The COBIS Games Handbook – 2017 Primary Games

Introduction

The COBIS Games were introduced by John Bagust, Head of Primary Schools for the Prague British School (PBS) with the inaugural COBIS Games taking place at PBS in May 2012. In May 2014 a COBIS Games for secondary school aged students was introduced.

The COBIS Games aim to provide COBIS students with an opportunity to participate in a safe and competitive, international sporting event that is open to all COBIS member schools. The objectives are:

- To make international competitive sport accessible to age-appropriate students in Years 5 and 6.
- To ensure equal opportunity and participation to both boys and girls.
- To ensure the Games provides 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 ensure as many COBIS schools are able to participate in the Games as is possible by keeping costs as low as possible.

Definition of a School Team / School Party

An official School Team consists of the participating students and school staff that are designated to look after the students (14 students; 7 boys and 7 girls and 2 or 3 teachers). All other people travelling with the team will be considered to be spectators or supporters and part of the School Party.

Eligibility and Student Numbers and make up of a School Team

- Each school must enter 14 competitors: 7 boys and 7 girls.
- The COBIS Primary Games are organised for students who attend a COBIS school and are registered in Year 5 or Year 6 and are officially of Year 5 or Year 6 age.
- For the 2017 Games, only students born between 1 September 2005 and 31 August 2007 may be entered into the School Team.
- Teams should be accompanied by a minimum of 2 members of staff – one of each sex.

Number of Participating Teams

As the COBIS Games have grown, so too has the number of schools entering. Last year 20 schools entered, this year a minimum of 18 and a maximum of 24 schools can enter. The final list of schools will be uploaded to the COBIS website – cobis.org.uk/prigames.
Safety and Security

The care and well-being of students and staff is a high priority and the host will do all they can to ensure participants safety. To this end, the host will complete a safety and security check of each facility used in the Games.

The safety of all students ultimately lies with their accompanying teacher.

Participation Fee

Each participating school has to pay an entry fee.

The fee is determined by the host in agreement with COBIS, based on the total budgeted costs of the Games and divided by the number of participating teams. The entry fee does not include any transport to the hosting country. The fee includes a fee of £250 for each participating school, which is payable to COBIS.

The participation fee includes the cost of the following:

- Transport to and from the airport.
- Internal transport to and from venues, from the accommodation.
- Official programmes / marketing materials.
- Trophies / Medals for first, second and third place in each event.
- Lunches, snacks and drinks on the competition days for all members of the official school parties.
- Expenses incurred as part of any joint social or cultural programmes, including the Opening and Closing Ceremonies.
- Essential costs required to support the COBIS Games and associated activities.
- Hire of facilities, medical / ambulance attendance, portable toilets, payment of officials, bottled water, sound systems, ID bracelets etc.
- Accommodation for the school team.

Accommodation

Stantonbury Campus has sourced accommodation for the COBIS Primary Games. All teams will have their requirements met as much as can be with the rooms we have. All students will be placed close to a teacher from their school of the same gender.

Transportation

Transport to the host country is the individual responsibility of all participating schools. Any participating schools flying to the Games should inform COBIS their flight details as soon as possible. School teams should fly to Heathrow or Luton airports to take advantage of the arranged transport to and from the airport.
Each school will be provided with information on the arrangements for bus allocation as well as pick-up and collection arrangements by COBIS prior to arrival.

The size of the bus provided will be big enough to transport the official team only. If required, teams will be asked to share a bus. The supervision of students on the bus is the responsibility of the staff in charge of each school team.

The host will ensure that transport complies with health and safety regulations of the host country. Seatbelts will be provided on all official team transportation.

**Supporters and Spectators**

The participating school may choose to bring supporters and/or spectators to the COBIS Games. COBIS should be informed of the number of these people before the commencement of the COBIS Games.

Spectators and supporters are invited to the sporting events and the Opening Ceremony if there is sufficient space. An additional cost for spectators may be made by the host should the number of spectators be larger than planned for. Spectators are not included in bus hire arrangements.

**Venues**

The host will locate suitable venues and will complete a risk assessment to ensure venues are suitable and safe. Each of the participating schools will be allocated a team base at each venue. This base will be clearly labelled. The host will prepare the venues for the competition, which will include:

- a first aid post.
- sufficient room for all spectators.
- adequate toilet facilities.
- a refreshment area.
- communication and official referee area.

**Officials and Marshalling**

The Games requires a considerable number of officials. For some hosts with minimum specialist support, this aspect of the organisation of the Games can be very daunting. To help alleviate the strain on the host and to share the experience, each visiting school may be asked to provide help with officiating at the Games. Details will be supplied by the host 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.

