

GAMES' HANDBOOK

2005-2007

'The Friendly Games'



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1 Preamble**1.1 Purpose of the FOBISSEA Handbook**

- Provide the host Principal with the information essential to enable an informed decision as to whether the school is able to host the Games. When making this decision, it is important that the Principal has a thorough understanding of, and accepts the recommendations detailed in this FOBISSEA Games Handbook.
- Provide the Chairperson of the Committee responsible for organising the Games with a structure to help them with their planning.
- Provide the Games Co-ordinator with the information necessary to organise the sports competitions.

1.2 The Head's Working Group

The Working Group was established in response to a need to provide closer links between the FOBISSEA Heads and The Head of Physical Education (HoPE) Executive in order to provide clear recommendations for the future structure and organisation of the FOBISSEA Games. At October 2005 the Head's Working Group are:

Mr Nik Bishop	Alice Smith School, Kuala Lumpur
Mr John Gwynn Jones	St Christopher's School, Penang
Mr Michael Farley	The British School in Tokyo

1.3 The HoPE Executive

Officers are elective by the HoPE group for a two year period. At October 2005 the HoPE Executive are:

Chair	Mr Leighton Edwards	Taipei English School
Vice-chair	Mr Julian Barnsley	The British School in Tokyo
Secretary	Mr Dave Williams	International School of the Regents

1.4 Procedures for updating the Handbook

- The handbook will be reviewed annually at the September 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 can be submitted to the Secretary throughout the year.

1.5 Inquiries and Questions

Any and all inquires or questions regarding the organisation of sports competitions for Fobissea games events (competition format, teams, modifications, rules changes, etc) should be directed to the HoPE Executive.

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, appropriate and competitive environment

2.2 Objectives

- To make the Games accessible to children from Year 4 upwards
- 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 the all schools to be able to host by having sufficient the 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 FOBISSEA Games 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 a member of the Senior Management Team nominated by the Principal. The designated member of the SMT will chair a committee to organise all aspects of the event, working closely with the Games Co-ordinator to utilise the expertise of the school community to organise the event.

2.4 Eligibility

At Primary Level competitions are organised for students in Years 4, 5 and 6. Students will compete in their respective year groups. It is possible for students to play up to represent the year group above their own but students may not play down.

To accommodate a range of age cut-off dates across different schools in the Federation ages for groups are given a 15 month band from June 1st to August 31st of the next academic year. For example;

Primary Games 2005-6 (and 2006-7)

- Year 4: after – 31.8.96 (after- 31.8.97)
- Year 5: 1.6.95 – 31.8.96 (1.6.96 - 31.8.97)
- Year 6: 1.6.94 – 31.8.95 (1.6.95 - 31.8.96)

At Secondary Level competitions are organised by age group. Students compete at Under 13 years, Under 15 years and Over 15 years. Age is taken on August 31st in the year of the competition.



2.5 Games Schedule

Primary	May/June
Under 13	November
Under 15	February/March
Swimming	April/May

Over 15

August/November	November/February	February/May
Soccer	Basketball	Softball
Volleyball	Rugby / Touch	Netball

3 Essential Information for Host Schools**3.1 Key Facilities**

- Appropriate shared accommodation for all those comprising the official school parties.
- Suitable facilities for the sports competitions.
- 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 member of the Senior Management Team 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. The Principal should give adequate non-contact time.
- The committee to co-ordinate the various aspects of the Games will need to include people to take responsibility for the various aspects of the planning, under the direction of a Senior Manager. Roles may be:
 - 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
 - Sponsorship and promotion where appropriate
 - Media
 - The official Programme and official T-shirt
 - The Gala Dinner
 - Insurance
 - Sporting venues
 - Preparation of the facilities
 - Event Officials
 - Staff training
 - Medals and awards
 - Cultural and social activities 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 must complete a safety and security check (Appendix 12.1) and forward this information with Games Invitations to allow School Boards to make informed decisions when considering participation at any FOBISSEA sports event.

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 entirely by the participating 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 travelling to the games and 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 participation fee should include the cost of the following:

- Airport transfers and transport to and from the various venues
- Official programmes for all participants
- Any necessary trophies
- Medals / ribbons for first, second and third place in each event
- Participation Medals to all participants
- Official T Shirts to all members of the official school parties
- Lunches, snacks, drinks and ice on the competition days for all members of the official school parties
- Dinner at the Presentation Evening for all members of the official school parties
- 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

The participation fee should not exceed US\$250- (or the equivalent in local currency) and the host school should provide bank transfer details to participating schools.

3.6 Accommodation

The host school 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.

This information must be supplied 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).

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 issues 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.

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. 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.

The formal aspect of the evening should be very short and will include:

- Presentation of commemorative plaques to each participating school to be received by a student representative from each school.
- Presentation of any remaining awards
- Vote of thanks to the host school by a representative from the school organising the next games.



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 must be used to assist the host school and 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:

- Primary –four sports over three days
- U13 / U15 –three sports over three days
- O15 –individual sports over two days
- Swimming –full meet over two days.

4.2 Groups and Ceding

With groups appropriate competition will need to be arranged. The format of the competition will be determined by group size and time available for the competition. Where pools are used for competitions the Tournament director will aim to produce balanced groups.

4.3 Officials and Marshalling

- The Games of requires 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 Federation, 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.
- All participating schools will be expected to assist if requested to do so and it is important to bear this in mind when staffing arrangements are being made.
- In order to ensure officiating is of the highest standard, professional officials may need to be enlisted by the host school. The cost implications for this may need to be passed onto the participating schools.

4.4 Venues

The Tournament Director:

- Will work with the 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:

4.4.1 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 start of their event
- Races should be called in advance and athletes / swimmers ready ahead of time
- Lanes for each school should be rotated

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)
- If there is pressure on recording or timekeeping then you may need to reduce the timing to first 4 places only

Presentations

- Students should be escorted to the presentation area and awards presented as soon as possible after the event.

4.4.2 Team Sports

- Plenty of shade cover
- Access to water and ice
- Medical Centre
- Public address system
- Central timing system
- Results table clearly displayed

4.5 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.

