



***CEESA ATHLETICS AND ACTIVITIES
HANDBOOK***

***PRACTICAL GUIDE FOR SCHOOLS,
ATHLETIC & ACTIVITIES DIRECTORS AND
COACHES***

***SCHOOL YEAR 2018-2019
(Updated SEPTEMBER 2018)***

Part I

Directory

Part II

Organization and CEESA Rules for Athletics and Activities

Chapter 1

Organization and General Rules

- I. [CEESA Sports and Activities](#)
- II. [CEESA Sports and Activities Mission Statement](#)
- III. [CEESA Sports and Activities Goals](#)
- IV. [CEESA MS Philosophy](#)
- V. [Participation](#)
- VI. [CEESA Calendar](#)
- VII. [Hosting](#)
- VIII. [Travel Warnings](#)
- IX. [Hosting Expectations](#)
- X. [Child Protection Policy](#)
- XI. [Lightning Policy](#)
- XII. [Concussion Protocol](#)
- XIII. [Meetings and Procedures](#)
- XIV. [Communication](#)
- XV. [CEESA Executive Board](#)
- XVI. [Athletic & Activity Service Award](#)
- XVII. [Common consequences](#)

Chapter 2

CEESA Regulations for Students

Chapter 3

CEESA Participants' Discipline

Chapter 4

CEESA Rules for Coaches and Advisors

Chapter 5

CEESA Rules for School Teams/Groups

Chapter 6

CEESA Rules for Host School

Chapter 7

CEESA Rules Consistency

Chapter 8

CEESA Rules for Host Families

Chapter 9

CEESA Statement of Integrity and Fair Play

Part III

CEESA Events and Formats

Chapter 10

CEESA Events

- I. [Time Schedules](#)
- II. [Event Formats](#)
- III. [Citizenship and Sportsmanship Awards](#)
- IV. [Awards/Trophies](#)
- V. [All Tournament Teams](#)
- VI. [Athletic Rules Committee](#)

Athletics

Chapter 11

Basketball

Chapter 12

Cross Country

Chapter 13

Soccer

Chapter 14

Softball

Chapter 15

Swimming

Chapter 16

Tennis

Chapter 17

Volleyball

Activities

Chapter 18

MS Mathcounts

Chapter 19

HS Math

Chapter 20

MS/HS Knowledge Bowl

Chapter 21

MS/HS Music Festivals

Chapter 22

MS/HS Speech and Debate

Chapter 23

MS Cultural Arts Festival

Chapter 24

HS Robotics

Chapter 25

MS Robotics

Chapter 26

MS MUN

Chapter 27

Evaluation and Assessment of Events, Sportsmanship Rubric

Part I

2017-18 CEESA AC/AD Contact List

As of September 12, 2018 the contact list has been moved to [this document](#). Please make updates as needed.

Part II

Organization and CEESA Rules for Athletics and Activities

Chapter 1

Organization and General Regulations

I.CEESA Sports and Activities

Sports and Activities of CEESA operate as an extension of the CEESA schools, individually and collectively through the Association. The directors of CEESA schools explicitly delegate authority for operation of sports and for scheduling of student activities to CEESA member school Athletic and Activities Directors/Coordinators and indicate that they should work closely with and report annually to the CEESA Executive Director. Significant changes to these rules such as those concerning finances (e.g. participation fees), addition or deletion of events from the annual Athletic and Activities calendar, and exclusion of schools from participation, must be reviewed and approved by the CEESA Board of Directors. The following rules will be followed for all CEESA athletics and activities for students. Under unusual circumstances, it may be prudent to alter the rules for a particular event. If that happens, requests for exceptions must be made directly to the AC/AD Executive Committee. The AC/AD Executive Committee will present the request, modified as needed, with their recommendations to the Executive Director. The Executive Director will get a final decision from the Executive Committee

II.CEESA Sports and Activities MISSION STATEMENT

The sports and activities of CEESA facilitate the development of each student through academic, athletic, and artistic/cultural endeavors. CEESA seeks to create, promote, and foster cooperation among its member schools by providing a forum for communication and discussion, and by promoting student activities. At every activity or competition, CEESA Sports and Activities attempts to maximize the cultural, social and intercultural opportunities associated with the host venue.

III.CEESA Sports and Activities GOALS

CEESA, as an extension of its member schools and through the activities it sponsors, has the following goals:

- ✓ To encourage intercultural co-operation;
- ✓ To develop a sense of fair play;
- ✓ To understand principles of group participation and individual responsibility;
- ✓ To develop a sense of self control and discipline;
- ✓ To understand the importance of participation to the best of one's abilities;
- ✓ To broaden horizons through travel;
- ✓ To encourage socialization;
- ✓ To encourage student and program exchanges between CEESA schools.

IV.CEESA Middle School Philosophy

Additionally, CEESA believes that special attention should be given to the needs of our middle school students and their activities. CEESA Sports and Activities supports' this philosophy by scheduling middle school tournaments in its named sports and activities, for traveling, and representative teams from member schools.

The following philosophy shall govern our middle school activities:

We believe that a Middle School Sports and Activity program should reflect Middle School educational philosophy, and that students should have the opportunity to learn, participate, and develop skills in games and activities outside the school day. Ways in which we achieve this goal at the Middle School level are by:

- ✓ *Equity of involvement, access to all those wishing to play; equal involvement of all those who do play; developing team and individual excellence through friendly sport.*
- ✓ *Encouragement of positive, socially desirable behaviors.*
- ✓ *Encouragement of a health physical and social lifestyle through participation in sport in a non-threatening environment.*

It is expected that every member of the traveling and host team actively participate during every match/game of the tournament/event. Guidelines for coaches are as follows:

All sports: all students must be on the field/court of play for every game (irrespective of playing time)

Basketball: at least one quarter a game

Soccer: at least one half every two games

Softball: must be up to bat at least two innings and fielding two innings every game

Volleyball: equivalent of at least one full set every two games

CEESA sports and activities promote the development of cooperation, fair play, physical skills and teamwork in its tournament play. It is expected that coaches are reminded of these at the start of every tournament. It is not the expectation of the host school AD's or Tournament Director to monitor individual situations, but blatant failure to abide by these rulings will result in the coach being reported to their AD.

V. PARTICIPATION & CEESA EVENTS

Participation in CEESA Sports and Activities is available to all Full Member CEESA Schools. Full membership in CEESA guarantees an invitation to scheduled CEESA Athletic and Activity events with the following understanding. Participation in any CEESA Athletic and/or Activity event, however, is dependent on following all registration procedures and rules for participation. If space is available at any given Athletic or Activity event, then Associate members schools and/or schools outside CEESA may be invited. Associate Member schools will be given priority to participate at CEESA Sports and Activity events when space is available.

CEESA Participating Schools:

RED DIVISION: BUDAPEST, BUCHAREST, ISTANBUL, KIEV, MOSCOW, PRAGUE, WARSAW
BLUE DIVISION: BELGRADE, HELSINKI, LATVIA, NOVA SKOPJE, PSI, SOFIA
GREEN DIVISION: ESTONIA, KRAKOW, TIRANA, VILNIUS, ZAGREB, CYPRUS, ST.PETERSBURG, BRATISLAVA, SARAJEVO, MINKS, BELS BILKENT EZERUM

NOTE: Currently we are going through divisional realignment and no new school may enter at this time. The red, blue and green system will change within the next two school years (Tallinn 2016)

To be guaranteed participation in CEESA events a school must do the following:

- ✓ A school must send a representative to bi-annual CEESA AC/AD meetings scheduled every September and March. If unable to do so the school may request participation but it is not guaranteed.
- ✓ Each year at the CEESA Sports and Activities spring planning meeting the AD/AC group will establish a calendar of events for the subsequent academic year. This calendar will be circulated to all CEESA schools.

Participation at CEESA events will be prioritized as follows:

- ✓ Full Member schools
- ✓ Associate Member schools
- ✓ Local schools as deemed appropriate by the host school

Participation Fee:

There will be no participation fee charged to full CEESA members for participation in CEESA events. Associate and non-member schools may be charged for participating in events.

High School participation:

All CEESA High School events shall be inclusive of all High School students fully enrolled at a CEESA school in Grades 9-12. Students are eligible to participate in 4 years of sports/activities in High School. HS students who are no longer enrolled as full time students are not eligible to compete in CEESA events. In support of the developmental nature of Junior Varsity athletics, no grade 12 students will be allowed to participate in CEESA Junior Varsity tournaments. CEESA recognizes some students play for a club or represent their home country at the national level. Students must have attended at least 50% of the schools respective practices and not infringe upon said schools sporting philosophy to be eligible to participate in tournaments.

If a school is only able to field ONE High School team for basketball, soccer or volleyball, for a CEESA tournament, that school can only enter into the Varsity Tournaments, not JV.

Middle School participation:

All CEESA Middle School events shall be inclusive of all Middle School students fully enrolled at a CEESA school in Grades 6-8.

Exceptions may be granted by the host school athletic/activities director, **only with the approval of the CEESA Executive Board**. Any applications for such exceptions must be made at least **8 weeks prior to an event**.

The number of participants in CEESA sports and activities shall be limited as follows:

Volleyball:	Total of 10 per team / Minimum to travel 8
Soccer:	Total of 15 per team / Minimum to travel 13
Basketball:	Total of 12 per team / Minimum to travel 7
Tennis:	Total of 6 per team (#1 and #2 Singles and #1 and #2 Doubles)
Swimming:	Total of 14 High School and 14 Middle School students
Softball:	Total of 14 per team / Minimum to travel 11
Cross-country:	Total of 6 girls & 6 boys per school / per division
MS Math Counts:	8 students per school (two teams of four)*
HS Math:	8 students per school (team size 3-4)
	Junior Division: 9 th and 10 th Grade / Senior Division: 11 th and 12 th Grade
Cultural Arts:	10 students per school
MS Choir Festival:	10 students per school *
MS /HS Knowledge Bowl:	8 students per school*

Recommend to limit number of participating teams to 12 - 14 teams to ensure quality of play

MS Speech/Debate:	10 students per school*
HS Speech/Debate:	10 students per school*
MS/HS Robotics:	10 students per school/Minimum to travel 5*

Please note that team roster limits in athletics also apply to the host school
Official roster forms for each activity and sport can be found on the ACAD moodle page
www.ceesa.net

Host schools may NOT reduce the number of team members

CEESA EVENTS

The following are a list of the sports and activities offered to participating students throughout the school year.

High School:

Athletics

Fall Season:	Junior Varsity Boys Soccer, Varsity Boys/Girls Soccer, Varsity Cross-Country
(co-ed),	Varsity Boys/Girls Volleyball Red
Winter Season:	Junior Varsity Boys/Girls Basketball, Varsity Boys/Girls Basketball,
	Varsity Swimming (co-ed)
Spring Season:	Varsity Boys/Girls Tennis, Varsity Boys/Girls Softball, Varsity
Boys/Girls Volleyball	Blue

Activities

Fall Season:	Speech & Debate Site 1
Winter Season:	HS Knowledge Bowl, HS Math, HS Robotics, Speech & Debate Site 2,
	Band / Choir Festival

Spring Season:

Middle School:

Athletics

Fall Season:	Soccer, Tennis, Cross-Country
Winter Season:	Basketball, Swimming
Spring Season:	Softball, Volleyball

Activities

Fall Season:	FLL Robotics, Speech and Debate
Winter Season:	MS Knowledge Bowl, Math Counts,
Spring Season	Cultural Arts Festival, MUN, Band / Choir Festival,

Protocol for adding new events:

✓ The idea is proposed at the AD/AC meeting seeking any interest from other schools

- ✓ Run an invitational event for two years, which is outside of CEESA. This event is not on our calendar and is not a CEESA sanctioned event. This would not count towards a regular CEESA hosting responsibility
- ✓ After evaluation a recommendation may be made to the AD/AC group for inclusion in the regular CEESA rotation
- ✓ The AD/AC group would vote on the addition of this new event and have it added to the yearly calendar
- ✓ New events should be introduced at the AD/AC Fall meeting for the following school year

The addition or deletion of events from the yearly calendar needs to have a majority vote

***Protocol for adding additional teams to an Activity Tournament**

In some cases it may ease the organization of a tournament to add additional teams outside of the limits set for each Activity.

- ✓ The host school has the first priority to add one additional team and does not need to inform the other schools in advance.
- ✓ If a second team is needed or the host school cannot field an additional team the Tournament Director must contact all schools involved and ask who can and wants to field an additional team.
- ✓ If more schools can field additional teams than needed then one school should be picked at random from those applying.

The additional team or teams competing will not be “ghost” teams they will be counted into the tournament standings/results.

VI.CEESA Calendar

All CEESA tournaments will fall on the following weekends each year. In the event that the only host school available is unable to host on the planned date/weekend, then a change of date is permitted to suit the host school.

Fall:

MS Tennis, Red and Blue MS Soccer:	1 st Friday/Saturday in November
Red JV Tournaments:	2 nd Friday/Saturday in November
Red Varsity and Blue HS Tournaments:	2 nd Thursday/Friday/Saturday in November
MS/HS Cross Country,	
MS/HS Speech and Debate Site 1,	
HS Robotics and MS Robotics	3 rd Friday/Saturday in November

Winter:

HS Choir/Band, MS Math Counts, HS Math,	
HS Knowledge Bowl,	
HS Speech and Debate Site 2	1 st Friday/Saturday in February
MS Red and Blue BB Tournaments:	1 st Friday/Saturday in March
MS and HS Swim Meet:	1 st Friday/Saturday in March
Red JV and Blue HS BB Tournaments:	2 nd Thursday/Friday/Saturday in March
Red Varsity BB Tournaments:	2 nd Thursday/Friday/Saturday in March

Spring:

MS Choir, MS Band, MS Cultural Arts,	
MS Knowledge Bowl, MS MUN and	
HS Math	Last Friday/Saturday in April
MS Volleyball Tournaments:	2 nd Friday/Saturday in May
MS Softball Tournaments:	2 nd Friday/Saturday in May
HS Tennis, Blue HS Volleyball,	
HS Softball	3 rd Friday/Saturday in May

The schedule including additions and deletions of tournaments/events will be approved by the CEESA Executive Committee at their spring meeting. The following sports and activities will be considered for inclusion in the annual calendar.

Note: dates of Activity events may be moved by the host school at the March meeting because of school holidays or other conflicts. However, activity events may not be moved out of their respected seasons.

Cancellation of Events:

In order to eliminate event cancellations the CEESA Directors will honor commitments made when scheduling events. They will do this by:

- ✓ Reviewing carefully with all authorized representatives before, during, and after scheduling direct administrative involvement will be assured.
- ✓ Communicating between Directors and CEESA ED before any event is cancelled.

All schools who have stated their commitment to host an event should do everything possible to fulfill this commitment. Local emergencies, natural disasters, school safety, student health concerns and unforeseen facility restraints would waive a hosting school's commitment. In this case the hosting school in question must notify all other schools as soon as possible. In some cases an alternative site may be found; however, it is possible the event would be cancelled.

The CEESA Board of Directors will entertain sanctions for respective schools, if a pattern of cancellation by the member school is repeated.

Length of Event:

Generally, all CEESA Athletic and Activity events shall take place in a two day format, with events taking place on Friday and Saturday. Due to safety and scheduling concerns, **High School Soccer and Varsity Basketball** may use three day formats. Due to scheduling concerns, **MS and HS Band/Choir Festivals** may use three day formats. Exceptions to this rule must be presented at the regular AD/AC **Autumn** or **March** meeting for consideration. Recommendations for exceptions will be submitted to the CEESA Executive Committee for a final decision.

Travel Schedule:

All schools participating in CEESA events must adhere to the travel window set by the host site AD/AC. This window must provide sufficient time for the effective running of a full event, and be outlined in the tournament/event invitation.

VII. HOSTING

Any CEESA school wishing to host a CEESA Sports and/or Activity event must meet the following requirements:

- ✓ meet the minimum facility requirements
- ✓ be able to accommodate the event format schedule
- ✓ housing for visiting students to the prescribed numbers in the table below

Obligations:

If schools participate in CEESA events in a given year they are required to host also. **The number of events they host is dependent upon how many events they indicated they may participate in that given year.** This information is collected via the commitment form at the previous years fall meeting.

Number of events the school commits to participating in:	Hosting Obligation:
1 - 5	1
6 - 10	2
11 - 15	3
15 - 20	4
21 - 25	5
$x + 4$ (continue with this formula)	$(x + 4) / 5$

An event is counted as a single hosting event if the number of guests is up to 60, between 61 and 120 is a double hosting event and 121-180 a triple.

Schools that are under their hosting obligations will be first to be drawn to 'balance sites' before schools that are meeting their hosting expectations

Any school that is unable to fulfil their hosting obligations, due to reasons such as security, should be obliged to financially support other schools that pick up a CEESA event that does not have a host.

VIII. Travel Warnings

For reasons of safety CEESA sponsored events will adhere to the US State Department's Travel Warnings governing host cities. Every effort will be made to find an alternate venue if a travel warning is made within 60 days of an event. The event is automatically canceled if an alternate site is not found. It is the responsibility of the host school's director to notify the CEESA office of a travel warning.

IX. Hosting Expectations

- ✓ It is expected that a host school will place visiting students in middle school and high school sports/activities with families of the school community for up to four nights.
- ✓ Students must be housed in pairs or larger groups. No student should be housed as a single. It is acceptable for single students from different schools to be housed together. It is also acceptable for boys and girls to be housed together (also from different schools) if the sleeping quarters are in separate rooms.
- ✓ A host school's housing responsibility for visiting students ends the morning after the final night of the event for both Middle and High School events.
- ✓ In most circumstances, housing assignments shall not be changed once completed by the event director or housing coordinator. Should changes be necessary, however, they may only be made by the event director or housing coordinator. Prior to the arrival of visiting schools, the host site should send all participating schools a list of housing assignments, host family names and phone numbers.
- ✓ Special needs and requests for visiting students must be outlined by the guest school prior to the event.
- ✓ Host schools must produce and send a copy of the host family list to visiting schools by the Monday before the event. It is critical that this list is sent to the visiting schools on Monday and that it is thoroughly checked for mistakes in housing assignments and dietary/medical needs so all errors may be corrected before visiting schools depart.
- ✓ Host schools must give visiting coaches the following information from each host family; full name of the parents, telephone, email and physical address. For security reasons, this information may be given when the visiting schools arrive and must not be emailed in advance. Housing assignments and dietary/medical needs must however, still be sent in advance.
- ✓ Coaches or AD/ACs need to report any missing student to host schools in the morning of travel day so host school has time to adjust any housing. Arriving at a school without a student that was planned to attend is too late and not fair for the host schools.
- ✓ Host schools must give visiting students a list of emergency contact numbers which includes the phone numbers of their host families. This list could be given in various ways such as; printed piece of paper with the student guidelines, included in the event program or in the form of a wallet size card.
- ✓ Schools should only consider putting students in a hotel/hostel is when the following occurs:
 - 1) A school is taking on a cancelled event that was originally not calendared
 - 2) In cases of student discipline issues when students violate CEESA codes of conduct. For example, drinking, smoking or curfew infractions
 - 3) Arrivals and departures outside the schools established travel window as stated in the invitation. Please note the travel window is set at the discretion of the host school.
 - 4) Emergency situations as determined by the host school.

X. Child Protection Policy

Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development.

We as AC/ADs are committed to our schools being a safe haven for all students. As such, we support the following statements and policy directions for all our CEESA schools

1. We support background screening for all community members such as employees, and volunteers who have direct contact and unmonitored supervision with students.
2. We support the adoption of a clear Code of Conduct by each member school governing expectations and behavior for all personnel working with students.
3. We support education programs for students and employees on personal safety and abuse prevention.
4. We support the development of clear and comprehensive Child Protection Policies by each of our member schools.

All CEESA AC/ADs and Coaches must report suspected incidents of child abuse or neglect whenever the person involved has reasonable cause to believe that a child has suffered, or is at significant risk of suffering abuse or neglect. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate AC/AD, Principal, Director, to the respective Embassy, to the appropriate child protection agency in the home country, and/or to local authorities.

In the case of an employee reported as an alleged offender CEESA will assist the schools involved in a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority.

XI. Lightning Policy

Adapted from NFHS Lighting Safety

- Tournament Directors must suspend play at the first sight of lightning.
- Play should NOT resume until 30 minutes has elapsed since the last sight of lightning.
- Shelter should be sought in a fully enclosed building with plumbing.
- If suitable safe shelter is not available then avoid trees, light poles etc.
- In an open field people should crouch with their legs together, weight on balls of feet, arms wrapped around legs, head tucked in, hands over ears. Minimize contact with the ground. Do NOT lay flat.

XII. Concussion Protocol

A concussion is a traumatic brain injury caused by a blow to the head, such as, “getting your bell rung” or a “ding”. All those involved must understand that you cannot see a concussion and that symptoms can show up directly after the injury or may not show up until days or weeks after the injury has occurred. If an athlete has suffered a blow to the head please look out for the following symptoms that can be reported by the athlete. Be aware if the symptoms worsen over time, and if that is the case, please seek medical attention.

1. Headache or pressure on the head
2. Nausea or vomiting
3. Dizziness
4. Double or blurry vision
5. Concentration or focus problems
6. Feelings of sluggishness

Any athlete who has suffered a blow to the head in practice, or in a competition should seek medical attention right away, and their respective coach and school should keep the athlete out of action.

1. Seek medical attention right away
2. Keep the athlete out of play until cleared medically
3. Tell coaches of any previous concussions

How can we as an association, coaches, and educators prevent concussions? CEESA shall expect all of its coaches in the following sports: basketball, soccer, softball and volleyball

1. Ensure that the coach follows rules of safety and the rules of the sport
2. Ensure that athletes wear the proper protective equipment. This equipment should fit properly and be properly maintained.
3. Take the online NFHS Concussion course
4. Carry a card (laminated) outlining precautions, symptoms
5. Understand and carry out practice and play back rules

Play back protocol for all CEESA athletes: Progression to the next step occurs only after the athlete has no symptoms for 24 hours, any signs of symptoms the athlete should stop activity and rest.

Step 1: Light aerobic activity

The Goal: Only to increase an athlete's heart rate, around 5 to 10 minutes.

The Activities: Exercise bike, walking, or light jogging.

Absolutely no weight lifting, jumping or hard running.

Step 2: Moderate activity

The Goal: Limited body and head movement, Reduced from typical routine.

The Activities: Moderate jogging, brief running, moderate-intensity stationary biking, and moderate-intensity weightlifting

Step 3: Heavy, non-contact activity

The Goal: More intense but non-contact

The Time: Close to typical routine

The Activities: Running, high-intensity stationary biking, the player's regular weightlifting routine, and non-contact sport-specific drills. This stage may add some cognitive component to practice in addition to the aerobic and movement components introduced in Steps 1 and 2.

Step 4: Practice & full contact

The Goal: Reintegrate in full contact practice.

Step 5: Competition

The Goal: Return to competition

XIII. MEETINGS & PROCEDURES

The CEESA Athletics and Activity Directors committee will conduct its business in the following way:

Article I: Meetings

- | | |
|--------------|---|
| Section 1.01 | There shall be two (2) business meetings each academic year - Fall (mid-September), and Spring (together with the CEESA teachers conference). The meeting sites for the subsequent year shall be set each year at the Fall meeting. |
| Section 1.02 | The Executive Committee shall meet the day prior to each scheduled meeting to confirm the agenda and review items of business to be conducted. Such a meeting shall be coordinated by the Chairperson and the Secretary. |
| Section 1.03 | Each Full and Associate Member school may send up to three representatives to each of the two meetings. |
| Section 1.04 | At the Autumn Meeting, the committee will, at a minimum, establish the event calendar for the subsequent year. At the spring meeting all holes in the subsequent years calendar must be fill or the events will be canceled for that year. The commitment list for the subsequent year will be completed at the Spring meeting where as tournament reports are competed at both meetings. Rule additions, subtractions or changes can be made at both meetings. |
| Section 1.05 | Three options are available on the commitment list; Yes, No and Probable. If you select YES you are stating that you have an existing club and plan to attend that event. If you select NO you are stating that you do not have, and do not intend to start that club and will not attend that event. If you select PROBABLE you are stating that at that point you are not planning on attending but you would like to be considered when invitations are sent out. NOTE: A PROBABLE does not guarantee a school a spot in an event. However, host schools should plan the event taking the YES and PROBABLE schools into consideration. A host has the flexibility to increase the number of participants per school should a PROBABLE school cancel their participation. If a number of schools have been turned down for an event due to the lack of space the committee will consider splitting an event into two sites for the following school year. |
| Section 1.06 | All decisions made at either meeting may not be changed for two years, unless there is a serious safety concern that dictates a change. |
| Section 1.07 | Robert's Rules of Order shall govern all proceedings. |
| Section 1.08 | Any agenda item that involves a sport or an activity to move seasons must first be a discussion item and then may become a proposal at the next meeting. |

Article II: Voting

Section 2.01	Each school shall receive one (1) vote on any issue within its voting purview.
Section 2.02	The right to vote on any and all issues is reserved for full members only.
Section 2.03	Associate Members may only vote on matters pertaining to a tournament in which they are regularly attending.
Section 2.04	A simple majority of the votes cast (excluding abstentions) shall be required for the passage of any business item.
Section 2.05	As their school's sole representative, members of the Executive Committee are entitled to vote on any issue within the purview of their respective school.
Section 2.06	Any vote within the Executive Committee shall require a simple majority to be effective.
Section 2.07	There shall be no provision for proxy votes and/or votes submitted in advance of a meeting in writing by non-attendees.

Article III: Executive Board

Section 3.01	The officers of the organization shall be: Chairperson, Secretary, Activity representative and one (1) representative from each of the three (3) athletic divisions.
Section 3.02	The Chairperson and Secretary may be ACs, ADs, other administrators from member schools and/or other individuals as elected by a vote of the Full Member schools. They shall be nominated before the spring meeting with the election being held at the Spring meeting in even-numbered years (2008, 2010, etc.). A simple majority of all votes cast (excluding abstentions) shall be required for election. The term of office shall be two (2) years commencing at the beginning of the following academic year. There shall be no term limit in regards to the length of time in any one office.
Section 3.03	The four (4) representatives must be AC or ADs from schools that participate in the divisions that they should represent. They shall be nominated before the spring meeting with the election being held at the Spring meeting in odd-numbered years (2009, 2011, etc.). A simple majority of all votes cast (excluding abstentions) shall be required for election. The term of office shall be two (2) years commencing at the beginning of the following academic year. There shall be no term limit in regards to the length of time in any one office.
Section 3.04	Any vacancy occurring between elections shall be filled immediately at the discretion of the full Executive Board subject to final confirmation at the next scheduled meeting. Any appointed individual shall serve until the end of the term of office at which time the prescribed nominating and election process shall apply.
Section 3.05	Board members may be removed by a three-fourths vote of the entire membership present and voting.
Section 3.06	Board members may resign at any time by submitting a written notice of resignation to the Chairperson or, in the case of the Chairperson, to the Secretary.

Article IV: Duties and Responsibilities of the Executive Board

Section 4.01	<p>The function of the Executive Board shall be:</p> <ul style="list-style-type: none"> -To ensure that member schools operate under the rules and regulations contained in the Handbook. To review the Handbook on an annual basis and ensure that its contents are accurate -To identify and be responsible for proposing a rotation of host sites for Championships and to ensure that each member school fulfills its hosting obligations on an annual basis -To ensure that member schools meet the required organization standards contained in the Handbook and hold member schools accountable for these standards -To act as mediators in the event of a dispute between schools and to act as a "Grievance Committee" when required -To act as a recommending body to the membership
--------------	---

- To facilitate the two (2) annual meetings
- To present end-of-year accounts to the directors

Section 4.02	The duties and responsibilities of the Chairperson shall include, but not limited to: serving as the administrative head of the AC/AD group, chair AC/AD and Executive Committee meetings, decide all questions of order and develop meeting agendas together with the secretary. The Chairperson reports to the CEESA board of directors on the AC/AD happenings.
Section 4.03	The duties and responsibilities of the Secretary shall include, but not limited to: maintain and update the handbook (if there is no assigned handbook editor), take minutes of meetings (when no one is supplied by the host school), be responsible for the commitment list, voting records, contact list and calendar, develop meeting agendas in consultation with the Chairperson, receive all proposals and applications and distribute all written correspondence to the membership.
Section 4.04	The four representative act as the spokesperson for their division, lead breakout sessions and report to the full group afterwards, and shall perform all functions as designated by the Chairperson.

Article V: Rules Committee

Section 5.01	The Athletic/Sport Rules Committee will be comprised of at least two Athletic Directors from any of the three divisions. The term of this committee will last for two years and in the event a committee member leaves his or her position within their school the incoming Athletic Director of that school will fulfill this responsibility for the remainder of the term. For the rules committee cycle please see chapter ten section six.
--------------	--

Article VI: Amendment

Section 6.01	The By-Laws may be amended by a two-thirds vote (excluding abstentions) of the membership present and voting.
Section 6.01	Any proposed amendment must be presented in writing to the membership in advance of the meeting before the deadline set for agenda items.

XIV. Communication

All communication will be sent from host AD/AC to visiting AD/AC. Coaches should not communicate directly with the host AD/AC or Tournament Directors. If they are communicating by email, they have to copy the AD/AC of the host school.

XV.CEESA Executive Board

Chairman:	David Hughes	AIS Bucharest
Secretary:	Matt Yoder	QSI Bratislava
Calendar / Hosting Secretary:	Joe Monks	IS Prague
Division 1:	Ric Floyd	PSI Kyiv
Division 2:	Ajla Numic	QSI Sarajevo
Activities:	Stephen Sidaway	AS Warsaw

XVI Athletic & Activity Service Award

This recognition award will be given annually to a member of our CEESA Athletic and Activity community. It could go to an AD/AC, coach, school administrator or even facilities coordinator. Any AD/AC can make a nomination and the membership would vote on the winner. The recognition plate would be presented during the Spring meeting to the winner or AD/AC from the winners school. It would be entirely contained within the AC/AD meeting and group and not affect anything with the conference. The cost is roughly €120 for the engraved plate and presentation box. AISV would order the award each year and CEESA will pay for it.

The plate says the following;
 (CEESA logo)
 Athletic & Activity Service Award
 Presented to

In recognition of and thanks for outstanding contributions to CEESA Athletics and Activities.
(Month, Year)

Recipients:

Year	Recipient	School	Job Title (Coach, AD, etc..)
2016-2017	Deana Kvaternik	Zagreb	AC/AD
2017-2018	Jim Matter	Warsaw	AD
2018-19			

XVII. Common Consequences for Rule Infractions

COMMON UNDERSTANDINGS

As CEESA member schools, we believe educating the “whole child” in a variety of settings enhances a young person’s growth and development. Athletics and activities provide an important opportunity for young people to engage with a variety of cultures and peoples through competitive athletic events, as well as cooperative intellectual and cultural activities. We believe international understanding and community is fostered through these extra-curricular trips. We believe students gain confidence and independence, develop leadership and grow further into mature adults through the opportunity to travel to other schools, cities and countries to participate in these events. CEESA is proud to sponsor them, as reflected in the CEESA handbook which states the following:

In addition to the educational value of these activities, **CEESA believes that it is our fundamental obligation to ensure the safety of all involved.**

COMMON EXPECTATIONS

The following guidelines and expectations fulfill the CEESA Sport and Activities Mission Statement. All CEESA schools have mission statements that speak of high academic expectations and high expectations for character development and community building. We believe extra-curricular trips demand an increased layer of behavioral expectations and that the elements of risk are heightened for teachers, administrators, parents, students and for the school due to the elevated of risk inherent in taking numbers of students off campus. CEESA has an obligation to ensure the safety of all students while participating on trips and we recognize that extra-curricular trips present additional challenges.

These trips require a great deal of logistics and a great deal of cooperation among many in order to be successful both for the sending schools and the hosting school. Housing and meal responsibilities, travel and transportation, referees, increased unsupervised time, covering classes missed by teachers, and other challenges combine to cause schools to expect more from all participants in these trips and activities. Taking students out of class and traveling requires increased cooperation, places greater responsibility and requires a higher level of behavior for all involved, particularly students. The bar is raised higher during trips than otherwise. CEESA member schools believe this presents great opportunities for learning.

We expect all students to be polite, courteous, punctual, helpful, and respectful of cultural norms while on school trips. A good rule of thumb is when in doubt regarding a certain cultural norm, students are expected to ask an adult regarding appropriateness.

It is the expectation for all CEESA student activities that school personnel will be able to carry out professional responsibilities at all times without impairment, thereby excluding the use of alcohol.

COMMON CONSEQUENCES

Given the above, we believe a set of core consequences that reflect the above understandings and expectations communicates the strength of belief and helps our schools address infractions and

violations consistently. This implies that should students in a CEESA member school transfer to another CEESA member school, during the duration of the consequence levied, the receiving school will honor and maintain those sanctions. Although all schools are obligated to minimally impose the CEESA consequences, this does not preclude or exclude member schools from assigning additional disciplinary action if needed for that particular student. Individual member schools know their students better and can and should decide if the common consequences meet the educational needs of their students or whether additional actions are required given the students record in their home school. Please see Chapter 2 for further information.