**Initial Meeting for Team Leaders of Participating Schools and Officials**

A meeting will be planned by the host for the leaders of all participating schools and other officials. This will take place prior to the tournament beginning at a pre-determined location. The meeting will go through
all necessary logistical aspects of the Games as well as a chance to address any last-minute questions or issues. The host will endeavour to communicate all rules and regulations prior to the participating teams’ arrival.

Awards / Trophies

Awards and trophies should be presented on the day of the competition, without stopping other events, and must be organised so that they do not interrupt the flow of competition.

- Each event has its own trophy and medals, which need to be bought by the host.
- Trophies and medals should be engraved with the minimum of ‘COBIS Games 2017’.
- These event trophies may be kept by the winning schools.
- The COBIS Games Champion’s trophy will be awarded on the final day of events. This trophy is held by the winning school for one year only and is returned at the opening ceremony of the next COBIS Games.

Event Results and Best Performances

All results will be recorded by the host and communicated to spectators and team members as quickly as possible during each event. The total points carried to the COBIS Games Champion’s Trophy (see COBIS Daily Championship Points) also need to be made available. All event results as well as best performances (tournament records) will be sent to COBIS where the information will be displayed on the COBIS website. These will be updated each year and should also appear in the official programme.

Essential Information for Hosts

The following points are in addition to the information in this handbook:

- The COBIS Primary Games rules and format, as directed in this handbook, is written and maintained by COBIS and as such all major decisions or changes affecting any aspect of the Games need first to be discussed with COBIS.
- Once a Games has been ‘awarded’, the host should communicate actions to participating schools as soon as possible.
- One person will be appointed as the host ‘lead’ for all communications to COBIS and participating schools; emails and telephone calls should be responded to fully within three working days.
- The dates of the COBIS Games are set by COBIS in agreement with the host.
- COBIS will support the host to secure sponsorship.
- The host is responsible for liaising with venues (if not hosted in school), restaurants and hotels.
- Branding of COBIS Games collateral and marketing materials must be agreed by COBIS and in line with COBIS corporate identity guidelines. Host logos are to be promoted on associated marketing materials.
- COBIS is responsible for promoting the COBIS Games to COBIS schools and the process by which schools can register their interest to participate.
• COBIS is responsible for processing all COBIS school team bookings, for raising invoices and for collecting payment.

• An official programme should be arranged by the host and should include the following at a minimum:
  - An introduction to the host.
  - A paragraph from the CEO of COBIS.
  - A photo and paragraph about each participating team.
  - The programme of events.
  - COBIS Games previous winners.

• The host is responsible for the purchase of the 3 event trophies as well as medals for 1st, 2nd and 3rd in all events (see below section on medals and trophies).

• The host must also purchase COBIS Champions medals for 1st, 2nd and 3rd places.

• The host also needs to purchase a ‘Fair Play’ trophy, which is awarded in the closing ceremony. All these trophies and medals are kept by the participants.

• The COBIS Champions trophy has already been purchased by COBIS and is held by the COBIS Games Champions for one year only.

• An opening ceremony will be organised for the first event day. All participating schools and supporters are invited. The Opening Ceremony can be planned as the host wishes, but must include:
  - All participating school teams to walk with their school flags onto the field of ceremony before the Games are officially opened.
  - Teams to walk in alphabetical order (country they are from) except: The Prague British School (as original founders of the COBIS Games) always go first.
  - The previous winning COBIS Games Team are invited to put the COBIS Games trophy on the podium.
  - A member of the COBIS Board or Head Office team, or person appointed by COBIS, to officially open the Games.

• The Games must have 3 days of events, with a separate event on each day. Swimming, athletics and football (5-a-side) are the 2017 events.

• The overall standings (places and points) of each school must be given at the end of each event day.

• A Closing Ceremony must be organised that includes at least the following:
  - Presentation of the ‘Fair Play’ trophy.
  - Presentation of overall 3rd, 2nd and 1st place of the COBIS Games and presentation of the medals and COBIS Games trophy.
  - Thanks to the host and official closing of the COBIS Games by a member of the COBIS Board, Head Office team, or person appointed by COBIS.
  - Refreshments / social event that are open to all competing teams and spectators. (Spectators may need to be charged extra for this.)
Essential Information for Participating Schools

This information is additional to the rest of the information in this handbook.

- 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 COBIS.

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

- Participating schools must arrange prompt payment of invoices by the dates specified.

- Participating schools should ensure enough time is given for participation in the Opening and Closing Ceremonies when booking flights.