4.6 Support to the Tournament Director

The host schools may wish to arrange a visit by representatives of the organising committees of the previous Games to their school in order to provide a personal de-brief.

In addition other experienced previous organisers are also available to provide support to schools as required.

The Tournament Director from the previous Games is expected to provide the following:

- A copy of the File containing information on the organisation of the Games including copies of all administration (hard copies and on disc). *This must be lodged with the Secretariat of FOBISSEA within six weeks following the date of the Games.*
- A copy of the de-brief notes. *Following the Games to the next host school (it is suggested that the host school provide all Team Managers with a questionnaire to complete and return in addition to the verbal de-brief that follows the Games).*

4.7 Awards

Awards should be presented on the day of the competition preferably straight after each event without stopping other events and must be organised in order that they do not interrupt the flow of competition.

Participation medals will be provided for all competitors taking part in the Games.

4.8 FOBISSEA Best Performances

- Best Performances must be updated each year and appear in the file supplied by the Tournament Director from the previous Games
- The Best Performances from the previous Games will be printed in the official programme.

5 Essential Information for Participating Schools

5.1 General Information

To ensure a successful Games all schools must play their part. 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 within each host's group should do everything possible to promote and support the event to ensure its success.

To ensure games are fairly priced participating schools must forward provisional numbers, confirm final numbers and inform hosts promptly of any subsequent changes to the participating party.

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

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 Accommodation Officer.

5.4 Insurance

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

5.5 Team Kit

- Participating schools must provide their students team representatives with a standard uniform. At U13, U15 and O15 this uniform must be numbered.
- Students must remove jewellery for all activities. The Team Managers are responsible for all personal belongings
- **Discrete** Sponsor's names may appear on the competition kit.
- Sponsor's names and logo's may be placed on the additional team travel items such as T-shirts and track-suits, towels and bags etc., although 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 will arrange for Parents to participate in the formal and social functions associated with the Games where possible and will arrange for schools to be charged a flat rate to cover all the costs.

- The participating schools are responsible for the co-ordination and collection of these payments to the host school.
- Participating school may wish to identify a Parent Co-ordinator from with their parent body to assist with their own planning.
- All accompanying parents are required to acknowledge the Codes of Conduct for Parents and for Supporters (Section 11).

5.7 Codes of Conduct

By attending a Fobissea 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 banned from the remainder of the Games. Any additional expense incurred will be the responsibility of the individual concerned. Further action may be considered against the school and by the school depending on the seriousness of the breach.

6 Primary Games

6.1 General Information

Schools are placed into performance related groups of 6. This is done to provide the children with an appropriate level of competition.

No school will be defined as overall winner.

Every three years schools overall performances will be evaluated and groupings maybe adjusted. Additional groups will be included as necessary when new schools are admitted to the Federation.

Group A	Group B	Group C	Group D
Alice Smith School Kuala Lumpur	International School Brunei	Garden International School Rayong	ABC International School Vietnam
Garden International Kuala Lumpur	Jerudong International School Brunei	International School of the Regents Pattaya	ELC International School KL
The British International School Jakarta	The British School Manila	St Andrews International School Bangkok	Kellett School Hong Kong
Harrow International School, Bangkok	Seoul Foreign British School	Taipei European School Taiwan	The British School Kathmandu
Bangkok Patana School	St. Christopher's International School Penang	International School of Penang (Uplands)	Kinabalu International School
Tanglin Trust School	The British School in Tokyo	British International School Vietnam	St John's International School Bangkok

6.2 Teams

Year groups' teams shall consist of 6 boys and 6 girls. A full team will consist of 36 children; 18 boys and 18 girls.

Team in groups A and B are expected to bring full teams to the Games.

6.3 Competition Format

This is a Year-group team competition organised for children in Years 4, 5 and 6 with children competing in athletics, soccer, swimming and Tee-ball.

- In athletics boys compete with boys and girls compete with girls except for the final event in both competitions which are whole team relays.
- Tee-ball is played with mixed teams.
- Soccer is played as a single-gender competition

Both soccer and Tee-ball may be played either as a league followed by play-offs or 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 = 4 points
- Draw = 2 points
- Defeat = 1 point

6.3.1 Tie Breaks

Soccer Competition

If teams have equal points the result of head to head is used to determine winner. If still equal:

- goal difference;
- goals scored;
- penalty shoot out.

In a knockout competition

- if time allows 5 minutes extra time, golden goal;

If still equal then best of 3 penalty shoot out, then sudden death.

Tee-ball Competition

- If teams have equal points at the end of the league, then the team that won the match between these teams shall be placed ahead.
- If there is still a tie most runs scored will be used to identify the winners.
- If teams are still level, then least runs conceded will be the winner

6.3.2 League System

Schools play five games in a round-robin competition to determine league places for play-offs.

- The top four teams will play-off; 1st vs. 4th and 2nd vs. 3rd with the winners of these matches proceeding to the final and the losers competing for 3rd place.
- 5th and 6th in the league may play to assist with groups for the following Games.

6.3.3 Pool System

Schools compete in two pools of three to determine places for cross-over play-offs as follows:

- 2nd Pool A vs. 3rd Pool B (Game 1) and 3rd Pool B vs. 2nd Pool B (Game 2)
- Winner Game 1 vs. 1st Pool B (Game 3) and Winner Game 2 vs. 1st Pool A (Game 4)
- Final: Winner Game 3 vs. Winner Game 4
- Third Place play-off: Loser Game 3 vs. Loser Game 4
- Losers from Game 1 and game 2 may play off to assist with groups for the following Games

6.4 Event Listings

Schools will enter two athletes, A and B, (with A being the better athlete) in individual events for both swimming and athletics.

Athletics

Athletes may enter a maximum of five events; all athletes must enter two events.

Track	Field
60m	High Jump
100m	Long Jump
600m (Y4 only)	3 Springs Jump (Y4 only)
800m (Y5 & Y6)	Standing Triple Jump (Y5 & Y6)
4x100m Relay	Tee-ball Throw
12x50m Relay	Two-handed Chest push Throw (Y4 & Y5)
	Shot Putt (Y6 only)

Swimming

All swimmers may enter a maximum of six events; there is no minimum entry requirement.