WHO DETERMINES WHETHER A VIOLATION HAS OCCURRED?

All CEESA coaches and sponsors, including the host schools' will enforce the rules and regulations. If there is a suspected rules infraction, the administrator-in-charge, along with the host tournament/convention director, will confer, investigate, and make a decision on whether the infraction actually occurred. The decision will go directly to the Activities/Athletic Director and Principal of the school involved, who in turn will impose the specific penalties as listed in the CEESA Handbook. If the administrator-in-charge is not involved or unaware of the situation, then the A.D. and Principal of the school involved will confer with the host school A.D. and Principal, and impose the penalties. NOTE: If the coaches are found condoning the violation of the rules by team members or behaving improperly, they are to be reported to their respective AD/AC or high school principal.

There are two Levels of infractions: Level I results in sending a student home, Level II discipline is at respective school. The following table outlines the Level I and Level II violations. In all cases, a determination by the students' home school will be made whether a student in violation of any of the rules would benefit from counseling. Again, it is the intent of all CEESA schools to facilitate the education of its students which includes involving professional counseling if deemed appropriate. If there is a repeat of any LEVEL I infraction, the involved student will be excluded for one calendar year from all CEESA events.

INFRACTIONS & CONSEQUENCES

	INFRACTION	CONSEQUENCES
LEVEL OF INFRACTION	I	Violation of Drug/Alcohol Policy
		Principal to Principal Conversation Student Suspended for duration of event All reasonable efforts to return student at parents' expense. Parents are informed Violation is recorded, and will be reflected in students record and transcripts Student will be suspended for the following CEESA season/activity period Student will be ineligible for CEESA Awards
	I	Violation of Violent Behavior
		Principal to Principal Conversation Student Suspended for duration of event All reasonable efforts to return student at parents' expense Parents are informed Violation is recorded, and will be reflected in students record and transcripts Student will be suspended for the following CEESA season/activity period Student will be ineligible for CEESA Awards
	I	Violation of Tobacco Policy
		Principal to Principal Conversation Student Suspended for duration of event All reasonable efforts to return student at parents' expense Parents are informed Violation is recorded, and will be reflected in students record and transcripts Student will be suspended for the following CEESA season/activity period

Chapter 2

CEESA Events – Regulations for Students

These regulations shall be followed by students participating in all events (whether athletic, academic, cultural etc.) organized and sponsored by the Central & Eastern European Schools Association (CEESA). Any student who participates in a CEESA event agrees, by signing below, to obey all regulations.

- ✓ Students shall obey all instructions given them by their host parents and their coaches as if these instructions were given to them by their own parents. This applies to all activities irrespective of location undertaken during the period of the CEESA sponsored event.
- ✓ When in host families students should be responsible for maintaining their sleeping space and other in-house facilities in orderly and organized condition. This applies to making their beds, organizing their clothes and toiletries and putting away trash. No cleaning services will be available during their stay.
- ✓ Smoking, any other use of tobacco, the drinking of alcohol and the use of drugs are not permitted. Students involved with CEESA activities may not go to bars or nightclubs.
- ✓ Housing arrangements made by the responsible official of the host school may not be changed.
- ✓ Student curfew for all CEESA sponsored events is 22:00. Students must be in the home of the host parent by this time. Students in grades 6, 7 and 8 are not allowed out of the host's care

unless chaperoned by a host parent and/or an event sponsor. Schools and Families may set earlier curfew times. **Families MAY NOT extend curfew times.**

- ✓ Upper school students may visit host cities but should always be with a student or adult from the host school. It is strongly recommended that on the day students arrive at the host site, host families and visiting students not go out so that student participants can rest and prepare for the event. Students (visiting and host family) must always inform the host family parents of their intentions and location when leaving the host family home.
- ✓ Neither host families nor students may negotiate changes to the CEESA regulations for students with respect to curfew, housing arrangements, the use of tobacco, alcohol or drugs or any other rules or provisions set forth by the host school.
- ✓ These regulations apply to all students- both those from the host school and those visiting throughout the event's duration and, for visiting students, apply also during the journey to and from the site of the event.
- ✓ Students must display appropriate respectful behavior at all times to: their peers, event officials, event sponsors, coaches and all members of the host community.

Violation of these regulations will be reported to the responsible CEESA Official and to the student's coach and/or advisor.

Name of Student _____

Signature of Student _____

Date _____

Signature of Parent/Guardian _____

Chapter 3

CEESA Participants' Discipline

The following is the preferred process and order for disciplinary action during CEESA Athletic and Activity events:

- ✓ The event official, coach, advisor, host parents and/or school official reports the incident to the host school Event Director.
- ✓ The Event Director registers the violation, preferably in a written summary (including what happened, when, where).
- ✓ The Event Director confirms the violation officially with the participant's coaches/advisors.
- ✓ The Event Director takes disciplinary action based on CEESA Rules for student participation. The participant's coaches/advisors may take further disciplinary action based on their schools' rules for participation.
- ✓ Event Director reports any discipline action to the participant's coach/advisor, participating schools administration and the CEESA Executive Committee.
- ✓ The Event Director may share the responsibility of any disciplinary action with a neutral colleague. (Host School Administration, Head/CEESA Official, etc.)**

Discipline Rules:

- ✓ By establishing an official set of rules, the objective is to help the Event Director and to ensure consistency among participating schools.
- ✓ The rules as established in each sport/activity should be consistently adhered to by all member schools.
- ✓ Before the event, each participating schools' Athletic Director/Activity Coordinator should ensure coaches/advisors are familiar with the CEESA Student and Coaches/Advisors Rules.
- ✓ Ultimately each disciplinary situation should be dealt with individually and discretion must be given to the Event Director to investigate the disciplinary procedure.
- ✓ *Further disciplinary action or recommendations may be taken by the CEESA Executive Committee.*
- ✓ Any *player or coach* sent off or ejected in a game during a CEESA sponsored sport tournament is ineligible to participate in the following game.
- ✓ Changes to the student and/or adult rules for participation in CEESA events will go through the following process:
 - i. Coaches/Advisors will discuss potential changes at coaches/advisors meeting during a CEESA tournament or event.
 - ii. Tournament/Event Director will email all participating schools if there is consensus for a change.
 - iii. The rule(s) in question will be discussed at the next AD/AC meeting (September or March)
 - iv. Finally, by having an official disciplinary policy, CEESA recognizes the importance of self-discipline in the education of all student participants. Sponsors, coaches and all participants will participate in the knowledge that any behavior beyond the spirit of fair competition or the event rules will be officially reprimanded.

Chapter 4

Rules for Coaches/Advisors

Coaches/Advisors should consider themselves primarily as teachers and role models. Their chief objective is to encourage a generation of young men and women that health, exercise, participation and enjoyment of sport/activity is an integral part of daily life.

- ✓ **Coach/Advisor** should first consider their role as a teacher. Their chief objective is to encourage and support the healthy development (physically, mentally, and socially) of each student; the winning of the game is secondary. Unless a coach/advisor makes a worthwhile contribution to the total education process, coaches/advisors are not fulfilling their obligations.
- ✓ **Coach/Advisor** should remember that first impressions are lasting and that a good example speaks louder than words. Coaches/advisors should model for and encourage their students through their own personal appearance and attitude.
- ✓ **Coach/Advisor** should always be prompt in meeting assignments at practice sessions, at games and at meetings. They should expect and demand the same from their student participants.
- ✓ **Coach/Advisor** should be diligent in attention to the routine details of the position. (for example, filing in all reports when due, keeping all necessary records and following up promptly on all requests made.)
- ✓ **Coach/Advisor** should accept, as part of their responsibilities, counseling with the students under their discretion. The coach/advisor and student relationship is unique among members of the school faculty. Because of this, the coach/advisor should be prepared to listen to students concerns and discuss the issues/problems facing students today.
- ✓ **Coach/Advisor** should set an example for respect of the rules and order. The coach/advisor should be a person who accepts the decisions of the officials without any display, either by word or act, as to disagreement with those decisions. The coach/advisor should develop the attitude that the official is in charge of the rules and should be respected, regardless of whether they agree with their decision. It would be considered good practice for a coach/advisor (or team captain) to get the attention of an official and ask for an interpretation of the ruling, but considered bad practice to confront or argue with an official.
- ✓ **Coach/Advisor** should teach their student participants to show this same attitude toward the officials and make it completely clear to them that questioning or disputing decisions of an official will never be tolerated. When any such action is displayed by a player, coaches should take action immediately to let that particular participant, and all other members of the squad, know that this kind of behavior will not be accepted.
- ✓ **Coach/Advisor** will respect the rights and feelings of opposing coaches and will never use any tactics that take unfair advantage of them. Coaches/advisors will be friendly and courteous at all times and never argue with the opponent before other student participants or spectators.
- ✓ **Coaches/Sponsors** should instill in their student participants the attitude that they must be good citizens both on and off the field, during the game and afterwards; in school and out.
- ✓ **Coach/Advisor** should teach student participants that their attitude toward the opposing participants must be one of respect and friendship. *For example, any display of fighting against an opponent should result in immediate removal from the game of the athletes guilty of such action.*
- ✓ **Coach/Advisor** should always use language that demonstrates that the coach/advisor is a teacher. Vulgarity and profanity have no place on the field, in the gym or in the dressing room. Coaches/advisors should, likewise, never tolerate such language by student participants at any time.
- ✓ **Coach/Advisor** should refrain from the use of all tobacco products while in the presence of their team. It is further expected that no coach will allow any student participant to use tobacco while taking part in any CEESA activity, whether at practice or at a game.
- ✓ **Coaches/Sponsors** should not- under any circumstance- drink alcohol in the presence of or with students and should be responsible at all times to ensure their ability to carry out all of the responsibilities of an official CEESA event sponsor. Coaches/Advisors should remember that they are on duty for the entire time of the event and could be called on at any time (24 hours a day) for emergencies or incidents involving their students.
- ✓ **Coach/Advisor** should teach the student participant that participation in school athletics and activities is a privilege extended to those who meet the standards of eligibility established by CEESA and their own school. *Coaches/advisors should make it completely clear that no student has the right to participate, nor that the school owes anything for such participation.*
- ✓ **Coach/Advisor** should encourage their squad members, by example, to accept **responsibility** for their own behavior, conduct and performance in training and competition. This refers both in relation to their own players and to the opposition and that their attitudes transcend

sporting/activity competitions and should be seen as an integral part of everyday life. *The relationship between coach/advisor and student participant relies heavily on mutual trust and respect.*

- ✓ **Coach/Advisor** should make sure the activity being undertaken should be suitable for the age, aptitude and ability of the participant.
- ✓ **Coach/Advisor and Event Director** phone numbers will be made available to all participants of CEESA sponsored events.
- ✓ **Coach/Advisor** who accept all of these responsibilities, and requires the same acceptance and adherence from their student participants, will never teach or allow any student under their discretion to use any tactics that attempt to circumvent the spirit as well as the letter of the rules.
- ✓ **Coach/Advisor** must deal with personal information about their team members with confidentiality and discretion. Confidentiality does not preclude the disclosure of information to persons who can be judged to have “the right to know”, relating to the student participant.
- ✓ **Coach/Advisor** must be at the event site with their students from the beginning of the event until its completion. (Unless the tournament director has approved the departure of student(s) and/or sponsors)
- ✓ **Coach/Advisor** should refrain from public criticism of fellow coaches, officials and event sponsors. Differences of opinion should be dealt with on a personal basis and more serious disputes should be dealt with by athletic directors/activity coordinators.
- ✓ **Coach/Advisor** must treat officials and opponents with due respect both in victory and defeat and encourage their squad members to act in a similar manner.
- ✓ **Coach/Advisor** must call the host family homes at curfew time on each night of an event and speak to both the host parent and his/her students. If parents do not receive a call by 22:30 they are instructed to call the event organizer and inform him/her.
- ✓ **Coach/Advisor** must, while speaking with his/her students at curfew time, ask questions of them to ensure that they are safe. Examples of questions could be; what did you do tonight? how are your sleeping arrangements? can you talk freely? what is our school mascot?
- ✓ **Coach/Advisor** must, engage their students during the morning after a night of housing with questions about their experience.
- ✓ **Coach/Advisor** must, while on a CEESA student sponsored trip, refrain from the use of alcohol and/or illegal drugs.

Tournament/Event Directors are in charge of CEESA sponsored tournaments. They have the authority to discipline coaches, as well as students, and will report all discipline infractions to the ranking administrator at the host CEESA School and to the CEESA Sports and Activities Executive Committee within 72 hours.

Coaches' discipline, if needed, will be decided at the earliest available date by the CEESA Discipline committee.

The ranking administrator at the host school of the CEESA sponsored event will be the final arbitrator in any dispute among coaches.

IN DOING ALL THESE THINGS, COACHES AND SPONSORS ARE MAKING A REAL CONTRIBUTION TO THE TOTAL EDUCATION OF THEIR STUDENT PARTICIPANTS AND HELPING TO INSTILL IN THEM PROPER ATTITUDES TOWARDS FAIR COMPETITION AND A HEALTHY LIFESTYLE.

Chapter 5

Rules for CEESA School teams/groups participating in CEESA Athletic or Activity events

Team Supervision

Teams/groups should be adequately supervised during travel to and from CEESA hosted events.

- ✓ There should **always** be two chaperones/coaches for each group involved in CEESA sponsored events. If it is impossible to send two chaperones, the host school must be notified, at which time they will assign a person to assist the visiting school in the case of an emergency. It is recommended, but not necessary for schools to send a female chaperone with female teams.
- ✓ At least 1 chaperone/coach should be with their students until they are turned over to the host school parents or until the host school has accepted the responsibility by dismissing the chaperone. At that time all students must be fully aware of who is responsible for them and that the instructions of this person are to be followed.
- ✓ If a student athlete needs to be taken to the hospital, one of the coaches or chaperones must accompany the athlete for assistance. If a prolonged hospital stay is indicated, parents will be responsible for facilitating further care. Chaperone will stay with a student until parents arrival or return home with a student upon release from the hospital.
- ✓ A coach must call the host family homes at curfew time on each night of an event and speak to both the host parent and his/her students. If parents do not receive a call by 22:30 they are instructed to call the event organizer and inform him/her. While speaking with his/her students at curfew time a coach must, ask questions of them to ensure that they are safe. Examples of questions could be; what did you do tonight? how are your sleeping arrangements? can you talk freely? what is our school mascot? During the morning after a night of housing coaches must engage their students with questions about their experience.

Visiting Parents

- ✓ The host school should make every effort to discourage parents from staying in the chaperones hotel with students. It is expected that students will stay with host families when participating in a CEESA event. This is in the spirit of CEESA to develop self-esteem, social skills and promote intercultural exchanges. The host school is not responsible for transporting visiting parents.

Housing of Teams

- ✓ The host school has the right to refuse housing to those visiting students who have failed to comply with the spirit and intent of the CEESA student rules.
- ✓ In the event that a host school refuses to house a student(s), no alternative housing arrangement should be made until the chaperone/coach has been directly notified and told why the decision has been made. As a matter of courtesy the host school should discuss with the chaperone/coach what alternative arrangements for housing are available for the dismissed student(s) while the decision regarding the student's further involvement in the CEESA event is being made.
- ✓ As a matter of professional courtesy the host school AD/AC, upon deciding not to house an entire team, should make every effort to contact the dismissed team's head teacher to discuss the reasons for failing to house and discuss the alternative arrangements for the team.
- ✓ Visiting students **WILL NOT** bring alcohol to their host family as signs of appreciation.

Dismissing teams from CEESA events

- ✓ Only the tournament director or the team's coach or head teacher has the right to dismiss a student or team from tournament play or CEESA Activity.
- ✓ Dismissing full teams or refusing to house full teams is not consistent with the spirit of CEESA. CEESA has urged that individual rule breakers be identified and punished. Teams losing players resulting from their dismissal suffer the consequences of lost talent and support, but should not be denied play unless the dismissal number is so great that a team cannot field a team. There may be instances where individual rule breakers are not easily identified and that team behavior as a whole is offensive and contrary to the spirit of CEESA. In these cases most schools may have no other choice than to refuse housing to entire teams and tournament directors to deny play.

Event Activities

- ✓ Host schools planning activities for visiting teams (tours etc.) should make certain that these plans have been fully discussed with and understood by the visiting school's coaches/advisors before the team leaves for CEESA events. In addition, these plans should be reviewed in the initial coaches/advisors meeting.
- ✓ All student participants in a CEESA event (sports or activity) are expected to take part in all event activities.

Team/Participant expectations at host school

Students and coaches/advisors should be aware of the following points as consideration to host schools:

- ✓ Respect the school's program in progress and do nothing that would interrupt it.
- ✓ Student participants should not wear clothes that may offend others.
- ✓ The use of portable radios ("boom boxes") and other artificial noise makers is not permitted at CEESA events.
- ✓ Host school administrators and teachers are the "bosses" of their school and should be respected whenever they speak or give directions to visiting teams or their individual members.
- ✓ Visiting coaches/sponsors will be expected to play supervisory roles on a shared basis in the planned student activities for after tournament play sponsored by the host school.
- ✓ During CEESA events coaches/sponsors must be responsible and accountable for the behavior for their students. Students are not permitted to leave the event site without the permission of the coach/advisor or the tournament director.
- ✓ *WHENEVER POSSIBLE athletes should wear the official school issued uniform for all sports.* Schools should ensure, when possible, that the uniforms and uniform accessories conform to the respective sport according to the CEESA adopted rule book.
- ✓ Uniform accessories (T-shirts, headbands etc.) are permitted but should be a solid color. All students from the team should have the same color.
- ✓ Athletic Directors/Activity Coordinators are responsible for ensuring that their coaches/advisors are informed of the standards of dress and that their student participants are properly dressed.
- ✓ The host school athletic director/activity coordinator has the authority to require student participants to change their dress when uniform violations occur.

Chapter 6

Rules for Host Schools of CEESA Athletic and Activity events

Pre-Event Responsibilities (host site and visiting school groups)

- ✓ Host schools must send out invitations to the CEESA event a minimum 6 weeks before the tournament. The invitation should be sent to all CEESA Schools. In addition, an invitation should be sent to the CEESA Executive Director who will assist in assuring all CEESA members have been informed and are invited to the upcoming event.
- ✓ Schools planning to participate in events must notify the host school AT LEAST 30 days prior to the event or by the due date listed on the invitation. Communication should be between AC/AD and the host AC/ADs or Tournament Directors unless expressly instructed by the host AD/AC (for example in the case of Music festivals). AD/AC should be CC'd on all emails.
- ✓ Rosters provided to the host school will include: age, grade, gender, nationality, important medical and dietary alerts, t-shirt size, and housing preferences. Roster submission deadlines are set by the host school and should be required at 3 weeks prior to an event.
- ✓ It is highly recommended that host schools for Activities events appoint a Tournament Director, a staff member that has background or previous experience with the event or is a specialist teacher in the subject area. This person will ensure the quality and appropriateness of the event.

Host Site responsibilities for Transportation during CEESA event

- ✓ Host school will provide a greeter and provide transportation from the point of arrival (airport, train station, bus station) to the host school and transportation after the completion of the event from the host school to the point of departure. The host school can ask for financial reimbursement to cover transportation costs after the completion of the event for costs other than those from the host school to the point of departure.
- ✓ The host site greeter should welcome visiting teams, assist with any arrival needs (money exchanges, visa or luggage problems, etc.) and provide coaches/advisors with any initial event information (schedules, maps, etc.). It is not the host school's responsibility to provide transportation to visiting parents. Host sites are reminded to provide school addresses and/or maps to visiting schools' Athletic or Activity Director prior to the event.

Housing and Hospitality for visiting students

- ✓ Host site should provide adequate, safe host family lodging for entire CEESA event.
 - For MS Events hosting days are Thursday, Friday and Saturday evenings.
 - For HS Events hosting days are Thursday, Friday and Saturday night.
 - For HS Soccer and Basketball hosting days are Wednesday, Thursday, Friday and Saturday nights.
 - For MS Band and Choir hosting days are Wednesday, Thursday, Friday and Saturday nights.
 - For HS Band and Choir hosting days are Wednesdays, Thursday, Friday and Saturday
- ✓ Visiting teams are reminded to alert host site AD/AC of student needs (allergies, dietary concerns, etc.) no less than 2 weeks prior to event.
- ✓ Host families and/or host site shall provide breakfast, lunch and dinner for all participants or money to purchase food.
- ✓ If a visiting coach or advisor has a student who has a problem or concern arise from a host family situation, please report this to the host Tournament Director immediately.
- ✓ Host schools must give visiting students a list of emergency contact numbers which includes the phone numbers of their host families. This list could be given in various ways such as; printed piece of paper with the student guidelines, included in the event program or in the form of a wallet size card.

Housing and Hospitality for visiting coaches

- ✓ Host school will arrange affordable, safe and convenient lodging for coaches and advisors from the visiting schools throughout their stay.
- ✓ Host schools will provide transportation for coaches/advisors to and from the hotel each day of the event.
- ✓ Host school will **provide** a dinner one evening during the CEESA event for all coaches/advisors participating in the event. Alcohol will not be provided at the coaches dinner.

Host School responsibilities during the CEESA Event

- ✓ The tournament director must also refrain from the use of alcohol and/or illegal drugs while he is hosting visiting students.

- ✓ Host School will provide a meeting space for coaches/advisors meeting at the beginning of each CEESA event (For example, Thursday evening or Friday morning).
- ✓ Host school will provide the following at all CEESA events:
 - water
 - medical personnel
 - food options - for purchase- for the duration of the event
 - CEESA event souvenir (t-shirt, towel, cap, water bottle) for all student participants, coaches and advisors.
 - coach/advisors hospitality area – with refreshments, computer and phone access
 - emergency contact information for all students and adults
- ✓ Host school will provide all official balls and equipment for tournaments.
- ✓ Host School will provide emergency medical personnel on site for the duration of the CEESA event. Visiting schools will bring their own 1st aid kits.
- ✓ Host school may use students as volunteers (working score tables etc.), however all students volunteers should be supervised by adults.
- ✓ The host school will provide one “cultural experience” for visiting school during the course of an event. If a second “cultural experience” is organized or asked for by the visiting schools the host school can ask for financial reimbursement for the costs involved.
- ✓ The host school can provide a “social event” one evening of an event to lessen the burden put on host families. All costs involved in a “social event” will be paid for by the host school.
- ✓ Host schools do not reserve the right to change rules for tournaments and events at the coaches meeting.
- ✓ Live streaming of tournaments, is not and should not be an expectation of a host school. If a school does stream some or its entire tournament that it is at total discretion of the host school. The CEESA community understands that each school is different and has different capabilities in this area. - Sarajevo September 2017

CEESA SUSTAINABILITY

Recommendations for Sustainable CEESA Events

While recognizing that our CEESA Athletics and Activities program will have an impact on our shared environment, there are steps that we feel as AC/ADs can be encouraged to take place at our events in order to help minimize their impact on the environment and maximize efforts at sustainability. These steps should not be viewed as requirements, but rather as possibilities for reducing our collective environmental footprint.

- ✓ CEESA Schools will participate in carbon-offset or other programs where and when possible to help offset impact of student and teacher travel.
- ✓ Host schools will make every effort to recycle materials (paper, glass, plastic) produced or required during the course of an event. Host schools will take steps to make their events as „paperless” as possible.
- ✓ Host schools will make every effort to reduce the amount of materials used during the course of an event.
- ✓ Host schools will make every effort to give consideration to the source of materials: where it was made, who made it, what it was made of, to guide purchase/use of that material.
- ✓ Where possible, event participants and host schools will take steps to reduce the amount of energy (gas and electricity) that is consumed during the event

As we are educational institutions, we would hope that all CEESA member schools would have their students take the lead on developing, organizing and publicizing the above steps at an event. We encourage host schools to take steps to educate participating students about these steps

Post-Event Responsibilities (Host school)

Athletics

- ✓ Host school will provide a CEESA event evaluation form to all coaches/advisors at the end of the event that is to be filled out by students and coaches together.
- ✓ Host school will collect and summaries the event evaluation forms. The summary as well as the results and activity event report must be sent to the ac/ad list serve. The executive activity representative will post the summaries on the moodle site and record the results.
- ✓ Host school should submit an article for the CEESA Web Site.
- ✓ Host school AD/AC should be prepared to present a report at the next scheduled AD/AC meeting.
- ✓

Activities

- ✓ Host school will provide a CEESA event evaluation form to all coaches/advisors at the end of the event that is to be filled out by students and coaches together.
- ✓ Host school will collect and summaries the event evaluation forms. The summary as well as the results and activity event report must be sent to the ac/ad list serve. The executive activity representative will post the summaries on the moodle site and record the results.
- ✓ Host School will provide a meeting space for coaches/advisors feedback meeting at the end of each CEESA Activity event. At the meeting coaches will openly discuss rules, format and issues for the betterment of the activity.
- ✓ Host school should submit an article for the CEESA Web Site.
- ✓ Host school AD/AC should be prepared to present a report at the next scheduled AD/AC meeting.

Chapter 7

CEESA Rules Consistency and Best Practices

It is important for the success, child protection and risk management plan of all CEESA events, that host families be consistent regarding the rules for student participation. Host schools should assure that host families understand their role and what is expected of them and the visiting students, especially concerning curfews and a controlled environment. *The following will apply to all CEESA sponsored events:*

- ✓ The student participant curfew is 22:00 for all nights of CEESA sponsored events.
- ✓ Students in Grades 6, 7, and 8 are not allowed to be unsupervised. They should be under the direct supervision of the host parents or their respective coach or advisor (This applies for all days of the visit.)
- ✓ Upper school students may visit host cities but should always be with a student or adult from the host school. It is strongly recommended that on the day students arrive at the host site, host families and visiting students not go out so that student participants can rest and prepare for the event. Students (visiting and host family) must always inform the host family parents of their intentions and location when leaving the host family home.
- ✓ CEESA requires that coaches/sponsors call their respective students host family at curfew time on each night of an event and speak with both the parents and his/her students. If parents do not receive a call by 22:30 they are instructed to call the event organizer and inform him/her.
- ✓ Any violation of the CEESA housing regulations by any participant will result in those involved being immediately removed from housing with host families. The student will either be placed in the care of the coach/advisor for the duration of the event or will be sent home.
- ✓ While CEESA realizes the difficulty of travel arrangements for these events, it is recommended that visiting schools arrive for all CEESA sponsored events on Thursdays and depart on Saturdays after the event or Sunday.
- ✓ CEESA strongly urges member schools to adopt policies that prohibit students from smoking and using other tobacco products at any CEESA sponsored event. CEESA supports member school in their policies.

The following items are not rules but best practices that can aid in the protection of our students participating in CEESA events.

- ✓ Students should be seated in groups when traveling by train, bus or plane.
- ✓ Students should be supervised on transportation (buses, mini vans, taxis etc.) while visiting a host city.
- ✓ When host schools receive dietary/medical information from visiting schools they should involve their nurse with any noted students.
- ✓ Holding a preseason coaches' meeting is an important way to share information and guidelines.
- ✓ Schools should consider making it mandatory for coaches to have some sort of coaching certification or take specific course. First Aid courses would have the highest priority. NFHSlearn.com is a resource for paid and free courses.
- ✓ Pre-travel meeting with coaches, may be useful to give all travel documents and information.

- ✓ All AD/ACs should have each other's phone numbers programmed in their phones in case of emergency
- ✓ All AD/ACs should have yearly first aid training.
- ✓ Visiting coaches should be shown, when they arrive, the emergency procedures of the host schools.
- ✓ Holding a pre season parents meeting is a good way to give parents the CEESA and school guidelines.
- ✓ Before a hosting event parents should be reminded of the CEESA guidelines and specifically about coaches calling at curfew and what to do if they do not call.
- ✓ Host school should consider using their school security guards or hiring outside guards when tournaments are located off campus. Sites do not need to be locked down (as some campus are) but at least a security presence that walks around the event location paying particular attention to possible non community members. (Tallinn 2016)

✓

Chapter 8

Rules for Parents

The following rules are intended for the use of all respective parents hosting for CEESA sponsored events.

For the duration of the event you stand in place of the visiting student's parents. Please exercise all supervision and care that you would normally exercise with your own children and observe all CEESA rules below.

- ✓ Attached for your information are the regulations for student behavior. The student(s) you are hosting has already agreed to observe these regulations.
- ✓ Please report immediately any violation of these regulations by the student(s) you host to the responsible official designated by your school. (Event Director, Athletic Director, Activity Coordinator, etc.)
- ✓ Neither host families nor students may negotiate changes to the CEESA regulations for students with respect to curfew, housing arrangements, the use of tobacco, alcohol or drugs or any other rules set forth by the host school.
- ✓ Please make contact with the student(s) you are hosting at the time designated by the host school.
- ✓ Please arrange for suitable transport if necessary. Normally this is expected to be a private car to and from the event.
- ✓ Please provide the student(s) with a suitable meal at whatever times may be necessary because of the scheduling of the event.
- ✓ Please provide a "bag lunch" for the student(s) during the competition and for the return journey to their home city. You may give the student(s) money to purchase a meal if provided by the host school.
- ✓ CEESA requires that coaches/sponsors call their respective students host family at curfew time on each night of an event. They are required to speak with both a parent and his/her students. If you do not receive a call by 22:30 please call the event organizer and inform him/her.
- ✓ Student may not be left without adult supervision during all tournament days. - Sarajevo, September 2017
- ✓ Host families will make every effort to be at home when they host or, in extraordinary situations, provide an adult (approved by tournament director) to supervise for a limited period of time.- Sarajevo, September 2017

Chapter 9

CEESA Statement of Integrity and Fair Play

It is recommended that the statement below be read at the beginning of all CEESA sponsored events. It should be read in the presence of the student participants (sports and activities), coaches, advisors, officials and especially the spectators. The hope is that in calling to mind the purpose and spirit of CEESA this statement will promote a dignified atmosphere and appropriate behavior especially on the part of the adults to whom our children look for guidance and models of behavior.

The purpose of the Central and Eastern European Schools Association is to provide a venue for students from member schools to compete or gather in an environment that is safe, challenging, professional and educational. Each student is given the opportunity to demonstrate her/his best ability while maintaining a spirit of respect and co-operation with fellow students from various international backgrounds.

Each event involves students and adults in their different roles: these include student athletes or participants, chaperones, coaches and spectators. All those involved in the event are expected to uphold the same spirit of respect and co-operation. This spirit is demonstrated by fair play among students, positive encouragement from coaches, impartial judgments from officials and respectful enthusiasm from spectators. The behavior of the adults is crucial to the successful educational aspect of the event.

The adults act as models for our student participants. Therefore profanity, deliberately making noises that interfere with the performance of a competing student, the condemnation of coaches or officials, or any behavior that is disrespectful or degrading to the CEESA standard of sportsmanship, jeopardizes the purposes of the CEESA organization and, most of all, jeopardizes the quality of the experience for the students involved.

As this event ensues, we ask that all of our parents, coaches and students keep this vision of our purpose in mind.

TOURNAMENT CITIZENSHIP

As athletes, coaches, officials and spectators we all have a role in an athletic event. Together we all have RESPONSIBILITIES to make this event a positive and healthy experience for all!

The athlete:

- ✓ Maximizes one's potential in the pursuit of individual and team excellence.
- ✓ Perseveres in the face of adversity.
- ✓ Wins with modesty and accepts defeat with poise and dignity.
- ✓ Respects self, all participants and the sport they participate within.
- ✓ Represents his/her school with the highest standard of conduct at all times.

The coach:

- ✓ Inspires athletes to compete within the rules of the sport they participate within.
- ✓ Teaches the importance of competing fairly regardless of outcome.
- ✓ Sets an example for players and spectators in respecting officials.
- ✓ Models exemplary conduct at all times.

The official:

- ✓ Is impartial, fair and firm in decisions.
- ✓ Treats all participants with respect.

The spectator

- ✓ Recognizes that the goal of athletic competition is to provide young people with the opportunity for healthy, physical, social and emotional growth.
- ✓ Recognizes that spectators as participants have responsibilities for appropriate behavior.
- ✓ Does not speak to other participants negatively and disrespectfully.
- ✓ Respects decisions made by game officials' and tournament organizers.
- ✓ Allows coaches to coach

Part III

CEESA Athletic and Activity Events and Formats

Chapter 10

CEESA Events

I. Time Schedules

The following section of tournament schedules and formats are guidelines for the host school Athletic Directors to use in making their respective tournament games' schedule. The schedules are based on the number of participating teams and are the following but not limited to a 4, 5, 6, 7 and 8 teams. All CEESA Tournaments should either be round-robin or pool play format, and could have the possibilities of final games. This is based on the decision of the host school's Athletic Director. For tournaments that take place outdoors, 60 % of tournament games must be completed for the standings to be official.