- Insurance of individual participants is the responsibility of each participating school and a policy must be taken out and purchased.

- Participating schools must provide their students with a standard kit.

- Students must remove jewellery that may cause an accident for all activities. The lead teacher is responsible for all belongings.

- The host will arrange for parents to attend the event days associated with the Games where possible. However, parents will be responsible for any costs involved.

- All accompanying parents and supporters are required to acknowledge the Codes of Conduct for Parents and for Supporters.

Athletics Events Information

- Track events for girls and boys will be: 75m, 150m, 600m, 1,200m and 4x100m relay.

- Field events for boys and girls will be: javelin, long jump and high jump. All rules and equipment used should be in line with the English Schools Athletics Association and UK Athletics.

- Students can wear trainers or athletics spikes.

Primary Athletics Rules

- Every team member is expected to take part in a minimum of 1 track and 1 field or relay event.

- Each team member must take part in two events (unless injured).

- An athlete can take part in a maximum of 3 individual events and the relay, of which a maximum of 2 may be track events.

- Each school may enter 2 members per event i.e. an A and a B runner.

- All races will start with a standing start or crouched start; no blocks are to be used.

- In the relay race, a 20m change-over area will be marked out for each team. The baton must be exchanged within this area. Failure of the baton being exchanged in this area will lead to a disqualification of the team.

- For track events, the eight fastest times (75 metres race) and six fastest times (150 and 600 metres and the relay) recorded during heats will go into the final.
Javelin
- The javelin used will be a vortex howler.
- For the javelin, the thrower must release and follow through behind the throw line. Any step over the throw line will result in a foul and the distance will not be recorded.
- Throwers will take three throws; there will be no final, with the longest throw determining the winner.

Long Jump
- The jumper may take a run up of 7-9 strides.
- For the long jump, the jumper must take off from the board, which will be 20 centimetres wide and level with the ground. If any part of the jumper’s foot goes beyond the board, the jump will be declared foul, with no distance recorded.
- Jumps are measured from the nearest impression made in the sand, to the board, by any part of the jumper’s body. In the long jump, no distance will be recorded if the jumper lands on one foot or walks back through the sand.
- Jumpers will take three jumps; there will be no final, with the longest jump determining the winner.

If the javelin or long jump events are tied, the second-best performance will determine the winner.

High Jump
- The jumper may take a run up of strides equal to their age in years, e.g. a nine-year-old may take 9 strides, whereas an 11-year-old may take 11 strides.
- For the high jump, a successful jump will be recorded if the crossbar remains in place when the jumper has left the landing area. No jump is recorded if the jumper takes off on two feet or they knock the bar off.
- Competitors may choose to jump or pass at their discretion once a height is announced by officials.
- Three consecutive missed jumps will eliminate the jumper from the event.
- There is no high jump final; jumpers will continue through the heights until there is a winner.
- If the event is tied, the winner will be determined by the lowest number of failed jumps.
- Minimum entry height will be 50 cm, the height will then be raised to 75 cm, 1.00 m then in increments of 10 cm.

Athletics Officials
- 1 x Race starter “On your marks, set” and then a whistle or starting pistol will start the race.
- A whistle / second whistle will indicate if a false start has occurred. Only the starter has the power to decide if the start is fair. The starter has the power to disqualify an athlete for 2 false starts.
• A minimum of 6 x Lane officials / timekeepers: they will be stationed at the finishing line of each lane. They will be required to record the runners’ time in their assigned lane and also oversee any lane violations.
• 2 x Chief Timekeepers: 1 official shall take all the recorded times from the timekeepers and relay this information back to a second official at the results area. The second official will record this information and schedule the semi-final and final races. They will also record any points achieved.
• For the javelin, long jump and high jump, a minimum of 2 x officials shall be stationed at each event. 1 official will oversee the approach and the second will record the distance/height achieved.

Football Information

• Boys and Girls will compete in separate tournaments. Teams will be 5-a-side with 2 rolling substitutes (all team members are required to play at least half a match in each group stage).
• Pitch size will be 30m (length) x 20m (width), with a 3.66m x 1.83m goal.
• A size 4 football will be used.
• The Girls and Boys events will be split in to pools to play a round robin league followed by a knock out.
• Games will be 6 minutes per half, with a strict 90 second half time break.
• All Games will be centrally timed.
• The group format may alter to take into account the number of teams participating in the Games.
• The pitches are AstroTurf and students may wear moulds or trainers to take part.