Group A		
Year 4	Year 5	Year 6
50m Back, Breast, Front (A and B)	50m Back, Breast, Fly, Front (A only)	50m Back, Breast, Fly, Front (A only)
50m Fly (A only)	100m Back, Breast, Front (A only)	100m Back, Breast, Front (A only)
200m Individual Medley Open (A only)		
4x50m Medley Relay	4x50m Medley Relay	4x50m Medley Relay
4x25m Freestyle Relay	4x50m Freestyle Relay	4x50m Freestyle Relay
300m Fun Relay	300m Fun Relay	300m Fun Relay

Groups B, C and D		
Year 4	Year 5	Year 6
25m Back, Breast, Fly, Front (A and B)	25m Fly, Back, Breast, Front (A and B)	25m Fly, Back, Breast, Front (A and B)
50m Breast, Front (A only)	50m Back, Breast, Fly, Front (A only)	50m Back, Breast, Fly, Front (A only)
100m Individual Medley (A only)	100m Individual Medley (A only)	100m Individual Medley, Freestyle (A only)
4x25m Medley Relay	4x25m Medley Relay	4x25m Medley Relay
4x25m Freestyle Relay	4x50m Freestyle Relay	4x50m Freestyle Relay
10x25m Tyre Relay	10x25m Tyre Relay	10x25m Tyre Relay

6.5 Awards

In the athletics and swimming team competitions points are awarded as follows:

- Individual Events: 1st 8pts, 2nd 7pts, 3rd 6pts, 4th 5pts, 5th 4pts, 6th 3pts, 7th 2pts, 8th 1pt,
- Relays: Double the individual points scored.

6.5.1 Individual Recognition

- In athletics and swimming ribbons will be presented for the first three places. Medals will be presented to each of the Year group teams finishing in first, second and third place.

6.5.2 Team Games

- In Soccer and Tee-ball medals will be presented for first second and third place in each of the year group competitions.

7 U13 and U15 Games**7.1 General**

The U13 / U15 will be competitions encompassing both individual and team sports. The competitions will provide participants with the opportunity to compete in athletics and two team sports. The competition should provide equal opportunities for both genders in both age groups.

Schools should be placed in group with a maximum of eight schools in each group to provide participants with an appropriate level of competition. Every three years schools overall performances will be evaluated and groupings may be adjusted. Additional groups will be included as necessary when new schools are admitted to the Federation.

Participants will compete in Athletics, Basketball and Soccer. Host schools may decide to offer Netball alongside Soccer where facilities and officials allow.

There will be a maximum of eight schools in each group. Competitions for each of the sports will take place over the course of a day.

No school will be defined as overall winner.

7.2 Teams

Team sizes are determined by the squad sizes for the sports being played. It is possible to bring separate squads for each of the sports although accommodation availability may result in host schools putting a cap of total numbers of participants.

Squad sizes are for all each of the sports at U13 and U15 are limited to a maximum of 10 individuals

7.3 Competition Format

Athletics will be an individual competition.

Soccer and Basketball (and Netball) may be played either as a league followed by play-offs or 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 = 4 points

Draw = 2 points

Defeat = 1 point

7.3.1 League System

Schools play five games in a round-robin competition to determine league places for play-offs.

- The top four teams will play-off; 1st vs. 4th and 2nd vs. 3rd with the winners of these matches proceeding to the final and the losers competing for 3rd place.
- 5th and 6th in the league may play to assist with groups for the following Games.

7.3.2 Pool Format

Schools compete in two pools of three to determine places for cross-over play-offs as follows:

- 2nd Pool A vs. 3rd Pool B (Game 1) and 3rd Pool B vs. 2nd Pool B (Game 2)
- Winner Game 1 vs. 1st Pool B (Game 3) and Winner Game 2 vs. 1st Pool A (Game 4)
- Final: Winner Game 3 vs. Winner Game 4
- Third Place play-off: Loser Game 3 vs. Loser Game 4
- Losers from Game 1 and game 2 may play off to assist with groups for the following Games

Where schools compete in groups of eight the top two teams in each pool will move to play cross-over semi-finals in a Cup competition and the bottom two schools in each pool will move to play cross-over semi-finals in a Plate competition.

7.4 Event Listings

Athletics

Schools may enter two athletes, A and B, (with A being the better athlete) in each event.

Track	Field
100m	High Jump
200m	Long Jump
300m / 400m <i>*U13 girls / boys</i>	Triple Jump <i>*U13 Boys only -6m Run-up</i>
400m	Discus
800m	Shot
1500m	Javelin
4x100m Relay	

7.5 Awards

Athletes will be awarded medals for finishing in the first three places.

In team sports medals will be awarded for first three places even when there are Cup and Plate competitions.

8 Over 15 Competition**8.1 General**

The O15 will be stand alone sports competitions over the course of the year. Competition entry is by invitation. Invited schools need to reply promptly with confirmation, or otherwise, of attendance.

Schools should be placed in group with a maximum of eight schools in each group to provide participants with an appropriate level of competition.

Competitions for each of the sports will take place over the course of two days

8.2 Teams

Team sizes are determined by the squad sizes for the sports being played. It is possible to bring separate squads for each of the sports although accommodation availability may result in host schools putting a cap of total numbers of participants.

8.3 Competition Format

The format of the competition will be determined by the host school and their access to facilities but a Pool competition with Cup and Plate finals is recommended.

8.4 Awards

Medals will be awarded for first three places even when there are Cup and Plate competitions.

9 Secondary Swimming Competition

9.1 General

This is a long course event (50m pool) and will run according to FINA Guidelines and over the course of two days. It is a team competition.

- A Meet Director will be appointed by the host school, which will oversee and have all final decision making authority.
- Invitations will be sent three months prior to the event with acceptances and numbers of participants forwarded to the host within two weeks of that date.
- The Hy-Tek 'Meet Manager' system is recommended for scheduling.

9.2 Teams

Number of students per age group team will be 12; six boys and six girls

- Under 13
- Under 15
- Open

A full team would consist of 36 children (18 boys and 18 girls). A swimmer can swim up an age group but must remain in that group for the whole meet.