Below you will find the number of games necessary to complete round-robin tournaments:

- ✓ 4 team round-robin 6 games
- ✓ 5 team round-robin 10 games
- ✓ 6 team round-robin 15 games
- ✓ 6 team pool play 9 games
- ✓ 7 team round-robin 21 games
- ✓ 7 team modified round 14 games
- ✓ 8 team round-robin 28 games
- ✓ 8 team pool play: 12 games

Below is an example of a schedule with 1 hour and 15 minutes, for one court/field. This example can be adjusted to fit the facilities and time plan for the respective host school.

Time	Game #
09:15	1
10:30	2
11:45	3
13:00	4
14:15	5
15:30	6
16:45	7

The 1 hour, 15 minute blocking will allow for 16-minute halves in basketball and for the 30 minutes in soccer. Volleyball matches are the best 2 of 3 sets, and can be blocked out with one hour or less. It is advised to add an additional amount of time following every three games, to allow for the schedule to catch up if it has fallen behind. For soccer it is important to know the daylight hours available before structuring the time schedule.

II. Event Formats

The following are examples of tournaments for 5, 6, 7 and 8 teams, and can be adjusted to fit the facilities and time parameters of the host school. Host school Athletic Directors must send out the schedule to visiting schools and solicit feedback regarding the game schedule. Once feedback has been collected, the schedule may be adjusted or it is kept the same. Once the schedule has been approved and communicated to the visiting schools as being fixed there can be no more changes. Tournament schedules will be designed based on the following seeding process. These are based on each respective schools placing in the previous year's tournament. For example, in a 6 team tournament BUCH finished 5th they will be #5 in the game schedule.

For tournaments that use "pool play" the following seeding system sets up pool A and B

Pool A: #1, #4, #5, #8
 Pool B: #2, #3, #6, #7
 Tallinn 2016

An example of a 5 team tournament

TIME/GAME #	FIELD/COURT 1
9:00 G1	1 vs 2
10:30 G2	3 vs 4
12:00 G3	1 vs 5
13:30 G4	2 vs 4
15:00 G5	2 vs 3
16:30 G6	4 vs 5

TIME/GAME #	FIELD/COURT 1
9:00 G7	3 vs 5
10:30 G8	1 vs 4
12:00 G9	2 vs 5
13:30 G10	1 vs 3

TIME/GAME #	FIELD/COURT 1
9:00 G11	#2 vs #5
10:30 G12	#3 vs #4
12:00 G13	#1 vs WG12
13:30	BREAK
15:00 G14	LG12 vs LG13
16:30 G15	WG12 vs WG11

An example of a 5 team tournament for MS Blue Division (1 court / 2 days)

TIME/GAME#	FIELD/COURT 1
08:30 G1	1 vs 4
09:45 G2	2 vs 3
11:00 G3	4 vs 5
12:15 G4	1 vs 3
13:30 G5	2 vs 5
14:45 G6	3 vs 4
16:00 G7	1 vs 2

TIME/GAME#	FIELD/COURT 1
08:30 G8	1 vs 5
09:45 G9	2 vs 4
11:00 G10	3 vs 5
13:15 G11	3 rd vs 4 th Place Play Off
14:30 G12	Seed #5 vs Selection of players from G11
15:45 G13	Championship Game

An example of a 6 team tournament for MS Blue Division (1 court / 2 days)

POOL A	POOL B
A1	B1
A2	B2

A3	B3
----	----

TIME/GAME#	FIELD/COURT 1
08:30 G1	A1 vs A2
09:45 G2	B1 vs B2
11:00 G3	A1 vs A3
12:15 G4	B1 vs B3
13:30 G5	A2 vs A3
14:45 G6	B2 vs B3
TIME/GAME#	FIELD/COURT 1
08:30 G7	#2 Seed Pool B vs #3 Seed Pool A
09:45 G8	#2 Seed Pool A vs #3 Seed Pool B
11:00 G9	#1 Seed Pool A vs Winner of G7
12:15 G10	#1 Seed Pool B vs Winner of G8
13:30 G11	Loser Game 7 vs Loser Game 8
14:45 G12	Loser Game 9 vs Loser Game 10
16:00 G13	Winner Game 9 vs Winner Game 10

An example of a 6 team tournament (MS Level)

1st Day

TIME/GAME #	COURT/FIELD ONE	COURT/FIELD TWO
9:00	1 vs 6	3 vs 4
10:30	2 vs 5	No Game
12:00	1 vs 5	4 vs 6
13:30	2 vs 3	No Game
15:00	1 vs 4	No Game
16:30	3 vs 5	2 vs 6

2nd Day

TIME/GAME #	COURT/FIELD ONE	COURT/FIELD TWO
9:00	1 vs 3	4 vs 5
10:30	2 vs 4	3 vs 6
12:00	1 vs 2	5 vs 6
13:30	# 5 vs #6 plays for 5 th / 6 th place	
15:00	#3 vs #4 plays for 3 rd /4 th place	
16:30	#1 vs #2 plays for 1 st /2 nd place	

An example of a 6 team tournament (HS Level)

1st Day

TIME/GAME #	COURT/FIELD ONE	COURT/FIELD TWO
9:00 G1 and G2	1 vs 6	3 vs 4
10:30 G3	2 vs 5	No Game
12:00 G4 and G5	1 vs 5	4 vs 6
13:30 G6	2 vs 3	No Game
15:00 G7 and G8	1 vs 4	3 vs 5

2nd Day

TIME/GAME #	COURT/FIELD ONE	COURT/FIELD TWO
9:00 G9 and G10	2 vs 6	1 vs 3
10:30 G11	4 vs 5	No Game
12:00 G12	2 vs 4	No Game
13:30 G13 and G14	1 vs 2	3 vs 6
15:00 G15 and G16	1 vs 2	5 vs 6

3rd Day

TIME/GAME #	COURT/FIELD ONE	COURT/FIELD TWO
09:00 G17 and G18	#3 v #6	#4 v #5
10:30	No Game	No Game
12:30 G19 and G20	Winner G16 v # 2	Winner G17 v #1
14:00	LG19 v LG20 (3 rd /4 th place)	LG17 v LG18 (5 th / 6 th place)
15:30	WG19 v WG20 (1 st / 2 nd place)	

An example of a 7 team tournament (This is a modified round robin)

1st Day

TIME/GAME #	FIELD/COURT 1	TIME/GAME #	FIELD/COURT 2
9:15 G1	1 vs 7	9:15	
10:45 G2	3 vs 6	10:30	
12:15 G3	2 vs 4	12:15 G4	5 vs 7
14:15		14:15 G5	1 vs 3
15:30 G6	4 vs 6	15:30 G7	2 vs 5

2nd Day

TIME/GAME #	FIELD/COURT 1	TIME/GAME #	FIELD/COURT 2
09:00 G8	1 vs 6	09:00 G9	4 vs 7
10:30 G10	5 vs 3	10:30	
12:00 G11	2 vs 7	12:00	
14:15 G12	5 vs 6	14:15 G13	1 vs 4
15:30 G14	2 vs 3	15:30	

3rd Day

TIME/GAME #	FIELD/COURT 1	TIME/GAME #	FIELD/COURT 2
9:30 G15	#1 vs #4	09:30 G16	#2 vs #3
11:00 G17	#5 vs #6	11:00	-----
12:30 G18	LG15 vs LG16 (3 rd /4 th Place)	12:30 G19	#6 vs #7
14:00 G20	#5 vs #7	14:00	-----
15:30 G21	WG15 vs WG16 (FINALS)	15:30	

An example of an 8 team tournament (2 pool format)

TIME/GAME #	COURT ONE	RESULTS	TIME/GAME #	COURT TWO	RESULTS
9:15 G1	6 vs 8		9:15 G2	1 vs 4	
10:30 G3	5vs 7		10:30 G4	2 vs 3	
11:45 G5	1 vs 8		11:45 G6	4 vs 6	
13:00 G7	3 vs 5		13:00 G8	2 vs 7	
14:15 G9	1 vs 6		14:15 G10	4 vs 8	
15:30 G11	2 vs 5		15:30 G12	3 vs 7	
TIME/GAME #	COURT ONE	RESULTS	TIME/GAME #	COURT TWO	RESULTS
9:15 G13	A3 vs B2		9:15 G14	A1 vs B4	
10:30 G15	A2 vs B3		10:30 G16	A4 vs B1	
11:45 G17	LG13 vs LG14		11:45 G18	LG15 vs LG16	
13:00 G19	WG13 vs WG14		13:00 G20	WG15 vs WG16	
14:15 G21	5 th /6 th Place		14:15 G22	7 th /8 th Place	
	WG17 vs WG18			LG17 vs LG18	
15:30 G23	3 rd /4 th Place				
	LG19 vs LG20				
16:45 G24	1 st /2 nd Place				
	WG19 vs WG20				

III. Citizenship and Sportsmanship Awards

As athletes, coaches, officials and spectators we all have a role in an athletic event. Together we all have RESPONSIBILITIES to make this event a positive and healthy experience for all! The below responsibilities should be outlined in all tournament/event information and programs.

Participants Responsibilities

The athlete:

- ✓ Maximizes one's potential in the pursuit of individual and team excellence.
- ✓ Perseveres in the face of adversity.
- ✓ Wins with modesty and accepts defeat with poise and dignity.
- ✓ Respects self, all participants and the sport they participate within.
- ✓ Represents his/her school with the highest standard of conduct at all times.

The coach:

- ✓ Inspires athletes to compete within the rules of the sport they participate within.
- ✓ Teaches the importance of competing fairly regardless of outcome.
- ✓ Sets an example for players and spectators in respecting officials.
- ✓ Models exemplary conduct at all times.

The official:

- ✓ Is impartial, fair and firm in decisions.
- ✓ Treats all participants with respect.

The spectator:

- ✓ Recognizes that the goal of athletic competition is to provide young people with the opportunity for healthy, physical, social and emotional growth.
- ✓ Recognizes that spectators as participants have responsibilities for appropriate behavior.
- ✓ Does not speak to other participants negatively and disrespectfully.
- ✓ Respects decisions made by game officials' and tournament organizers.
- ✓ Allows coaches to coach

SPORTSMANSHIP AWARD (sports) & FAIR PLAY AWARD (activities)

In every team competitive tournament (all sports and MS/HS Math, MS/HS Knowledge Bowl – excluding individual sports Swimming, Tennis and XC) the host school will present a team sportsmanship or fair play trophy to the school that demonstrates the best sportsmanship or fair play. (Tallinn 2016) This trophy shall be the same size as the championship trophy. Host schools also are responsible for their fans but these fans cannot be used as a determining factor in the host school winning this award. Host schools will provide visiting coaches with the sportsmanship (athletics) and fair play (activities) rubrics at the beginning of the event and outline in the coaches meeting and opening ceremony the voting and selection procedures for the award. Visiting coaches and teams must clarify sportsmanship and fair play scores on rubrics and for scores of 1's and 2's a brief description of the violating behavior should be included. All participating schools are to turn in rubrics for all schools at the event, or who they have competed against in athletics as prescribed by the host school tournament director. Schools that do not turn in all rubrics will not be considered for the award. Please see appendix for the sportsmanship rubric and fair play award rubric.

For red division athletic events sportsmanship awards will be awarded to all teams that receive points between the ranges of 10-12 for the entire 2015/2016 year. This will be reviewed at the September 2016 meeting. Istanbul and Moscow will pilot S-Pins for the spring of 2016 and their inclusion will be reviewed also be reviewed at the September meeting. (Istanbul 2016)

Who votes?

1. Visiting teams with coaches' guidance.
2. Tournament director also has a section in the rubrics, and has the deciding vote in case of ties

Schools should refer to the Sportsmanship Rubric and Fair Play Rubric, see appendix section.

IV. *Trophies and Medals*

Permanent trophies will be awarded to First, Second and Third Place teams. Medals are awarded to individual players and participants for teams in 1st to 3rd at Varsity Events for the following sports basketball, cross country, soccer, softball, swimming, tennis and volleyball.

Blue division will have permanent traveling trophies for all tournaments starting in the 2015-2016 school year. *A traveling trophy will be awarded to the winners of each of the 12 Blue Division sports tournaments.*

It is the winning schools obligations to:

1. *Look after traveling trophy and return the following year in same condition.*
2. *Have the trophy engraved with their school name, year they won and venue of the event.*
3. *Ensure that the trophy is available at following years' event in order that it can be presented. If the previous winners' are not able to attend a particular tournament, they must make arrangements to ensure that the trophy is at the event and ready to be presented.*

MS/HS Sports:	Trophies for 1 st , 2 nd , and 3 rd place will be awarded
✓ Basketball	Trophies for 1 st , 2 nd , and 3 rd place teams
✓ Cross Country	Trophies for 1 st , 2 nd , and 3 rd place teams <ul style="list-style-type: none">• Individual medals for 1st, 2nd and 3rd place
✓ Softball	Trophies for 1 st , 2 nd , and 3 rd place teams
✓ Football	Trophies for 1 st , 2 nd , and 3 rd place teams
✓ Swimming	Trophies for 1 st , 2 nd , and 3 rd place teams at each level <ul style="list-style-type: none">• MS Boys, MS Girls/HS Boys, and HS Girls• Individual medals for 1st, 2nd and 3rd place in all events and relays
✓ Tennis	Trophies for 1 st , 2 nd and 3 rd place teams <ul style="list-style-type: none">• Individual medals for 1st, 2nd, and 3rd place in Singles and Doubles
✓ Volleyball	Trophies for 1 st , 2 nd , and 3 rd place

MS Activities

- ✓ Math Counts Trophies for 1st, 2nd, and 3rd place teams
 - Individual Medals for 1st, 2nd, 3rd place
- ✓ Knowledge Bowl Trophies for 1st, 2nd, and 3rd place teams
- ✓ Speech/Debate Trophies for 1st, 2nd, and 3rd place teams
 - Individual Medals for 1st, 2nd and 3rd Place for the following areas:
Duet Acting, Impromptu, Oral Interpretation, Original Oratory
- ✓ FLL Trophies provided by FLL

HS Activities

- ✓ Math Trophies for 1st, 2nd, and 3rd place teams
 - Individual Medals for 1st, 2nd, 3rd
- ✓ Knowledge Bowl Trophies for 1st, 2nd and 3rd place teams
- ✓ Speech/Debate Trophies for 1st, 2nd, and 3rd place teams
 - Individual Medals for 1st, 2nd and 3rd Place for the following areas:
Duet Acting, Impromptu, Oral Interpretation, Original Oratory
- ✓ FTC Trophies provided by FTC

V. All Tournament Teams

At the conclusion of the following CEESA Sporting Tournaments the host school will present the ALL TOURNAMENT TEAM. These teams are selected in the following sports tournaments/events: Basketball, Cross Country, Soccer, Softball, Swimming, and Volleyball. This award is for Varsity level only, and is a way of recognizing athletes who performed at the most outstanding level throughout the tournament. The team is based on all around skills, participation and performance. The All-Tournament player is someone who is very valuable to his respective teams' overall success based on their: Skill level, Sportsmanship – on and off the field, Teamwork, Coachable and Enthusiasm – love for the game

Players from the respective sport tournaments will be chosen by their own respective coach at the end of competition, the numbers of players to represent each team is based on their teams respective final positions as outlined in the host school's tournament program. Coaches are encouraged to select players based on the above criteria. The numbers for each sport are listed below.

Basketball/Volleyball:	10
Cross Country	12 total (6 boys and 6 girls)
Football	15
Softball	14
Swimming	10 total (5 boys and 5 girls)

Students selected to the All-Tournament will receive an award deemed credible by the host school (medal, plaque, or t-shirt).

The following are guidelines for the number of All Tournament Players based on the number of teams participating in the respective tournament:

Basketball (10 selected players):

- 6 teams: 1st – 3, 2nd – 2, 3rd – 2, 4th – 1, 5th – 1, 6th – 1
- 7 teams: 1st – 3, 2nd – 2, 3rd – 2, 4th – 1, 5th – 1, 6th – 1, 7th – 1
- 8 teams: 1st – 2, 2nd – 2, 3rd – 1, 4th – 1, 5th – 1, 6th – 1, 7th – 1, 8th – 1

Soccer (15 selected players):

- 6 teams: 1st – 4, 2nd – 3, 3rd – 3, 4th – 2, 5th – 2, 6th – 1
- 7 teams: 1st – 4, 2nd – 3, 3rd – 3, 4th – 2, 5th – 1, 6th – 1, 7th – 1
- 8 teams: 1st – 3, 2nd – 3, 3rd – 2, 4th – 2, 5th – 2, 6th – 1, 7th – 1, 8th – 1

Softball (14 selected players):

- 6 teams: 1st – 4, 2nd – 3, 3rd – 3, 4th – 2, 5th – 1, 6th – 1
- 7 teams: 1st – 4, 2nd – 3, 3rd – 2, 4th – 2, 5th – 1, 6th – 1, 7th – 1
- 8 teams: 1st – 4, 2nd – 3, 3rd – 2, 4th – 1, 5th – 1, 6th – 1, 7th – 1, 8th – 1

Volleyball (10 selected players):

- 6 teams: 1st – 3, 2nd – 2, 3rd – 2, 4th – 1, 5th – 1, 6th – 1
- 7 teams: 1st – 3, 2nd – 2, 3rd – 2, 4th – 1, 5th – 1, 6th – 1, 7th – 1
- 8 teams: 1st – 2, 2nd – 2, 3rd – 1, 4th – 1, 5th – 1, 6th – 1, 7th – 1, 8th – 1

VI. Athletic Rules Committee

The Athletic/Sport Rules Committee will be comprised of at least two Athletic Directors from any of the three divisions. The term of this committee will last for two years and in the event a committee member leaves his or her position within their school the incoming Athletic Director of that school will fulfill this responsibility for the remainder of the term.

The current rules committee members are the following:

Joe Monks	IS Prague
Jim Matter	ASW Warsaw
Aleksandar Ristovski	NOVA Skopje

The duties of the Athletic Rules Committee are:

- ✓ Work in cooperation with CEESA ADs and coaches about the rules or formats issues that come up throughout the year.
- ✓ Discuss via email and phone calls during the year any issues that come up
- ✓ Bring any additions or edits for the CEESA handbook to the AC/AD secretary for inclusion on agenda at the next AC/AD meeting
- ✓
- ✓

CEESA

Athletics

Chapter 11

Basketball

RULES

F.I.B.A. (latest edition - 2012)

RULE EXCEPTIONS

- ✓ Jump ball will only be used at the start of the game and overtime periods.
- ✓ An arrow set at the recorders' table will indicate which team next gains possession on subsequent jump ball situations.
- ✓ Each player must wear a numbered uniform. (Art 4.3 Uniforms – as a rule exception in CEESA allowing students to wear t-shirts under game uniforms.)
- ✓ There will be no dunking during warm-up time before the games. The penalty will be a technical foul, with two shots awarded to the opposing team.
- ✓ The 30 second shot clock rule is in effect. (Art 29 applies to the 30 second clock)
If the throw-in is to be administered in the backcourt, if required by the respective rules, the 30 second device shall be reset to 30 seconds. If the throw-in is to be administered in the frontcourt, if required by the respective rules, the 30-second device shall be reset as follows: If 15 seconds or more are displayed on the 30-second device at the time the game was stopped, the 30-second device shall not be reset and shall remain the same. If 13 seconds or less are displayed on the 30-second device at the time the game was stopped, the 30-second device shall be reset to 30 seconds.

Playing time:

Warm-up time: Pre-game and half-time periods on the tournament court are reserved solely for participating teams dressed in proper uniforms.

High School

- ✓ 4 x 8 quarters for a game - stopped clock
- ✓ 5-min. half-time
- ✓ 8 seconds to get the ball over mid court
- ✓ 30 second shot clock (can be altered if host school has only 24 shot clock)
- ✓ JV and Varsity Girls are to use the 28.5 size basketball
- ✓ When a shot clock is not available there should be a whistle at the scorers' table official for a warning at 25 seconds.
- ✓ Overtime periods are half the time of the normal quarter – 4 minutes for JV and Varsity games

Middle School

- ✓ 4 x 6 minute quarters for a game - stopped clock
- ✓ 5-min. half-time
- ✓ 8 seconds to get the ball over mid court
- ✓ No shot clocks are to be used for middle school
- ✓ MS girls and boys are to use the 28.5 size basketball
- ✓ Overtime periods are half the time of the normal quarter – 3 minutes for MS game

The following is in line with the CEESA MS philosophy of "development of skills" for respective students and sports. Defense is to be played half court man to man defense and the playing of zone defense and full court pressing is not allowed.

The purpose of the ban on zone and full court pressure is threefold:

- ✓ It will allow teams/schools to develop players and players skills in a non-threatening environment
- ✓ There will be an emphasis on offensive fundamentals and building a team offense
- ✓ There will be an emphasis on defensive fundamentals and building a team defense

Good defensive skills can be defined as the following:

- ✓ On the ball pressure
- ✓ Denial Defense – 1 to 2 passes away
- ✓ Help Side Defense

Man to Man defense will be defined in the following ways:

- ✓ Once a rebound is secured (regardless of ball or player positioning) transition to defense must be done immediately
- ✓ Defensive players must retreat to the half point line to take up their defensive positions (Minsk 2018)
- ✓ Defensive positions will be defined by where the ball is in play or its "point of attack"

- ✓ Each player on the defending team will be responsible for defense against one player, so that in judgment of the referee the defense is not sagging into a zone or double-teaming

On the ball defense:

- ✓ Defenders covering the “point of attack” can either be in denial or help position.
- ✓ No double teaming or trapping of the ball

Off the ball defense:

- ✓ Defensive players which are covering players in the area (half of the court) where the ball is not being played should be in the “help” position. Help position is defined by the “man – you – ball” principle

Infractions will be called for the following:

- Pressing or not “getting back” according to the rebound and possession
- Coming out to play defense too soon
- Double teaming/trapping the player in possession of the ball

All infractions will be whistled dead and possession will be given

ROSTERS

The CEESA Handbook outlines the roster limits for each respective sport, for basketball the maximum roster limit is 12 boys and 12 girls. A minimum of 7 players is needed to be eligible to participate in CEESA sanctioned basketball tournaments. Rosters are to be submitted two weeks prior to the tournament. Official roster forms can be found on the ACAD Moodle page www.ceesa.net

SUBSTITUTION

As allowed under F.I.B.A. rule

FACILITIES

At least one full-size basketball court with an electronic scoreboard is required. It is recommended that schools hosting basketball have visible 30-second shot clocks. Schools not using shot clocks must notify participating schools to that effect at least four weeks prior to the tournament and define the provision for enforcing the rule (e.g., warning bell, whistle).

UNIFORMS

All teams must have light and dark uniforms.

OFFICIALS

The number and source of officials is to be determined by the host school. Whenever possible, the host school should utilize host country international sporting organizations to officiate tournaments. The number and source of officials is to be determined by the host school. Whenever possible, the host school should utilize host country international sporting organizations to officiate tournaments.

CLASSIFICATIONS AND RECORDS

Teams shall be classified according to their won-loss records using the following system:

- ✓ Two (2) points for each game won
- ✓ One (1) point for each game lost
- ✓ Zero (0) points for a game lost by forfeit.

TIE BREAKER (FIBA 2010 RULES)

Head to Head

1. If there are teams in the classification with equal points, the results of the game(s) between the teams involved will be used to determine the placing.
2. In the case of a tie between three or more teams. Net points differential (with a maximum of +30 per game) will determine placing. All games, including those against teams who are not tied, must be included. Games that go into overtime will count as a victory or loss for the teams involved but the point differential for both teams will be 0. (Zero) - Sarajevo, Sept. 2017.
3. Goal average of all games between all tournament teams.

Chapter 12

Cross Country

RULES

A. **Rule Book:** I.A.A.F. (latest edition). Rule number 167. Note- General Rules 140:5 and 141:1

CEESA EXCEPTIONS to IAAF rules:

- ✓ Courses to be marked as clearly as possible, to replace (167:3.b).
- ✓ In the interest of safety: a runner may be checked over by medical personnel during the course of the race, and is allowed to continue as long as the medical check does not improve the runner's forward progress in the race, to replace (167:7).
- ✓ Deviation from the designated course, whether deliberately or accidentally and gains an advantage of any description, to replace (141:4).

Additional rules not clarified in IAAF.

Disqualification if:

- ✓ A runner is paced by any person other than another competitor in the race.
- ✓ They receive assistance throughout the course from any sources other than those services that are provided for all competitors by the host school.
- ✓ If the Referee is satisfied on the report of a Judge, Umpire or otherwise that an athlete has left the marked course and has gained an advantage, thereby shortening the distance to be covered shall be disqualified.

In sections of a course that are narrow, the Tournament Director can designate an area, in which a stated maximum number of team members can run abreast. This information must be shared with the coaches at the coaches' meeting.

Meet Organization

Races will be held for the following divisions MS Girls, MS Boys, HS Girls, and HS Boys.

The Cross Country event will be a three-day event comprising of races covering the following distances:

- | | | |
|--------------|----------|----------|
| ✓ First day | MS-3.5km | HS 5km |
| ✓ Second day | MS-2.5km | HS 3.5km |

- ✓ Individual medals will be issued at each of the races, and the team event will be a combination of the points from both days.
- ✓ The maximum number of participants per school is 12, with a maximum of 6 runners comprising each age/gender team. The 6 (six) finishers (4 scoring runners + 2 bumpers) will comprise the team score.
- ✓ A team does not have to enter a complete team in order to compete. Schools may compete in the team championships with just three runners, but they will be assigned a "ghost runner" whose finishing position will be recorded as final position + 1;(added Zagreb 2013, effective immediately) however, their runners may receive individual awards. Host schools may run undeclared runners providing they fall within the age eligibility provisions.
- ✓ Once team lists have been placed on the score sheets absolutely no changes will be allowed for any reason.
- ✓ Spiked shoes may be worn.
- ✓ If the Referee is satisfied on the report of a Judge, Umpire or otherwise that an athlete has left the marked course and has gained an advantage, thereby shortening the distance to be covered shall be disqualified (added Zagreb 2013, effective immediately).
- ✓ A team's first 4 finishers will constitute the team's score. A team's 5th & 6th runners will displace (bump) all scoring runners from other teams that finish in places behind them. The finishing place points of all runners from schools with less than 5 competitors will be disregarded and the team points re-ranked. Ties in team scoring will be resolved in favor of the team whose fifth runner finishes nearer to first place.
- ✓ In the case of a divisional tie between two teams after the 2 races, the total scores from the 5th place runner will be used to split the tie. If both teams are still tied then the total scores from the 6th place runner will be used to split the tie.

Awards

The host school will award winners of first, second, and third place with permanent trophies to the relevant teams after the accumulation of points from both days. Medals will be awarded to the top 3 individuals in each race.

It is the team who scores the lowest total points who becomes the final champions.

Rosters

The CEESA Handbook outlines the roster limits for each respective sport, for cross country the maximum roster limit is 6 boys and 6 girls, there is no minimum limit. Rosters must be submitted two weeks prior to the tournament. Official roster forms can be found on the ACAD Moodle page www.ceesa.net

FACILITIES

Whenever possible, the course should be set on a grass course with as little road running as possible. This is to avoid conflict with traffic and air quality. The course should start and finish in a wide open area, preferably in the same general location. The course should not be overly challenging to MS and HS students. The course should have no extreme hills, river crossings, major ruts, and passing zones. Courses should be set up so spectators are able to watch the race.

Course Guidelines:

- ✓Mark courses clearly using flour or chalk. Use arrows where students may be confused as to which trail to take. Remember, it may seem easy to you, but students who are running fast will not notice the details of the course unless it is clearly marked. It is better to clearly mark than to have students lost or disqualified because they did not adhere to the exact course.
- ✓Set up mileage markers. At the minimum the host school should set up markers for every 1 km. If possible set the markers every 0.5 as well, particularly between 4 and 5 km. You would not expect soccer or basketball players to play without knowing the score, and likewise, it helps cross country runners to judge when to push, and do know they are on course.
- ✓The before or the morning of the race, walk through the course and remove any large branches or rocks from the path. Yes, it is cross country, but students who are running fast may not notice these obstacles until it is too late. It is better to clear the course as much as possible then to have students with twisted ankles.
- ✓Allow at least 1 hour and 15 minutes for a course walk through, giving the coach enough time with their runners to point out things on the course and to discuss strategies.
- ✓Schools should have a GPS system/device to measure the course
- ✓Schools should provide course marshals to help the race go smoothly.

Chapter 13

Football (Soccer)

(General revision to this section - Minsk 2018)

A. FIFA Rule Book (latest edition) applies except as indicated below:

High School Football Rules (Red Division - Boys & Girls / Blue Division 11 a side - Boys)

1. Playing Time - 30 minute halves x 2 with 5 minute half time
2. Unlimited substitutions
3. FIFA field measurements for 11 a side are length 90m - 120m and width 45m - 90m.

Special Note - remove wording Red and Blue in 2019 / 2020

High School Football Rules (Blue Division ONLY - 7 a side - Girls in 2018 / 2019)

1. Penalties - taken from 7 metres from goal line
2. All free kicks awarded outside the goal keeper box are indirect. All opposing players must be 6 metres away.
3. Playing Time - 25 minute halves x 2 with 5 minute half time
4. Unlimited substitutions
5. No offside (Sarajevo 2017)
6. Teams will consist of 7 players – 6 field players and 1 goalkeeper
7. Games to be played on a modified field measuring 55-75 meters in length by 35-45 meters in width
8. Goalposts should measure approximately 4.8 meters in length by 2.1 meters in height.
9. Goal kicks allowed from the penalty spot
10. Corner Kicks will be allowed from a spot equal-distant from the corner and goal keeper box. Host schools are entitled to mark a designated spot for corner and goal kicks.
11. Ball Size - Size 5
12. Other dimensions -

Centre circle - Radius of 6 metres

Penalty spot - 7 metres from goal line

Goal Keeper's Box - 16 metre by 8 metre

Special Note - 2019 / 2020 - proposal to add off side back into HSG and HSB 7 a side football

Middle School Football Rules (7 a side) - Boys & Girls

1. Penalties - taken from 7 metres from goal line
 2. All free kicks awarded outside the goal keeper box are indirect. All opposing players must be 6 metres away.
 3. Playing time - depends based on number of games played;
- 2 games a day - 2 x 20 minutes halves with a 3 minute half time
 3 games a day - 2 x 15 minute halves with a 3 minute half time
 4 games a day - 2 x 10 minute halves with a 3 minute half time
4. Unlimited substitutions only made at stoppage of play (dead ball) subject to prior authorization of the referee, unlimited substitutions may be made as follows:
 - a) after a goal
 - b) prior to a goal kick
 - c) at half time
 - d) when play has stopped because of an injury (only injured player)
 - e) throw ins
 5. No offside
 6. Teams will consist of 7 players – 6 field players and 1 goalkeeper
 7. Games to be played on a modified field measuring 45-75 meters in length by 35-45 meters in width. Typically 60m x 40m would be ideal or a full 11 a side pitch divided in 2 playing across). See **Section C** regarding Tournament Organisation - Format. The length of the sideline must be greater than the width of the goal line.
 8. Goalposts should measure approximately 4.8 meters in length by 2.1 meters in height.
 9. Goalkeepers MAY NOT kick the ball from their hand. It must be thrown or kicked from the floor. If this does happen then an indirect free kick from the halfway line is awarded.
 10. Goal kicks allowed from the penalty spot
 11. Corner Kicks will be allowed from a spot equal-distant from the corner and goal keeper box. Host schools are entitled to mark a designated spot for corner and goal kicks.
 12. Ball Size - Size 5
 13. Other dimensions -
- Centre circle - Radius of 6 metres*
Penalty spot - 7 metres from goal line
Goal Keeper's Box - 16 metre by 8 metre

B. Tournament Organisation - Cards (Yellow/Red)

The tournament director should keep a precise record of all Yellow and Red card offences. Any player sent off or ejected in a tournament game is ineligible to play in the following game; for example, the player is 'banned' for 1 game following the sending off.

Two Yellow Cards in separate games do not result in suspension from the next game; i.e., cards do not become red.

Any players penalized with a "red card" will be ejected from that game and also miss the next game, and will be ineligible for all-tournament selection. No substitutes will be allowed for penalized players.

C. Tournament Organisation - Format

Tournament Format - High School - 11 a side Football - Boys & Girls

1. Teams should play a maximum of 2 games a day and be played over 3 days
2. Eight teams maximum at the tournament
3. The host school can determine the format of the tournament based on number of teams, field availability and referees available. Format needs to follow number of games guidelines and also playing time requirements. CEESA Executive needs to approve the format

Tournament Format - High School Girls Blue Division - 7 a side Football

1. Teams should play a minimum of 2 and maximum of 3 games in a day. Played over a 3 day tournament.
2. Six teams maximum at the tournament
3. The host school can determine the format of the tournament based on number of teams, field availability and referees available. Format needs to follow number of games guidelines and also playing time requirements. CEESA Executive needs to approve the format

Special Note: to be changed to to be High School Boys and Girls in 2019 / 2020 - remove High School Girls Blue Division

Tournament Format - Middle School - 7 a side Football - Boys & Girls

1. Teams should play a minimum of 2 and maximum of 4 games in a day. Played over a 2 day tournament.
2. The host school can determine the format of the tournament based on number of teams, field availability and referees available. Format needs to follow number of games guidelines and also playing time requirements. CEESA Executive needs to approve the format

Field sizes outside the required minimum and maximums as listed above should be informed to all visiting schools and the CEESA executive before the event

D. Tournament Organisation - Officials

The number and source of officials is to be determined by the host school. Whenever possible, the host school should utilize host country international sporting organizations to officiate tournaments.

