



International Schools
Sports Council

Handbook

Jan 2024

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Section One: Articles of Association

Introduction:

The establishment of the International Schools Sport Council (ISSC) aims to bring together schools for competitive sports activities. The participating schools are expected to collaborate, working towards a shared goal of implementing an effective and well-rounded athletic program.

History:

The inaugural meeting of what would later become the ISSC took place in January 2023 at The British School of Brussels. Attendees included representatives from Geneva International School, St George International School Rome, and Cobham International School. The decision was made to organize a conference with new parameters, emphasizing flexibility, choice, and eliminating mandated attendance or an executive committee. Consequently, ISA assumed the role of an external 'umbrella' agency for the conference.

Name:

The official designation of the League is ISSC – International Schools Sports Council.

Membership:

Full membership status is granted to schools that:

- Demonstrate a sincere interest and commitment to events.
- Pay the annual membership fee.

Full Member Schools:

1. The British School of Brussels
2. St Georges International School Rome
3. International School of Geneva
4. Cobham International School London
5. The International School of Monaco
6. British School of Bucharest
7. St Catherines International School Athens
8. Geneva English School
9. Aiglon International School Geneva
10. International School Florence
11. St Georges British School Luxembourg
12. H-Farm International School Treviso

Meetings:

An annual in-person ISSC AD's meeting will be held in April, supplemented by virtual meetings throughout the year as needed.

Organization:

ISSC will operate under the organizational umbrella of the ISA Sports Group, with a 'Steering Group' comprising representatives from The British School of Brussels, St George's Rome, Cobham International School, and Geneva International School.

Core Sports Offered

Fall	Winter
Soccer: HS & MS	Swimming: HS & MS
Volleyball: HS & MS	Basketball: HS & MS

Invitational Events

All schools hold the right to create festival events that can be offered to ISSC schools. These can be any sport at any time of the year.

Calendar

All festivals and tournaments will fall on the agreed season each year, but tournament directors have the final say on specific dates. The product of the Spring meeting will be a confirmed calendar with tournament dates and set number of participants for each tournament. A cut off date will be issued for each event, and of schools have not met this, they lose the right to enter the tournament.

Expectation

It is an expectation of the ISSC organization that each person representing member schools is responsible for maintaining the ISSC calendar. This means that when a school adds themselves as a participant they must inform the host school

Flexibility

ISSC has been built on flexibility and look to cater for all. Therefore host schools are asked to be flexible

Examples of this are:

Later start times for schools from farther away
Understanding that the facilities at our schools vary in size and quality
Giving schools time to see which teams they have each season before signing up for events
Reminding each other of deadlines
Our open-mindedness when problems with member schools arise
Schools picking up events when the original hosts have issues
Co-hosting events when necessary
Re-working schedules when schools have to pull out

What is not flexible

Safety and welfare of athletes and coaches
Rule changes that change the nature of the game.

Eligibility for Competition

Middle school players are of Yr 7, 8, 9 (UK system) grade 6, 7, 8 American system.
High School players are of Yr 10, 11, 12 and 13 UK system) grade 9, 10, 11, 12 American system.
Competitors must be full time students at the school they represent.

Roster Sizes

Minimum recommended roster size Volleyball: 7 / Football:14 / Basketball:7 / Swimming: 1
Maximum recommended roster size Volleyball: 10 / Football: 16 / Basketball: 10 / Swimming: 20

Tournament Officials

All festival and tournaments should be officiated by bona fide officials of the sport. Wherever possible the officials shall be affiliated to the local associations. It is recognized that this practice is not always possible. However, the orderly and sportsmanlike conduct of school athletics dictates that decisions of game officials must be final and honoured.

School Responsibilities

1. The host schools must issue invitations to all tournaments one month before the event to confirm other schools attendance.
2. Commitments to the tournament must be made by stated cut off date (6 week season 1 / 8 weeks season 2)
3. The Host school will receive 250 Euro per team, per event (festival or tournament). For schools which are unable to absorb the cost of the tournament into their budget, the cost per school may be higher
4. If a school has made a commitment to the festival or tournament you will have to pay the 250 Euro fee whether or not your team attends the event.