9.2 Competition Format

- Starting blocks will be used
- False start rule will apply
- Where possible Time keeping should be done electronically with hand timing backup
- Stroke judges will be employed to check that all stroke are correct
- The maximum number of events for each participator is 6 including relays
- Events will be called well in advance and any late competitors will not be allowed to race
- Lanes for heats and straight finals will be allocated on personal best times. Lanes for other events will be allocated based on heat times. These time must be accurate as the system is dependent upon the integrity of coaches/teachers.

9.3 Event Lists

50m	Back, Breast, Fly, Front
100m	Back, Breast, Fly, Front
200m	Individual Medley Back, Breast, Fly, Front Medley Relay, Freestyle Relay
400m	Freestyle Freestyle Relay
800m	Freestyle

- Schools may enter up to two (2) swimmers per event.

9.4 Awards

- There will be heats and finals where necessary except for 800m freestyle where there will be a heat declared winner.
- Ribbons will be awarded for the first three finishers

9.4.1 Trophies

Points system for places will be dependent on number of lanes used.

- 1st 9, 2nd 8, 3rd 7, 4th 6, 5th 5, 6th 4, 7th 3, 8th 2 & 9th 1
- Double points will be awarded for relays.

Trophies awarded as follows:

1. Overall trophy
2. Best Under 13 Boys' Team
3. Best Under 13 Girls' Team
4. Best Under 15 Boys' Team
5. Best Under 15 Girls' Team
6. Best Boys' Open Team
7. Best Girls' Open Team
8. Highest individual points score boy
9. Highest individual points score girl

Where there is a tie for trophy points 5 & 6 more than one trophy will be awarded.

The first four trophies will be held for one year, engraved by the successful team and returned for the following year's competition.

10 Laws, Rules and Regulations**10.1 Athletics**

IAAF rules can be accessed at <http://www.iaaf.org/downloads/IAAFhandbook/>

General

- If competitors are entered in both a track and a field event or in more than one field event taking place simultaneously, the judges may allow them to participate in an order different from that decided upon prior to the competition.
- In throwing or jumping for distance no competitor is allowed to have more than one attempt recorded in any one attempt of the competition.
- In the field events each competitor may be allowed up to three practice goes and in all the events except high jump they will be allowed three attempts which go towards their best and final result.
- 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.

10.1.1 Primary

All events will take place under IAAF Competition rules with the following exceptions:

The Track**Shuttle Relay**

- x 50m shuttle relay will consist of 6 boys and 6 girls from each team. 6 girls to start at the starting end and 6 boys to face them.
- The team will run up and down the 50m straight shuttle style. The baton will be handed over to the next person round an upright pole.
- The receiving runner will be standing waiting to receive the baton with their arm round the back of the pole.
- The incoming runner will put the baton into their hand and the runner will then take the baton round the back of the pole before running on.

The Field

With the exception of the high jump all athletes will receive three attempts at field events.

High Jump

- The height of the bar will start where all competitors are capable of jumping. The height the bar raised between each round will also be geared to the ability of the competitors. The competitors shall be informed of this before the competition begins.
- Competitors have a maximum of seven jumps.
- 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.
- After the competitor has won the competition, the height to which the bar is raised shall be decided after the judge of the competition has consulted the wishes of the competitor.
- Ties for first place only shall be decided by counting back. The highest previous failure out of the competitors will be the winner. If there is still a tie then both competitors shall jump at the height last cleared.
- The judge will decide whether or not a jump is valid.

Standing Three Spring Jumps

- Start with both feet touching the line in a stationary position, with a simultaneous take off jump three times and landing three times.
- Measure the rearmost part of the body touching the ground on the third landing.
- Participants must wear training shoes.

Standing Triple Jump

- Athletes start standing with both feet together one step from the take-off line.
- Athletes use a one-step approach and take off with their toe up to, but not on the take-off line.
- The order of jumps is hop, step and jump.
- Measure the rearmost part of the body touching the ground.

Shot Putt (Y6 only)

- The shot shall touch or be in close proximity to the chin and the hand shall not be dropped below this position during the action of putting nor should the shot be brought behind the line of the shoulders.

Tee Ball Throw

- A run up will be allowed. Competitors must not step on to or over the throwing line or the attempt will not be counted.
- The throwing area will be on the field.
- The measurement will be taken from where the ball first lands and back to the line, but must land within the allocated zone.
- Over arm throw only.

Two Handed Chest Push Throw -size 4 basketball (Year 4 and 5)

- The competitor shall commence the throw from the stationary position with both feet up to the line.
- It is to be a push from the chest using both hands.
- The measurement will be taken from where the ball first lands and back to the line.
- If the competitor steps over the line, the attempt will not be counted.

10.1.2 Athletics U13, U15 and O15

All events will take place under IAAF Competition rules with the following exceptions:

Distances, weights and heights

For Youth athletics (http://www.boja.org/standards_common.htm) the following standards should be used:

	Under 13		Under 15		Over 15	
	Boys	Girls	Boys	Girls	Boys	Girls
Hurdles	75m (76.2cm)	75m (68.2cm)	80m (84.0cm)	75m (76.2cm)	100m (91.4cm)	80m (76.2cm)
Shot	3.25kg	2.72kg	4.00kg	3.25kg	5.00kg	4.00kg
Discus	1.00kg	0.75kg	1.25kg	1.00kg	1.50kg	1.00kg
Javelin	600g	400g	600g	600g	700g	600g

High Jump

- The height of the bar will start where all competitors are capable of jumping. The height the bar raised between each round will also be geared to the ability of the competitors. The competitors shall be informed of this before the competition begins.
- Competitors have a maximum of seven jumps.
- 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.
- After the competitor has won the competition the height to which the bar is raised shall be decided after the judge of the competition has consulted the wishes of the competitor.
- Ties for first place only shall be decided by counting back. The highest previous failure out of the competitors will be the winner. If there is still a tie then both competitors shall jump at the height last cleared.
- The judge will decide whether or not a jump is valid.