11 a side football - High School Boys and Girls

Three officials should be used for each game - centre ref and 2 assistant refs

7 a side football - High School Boys and Girls

To be added in 2019 / 2020 - depends on offside being used or not

7 a side football - Middle School Boys and Girls

Should be a minimum of one centre ref per game. Host schools can have 2 refs (1 on each side line) if available. For across pool games and or finals host schools should attempt have 2 refs.

E. Rosters

High School Football Roster (Red Division - Boys & Girls / Blue Division 11 a side - Boys)

Maximum of 15 boys or 15 girls. A minimum of 13 boys or 13 girls are needed to participate in CEESA sanctioned tournaments.

Special Note - Red and Blue division wording to be dropped in 2019 / 2020 handbook

High School Football Roster (Blue Div - 7 a side - Girls)

Maximum of 12 girls. A minimum of 9 girls to participate in CEESA sanctioned tournaments.

Special Note - size of roster for HSB and HSG 7 a side to be changed to 10 in 2019 / 2020

Middle School Football Roster (New Divisional - 7 a side - Boys & Girls)

Each school may bring a maximum of 18 players to make up 2 teams or a maximum of 10 if just having one team.

Should a school have a team that drops below 7 players they may move a player UP from the B team to the A team. Players may not move down.

Special Notes:

1. *If an A team goes down below 7 players, they may call up a replacement from their B team. If the injured player later recovers from their injury (e.g. overnight, Friday to Saturday) the replacement player then goes back to the B team.*
2. *If the A team goalkeeper suffers an injury (meaning they are down to 8), they may call up a replacement goalkeeper from their B team. If the injured goalkeeper later recovers from their injury (e.g. overnight, Friday to Saturday) the replacement goalkeeper then goes back to the B team.*
3. *In the interest of fairness, no players from host schools C and D teams are allowed to move up to other teams. No other schools have C and D teams so the host school would be at an unfair advantage if they were able to move up extra players.*
4. *If a coach needs to move a player up due to injury they must notify the AD/Tournament Director in advance of doing so.*

F. Uniforms and Equipment

- ✓ Each player MUST wear protective shin guards.
- ✓ Each player must wear a numbered shirt.
- ✓ Players are not permitted to play with a hard cast even if it is wrapped in plastic or other materials.
- ✓ Players should refrain from wearing jewelry, scarves, and hats.

G. Tournament Scoring

The following classification system will be used in all round-robin or pool play games.

- ✓ 3 points shall be awarded for a win
- ✓ 1 point shall be awarded for a tie
- ✓ No points shall be awarded for a loss

H. Tie Breakers

In a round robin or pool play games, ties will be broken in the following way in descending order of priority:

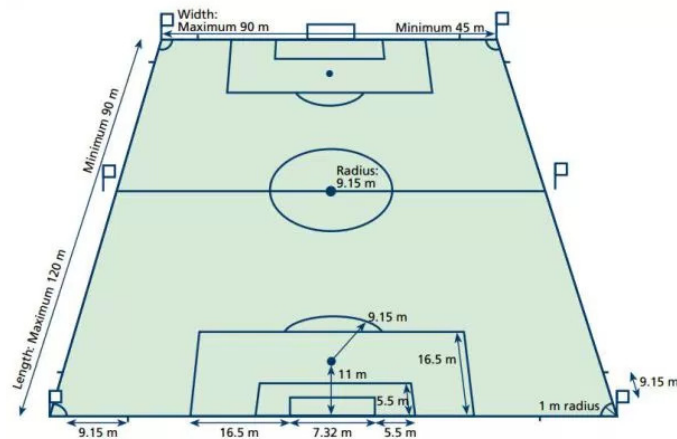
1. Head-to-head.
2. Goal Differential; is defined as the difference between the number of goals scored and the number of goals conceded. The maximum number of goals to be counted both for and against is 6.
3. Goal Average; is defined as the number of goals scored divided by the number of games played. The maximum number of goals to be counted is 6.
4. Points 2 and 3 above are first applied to all teams in the tie break and then if still tied then to all teams in the pool. Once a tie has been split eg. 3 - way tie then it is reverted back to head to head (point 1)

All quarter-finals, semi- finals, placement and championship games that finish in a tie between the teams will be broken by a penalty shoot-out - best of 5 using ABBA format.

Penalties will be taken in the following way:

- o Only players on the field at the end of the game are eligible for the penalty shoot out
- o The team nominates five penalty takers.
- o A toss of the coin will decide the option to take the first penalty. Each side must take a minimum of five penalties. If the scores are even at the end of the five penalties, the score must be noted and a 'sudden death' penalty shoot-out will begin. Only players not used in the original five

penalties can be used until all of them have had a turn and the the original 5 players can be used again. This continues until one team wins on an equal number of shots.



Chapter 14 Softball

RULES

Rule Book: A.S.A. (American Softball Association Slow-pitch). CEESA strongly suggests that there be a wifi enabled laptop at every field so that rules can be researched if/when needed. Judgement calls cannot be questioned. (Prague 2018)

GROUND RULES

Ground Rules:

- ✓ The Tournament will be governed by ground rules as instituted by host school.
- ✓ Qualified Softball Umpires should be obtained or hired-out for a CEESA Softball Tournament

General Rules:

- ✓ A game will consist of 7 innings
- ✓ Each game should be 7 innings unless the game is covered by the 15-run rule.
- ✓ In the event that inclement weather affects the game the host tournament director should make a decision concerning how the game(s) should be recorded.
- ✓ There will be an extra safety base at first base.
- ✓ Restricted Flight Balls measuring at 12" will be used for boys.
- ✓ Non-restricted or restricted Flight Balls measuring at 11" will be used for girls.
- ✓ There will be a coin flip to determine the "home team" for all games, including the championship game.

Outfield fences:

- ✓ Whenever possible, outfield fences should be in the range of the following distances:
 - 180-225 feet for girls.
 - 220 to 265 feet for boys

Bases:

- ✓ The distance between bases should be set at 65'.

Pitching Distance:

- ✓ The distance for the pitching mounds should be set at the following prescribed distances
 - MS & HS Girls – 46'
 - MS & HS Boys – 50'

RULE EXCEPTIONS

- ✓ A team may play with a minimum of nine (9) players instead of ten (10) players before forfeiting the game.
- ✓ A game will be called when there is a 15 run lead after 4 1/2 innings.
- ✓ A pitching strike zone mat must be employed. The strike zone mat will be 22 inches wide, 30 inches long and should be flush with the plate. **The entire home plate plus the pitching mat is part of the strike zone.** The mat should be made of a rubber substance, for safety reasons.
- ✓ There will be a commitment line (for runners) halfway between home base and third, a runner is deemed committed to run home and cannot retreat back to third base after crossing this line. Plays at home are to be considered a force out, where a safety line will be instituted; runners do not have

to touch home (added Zagreb 2013, effective immediately). Alternatively, a second home plate may be used instead of the scoring line. The second plate should be placed even with the first base line and roughly 3 meters away from the actual plate. Depending on the facility the second plate may be a safer alternative than the scoring line.

- ✓ At the MS Level (Boys and Girls) after 5 called balls (Tallinn 2016), the batting team coach will come into pitch and finish the at-bat (added Zagreb 2013, effective immediately)
- ✓ No new inning may start after one hour and 15 minutes during preliminary rounds providing the game is regulation. Tied games will be continued using individual game tie-breaker rule until a winner is determined (See Individual tie breaker rule). Championship games only will consist of seven innings or until a tie is broken with no time limit. Consolation games will follow same tie-breaking procedures as round robin.
- ✓ The individual game tie breaker will be employed starting the 8th inning. For example, from the 8th inning on, each offensive team will start with a runner on second base. This runner will be the player due to bat 10th in the innings (or 11th if an EP is used).
- ✓ There will be an extra safety base at first base.
- ✓ Before each inning, one infield ball and two outfield balls will be provided for 60 seconds.

STRIKE MODIFICATIONS FOR MS BOYS & GIRLS SOFTBALL

- ✓ No walks at the MS level
- ✓ Out on a foul ball with two strikes.
- ✓ The batter may look at ONE CALLED STRIKE without being called out (CALLED STRIKE- A strike that hits the mat or plate, without an attempt to swing). On the second CALLED STRIKE, the batter is OUT.

STRIKE MODIFICATIONS FOR HS BOYS & GIRLS SOFTBALL LEVEL:

- ✓ Walks will be allowed at the HS level
- ✓ Out on a foul ball with two strikes.
- ✓ The batter may look at TWO CALLED STRIKES without being called out (CALLED STRIKE- A strike that hits the mat or plate, without an attempt to swing). On the third CALLED STRIKE, the batter is OUT - *-updated September 2017, Sarajevo*

ROSTERS

The CEESA Handbook outlines the roster limits for each respective sport, for softball the maximum roster limit is 14 boys and 14 girls. A minimum of 11 players are needed to be eligible to participate in a CEESA sanctioned softball tournament. Rosters must be submitted two weeks prior to the tournament. Official roster forms can be found on the ACAD Moodle page www.ceesa.net

SUBSTITUTION

The substitution rule will be as follows: a starting player may be removed for a substitute and then return the starting player to the lineup (in the same batting order) once per game. However, if a coach substitutes for a player twice, the player may not return to the game a second time. Also, once a coach removes a substitute from the lineup, the substitute may not re-enter the game

FACILITIES

Two softball fields are recommended.

SPECIAL EQUIPMENT

- ✓ Batting helmets are required while batting and running the bases.
- ✓ Catchers must use an approved ASA mask, but other catching equipment is optional.

UNIFORMS

- ✓ As in the A.S.A. rule book.
- ✓ Players are required to wear caps / visors that are colored as part of the uniform. Bills of caps / visors must be worn to the front and properly.

OFFICIALS

The number and source of officials is to be determined by the host school. However, it is recommended that there be two umpires for every game if possible.

CLASSIFICATIONS AND RECORDS

Teams shall be classified according to their won-loss records.

TIE-BREAKERS:

How to break tie-breakers in a round robin

- ✓ Head to head
- ✓ Run differential - maximum runs to count – 15; after the tie is broken by 3 teams it then reverts back to head to head
- ✓ Runs conceded - maximum runs to count – 15, and 4. Run average (no maximum)

* In case there is a tie to determine seeding for placement to continue into a quarter-final or semi-final, the head-to-head tie-breaker will be in force. In the case of a three-way tie, the second way to break a tie is by run differential between the three tied teams, once tie is broken it reverts back to head to head.

Chapter 15 Swimming

RULES

A. Rule Book: F.I.N.A. (latest edition) CEESA abides by FINA rules with exception of the False Start rule. In CEESA the First false start by any swimmer is charged to the entire field; any subsequent false start will result in a disqualification of the swimmer involved.

B. General Rules:

- ✓ CEESA swimming championships are to be held in 25 m. pools.
- ✓ In meets where preliminaries and finals are used the following events will be swum on a "timed final" basis:
 - 200 meter individual medley
 - 400 meter freestyle;
 - 100 meter butterfly
 - All relays
- ✓ If, because of the small number of entries, heats are not required, then swimmers will automatically advance to the finals without preliminaries. If this should happen, then that final will be swum as a timed final.

ROSTERS

The CEESA Handbook outlines the roster limits for each respective sport, for swimming the maximum roster limit is 32 total swimmers: 16 MS (8 girls/8 boys) and 16 HS (8 girls/8 boys). There is no minimum limit. Rosters must be submitted two weeks prior to the meet.

ENTRIES

- ✓ Swimmers may compete in up to four (4) individual events and two (2) relays.
- ✓ There is no limit of individual entries per school per event.
- ✓ Each team may enter two scoring relays per event.
- ✓ MS swimmers may swim "up" in HS relays, but not in addition to swimming in the same MS relays. (MS swimmers may not compete in HS individual events.)

EXHIBITION SWIMMERS

By definition an exhibition swimmer can swim in an event for time only. This swimmer cannot place, or score for their respective team. An exhibition swimmer is designated with an X beside the event and can swim in events based on space available and approval of the meet director.

EXHIBITION EVENTS

Each swimmer may choose to swim 1 exhibition event per day. Exhibition events may be swum by scoring swimmers, however, these swims are for time only, meaning that they are not eligible for finals nor do the count for team points.

SCRATCHES

If a swimmer scratches from any event subsequent to the start of that day's competition, he / she may not swim in later events on that same day. Coaches may scratch events at each day's morning coaches meeting, or with the meet director prior to the start of competition that day. (The meet director MAY grant a late scratch upon request by a swimmer's coach – based on physical / medical concern.)

SEEDING

- ✓ Lanes for the preliminary heats will be seeded according to times submitted and according to F.I.N.A. procedures.
- ✓ For the finals, swimmers will be assigned lanes according to the times swum in the heats, from the fastest to slowest, in this order: **Fastest, Slowest, Lane: 3 4 2 5 1 6**

SCORING

The host school is suggested to use the Hy-Tek Swimming Scoring software for the swim meet.
[Http://www.hy-tekltd.com](http://www.hy-tekltd.com)

The points for the team standing will be as follows:

Place Finished	Individual Event	Relay Event
First Place	7 points	14 points
Second Place	5 points	10 points
Third Place	4 points	8 points
Fourth Place	3 points	6 points
Fifth Place	2 points	4 points
Sixth Place	1 point	2 points

DISQUALIFICATION

A written DQ sheet shall be submitted for every disqualification, and the disqualification shall be explained to the swimmer immediately. A disqualification constitutes that a swimmer has committed an infraction either at the start, turn or stroke. At the beginning of the meet at the coaches meeting a thorough discussion of the disqualification rules should take place. Coaches and race judges should be in agreement to what constitutes a disqualification. At the conclusion of the meet, the DQ sheets shall be made available to the coaches for future reference.

OFFICIALS

In addition to a Meet Director, the following officials must be provided for both the preliminaries and finals on both days:

- One (1) Head Referee,
- One (1) Starter,
- One (1) Official Scorekeeper,
- Two (2) Stroke and Turn Judges,
- Three (3) Finish Judges*
- Three (3) Timers per lane, or automatic or semi-automatic timing
 - o *to be used only when timing has failed

EVENTS SCHEDULE

EVENTS / TWO-DAY FORMAT

Day I

200 Freestyle prelims
50 Freestyle prelims
100 Backstroke prelims
50 Breast-stroke prelims

100 I.M (MS) prelims
200 I.M. (HS) timed finals
Break
200 Freestyle finals
50 Freestyle finals
100 Backstroke finals
50 Breast-stroke finals
100 Butterfly times finals
100 I.M (MS) finals
Break
200 Medley Relay finals

DAY 2

100 Freestyle prelims
50 Butterfly prelims
100 Breast-stroke prelims
50 Backstroke prelims
400 Freestyle timed finals
Break
100 Freestyle finals
50 Butterfly finals
100 I.M. (HS) prelims
100 Breast-stroke finals
50 Backstroke finals
100 I.M. (HS) finals
Break
200 Freestyle Relay

SWIM SUITS

It is “recommended” that all team members wear the same pattern/style suit whenever possible. The suit must adequately cover the athlete.

Chapter 16

Tennis

RULES

Rule Book: USTA (latest edition).

Facilities:

- ✓ A minimum of four courts are needed

Etiquette of Tournament Participants:

The following are recommendations for players and coaches

- ✓ When in doubt the call should be "in", the benefit of the doubt goes to the opponent
- ✓ Do not cheer mistakes
- ✓ Applaud good play from all players
- ✓ Return tennis balls quickly to the serving player

Tournament Organization:

- ✓ There will be a separate girls' and a boys' tournament
- ✓ Each team will consist of a #1 singles, #2 singles, #1 doubles and #2 doubles. #1 is the strongest.
- ✓ Players will play each other in their division - i.e., all #1 girls' singles will play each other.
- ✓ Players cannot participate in more than one division or change their ranking.
- ✓ A full team consists of 6 girls or 6 boys. Where possible Athletics Directors are encouraged to field full teams. If a school knows they will be traveling with an incomplete team the expectation is that all players fill the higher divisions.
- ✓ In the case of visa or travel issues where a team becomes incomplete at the last minute due to unforeseen circumstances the 2nd singles/ doubles players are not required to move up to the 1st singles/ doubles positions.
- ✓ There will be a 5 minute warm-up.
- ✓ Players will call their own lines and keep score.
- ✓ Players must report to the scorer's desk when their match is called and also when their match is ended in order to report the score.
- ✓ A player failing to report to the desk for their match after 10 minutes will forfeit their match.
- ✓ Coaches will be allowed to consult briefly with their players at changeovers.
- ✓ Umpires may be used at the discretion of the host school.
- ✓ It is important that players have pockets or tennis ball holders for their serving games. Not having them slows play down.

Scoring:

- ✓ All matches will be an 8 game pro set. The first player to win 8 games is the winner. In extreme circumstances the Tournament Director has the discretion to alter the scoring system in order to complete the tournament in an appropriate time frame (for example games can be started at 2-2)
- ✓ In the case of a tiebreak when games are played up to 6 games instead of 8, the tiebreak occurs at 5-5 and the winner scores 6 games to 5.
- ✓ Games will be scored in the normal way except at 40-40 or deuce; the next point wins the game. (No advantage scoring).
- ✓ 7 point tiebreak is played at 7-7: The first player to reach seven points with a lead of at least two points is the winner of the tiebreak and the set. The player who would have served the next game had it not been a tiebreaker starts by serving the first point. The opponent then serves on the backhand side for two points and players continue to alternate serving every two points until a winner is determined. There is no limit on the number of points that can be played. In a traditional tiebreak, after every six points are played the players switch sides. Players do not get a rest during this changeover like they do when changing sides between games in a set.
- ✓ Every game a singles player or doubles team wins is worth 1 point for the team -i.e., a doubles team losing the match 4-8 would score 4 points for the team
- ✓ There are no time limits for any matches.

Facilities and Tournament Planning:

- ✓ The tournament director should allow 50 minutes for each match. So if you have 60 matches the tournament will take a total of 50 hours. This can then be divided by the number of courts you have available. With 3 courts the tournament would take just over 16 hours with 4 courts 12 1/2 hours. However, this is when there is enough staff to ensure that the matches keep to the 5 minute warm up and that the coaches keep to the 90-second changeover. Also, all the players were very good at calling the lines properly. To be safe one hour should be allowed per game.

Protests:

- ✓ All protests must go to the Tournament Director.

Tie-Breakers:

- ✓ Head to Head
- ✓ Fewest games lost among tied teams

Uniforms:

- ✓ Appropriate tennis attire must be worn.

ROSTERS

The CEESA Handbook outlines the roster limits for each respective sport, for tennis the maximum roster limit is 6 boys and 6 girls. There is no minimum limit. Where possible, Athletic Directors are encouraged to field full teams. Rosters must be submitted two weeks prior to the meet. Official roster forms can be found on the ACAD Moodle page www.ceesa.net

Chapter 17

Volleyball

RULES

- ✓ **Rule Book:** F.I.V.A. (latest edition).
- ✓ **Ground Rules:** The tournament will be governed by ground rules as instituted by the host school.

RULE EXCEPTIONS

- ✓ MS and HS Tournaments may employ the libero player.
- ✓ MS and HS Tournament will employ the new net serve rule and rules regarding net contact.
- ✓ Rally scoring will be used in all sets. White or two-tone colored balls can be used for competition.
- ✓ White or two-tone colored balls can be used for competition.
- ✓ Uniform numbers: Any number from 1 to 99.
- ✓ Scoreboards visible to coaches must be used in all games.
- ✓ In MS: After 5 successful service points in a row, serving team rotates. Non-serving team does not rotate at this time. (Minsk 2018)

Net Heights:

- ✓ MS Girls - 2.13m / MS Boys – 2.24 / HS Girls – 2.24 / HS Boys – 2.43

Scoring:

- ✓ Preliminary rounds are 3 sets, Games for 3rd and the championship games will be 5 sets
- ✓ In MS Volleyball: all games are best of 3 sets. (Minsk 2018)
- ✓ In best of three sets – the first 2 sets goes to 25 (Max. score 27-26). If tied at 1-1, the set will go to 15. Must win by two points – no cap. Score could be 50-48.
- ✓ In best of 5 sets, the first 4 sets go to 25, with a cap at 27 (score could end set at 27-26).
- ✓ If the match is tied at 2-2, the fifth set will go to 15. Must win by two points. The set could go to 100-98 as long as the winning team has a two point advantage.

Substitutions:

- ✓ A team shall be allowed a maximum of 12 substitutions in any one game / set.
 - A player may leave the game and re-enter the game, but only for the same player. Players are “tied together” e.g., 7 for 12 – these two players are attached for that game, and must re-enter for the same player.
 - Example – 7 for 12; 12 for 7 (2 subs) x 6 = 12 subs, 7 for 12; 12 for 7 (2 subs) x 2 = 4 subs + 8 for 6; 6 for 8 (2 subs) x 4 + 8 subs = 12 subs

ROSTERS

The CEESA Handbook outlines the roster limits for each respective sport, for volleyball the maximum roster limit is: 10 boys and 10 girls. A minimum of 8 players are needed to be eligible to participate in a CEESA sanctioned volleyball tournament. Rosters must be submitted two weeks prior to the meet. Official roster forms can be found on the ACAD Moodle page www.ceesa.net

FACILITIES

Two standard volleyball courts with the proper playing area are the minimum requirements to host the tournament.

OFFICIALS

The number and source of officials is to be determined by the host school. Whenever possible, the host school should utilize host country international sporting organizations to officiate tournaments.

AFTER ROUND ROBIN PLAY

After round robin or pool play games, teams shall be classified according to the number of sets won in each game, using the following system:

Two (2) points for each game won

One (1) point for each game lost by 2:1

No points for a game lost by 2:0 (Tallinn 2016)

TIE BREAKER FOR LEAGUE STANDING

The tie breaker will work in the following way:

✓ Head to Head

✓ Set Difference (for three or more tied teams):

- Add the total sets won and the total sets lost of each team involved against each of the other tied teams and subtract. Then rank the teams according to their positive points scored. If still tied, go to step II.

- ii. Get the set difference of all the matches played of the teams involved in the tie. If still tied, go to point difference.

✓ **Point Difference:**

- i. Add the total points scored and the total points scored against each team involved in the tie and subtract. Then rank the teams according to their positive points scored. If still tied, go to 2.
- ii. Add the total points scored and the total points scored against all of the matches played by each of the teams involved in the tie and subtract. To decide the placing, teams will be placed according to the highest positive points gained.

WARM UP PROCEDURE FOR CEESA TOURNAMENTS

The warm-up procedure to use will be a single alternating team system. This warm up can be modified to fit into any allotted time but follows the basic outline below.

1. Coin toss determines the team that serves first.
2. The team receiving serve first takes the court first.
3. The referee blows the whistle to signal the start of warm up.
4. This team gets 40% of the allotted time do whatever they want on the court. They can use both sides and do as they wish. The opposing team can warm up using the space around the outside of the court.
5. After 40% time, the referee blows the whistle to signal change.
6. The other team (the one with first serve), takes the court and has the entire court to warm up as they wish, while the other team moves off to the sides.
7. After 40% time, the referee whistles again to signal the final change.
8. Both teams line up on their respective serving line and serve back and forth to each other. This accounts for the final 20% of time.
9. Finally, the referee blows the whistle and signals balls in.
10. Teams go to their respective benches for 2-3 minutes before the game begins.

Updated March, 2018 Prague

CEESA

Activities

Chapter 18

Middle School MATHCOUNTS

RULES

Rule Book: From the MATHCOUNTS Foundation (Latest edition)

All CEESA Schools participating in MATHCOUNTS should register with the MATHCOUNTS Foundation at the beginning of the school year (See contact information below). Registered schools receive detailed rules, practice materials and the School and Chapter Competition tests. Individuals from registered schools also qualify for possible selection on the overseas schools team that competes at the National MATHCOUNTS competition held in June of each year. In the past, many CEESA schools have not registered with the U.S. based MATHCOUNTS Foundation. They have still been eligible to participate in the CEESA competition, but have not received all the preparation materials. In addition, students from those non registered schools are not eligible to qualify for the MATHCOUNTS team representing the State Department at the National Competition.

MATHCOUNTS has a very useful web site: <http://mathcounts.org>. At their site, you can download practice materials and old exams and check on your registration status, etc.

General Rules

The CEESA Middle School MATHCOUNTS competition follows the Rules and procedures of the MATHCOUNTS program (See contact information below). Competitions consist of four parts or rounds:

The Sprint Round:

- ✓ Contains 30 questions, and students work individually for 40 minutes to complete the problems.

The Target Round:

- ✓ The Target Round consists of eight questions, which are distributed to the students two at a time. Students have six minutes to complete each pair of questions.

The Team Round:

- ✓ Round is a 20-minute round that contains ten problems for the team to work on together.

The Countdown Round:

- ✓ From the results of the Sprint and Target rounds, the top 25% of individuals, up to a maximum of 10, proceed to the Countdown Round. The Countdown Round is an oral round in which students compete head-to-head. The Countdown Round determines the top three individual places in the event
- ✓ Team results come from the collective Sprint, Target and Team Rounds. The official MATHCOUNTS Rules specify the procedure for scoring both individual and team scores.

Additional Rules:

- ✓ Smaller schools can work together to form a complete team of four students.
- ✓ Once the competition begins, individuals cannot switch from one team to another.
- ✓ All answers must be legible.
- ✓ Pencils and paper should be provided for all participants by the competition organizers. However, participants may bring their own pencils, pens and erasers if they wish. Participants may not use their own scratch paper.
- ✓ Use of notes or other reference materials (including dictionaries) is not permitted.
- ✓ Specific instructions stated in a given problem take precedence over any general rule or procedure.
- ✓ Communication with coaches is prohibited during rounds but permitted during breaks.
- ✓ Calculators are not permitted in the Sprint or Countdown Rounds, but are permitted in the Target and Team Rounds. Where calculators are permitted, students may use any calculator that does not contain a QWERTY (i.e. typewriter-like) keypad. Calculators that have the ability to enter letters of the alphabet but do not have a keypad in a standard typewriter arrangement are acceptable. Personal Digital Assistants (e.g. Palm Pilots), are not considered to be calculators and may not be used during competition. Students may not use calculators to exchange information with another person or device during the competition. Participants are responsible for providing their own calculators.

Chapter Competition

CEESA Middle School MATHCOUNTS uses the Chapter Competition Level of the national MATHCOUNTS program. This competition must be administered between the established dates of the MATHCOUNTS Program for the Chapter Level of competition. The usual period is during February of each year. Tournament organizers should have constant contact with the National MATHCOUNTS office to assure that the Local/Chapter level tests are delivered as soon as possible to assure their arrival well before the competition begins.

**** Note to MATHCOUNTS Coaches and Advisors ****

The Local/Chapter Test should not be used prior to the CEESA Middle School MATHCOUNTS Competition for practice or review.

In March of each year, MATHCOUNTS provides each registered school with the STATE level test. Each registered CEESA School can administer this test back home at their school to MATHCOUNTS participants during the March testing period. The results from these scores are submitted to the MATHCOUNTS Overseas Schools representative in the State Department. From all overseas results, four individuals are selected to travel to the United States to represent the Overseas State Department team at the National MATHCOUNTS competition in June of each year.

MATHCOUNTS Contact Information:

MATHCOUNTS Foundation

1420 King Street

Alexandria, VA 22314

703-684-2828

Web site: <http://mathcounts.org>

Overseas Contact : Mr. Richard Iselin, MATHCOUNTS Coordinator for the Department of State,

e-mail: ISELINRE@State.gov

Phone: 202-261-8217

Fax: 202-647-6207

CEESA Contact for MATHCOUNTS :

Marty Curry KIS Kiev

Martin-curry@ukr.qsi.org

+380 631 430 005

ROSTERS

The CEESA handbook outlines the roster limits for each respective activity, for MS Math Counts the maximum roster limit is 8 students (2 teams of four). A minimum of 3 students are needed to be eligible to participate in a CEESA sanctioned Math Counts event. Rosters must be submitted two weeks prior. Official roster forms can be found on the ACAD Moodle page www.ceesa.net

Additional Roster notes:

- ✓ Students currently enrolled in 6th, 7th or 8th grade are eligible to compete. 6th grade students are allowed to compete, although event questions from the MATHCOUNTS program are written for a 7th and 8th grade level.
- ✓ Each CEESA School can send one or two teams, of up to four students on each team.

FACILITIES

Sprint Round:

The following type of room is needed: a quiet classroom, auditorium or multi-purpose room that will allow a chair and table space for each student.

- ✓ Each desk must have adequate space for question paper and scrap paper.
- ✓ Adequate spacing to discourage students from looking at each other's work.

Target Round:

The following type of room is needed: a quiet classroom, auditorium or multi-purpose room that will allow a chair and table space for each student.

- ✓ Same facilities and considerations as Sprint Round.
- ✓ Podium and microphone for question reader.
- ✓ Target Round assumes the use of calculators.

Team Round:

The following type of room is needed: a quiet classroom, auditorium or multi-purpose room that will allow a table and four chairs for each team.

- ✓ Tables should be large enough to give adequate working area for each student on the team.
- ✓ Tables should be spaced apart from one another to discourage teams from looking at the work of other teams.
- ✓ Podium and microphone for question reader.
- ✓ Team Round assumes the use of calculators.

Count Down Round:

- ✓ Facilities for MATHCOUNTS Participants
 - One long table, with room for two chairs and buzzer board.
 - Overhead projector and large screen to put up each question as it is being read.
 - Podium and Microphone for question reader.

- ✓ 10 chairs for top ten students to sit while waiting.
- ✓ Facilities for Audience
 - Chairs for all Audience members.

Judges Room:

- ✓ Quiet workroom for judges to mark papers.

SPECIAL EQUIPMENT

- ✓ Buzzer Board System
- ✓ Buzzer Board (with a minimum of two separate buzzers) is necessary for the Countdown Round.
- ✓ Overhead Projector and Large Screen.
- ✓ Pencils, erasers, and scrap paper for each participant.
- ✓ Timing device for each round of the competition.
- ✓ Water and cups for participants and advisors in all rooms.
- ✓ There is a separate Fair Play Rubric just for MS Math Counts which can be found on the CEESA Moodle page www.ceesa.net and also in chapter 27.

JUDGES / OFFICIALS

- ✓ A minimum of two judges/officials is required for the entire event.
- ✓ It is preferable to have judges who have strong Math backgrounds.
- ✓ Question Reader for Target and Countdown Rounds.
 - i. The Question Reader must be able to read each question clear, loud and carefully and understands the correct way of reading Math Expressions.
 - ii. The Question Reader should read all questions through beforehand. The Reader should make sure they know how to pronounce every word.
 - iii. Remember that many of the students in the CEESA competition are not native English speakers.
 - iv. The Question Reader should not read in such a way that can give away an answer (e.g. don't emphasize certain words that might contain clues to the answer).
- ✓ Visiting coaches/advisors should be prepared to help out as readers, timers, and correcting tests after each round.

General Format of Event

The General Format for the MATHCOUNTS competition covers a four-day period. Event organizers are encouraged to think creatively to come up with fun and engaging activities for student participants to take part in during the times when the competition is not in session. This is the suggested format and schedule for each day:

Day 1 - Thursday

- ✓ Student guests and advisors arrive. Host school provides pick-up at airport or train station.
- ✓ Students are placed with host families for the evening.
- ✓ Host school transports coaches to lodging.

Day 2 - Friday

- ✓ Coaches/Advisor Meeting – Review rules, format and scoring
- ✓ Host families drop off students at school. If competition is off site, host site provide transportation to competition site
- ✓ Welcome and Opening, Explanation of tournament format and rules
- ✓ Sprint Round (40 minutes)
- ✓ Break
- ✓ Target Round (40 minutes)
- ✓ Lunch
- ✓ Afternoon Activity: Cultural Tours and/or activities that may relate to mathematics
- ✓ Host families pick up student guests – provide dinner for guests and evening activities.
- Coaches/Advisor Dinner

Day 3- Saturday

- ✓ Host families drop off students at school. If competition is off site, host site provides transportation to competition site
- ✓ Team Round (20 Minutes)
- ✓ Break
- ✓ Countdown Round (variable, up to 90 minutes)
- ✓ Lunch
- ✓ Afternoon or evening awards ceremony
- ✓ Post event coaches meeting
- ✓ Afternoon activity, preferably something that is culturally significant or recreational
- ✓ Evening Social Event – Provided by Host School

- ✓ Host families pick up student guests

Day 4 - Sunday

- ✓ Guests depart – Host school provides transportation to Airport or Train station.