Hosting Responsibilities

1. Back-up procedure or deadline to notify other schools if the host is unable to secure facilities for a ISSC festival or tournament.
2. Host should notify other schools at least 6 weeks out if they are unable to host.
3. Maximum of 4 games per team, per day in a ISSC.
4. Host school is responsible for providing appropriate emergency response and first aid.

5. Referees and scorekeeper requirements:

- a. Volleyball - 1 Referees
 - b. Soccer - 1 Referee
 - c. Basketball - 2 Referees, scorekeeper, timekeeper, 30-Second Clock Operator for HS when possible.
 - d. Swimming -4 Referees / 1 timer per lane /
6. Make sure that all guidelines outlined in the handbook for hosting an event are followed.
 7. Provide all participants with the necessary information about the tournament at least one week ahead of time.
 8. Report all results to ISA for website upload
 9. Must provide new trophies however, the actual design of the trophies is a matter of individual taste. Trophies for 1st, 2nd and 3rd place.

Invite Checklist for Festivals or Tournament

- The official ISSC logo -Start and end time of the festival/tournament
- Location of the event
- Deadlines for information of arrival and departure information
- Concession stand information
- Coaching meeting time and place
- Contact information of tournament director -Link to tournament website and live streaming (if applicable) -Tournament schedule with match times This should also be uploaded onto the website.

Section Two: Policies and Guidelines

Statement of Sportsmanship

'Our goal is to create authentic and challenging sporting opportunities that enable students to develop in a safe and nurturing environment'.

'We conduct ourselves with integrity, honesty and a genuine respect for one another. 'Student Body' encompasses every student that is involved in ISSC, not just those from 'your' school. We pool resources, share expertise and support one another. Collaboration allows us to know more and offer more to our students, unity is strength, and with it, wonderful things can be achieved'

Sportsmanship and Event Conduct:

During the unfolding of each event, we kindly request all parents, coaches, officials, and athletes to keep our shared vision and purpose at the forefront of their minds.

This statement is recommended to be read at the opening ceremony of all events.

Sportsmanship Award:

In recognition of the expected good sportsmanship from all participants, there will be no sportsmanship award given.

Expectations for Sportsmanship:

The tournament director should provide a brief overview of sportsmanship expectations for all teams at the beginning of the tournament or provide coaches with this information upon arrival.

The tournament director may specifically address examples related to sportsmanship outside the provided statement.

As athletes, coaches, officials, and spectators, we all play a role in the athletic event. Together, we share responsibilities to ensure a positive and healthy experience for everyone. Responsibilities outlined for different roles:

The Athlete:

Wins with modesty and accepts defeat with poise, positively representing their schools at all times. Respects self, participants, and the sport they engage in.

The Coach:

Inspires athletes to compete within the rules of the sport.
Teaches the importance of fair competition regardless of outcome.
Models exemplary conduct, setting an example for respecting officials.

The Official:

Remains 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 opportunities for growth.
Does not engage in negative or disrespectful communication with other participants.
Respects decisions made by game officials and tournament organizers.

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.

All member schools must report suspected incidents of child abuse or neglect whenever there is 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 any administrative regulations in place at the member school. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the appropriate Embassy, to the appropriate child protection agency in the home country, and/or to local authorities.

All member schools will make every effort to implement hiring practices to ensure the safety of children, and will review the policy annually for compliance and effectiveness.

Non-Discrimination Statement

The policy of the ISSC is that discrimination against any school and/or individual for reasons of race, creed, color, religion, sexual orientation, national origin, sex and/or handicap is specifically prohibited

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.

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 or double vision

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 ISSC suggests that all of its coaches.

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

Recommended Guidelines for Coaches

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

Relationships:

COACHES should encourage their squad members, by example, to accept responsibility for their own behavior, conduct and performance in training and in competition both in relation to their own players and to the opposition and that their attitudes transcend sporting competitions and should be seen as an integral part of everyday life. The relationship between coaches relies heavily on mutual trust and respect.

Integrity:

COACHES should refrain from public criticism of fellow coaches. Differences of opinion should be dealt with on a personal basis, and more serious disputes should be dealt with by Athletic Directors.

COACHES must treat officials and opponents with due respect both in victory and defeat and encourage their squad members to act in a similar manner. Disputing decisions of officials and foul language should not be tolerated by either coaches or players.