10.2 Basketball

Official FIBA rules can be accessed at <http://www.fiba.com/>

All games will be played under Official Basketball Rules with the following exceptions:

10.2.1 General

- Zone defence is allowed
- A player is allowed 4 personal fouls if the game time is less than 30 minutes
- A player is allowed 5 personal fouls if the game time is 30 minutes or longer
- If the game time is less than 30 minutes a team is allowed 3 team fouls per quarter or 6 per half before moving into foul trouble
- If the game time is 30 minutes or longer a team is allowed 4 team fouls per quarter or 7 per half before moving into foul trouble

10.2.2 Restarts

- The game starts with a tip off. All subsequent jump balls and period restarts start with alternate procession on the sideline

10.2.3 Overtime

- Should a game be level at the end of normal time then a period of 2 minutes over time will be played to determine the winner
- Should an extra period be required it will be “the next basket wins” which will be enforced to determine the winner

10.2.4 Shot Clock

- Although there is no official shot clock the 8 second rule does apply and teams are to be told to play within the spirit of a game of basketball without a shot clock. i.e. a team deliberately running the clock down well beyond the 24 second timing allowed should be penalised by the referees

10.2.5 Substitutions

- Substitutions can be made on any stoppage except that cause by a basketball being scored

10.2.6 Timeouts

- These should generally be restricted to 1 per half. However a second could be allowed in the knock out stages particularly in the cup semi final and final

10.2.7 Size of Ball

	U13	U15	O15
Girls	6	6	6
Boys	6	7	7

10.2.8 Scoring

- To ensure that the true spirit of FOBISSEA is maintained there should be a 30 point ceiling for the winning margin
- There should be a standard scoring sheet which all schools have copies of
- The scorers should be experienced and it the responsibility of the host school to ensure that the scorers have the experience necessary to score these matches



- Games need a visible scoreboard (could be a flip chart) and clock

10.2.9 Team Numbers

Team numbers should start at 4 with no ceiling number

10.3 Netball

IFNA rules can be obtained from <http://www.netball.org/>

All matches will take place under international rules.

10.4 Rugby 10's

IRB laws can be downloaded at <http://www.irb.com/Laws/>

All rugby matches will take place under IRB laws with adaptations for 10's as follows:

10.4.1 General Principles

Rules for the tournament shall follow the spirit of the Laws for Seven-A-Side, i.e.:

- a) The team that scores shall restart;
- b) All kicks at goal and at the kickoff shall be drop kicks;
- c) All infringements by a team taking a kickoff/restart shall result in a free kick to the opposition.
 - The scrum must have five players from each team at all times. However, if a team is reduced to fewer than 10 players for any reason, then the number of players of each team in the scrum may be similarly reduced. A team must not have fewer than three players in the scrum.
 - If a team elects to take a penalty kick at goal, a drop kick must be used and must be taken within 40 seconds of the nomination to kick at goal.

10.4.2 Composition of the Teams

Each team shall comprise ten players selected from a squad of up to 15 players who must all be registered before the start of play.

- Up to five players may be replaced during a game, either for injury or tactical substitutions. No replacement shall take place without the permission of the referee. The replacing player shall first report to the touch judge who will bring the replacement to the attention of the referee. A player who has left the field and been replaced, may not play again in that game, except if he has been replaced for a blood injury, or to replace a front row player if no other is available.
- A team which has less than 15 players because of injuries may borrow reserve players. They can borrow only players who have been registered prior to the event, from teams which have already been eliminated from the tournament, such teams being either in the same or lower level of the tournament (e.g. Cup, Plate or Bowl). A reserve player may only be used as a replacement in a match and only after all members of the team originally registered have been deemed unfit to play, and must be retained in that team for the remainder of the tournament unless he is injured.
- No persons shall enter the playing area during a match except medically trained persons who may enter at any time to tend to an injured player. Team members acting as water boys may enter the playing area during a stoppage in play but only with the permission of the referee. They should wear distinctive clothing to identify themselves.

10.4.3 Duration of Games

- The duration of all pool games and quarter-finals is ten minutes each half with a two-minute interval.
- Semi-finals are 12 minutes each half with a three-minute interval.
- Finals are 15 minutes each half with a three-minute interval.

In the event of a tie in a Cup, Plate or Bowl game and sudden-death extra time periods of five minutes are played. Teams will change ends without a break.

- The side that first kicked off will do so in the first period of extra time.
- Any subsequent kickoffs, as required, will alternate between the sides. The team that scores first in extra time will be declared the winner.

10.5 Soccer

FIFA Laws of the Game can be accessed at <http://www.fifa.com/en/index.html>

All matches will be played according to the Laws of the Game with the following exceptions:

10.5.1 Playing Area

	Primary	U13	U15	O15
Boys	20-27 m wide	Across half a	Across half a	Across half a
Girls	30-40m long	full sized pitch	full sized pitch	full sized pitch

- Penalty box will be determined by size of pitch
- Penalty box will be 2.5 times the goal width.

10.5.2 Goals

	Primary	U13	U15	O15
Boys	3.6 wide	3.6 wide	Full size	Full size
Girls	1.8 high	1.8 high		

10.5.3 Ball

	Primary	U13	U15	O15
Boys	4	4	5	5
Girls	4	4	5	5

10.5.4 Playing Equipment.

- Football boots (moulded studs are encouraged especially at Primary level) or suitable trainers depending on surface to be used.
- Shin guards are compulsory and must be covered by long socks.

10.5.5 Referees

- Referees must be provided by host school (or out-sourced)
- Linesmen are not vital on pitches of this size but if each team provided a linesman he could assist referee when ball goes out of play.

10.5.6 Duration of Game

This will obviously be dependent on the format of the competition, the number of pitches used, and number of teams in the competition.

Recommended minimum game time:

- Primary – 10-12 minutes with no half time.
- U13 – 20 minutes (9 minute halves, 2 minute half time)
- U15 – 20 minutes (9 minute halves, 2 minute half time)

Games should centrally timed.

10.5.7 Start of Play

- Teams will be told which way they are kicking at start of game.
- Kick off forwards
- Teams cannot score directly from a kick off.

10.5.8 Rules of the Game

- There is no offside
- Penalty kicks to be taken from the spot.

