





Games Handbook

Introduction

The COBIS Games were introduced by John Bagust, who at the time was Head of Primary Schools for the Prague British School (PBS). The inaugural COBIS Games took place at PBS in May 2012. Two years later, in May 2014, a COBIS Games for secondary school aged students was introduced. The COBIS Primary and Secondary Games are now held in alternate years.

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 of the COBIS Secondary Games are:

- To make international competitive sport accessible to age-appropriate students in Years Seven and Eight.
- 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 possible by keeping costs as low as feasible.

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Host School

COBIS is delighted that The British School of Brussels will be hosting the 2020 Secondary Games in Belgium. It takes a tremendous amount of hard work to host a successful Games and COBIS is grateful to the team at The British School of Brussels for their dedication so far.

Information about the host school can be found on their website: www.britishschool.be.

COBIS works in close partnership with host schools to advise on things like budget, running order, safeguarding, logistics and rules to ensure an affordable, safe and enjoyable Games.

Definition of a School Team

An official *school team* consists of the participating students and school staff that are designated to look after the students (**16 students**; **eight boys and eight girls** and two or three accompanying teachers). All other people travelling with the team will be considered to be spectators.

Number of Participating Teams

At the 2020 Secondary Games, 20 school teams are invited to participate. The full list of participating schools will be uploaded to the COBIS website once finalised.

Eligibility and Student Numbers

- Each school must enter 16 competitors: eight boys and eight girls.
- The COBIS Secondary Games are organised for students who attend a COBIS school and are registered in Year Seven or Year Eight and are officially of Year Seven or Year Eight age.
- Only students born between 1 September 2006 and 31 August 2008 may be entered into the School Team.
- Teams should be accompanied by a minimum of two members of staff one of each sex.
- All 16 students will be required to take part in swimming, athletics and football; it is therefore
 essential that all athletes can swim 50 metres without stopping or support.
- All student team members must be current pupils of the COBIS Member School that was
 allocated a place at the Games. If a group of schools under the same management are
 registered as separate COBIS Member Schools, then only students from the Member School
 allocated a place in the Games can participate. If any school is found to be in breach of these
 regulations, the whole team will be disqualified from that year's competition. If a school wishes
 to transfer their Games registration to a different school (within the same group) this can only
 be done with the permission of COBIS and the host school.

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Participation Fee

COBIS and the host school work to ensure costs are kept as low as possible. Each participating school is required 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 or accommodation.

The participation fee for 2020 includes the cost of the following:

- Transport between Brussels airport and the recommended accommodation.
- Transport between the host school, venues and accommodation.
- Lunches, snacks and drinks on the competition days for all members of the school team.
- Evening entertainment and dinner on 28 March and Gala Dinner on 29 March.
- Opening and Closing Ceremonies.
- Tour of Leuven on 27 March 2020.
- Trophies/medals for first, second and third place in each event.
- Hire of sporting and event facilities.
- Required medical/ambulance attendance.
- Sports management and officials.
- Official programmes/marketing materials.
- Essential costs required to support the COBIS Games and associated activities.

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

Accommodation

Participating schools should not book accommodation until the delivery of the Games has formally been confirmed. This is subject to at least 19 visiting schools making the non-refundable deposit payments. COBIS will make this announcement as soon as all payments are received.

Once the Games have been formally confirmed, the host school will ask teams to complete an accommodation booking form. Teams will select where they would like to stay out of the recommended accommodation options, details of these can be found on our website. The British School of Brussels will reserve rooms on behalf of visiting schools, then each school will be asked to liaise directly with the hotel regarding payment.

It is recommended that schools complete the booking form as soon as possible, as hotel spaces will be limited.

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Transportation

Participating schools must not make any arrangements to travel to Belgium until the delivery of the Games has formally been confirmed. This is subject to at least visiting 19 schools making the non-refundable deposit payments. COBIS will make this announcement as soon as all payments are received.

Transport to Belgium is the individual responsibility of all participating schools. All participating schools flying to the Games will be asked to inform the host of their flight details early in the Spring term.

Participating schools should ensure that enough time is given for participation in the Opening and Closing Ceremonies when booking flights (school teams should arrive on Thursday 26 March and depart on Monday 30 March).

Each school will be provided with information on the arrangements for bus allocation as well as pick-up and collection arrangements prior to arrival. 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 size of the bus provided will be big enough to transport the school team only.

Venues

The swimming and football events will take place at the host school, the athletics events will take place at an external venue. The Gala Dinner will take place at The British School of Brussels.

