; Goal difference; Goals for; Penalty shoot-out (each member of the team takes 1 shot (i.e. all 5 in the team) alternating with the other team followed by sudden death).

End of the Game

- This will be determined by the official.
- Three cheers and handshakes are to be encouraged.
- Team managers shall shake hands.
- It is expected that team captains and managers shake hands with the match officials.

Basketball Order of Play

- Where there are 12 competing schools the teams are divided into 2 pools of 6. Each pool will be selected randomly: the names of schools will be pulled out of a hat prior to the competition starting. Each team then plays five games in a round-robin competition to determine league places for play-offs.
- The top 2 teams in each pool will play-off in the semi finals; 1st Pool A vs. 2nd Pool B and 2nd Pool A vs. 1st Pool B. The winners of these matches proceeding to the final and the losers competing for 3rd place.
- The 3rd and 4th teams in each pool will play off for 5th – 8th place and the teams who finish 5th and 6th in the pool matches play off for 9th – 12th.

9 Codes of Conduct

9.1 Players' Code of Behaviour

- Be a good sport and play for enjoyment.
- Strive for personal excellence
- Work hard for your team as well as yourself.
- Treat all team mates and opponents as you enjoy being treated yourself.
- Play by the rules.
- Cooperate with team and game officials.
- Control your behaviour on and off the field.
- Learn to value honest effort, skilled performance and improvement.

9.2 Parents' Code of Behaviour

- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- •Be courteous in your communication with players, teachers, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.

9.3 Spectators' Code of Behaviour

- Demonstrate appropriate social behaviour.
- Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.

9.4 Team Members' Code of Behaviour

As a team member

- Compete by the competition conditions and rules.
- Never argue with the Judge's, Referee's or Umpire's decision.
- Control your temper - no criticism by word or gesture.
- Work equally hard for yourself and your team.
- Going to bed at a reasonable hour will assist your own and your team's performance.
- Be a good sport. Encourage and support your own team members.
- Co-operate with your coach and team mates. Show respect for your opponents and their skills.
- Be friendly to all participants.

As a Guest in Hotels

- Check for any damage to premises on arrival and notify your team official.
- Keep your room tidy - make your own bed, help with chores.
- Do not leave the accommodation area without permission from the team manager.
- Be aware of which teacher is on supervision duty.
- Know where your team officials are staying.

9.5 Team Officials' Code of Behaviour

- Ensure that your behaviour at all times does not bring the name of "School Sport" into disrepute
- Avoid over-playing the talented players. All players need and deserve appropriate time
- Develop team respect for the opponents as well as for the officials and opposing coaches
- Compliment participants on their efforts
- Condemn unsporting behaviour
- Ensure that your behaviour is consistent with the principles of good sporting behaviour
- Refrain from criticism of or reaction to the umpire's/referee's judgement and decision
- Maintain a standard of dress appropriate to the presentation of the team
- Refrain from over-zealous coaching from the side-line.

- Refrain from smoking and consuming alcohol at any time while in the direct supervision of students.

Appendices

Safety and Security Check List

- Host schools should consider the following and forward as much information as is possible for attending schools.
- General Country Brief

Foreign Office http://www.fco.gov.uk Embassy Recommendations	
Local Police Involvement	
Private Security	

- Disaster procedures

Terrorism	
Earthquake	
Fire	
Natural Disasters / Bad Weather	

- Airport Procedures

Fast track	
Welcome arrangements	
Hotel transfer (marked buses, escorts)	

- Hotel

Address	
Tel/fax	
Website	
Email	
Security (normal and extra measures)	
Room Arrangements (wings/floors/keys/cards)	

- Identification

Host school members	
Competitors	
Staff	
Supporters	

- Sports Venues
- Name, address, contact numbers, facility description, transport and security arrangements.