Personal Standards:

COACHES should consistently display high standards of personal behavior and project a favorable image of their sport and of coaching to participants, other coaches, officials, spectators and the general public. Their actions and appearance give an immediate impression to participants and spectators alike.

COACHES should be prompt in meeting assignments, at practice sessions, at games and at meetings. They should expect and demand this same response from their squad members.

Confidentiality:

COACHES must deal with personal information about their squad members with confidentiality and discretion. Confidentiality does not preclude the disclosure of information to persons who can be judged to have a "right to know" relating to the athlete.

Safety:

The activity being undertaken should be suitable for the age, aptitude and ability of the participant. In doing these things, coaches are making a real contribution to the total education of their athletes and helping to instill in them proper attitudes towards fair competition and a healthy lifestyle.

Regulations for Students

These regulations shall be followed by all students participating in Championships and other athletic events organized ISSC. Any student who participates in an ISSC event agrees to obey the regulations.

- 1) Smoking, any other use of tobacco, the drinking of alcohol and the use of drugs are not permitted.
- 2) Violation of these regulations will be reported to the responsible ISSC official and to the student's Head of School. The offending student will be removed from the Championship and will either be placed under the direct supervision of his/her coach or sent home.

Players should:

Play to the laws of the game and accept, without question, all the officials decisions

Recognise that only the captain may approach the officials.

Be courteous at all times

Control their emotions. Verbal or physical abuse of teammates, opponents or match officials is never acceptable and will result in instant dismissal.

Section Three: Sport Guidelines

Rule Books

Football www.fifa.com Volleyball

www.fivb.org Basketball

www.fiba.com T

Tournament Formats

1. 4 team tournaments will be round robins
2. 5 team tournaments will be round robins
3. 6 team tournaments will have 2 groups of 3 teams with the top team in each group playing for the championship. If time the 2nd in each group can play for 3rd and the 3rd in each group can play for 5th
4. 7 team tournaments will have 1 group of 3 and 1 group of 4 with the top team in each group playing for the championship. If time the 2nd in each group can play for 3rd and the 3rd in each group can play for 5th
5. 8 team tournaments will have 2 groups of 4 with the top team in each group playing for the championship. If time the 2nd in each group can play for 3rd. the 3rd in each group can play for 5th and the 4th in each group could play for 7th
6. 9 team tournaments can have 1 group of 5 and 1 group of 4 OR can have 3 groups of 3
7. 10 team tournaments will have 2 groups of 5 with the top team in each group playing for the championship.

Football

I. Rules: F.I.F.A. as outlined in "Referees Chart" published by the Football Association

A. Exceptions to FIFA: -It is NOT necessary to provide assistant referees for ISSC tournaments

II. Minimum expectations:

A. Game times for tournaments will fall within the range of 2x25 --to-- 2x30 with 5 minutes for half time. A minimum of 20 minutes should be allowed for teams playing back-to-back games.

III. Substitutions

A. The recommended maximum of 6 substitutions are allowed per match.

B. Clarification of substitution rulings:

1. This entails that players must enter and leave the field at the half way line when signaled by the referee.
2. Substituted players may reenter the game.
3. These ISSC rulings do not affect the maximum squad size of 16 for all ISSC soccer teams.

IV. Discipline

The Tournament Director should keep a precise record of all Yellow & Red card offences. The Tournament Director is responsible for keeping totals throughout the Festival or Tournament. A Red Card (even for a second yellow card) is an automatic one-match ban. The Tournament Director has the right to extend the punishment or ban a player from further participation altogether depending on the severity of the transgression.

V. Round Robin Games

A. 3 pts will be awarded for a win, 1 pt for a tie 0 pts for a loss.

B. Should there be a tie within a division no extra time will be played. Places will be determined in descending order of priority as follows:

1. Goal difference (maximum of 6 goals goal difference per game)
2. Goals scored.
3. Goals conceded.
4. Goal average.
5. Penalty shoot out will be held.