Safety and Security

The care and wellbeing of students and staff is COBIS' top priority and the host will do all they can to ensure participants' safety. To this end, all facilities and services used will have suitable policies in place and the Games Safeguarding Policy will be made available to all participating schools.

The safety of all students ultimately lies with their accompanying teachers and schools should have appropriate plans in place. Participating schools must nominate a Safeguarding Lead.

NOTE: Insurance of individual participants is the responsibility of each participating school and a policy must be purchased.

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Spectators

The participating schools may choose to bring spectators to the COBIS Games. COBIS and The British School of Brussels school should be informed of the number and details of spectators before the commencement of the COBIS Games.

Spectators are invited to the Opening Ceremony, sporting events and medal ceremonies. Spectators are not allowed to travel on the team transportation buses. Spectators will not be invited to take part in evening entertainment.

The host will accommodate spectator attendance at the Games where possible. However, spectators will be responsible for any costs involved.

Officials and Marshalling

All officials have been sourced externally as required. Marshalling will be supported by The British School of Brussels team.

Student Sports Kit

Participating schools must provide their students with a standard kit. The lead teacher is responsible for all student belongings.

Students must remove all jewellery while competing in the Games.

Initial 'Kick-off' Meeting for Team Leaders of Participating Schools and Officials

A compulsory initial 'kick-off' meeting will be planned by the host for the leaders of all participating schools and other officials. This will take place prior to the Games beginning, at The British School of Brussels in the evening of Thursday 26 March. 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 communicate all rules and regulations prior to the participating teams' arrival.

Awards/Trophies

Awards and trophies will be presented on the day of the competition and will be organised so that they do not interrupt the flow of competition.

- Each event has its own trophy and medals.
- Event trophies may be kept by the winning schools.

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The COBIS Games Champion's trophy will be awarded on the final day of events. This trophy
is held by the winning school until the next COBIS Secondary Games, where it is returned
during the Opening Ceremony.

Event Results

Event 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**) will also be made available.

COBIS Daily Championship Points

All schools at the end of each day will receive 'COBIS Championship points'; these are calculated by reversing the standing order and multiplying by 10. For example, if five schools took part, the following model would be applicable:

1 st position	50 points
2 nd position	40 points
3 rd position	30 points
4 th position	20 points
5 th position	10 points

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

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. In the Closing Ceremony, trophies will be given out to the top three schools with the most points in each sport, 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.

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COBIS Championship points

At the end of the three 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 Champion's trophy.

COBIS Fair Play Award

This will be awarded to the school that over the three days of competition has competed with the best spirit, sportsmanship and camaraderie. Each school will be able to cast one vote each, per day, 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 during the Closing Ceremony.

Votes may be deducted for team officials, players or spectators who are in breach of the COBIS Codes of Conduct.

Swimming Information

- The pool has 6 lanes and is 25 metres in length.
- Each school may put forward two swimmers per individual event (two boys and two girls) and four swimmers per relay (four girls and four boys).
- The individual races will be 50m.
- Relays will be four x 50m.
- A swimmer can only compete in two individual events; every student must take part in, at least, one race.
- Races for boys and girls (separate) are:
 - > 50m backstroke.
 - > 50m breaststroke.
 - > 50m freestyle.
 - > 50m butterfly.
 - > 200m individual medley.
 - > 4 x 50m freestyle.
 - > 4 x 50m medley.

Swimming Rules

- The Swim England Handbook (http://www.swimming.org/swimengland/swim-england-handbook/) will be used for this competition. Please read and familiarise yourself with these rules, particularly with regard to starts, turns and stroke technique, as disqualifications will be given for variations from these rules.
- The only exception to the Swim England Handbook will be for false starts; one false start may happen, per race, without disqualification.

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- Freestyle can be swum in any stroke, except in a medley race.
- The medley relay must be swum in the order: backstroke, breaststroke, butterfly and freestyle.
- Stroke judges will be present to ensure correct start and stroke technique disqualification will
 occur if these are not done correctly.
- Correct touches and turns must be made to avoid disqualification.
- 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.

Swimming Officials

- Two x Referees who will have ultimate control of each race and the power to disqualify swimmers for stroke and other faults.
- One x Automatic Officiating Equipment Referee who will monitor the electronic finish times.
- One x Starter who will indicate to the swimmers to set up, start the race and indicate if a false start has occurred. The starter, in agreement with the Referee, has the power to disqualify a swimmer for the second false start in any race.
- Two x Stroke Judges who will observe swimming strokes and report any faults to the Referee.
- One x Finish Judge who will record the finish order alongside the referee.
- 10 x Timekeepers: they will be stationed at the finishing end of each lane. They will be required to record the swimmers' time in their assigned lane and report any stroke faults at the start or the finish.
- Officials will report any faulty relay takeovers to the Referee (where the outgoing swimmer leaves their blocks before the incoming swimmer has touched the wall) and these will result in a disqualification.