NB: There is a lot of free time for students throughout the tournament. Some games and fun activities are to be set up for both tournament days to fill in the downtime.

Chapter 19

High School Mathematics Competition

The high school mathematics competition is run over two days, in several parts: a written competition, problem-solving, and count-down rounds. The mathematics competition scores individually, as teams, and combined scores (please see details following).

RULES

The Competition:

- ✓ The individual and team competitions are completely separate events. The results from the team competition do not affect the individual rankings nor do the results of the individual competition affect the team rankings.
- ✓ During the competition there are two divisions and they are as follows:
 - Junior Division – 9th and 10th Grades
 - Senior Division – 11th and 12th grades
- ✓ 9th and 10th grade students may enter the senior division, but questions will be at an 11th-12th grade level.

Competition Format and Schedule:

Arrival Day: Coaches meeting should be on the night of the arrival if possible to set proctor and correction tasks.

Day 1

Team Proof/Problem Solving - 120 minutes (by putting this first it allows the coaches to do the marking while the individual round is taking place).

Individual Round - 75 minutes (still on the first day to allow for selection of students for the countdown round).

Lunch (could go before the individual round depending on the needs of the hosting school)

Tour/Cultural Event

Day 2

Team Relay Round - 90 minutes

Fun Round - 60-90 minutes

Lunch

Countdown Round (as long as it takes - the same as what it is now)

Awards ceremony

Questions:

The host school Tournament Director and test organizer should formulate questions from “easiest to “hardest”

Previous Events	Proposed New Event
Individual Competition	Individual Competition (no changes requested)
Team Proof	<p>These two tests have now been combined into one team test which will contain a combination of proof questions and problem solving questions (where marks will be assigned for working). Plan is 4 proofs and 6 problem solving questions. Each worth 10 marks. Time 2 hrs.</p> <p>The level of difficulty will be the same as what the proof/ps rounds are now. Same details apply as to what maths is included (as listed in this handbook).</p>
Team Test	
Countdown	Countdown.
This is a new	Team Relay Round

event (replacing the event lost by combining proof/team problem solving)	<p>A competition where the teams are each given one question. Once they have a solution one person has to run up to a marker to have it checked (just the answer). They are told right/wrong. If wrong they can go back and try again. If correct they get the next question. The aim is to get as many questions correct as possible in the time limit (they also get five “passes” so they aren’t stuck forever on one question). Total of 100 points will be available. Time 90 minutes. Similar to what is described as the “lightning round” on this link http://www.seamc.asia/node/1275</p> <p>Teams who pass a question may not return to that question.</p> <p>Questions will start very easy and then get progressively harder (all teams should get through the initial few questions very quickly to get the event flowing. All answers must be given in a required format so that the checkers can easily say yes/no (eg question about time would specify that answer must be in minutes). Checkers will simply say “yes/no” to each answer, it will be critical that they do not give any hints as to why a “no” answer is incorrect (eg they must not say things like “check your units”).</p>
None - this would be an additional event that would stand alone (not contributing to any final winners)	<p>Fun Mixed Event.</p> <p>The idea here would be to create mixed teams of 3/4/5 students (numbers could change depending on event) where students came from different schools. The event would be created by the hosting school each year and could change (eg code breaking, sudoku based, puzzles, a relay event where you need to solve one problem to insert the answer into the next problem, math scavenger hunt around a school). Schools would not need to know the format of this event beforehand.</p> <p>There will be a winning team from Senior and a winning team from Junior division and a prize would be given (something like a box of chocolates)</p> <p>Timing approx 90 minutes (but some of this will be used to give instructions) but this could be varied by the school hosting in order to best suit the activity/their plans.</p>

Individual Competition:

The individual competition is to consist of 15 multiple choice questions and 15 short response questions. Each correct answer on both sections is worth two points. There is no penalty for incorrect responses. On the short response section, any mathematically equivalent solution is to be awarded full marks unless a specific format for the answer is requested. For example, an answer of $\sqrt{8}$ is equivalent to $2\sqrt{2}$ and would be awarded full marks unless the problem specifically stated the answer should be in the form $a\sqrt{b}$.

Team Competition:

All teams in the tournament will consist of no more than three students regularly from the same school. However, students need not be from the same school, though the team will be named after the school from which the majority of students attend. The team will compete in the division in which its students qualify, though if there is a team of mixed divisions, the team must enter the Senior Division. A team with members from the 9th, 10th, and 11th grades, would be entered in the Senior Division. Once the tournament has begun, the teams, as registered with the Tournament Director, may not be changed for any reason. If a student is unable to complete the tournament, the team will/can continue with one less member.

Countdown Round:

The Countdown Round consists of pairings of students competing head-to-head. The Countdown Round **determines** the final rankings of the individual competition at each level.

Set-up:

After being ranked from *the individual competition*, the top 6 Division A and the top 6 Division B students will be placed in a row, with the #1 Division A student at the top (becoming the #1 student out of 12) and the #6 division B student at the bottom (becoming the #12 student out of 12). The #12 and #11 students will compete head-to-head in a bout of three or more questions. *Whichever student correctly answers three questions first* wins the bout and plays the next student in the ranking. If, after the seventh question is read, neither student has answered three questions correctly then the student with the most correct answers wins that round. If the students are tied after the seventh question, then play continues until one of them answers a question correctly. This continues until the #1 student competes and his/her bout is completed. The final ranking of this round determines the

individual winner.

Personnel:

Note that in order to run the Countdown Round well, there should be a Reader, a Buzzer Operator, a Timer and a Score Keeper. The reader reads the questions and judges the answers right or wrong. The Buzzer operator resets the buzzer for each question. The timer ensures that only three minutes are given for each question. The score keeper keeps score.

Questions:

For each question, the students have three minutes to “buzz” in and submit their answer orally. If they answer the question correctly, the student is awarded the point and the students are given the next question. If the student answers the question incorrectly, the other student may continue working and try to answer the question as well. If no student has answered the question after 3 minutes, the answer is given and both students are given a new question. The Reader has the right to ask for the answer again if s/he wishes. Note: although the Reader will read the question orally, the Timer will begin the 3 minutes immediately after the students see the question, not after the Reader has finished reading the question. As soon as a student has solved the problem, s/he will press the buzzer but will not answer until s/he is called on. The student must signal each time s/he wishes to answer but may not answer more than once for the same question. If the student does not signal before the Reader calls on him/her, the answer will be disqualified. If the student answers after signaling, but before the Reader calls on him/her, the answer will be accepted, but the student will be asked to wait until s/he is acknowledged, so there is no confusion. Once the student is called on, s/he has 3 seconds to begin their answer. The opponent may continue working while they are responding. In addition, a student may “buzz” in before the Reader has finished reading the question. If s/he does, the Reader will stop reading and determine the validity of the answer. If the answer is incorrect, the Reader will continue to read the question for the other student. If 7 questions are used and there is still no winner, the 8th question will determine the winner automatically. If neither student can answer the 8th question, both students are eliminated, remaining in their current rank position, and the next two students in the row compete.

Note: the time limit of three minutes will be adhered to strictly. The timer begins when the question is shown on the screen and stops when a correct answer is given. The three minute time limit applies for every question, no matter how many times it is read and no matter if one student or both attempt to answer it.

Scoring:

The individual and team scores will be calculated as follows:

individual score = individual test

team score = team proof + team test

Each individual question will be worth two points, each of the ten team test questions will be worth six points, and the team proof will be worth 60 points. Therefore the maximum individual score is 60 points, and the maximum team score is 120 points. (If there is a tie between two students or two teams, see the rules for Tie Breakers below.

Tie Breakers:

- ✓ Individual Competition: In the event of a tie, the winner shall be decided by the number of correct answers on the 10 short response questions. If there is still a tie, the winner shall be decided by the number of correct answers on the last 5 questions, if there is still a tie, the winner shall be decided by the number of correct answers on the last 2 questions.
- ✓ If there is still a tie, a Tie Breaker Question will be used to decide the placement. The contestants who are tied will be given a tie breaker question in the form of a short response question enclosed in an envelope. When instructed to do so, the contestants will open the envelope and begin working the problem. When each contestant has completed the question, they will bring the answer to the judge(s) for verification. If the solution is incorrect, the contestant may continue working the problem. The placement will be decided by the order in which the contestants successfully complete the question. For example, if there are three people tied for second place, the first person to successfully complete the question would finish in 2nd Place, the second person would take 3rd Place, and the third person would finish in 4th Place.
- ✓ Team Competition: The team with the larger team proof score will be ranked higher. If there is still a tie, the same format should follow the format of the Tie Breaker written question as above.

Winners:

There will be awards given to the 1st, 2nd and 3rd place teams in each division, and the 1st, 2nd and 3rd place individuals in each division – 12 awards in all. The individual winner will be the student who ranks the highest after the Countdown Round. Note: If a junior member should advance to first place in the senior division of the Countdown Round, that player is only the winner of the Junior Division Individual Competition. The highest ranking senior member remains the winner of the Senior Division Individual Competition. The Team winner will be the team that has the highest team score or is a

winner by a tie. The posting of results should only be done for the top 6 students in each division, not all students.

FACILITIES

Written Individual Test Round:

A quiet classroom, auditorium or multi-purpose room that will allow a chair and table space for each student.

- ✓ Each desk must have adequate space for question paper and scrap paper.
- ✓ Adequate spacing to discourage students from looking at each other's work.

Team Proof Round:

A table and four chairs for each team.

- ✓ Tables should be large enough to give adequate working area for each student on the team.
- ✓ Tables should be spaced apart from one another to discourage teams from looking at the work of other teams.
- ✓ Podium and microphone for directions / reader.

Count Down Round:

- ✓ One long table, with room for two chairs and buzzer board.
- ✓ Overhead projector and large screen to put up each question as it is being read.3. Podium and Microphone for question reader.
- ✓ Facilities for Audience - Chairs for all Audience members.

Judges Room :

- ✓ Quiet workroom for judges to mark papers.

Test Organization:

Questions on tests should be formulated easiest to hardest.

SPECIAL EQUIPMENT

- ✓ Buzzer Board System: A Buzzer Board (with a minimum of two separate buzzers) is necessary for the Countdown Round.
- ✓ Overhead Projector and Large Screen.
- ✓ Pencils, erasers, and scrap paper for each participant.
- ✓ Timing device for each round of the competition.
- ✓ Water and cups for participants and advisors in all rooms.

JUDGES / OFFICIALS

- ✓ A minimum of two judges/officials is required for the entire event.
- ✓ It is preferable to have judges who have strong Math backgrounds.
- ✓ Question Readers, timers, score keeper, buzzer operator are necessary.
- ✓ Visiting coaches/advisors should be prepared to help out as readers, timers, and correcting tests after each round.

CONTENT

Each attending school will be responsible (in conjunction with one other school in some instances) for the complete preparation of a paper.

Eg. If Sofia and Bucharest are allocated the Junior Individual paper we would be responsible for preparing a complete paper and mark scheme, for proof reading it, for checking the answers etc.

Papers which need preparing (under the new proposal)

1. Junior Individual
2. Senior Individual
3. Junior Team Proof and Problem Solving
4. Senior Team Proof and Problem Solving
5. Junior Team Relay Round
6. Senior Team Relay Round
7. Fun Mixed Round (to be prepared by the host school)
8. Countdown Round

If the host school always prepares the fun round then there should be enough other schools to have each paper prepared by a different school. If there are extra schools then they could be assigned to

help prepare one of the papers. We could set a date by which the completed papers/solutions had to be to the host school (who would print them).

Having the host school prepare the fun round means that they can choose something that works well for their space and facilities.

For the Senior Division, any high school mathematics topic is acceptable as a topic for a question, including but not limited to topics covered in algebra I, geometry, algebra II, trigonometry, pre-calculus (including functions and logarithms), number theory and discrete mathematics (including networks, probability and statistics). There will be no problem in the tournament that requires the use of calculus, though students are allowed to use its techniques if they wish. For the Junior Division, all of the above topics will be acceptable as a topic for a question *except* for topics normally covered in a pre-calculus class including functions, trigonometry and logarithms. In addition, the proof in the Senior Division may be a direct proof, an indirect proof, or an induction proof. There will be *no* induction proofs in the Junior Division.

Note: questions in Round 4, the Count-Down Round, will be Junior Division type questions.

When requesting questions/answers the host school will give respective schools specific assignments about the level and type of questions required, and shall outline a deadline date in the invite:

- ✓ Junior versus Senior
- ✓ Individual versus group test
- ✓ Proofs or other questions (short answers or multiple choice)

GENERAL PROCEDURES

What to bring / what not to bring

Competitors are not allowed to bring into the tournament area

- o Calculators
- o Notebooks
- o Textbooks

Competitors should bring with them

- o Pencils, pens
- o Eraser
- o Ruler
- o Compass

Competitors will be provided with

- o Scrap paper for working
- o Answer sheets (i.e. paper for writing the answers on)
- o Spare pencils will be available

If you have a student who is not a native English speaker, s/he may use a paper/hard-copy translating dictionary for the written rounds. We reserve the right to check these dictionaries for mathematical aids. No electronic dictionaries will be allowed.

To reiterate, no calculators of any kind will be allowed into the tournament area.

Chapter 20

MS/HS Knowledge Bowl

GENERAL RULES

General Rules:

Each CEESA School can send one or two teams, of up to four students on each team. If a school sends two teams, they should identify which is team A and which is Team B. If one group of students is stronger than the other, that should be the "A" team. (This will enable the host organizers to set up pools as fairly as possible.)

- ✓ Students may not switch teams during the tournament.
- ✓ Smaller schools can work together to form a complete team of three or four students.
- ✓ Each team must have a designated captain.
- ✓ All answers must be given in English.
- ✓ If an answer says "xxx or yyy," only *one* of the two answers needs to be given by the players.
- ✓ The decision of the Tournament Director is final.
- ✓ At the end of the Team Round, teams will be ranked based on their *total points* from the Round Robin and the Team Round or Round Robin and Written Round (depending on format).
- ✓ In the Double Elimination games, the team with the most points wins.
- ✓ Tie Scores: In each Round Robin game, a tie score is permissible. At the end of the Team Round, if 2 teams are tied for the total number of points, their head to head result will break the tie. If the teams did not play each other or their head to head result was a tie then the team with the best written round score will be seeded higher. In the Double Elimination tournament, if there is a tie at the end of a game, five additional speed questions will be given to break the tie.

FORMAT OF EVENT

The General Format for the Knowledge Bowl competition covers a four-day period. The accepted format starts with a written round and followed by a round robin. Depending on the amount of teams they can be divided into 2 or even 3 smaller groups for the round robin stage. It is *recommended to limit number of participating teams to 12 - 14 teams to ensure quality of play*

The scores from the round robin stage are then put together with the scores from the written round to give a total score for each team. From those scores the teams are then seeded for the final double elimination round. This is the suggested format and schedule for each day:

Thursday:

- ✓ Coaches/Advisor Meeting – Review rules, format and scoring (if possible because of arrival times) followed by Dinner

Friday:

- ✓ Host families drop off students at school
- ✓ Welcome and Opening
- ✓ Explanation of tournament format and rules
- ✓ Written Round
- ✓ Lunch
- ✓ Head to Head Round Robin
- ✓ Afternoon Activity - Cultural Tours and/or
- ✓ Host families pick up student guests – provide dinner for guests and evening activities.
- ✓ Coaches/Advisor Dinner (if not done on Thursday)
- ✓ ALSO POSSIBLE: Cultural Event in the morning with the tournament starting after lunch. This could ease the search for classrooms and open up more possible cultural events.

Saturday:

- ✓ Finish Round Robin and/or begin elimination portion of tournament
- ✓ Lunch
- ✓ Double Elimination Tournament
- ✓ Awards ceremony
- ✓ Students vs Coaches or Coaches vs Coaches Round
- ✓ Post Activity coaches feedback meeting
- ✓ Evening Social Event – Provided by Host School
- ✓ Host families pick up student guest

ROUNDS

Written Round:

The written round consists of an individual section followed by a team section. Teams work alone (rather than head to head) on a series of tests. Allow 5-10 minutes at the beginning to go over the format. Allow five minutes between each test for collecting papers and distributing the next test. Teams have 20 minutes to complete the individual section and 30 minutes for the team section.

- ✓ Each section consists of 30 multiple choice questions (60 in total)
- ✓ Questions should represent a diversity of disciplines.
- ✓ One point is awarded for each correct answer.
- ✓ Individual scores for each team member are added together with the team score for a final Written Round score. The results of the Written Round will count toward the team's cumulative total.
- ✓ Coaches should be on hand to help pass out/collect tests and to supervise the students.
- ✓ In the case of incomplete teams, the TD should create missing individual scores by averaging the individual scores of competing team members.
- ✓ The TD is responsible for making sure that all tests have been marked and the scores have been tallied before the end of the round robin section.
- ✓ Tests should be given to the students at the end of the tournament.

Head to Head Round:

The Head to Head round consists of a Speed section and a Toss Up section. The Speed section happens first and should consist of 10 questions that all pertain to one specific topic. The Toss-ups section happens second and has questions from different topics. The Toss-up round should consist of 15 Toss-up questions. Correct answers to Speed Round questions are each worth 1 point, correct answers to Toss-Up Round questions are each worth 2 points.

Games that follow the 25 question speed/toss-up round style usually take about 15-20 minutes to complete. Scheduling games every 25-30 minutes leaves ample time to deal with protests, missing team members. For each Head to Head round 10 extra questions need to be included in the planning for possible tie breakers or questions that have to be dropped.

Head to Head Round Rules:

- ✓ Each team must have a designated captain. The team name card must be placed directly in front of the captain during matches.
- ✓ A competitor must press his/her buzzer to have the opportunity to answer a question.
- ✓ Competitors may only answer a question after being recognized by the Reader.
- ✓ Teams have 10 seconds from the moment you call on them to provide an answer. One warning per team per round will be given for a student who answers before he is recognized. **This applies to the Friday preliminary rounds only.** Teams should remember that they may *not* have been first to buzz in, and that by calling out answers before being recognized they may inadvertently help the opposing team.
- ✓ Competitors may buzz in at any time from the start of the question to ten seconds after the completion of the question.
- ✓ If the first team to buzz answers incorrectly, that team is out of the running for that question. The other team may confer and then buzz in. The team should not give an answer without buzzing and waiting to be recognized by the Reader. Once they have buzzed, the team may continue to confer and has 10 seconds to give an answer. The answer must be given by the captain
- ✓ Until a team is recognized by the Game Reader, no answer counts. If a team calls out the answer before being recognized, they are eliminated from answering that question. All answers must be clear and concise. Mispronounced answers are acceptable as long as they are recognizable.
- ✓ If neither team answers correctly, the Reader gives the answer and goes on to the next question.
- ✓ There will be no talking between questions.
- ✓ If the answer to a question is a name, the last name only is acceptable. A first name may also be required if there is more than one famous person with the same last name.
- ✓ 60 second mathematics questions will be announced prior to the reading of the question. For 60 second math questions, if the first team that buzzes in first answers the question wrong the second team has at least 30 seconds for calculations.
- ✓ Pencil and paper may be used for any question.
- ✓ Any team caught cheating will automatically forfeit the match and will not receive any points for the round. The winning team will receive their point total at the time of the incident plus the remaining points available in the match (1 point for each Speed Round Question and 2 points for each Toss-up question).
- ✓ Only competitors may address the Game Reader for clarification. The audience and coaches will not be recognized.
- ✓ Protests can only be lodged by the team captain and can only occur up to five minutes after a match. Captains may consult with their coaches prior to lodging a protest. Captains should mention right away (if known) if they wish to protest so that the scorer can make a note of which question

- and the coaches/tournament director can already start working on that protest. The team captain can then take that protest back after the round is completed and they consult with their coach.
- ✓ The captains of both teams must initial the score sheet of a match at its conclusion or after the protests have been settled.
 - ✓ Once the score sheet has been initialed, no protests will be accepted.
 - ✓ The Reader, Timer and Tournament Director will rule on protests. They may either reject the protest or uphold it, upon which they may prescribe whatever corrective action they see fit. Coaches from either team can provide input only during the protest deliberations. The Tournament Director has the final word on protest decisions.
 - ✓ If for some reason, a member of a team is not present at the beginning of a game, the team will contest the entire game with whatever players are present.

QUESTIONS

The host school must purchase their “pristine” questions from Knowledge Master (www.greatauk.com). There you can custom make your questions to tailor to the number or rounds that you have, so little prep work is required on your part. They also insure that your “pristine” questions have not been seen by any of the schools at your tournament.

Try to avoid questions on US history, geography, government, pop culture, and sports, and avoid most questions that would clearly be easier for a school from a particular country. Great Auk can also remove all American based questions for you right away. Questions that include units should be converted into metric.

Other sources of questions for practice purposes include Questions Unlimited (www.qunlimited.com), Patrick's Press, Inc. (www.patrickspress.com), Pristine Questions, and various colleges and universities which post questions from past tournaments on the web (some are high school level and some are college level).

After the tournament the host school must send all questions (pdf) used to all CEESA schools to be used in the future as practice questions.

Difficulty level: this is always a tough aspect to deal with. If you have a round robin portion of the tournament, you should aim to keep all those games equal in difficulty. When you move to the elimination round, you will want your games to get progressively harder as the series goes on, so that your final games are the hardest. Determining how easy or difficult a question is, however, can be a hard call, depending how familiar you are with school curricula in each subject matter. If you have a co-coach from another discipline, he/she may be able to add some insight. It's important to have some extra questions prepared in case a reader messes up or a question is found faulty or for some other reason has to be discarded.

FACILITIES

Written Round:

A large space (such as library or cafeteria) that allows ample space between teams is needed. A table is required for each team and a chair for each team member.

Head to Head Rounds:

A minimum of four larger classrooms are needed for Toss-up/Speed Round games. Each competition room should have an official's table with two chairs and team tables with three or four chairs at each table.

Final Rounds:

An auditorium, cafeteria or large classroom is needed for the final rounds of competition. The space should be large enough to allow seating for all teams, coaches and spectators.

EQUIPMENT

Buzzer Board System:

- ✓ A minimum of one Buzzer Board set per room plus one extra set.
- ✓ A complete Buzzer Board should contain a minimum of two sets, each containing four buzzers.
- ✓ Visiting teams should all be asked to bring buzzers (and transformers) with them to the tournament.
- ✓ An ideal system allows you to distinguish which individual (not just which team) has buzzed, and also shows if two (or three) teams have all buzzed in, the order in which they did so. Some systems don't identify individuals and some systems only show you the first person or team to buzz. If your school would like to purchase a set you can contact Specialty Design (www.specialtydesigncorp.com), Knowledge Master (www.greatauk.com) or Patrick's Press, Inc (www.patrickspress.com).

Scorekeeping System:

- ✓ Overhead Projector and Large Screen x 2 or flipcharts for keeping score. Players should be able to see the scoreboard as they play and scores from each game should be posted after each round.

Other essential equipment:

- ✓ Pencils, erasers, and scrap paper for each participant. If you are re-using games, be sure to change the scrap paper after each game so the next team to sit there doesn't see any notes from the previous game.
- ✓ Microphone for games (such as final rounds) held in large spaces.
- ✓ Answer sheets for Team Round (if this applies)
- ✓ Score sheets (two copies for each game)

OFFICIALS

A minimum of two officials are required for each game of the competition, a reader and a time/score keeper.

Solicit colleagues to act as readers. Your ideal reader will have a loud, clear voice, stay calm and composed, listen carefully to answers given, be well-versed in your tournament rules, and be able to pronounce all manner of foreign names, terms, etc. correctly and confidently. While you can certainly tap visiting coaches/chaperones to act in this capacity, it's nice to have your own colleagues help out. This frees the visiting coaches to watch their own teams play, and simplifies scheduling since you don't have to make sure coaches aren't judging their own teams. It also allows you to train your readers in advance and give them the games to study ahead of time for pronunciation, etc. (Do not send questions to visiting coaches in advance, to reduce the risk of teams accidentally seeing questions before the tournament.) It is strongly suggested that you plan a training session with your Readers/Time keepers at least a week before the event.

Job Descriptions

Game Reader:

- ✓ The Game Reader should ensure that the buzzers are in working order and that both teams can see the timer.
- ✓ The Game Reader is responsible for ensuring that the teams are aware of, and comply with, the rules of Knowledge Bowl.
- ✓ The Game Reader must be able to read each question clearly, loudly and carefully. He or she **MUST** read all questions through beforehand and know how to pronounce every word. Questions should be read slowly and clearly: remember that many of the students are not native English speakers. **Ideally all readers should meet briefly before each round to read and discuss the questions.**
- ✓ The Game Reader should not read in such a way as to give away an answer (e.g. don't emphasize certain words that might contain clues to the answer).
- ✓ If the Game Reader accidentally misreads a question in such a way as to make it unusable (e.g. accidentally reading the answer as well), then drop the question and inform the Tournament Director at the end of the game. If the reader makes the mistake of giving out the correct answer for a question after one team has given the wrong answer and before the other team has the opportunity to answer, the question should be eliminated and replaced with the new one. The new question will only be for the team that did not buzz in and the team may confer before the captain gives an answer.
- ✓ The Game Reader should never discuss the questions or allow any students to see them ahead of time.
- ✓ The Game Reader must announce the subject of the question before reading the question
- ✓ The Game Reader will immediately stop reading a question after a competitor buzzes.
- ✓ The Game Reader must immediately announce which team has buzzed in.
- ✓ If requested by a team, the Game Reader may repeat a question at any time, but the time clock will be running.
- ✓ In the event that neither team answers the question correctly, the Game Reader will reveal the correct answer before moving on to the next question.
- ✓ The Game Reader must announce the number of each question.
- ✓ The Game Reader will uphold all of the rules listed under Team Rules and under the format guidelines for the Tournament.

Timer/Scorekeeper:

- ✓ Teams have 10 seconds from the time the Reader recognizes them to give an answer. The Timer should watch the time on a watch or timer. After seven seconds, prompt the team for an answer (say, "Answer?") and then at 10 seconds say "Time." Teams must start their answer before you say "Time."
- ✓ 60 seconds are given for some Math questions. The reader will announce these specific questions. With 3 seconds left say "Anyone" then at 60 seconds, "Time". If the 1st team answers incorrectly the 2nd team has a minimum of 30 seconds for additional calculations.

- ✓ At the end of the reading of the question, if no team has buzzed, wait seven seconds, say "Anyone?" and then at 10 seconds say "Time."
- ✓ Use score sheets to record the scores. Be sure to fill in the team names, including whether it is the "A" or "B" team from that school.
- ✓ At the end of the game, record the final scores on the score sheet, have each team verify it for accuracy, and give the score sheet to the Tournament Director.
- ✓ In the event of the Game Reader being called away, the Timer must be prepared to assume the responsibilities of the Reader.
- ✓ The Timer should pay attention to the proceedings so that in case of a protest he/she can help verify the chain of events.
- ✓ Please find Timekeeping clarifications [here](#).

Tournament Director:

- ✓ Overall responsibility for planning and running the tournament.
- ✓ Keeping the games on schedule.
- ✓ Upholding the rules of the tournament.
- ✓ The Tournament Director will have the deciding vote on disputes and protests. The TD decision is final.
- ✓ It is suggested that the TD have an assistant that can enter scores, mark tests, collect missing score sheets or just generally help so that the TD can remain in one room in case he is needed for protests or questions.

Chapter 21

MS/HS Music Festivals

FESTIVALS FORMAT

1. Middle School Band and Strings Festival (Tallinn 2016)
2. Middle School Choir Festival
3. High School Band and Choir festival

FESTIVAL ORGANIZATION

Housing:

The school hosting the MS/HS festivals will need to facilitate the housing of at least 80 students.

Duties:

The host school will provide parent volunteers to supervise students during breaks, lunches, and recesses so the directors have planning time for the next year's festival.

Piano:

Make sure that the piano to be used for the Festival concert is tuned and correctly positioned.

Rehearsal Spaces:

Prepare the rehearsal spaces. Arrange chairs, risers, and a conductor's podium.

Rehearsal Schedule:

Create a schedule of rehearsals for the Festival. CEESA will provide an outline for you to work from.

Make sure all sections get to rehearse at the main stage prior to the concert. Pin up rehearsal schedules on all the doors of the rehearsal rooms and anywhere else you think people will look for them. A copy of the schedule should also be included in the information packs, which are given to all participating schools when they check in.

Concert Dress Code:

Girls – all white dress shirt, concert length black skirt (knee or longer) or black slacks, black shoes.

Boys – white button up shirt, tie, black trousers, dark shoes and socks. NO SNEAKERS

Rehearsal Dress Code: Neat, clean comfortable clothes

Signs: Signs, indicating important locations such as bathrooms and rehearsal rooms, should be put up for your visitors.

Suggested CEESA BAND, STRINGS and CHOIR Festival schedule

DAY ONE – THURSDAY:

8:30-9:00	30 min	Greeting, Announcements, Warm-up
9:00-10:20	80 min.	Rehearsal
10:20-10:30	10 min.	Break
10:30-11:50	80 min.	Rehearsal
11:50-12:00	10 min.	Break
12:00-12:45	45 min.	Rehearsal (possibly sectionals)
12:45-1:30	45 min.	Lunch/Break
1:30-2:30	60 min.	Rehearsal
2:30-2:40	10 min.	Break
2:40-3:40	60 min.	Rehearsal (possibly sectionals)
3:45		Host families pick up at host school/Directors meeting

DAY TWO- FRIDAY:

8:30 – 8:50	20 min	Warm-up
8:50 – 10:20	90 min	Rehearsal
10:20 -10:30	10 min.	Break
10:30 -11:50	80 min.	Rehearsal (possibly sectionals)
11:50-12:00	10 min.	Break
12:00-12:45	45 min.	Rehearsal
12:45-1:30	45 min.	Lunch
1:30 - 2:50	80 min.	Rehearse/ Assembly performance instructions
2:50 - 3:00	10 min.	Break
3:00 – 3:30	30 min.	Perform for school assembly
3:30 – 5:00	90 min	Follow-up rehearsal
5:00	3 hrs	Dinner at School

Evening cultural/social event for directors and students

DAY THREE- SATURDAY:

10:00-10:15	15 min.	Drop off concert clothes
10:15-10:30	15 min.	Warm-ups

10:30-11:50	80 min. Rehearsal
11:50 - 12:00	10 min. Break
12:00 - 12:45	45 min. Rehearsal
12:45 - 1:30	45 min. Lunch/Break
1:00-2:00	60 min. Rehearsal
2:00-3:00	30 min. Break/Snack
3:00-4:30	90 min. Final Rehearsal
4:30-5:30	60 min. Dinner at school and Dress up
5:30-6:00	30 min. Warm up
6:00-7:00	60 min. CONCERT
7:00	Host families pick up/ Post Event Directors' meeting
7:30-9:00	90 mins Directors' dinner

PREPARATION & EXPECTATIONS

It is recommended that schools planning to participate in CEESA music events schedule for a minimum of 6-8 weeks preparation time to get their students ready for the festivals.

ALL STUDENTS: Every student should have their parts learned. When possible students will be given a CD or access to a website to assist in their learning of the music!

Folders: All students should arrive with their music in a black folder. This should be labeled with their name on the inside. Each piece of music should also be labeled. Students should bring a pencil (with an eraser on the end) to every rehearsal in order to mark their music.

CHOIR DIRECTORS: will be asked to select possible festival repertoire prior to the festival. Please send out the following information (via e-mail) one week prior to the festival:

- ✓ Music Titles
- ✓ Pepper Numbers
- ✓ Scores of the selected titles

BAND DIRECTORS: will be asked to select possible festival repertoire prior to the festival. Please send out the following information (via e-mail) one week prior to the festival:

- ✓ Music Titles
- ✓ Pepper Numbers
- ✓ Scores of the proposed titles

STRING DIRECTORS: will be asked to select possible festival repertoire prior to the festival. Please send out the following information (via e-mail) one week prior to the festival:

- ✓ Music Titles
- ✓ Pepper Numbers
- ✓ Scores of the selected titles

At the festival conductors and music repertoire will be selected for the following year's festival. Prior to the next festival each selected director will make a tape or CD of the songs they chose for the next festival and send to each participating school. This will assist student learning and better communicate the director's musical ideas for the song.

FACILITIES

A large auditorium and another large rehearsal space will need to be available for the whole of Thursday, Friday and Saturday, for rehearsals with the whole choir and or band and strings together, as well as for the Festival concert on the Saturday evening. For the big rehearsal space, it is ideal to have seating for all participants apart from the performance risers, so that warm-ups and practices can sometimes be done seated. In addition, **three to five smaller spaces** will be needed for sectional rehearsals. The teachers will need a room to work, relax, gather, store coats, a place to hook up their computer, access to a photocopier, phone, large work surface, etc. A supply of suitable drinks and snacks is always appreciated. **Piano or electronic keyboards** need to be in **all choral** rehearsal rooms. **Medical/health facilities** should be available until after the concert. If possible, a nurse should be present throughout the Festival and be provided with an appropriate room and equipment. Reminder: Staff returning to school on Monday expect their rooms to be returned to pre-Festival condition!

