



**The BGES School (ICSE)
12B Heysham Road
Kolkata 700020**

ANNUAL SPORTS 2014 -15

ADMINISTRATIVE INSTRUCTIONS

- Practice Schedule (Athletics)** Monday Wednesday Friday w.e.f. 02 July 2014
- Practice Schedule (March past)** All working days 0830h to 1030h w.e.f Monday 05 Jan 2015
- Practice Schedule (Drill)** All working days 1030h to 1120h w.e.f Monday 05 Jan 2015

Venue for Practice: Northern Park

Assembly at Northern Park at 0830 hrs (House-Wise)

The Annual Sports will be held at Rabindra Sarobar Stadium on **Wednesday 14th & Thursday 15th January 2015**

Teacher i/c: KL

Prefect i/c: Class 9 Prefects (Duties to be distributed by Deputy Headmistress/KL)

Participants from classes: All Students as per events

Composition of House Teams: Each house must have a minimum of two participants per individual event and team for the team events as required.

Last date for Registration of House Teams with Teacher

1. The respective House master/mistresses are requested to submit the names of the students who would be practicing latest by 30st October 2014.
2. The final list of participants will be entered in the excel sheet available on HM laptop in his office. A general list of 6 reserves per house can be given who will be allowed to be substituted till the start of the event.

The Annual Sports Day will feature events which include Athletic Events as well as Team Events for students of Classes 5 to 10 detailed description of which are as under:-

1. **ATHLETIC EVENTS:** Athletic Events will be primarily organized under two heads namely Track events and Field events.
 - i. **Track Events:** Track events will have **Sprints** as well as **Relay race:**
 1. **Sprints:** 50 metres, 100 metres, 200 metres and 400 metres sprints will be organized under two major categories **SENIOR** and **JUNIOR**.



The BGES School (ICSE)
12B Heysham Road
Kolkata 700020

2. Relay Race: This will primarily take place under two categories of 4x100 and 4x400m.

ii. FIELD EVENTS: following are the schedule of the suggested field events:

- 1. SHOT PUT**
- 2. JAVELIN THROW**
- 3. LONG JUMP**

Sl. No.	Categories	Junior boys (Class 5 -7)	Senior boys (Class 8 – 10)	Junior girls (Class 5 -7)	Senior girls (Class 8 – 10)
1	50 meters Sprints	YES	NO	YES	YES
2	100 meters Sprints	YES	YES	YES	YES
3	200 meters Sprints	YES	YES	NO	YES
4	400 meters Sprints	NO	YES	NO	NO
5	4x100m Relay	YES	YES	YES	YES
6	4x400m Relay	NO	YES	NO	NO
7	Shot Put	NO	YES	NO	YES
8	Javelin Throw	NO	YES	NO	YES
9	Long Jump	NO	YES	NO	YES

2. TEAM EVENTS: Students who are a part of regular **SCHOOL CLUB BASED ACTIVITY** will form the core of the **TEAM EVENTS**.

3. Special instructions:

- a) **In case of more participants for the track events, the number of heats for the sprints and relay can be increased.**
- b) **Minimum two participants for each events needs to be ensured from each house.**
- c) **No single participant can participate in more than three individual events.**



The BGES School (ICSE)
12B Heysham Road
Kolkata 700020

Sl.No.	Description	Number of Players	Reserve Players	Total	Broad Guidelines
1.	Inter House FOOTBALL	7	2	9	FOOTBALL: Final two matches kept in abeyance from Inter house Football Competition will be played as per the rules for Inter House Football Competition.
2.	Inter House KHO KHO Boys & Girls	9	2	11	KHO-KHO: The competition to start from the Semi-Finals. Playing teams for the semi-finals to be decided by casting lots and winner of each semis to compete in the Final .
3.	Inter House CROCKEQUE Boys & Girls	2	1	5	CROCKEQUE: The competition to start from the Semi-Finals. Playing teams for the semi-finals to be decided by casting lots and winner of each semis to compete in the Final .
4.	Inter House PITTU Boys & Girls	6	2	8	PITTU: The competition to start from the Semi-Finals. Playing teams for the semi-finals to be decided by the casting lots and winner of each semis to compete in the Final .

The Annual Sports Day will feature events for students of Classes Nursery to 4 for which practices and selections will be as under:-

To encourage maximum student's participation in the primary the following will be implemented:

- a) All the students of Nursery and KG will participate and practice as per schedule and the selection/Heats dates have been assigned. All will practise randomly. In the final heats 8 finalist will be selected.
- b) The practise of races from classes 1 to 4 will be held House wise. The selection/Heats will be held in the AC Hall in which all house members will participate. The House teachers of respective houses will segregate the students into different races they will participate .Final heats will be held for selection of 2 participants from each house. The practice dates and semi final dates have been allotted house wise on different days.