Athletics Information

Track events for girls and boys will be: 100m, 200m, 400m, 800m, 1,500m and 4x100m relay. The 800m and 1,500m races will be heat-determined. Field events for boys and girls will be: javelin, shot put, long jump, high jump, discus and triple jump.

All rules and equipment used will be in line with the English Schools Athletics Association where possible.

Students will be seeded on the entry form, please record students' training times in advance, if possible.

Teaching staff may be asked to support the smooth running of the Athletics event, this may include chaperoning and supporting officials e.g. raking sand, replacing high jump bar etc.

Students may wear trainers or athletics spikes. Spikes must be 6mm in length so as not to damage the track.

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Athletics Rules

- Each team member must take part in two events; one track and one field event.
- An athlete can take part in a maximum of three events plus the relay.
- Each school may enter two athletes per event i.e. an A and a B runner.

Track Events

- The same student may not run the 800m and the 1,500m.
- All races will start with a standing start; no blocks are to be used.
- In the relay race, a 20m change-over area will be marked out. 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. The final runners of the relay will run 110m. For a demonstration of the change-over, please watch this video.
- For track events, the eight fastest times recorded during heats will go into the final.

Javelin

- 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.

Triple Jump

- The Triple Jump shall consist of a hop, a step and a jump in that order.
- The hop shall be made so that the student lands first on the same foot as that from which they have taken off; in the step, they shall land on the other foot, from which, subsequently, the jump is performed.
- It shall not be considered a failure if an athlete, while jumping, touches the ground with the "sweeping" leg.
- 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 triple jump, no distance will be recorded if the jumper lands on one
 foot or walks back through the sand.
- Jumpers will take three jumps.

Long Jump

- For the long jump, the jumper must take off from the edge of the pit. If any part of the jumper's foot goes beyond the take of point, 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.

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High Jump

- 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.
- No jump if the plane of the bar is broken e.g. with arm or limb.
- Competitors may choose to jump or pass at their discretion once a height is announced by officials.
- Three consecutive missed high 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 at the previous height.

Shot Putt

- The weight of the shot putt will be 2.72kg for girls and boys.
- Athletes will putt from a circle and leave in control from the back.
- They must not stand on the top edge of the circle when throwing.
- Athletes must putt the shot (not throw) and it must be released from the neck.
- Athletes will take three putts; there will be no final, with the longest distance determining the winner.

Discus

- Students must commence their throw from a stationary position in the circle.
- Any step over the rim of the circle or stop board will result in a foul and the distance will not be recorded.
- If the throwing implement hits any part of the cage after being thrown, a foul will be recorded and the distance will not be recorded.
- Throwers will take three throws; there will be no final, with the longest throw determining the winner.

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

Athletics Officials

- One or two x Race starter "On your marks, set" and then a gun bang will start the race.
- A second gun 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 two false starts.
- Eight 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 oversee any lane violations
- Two x Chief Timekeepers: one 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

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record this information and schedule the semi-final and final races. They will also record any points achieved.

• For the javelin, shot put, long jump and high jump, three x officials shall be stationed at each event. One official will oversee the approach and two will record the distance/height achieved.

Athletics Officials

- One or two x Race Starter: "on your marks, set" and then a gun bang will start the race.
- A second gun 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 disgualify an athlete for two false starts.
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 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, shot putt, discus, triple jump, long jump and high jump, three x Officials shall be stationed at each event. One Official will oversee the approach and two will record the distance/height achieved.

Football Information

- Boys and girls will compete in separate tournaments. Teams will be five-a-side with two rolling substitutes (all eight players should feature in every match).
- The tournament may be played inside in a sports hall or on outside pitches. Appropriate footwear must be used.
- A size four football will be used.
- The girls and boys events will be split into pools to play a round robin league.
- The top two teams from each pool will contest the 'first tier' quarter-finals, semi-finals and finals of the main competition on a knock-out basis.
- The 3rd & 4th placed teams from each pool will go into 'second tier' quarter finals, semi-finals and finals on a knock-out basis.
- The 5th & 6th placed teams from each pool will go into 'third tier' quarter finals, semi-finals and finals on a knock-out basis.
- The 7th & 8th placed teams from each pool will not progress further in the competition.
- Matches will consist of one 10-minute period, with no half-time break.
- All Games will be centrally timed.
- Teams who are not on the pitch, ready to start their match, will concede an automatic goal to their opposition.
- Shin pads are mandatory and must be worn by all players.