Venue 1	
Venue 2	
Venue 3	

- First Aid Arrangements

At the Hotel	
At Sports venues	
Hospitals	

School-Risk Assessment Exemplar

- An example of Risk Assessment for BSME Junior Games

Hazard	Risk	Risk Level	Control measure	Additional Action
1. Sports Events	a) Dehydration	High	<ul style="list-style-type: none"> • All carry water bottle • Students to drink at regular intervals • Extra water 	<ul style="list-style-type: none"> • Isotonic drinks • Rehydration salts
	b) Sunburn	High	<ul style="list-style-type: none"> • Wear hat • Apply / reapply sun cream. • UV sun tops at poolside • Stay in shade when possible • Use umbrellas for shade 	<ul style="list-style-type: none"> • First aid kit
	c) Damage to feet	Low	<ul style="list-style-type: none"> • No bare feet • Treat blisters early • Wear activity appropriate footwear 	
	d) Injury	High	<ul style="list-style-type: none"> • First aid kit carried • First aid posts at all events • All accompanying staff First Aid qualified 	<ul style="list-style-type: none"> • Medical insurance
	e) Exhaustion	Medium	<ul style="list-style-type: none"> • Staff to monitor students • Adapt schedules / teams if required 	

2. Illness due to food/drink	a) Tummy bugs	Low	<ul style="list-style-type: none"> • All food freshly prepared • Bottled water at all times • Don't drink tap water 	
	b) Not eating (don't like local food etc.)	Low	<ul style="list-style-type: none"> • Staff to monitor • Special diets listed, provided for 	
	c) Poor hygiene	Medium	<ul style="list-style-type: none"> • Wash hands/carry wipes • Regular showers (monitor) • Medical kit 	
	d) Allergies	Medium	<ul style="list-style-type: none"> • Leader carries medical histories, contact numbers; staff in charge to be familiar with special cases • medical kit carried 	<ul style="list-style-type: none"> • Medical insurance plans to operate
	e) Avian Flu-flu potentially leading to death	Low	<ul style="list-style-type: none"> • No planned travel to areas where intensive poultry is taking place • No handling of domestic poultry to be allowed • No visiting markets in which livestock is sold 	

3. General movement/ transportation	a) Road accident	Medium	<ul style="list-style-type: none"> • Staff to be alert to general road worthiness of transportation and refuse to use vehicles provided if concerned 	
	b) Students missing	High	<ul style="list-style-type: none"> • Students assigned to small groups (c8) with staff in charge • Groups mustered at checkpoints and all stops 	
	c) Loss of passport/tickets	High	<ul style="list-style-type: none"> • Group leaders hold passports, except for immigration procedures • Passport details listed and carried • Passports in hotel safe, when available. 	

4. Shopping at Shopping Mall	a) Crossing busy road	Medium	<ul style="list-style-type: none"> • Explain risks, need for caution • Use crossing and wait for traffic to stop • Keep in groups • Staff always close by 	
	b) Getting lost	Low	<ul style="list-style-type: none"> • All to know name of hotel (and way back) – next door to hotel • Move in small groups, at least 3 • Stay on in shopping complex – can not go outside • Meet together (with staff) at regular, fixed intervals 	
	c) Undesirable adults, etc	Low	<ul style="list-style-type: none"> • Limit time given in unsupervised groups • Establish safe waiting/meeting point • Warning reminders do not stop/speak with any strangers • Keep in groups of no fewer than 3 (not larger than 5) • Staff to monitor the shopping mall 	

5. Security	a) Kidnap	<ul style="list-style-type: none"> • No planned travel to areas where treat is known/advised to be present • Brief students, prior to travelling, about overt dress, jewellery, electronics etc... likely to attract attention when travelling in certain conservative areas • Seek out discreet areas for group to wait/meet etc... airports, public places, tourist spots • Regular staff checks. All present? • Students never to be alone when not supervised. Groups of 3-5 to be required • Always limit time given in unsupervised groups • Establish safe waiting/meeting point • Warning reminders do not stop/speak with any strangers • Keep in groups of no fewer than 3 (not larger than 5) 	
	b) Physical harm possible death or assault	<ul style="list-style-type: none"> • No planned travel to areas where treat is known/advised to be present • Brief students, prior to travelling, about overt dress, jewellery, electronics etc... likely to attract attention when travelling in conservative areas • Seek out discreet areas for group to wait/meet etc... airports, public places, tourist spots • Regular staff checks. All present? • Students never to be alone when not supervised. Groups of 3-5 to be required • Always limit time given in unsupervised groups • Establish safe waiting/meeting point • Warning reminders do not stop/speak with any strangers • Keep in groups of no fewer than 3 (not larger than 5) 	
	c) Communication and information	<ul style="list-style-type: none"> • FO advice to be sought and followed prior to departure • Group leader to establish, and maintain, good level of communication with head of school (SMS) • Staff to carry hand phones where possible and to exchange numbers with each other prior to trip 	