The BGES School (ICSE)
12B Heysham Road
Kolkata 700020

Practise Schedule of Annual Sports 14 Pre Primary and Primary Section Venue 1st Floor AC Hall

Dates: 1st December to 18th December

Date	Class	Time	Event
Practise			
All Days	NUR	1st & 2nd Pr	Lollypop Race
	KG		Toffee Race
MON		3rd & 4th pr	Gandhi House
TUE		5th & 6th pr	Nehru House
WED		3rd & 4th pr	Patel House
THU		5th & 6th pr	Tagore House
Selection /Heats			
30 th Dec 14	Nur & KG	1st & 2nd Pr	Lollypop Race
			Toffee Race
1 st Jan 15	1-4	1 st Half	Gandhi House
2 nd Jan 15	1-4	2 nd Half	Nehru House
5 th Jan 15	1-4	1 st Half	Patel House
6 th Jan 15	1-4	2 nd Half	Tagore House

Note: All respective subject teachers should be present at the venue during the primary heats.



The BGES School (ICSE)
12B Heysham Road
Kolkata 700020

DUTY LIST

DUTY	NAMES
Photography	DHM
Announcements	CG, MAK
Big Score Board	SB, VV
Prize	SCD, DG, DD
Certificates	PA, AKD, BG
Decorators	NR
Sound	DS
Refreshments	MSA, TK, RJ, PB
Reception	PS, SID
Primary Co-ordination	NV, SUG
Mass PT/ Tap Drill	BD
Ground Decoration	SD
Banner	SNS
Starters	To be outsourced
Ceremonial March	DS, PS
Transportation & Store	KB
First Aid post	Nurse, SJ
Judge Team 1, 2, 3, 4, 5, 6, 7, 8, 9	A team of Four including 2 teachers and 2 students, each of whom are to represent one house each
Go Green	PB, PC
Coordinator	KL
Deposit Counter	NN,JS



The BGES School (ICSE)
12B Heysham Road
Kolkata 700020

JUDGES' DUTY LIST

JUDGE TEAM NO.	TEACHER 1	TEACHER 2	STUDENT 1 FROM	STUDENT 2 FROM
1	NJ	MB	GANDHI	TAGORE
2	SMD	LD	NEHRU	PATEL
3	MK	SUB	TAGORE	PATEL
4	SS	PC	PATEL	GANDHI
5	SA	BG	PATEL	GANDHI
6	PRS	DM	PATEL	GANDHI
7	SD	KL	GANDHI	TAGORE
8	RM	SG	GANDHI	TAGORE
9	SBH	SUB	PATEL	NEHRU



**The BGES School (ICSE)
12B Heysham Road
Kolkata 700020**

Important Administrative Points

1. The first aid post has to be alert from start till the end of the day. Early arrival of the Nurse and the teacher-in-charge is a must. Proper records for the Medicines purchased and their proper storage is absolutely essential. In case of the unused or left over medicines, a proper record should also be maintained before returning them to the School account.
2. In case of certain inadvertent conditions which may lead to pause any event due to a valid reason, the parallel track event must also be paused to avoid inconveniences of participants in multiple events.
3. The judge teams for non-track events must take the responsibility to understand the event beforehand to avoid interruptions in the continuity of the events.
4. The reporting time for the students is not the reporting time for the organizers, especially for those who are in charge of decorations. Organisers should ensure their presence in the venue by 0700h to minimize the last minute administrative failures.
5. Teachers in charge of dual responsibilities must co-ordinate mutually in groups to enable them to fulfill both the roles.
6. Track markings on the field should be minimum to avoid any confusion.
7. Everyone who is entrusted with a charge must give a proper handover and should not be in a hurry to leave the field, as it lead to a waste and loss of resources.
8. Each houses before the march past should collect their flags and markers and not leave it to the coordinators to dish the same for them.
9. A proper co-ordination between the outside resourced judges and School authorities should be maintained for better organisation of track events.