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 The host school will not provide enough footballs for each team to practice in advance of the tournament, please ensure participating schools bring their own footballs for practice

Football Rules

- All matches are five-a-side with two rolling substitutes.
- The rules throughout the whole event will include regular corner kicks and goal kicks, but each foul will be given as direct free kick.
- No offside rule.
- The goalkeeper cannot be changed 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.
- Goalkeepers cannot score a goal.
- Three points will be awarded for a win, one point for a draw and zero points for a loss.
- If two 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 quarter final, semi-final or final ends in a draw then the game will be decided by suddendeath penalties.
- A goalkeeper's area will be marked out. Any foul inside this area will result in a penalty.
- Suspensions will be issued to players who are sent off from the field in-line with FA regulations. The Tournament Director will make all decisions regarding suspensions; this decision is final and not subject to the right of appeal.

Points/Scoring System

Swimming

- For individual events, the scoring system will be as follows:
 - ➤ Last place one point, second to last two points, third to last three points; up to first place which will achieve the highest number of points (number of participants x one).
- 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 the highest number of Championship Points (10 x number of teams taking part), 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.

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Athletics

- For individual events, the scoring system will be as follows:
 - ➤ Last place one point, second to last two points, third to last three points; up to first place which will achieve the highest number of points (number of participants x one).
 - For track events, first to eighth place will be determined by the finals. Ninth place to last place will be determined by times achieved in 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 the highest number of Championship Points (10 x number of teams taking part), 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 the girls and the boys tournaments the scoring system will be finalised once the number of teams participating is clear. It will be *based upon* the below model:

Tier 1 - Winner: 270 Points

Tier 1 - Losing Finalist; 260 Points

Tier 1 – 3rd Place; 250 Points Tier 1 – 4th Place: 240 Points

Tier 1 - Quarter Finalists; 230 Points

Tier 2 - Winner; 190 Points

Tier 2 – Losing Finalist; 180 Points

Tier 2 – Semi Finalists; 170 Points

Tier 2 – Quarter Finalists: 150 Points

Tier 3 – Winner; 110 Points

Tier 3 – Losing Finalist; 100 Points

Tier 3 – Semi Finalists; 90 Points

Tier 3 – Quarter Finalists: 70 Points

Teams not qualifying for knock-out stages; 30 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 the highest number of points (number of teams x10), descending to the lowest scoring team on 10 points. Please see COBIS Daily Championship Points.

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

Medals will be given out to the team members of 1st, 2nd and 3rd placed schools (both for the girls and boys competitions). 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.

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

Codes of Conduct

By attending the COBIS Games, individuals agree to abide by the Codes of Conduct as outlined below. Participating schools must ensure that all athletes, coaches and spectators have read and acknowledged the relevant code. Should spectators, coaches or athletes 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.

Coaches, Teachers and Chaperones Code of Conduct

- Follow the rules with regards to participation. 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 officials' judgments and decisions.
- Maintain a standard of dress appropriate to the presentation of the team.
- Refrain from over-zealous coaching from the side-line.
- Ensure your students are adequately supervised at all times.
- Refrain from smoking when supervising students.
- Refrain from consuming alcohol at any time.

Players Code of Conduct

- Be a good sport.
- Play for enjoyment and 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.
- Compete by the competition conditions, rules and the spirit of the Games.
- Cooperate with the officials, your coaches and teammates.

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- Control your behaviour on and off the field; there should be no criticisms by word or gesture.
- Learn to value honest effort, skilled performance and improvement.
- Do not argue with the officials' decisions.
- Respect the venues, hotels and transport vehicles.
- Keep your living space tidy.
- Do not disturb others in the hotel.

Spectators Code of Conduct

- Demonstrate appropriate social behaviour. Remember children play for enjoyment.
- Do not let your behaviour detract from their enjoyment.
- Let officials and coaches conduct events without interference.
- Support skilled performances and team play with generous applause. Demonstrate respect for opposing players and their spectators.
- Respect the officials and team leaders; if they ask you to do something, please do so.
- 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 spectators.
- Make all other spectators feel welcome on all occasions.

Breach of the Codes

Team Members

A breach of this code of behaviour, in the opinion of Games officials, may result in the player or coach being banned from the remainder of the Games and may also result in the player or coach 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 of the student or coach. Further disciplinary action may be considered depending on the seriousness of the breach.

Spectators

A breach of this code of behaviour, in the opinion of Games officials, 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.

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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 is used to help the host of the next Games. COBIS and the host school value participants' feedback.

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