EQUIPMENT

Choir:

- ✓ 3 rooms/rehearsal spaces, each with a piano /keyboard
- ✓ 1 paid accompanist for all rehearsals and performances
- ✓ 3-5 music stands
- ✓ Five 4-step risers OR seven 3-step risers

Band:

- ✓ 1 large rehearsal room with 45 music stands and 60 chairs
- ✓ 3 smaller rehearsal rooms with 20 chairs and 10 music stands

Strings:

- ✓ 1 rehearsal room with 20 chairs and stands

Band equipment:

- ✓ 1-2 tubas
- ✓ 2 bell sets
- ✓ 1 large bass drum on its own stand
- ✓ 3 snare drums and stands
- ✓ Tom-toms on a stand (12" and 20")
- ✓ 1 large suspended cymbal (20" minimum) on its stand
- ✓ 1 set of crash cymbals
- ✓ A drum set may also be needed depending on chosen pieces
- ✓ Auxiliary percussion as needed in the pieces chosen for performance

Concert Set-up:

In setting up for the concert, make sure you have help from either a stage manager or a group of willing students. Ensure that microphones and any other necessary equipment are in the right place for recording the performance. At least one public address microphone should be set up for the speakers who will address the audience.

Lighting:

Check that the lighting is right for a large choir and band. If you have a stage with lighting make sure someone is available to do the lighting for you. The lighting set-up should be done before the Festival rehearsals begin. Do not allow lighting checks to be done during rehearsals. A group or someone you can trust to do a sound check set up the equipment and record the concert. If you have a good technical department in the school they will help out. Otherwise, hire someone in. Decide whether your school can fund this or whether a charge should be included to cover the cost of producing it.

Extras:

- ✓ You will need a concert poster and a design for the concert program.
- ✓ Depending on the size of your auditorium and your expected audience, you may want to make concert tickets.
- ✓ Depending on your rehearsal schedule and the expectations of your housing families, you may want to arrange a brief outing within the host locality. This could be a sightseeing walk or a visit to a local attraction.
- ✓ It is recommended to offer a brief assembly performance for students on Friday.
- ✓ Arrange for someone to prepare the concert location – clean up after final rehearsal, prepare seats, decorate with plants/flowers, etc., give out programs, prepare and serve refreshments if offered.
- ✓ Make sure you have a complete list of all who need to be thanked. These should include your housing families, administration & secretaries, Director, PTO people, custodians, sound & lights people, catering, parent & student volunteer workers. You can never write too many thank-you notes!

CH 22

MS/HS Speech and Debate

Instructions and Reminders Prior to Tournament for Host School and Participating Schools

PERSONNEL NEEDS

The host school should appoint a Tournament Director and Official Scorekeeper. This should be in addition to the Activity Director, who should be responsible for all non-tournament logistics.

The host school should plan for disruptions to the schedule during the Tournament, since student timers, team members, and possibly teachers will miss regularly scheduled classes; in addition, a dozen classrooms and the auditorium or gym will be needed.

The host school Speech and Debate coaches, as well as the participating school chaperone/coaches, will bear the primary responsibility for judging during the tournament. The Tournament Director will need to assess the need for additional judges, and solicit and train those individuals from the host school. Host school judging personnel should be available for all preliminary rounds.

A third adult may need to serve as Student Timer Coordinator.

Ballots can be found here:

- [Events Ballots](#)
- [Debate Ballots](#)

DEBATE RESOLUTION:

15 weeks (or more) before the tournament the host school solicits debate topics from Activity Coordinators from all participating schools. Topics should stimulate research and be right for a diverse population of international school students.

12 weeks (or more) before the tournament, the host school generates three debate resolutions from the proposed topic list and solicits feedback from the participating schools. The feedback discussion should address potential definitional and squirreling problems at this time.

10 weeks before the tournament the host school announces the debate resolution to all participating schools.

INVITATION to PARTICIPATING SCHOOLS:

8 weeks before tournament (or sooner if possible), the host school solicits final confirmation of participation, clarifies logistics, reaffirms Debate Resolution and Categories for Events, and clarifies the roster submission process.

SUBMITTING ROSTERS:

4 weeks (or more) prior to the tournament, participating schools must submit their participant roster, closely adhering to the following rules:

- Allowable team roster size: 4 to 10 students
- A participant may be entered into 1 or 2 events. Events include Debate, Original Oratory, Duet Acting, Oral Interpretation, and Impromptu.
- A participant may not be entered into the same event twice.
- Partners for Duet and Debate must be clearly indicated.
- Participating schools are expected to enter two Debate teams. Should a school wish to enter 0, 1, or 3 Debate teams, this should be clearly indicated on the participant roster sheet. Once the deadline for roster submissions has been reached, the host school should as quickly as possible notify participating schools whether their request for submitting 0, 1, or 3 Debate teams can be honored. The host school should make this determination based on the need to have an even number and manageable number of Debate teams for the tournament.
- Participating schools should indicate which events their chaperone/coaches will be qualified to judge
- Roster additions, subtractions, and event changes after the 4 week deadline will be honored only at the discretion of the host school.

CATEGORIES FOR EVENTS:

School years ending in even number
(examples: 2015-16; 2017-18):

LIGHT: Duet Acting; SERIOUS: Original Oratory, Oral Interpretation

School years ending in odd number:
(examples: 2016-17; 2018-19):

LIGHT: Original Oratory, Oral Interpretation; SERIOUS: Duet Acting

PARTICIPATING SCHOOL CHAPERONE EXPECTATIONS:

All participating schools are expected to send two chaperones to serve as judges. Participating schools must indicate clearly on the roster sheet which events each chaperone is prepared to judge. Chaperones are encouraged to obtain the experience and training necessary to judge as many different events as possible. These two chaperones will spend most of the tournament either judging or writing judges' comments and may have little opportunity during preliminary rounds to see their own students perform.

ORDERING and PRESENTING AWARDS

- Permanent trophies will be awarded for the first, second, and third places in Debate.
- Individual Medals will be awarded for the first, second and third places in Duet Acting (2 medals per Duet Acting pair).
- Individual Medals will be awarded for the first, second, and third places in Impromptu Speaking, Oral Interpretation and Original Oratory

CREATING the TOURNAMENT SCHEDULE

The Tournament Director should begin immediately, once the roster submission due date has passed, to build the tournament schedule. Use the sample schedule provided as a guide. Here are a few key considerations:

- a) There should be 3 preliminary rounds for all Events, including Debate.
- b) Allot 45 minutes for non-Debate events; 1 hour for Debate rounds
- c) Limit the number of participants in each Event room to a number that will take no more than 45 minutes to complete; in practice, the optimal number appears to be 5.
- d) Complete the 3 Debate rounds on Friday; run only rounds 1 and 2 for the Events on Friday.
- e) Combine events into a single time slot logically based on the number of participants in an event. Typically some events have more participants in them than the others, so they will require their own time slot, whereas often (usually Impromptu Speaking and Duet Acting) two Events can be run simultaneously in the same time slot.
- f) A typical time slot order might be:

Friday:

1. Coaches' Norming Sessions and Meeting
2. Welcome
3. Debate Round 1
4. Original Oratory (OO) Rd1
5. Duet & Impromptu Speaking Rd1
6. Oral Interpretation (OI) Rd1
7. Debate Rd2
8. OO Rd2
9. Duet & Imp Rd2
10. OI Rd2
11. Debate Rd3

Saturday:

1. Debate Quarter Finals (or Semi-Finals – see explanation "Ranking for Debate" below)
2. OO Rd3
3. Duet & Imp Rd3
4. OI Rd3
5. Debate Semi-Finals (if not completed in #1) and/or Event(s) Semi-Final(s) (if needed)
6. Finals to run consecutively: Imp, OI, Debate 3rd/4th final, Duet, OO, Debate Final
7. Awards

- g) Once the schedule has been constructed:

- a. Add in the judges' names to the schedule (see below for creating Judging Pools)
- b. Share it with the participating schools' Activities Director to check for errors, such as omissions, participant or judge misplacement, or for last minute changes
- c. Finalize the necessary room allocation and materials from the school:
 - i. Classrooms equal to the number needed for each time slot
 - ii. Judges' Room; this should be the same room or an adjacent room to the Scorekeeper's room
 - iii. Scorekeeper's room
 - iv. Hang-out room for participants – this could be the cafeteria or a multi

- purpose room
- v. Debate room supplies: 2 tables (1 for each debate team), 4 chairs, podium; desks or tables+chairs for 2 judges and 1 timer
- vi. OI, OO, Impromptu room: podium; desks or tables+chairs for 2 judges and 1 timer
- vii. Duet rooms: 1 sturdy table and 2 sturdy chairs; desks or tables+chairs for 2 judges and 1 timer
- d. Confirm reservation of room for Welcome on Friday and the Finals on Saturday

BUILDING the JUDGING POOLS

- The most important responsibility for the host school is to provide fair and accurate judging. To this end, the Tournament Director should assign judges to two non-consecutive/non-concurrent “judging pools”. In practice, this might look something like this:
 - o Debate Cohort: 20 judges (“Pool A”)
 - o Original Oratory: 20 judges (“Pool B”)
 - o Duet & Impromptu: 20 judges (“Pool A”)
 - o Oral Interpretation: 20 judges (“Pool B”)
- By the end of the preliminary rounds, judges from, for example, “Pool A” will have seen 3 rooms of participants of two different events.
- The Tournament Director will need to group participants so that they never have the same judge twice in the preliminary rounds and are not judged by their own chaperone/coach.
- In order to increase reliability amongst judges, the Tournament Director must provide training materials and the judging directions (see below) ahead of time for all judges, including those judges recruited from the host school to complete the judging pools. (Note: there should be a few more judges in each pool than are necessary to plan for unforeseen absences in judging personnel)

INFORMATION for the TOURNAMENT DIRECTOR SPECIFIC to DEBATE

Tournament Procedures:

For the preliminary rounds of Debate, the Tournament Director shall insure on the schedule that each team debates once on the Affirmative side and once on the Negative side, with the third Debate determined randomly.

The Tournament Director shall also ensure that:

- Two teams from one school will not debate against one another until the final (unless a school has 3 teams)
- No teams shall debate each other for a second time until the final unless this proves to be unavoidable
- Each team debate as wide a variety of other schools as is possible.

Judges may not award ties in debate. They must give one team the win and the other the loss. It is permissible for a judge to award equal or even higher points to the losing team.

- For preliminary rounds of debate, there will be two judges.
- For the quarter, semi, and final rounds, there will be three (or five judges if logistically feasible) to insure that there is always a winning team by win-loss record.
- For the quarter, semi, and final rounds, the Tournament Director should announce which team is debating which side as soon as is feasible. The Tournament Director should determine which team is Affirmative and which team is Negative based on how often each team has been which so far in the tournament. In the case of two teams facing each other for a second time, their roles should be reversed from the first encounter. In the absence of a clear reason for deciding which team gets which side, the Tournament Director should determine this randomly.

RANKING FOR DEBATE:

Quarter and semi-final rounds should have an odd number of judges to insure a victory based on wins and losses.

After the three preliminary rounds, the eight teams with the best win-loss records will advance to the quarter finals. If win-loss record ties mean that more than eight teams qualify for quarter finals, the tournament director should drop the bottom tied team(s) with the lowest

total point count from the preliminary rounds so that the total number of qualifying teams is eight. If there are two tied teams in the 8th and 9th positions with identical point count, a coin toss will decide. Teams with more preliminary wins should be matched up against teams with fewer preliminary wins. In the absence of a clear choice based on win-loss records and points, the tournament director should use appropriate discretion when seeding the teams for quarter finals.

QF	Seed1 vs Seed8		Seed4 v Seed5		Seed2 v Seed7		Seed3 v Seed6
SF	Win 1v8	vs	Win4v5		Win 2v7	vs	Win 3v6
Bronze			Loser SF	vs	Loser SF		
Finals			Winner SF	vs	Winner SF		

INFORMATION for the TOURNAMENT DIRECTOR SPECIFIC to FINALS for EVENTS

- The 4-6 speakers with the highest totals as a result of the preliminary rounds in each Event will enter the finals. Semi-finals for Events may be held, at the discretion of the Tournament Director, if ties or point spreads render it impossible to select 4-6 speakers fairly.
- The three (or five) judges in the Events Finals will “rank the room.” In other words, each judge will indicate which speaker, in the judge’s opinion, gave the strongest performance by awarding that speaker a 1; a 2 to the second strongest; a 3 to the third strongest; and a 4 to all other participants in the Finals event.
- The judge may not award ties for 1st, 2nd, and 3rd place rankings.
- The winner will have the lowest combined score, second will have the second lowest score, and third will have the third lowest score.
- In case of a tie, the speaker with the highest total in the preliminary rounds will break the tie. If at that point there is still a tie, the tie will be awarded to these participants.

Example (with three judges):

	Speak er A	Speak er B	Speak er C	Speak er D	Speak er E	Speak er F
Judge 1	1	2	4	4	3	4
Judge 2	1	3	4	2	4	4
Judge 3	2	4	1	4	3	4
Total	4	9	9	10	10	12

Assume that Speaker B received more points in the preliminary rounds than Speaker C.
Result: Speaker A gets 1st place, Speaker B gets 2nd place, and Speaker C gets 3rd place.

TOURNAMENT DIRECTOR AGENDA and REMINDERS for the COACHES’/JUDGES’/CHAPERONES’ MEETING

The Tournament Director must provide a general meeting for all judges prior to the start of the Tournament. It is also highly encouraged that separate Norming Sessions be provided for the two pools of judges to address questions and issues specific to particular Events and Debate. It is not safe to assume that judges have had time to scour all these points, so print out the following and walk them through it:

- The Tournament Director’s decisions are final and must be adhered to
- Judges should not take dress/costume into account, nor should personal preferences for certain writers or topics influence judging decisions.
- Coach/Chaperones should be familiar with the rules for determining whether the Tournament Director will call for a Debate quarter final and/or a semi-final for any Event
- All participating students are expected to attend the final rounds, whether still competing or not; hosting families are aware of this expectation. A sparse audience is discouraging to the finalists, and discourteous to the host school. Furthermore, students miss the opportunity to learn if they absent themselves from the finals.
- Judges should write in ink on ballots in order to make any subsequent photocopying or scanning more legible.
- Lists of all participants who are in semi-final and final rounds will be posted on a large notice board.
- It may happen that a judge feels that a participant should be penalized by a loss in debate or in other events, or that s/he should be disqualified from the tournament. In this event, the judge must consult

with the other judges immediately after the round. Should they agree upon a penalty or disqualification, the Tournament Director must be informed within the hour. The Tournament Director has the right to confirm or overrule the decision of the judge.

- There is a Student Code of Conduct: CEESA Tournaments have a code of conduct, decorum and dress. Students are to dress in a “business smart” manner. Clothing is to respect the “can’t see down it, up it or through it” principle. Audience response is to be appropriate to the tone and nature of the event and participants will maintain a decorum and etiquette that reflect the association’s ethos of mutual respect and encouragement. Courteous and respectful behavior is expected from all participants throughout the tournament. The use of profane language and aggressive behavior in debate may result in disqualification.

Specific Judging Directions (Note: much of this could be covered in the Norming Sessions)

- 1) Judges should never declare or discuss a score or comment with a participant. Any issues in scoring will come from a coach and go through the Tournament Director.
- 2) Judges should not discuss scores or verdicts with the other judge(s) in the room until all judges have turned in their ballots to the Scorekeeper's Room. Informal conversations after results have been submitted are encouraged, since judges can learn from each other for future rounds.
- 3) Judges should pick up blank ballots in a timely fashion from the Scorekeeper's Room and return completed ballots themselves to the Scorekeeper's Room.
- 4) Pacing of Rounds: the goal is to complete rounds within the time allotted. Therefore, judges should immediately vacate the performance room at the end of the round and complete ballots and comments in the Judges Room.
- 5) Holistic Point Allocation: Ultimately it is the responsibility of the judge to distinguish between levels of accomplishment, and for the point totals to reflect those differences. Therefore, judges should realize that the following score ranges reflect the following realities of a Speech and Debate tournament:
 - a) 26-30 range: the judge believes that this participant should definitely be in contention for making the finals
 - b) 21-25 range: the judge believes that, with some additional work across the rubric, this participant has the potential to be among the top performers
 - c) 15-20 range: this is the "job well done" range – you are telling the participant that he or she has the fundamentals of the event in place
 - d) 10-14 range: this is the "developing" range – there is work to be done, but such a score should encourage the participant to keep working on those skills
 - e) Below 10: avoid this range as much as possible, unless the judge believes the participant is not taking the tournament seriously
- 6) Remind the Timer in the room of the Event's specific time limit, and that timing goes DOWN
Note: Should the speaker reach the full allotted minutes, the timer should say the word "stop," and the speaker should finish his or her sentence and then stop immediately; it is better if the timing device itself does not ring when it reaches zero
- 7) Constructive Critiquing: Judges are asked to write a few short comments aimed at improving subsequent performance. Consider tone.
 - a) Helpful:
 - i) "A longer pause before delivering your final line might have greater impact"
 - ii) "Slow down your introduction to more effectively prepare your audience for your argument"
 - iii) "Be aware of negative facial expressions aimed at your partner – you are a team!"
 - iv) "It was difficult to hear a difference between the father's and the son's voices in your piece"
 - v) "Consider adding a few details to the introduction to your OI to clarify the setting of your piece"
 - b) Not helpful:
 - i) "Good job!"
 - ii) "A different selection for your OI/Duet/OO topic would have been better"
 - iii) "Try different blocking"
 - iv) "I was disappointed by . . ." or "When I saw this performed on Broadway . . ."
- 8) Scoring Discrepancies: the Scorekeeper considers as official the score placed on the Total Score line of the ballot. In other words, the Scorekeeper will assume that any numerical errors have occurred in the Categories Section, and that the judge has accurately placed the intended score on the Total Score line. If no score is entered on the Total Score line, the Scorekeeper will do the math. Note: if a data entry mistake is made by the Scorekeeper, feasible adjustments will be made.
- 9) Norming: Every effort should be made to train judges to a norm. However, if the Scorekeeper notices that there is greater than an 8 point spread across two ballots for a participant in a given round, the Scorekeeper will ask the two judges to discuss their decisions; after the discussion, judges will be asked to submit a new scoring sheet reflecting changes, if any, to their totals. These new scores, regardless of the range of discrepancy, will be considered official and final.
- 10) Coaches must not discuss with participants any verbal or written comments on performances made by judges until after the awards ceremony. Debaters must not be given information about other teams' arguments by coaches, judges, or other participants.
- 11) Coaches must ensure that evidence presented by participants in Debate is supported by reliable sources.
- 12) During Cross Examination the questioner should pose questions, not make statements. The responder should make an effort to honor the question with clear,

concise remarks, or ask for further clarification of the question. The questioner may politely thank the responder and move on to the next question after providing a reasonable opportunity for the responder to answer the question. Both questioner and responder should treat each other with respect. The judges may penalize cross-examining techniques that are considered rude or not in the spirit of the purpose of cross-examination.

13)

Handling the Scoring Ballots by the Scorekeeper

The Scorekeeper's job is to

- collect the ballots from all the judges following each round
- tally the scores into a spreadsheet in such a way that total scores per participant can be quickly summed at the end of the preliminary rounds
- notice discrepancies of greater than 8 points for any given participant in a given round and discuss this with the two judges (see "Tournament Director Agenda" above)
- scan (or print a copy if scanning isn't available) all the ballots as a single batch; ie, scan all Round 1 OIs as a single .pdf file; scanning both sides is preferable, since often comments continue onto the back
- use a paper cutter to remove the scores from the bottom of each completed ballot
- return ballots to coaches in as timely a manner as is feasible – an "out basket" or large envelope for each school is one method of accomplishing this
- Ballots can be found here:
 - o [Events Ballots](#)
 - o [Debate Ballots](#)

RULES and PROCEDURES for NON-DEBATE EVENTS – Ballots at end of Section

DUET ACTING

Duet acting is defined as the presentation of an excerpt from a published full-length or one-act play, television script, or film script, which does not exceed seven minutes, including an appropriate introduction which must mention the title of the piece and the name of the writer.

Contestants should realize that live performances often evoke audience response and should plan the length of the performance accordingly.

The scene must include two characters and must be presented by two contestants. Both contestants should contribute in a responsive and interdependent manner. The performance should achieve dramatic coherence. Judicious abridging (but not rewriting) is permitted in order to maintain continuity and adherence to the time limit.

Duet Acting is not intended to be a production. Make-up, costumes, special lighting, and music are not permitted. Speakers should not modify their clothing to suggest characters. Two chairs and a table, usually a school desk, will be provided, but need not be used. No props or other furniture may be used. All lines are to be memorized.

The use of unaccented English will not be a criterion unless the pronunciation and accent interfere with intelligibility.

If decided that for a given tournament Duet Acting will be of a serious nature, then Oral Interpretation selections will be light, and vice versa.

The time limit is seven (7) minutes. Should the performance run the full seven minutes, the timer will say the word "stop," and the contestant speaking should finish his or her sentence and then stop immediately.

IMPROMPTU SPEAKING

The Impromptu Speaking event consists of three rounds in which each contestant must participate.

Round One: The first round will consist of questions on current events, e.g. "Should the European Union admit more member states?" or "Should 16-year-olds be allowed to vote in national elections?"

Students should be familiar with major news items from a variety of reputable sources in order to prepare for this round.

Round Two: The second round will focus on a general or philosophical issue. This may be drawn from a quotation, a proverb, or a one-liner.

Round Three: Students will have one of each type of question.

In the final round (and semi-final if applicable), the Tournament Director will select two topics, one a current event topic, the other a general or philosophical issue. Each participant will have a choice between the two subjects.

Topics for all rounds will be prepared by the host school. In each round the participant will have a choice between two possible subjects. The same choice of topics will be offered to each speaker in a round. Speakers may not enter the room until it is their turn to speak, and no one (speaker or member of the audience) may leave the room until the end of the round.

In each round, the speakers will have 90 seconds' preparation time including the selection of their topic. They may jot down notes during this time. They may NOT confer with anyone or use notes already prepared. They may NOT ask the judge to define a word. Participants should use quotations, dates, names, etc. to show their familiarity with current topics. They must quote their selected topic verbatim somewhere in their introduction. In general, judges should be looking for a good balance between content and delivery, and should give equal weighting to each. The use of unaccented English will not be a criterion unless the pronunciation and accent interfere with intelligibility.

The time limit is three (3) minutes. Should the speaker reach the full three minutes, the timer will say the word "stop," and the speaker should finish his or her sentence and then stop immediately.

ORAL INTERPRETATION OF LITERATURE

Oral Interpretation is defined as an effective reading using the voice not to exceed six minutes in length. As such the reader will be out of sight of the judges, in order to insure that he/she is being judged on use of voice only. This can be accomplished by turning the judges' chairs and tables away from the presenter. The overall impression must be one of a sustained reading.

The material chosen for Oral Interpretation may come from any published work of literature and from any literary genre. Participants are expected to bring a copy of the published script to the tournament. The nature of the reading will be light or serious, according to the decision of the Tournament Director. If decided that for a given tournament Oral Interpretations will be of a serious nature, then Duet Acting selections will be light, and vice versa.

Readings must not exceed six minutes, including an appropriate introduction which must mention the title of the work and the name of the author. No minimum time is set, but very short readings will have difficulty in competing with those near the maximum length. Contestants must realize that readings in auditoriums usually take longer than in smaller rooms and should plan accordingly.

Speakers may stand at a lectern or music stand.

The use of unaccented English will not be a criterion unless the pronunciation and accent interfere with intelligibility.

The time limit is six (6) minutes. Should the speaker reach the full six minutes, the timer will say the word "stop," and the speaker should finish his or her sentence and then stop immediately.

ORIGINAL ORATORY

The oration should be an original speech written by the speaker, not exceeding six minutes in length. The speaker must develop a topic with a clear focus, which engages the audience. Sources of quoted material should be clearly indicated by the speaker. The use of notes or text is permitted, but the speech may be memorized. Speakers may stand at a lectern or music stand.

A speech will be judged equally on both its content and the speaker's delivery.

The use of unaccented English will not be a criterion unless the pronunciation and accent interfere with intelligibility.

Students must not make major modifications to speeches between rounds of the same tournament.

There is no minimum time limit, but very short speeches will have difficulty in competing with those nearer the maximum length. Orators should realize that the presentation of speeches in auditoriums usually takes longer than in smaller rooms and should plan accordingly.

The time limit is six (6) minutes. Should the speaker reach the full six minutes, the timer will say the word "stop," and the speaker should finish his or her sentence and then stop immediately.

RULES and PROCEDURES for DEBATE – Ballot at end of Section

Participants and chaperone/coaches should be familiar with all the Debate rules, format, and terminology.

Note: computers must not be used during the Debate rounds.

Debate Terminology

All judges and participants should be familiar with the following terms as they are used in debate parlance.

AFFIRMATIVE TEAM:

The affirmative team is the one which supports the proposition.

CASE:

The outline of a logical argument being put forth by one team in the debate.

CLASH:

A point of clash in a debate occurs when one team directly responds to a contention made by the opposing team. Both teams are expected to clash. The clash is the process of meeting and dealing directly with an argument of the opposition; dealing with an argument implies denial or minimization, but not agreement. **CONSTRUCTIVE SPEECHES:**

The first four speeches during a debate are the constructive speeches. During the constructive speeches, each team builds its case, developing and defending its arguments, and responding to the contentions of the opposing team.

CONTENTIONS:

The contentions in a debate are those points which either support or challenge the proposition.

CROSS EXAMINATION:

Each constructive speech will be followed by a two minute cross-examination period. Under no circumstances same round.

EVIDENCE:

The citation of evidence is essential to a debate. Evidence may consist of facts, figures or expert opinions that support the contentions made by the speakers. The opposing team must demand evidence to support contentions if none has been cited.

FALLACIES:

Are errors in logical reasoning.

FLOW SHEET:

A flow sheet is an outline of the debate that keeps track of contentions and successful clashes.

NEGATIVE TEAM:

The negative team is the one which challenges the proposition.

PROPOSITION:

A debate proposition is the subject of the debate. It is a debatable accept arguments on either side. Debate theory incorporates three types of propositions: fact, value and policy.

REBUTTAL SPEECHES: The final two/four speeches of a debate are the rebuttal speeches. In the rebuttal speeches, the speakers rebuild arguments that have been attacked, refuting opposing arguments and summarizing the debate from their own perspective. New contentions may not be introduced.

SIGNPOSTING:

Explicit references to the structure of the speech are known as signposting.

Marking the main points of the case, e.g. by numbering, helps the participants and judges to follow the arguments.

STATUS QUO:

Status quo refers to existing conditions or the way things are

Debate etiquette

INFRACTIONS OF THESE RULES WILL RESULT IN DISQUALIFICATION, EITHER FROM THE ROUND OR FROM THE ENTIRE TOURNAMENT

Decorum: Debate is by definition a formal discussion of a proposition. The participants should therefore at all times:

- observe the rules of common courtesy and respect both for their fellow participants and for the judges;
- refrain from deliberate use of exaggerated and/ or intimidating remarks, gestures or movements;
- communicate with partners only in writing, except during the 90-second preparation period before rebuttals begin;
- refrain from giving evidence cards or visual aids to, or accepting them from, other schools

once the tournament has begun.

Scouting: Observe the rules governing "scouting", as follows

Teams which have a bye may not observe any debate in that round. Tape recorders may not be used except in the course of an official action authorized by the tournament Director for future distribution. Debaters must not be given information about other teams' arguments by coaches, judges, or other participants.

N.B. It is customary for debaters to congratulate their opponents at the end of a round and to thank those who are judging.

Key concepts of Debate

Debate is determined and thus judged by three main factors: Content, Delivery, and Strategy.

CONTENT:

Content covers the arguments that are used, divorced from the speaking style and delivery. It is as if the arguments are written down rather than spoken. Content will also include an assessment of the weight of clash offered to the opposition's case and arguments. This assessment is from the standpoint of the average reasonable person. An argument can be considered strong or weak, even if the opposition does not knock it down. It is important to remember that each team must clash with every significant argument of the opposition, not each and every example.

DELIVERY:

Delivery includes the way a speaker presents a case and the style of the speaker. It emphasizes debate as an active presentation and clash of ideas. Speakers should aim to use language effectively, and demonstrate unity, coherence, and clarity as they deliver their case and respond to the Opposition's arguments and Cross- Examination. Delivery also embodies physical poise, judicious use of gestures, projection, enunciation, fluency and eye contact. Prepared speeches will not do well in debate - you need to be flexible, responsive, passionate, logical, and quick on your feet.

STRATEGY: Strategy comprises Structure, Timing, and Understanding of Issues.

Structure:

A good speech has a clear beginning, middle and end. Along the way there are signposts to help us see where the speaker is going. The sequence of arguments is logical and flows naturally from point to point. This is as true of a first speaker outlining the Affirmative case as it is of the last Negative speaker clashing with the affirmative case.

Timing:

Speaking within the allowed time limit is important - when time is called the speaker may finish the sentence, but should then stop. A speech should use the allocated time effectively. Speakers ending a speech with over a minute remaining generally do not do well. Giving an appropriate amount of time to the issues in the debate is critical in each speech. A speaker ought to give priority to important issues and leave unimportant ones to later. For example it is generally a good idea for second speakers (i.e. anyone other than the first affirmative speaker) to begin with the attack on the other side before going on to their own case. This is because it is more logical to get rid of the opposing argument first before trying to put something in its place. A speaker should also give more time to important issues. If there is a critical point that buttresses the whole of a team's case, it ought to get a fair amount of time so that it can be properly established. But if there is a point that is fairly trivial, it does not deserve more than a trivial amount of time. Priority of points is important.

Understanding of Issues:

Good strategy demonstrates that a debater understands what the important issues are in the debate. It is a waste of time for a speaker to deal with trivial points if crucial arguments are left unanswered. Each speaker should seek to identify, address, clash, and thoroughly analyze the issues inherent in the debate topic. It is possible to have good strategy in identifying the critical issues but poor content because the actual clash is weak. This is especially important during rebuttal speeches wherein each team needs to identify the crucial issues of the debate and bring it back out to a universal level. Rebuttal speeches that concentrate on individual examples probably have missed the point of the debate topic.

Rules governing Definitions

The affirmative may define the topic in any way provided that the definition:

- is reasonably close to the plain meaning of the topic

- allows the negative team reasonable room to debate
- is not tautological or truistic
- is otherwise a reasonable definition

Squirreling, place-setting and time-setting are not permitted:

Squirreling: Is the distortion of the definition to enable a team to argue a pre-prepared argument that it wishes to debate regardless of the motion actually set.

Place-setting: Is the setting of a debate of general application in a particular place.

Time-Setting: Is the setting of a debate of general application in a particular time, past or future

The first Negative speaker may challenge the definition(s) only if they do not conform to rules a) and b) above, or if the Affirmative team fails to offer definition(s). If the first Negative speaker challenges the definition, he or she must propose a new definition that conforms to the above rules. If the first Negative does not challenge the definition(s) of the Affirmative team, then the Negative is taken to have accepted them and may not challenge them later unless the Affirmative team significantly alters its original definitions.

Debate Format

The format for all debates will be as follows:

Preliminary Rounds:

- First Affirmative Constructive (6 minutes)
- Second Negative cross examines, first Affirmative responds (2 minutes)
- First Negative Constructive (6 minutes)
- First Affirmative cross examines, first Negative responds (2 minutes)
- Second Affirmative Constructive (6 minutes)
- First Negative cross examines, second Affirmative responds (2 minutes)
- Second Negative Constructive (6 minutes)
- Second Affirmative cross examines, second Negative responds (2 minutes)
- 90 seconds preparation period
- Negative Rebuttal (2 minutes)
- Affirmative Rebuttal (2 minutes)

Semi-final and Final Rounds:

- First Affirmative Constructive (8 minutes)
- Second Negative cross examines, first Affirmative responds (2 minutes)
- First Negative Constructive (8 minutes)
- First Affirmative cross examines, first Negative responds (2 minutes)
- Second Affirmative Constructive (8 minutes)
- First Negative cross examines, second Affirmative responds (2 minutes)
- Second Negative Constructive (8 minutes)
- Second Affirmative cross examines, second Negative responds (2 minutes)
- 90 seconds preparation period
- First Negative Rebuttal (3 minutes)
- First Affirmative Rebuttal (3 minutes)
- Second Negative Rebuttal (3 minutes)
- Second Affirmative Rebuttal (3 minutes)

SPEAKER ROLES

First Affirmative Constructive (6/8 min)

Defines the motion

- Sets out the case of the proposition (refers to own and partners' arguments for the debate)
- Presents two/three arguments

Cross Examination: 2N cross-examines – 1A response

The purpose of any cross-examination is to weaken or to destroy the opposing argument by requests for clarification, not by refutation or rebuttal. No new contentions or support for any contentions may be introduced into the debate by the cross examiner. The cross-examiner can gain advantage from new information only by his/her team's introducing it into subsequent constructive or rebuttal speeches.