Primary

- All free kicks and corners are direct and opposition must be 3 metres away.
- Goal kicks to be taken anywhere inside penalty area Opposition must be 3 metres away and ball must leave penalty area for play to recommence.

U13, U15 and O15

- All free kicks and corners are direct and opposition must be 5 metres away.
- Goal kicks to be taken anywhere inside penalty area Opposition must be 5 metres away and ball must leave penalty area for play to recommence.

10.5.9 Substitution

- Subs can be made at any time from the half way line. Substituted player must leave the pitch before replacement goes on.

10.5.10 End of the Game

- Centrally timed if possible
- Compulsory line up and handshake to finish.

10.6 Softball

ISF rules can be accessed at <http://www.internationalsoftball.com/>

All softball games will take place under Official Rules with the following exceptions:

- Girls will pitch from 40 feet
- 15 foot commitment line from home plate
- No tag at home after the runner crosses the commitment line, force play only.
- 20 X 32 inch home mat must be used
- Girl's use 11 inch red stitch ball and boy's use a 12 inch red stitch ball
- The mercy rule will continue to be used in the interest of good sportsmanship and saving time.
- In case of time shortage the modifications should be as follows: First, move to a 1-1 count, second move to 5 innings.

The tie break situation will be:

- An average of runs allowed (scored against tied teams).

The second tie break will be

- Runs allowed against all teams. If the tie remains then the
- Tied teams will play a "one pitch" inning as described in the ISF rules.

10.7 Swimming

FINA rules can be accessed at <http://www.fina.org/>

Host schools should appoint a Meet Director. The Meet Directors' decision concerning inconsistencies between placing, times and the stroke judges' decisions shall be final.

All events will take place under international rules with the following exceptions:

10.7.1 Primary

All races will take place in a 25m pool into between 1.2 - 1.95m of water.

- Where the event is held across a 50m pool there may be no starting blocks and the side of the pool is level with the water. These events will be approximately 23m or multiples thereof. Swimmers can start in the water if they wish.
- Two timers will time each lane.
- Place judges will decide finishing positions for 1st, 2nd, 3rd and 4th places rather than using times. The times will be used for personal records only. Times will decide all other finishing positions.
- Lanes will be allocated well before the event.
- **Starting signal** is a hooter.
- In the event of a **false start**, a continuous siren will be activated.
- There may be **NO** false start rope.

Backstroke

Backstroke flags may be placed 5 m from each end wall of the pool (this may not be possible due to the fact that we are swimming across the pool – we are attempting to find a solution).

Sitting in the Tyre Relay (Car tyre size inner tubes)

10 x 23m sitting in the tyre relay will consist of 10 members of the team, 5 girls starting at the start line with 5 boys opposite them. The tyre starts on the side of the pool. The swimmer has to place the tyre on their **bottom**, they lower themselves into the water and paddle using their arms and kicking their legs in order to get to the other side. Once the swimmer in the tyre has reached the side of the pool the swimmer can get out and the next person can then get onto the tyre and go until the race is over. The finish will be judged when the first tyre with swimmer on it on the last leg touches the side of the pool. If a swimmer for any reason falls out they must not use the lane ropes to pull themselves in order to gain an advantage but climb back into the tyre and continue the race.

10.8 Tee-ball

TBAWA rules (original document) can be accessed at <http://www.tbawa.org.au/>

All Tee-ball games will take place under a modified version of these rules. The rules were modified for the following reasons:

Exception to Rules	Effect on Game
A soft-impact ball – Easton Softouch 9" Cloth Incrediball	No helmets No gloves / mitts
10 fielders	5 boys & 5 girls
10 batters	Boys / girls bat alternately
Whole team bats each inning	No three-out rules apply Last batter announced – no "Dead Ball" on last batter
All players on the team must play in every game	
Introduction of a 4.5M "Bunt Line"	Removes umpires judgment call on contact;
Introduction of a "Commitment Line" 5M from home and "Scoring Line" extending 1 st / Home base line	All plays at Home are Force plays Removes risk of collision at Home Removes need to remove Tee
2 innings games	Controls length of game

The general principles and spirit of the game are unchanged.

10.8.1 General Procedures

Tee Placement

- The Tee replaces home plate, it should be placed centrally between the batting boxes.
- The umpire shall be the sole judge of the placement of the tee.
- The batter shall be able to adjust the tee height as required.

Bunt Line

This will be marked 4.5m radius from Home Plate.

Scorers

The scorers must sit together behind the home plate and outside the dead ball lines, and must notify the umpire when:

- a batter bats or is about to bat out of order.
- the scorer shall notify the umpire and coaches when the 10th batter is approaching the plate.

Coaches

(a) When their team is batting, coaches are only allowed in the first and third base coach's boxes or team bench area. Coaches are permitted to assist and instruct a batter but must return to either the bench or Coach's Box before "Play Ball" is called. Coaches at 1st & 3rd base must remain inside the marked lines of the coaches' box during play. Should the coach move outside the lines of the box and interfere with play the leading runner shall be given out.

(b) When their team is fielding, all coaches must remain within the bench area. However, for the Year 4 team, a coach may take a position anywhere behind the line of the outfielders to direct play. If a live ball touches any such coach, or he/she physically assists the fielder, the batter shall be awarded a home run.

(c) A coach who, whilst in the coach's box, intentionally handles a batted/thrown ball, the umpire will call 'Time', dead ball. The outcome of that play to be decided in consultation by both the plate and field umpire.

10.8.2 Specifications

Diamond To Be Redrawn Showing Warm Up Circle, "Bunting Line" and "Commitment / Scoring Lines".

Diamond

- (a) Baselines: 15m
- (b) Dead Ball Line: 6.10m from Foul Ball Lines 6.10m radius from point of home plate
- (c) Pitchers Plate: as close to 14.02m from point of home plate
- (d) Batting Boxes: 1.83m x 1.22m 150mm from home plate closed across the top of box.
- (e) Coaches Boxes: 1.83m from Foul Ball lines.
- (i) A warm-up circle of 1m diameter shall be drawn with the centre point located 1.25m inside the dead ball line and 3m forward of home plate to the left and right of the batting boxes to allow the next batter to warm-up.
- (ii) Any live ball seen by the umpire to be entering the warm-up circle or the coaches boxes, the umpire will call 'Time' and the outcome of that play to be decided in consultation by both the plate and field umpire.