Football Rules

• All matches are 5-a-side with 2 rolling substitutes (all team members are required to play at least half a match in each group stage).
• The rules throughout the whole event will include regular throw-ins, corner kicks and goal kicks, but each foul will be given as direct free kick; walls must be a minimum of 5 steps back, at the referee’s discretion.
• No offside rule.
• The goalkeeper cannot be changed in the middle of a match or in the event of penalties, unless an injury occurs.
• There will not be a height restriction on passes.
• Pass backs are not allowed but the keeper may kick the ball.
• If 2 teams have the same number of points at the end of the group stage, then the winner will be decided on the result between those two teams. If both teams draw, then goal difference will decide who is successful. If still equal, then the team that has scored most goals will be successful. If the teams cannot be separated at this point, then a sudden death penalty shoot-out will be taken.
- If any semi-final, final or position decider ends in a draw then the game will be decided by sudden death penalties.
- A goalkeeper’s area will be marked out. Any foul inside this area will result in a penalty.

**Swimming Information**

- The pool has 6 lanes.
- Each school may put forward 2 swimmers per individual event (2 boys and 2 girls) and 4 swimmers per relay (4 girls and 4 boys).
- Every team member must compete in at least one event and no more than three events; if a student is taking part in three events, at least one of these must be a relay.
- The individual races will be 50m (the pool is 25m and appropriate turns will be required).
- Relays will be 4 x 50m.
- Races for boys and girls (separate) are:
  - 50m backstroke
  - 50m breaststroke
  - 50m freestyle
  - 50m butterfly
  - 4 x 50m freestyle
  - 4 x 50m medley
- Freestyle, butterfly and breaststroke start with a dive, backstroke and the medley relay will start in the pool.
- Freestyle can be swum in any stroke.
- Medley must be swum in the order: backstroke, breaststroke, butterfly and freestyle.
- Stroke judges will be present to ensure correct dive and stroke technique – disqualification will occur if these are not done correctly. Please note a screw kick in breaststroke will lead to disqualification as will an incorrect kick for butterfly.
- All starts from the shallow end (during relays) will start in the water.
- Correct touches and turns must be made to avoid disqualification:
  - Breaststroke and butterfly must use a 2-handed touch turn
  - Front Crawl must use a tumble or touch turn
  - Backstroke must use a tumble or a touch turn, done on the back.
- The fastest 6 times from the heats will advance to the final.
- The fastest 6 times from the relay race heats will advance directly to the final.

**Officials/Referees for Swimming**

- 1 x Starter / Stroke Judge: they will indicate to the swimmers to set up, start the race and indicate if a false start has occurred. The starter has the power to disqualify a swimmer for 2 false starts (including early starts in relay races).
- 6 x Timekeepers: they will be stationed at the finishing point of each lane. They will be required to record the swimmers’ time in their assigned lane and oversee any lane violations. Officials for the relay race will be used at both ends of each lane.
Points / Scoring System for Primary Games

**Athletics**

- For field events, the scoring system will be as follows:
- For track events, the scoring system will be as follows:
  1st position – 100 points; 2nd position – 90 points; 3rd position – 80 Points; 4th position – 70 Points; 5th position – 60 Points; 6th position – 50 Points (for 75m: 7th position – 40 Points, 8th position – 30 Points), with the remaining points being distributed based on times from the heats.
- All relays will score double points.
- All scores will be totalled at the end of the competition to rank all teams (boys and girls combined).
- The winning team will be awarded 170 points, descending to the lowest scoring team on 10 points. Please see COBIS Daily Championship Points.
- An overall team trophy will be awarded to the 1st, 2nd and 3rd placed schools after boys and girls scores have been combined.

**Football**

For both boys and girls tournaments the scoring system will be:

- Tier 1 – Winner; 120 Points
- Tier 1 – Losing Finalist; 110 Points
- Tier 1 – 3rd Place; 100 Points
- Tier 1 – 4th Place; 90 Points
- Tier 1 – Quarter Finalists; 80 Points
- Tier 2 – Winner; 70 Points
- Tier 2 – Losing Finalist; 60 Points
- Tier 2 – Semi Finalists; 50 Points
- Tier 2 – Quarter Finalists; 40 Points
- Tier 3 – Winner; 30 Points
- Tier 3 – Losing Finalist; 20 Points
- Tier 3 – Semi Finalists; 10 Points
- Tier 3 – Quarter Finalists; 5 Points

- Boys and Girls tournament scores will be combined to have an overall Football Winner, runner up and 3rd position.
The winning team will be awarded 170 points, descending to the lowest scoring team on 10 points. Please see COBIS Daily Championship Points.