First Negative Constructive (6/8 min)

- Deals with definition (if necessary)
- Explains important differences between affirmative and negative
- Rebuts the arguments of the First Affirmative Speaker
- May present a counter case
- May present one/two arguments

Cross examination: 1A cross-examines – 1N responds Second Affirmative Constructive (6/8 min)

- Brings the debate back to the Affirmative's case (defending the definition(s) if necessary)
- Rebuts arguments given by the First Negative Speaker
- Presents one/two new argument(s)

Cross examination: 1N cross-examines – 1A responds Second Negative Constructive (6/8 min)

- Brings the debate back to the Negative's case (addressing the definition(s) if necessary)
- Rebuts arguments given by the Second Affirmative Speaker
- Presents one/two new argument(s)

Cross examination: 2A cross-examines–2N responds Affirmative Rebuttal(2/3min.): done by either speaker

- Focuses on the most important issues of the debate as a whole
- First rebuts case of the Negative and then finishes with own case
- No new arguments are presented
- New examples are welcome

Negative Rebuttal (2/3 min) (done by either speaker)

- Focuses on the most important issues of the debate as a whole
- Rebuts case of the Affirmative and then concludes with the case of the Negative
- No new arguments are presented
- New examples are welcome

CONSTRUCTIVE SPEECHES:

First Affirmative: It is the duty of the First Affirmative speaker to:

- Present the proposition being debated
- Define the terms of the proposition from the affirmative point of view
- Present the case in favor of the proposition.
- In debates of policy, the case usually includes the need for a change in the status quo. In all cases, the speaker should summarize and press the negative to reply.

First Negative: The First Negative speaker provides direct clash by debating arguments presented by the First Affirmative speaker. The first negative speaker should:

- Comment on the terms of the proposition from the negative point of view and may contest the validity of those terms
- Clearly state the negative position
- Specifically challenge the contentions of the affirmative's case
- In debates of policy, this usually involves contesting the need for a change and supporting the status quo. In all cases, the speaker should summarize and press the Second Affirmative to reply.

Second Affirmative: The Second Affirmative speaker has three primary duties:

- Re-establish the affirmative position in the debate
- Refute the major arguments presented by the First Negative speaker c) to extend the affirmative arguments and present any remaining constructive materials for the affirmative.
- The speaker should end with a brief summary of the affirmative position and press the Second Negative to reply.

Second Negative: The Second Negative speaker replies to arguments made by the Second Affirmative. S/he should:

- Restate the negative position
- Re-build the negative case, refuting the affirmative contentions.
- S/he should summarize the entire negative case and press the Affirmative to reply.

REBUTTAL SPEECHES:

Following the constructive speeches, a second preparation period is allowed. This is the only time that team members may communicate verbally with each other. At all other times, including between constructive speeches, all communication must be in writing. During the rebuttal speeches, no new contentions by the Affirmative, and no new lines of attack by the Negative, may be introduced into the debate. However, more support, e.g. another source, may be given to points previously made.

PRELIMINARY ROUNDS:

Either member of the team may deliver the rebuttal.

Negative Rebuttal: The Negative Rebuttal attacks the affirmative case, restates the negative position, and presses the affirmative speaker to reply.

Affirmative Rebuttal: The Affirmative Rebuttal replies to the Negative Rebuttal, summarizes the affirmative case, and urges the acceptance of the proposition.

SEMI-FINAL AND FINAL ROUNDS:

Both members of the team must speak in the rebuttals. They may speak in any order they choose.

Negative Rebuttal 1: The first Negative Rebuttal attacks the affirmative case and its claimed advantages and presses the Affirmative to reply.

Affirmative Rebuttal 1: The first Affirmative Rebuttal counters the attack by replying to the First Negative Rebuttal and the Second Negative Constructive. It then presses the Second Negative to reply.

Negative Rebuttal 2: The second Negative Rebuttal replies to the major attacks on the negative case, responds to the First Affirmative Rebuttal, summarizes the major negative arguments against the affirmative case, presses the Affirmative to reply, and urges the audience to reject the Affirmative's proposals.

Affirmative Rebuttal 2: The second Affirmative Rebuttal rebuilds the entire affirmative case by replying directly to the major arguments against it. The speaker summarizes the major affirmative arguments against the negative case and strongly urges the acceptance of the proposition.

Note for Timers:

Show the appropriate time on the clock (see "Debate Format") and time DOWN for each speaker. Turn off the ringing feature on the timer.

When STOP comes up say "STOP". The speaker may finish a sentence. If speaker does more than that you should hold the timing device above your head, turning it so the judges also see STOP.

Format for Debate, Preliminary Rounds

- First Affirmative Constructive (6 minutes)
- Second Negative cross examines, first Affirmative responds (2 minutes)
- First Negative Constructive (6 minutes)
- First Affirmative cross examines, first Negative responds (2 minutes)
- Second Affirmative Constructive (6 minutes)
- First Negative cross examines, second Affirmative responds (2 minutes)
- Second Negative Constructive (6 minutes)
- Second Affirmative cross examines, second Negative responds (2 minutes)
- 90 seconds preparation period
- Negative Rebuttal (2 minutes)
- Affirmative Rebuttal (2 minutes)

Format for Debate, Semi Final and Final Rounds

- First Affirmative Constructive (8 minutes)
- Second Negative cross examines, first Affirmative responds (2 minutes)
- First Negative Constructive (8 minutes)
- First Affirmative cross examines, first Negative responds (2 minutes)
- Second Affirmative Constructive (8 minutes)
- First Negative cross examines, second Affirmative responds (2 minutes)
- Second Negative Constructive (8 minutes)
- Second Affirmative cross examines, second Negative responds (2 minutes)
- 90 seconds preparation period
- First Negative Rebuttal (3 minutes)
- First Affirmative Rebuttal (3 minutes)
- Second Negative Rebuttal (3 minutes)
- Second Affirmative Rebuttal (3 minutes)

Chapter 23

MS Cultural Arts Festival

General Format of Event:

The host school will develop a theme for the Cultural Arts Festival to show off the diverse culture of their city and country to their guests from far and wide. The Cultural Arts festival covers a two-day period and the host school can share cultural, historical and architectural treasures of their unique city and country. Event organizers are encouraged to think creatively to come up with cultural and art engaging activities for student participants to take part in during the time.

Festival Framework

Students engage in three parts of the festival work:

Part I – Inspiration

Part II – Creation

Part III – Exhibition

During the first part of the festival, students explore the city with the 5 senses. This hands-on activity should be connected with the theme of the festival and what they do in the city should be used later in their work. Suggested activities: scavenger hunt, interview, gastronomic tour, collecting artifacts, etc. Students are to use the items, notes, photos, etc. from the activity to develop the theme of the festival.

During the second part of the festival, students create a product that is based on their exploration of the theme. The host school determines the medium the students will use for their creation, for example, a painting, a movie, a sculpture, an animation, etc. Moreover, during this part of the festival, students may be engaged in a workshop with a professional artist to learn more about the medium they are going to use.

During the third part of the festival, students exhibit their work produced over the course of the festival. While preparing for it, students also learn to set-up the exhibition. Students will need guidance from their coaches or the festival director on how to set-up and what should be included in their presentations. For the exhibition students need to divide into two groups. When the first group presents, the second group walks around, watches/ listens to the presentations and engages with the presenters. Then the groups swap over. Coaches and visitors are also expected to approach students and engage in a dialogue about their work.

Host Schools should have visiting schools prepare some work before they arrive

- ✓ Bring craft specific for their country.
- ✓ Prepare legends, fairytales or folklore from their country to perform or share.
- ✓ Create historical timelines.
- ✓ Compare and contrast what is here and what happened in the host country to your country or city.

Previous Major Themes

Prague:	Creating Czech Marionettes-script writing, set design, lighting, music, puppet construction detail and puppet movement.
Sofia:	The traditional Bulgarian celebration of St Georges Day (March 6)
Kyiv:	An exploration of art, music, and crafts in Ukraine: the hidden jewel of Eastern Europe.
Riga:	H2O-events and activities will be based upon the idea of water and its historical and cultural significance to Latvia.
Zagreb:	Licitar hearts (gingerbread crafts)
St Petersburg:	To share the cultural, historical and architectural treasures of one of the most unique cities in Europe.
Helsinki:	Virtues in Our Culture
Tallinn:	So small, so great! Modeling of architectural landmarks of the cities

Rosters

The CEESA Handbook outlines the roster limits for each respective activity, for MS Cultural Arts the maximum roster limit is 10 students. Students currently enrolled in 6th, 7th or 8th grade are eligible to attend the CEESA Middle School Cultural Arts festival.

Tentative Schedule

Friday

Opening ceremony

Festival work in the city

Lunch

Festival work at school
invited.

Social event

Saturday

Festival work at school (may include workshops and master classes)

Lunch

Festival work in the city

Exhibition of student work and reception; Parents and staff are

Chapter 24

HS Robotics – First Tech Challenge Robotics Tournament

Rules

From the FIRST Tech Challenge Game Manual (Latest edition)

FIRST (For Inspiration and Recognition of Science and Technology) was founded by inventor Dean Kamen to inspire young people's interest and participation in science and technology. *FIRST* provides the *FIRST* Tech Challenge (FTC) for grades 9-12; ages 14-18* (*May include 8th grade students 13 and older who are prepared to enter a high-school program.)

All CEESA Schools participating in the FIRST Tech Challenge (FTC) should register their team with FIRST by sending in a 200 euro fee to the FIRST affiliate partner for Eastern Europe, Romania Robotics Education Initiative (RREI) at the American International School of Bucharest. The CEESA school wishing to host the tournament must contact RREI to be approved as an official FIRST Tech Challenge competition. The RREI will provide information on robot competition kit prices, parts availability and ordering instructions along with training on how to run a FIRST Tech Challenge tournament according to FIRST rules. Hosting schools will be required to build the game field and set up scoring and field control systems as described in FIRST documents provided by RREI. Inspire award winners of the CEESA FIRST Tech Challenge tournament will be eligible for advancement to a regional RREI FIRST Tech Challenge tournament. Teams that win the Inspire award at the RREI regional tournament will receive invitations to the FIRST World Championships in St Louis, Missouri, USA in April.

General Rules:

The rules for each game year are published by FIRST on the website <http://www.usfirst.org>. FTC tournament teams compete in an alliances consisting of two teams each. During the event each year the robots should be programmed to compete in matches with an autonomous (no student driver) round and a tele-operated (student driven) round. The tournament consists of qualification, semi final and final matches with an alliance selection period before the final rounds. Each team will be ranked on the basis of Qualifying Points and Ranking points as described in the current FTC game manual. The order in which teams can invite other teams to form an alliance is determined by Qualifying Points. Ranking points are used as tie breakers when two teams have equal Qualifying Points. The winning alliance is the alliance that wins two out of three of the final matches.

Tournament Rules:

- ✓ Teams can consist of a maximum of 10 students between the grades of 8 to 12.
- ✓ Students and adult team members and guests must wear safety glasses to protect their eyes while working on the robot, when observing robot building/repair work, and while competing.
- ✓ Any questions for the referees must be brought forward by one student drive team member per team within the time period of two (2) matches following the disputed match.
- ✓ Team members are not allowed onto the playing field for any reason other than to place or retrieve their robots. Inspection of the playing field elements by team members for the express purpose of determining scoring is prohibited.
- ✓ Individuals and Teams that violate rules will be subject to possible team punishments including anywhere from match disqualification up to and including removal from the tournament.
- ✓ The only team representatives permitted in the competition area are the three drive team members who are identified by the drive team badges. These badges are interchangeable within a team.
- ✓ Teams will be guaranteed a minimum of five minutes (5:00) between participating in consecutive matches.
- ✓ Teams are permitted to have 2 drivers and 1 coach (the Drive Team) at the playing field during their scheduled matches. Spectators are not allowed in the competition area at any time and must remain outside of the designated competition area.
- ✓ Only ONE robot will be allowed to compete per team in the *FIRST* Tech Challenge. Though it is expected that teams will make changes to their robot at the competition, a team is limited to only ONE robot.
- ✓ Every robot will be required to pass a full inspection before being cleared to compete. This inspection will ensure that all FTC robot rules and regulations are met. Initial inspections will take place during team registration/practice time.
- ✓ The following types of robot mechanisms and components are NOT allowed:
 - o Those that could potentially damage playing field components.
 - o Those that could potentially damage other competing robots.
 - o Those that contain hazardous materials (e.g. mercury switches).

- o Those that pose an unnecessary risk of entanglement.
- o Those that are designed to flip or tip over goals or other robots.
- o Those that contain sharp edges.
- ✓ At the beginning of any match, the maximum allowed size of a robot is 18" x 18" x 18".
- ✓ Robot construction is constrained by the rules described in the current FTC game manual as published by FIRST.
- ✓ All teams must submit an engineering log that includes a bill of materials list of parts other than Tetrix or Lego.
- ✓ Each team MUST "name" their NXT with their official FTC Team number expanded to four digits with leading zeros (e.g. FTC Team #123 would name their NXT "0123" without quotation marks)
- ✓ Teams MUST install the Samostat system support program onto their NXTs for the competition.
- ✓ Teams MUST install the Program Chooser onto their NXTs for the competition. These programs must be compiled with the appropriate software (either ROBOTC or LabVIEW) as chosen by the team.
- ✓ Robots MUST display their team number (numerals only, e.g. "106")
- ✓ The NXT controller and Samantha WiFi Communication Module MUST be accessible and visible by competition personnel including inspectors, referees, and field control operators.
- ✓ Robots MUST include a mounting device to securely hold one FTC Robot Identification Flag throughout an entire match. Because of the need to clearly identify a Robot's Alliance, the flag MUST be mounted at the top of the Robot and be clearly visible throughout the match.
- ✓ Robot TETRIX power switch MUST be mounted/positioned to be readily accessible and visible to competition personnel. The power switch must be installed according to the TETRIX system documentation (i.e. between the battery and the first Hi-Tech DC Motor or Servo Controller)
- ✓ Programming for the *FIRST* Tech Challenge must be done with an approved programming language, using MANDATORY FTC Competition Templates and corresponding firmware. Approved programming languages are:
 - o ROBOTC version 2.03 or later (firmware version 7.98 or later)
 - o LabVIEW Education Edition 2009 SP1 (FTC Software 2011) (NXT Firmware version 1.28 or later)
- ✓ Energy used by *FIRST* Tech Challenge Robots, (i.e., stored at the start of a MATCH), shall come only from the following sources:
 - o Electrical energy derived from the onboard 12V battery, HiTechnic 9-volt Battery Box, or the NXT batteries.
 - o Compressed air stored in the LEGO pneumatic system.
 - o A change in the position of the Robot center of gravity.
 - o Storage achieved by deformation of ROBOT parts. Teams must be very careful when incorporating spring-like mechanisms or other items to store energy on their ROBOT by means of part or material deformation. A Robot may be rejected at inspection if, in the judgment of the inspector, such items are unsafe.
- ✓ Game elements launched by Robots should not be launched with velocity greater than that required to reach a maximum of four (4) feet above the playing field surface, nor travel a horizontal distance greater than ten (10) feet.
- ✓ Robots will connect to the tournament supplied Field Control System (FCS) located at each field. Teams must demonstrate that their robot switches between Autonomous mode and Tele-Op mode correctly using the latest version of the FCS.
- ✓ Teams may create a custom Icon that will be displayed on a monitor during match play. Team Icon designs are required to be in the spirit of Gracious Professionalism (i.e. suitable for family viewing, not offensive, etc.) Instructions for creating a Team Icon are in the Samantha WiFi Communication Module documentation.
- ✓ All team members must participate in interviews conducted by the award judges.

ALL OTHER RULES SPECIFIED IN THE CURRENT FIRST FTC GAME MANUAL MUST BE FOLLOWED.

Awards

In addition to winning points during the competition, the awards represent another positive way for mentors to instill important values like teamwork, creativity, innovation, and the value of the engineering design processes. These judging guidelines are a part of the road map to success.

FIRST TECH CHALLENGE INSPIRE AWARD:

This formally judged award is given to the team that truly embodied the 'challenge' of the FTC

program. The team that receives this award is chosen by the judges as having best represented a 'role model' FIRST Tech Challenge Team. This team is a top contender for all other judging categories and is a strong competitor on the field. The Inspire Award Winner is an inspiration to other teams, acting with Gracious Professionalism both on and off the playing field. This team understands how to communicate their experiences and knowledge to other teams, sponsors, and the judges.

ROCKWELL COLLINS INNOVATE AWARD:

The Rockwell Collins Innovate Award celebrates a team that not only thinks outside the box, but also has the ingenuity and inventiveness to make their designs come to life. This judged award is given to the team that has the most innovative and creative robot design solution to any or all specific field elements or components in the *FIRST* Tech Challenge game. Elements of this award include elegant design, robustness, and 'out of the box' thinking related to design. This award may address the design of the whole robot, or of a sub-assembly attached to the robot. The creative component must work consistently, but a robot does not have to work all the time during matches to be considered for this award. The team's Engineering Notebook should be marked with journal entries to show the design of the component(s) and the team's robot in order to be eligible for this award, and entries should describe succinctly how the team arrived at that solution.

FIRST TECH CHALLENGE PTC DESIGN AWARD:

This judged award recognizes design elements of the robot that are both functional and aesthetic. All successful robots have innovative design aspects; however, the PTC Design Award is presented to teams that incorporate industrial design elements into their solution. These design elements could simplify the robot's appearance by giving it a clean look, be decorative in nature, or otherwise express the creativity of the team. The winning design should not compromise the practical operation of the robots but compliment its purpose. This award is sponsored by Parametric Technology Corporation (PTC), developers of the CAD tools, Pro/ENGINEER and Mathcad. PTC gives licenses to the FTC student teams for these software products to help them with their designs. Use of these tools is not required to be eligible, however, teams that use them in their design are given extra consideration for this award.

FIRST TECH CHALLENGE MOTIVATE AWARD:

This judged award celebrates the team that exemplifies the essence of the *FIRST* Tech Challenge competition through team spirit and enthusiasm. They show their spirit through costumes and fun outfits, a team cheer or outstanding spirit. This team has also made a collective effort to make *FIRST* known throughout their school and community.

FIRST TECH CHALLENGE THINK AWARD:

This judged award is given to the team that best reflects the "journey" the team took as they experienced the engineering design process during the build season. The Engineering Notebook is the key reference for judges to help identify the most deserving team. The team's Engineering Notebook should focus on the design and build stage of the team's robot. Journal entries of interest to judges for this award will include those describing the steps, brainstorming, designs, re-designs, successes, and those 'interesting moments' when things weren't going as planned. A team will not be a candidate for this award if they have not completed the section of the Engineering Notebook describing the team's experience.

FIRST TECH CHALLENGE WINNING ALLIANCE AWARD:

This award will be given to the winning alliance represented in the final match.

CEESA GRACIOUS PROFESSIONALISM AWARD:

This judged award is given to the team whose team members exhibit **Gracious Professionalism** at both the tournament and during the robot build season. This award is given in place of the CEESA sportsmanship award. A description of the FIRST concept of **Gracious Professionalism** is given below.

Judging Process:

At the *FIRST* Tech Challenge Championship Tournament events, there will be three parts to the judging process:

- ✓ Interview with judges
- ✓ Evaluation of performance
- ✓ Evaluation of the Engineering Notebook. Each team will have a "fact finding" discussion/interview with a panel of two or three judges. No awards will be determined on the basis of this interview alone. Judges will use the guidelines provided in this section to assess each team.

- ✓ Teams should present their Engineering Notebooks at the Pit Administration Table during check-in but may be directed otherwise by the tournament officials. The Engineering Notebooks will be provided to the judges prior to the team interviews.
- ✓ After the judges review the submitted Engineering Notebooks, complete the initial team interviews and evaluate the team and robot performances during matches, they will convene to review their assessments and create a list of top candidates for the various judged awards. Judges may require additional impromptu discussions with teams if necessary. Deliberations are usually completed during the elimination matches. When the judges have finished their deliberations, the Engineering Notebooks will be returned to teams.
- ✓ Teams are asked to bring their robot to the judge interview. This is the best chance for teams to explain and demonstrate their robot design to the judges in a quiet and relaxed environment.

Contact Information

FIRST
200 Bedford St.
Director
Manchester, NH 03101 U.S.A.
(603) 666-3906 or (800) 871-8326
Fax: (603) 666-3907
Website <http://www.usfirst.org>

Romania Robotics Education Initiative
Attn: Dean Hester FIRST Affiliate Project

American International School of Bucharest
Sos Pipera-Tunari 196
Voluntari, Jud Ilfov
Romania, 077190
40 21 204-4302

Roster

The CEESA Handbook outlines the roster for each respective activity, for HS FTC Robotics the maximum roster limit is 10 students. Students currently enrolled in 8th, 9th, 10th, 11th or 12th grade are eligible to compete. A minimum of 2 students are needed to be eligible to participate in a CEESA sanctioned HS FTC Robotics event.

Rosters are to be submitted 2 weeks prior to the event and include the following information.

Facilities

- ✓ The host school is responsible for building and assembling the game field for the tournament.
- ✓ The host school will purchase the soft tile field and perimeter fence foam SoftTiles at <http://www.andymark.com/ProductDetails.asp?ProductCode=am-0481> and the perimeter fence from Andy Mark at <http://www.andymark.com/ProductDetails.asp?ProductCode=am-0481>.
- ✓ The construction of the game field elements (approximately \$500 USD) will be paid for by the host school.
- ✓ The host school must supply computer network, laptops, audio and projection equipment as described in the Field Setup Guide provided by the RREI.
- ✓ The host school assists teams with transporting team robots by informing teams about what host country customs regulations must be followed for teams to bring their robot into the host country as checked airline luggage.

Judges/Referees/Inspectors

- ✓ Tournaments require a head referee, judge advisor and field tech advisor that must pass an online certification test administered by FIRST.
- ✓ Three referees including the head referee are needed for tournament matches.
- ✓ Three judges including the judge advisor are needed to choose the team awards.
- ✓ Two inspectors are needed to inspect robot hardware and software.
- ✓ The same person may fulfill an inspector and referee role.

- ✓ Judges and inspectors should have a computer or engineering background.
- ✓ Team coaches should not fulfill roles as inspectors, judges or referees.

Gracious Professionalism

Dr. Woodie Flowers, National Advisor for *FIRST*, speaks about Gracious Professionalism in this way:

“The *FIRST* spirit encourages doing high-quality, well informed work in a manner that leaves everyone feeling valued. Gracious Professionalism seems to be a good descriptor for part of the ethos of *FIRST*. It is part of what makes *FIRST* different and wonderful.” Gracious Professionalism can and should mean different things to each of us. It is possible however, to outline some of its meanings: Gracious attitudes and behaviors are ‘win-win.’ Gracious folks respect others and let that respect show in their actions. Gracious professionals make a valued contribution in a manner pleasing to others and to themselves as they possess special knowledge and are trusted by society to use that knowledge responsibly. As Woodie says, “In the long run, Gracious Professionalism is part of pursuing a meaningful life. One can add to society and enjoy the satisfaction of knowing that you have acted with integrity and sensitivity. That’s good stuff!”

The *FIRST* Tech Challenge is a student-centered activity that is mentor supported and is about giving students a unique and stimulating experience. We want students to learn the value of teamwork and to respect everyone’s ideas and contributions to the team. The *FIRST* Tech Challenge allows high school students to work hand-in-hand with technical professionals to develop a solution to the annual challenge. The students do the majority of the work, but the mentor is there to offer guidance, suggestions, and coaching to keep the students on task and successful. *FIRST* values are about appreciating our differences and learning what those differences add to our lives. *FIRST* programs succeed most fully when team members bring the *FIRST* values they learn back to their communities.

Chapter 25

MS Robotics

First Lego League

The materials for this competition are only available to teams registered with First Lego League (FLL). It is thus imperative that each school registers for their local FLL competition. While it is not required to compete in the FLL event in order to compete at CEESA, CEESA robotics works in conjunction with FLL; the goal is for each school to be participating in both their local FLL tournament and the CEESA tournament. Ideally the CEESA competition will occur after the FLL tournament so that each team has tournament experience before attending CEESA.

In cases where a school does not have a local tournament to attend, the school will need to obtain the necessary materials on their own volition. One way to do this is to contact Hands-on Technology, who provides FLL support for Central and Eastern Europe. Hands-on is not required in any way shape or form to provide these materials and, indeed, may not have them available for teams that are not registered for an official FLL event. CEESA must avoid overburdening Hands-on with requests for non-participant materials, as the relationship between Hands-on and CEESA must remain healthy in order for the CEESA tournament to be viable.

It will be necessary for the host school to register at least one team with FLL and order a minimum of two competition sets as well as building two competition tables.

Format of Event

Overview:

The robotics competition is centered around the robot game, where teams score points by programming their robot to complete specific missions on the tournament table. The tournament table has lego pieces from the competition set that are arranged on a playing surface that together compose various missions. Teams are challenged to design, build and program robots capable of completing as many missions as possible in two minutes and thirty seconds. Each two minute and thirty second event is called a round. Along with the robot game, teams are judged on their mechanical design, programming and teamwork.

As each year there is a new theme, set of missions and competition set, the competition set and mission rules are released by FLL to all teams worldwide on the same date (usually the last week of August) so that each team has the same amount of time to work on building and programming their robot.

Thursday:

- ✓ Student guests and coaches arrive. Host school provides pick up.
- ✓ Students are placed with host families for the evening.
- ✓ Host school transports coaches to lodging.
- ✓ Coaches Meeting, Review rules, format and scoring (if possible because of arrival times) followed by Dinner

Friday:

- ✓ Host families drop off students at school
- ✓ Welcome and Opening
- ✓ Explanation of tournament format and rules
- ✓ Round robin robot game scoring and seeding plus practice time
- ✓ Lunch
- ✓ Continuation of round robin robot game scoring and seeding plus practice time
- ✓ Afternoon activity - cultural tours and/or activities
- ✓ Host families pick up student guests – provide dinner for guests and evening activities.
- ✓ Coaches/Advisor Dinner (if not done on Thursday)

Saturday:

- ✓ Host families drop off students at school
- ✓ If competition is off site, host site provides transportation.
- ✓ First rounds of head to head elimination tournament and judging.

- ✓ Lunch
- ✓ Continuation of head to head elimination tournament and judging.
- ✓ Awards ceremony
- ✓ Post Activity Coaches Meeting
- ✓ Evening Social Event – Provided by Host School
- ✓ Host families pick up student guests

Sunday:

- ✓ Guests depart

Round Robin Robot Game Scoring and Seeding:

As time permits, teams will complete as many rounds as possible. While two teams will complete the robot game at the same time, teams are not competing against each other; seeding is determined by the highest single round score out of all seeding rounds completed. As such it is important that teams be given as many game opportunities to compete as time allows.

Teams should have access to practice tournament tables when they are not completing rounds. Ideally, and if materials allow, this means providing a third table for teams to practice. If materials do not allow, practice will need to take place between games. Regardless, the host school will provide monitors during practice so that all teams have fair access to the practice tables.

General round format:

- ✓ Teams are called to appropriate tables.
- ✓ Judges ensure table is set up properly and teams set up their robot.
- ✓ Judges announce start of round.
- ✓ Teams complete missions.
- ✓ Time is called at end of round.
- ✓ Judges count points in conjunction with the team and explain any decisions made.
- ✓ Teams sign off on point total.
- ✓ Table is reset for practice or next round.

Head to Head Tournament:

For the tournament, teams are seeded according to their highest point total in any one round of the round robin. In the tournament teams are competing against the team on the opposite tournament table. The winner is the team that scores the highest point total. Depending on time availability this tournament may be single or double elimination. In the later rounds especially it is recommended that teams switch tournament tables and compete a second time, with the winner having the highest combined total (while each table is meant to offer the exact same conditions, this is rarely achievable, thus different tables will have different conditions so in fairness each team should be able to compete on both tables.).

General round format:

- ✓ Teams are called to appropriate tables.
- ✓ Judges ensure table is set up properly and teams set up their robots.
- ✓ Judges announce start of round.
- ✓ Teams complete missions.
- ✓ Time is called.
- ✓ Judges count points in conjunction with teams and explain any decisions made.
- ✓ Teams sign off on point total.
- ✓ Teams switch tables and compete a second time.
- ✓ Judges count points with teams and explain any decisions made.
- ✓ Teams sign off on point total.
- ✓ Team with highest combined score wins.
- ✓ Table is reset for practice or next round.

Teams that are eliminated early should be offered activities. These activities can easily revolve around the competition, for example: a robot dance competition or a robot penalty kick competition.

Rules

All rules for the robot game are set by FLL. It is imperative that each team know and understand the rules to the competition before attending CEESA. There are two types of rules: general rules

applicable to all robot games, and the rules associated with the year's particular set of missions. The CEESA competition will adhere to the rules set by Hands-on Technology. Each local FLL tournament offers coaches an optional session where missions are outlined and rules are clarified. The host school is required to send one representative to this session.

Tournament table set up:

Tournament tables are set up according to the guidelines outlined by Hands-on Technology.

Judging:

The tournament is judge heavy. Judges should be experienced FLL participants and must be trained and debriefed in advance of the tournament. It is not possible for adult volunteers to show up at the tournament with no training and make fair and informed decisions. In order for judges and participants to be able to focus on all aspects of the competition, coaches, adult chaperones, and audience members should not be allowed to get any closer than a 2 m from the competition tables during the rounds.

The ideal breakdown of judges is as follows:

- ✓ One robot game judge per competition table (two judges total)
- ✓ Two judges working in conjunction to interview teams for the mechanics award
- ✓ Two judges working in conjunction to interview teams for the programming award
- ✓ Two judges working in conjunction to observe teams for the teamwork award (interviews are not necessary, teamwork judges should be observing team interactions throughout the tournament).
- ✓ The tournament, especially the robot game portion is judge intensive, so you may want to plan a judge rotation schedule and breaks.
- ✓ One or two judges to collect and display performance points.

Tournament Director:

- ✓ Overall responsibility for planning and running the tournament.
- ✓ Keeping the games and judging on schedule.
- ✓ Displaying up-to-date robot game point results
- ✓ Thoroughly understanding all rules, especially the particulars of each mission so that s/he can uphold the rules of the tournament.
- ✓ The Tournament Director will have the deciding vote on disputes and protests.
- ✓ The Tournament Director's decision is final.
- ✓ It is helpful to have an announcer(s) for the robot game portion of the tournament, to help keep the tournament on schedule. This person should have some training about the tasks the robots are being asked to perform to help with announcing. The tournament director duties may conflict with announcing.

Team & Coaches:

- ✓ Gracious Professionalism:
- ✓ You are competing against PROBLEMS, while treating PEOPLE with respect and kindness - people from your own team, as well as other teams.
- ✓ You build onto other students' ideas instead of resisting or defeating them.
- ✓ Coaches, parents, and community members are not allowed to program the competition missions or set up any equipment for student participants.
- ✓ Every team is to appoint a Student Team Captain. This captain should be the only one to dispute scores and issues with judges on behalf of the team.

Teams will be judged in the following area. See attached rubrics for judging criteria. Judging occurs between tournament rounds, thus it is necessary to strictly adhere to the tournament schedule. Judges assess teams based on a team interview and the provided rubrics.

- ✓ Mechanical design / Programming / Teamwork

The host school will provide judges for each area. It is recommended that pairs of judges work together and interview teams to determine where on the rubric each team performs. Judges should be experienced FLL participants and must be trained and debriefed in advance of the tournament. It is not possible for adult volunteers to show up at the tournament with no training and make fair and informed decisions.

Recommendations to aid in the effectiveness of the event:

- ✓ Robotics coaches may be asked to assist in judging (same as in S&D & Knowledge bowl)
- ✓ Have 2 tournament tables as competition set up requirement (huge bonus)

- ✓ Have an announcer for teams on the deck (can be a student, parent or anyone with clear and loud voice)
- ✓ Team names should have city initials after team name e.g. TEAM NAME (Mos)
- ✓ Use time keeping software with sounds for 30 sec. (e.g. FTC Challenge timer (only for PCs))

NOTE: THE CEESA TOURNAMENT DOES NOT PARTICIPATE IN THE PRESENTATION PORTION OF THE FLL TOURNAMENT.