VI. Knock Out and final Games

A. In all games where a result is necessary no extra time will be played and a penalty shoot out will take place.

B. Penalty shoot out format:

The penalty shoot out will be done as follows:

- 1) Each team will nominate eleven (11) players, including a goalkeeper for each shoot out game.
- 2) From the eleven (11) players, the team nominates five (5) penalty takers.
- 3) A toss of a coin will decide the option to take the first penalty
- 4) Penalties will be taken alternately. A minimum of five (5) penalties must be taken by each side. If the scores are even at the end of the five (5) penalties, the score must be noted and a sudden death penalty shootout will begin. Only players not used in the original five (5) penalties can be used from the eleven (11) declared at the beginning of the shootout. This continues until one team wins on an equal number of shots.
- 5) Winning teams are awarded three (3) points, tied teams 1 point and losing teams 0 points.
- 6) In the case of a tie after all shoot outs are completed, the usual format from a) above will be used but will include the first five (5) penalties per team, per shoot out.

VII. In a divisional tie break:

Winning teams are awarded 3 points, tied teams 1 point & losing teams 0 points.

Awards

First, Second, and Third place permanent trophies will be awarded to the relevant Teams.

Volleyball

I. Rules: F.I.V.B. Rules of Volleyball

- A. The ISSC recommended maximum number of Players & managers per Team will be Fourteen (14).
- B. The tournament Director shall determine the tournament format including the length of sets depending on the number of participants.
- C. Safety padding for poles is mandatory.
- D. A player who is ejected from a game may not take part in the following game.
- E. Heights of Volleyball Nets:
 - 1) HIGH SCHOOL
 - a) GIRLS: 224cm (FIVB)
 - b) BOYS: 243cm (FIVB)
 - 2) MIDDLE SCHOOL
 - a) GIRLS: 218cm
 - b) BOYS: 230cm

II. Minimum Expectations:

- A. Pool play matches could be 2/3 or 3/5, semi-finals and medal games should be 3/5 (if time allows). If only a round robin is played then all games should be 3/5.
- B. FIVB or national association official score sheets should be used.
- C. A minimum of 20 minutes rest should be allowed for teams playing back-to-back games.
- D. Host schools should follow the provisions for officials outlined in the Handbook.
- E. Hosting school must have a minimum of two volleyball courts for a Festival or Tournament.

III. Tie breaking procedure in Festival or Tournament Play

- A. Should two teams be tied their head to head result shall break the tie.

- B. In the event of more than two teams having the same win - loss record at the conclusion of divisional play, the tie will be resolved according to the following:
 - Step 1 - The Win-Loss match record of the tied Teams in head-to-head matches.
 - Step 2 - The net sets won (sets won minus sets lost) in head-to-head matches.
 - Step 3 - The net points scored (points scored minus points against) in head-to-head matches.

Warm Up Time:

Pre game warm up is guaranteed 10 minutes. If previous match ended early the next match will start as scheduled. Warm up is divided as 8 minutes on floor (including left attack and right attack) then 2 minutes serving. The toss for the match will take place 10 minutes prior to the start of the game i.e. immediately before warm up.

Awards

First, Second, and Third place permanent trophies will be awarded to the relevant Teams.

Basketball

I. RULES

- A. Rule Book: F.I.B.A. (latest edition)
- B. A minimum of two referees.
- C. It is recommended that schools hosting basketball have visible 24-second shot clock.
- D. When a 24 second shot clock is NOT available then the referees on court give a 10 second verbal warning when necessary. The referee then counts down the 10 seconds to the violation.
- E. Warm-up time: Pre-game and half-time periods on the tournament court are reserved solely for participating teams dressed in proper uniforms.

II. RULE EXCEPTIONS

- A. Jump ball will only be used at the start of the game and overtime periods.
- B. An arrow set at the recorder's' table will indicate which team next gains possession on subsequent jump ball situations.
- C. Each player must wear a numbered uniform.
- D. A smaller women's basketball (28.5) will be used for all ISSC women's games and all MS games.
- E. Maximum of 4 games per team, per day in a ISSC festival or tournament
- F. *Man-to-Man defense is mandatory for MS competitions.***
- G. Teams must have at least seven players at the beginning of the tournament to be considered eligible to play.