The BGES School (ICSE)
12B Heysham Road
Kolkata 700020

SEQUENCE OF EVENTS WEDNESDAY 14th January 2015

Time Check	Time duration	Event	Judge Team	Time Check	Time duration	Event	Judge Team
0930h	30 min	Rehearsal March Past	ALL				
1000h	15 min	Rehearsal Drill	ALL				
1100h	10 min	Prep time for forthcoming events	ALL				
1110h	10 min	Nursery: Biscuit Race	9	1110h	10 min	Class 3 Girls: Hap Hap Hapy	1
1120h	10 min	KG: Toffee Race	9	1120h	20 min	Senior Boys: Javelin Throw	6
1130h	10 min	Class 1 Girls : String the Beads	9	1140h	20 min	Senior Girls: Javelin Throw	6
1140h	10 min	Class 1 Boys:Fetch a pail of Sand.	9	1140h	30 min	Girls: Crocket Two matches simultaneously	1&2 VV
1150h	10 min	Senior Boys 400 mt. Sprint	2,7,8	1140h	20 min	Senior Boys: Shot Put	2
1200h	10 min	Junior Boys 50 mt Sprint	2,7,8	1200h	20 min	Girls: Pittu Two matches simultaneously	KB 4&5
1210h	10 min	Class 2 Girls:Make up Race	8	1200h	20 min	Senior Girls: Shot Put	2
1220h	10 min	Class 2 Boys: Tiger Tiger	8	1210h	30 min	Boys: Crocket Two matches simultaneously	1&2 LD
1230h	10 min	Class 3 Boys: Gentlemn Race	8				
		Primary Dispersal				Primary Dispersal	
1230 h	30 min	LUNCH BREAK		1230 h	30 min	LUNCH BREAK	
1300h	10 min	Senior Girls: 200 mts Sprint	2,7,8	1300h	20 min	Boys: Pittu Two matches simultaneously	PS 4&5
1310h	10 min	Junior Boys: 100 mts Sprint	2,7,8	1320h	20 min	Boys: Kho Kho Two matches simultaneously	SUG 3&6
1320h	10 min	Senior Girls 50 mts : Sprint	2,7,8	1340h	20 min	Girls: Kho Kho Two matches simultaneously	SNS 3&6
1330h	10 min	Junior Girls: 50 m sprint	2,7,8				
1340h	10 min	Junior boys: 200m sprint	2,7,8				
1400h	15 min	Rehearsal March Past	ALL				
1430h	60 min	Rehearsal Drill (Less Primary)	ALL				
1545h		Dispersal after assembling at House					

Notes

1. Teachers whose Initials are given in the Judge Team column will be over all incharge of conduct including final authority on point of judgement for that particular event. Well before the sports day they will be responsible for briefing/practice/rehearsal of refereeing/judging the event by nominated judge team/s.

2. For Track events sub division of responsibility of judge teams will be as under:-

1st Mentioned: Starter Responsibility. 2nd Mentioned: Time Keepers. 3rd Mentioned: Finishing Judges. 4th Mentioned: Lane/Baton change judges.



The BGES School (ICSE)
12B Heysham Road
Kolkata 700020

SEQUENCE OF EVENTS THURSDAY 15th January 2015

Time Check	Time duration	Event	Judge Team	Time Check	Time duration	Event	Judge Team
0900h	15 min	Assembly of Athletes	ALL				
0920h	30 min	Ceremonial March Past, Oath Taking	ALL				
0950h	20 min	Opening Ceremony/Opening Address by Chief Guest	ALL				
1010h	20 min	Drill	ALL				
1030h	10 min	Prep time for forthcoming events	ALL	1030h	10min	Prize Distribution	
1040h	10 min	Class 4 Boys: Ready for X mas	9	1040h	45 min	Inter House Football Final	DS & 3
1050h	10 min	Class 4 Girls: Home Delivery	9	1130h	30 min	Boys: Crocket Final. Two matches simultaneously Two matches simultaneously	LD 1&2
1140h	20 min	Senior Boys Long Jump	6	1200h	30 min	Boys: Pittu Final. Two	PS 4&5
1200h	20 min	Senior Girls Long Jump	6	1200h	10 min	Prize Distribution	
1140h	10 min	Senior Boys: 100 mts Sprint	2,7,8				
1150h	10 min	Junior Girls: 100 mts Sprint	2,7,8				
1200h	10 min	Senior Girls: 100m Sprint	2,7,8				
1210h	10 min	Senior Boys: 200 m Sprint	2,7,8				
1230 h	30 min	LUNCH BREAK		1230 h	30 min	LUNCH BREAK	
1300h	10 min	Junior Girls: 4 x 100m Relay Race	2,7,8,9	1300h	30 min	Girls: Kho Kho Two matches simultaneously	SNS 3&6
1310h	10 min	Junior Boys: 4 x 100m Relay Race	2,7,8,9	1300h	30 min	Girls: Crocket Final. Two matches simultaneously	VV 1&2
1320h	10 min	Senior Boys: 4 x 100m Relay Race	2,7,8,9	1330h	15 min	Prize Distribution	
1340h	10 min	Senior Girls: 4 x 100m Relay Race	2,7,8,9	1400h	20 min	Girls: Pittu Final. Two matches simultaneously	KB 4&5
1400h	20 min	Senior Boys: 4 x 400m Relay Race	2,7,8,9	1430h	20 min	Boys: Kho Kho Final. Two matches simultaneously	SUG 3&6
1420h	10 min	Parents Flat 100 m Race	2,7,8				
1425h	20 min	Parents' Musical Chair	1,3,4				
1445h	15 min	Students' vs Teachers' Tug of War	DHM				
1510h		Final Prize Distribution					



**The BGES School (ICSE)
12B Heysham Road
Kolkata 700020**

Notes

3. Teachers whose Initials are given in the Judge Team column will be over all incharge of conduct including final authority on point of judgement for that particular event. Well before the sports day they will be responsible for briefing/practice/rehearsal of refereeing/judging the event by nominated judge team/s.

4. For Track events sub division of responsibility of judge teams will be as under:-

1st Mentioned: Starter Responsibility. 2nd Mentioned: Time Keepers. 3rd Mentioned: Finishing Judges. 4th Mentioned: Lane/Baton change judges.

Brij Bhushan Singh
Headmaster
19 Dec 14