Ball

- (a) Tee-Ball (practice rubber baseball): under nines and all girls' age groups.
- (b) Easton Softtouch 9" Cloth Incrediball for all age groups.)

Tee

- (a) The tee must be of a similar construction to that listed in the back of this rulebook.
- (b) The dimensions of the tee shall be as per the back of this rulebook.

Bats

Maximum bat size for Tee Ball will be Length 86.4cm (28in), diameter 5.7cm (2¼ in)

10.8.3 Regulation Game

- A regulation matches will be two innings. If time constraints absolutely necessitate, Tournament Directors may move to one innings.
- Once an innings has commenced, it must be played to completion, that is, both sides must bat.

Exceptions to Rule 10.6.3: the only exception to this may be if weather etc requires time to be saved.

10.8.4 Commencement of Play

Commencement of Play

When the batter is in the batting box, the umpire calls: "Batter Up" then "Play Ball" for each batter and after every strike, foul, dead ball or when "Time" has been called.

10.8.5 Batting

Foul Balls

- (a) If the ball does not cross the "Bunt Line" it is a Foul)
- (b) If, in the umpire's opinion, the batter does not take a normal full forceful swing when striking at the ball.
- (c) Back foot movement. Refer 7.7 (a)
A foul ball is one which:
 - (a) settles on foul territory between home and first base and home and third base, without having touched a fielder in fair territory.

- (b) rolls or bounds past first or third base while on or over foul territory.
- (c) first lands in foul territory beyond first or third base.
- (d) touches a fielder or umpire standing in foul territory.

NOTE: (i) A ball that rolls or bounds over, or touches first or third base is a fair ball. (ii) At all times, it is the position of the ball (rather than the fielder) which determines a fair or foul ball, (iii) A batted ball should not be declared a foul until it touches the ground.

A runner is out if, and when, they pass the runner/s in front of them before such runner/s are given out.

Strikes

The batter is out after three strikes.

- (a) All foul balls are counted as strikes.
- (b) All full swings that fail to dislodge the ball are counted as strikes.

Thrown Bat

The batter shall be given out for disposing of the bat in a dangerous manner. (It is considered dangerous when the bat is disposed of in a way that would allow it to make contact with another person). The ball is dead and runners cannot advance.

Batting Line-up

(a) Though only 10 players may field at any one time, up to twelve (12) players may be listed in the batting line-up, with 12 to bat in any one innings. The batting order must alternate genders.

Batting Out of Order

(a) (i) a player's position in the batting order is fixed when they have completed their turn at bat. (b) When a batter is found batting out of turn, the umpire shall call time, nullify all play, including "outs" (unless it is the third out) which took place whilst the improper batter was at bat, by returning all runners to the bases where they were before the ball was hit by the improper batter. The proper batter then to take their turn at bat.

(c) (i) The rule shall apply from the call of "Play Ball" for the improper batter to bat, to the call of "Play Ball" for the next batter to bat. (ii) The improper batter becomes a legalised batter when "Play Ball" has been called for the next batter to bat. The next batter is then the batter named after the legalised improper batter.

Injured Batter

(a) An injured batter who has reached first base can only be substituted at first base after "Time" has been called.

(b) Any batter/ runner injured during a play may have a substitute runner at the base safely attained. In both cases the substitute must be the last batter who scored or was put out.

(c) A player with an injury that is bleeding or open MUST be removed from the game and treated. All contaminated clothing and equipment must be replaced or cleansed of blood prior to the player being allowed to resume play. The wound must be covered. If bleeding reoccurs and cannot be controlled, the player takes no further part in the game. (No penalty shall apply; the line up closes up until the player turns to or is removed from the game)

The Batter

(a) When the umpire calls: "Batter Up", the batter shall take a set stance in the batting box. From the call: "Play Ball", the batter is not permitted to reposition the back foot such that, in the umpire's opinion, the ball will be hit in an appreciably different direction. (Front foot

movement is permitted.) The penalty for each back foot movement is "Foul Ball" and one strike is recorded on the batter.

(b) If the batter hits before "Play Ball" is called, the ball is dead and no count is recorded on the batter.

Batting Out of the Box

When hitting the ball, the batter shall be out if, at the time of contact:

- (i) either foot is completely outside the batting box, (except the line nearest the pitcher) or,
- (i) any part of batter shall be credited with a home run. Such batter must still touch all the batter's foot touches home plate.

In both cases the ball is dead and runners may not advance. Batting out of the box can only occur if contact is made with the ball. No contact shall be counted as a strike.

Length of Innings

(a) At no time in the duration of the game shall anyone, that is, scorer, umpire, coach, manager, player or spectator make reference, by any verbal instruction or physical indication, to notify ninth batter is approaching. The Only exception will be when the Scorer will announce "Last batter - no dead ball".

Second strike on Ball at Tee

A batter is out when, after hitting a ball, his bat strikes the ball a second time in fair territory

Scoring

A runner scores one (1) run when any part of their body touches / crosses the "Scoring Line" before the fielding team tag Home.

10.8.6 Fielding

Fielders

Ten (10) fielders (5 boys & 5 girls) occupy the field and must field in orthodox fielding areas, approximately as shown below, while maintaining relative separation: Fielders should be reasonably set in their positions by the time the ball is hit.

E.g.: out fielders should not be in full flight when the ball is being hit

When the Ball is on the Tee

(a) The pitcher must be in contact with the pitching plate, and must be the only infielder inside the diamond when the ball is hit.

(b) The catcher must have their whole body to the side opposite the batter, outside, and behind, the back line of the batting box. Only an arm may extend forward of the back line but not into the batting box.

(c) No fielder, except the catcher, may be in foul territory.

(d) When, in the umpire's opinion, the offending fielder gains an advantage from a violation of (a), (b) or (c), the umpire shall call: "Dead Ball" and return all runners to their bases. On all occasions the umpire shall warn the offending player.

(e) Limited movement is permitted within their orthodox fielding positions for all fielders except pitcher and catcher, whilst the batter is coming to a set stance.