Playing time:

High School

1. 4 x 6 minute quarters for a game - stopped clock (if needed can be changed due to schedule problems the tournament director can determine with the coaches to have a running clock for 1st and 3rd quarters, etc.).
2. 5-min. half-time
3. 8 seconds to get the ball over mid court

Middle School

1. 4 x 6 minute quarters for a game - stopped clock (if needed can be changed due to schedule problems the tournament director can determine with the coaches to have a running clock for 1st and 3rd quarters, etc.).
2. 5-min. half-time
3. 8 seconds to get the ball over mid court
4. Man-to-Man defense is mandatory for MS competitions.

Man-to-Man Defined:

It is NOT permitted to play a zone defense of any type at the middle school level. This includes full-court and half-court zone defenses. Coaches of offending teams will be given a warning and, thereafter, a technical foul on each occasion that their team employs a zone defense.

The following descriptions of man-to-man defense should serve to clarify this rule:

1. Principles of man-to-man are to be the basic defensive teaching approach in middle school basketball, both for individual and team instruction.
2. It has to be obvious which player you are guarding by the half court line.
3. Each player on the defending team will be responsible for defense against one player on the other team so that in the judgment of the referee, the defense is not sagging into a zone defense or double-teaming.
4. It is recognized that double-teaming may occur briefly within the context of man-to-man defense, but two **defending** players will never remain on the same offensive player.
5. Examples of such brief double-team incidents would include *jump-and-run* techniques while in full-court man-to-man pressure, *weak-side help*, *help-and-recover* and *base-line rotation* in halfcourt play.

Pressing:

In the interest of promoting good sportsmanship and respect for the opposition ISSC has set the following rule: When a team is ahead by 15 or more points, no pressing defense is allowed. To further clarify; when a team is ahead by 15 and once a defensive rebound is secured (regardless of ball or player positioning) and or a basket is scored. Transition to defense must be done immediately (get back on defense).

Defensive players must retreat to the halfway line and may not play defense on the man until that point. (Sept 2019)

This is a ISSC rule which does not carry a FIBA consequence.

Tie Breaker:

When two teams are tied then the head to head result will break the tie. In the case of a tie between **three** or more teams. Net points differential (with a maximum of +20 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.

Awards

First, Second, and Third place permanent trophies will be awarded to the relevant Teams.

Swimming

Rules: Federation Internationale de Natation Amateur

www.fina.org Format

The maximum number of swimmers (including Managers) will be twenty (20).

No swimmer can be in more than five (5) events. Of these five (5), a maximum of three (3) can be individual events.

The following events will be contested:

200 meter	Medley Relay	200 meter	Freestyle	200 meter	Individual
Medley					
50 meter	Freestyle	100 meter	Butterfly	100 meter	
Freestyle					
100 meter	Backstroke	100 meter	Breaststroke	200 meter	Freestyle Relay

Each school is allowed to enter up to three (3) competitors per event without increasing the overall team size.

Unlimited entries are allowed in the 50 meter Freestyle.

At the start of the meet, coaches must submit the names of those racing in relays. Prior to that, schools only need to indicate that they have a relay team or submit a maximum of six (6) names.

Any age Junior swimmers are eligible to swim in Varsity relays even though they may have already competed in Junior individual events. The maximum of five (5) events still applies.

Bathing caps may be required.

Entries and Seeding

All swimming members will cooperate by using "Meet Manager" for submitting their entries for the Championships 48 hours ahead of race time. The draw for Heats will be done by seeding entries using the "Meet Manager" scoring program. No changes to entries will be allowed following this deadline.

ISST owns copies of Meet Manager for swimming for use by the host school of our Championships. Updates will be purchased.

Procedure for Seeding Swimmers

Meet Manager knows the FINA rules and procedure for doing this. The meet organizer need only enter the seed times and the program takes care of the seeding according to FINA rules.

In general, the top 18 swimmers (based on seed times) are distributed over the final three (3) heats. Swimmers 19-24 in the fourth last heat, 25-30 in the fifth last heat, etc. The best lanes are allotted to the highest seeds in any given race.

For example, if 30 swimmers enter a specific race, they would be seeded as follows (numbers used indicate their placing based on seed times, with number 1 being the fastest seed time received):

Lane 1 2 3 4 5 6

Heat 1	29	27	25	26	28	30
Heat 2	23	21	19	20	22	24
Heat 3	15	9	3	6	12	18
Heat 4	14	8	2	5	11	17
Heat 5	13	7	1	4	10	16

NOTE: If no seed time is provided, the computer automatically places the swimmer in the slowest heat (Heat 1) as the slowest swimmer.