Awards:

The following awards will be given at the end of the tournament:

- ✓ Robot performance (winner of head to head tournament)
- ✓ Mechanical design (based on judging)
- ✓ Programming (based on judging)
- ✓ Teamwork (based on judge's observation)
- ✓ Additional suggested awards
- ✓ Champions award (summative overall best team)
- ✓ Judge's award (for intangibles such as tenacity or sportsmanship or best rookie team)

Rosters

The CEESA Handbook outlines the roster limits for each respective activity, for FLL Robotics the maximum roster limit is 10 students. A minimum of 5 students are needed to be eligible to participate in a CEESA sanctioned FLL event. The FLL age rules and restrictions do not apply to CEESA. Rosters are to be submitted 2 weeks prior to the event and include the following information:

Facilities

There are a variety of places tournaments can take place. Most common is a gymnasium with bleacher seating, though some schools have areas where an audience can view from above, this is the ideal set up. Regardless, all efforts should be made to create the best conditions for audience viewing – FLL is a spectator sport! Tournament tables themselves should be cordoned off from the audience to avoid interference. Lighting is of the utmost importance as it significantly affects light sensors. The best results are with bright florescent lighting close to the competition tables. Regardless of source, the lighting should remain consistent throughout the tournament.

Equipment:

Host schools are required to set up a minimum of two competition tables for use in the round robin and tournament. A third table is recommended for practice. Each team should be assigned their own area in which to practice and charge their robots, with access to power and enough table space for lap tops and the robot.

Glossary

Competition set: the Lego pieces obtained from FLL that create the missions robots must complete.

FLL: First Lego League, the NGO that creates and organizes FLL tournaments around the globe.

Mission: A specific action a robot must complete to earn points, for example: move balls from the top of the ring so they touch the table.

Playing surface: the mat provided in the competition set that indicates where mission pieces are placed. Mats also outline competition areas such as the base and provide colored lines for robot navigation using light sensors.

Robot game: the two and a half minute competition where robots are programmed to complete specific missions with missions being worth specific amounts of points. Each two and a half minute competition is referred to as a round.

Tournament table: the 8-foot by 4-foot board where the playing surface and competition set pieces are set up. At competition there are two tables side by side with a shared piece in the middle. The best tournament tables also include a fluorescent light source. See Hands-on Technology for the specs to build an official tournament table.

Chapter 26

MS Model United Nations

Requirements for Hosting

- Host school should be prepared to host 80 visiting students
- Visiting teams may consist of 5-10 students each (5 students per country delegation)
- The committees section of the conference consists of 5 committees and will require 5 classrooms available on Friday and Saturday. Each classroom/venue should be equipped with computer and Smartboard or LCD projector, screen and laptop.
- One larger performing space for General Assembly (i.e. Theatre, Gym) with projector, screen and laptop.
- This event may disrupt the school day and the administration and community should be prepared and ready to assist.
- Personnel: Conference Director required. Responsible HS student with vast MUN experience to serve as Secretary-General. HS students with MUN experience to serve as committee chairs/co-chairs (5-12 chairs: one for each committee and General Assembly). 10-12 MS/HS students on administrative team to assist with conference preparations, note passing, assisting chairs, and other miscellaneous duties (minimum of 2 students per venue, 4-5 for General Assembly).
- Visiting coaches should observe the work of students while in committees and in General Assembly. Coaches should not talk to their students or pass notes to the chairs during committee work or lobbying.

Recommendations (Minsk 2018)

It is recommended that the hosting school provides workshops for delegates at the start of the conference. Workshops should include options for beginner as well as more experienced delegates. Examples of workshops offered at the past conference:

- Perfecting Parliamentary Procedure
- Resolutions and Amendments: an Exploration
- The Art of Debate: Speeches and Points of Information
- The Art of Diplomacy: Caucusing, International Relations, and the United Nations

CEESA MS MUN will follow resolution-based approach to debate.

Each delegate should bring to conference:

- Opening speech
- At least one resolution
- Notepaper

All coaches agreed that we should do away with Best Delegate and Most Effective Delegation awards in MUN and instead consider awarding superlatives.

MUN Committees

General Assembly (GA) - The largest forum of debate within the United Nations. Each recognized member nation has one representative with one vote in this committee. Seating is organized by geographic region, allowing debate to occur at both the regional and global level. The topics of debate are broad and multifaceted, as they impact each member nation. The General Assembly is made up of the committees listed and described below except for the Security Council.

Security Council - The executive arm of the General Assembly and one of the most powerful and exclusive committees of the United Nations. The Security Council settles pressing issues related to international defense and security. This committee consists of an exclusive delegation and is unique because five nations: China, France, Russia, United Kingdom, and the United States of America, have the power to single-handedly reject any resolution with a veto. Therefore, a resolution must be accepted by all five of these nations and a majority of the committee before it can be passed. In addition, this committee has the right to 'condemn countries' or 'require' action in passed resolutions from its member states. The other seats rotate every three years and are filled by countries that are chosen by the General Assembly.

Disarmament - Primarily discusses issues pertaining to international security, weapons proliferation, with the general goal to demilitarize. The committee debates often focus on arms regulation or the review of former treaties that dealt with weapons proliferation, while the resolutions work to implement programs to more effectively enforce regulation. The ultimate goals of this committee are to tackle the growing threats to security and safety faced by the citizens of all nations.

Human Rights - Helps the global community by examining key humanitarian issues that shape the lives of men and women everywhere. It looks for resolutions to combat issues that divide the globe – wide-ranging topics include infanticide, freedom of press, natural disasters, civil liberties, situations that leave people without access to food or water, and many more. The committee tries to find middle ground between the key cultural differences that split opinions over various humanitarian issues while preserving the integrity of all social norms and morals that exist within individual UN member nations.

Political – The committee is responsible for all subjects that are purely political or have a political aspect. It can pertain to decolonization, international conflict, refugee conflicts, general peacekeeping, distribution of public information, mine action, outer space, public information, atomic radiation, and many other important issues that have not been resolved.

Environmental - Explores issues pertaining to the world's ecosystem and related technological subjects. Of particular concern are issues related to sustainable development – those that can foster a more prosperous world while minimizing damage and harm to the planet. This body often debates problems related to energy and alternative energy sources, the minimization of pollution, global accountability for industrialized nations, and the modern-day technological and infrastructure development of emerging nations, and the consequences of tackling these and related challenges.

Delegate Expectations

1. CEESA MUN expects that delegates arrive prepared to actively participate in the conference. Delegates must research their respective countries and issues before they depart for the conference and are expected to be knowledgeable of CEESA MUN procedures. Delegates must arrive with paper copies of their policy statement, respective clauses, resolutions, speeches, resources etc., as well as appropriate writing utensils. Copies of clauses and resolutions will be supplied to chairs before meetings.

2. English is the official and working language at all times during the conference and committee sessions.

3. Delegates must adhere to the dress code meant for a professional business setting. Sweat suits, jeans, sneakers, flip-flops, sandals, hats, T-shirts, shorts and skirts of inappropriate lengths, national/cultural dress and clothes with provocative logos or slogans are discouraged. In addition, hair must look professional at all times and not detract from a delegate's overall appearance (i.e. avoid dying hair in non-natural colors) and piercings not in the ears or holding a cultural purpose are not recommended. The following are suggested outfits:

-boys: dark blue/black suit, white collared button down shirt tucked in at all times, tie, dress shoes

-girls: dark blue/black dress that covers the shoulders and cleavage of a respectable length, or trousers, white or light colored blouse, dark blue/black blazer or sweater, closed toe heels or flats

4. CEESA MUN chairs, staff and executive team will encourage all delegates in their respective committees to participate. While active participation is greatly encouraged, lack of participation or preventing other delegates from participating in the conference, is discouraged.

5. Delegates must behave appropriately and adhere to the professional setting. Therefore, the conference will discourage inappropriate language, comments/jokes, insults, sounds and gestures whether they are applied to fellow delegates, chairs, staff or other member of the hosting school. This applies to note-passing and conduct at any point during the conference. If a delegate refuses to adhere to the code, chairs, staff or the executive team may choose to: suspend note-passing, talk individually with the aggressor and his accompanying MUN director, etc.

6. The use of electronics (cell phones, computers, iPads, tablets, etc.) during Opening and Closing Ceremonies and committee sessions is prohibited. However, computers and tablets may be used during lobbying sessions only for the purpose of merging resolutions.
7. Vandalism and disrespectful or inappropriate use of host school facilities and/or resources are strictly prohibited and will be dealt with in a strict fashion.
8. Questions, comments and concerns pertaining to any aspect of the conference must be directed to the CEESA MUN staff and leadership team.

Chair Expectations

1. To qualify for the Chair/Co-Chair position HS students should be familiar with MUN procedures, etiquette and terminology and have prior experience of participation in MUN conference/s.
2. 8-10 weeks before the event, committee chairs should present reports on the issues assigned for their respective committees. Chair reports are meant to help MS participants with their research and should consist of the following sections:
 - Introduction into the issue
 - Definition of Key Terms
 - Background Information
 - Major Parties Involved
 - Previous Attempts to Resolve the Issue/Timeline of Events
 - Possible Solutions
 - Bibliography

Delegation Roles and Responsibilities

Country representative - Each delegation is to nominate one student per assigned country to carry the country's flag at the opening assembly (provided the host school organizes for that) and to make a short, 15-30 second introductory speech on behalf of their represented county and delegation.

Delegates - Each delegate will represent their respective country alone (though some variation in delegation sizes may allow for two students; however those students should present on different issues, possess different materials, resolutions, and clauses).

Delegates should bring paper copies of any resources, policy statements, resolutions, and clauses they may want to refer to during committee work and assembly. The delegates should have multiple copies of their draft resolution or clauses to be used in lobbying and submitting to the chairs.

Each delegate must be aware of both issues being discussed and have policy statements and resolutions/clauses prepared for each.

Policy statement: A one-minute speech that summarizes the country's point of view on both issues and potential solutions. This statement will be presented by each delegate at the start of the committee session. (Some resources may refer to this as a Position Paper.)

Resolutions: Delegates are encouraged to provide resolutions for committee work. Resolutions should be prepared prior to the conference and submitted to the committee chair before the first committee session.

Clauses: Each delegate should prepare a minimum of two pre-ambulatory and three operative clauses for both issues for lobbying and submitting. The Security Council will debate the issues clause by clause.

General Agenda for MUN Committee Meetings

1. Chairs call the meeting to order
 - The Chairs will introduce themselves and explain the process
2. Roll Call
3. Position Speeches
 - Created from Policy Statements (approx. 1 minute each)
2. Lobbying time (15-20 min)
 - Delegates work to gain co-submitters to their clauses. They may also merge their wording together to create new clauses (Note: electronic devices may be used for this process.)
 - During this time, delegates should submit their final clauses to the chairs for review.
 - The Chairs will decide which clauses will go to the committee for consideration.
3. Issue 1 - Pre-ambulatory Clauses
 - The Chairs will announce the issue and begin with the pre-ambulatory clauses they have chosen.
 - These clauses will not be debated.
4. Issue 1 - Operative Clauses
 - The Chairs will present operative clauses to the body for debate and voting one at a time.
 - The committee will create a full resolution from the clauses
 - The Chairs will explain how debate time will be divided
 - Once all chosen clauses have been addressed, the resolution will be complete
 - Completed resolutions will be presented at the GA (There will not be a final vote in GA)
5. Issue 2
 - Same process as Issue 1

Suggested Conference Schedule

Friday

08:00 –	Students/Advisors drop off
08:00 – 08:30	Advisors meeting/Delegate registration
08:30 –	Opening Assembly (includes speech by Secretary-General)
09:15 –	Committee work
10:30 –	Break
10:45 –	Committee work
11:45 – 12:30	Lunch
12:30 –	Committee work
14:00 –	Break
14:15 – 15:30	Committee work
18:00 –	Advisors dinner sponsored by host school

Saturday

08:30 –	Students/Advisors drop off
09:00 – 09:30	Keynote speaker
09:30 – 10:30	Finish committee work
10:30 –	Break
10:45 –	General Assembly begins
12:00 – 13:00	Lunch
13:00 –	General Assembly
14:00 –	General Assembly closure
14:30 –	Awards & Photos
15:00 –	Snacks/ Advisors meeting
15:30 –	Cultural Tour

MUN Terminology - Definitions of Key Words

Chair: Is the person(s) conducting the debate and maintaining order while remaining totally impartial.

House: All the members of the forum except the chair.

Submitter: The person who is proposing the motion in the form of a draft resolution for debate.

Motion: The proposal for debate, which will eventually be voted upon.

Point of Information: A question directed either to the speaker who has the floor or to the chair by a delegate of the house who has been duly recognized by the chair.

Point of Order: A question directed to the chairman by a delegate of the house who feels that a mistake has been made in the order of debate or who requires clarification of the rules of procedure.

Point of Personal Privilege: A question directed to the chair by a delegate who refers to the comfort and well-being of the house (i.e. audibility, temperature).

To Have the Floor: To have been given the right to speak in debate before the house.

To Yield the Floor: To give up one's right to the floor either finally or temporarily for a point of information to be asked.

Parliamentary Procedures and Debating Rules for the Committees and the General Assembly based on THIMUN procedures

In the lobbying period, delegates must try and gather support for their resolutions. They may merge their resolutions with those of other delegates if they wish. A resolution must have at least three co-submitters and/or co-sponsors to present the resolution to committee. Delegates can only co-submit two resolutions and co-sponsor up to four resolutions.

1. When a resolution has at least three co-submitters, it must be sent to the chair of the appropriate committee. The chair will choose the resolutions to be discussed in committee and draw up a speaker's list. In committee, the speakers will present their arguments for and against the resolutions.
2. Speaking - whenever a delegate wishes to speak they hold up their placard and are addressed by the chair to which point they rise, then the delegate responds with "I rise to a ...". The reasons for rising include a Point of Order (a question about parliamentary procedure), Point of information (a question about the content of the debate), etc. Delegates are required to use formal language at all times. Delegates do not engage in direct communication – this is always done through the chair or through the use of notepaper.
Perhaps the most important rules of Parliamentary Procedure is the fact that delegates are not allowed to use personal pronouns. As delegates are representing a country, refrain from using "I" or "me"; use "we" instead. Furthermore, address other delegates as "the delegate" or "the (honorable) delegate of..." instead of "you".
3. A roll call will be called at the opening of the committees and General Assembly. Each country must respond with "present and voting".
4. After the formal roll call, each delegate will be invited to give an opening speech of not more than one minute. Each delegate must make an opening speech.
5. The chairs/Secretary-Generals will draw up a list of resolutions to be debated along with a speaker's list for each resolution. Resolutions chosen for debate are at the discretion of the chairs/Secretary-Generals. All rules for debate in committee apply also to General Assembly with the exception that a resolution requires a 2/3 majority to pass in General Assembly.
6. Debate starts with a reading of the operative causes of the resolution followed by Points of Clarification.
7. The chair then allows debate on the resolution by a set number of debating rounds following the speaker's list the chairs have arranged. Debate is set at a minimum of 2 rounds but can be extended upward on the discretion of the chair. The chair will set rounds according to the number of speakers on their list, but can extend debate after the initial rounds if the chair feels additional debate time is needed. Speakers will be invited to speak for or against a resolution; chairs will not allow any delegate to speak to the resolution.
8. All debate speeches must be shorter than two minutes.
9. All speakers will be asked if they are open to Points of Information, and can respond with "none", "# points" i.e. two points, or "any and all".

The chair has the discretionary right to accept as many Points of Information, Statements from the floor and Amendments as they wish. They may stop or curtail any parliamentary procedure if pressed for time or if they feel debate is being obstructed.

10. If a delegate wishes to ask a question after a speaker has addressed the floor, they must raise their placard and when addressed by the chair state that they "rise to a Point of Information". They will then be invited to state their question to the speaker. Follow-ups to Points of Information are limited to one and are at the discretion of the chairs.
11. If a delegate wishes to go to lobbying or informal debate to discuss a resolution or amendment they must raise their placards and ask for a Motion to enter Caucus. The chair has the right to refuse the motion. If the chair accepts there will be a vote and if a majority of delegates vote for the motion, then caucusing shall be allowed at a time limit set by the chair, with a minimum of 5 minutes.
12. If a delegate wishes to amend a resolution, the Amendment must be written clearly on notepaper and sent to the chair who will present amendments at their discretion at any time during the debate process. The chair acknowledges the proposed amendment and then sets 1 or 2 rounds of debate at their discretion. An amendment is added to a resolution if it receives a simple majority.
13. All voting is done by a placard vote. Only during a resolution vote may delegates abstain from a vote. When voting on amendments, delegates do not have the option to abstain. A delegate may propose to the chair that another delegate explain their vote by rising to a motion to request an explanation. The chair will ask why the request has been made and if the chair feels the reason warrants the request can allow it. The delegate is then asked to explain their vote and given the option to change their vote.
14. If a delegate wishes to make a statement they may request a Right to Statement. A Right to Statement can only be allowed when no other business is being addressed (i.e. in between resolutions etc.) and at the prompting of the chair "Are there any Rights of Statement on the floor?". If the chair does not ask the question, a delegate at the appropriate time can rise to a Point of Order and request a Right of Statement.
15. When debate and amendments on a resolution are completed, a delegate may feel they agree with certain clauses in the resolution but not others. In this instance the delegate may make a Motion to Divide the Question.
16. If a delegate wishes to close a debate at the end of a round, feeling that all the key issues have been covered and further debate would not be useful, the delegate may raise their placard and move to Close the Debate. The chair will ask the delegate to state their reasons for the motion. If the chair deems it a sensible reason there will be a placard vote. Two-thirds of delegates in committee or General Assembly must agree to the proposal for debate to be closed, in which case the floor goes directly to voting procedures.
17. If a delegate is not following parliamentary procedure or being deliberately obstructive they may be given a warning. There is no penalty for the first warning. If a second warning is given the speaker will lose speaking and voting rights for an amount of time to be decided by the chair in consultation with teacher advisors, a third warning will cause the delegate to be removed for a set amount of time decided by the chair also in consultation with teacher advisors. Inappropriate or offensive comments will be dealt with swiftly by the Chairs/General Secretaries.
18. Resolutions pass in committee with a simple majority vote. A General Assembly resolution passes with 2/3 majority.
19. If a delegate feels they or the country they represent, has been insulted they may raise to have their grievances noted. The delegate can at any time rise to a grievance by standing silently but can only speak when addressed by the chair. Chairs can either request an explanation of the grievance or simply state "your grievances have been noted, the delegate may please sit down".

Points and Motions

Below you will find a quick reference guide to motions and points.

Action	Debate	Votes Required
Adoption of Agenda	none	majority
Right of Reply	none	Chair
Suspension/recess of meeting	none	majority
Adjournment of Debate	1 for / 1 against	majority
Closure of Debate	1 against	2/3 majority
Reconsideration	1 for / 1 against	2/3 majority
Amendment of agenda	none	majority
Point of Order	none	Chair
Point of Personal Privilege	none	Chair

Appeal decision of the Chair	appellate / chair	majority
Roll Call Vote	none	Chair
Important Question	1 for / 1 against	majority
Division of the Question	1 for / 1 against	majority
Decision of Competence	none	majority
Right of Explanation	none	Chair
Tabling a Topic	none	2/3 majority
Taking from Table	1 for / 1 against	2/3

Definitions

Amendments - Any delegate may move to amend a resolution under consideration by submitting the amendment in writing to the chair at the time the amendment is moved from the floor. The requirement for submission may be waived by the chair.

The chair may limit the number of amendments with respect to any one resolution; anyone may suggest that proponents of various amendments caucus to consolidate.

The chair may rule any amendment, friendly or otherwise, out of order if it drastically and obviously changes the clear intent of the resolution or is irrelevant to the item under discussion.

Amendments may be made to perambulatory clauses at the chair's discretion.

Friendly Amendments - During the discussion of a resolution, the sponsor, with the consent of all co-sponsors, may incorporate into the body of the resolution any amendment he or she considers friendly. This friendly amendment shall then be considered an integral part of the resolution without debate for vote. All friendly amendments must be submitted in writing to the chair, who will either announce their inclusion or rule them out of order.

Unfriendly Amendments - A change that some or all of the draft resolution's sponsors do not support and must be voted upon by the committee. This also refers to delegates who did not write the resolution but see potential in it as long as several changes are made. The sponsors of the amendment will need to obtain the required number of signatures in order to introduce it. Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

Appeal Decision of the Chair - Decision of the Chair may only be appealed on substantial matters, such as Agenda, closure of debate, etc. This motion shall be subject to debate by the Chair and delegate raising the motion, majority shall be required for the motion to pass.

Closure of Debate - During the discussion of any substantive matter (discussion about a resolution), any delegate may move that the debate on the matter under discussion be closed, whether or not another delegate has expressed a desire to speak. Should the chair rule such a motion in order at that time, the motion is debatable to the extent, one speaker 'for' and one speaker 'against', and requires a two-thirds majority to pass. If the committee is in favor of the closure, the chair shall declare the closure of debate and move to vote on the item under discussion.

Dilatory, Absurd and Frivolous - The chair may rule any representative out of order if the representative is engaging in dilatory, absurd or frivolous activity. Should a delegate be ruled out of order, he or she shall be denied all privileges to address the body or move any motion while that item of agenda under consideration remains before the house.

Motion for Adjournment - Motions to adjourn are only in order on the last calendar day of the session. In the General Assembly, no motion to adjourn shall be in order without the approval of the chair. A motion to adjourn is not subject to debate, but shall immediately be put to a vote, and requires a majority of delegates present and voting to pass.

Motion to Divide the Question - After debate has been closed but before a vote has been taken, any delegate may move that the operative parts of the resolution be voted on separately. The delegate will be invited by the chair to address the floor and explain why. If a majority of delegates vote to divide the question each clause or group of clauses shall be voted on separately. Such a motion requires the second of three (3) delegates and is debatable to the extent of one speaker 'for' and one speaker 'against'. A majority of delegates present and voting is required to pass. If all of the operative parts of a resolution are rejected, the resolution shall be considered rejected.

Motion to Enter Caucus: This motion requests that the debate stop for a limited amount of time so that the house may lobby. This motion cannot interrupt the speaker.

Motion for Reconsideration - Once a substantive matter has been adopted or rejected; a motion to reconsider may be moved by any delegate who voted with the prevailing side. The motion is subject to debate to the extent of one speaker 'for' and one speaker 'against', and requires a two-thirds majority of delegates present and voting to pass.

Motion to Table a Topic - Any delegate may move to table any substantive matter under discussion. A motion to table effectively postpones consideration of a substantive matter indefinitely, unless a specific time limit is set. It requires a two-third majority present and voting to pass.

Motion to Take from the Table - Once any substantive matter has intervened after an item has been tabled, any delegate may move to take the item off of the table. A motion to take off the table effectively resumes consideration of a substantive matter where previously left off. Such a motion is subject to debate to the extent of one speaker 'for' and one speaker 'against', and requires a two-thirds majority to pass. This motion does not take precedence over a change in agenda.

Point of Clarification – A Point of Clarification is used when a delegate wants to clarify a non-substantive point (meaning grammatical, spelling, word choice, awkward phrases) in a resolution or amendment. This point should only be used while or directly after a resolution or amendment has been introduced. i.e. 'Would the chair please ask the delegate to explain the meaning of 'united' on line 33?'

Point of Information - After a delegate has given a speech in formal debate, he or she may yield time to points of information, or questions from other delegates concerning the speech. Any delegate may use a Point of Information to ask another delegate questions, it is a formal way to accomplish things.

Point of Inquiry – When the floor is open, a delegate may rise a Point of Inquiry as to the proper method of a procedure. A Point of Inquiry is a point directed to the Chair regarding parliamentary procedure. It is very similar to a Point of Order. However, it can pertain to general questions about Parliamentary Procedure or general questions about the content of the debate. A delegate could use a Point of Inquiry to ask whether the debate is in open or closed format, or whether the debate is regarding a resolution or an amendment.

Point of Order - During any session, a delegate may rise a Point of Order. A Point of Order is a question directed at the Chair regarding the rules of the conference (e.g. a delegate using unparliamentary language, the calling of a delegate to order; the ruling of delegate, a motion, or debate out of order). The chair shall immediately determine its merit and rule in accordance with the rules of procedure.

The chair may refuse to recognize points of order, if in his/her judgment the delegate rising to the point of order has not maintained restraint and decorum, which should govern the use of such a right, the point is clearly dilatory in nature.

Point of Personal Privilege - A delegate may rise a Point of Personal Privilege if an instance occurs in which you are unable to fully take part in the debate due to limitations in the physical environment. For example: temperature (too high or too low), inability to see or hear, equipment malfunctions, etc. A Point of Personal Privilege is the only point that can interrupt a speaker. However, a Point of Personal Privilege that is not due to audibility may never interrupt a speaker, and should preferably be sent in note form.

Right to Reply – The chair may accord the Right to Reply to any delegate whose personal or national honor or integrity has been gravely impugned by another delegate. A delegate may not interrupt a speaker to rise to a Right to Reply. A Right to Reply does not constitute a point of order.

Right to Statement: A delegation may request the right to address the body for one minute on any topic the country desires. The Chair can exercise discretion as to whether to permit a right of statement. Previous topics have included Michael Jackson's move to Oman and the wonderful world of Lego (Denmark). They are often amusing and can lighten the mood of a serious debate.

Ruling of the Chair - Whenever any question of matter of procedure arises which is not specifically covered by these rules, the ruling of the chair shall be in order. It is also the responsibility of the chair to rule certain motions out of order; these rulings are made at his or her discretion and are not subject to appeal.

Unacceptable Statements - No chair shall entertain a speaker, who wishes to publicly declare war against or secede from another nation, or in any other way embarrass or dishonor MUN or its members.

Voting on Resolutions: Voting on a resolution occurs at the end of the debate, generally after closed debate on the entire resolution. While voting on a resolution, delegates can choose to vote for,

against, or abstain. Abstentions mean that the delegate does not have a view on the subject, or that the country has a neutral policy towards the subject being discussed.

Voting on Amendments: When voting on amendments, delegates do not have the option to abstain.

Withdrawal of a Motion - A motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any delegate.

Withdrawal of Resolutions and Amendments - With the consent of all the co-sponsors, the sponsors may withdraw his/her resolution or amendment any time before debate on the matter begins. The resolution or amendment may then be immediately re-sponsored by any delegate, at which point it resumes its original place on the agenda, with approval of the chair.

Yield to the Chair: After the completion of a speaker's list speech, a delegate may yield to the chair. This means that the chair will absorb the time remaining in the speech (meaning nothing will happen with any time remaining).

Yield to another Delegate: After the completion of a speaker's list speech, a delegate may yield to another delegate. This means that with the time remaining in the speech, another delegate will be able to elaborate on the ideas that the first delegate presented; the second speaker may not talk about a topic the first speaker did not mention. Please note that only one yield may be made per speaker on the speaker's list. If the speaker intends on yielding to another delegate, he/she should be sure that the delegate yielded to will support his/her ideas.

How to Write a Policy Statement

Writing a policy statement might appear to be a daunting task especially for new delegates. But with enough research, you will find that writing a policy statement will be easy and useful.

Policy statements are usually one to one-and-a-half pages in length. Your policy statement should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good policy statement will not only provide facts but also make proposals for resolutions.

Many conferences will ask for specific details in a policy statement, so be sure to include all the required information. For this conference, you are provided with Research Reports prepared by committee chairs. A Research Report serve as a background guide to the issue and contains questions to consider. Make sure that your policy statement answers these questions.

A good policy statement will include:

- A brief introduction to your country and its history concerning the topic and committee;
- How the issue affects your country;
- Your country's policies with respect to the issue and your country's justification for these policies;
- Quotes from your country's leaders about the issue;
- Statistics to back up your country's position on the issue;
- Actions taken by your government with regard to the issue;
- Conventions and resolutions that your country has signed or ratified;
- UN actions that your country supported or opposed;
- What your country believes should be done to address the issue;
- What your country would like to accomplish in the committee's resolution; and
- How the positions of other countries affect your country's position.

Policy Statement Tips

- Keep it simple. To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure.
- Make it official. Try to use the seal of your country or create an "official" letterhead for your policy statement. The more realistic it looks, the more others will want to read it.
- Get organized. Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a topic sentence.

- Cite your sources. Use footnotes or endnotes to show where you found your facts and statistics. If you are unfamiliar with bibliographic form, look up the Modern Language Association (MLA) guidelines at your school's library.
- Read and reread. Leave time to edit your policy statement. Ask yourself if the organization of the paper makes sense and double-check your spelling and grammar.
- Speech! Speech! Do you plan to make an opening statement at your conference? A good policy statement makes a useful foundation for your position speech. During debate, a policy statement will help you stick to your country's policies.
- Let the bullets fly. Try not to let your proposals become lost in a sea of information. For speechmaking, create a bulleted list of your proposals along with your most important facts and statistics so that you will not lose time looking for them during debate.
- See more at:
<http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/position-papers#sthash.CDx0XMi4.dpuf>

How to Write a Resolution

Basics of a Resolution

Who: Who writes a resolution? Any delegate in the committee can write a resolution (although in rare instances an observer state is not allowed to directly write a resolution). The author of a resolution is called a sponsor. Most resolutions have multiple sponsors because it takes a group of countries to share good ideas and to come to a consensus. Some conferences allow delegates to sponsor multiple resolutions for each topic while others only allow delegates to sponsor one per topic.

What: What is a resolution? A resolution is a document that contains all the issues that the committee wants to solve and the proposed solutions to that issue. It is called a resolution because that is what the United Nations calls the documents they produce. Technically, the resolution should be called a draft resolution before it is voted upon and called a resolution after it is successfully passed during voting bloc.

When/Where: When and where are resolutions written? Some draft resolutions should be prepared prior to the conference. Draft resolutions are revised during unmoderated/informal caucus (also called lobbying). During lobbying, delegates are free to roam around the committee to collaborate on ideas with each other, and sometimes students work outside in the hallways or computer labs. Resolution writing becomes more focused during the latter sessions of committee when different country policies are clear and ideas have already been mentioned.

Why: The ultimate purpose of a committee session is to pass a resolution. All the speeches, debate, negotiation, and teamwork are supposed to lead up to a resolution which contains all the proposed solutions to the issue. The resolution(s) that the majority of the committee agrees upon will be passed during voting bloc and the sponsors will be informally commended for building consensus on good ideas. Most conferences allow multiple resolutions to pass as long as they do not contradict each other, but a few conferences allow only one resolution to pass.

A resolution has three main parts: the heading, the perambulatory clauses, and the operative clauses.

1. Heading

The heading contains four pieces of information: the committee name, the sponsors, the signatories, and the topic (not necessarily in that order depending on each individual conference's rules).

The committee name and topic should be self-explanatory. The sponsors are the authors of the resolution. The signatories are other delegates in the committee who do not necessarily agree with the resolution but would like to see it debated. Most conferences require a minimum number or percentage of sponsors and signatories (or a combination of both) before a resolution can be presented, this encourages consensus-building. You may also notice some numbering. This is usually provided by the committee chair and is just a way to number the different resolutions, usually by the order they are received or approved, so that delegates can easily differentiate or reference them.

2. Preambulatory clauses

The preambulatory clauses states all the issues that the committee wants to resolve on this issue. It may state reasons why the committee is working on this issue and highlight previous international actions on the issue. Pre-ambulatory clauses can include:

- Past UN resolutions, treaties, or conventions related to the topic
- Past regional, non-governmental, or national efforts in resolving this topic
- References to the UN Charter or other international frameworks and laws
- Statements made by the Secretary-General or a relevant UN body or agency
- General background information or facts about the topic, its significance, and its impact.

Strategy Tip: In general, you want fewer preambulatory clauses than operative clauses. More operative clauses convey that you have more solutions than problems.

3. Operative clauses

Operative clauses state the solutions that the sponsors of the resolution propose to resolve the issues. The operative clauses should address the issues specifically mentioned in the preambulatory clauses above it.

Strategy Tip: Usually more details in an operative clause will make it stronger or at least make the idea clearer to other delegates. A simple way to strengthen each operative clause is to answer the “who, what, when, where, why, and how” of each resolution. These details can actually be broken down into sub-operative clauses underneath the main operative clause.

Amendments

Approved draft resolutions are modified through amendments. An amendment is a written statement that adds, deletes or changes an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change the operative and preambulatory clauses. Two types of amendments can be used: friendly and unfriendly amendments.

Awards

Best Delegate Award – a certificate awarded to the best delegate in each committee (Security Council, Disarmament, Political, Human Rights, and Environmental). The decision on who gets the award is made by the committee chair/s.

Most Effective Delegation Award – a certificate is awarded to the country delegation that performed most effectively during the General Assembly. The decision on who gets the award is made by the GA chair/s.

All coaches agreed that we should do away with Best Delegate and Most Effective Delegation awards in MUN and instead consider awarding superlatives. (Recommendation accepted, Minsk 2018)

CEESA
Athletic and
Activity
Forms

Chapter 27 – Evaluation and Assessment

Rubrics and forms have been created as separate pages - the links are below.

[SPORTSMANSHIP FOR ATHLETICS AND FAIRPLAY FOR KNOWLEDGE BOWL](#)

[FAIRPLAY FOR MS MATH COUNTS](#)

NOTE: When making the rubric for your event add additional columns for each school to the right. If you copy and paste these tables into a new document that is formatted landscape you will have enough room. That was not possible in the handbook.

CEESA EVENT Evaluation -

[As a Google DOC](#)

[As a Google Survey](#)