(f) A fielder may not deliberately remove any part of their uniform or equipment to stop a batted or thrown ball. If the ball is touched in this way: (i) The penalty is a home run to the batter.

When the Ball is hit

(a) When the ball is hit, play proceeds normally until the ball is held by any player in an infield position and all runners are in close proximity to a base. The umpire shall then call: "Time".

(b) Umpires should be aware of any attempt by batter/runner to force errors by suicide running or barging. Any advantage gained by this practice shall be nullified and the runner returned to the base before this occurred. Any out made shall stand. The umpire should at least warn any player they suspect might have committed this offence. In the more severe of cases where injury could occur, the umpire has the right to eject the player.

Catches

It is a catch if:

- a) a fielder takes possession in the hand or glove of a ball in flight and securely holds it, a fielder may not intentionally use any part of their uniform to help them gain possession.
- b) The fielder has made the catch, and drops the ball while in the act of making a second play / action.

Overthrows

Runners will be awarded the next base from where they were when any thrown ball crosses the Dead Ball Line. A base is not considered crossed till it has been touched.

Change of Fielder

Any player who is listed in the batting line-up may substitute for an injured fielder at any time, provided: "Time" has been called. A fielder so replaced may return to the field with the approval of the umpire at any time provided "Time" has been called and that only 10 fielders are on the field whilst play is in progress.

Fair ball

A batted ball that:

- a) settles within the diamond.
- b) bounds to the outfield.
- c) touches or bounds over first, second or third base.
- d) first falls on fair territory in the outfield.
- e) while over fair territory touches a player or umpire.

Note: All foul lines are in fair territory.

Unplayable Ball

Any batted ball that contacts a spectator, official or player on another diamond or is deemed to be 'unplayable' by the umpire will be a "Dead Ball". The batter and all runners will be awarded two bases, unless they have already exceeded that award at the time of contact, if so they will be awarded the next base. Players must have reached the base to be awarded the next one.

10.8.7 Substitution

Replacement of Player

Players may be officially substituted between innings however, the replaced player may take no further part in the game. The new player must take the substituted player's place at bat.

Injured Player

- (a) If an injury incapacitates a player, a coach may request the umpire's permission to remove that player from the batting line-up without penalty, except when less than 9 players remain, in which case rules 7.4(c) and/or 7.4(d) apply. Such player may not be permitted to re-enter the game.
- (b) An injured player not incapacitated, (i) With the umpire's approval, WILL be removed from the batting line-up for first aid treatment, and the line-up close up without penalty, except when

less than 9 players remain, in which case rules 7.4(c) and/or 7.4(d) apply. (ii) After treatment, with the approval of the umpire AND the person administering first aid, the player may return to the game in the same position in the batting line-up.

10.8.8 Base Running

Base Contact

- (a) The umpire shall not call: "Play Ball" until all runners are in contact with their bases.
- (b) No runner may leave their base before the ball is hit. When a runner leaves the base before the ball is hit, the umpire shall call: "Dead Ball", return all runners to their bases and warn the runner who left the base early. If the same runner offends again in the same innings, the runner shall be called: "Out".
- (c) Batter-runners are permitted to run through first base provided they return immediately to the base.
- (d) Runners are out if they display any intent to move towards second and are tagged while off base.
- (e) Batters, running to first base, must run the second half outside the diamond. If not and a play is made between home and first base, the batter/ runner will be called out.
- (f) When running bases, a runner must touch each base in order. If a runner misses a base, the fielder may appeal by holding the ball whilst in contact with the missed base. The appeal will be allowed only if the umpire has seen the runner miss the base and they are identified on the first appeal. Runners are not entitled to return to an occupied base. When re-touching bases runners must do so in reverse order.
- (g) Any runner may be put out on a play by being tagged, whilst off base, by a fielder. The tag consists of touching the runner with the ball or the hand or glove containing the ball. After the tag is made, the fielder must still have control of the ball.
- (h) A force play is one in which a runner legally loses the right to occupy a base by reason of the batter becoming a runner.
- (i) Runners are out if they leave the base before a batted ball is caught and they fail to re-touch that base before they or that base are tagged.
- (j) On any catch, whether a fair hit or a foul hit, whether in fair or foul territory, the ball is live and runners may advance at their own risk.

Contact by Coach

Batting coaches may not assist runners when in 1st or 3rd coach's boxes. Should the umpire consider the touching to be of assistance the runner shall be called out. Congratulation slaps are permitted, however, coaches must remain inside the lines of the coach's box.

10.8.9 Obstruction

Obstruction is the act of a fielder who, while not in possession of the ball and not in the act of fielding the ball, impedes the progress of any runner. If a fielder obstructs a base runner, the umpire shall invoke such penalty that will nullify the obstruction.

NOTE: Base runners must advance at least to the next base.

10.8.10 Interference

Interference on Batted Ball

If a runner interferes with a fielder whilst in the act of fielding a batted ball, the runner is out, the ball is dead, and no players may advance unless forced.

Interference on Thrown Ball

If a runner intentionally interferes with a fielder whilst in the act of fielding a thrown ball, the runner is out, the ball is dead and no players may advance unless forced.



10.9 Touch

Official FIT rules can be accessed at <http://www.internationaltouch.com.au/>

All games will be played under the Federation of International Touch Rules.

11 Codes of Conduct**11.1 Players' Code of Behaviour**

- Be a good sport.
- 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.

11.2 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, team officials, 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.

11.3 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.

11.4 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 - your team's performance will benefit and so will your own.
- 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.

11.5 Team Officials' Code of Behaviour

- Ensure that your behaviour at all times, whether at or away from the playing venue, 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 ability of opponents as well as for the judgement of 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.

12 Appendices

12.1 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	

12.3 School-Risk Assessment Exemplar

Tanglin Trust for FOBISSEA Games
Alice Smith School, Kuala Lumpur 2-5 Dec 2004

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 	

<p>4 Security</p>	<p>a) Kidnap</p>		<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 Asean 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) 	
	<p>b) Physical harm possible death or assault</p>		<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 Asean 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) 	
	<p>c) Communication and information</p>		<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 	