An overall team trophy will be awarded to the 1st, 2nd and 3rd placed schools after boys and girls scores have been combined.

Swimming

- For individual events, the scoring system will be as follows:
  - 1st position – 100 points; 2nd position – 90 points; 3rd position – 80 Points; 4th position – 70 Points; 5th position – 60 Points; 6th position – 50 Points, with the remaining points being distributed based on times from the heats.
  - All relays will be awarded double points.
  - All scores will be totalled at the end of the competition to rank all teams (boys and girls combined).
  - The winning team will be awarded 170 points, descending to the lowest scoring team on 10 points. Please see COBIS Daily Championship Points.
  - An overall team trophy will be awarded to the 1st, 2nd and 3rd placed schools after boys and girls scores have been combined.

COBIS Champions Daily Championship Points

All schools at the end of each day will receive ‘COBIS Champions points’. These scores are based on 24 teams:

1st position - 170 points
2nd position - 160 points
3rd position - 150 points
4th position - 140 points
5th position - 130 points
descending to...
17th position - 10 points

The Championship Points gained from each day’s events will then be totalled to rank all participating schools.

In the event that two schools finish with the same points after 3 days then the school who has won the most events / highest placed will be awarded the Champions trophy.

Medals and Trophies

Athletics and Swimming

In each athletics and swimming event the competitors who finish 1st, 2nd and 3rd in each final will receive Gold, Silver and Bronze medals at the presentation at the end of the day’s competition. Trophies will
also be given out to the top three schools with the most points in both swimming and athletics, which will be a combination of Girls and Boys scores.

**Football**

Medals will be given out to the team members of 1st, 2nd and 3rd placed schools. Trophies will also be given out to the top three schools with the most points, which will be a combination of Girls and Boys scores.

**COBIS Champions**

At the end of the 3 days, the overall points will be added up and the schools in 1st, 2nd and 3rd place will each be awarded medals, with the winner being awarded the COBIS Games Champions trophy.

**COBIS 'Fair Play' Award**

This will be awarded to the school that over the 3 days of competition has competed with the best spirit, sportsmanship and camaraderie.

Team coaches from each school will be able to cast 1 vote each, per sport, as to who should win this trophy. Schools will be asked to cast a vote at the end of each day. This award will be presented before the COBIS Champions medals / trophy in the closing ceremony. Votes may be deducted for team officials, players or spectators/parents who are in breach of the COBIS Codes of Conduct.

**Codes of Conduct**

By attending the COBIS Games, individuals agree to abide by the Codes of Conduct as outlined below. There are codes for players, spectators, parents, team members and team officials. Participating schools must ensure that all athletes, coaches, spectators and parents have read and acknowledged the relevant codes. Should spectators, teachers, team members break these codes of conduct, there may be consequences, including but not limited to the individuals involved not being able to attend in future years.

**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, as specified in the rules.
- Develop team respect for the ability of opponents as well as for the judgment 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 judgments and decisions.
- Maintain a standard of dress appropriate to the presentation of the team.
- Refrain from over-zealous coaching from the side-line.
Parents’ Code of Behaviour

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

Players’ Code of Behaviour

- Be a good sport.
- Play for enjoyment.
- Strive for personal excellence
- Work hard for your team as well as for 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.
- Do not show any dissent.
- Respect the school buildings and its contents.
- Do not disturb others after lights out.
- Keep your living space tidy in your boarding house.

Parents’ Code of Behaviour

- Encourage participation by your (and all) children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous in your communication with players, team officials, game officials, sport administrators and other parents.
- Encourage honest effort, skilled performance and team loyalty.
- Make all other parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.
- Respect the officials and team leaders; if they ask you to do something, please do so.

Spectators’ Code of Behaviour

- Demonstrate appropriate social behaviour. Remember children play for enjoyment.
- Do not 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.
- Respect the officials and team leaders; if they ask you to do something, please do so.

Team Members’ Code of Behaviour

- Compete by the competition conditions, rules and the spirit of the Games.
- Never argue with the judge’s, referee’s or umpire’s decision.
- Control your temper; there should be no criticisms 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.

Breach of the Codes

Team Members
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 and future events. 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.

Changes to the Programme or Rules

COBIS has the right to make changes to the programme, rules or any other aspect of the COBIS Games as it deems fit and or necessary for clarity or safety. Any changes will be communicated to all participating teams at the same time for fairness.

Evaluation of Games

Each time the Games takes place, lessons are learned both from the aspects that have gone well and those that can be improved upon. This evaluation process must be used to help the host of the next Games.