The scoring system will recognize the first eight (8) swimmers even if only six (6) are able to compete in the finals because of lane restrictions in the pool.

Disqualifications

In the case of a six-lane pool, if someone is disqualified, there will be an immediate announcement to that effect following the verification of the result. This announcement should only state event and lane number.

Stroke/Turn judges should not have any lane assignment sheets identifying swimmers by name or school.

Swimmers wishing to withdraw from a finals race and who do not register with the clerk or meet organizer during the warm-ups preceding the finals will not be allowed to swim in any other final for that day. The next swimmer from qualifying heats will then be eligible for the final. An injured swimmer will not be allowed to compete for the remainder of the day.

If a swimmer gets out of the water before the last swimmer in the race finishes he/she will be disqualified.

No swimmer is allowed to swim back in their lane before their race is finished as this will interfere with other swimmers. To do so is a disqualification.

Scoring Individual

Scoring

Individual events: 9-7-6-5-4-3-2-1

Relay events: 18-14-12-10-8-6-4-2

Team Scoring for Swimming

The following process will be used to determine the placing of teams in Swimming where we have the categories of varsity boys, varsity girls, junior boys and junior girls.

In each category the team placed FIRST will receive 1 point; the team placed SECOND will receive 2 points; the team placed THIRD will receive 3 points and so on.

Schools which are NOT represented in a category (no athlete) will receive the maximum number of point EQUAL to the number of schools participating.

For example:

If there are 13 schools participating the following points allocation is given:

In the VB category there are 13 schools represented; 1st place = 1pt; 2nd place = 2 pts; 3rd place = 3 pts and so on until the 13th place team = 13pts

In the VG category there are 6 schools represented; 1st place = 1pt; 2nd place = 2 pts; 3rd place = 3pts and so on until the 6th place team = 6pts. THEN the remaining 7 schools (who are not represented) are awarded 13pts.

In the Junior Boys category there are 4 schools represented: 1st place = 1pt; 2nd place = 2 pts; 3rd place = 3pts and so on until the 4th place team = 4pts. THEN the remaining 9 schools (who are not represented) are awarded 13pts.

In the Junior Girls category there are 12 schools represented; 1st place = 1pt; 2nd place = 2 pts; 3rd place = 3 pts and so on until the 12th place team = 12pts. THEN the remaining school (that is not represented) is awarded 13pts.

Ties within categories

Should there be tied teams within a category those schools will be awarded the point value for that place. For example:

In the VG category there are 6 schools represented; 1st place = 1pt; TIED 2nd place = 2 pts; TIED 2nd place = 2 pts; TIED 2nd place = 2 pts; The NEXT team is placed 5th and is awarded 5 pts, the 6th place team = 6pts. THEN the remaining 7 schools (who are not represented) are awarded 13pts.

Overall Scoring

For the overall placing add the 4 category scores for a total score. The school with the LOWEST total is the overall Champions.

Overall Score Tie Breaker

If 2 or more teams are tied in overall score for relegation or promotion the tie will be broken by removing each team's best score, then adding the remaining three scores. If still tied this procedure should be repeated again until the tie is broken. If the teams have four identical team placing - a coin flip is the only way.

Example: Team A places 2+5+7+2 = 16 Team B places 9+2+4+1 = 16

Eliminate one of Team A's 2nd's and Team B's 1st

New totals: Team A places 5+7+2 = 14 Team B places 9+2+4 = 15 Team A finishes in the higher place

Awards

For each individual or relay final, medals will be awarded to swimmers who place 1-2-3 and ribbons to places 4-8. When competition takes place in a six-lane pool, 7th and 8th places will be determined by the qualifying times. Awards should be given, if at all possible, periodically throughout each session to avoid a lengthy final ceremony.

An overall combined team first place trophy will be awarded each year to the team obtaining the best combined scores in all four (4) gender age groups (i.e. 12 points for 1st place, 11 points for 2nd place, etc. in each gender/age group. Zero (0) points will be given to any school not entering a team in any division. Participation patches will be given to all athletes involved in the Championships.

First, second, and third place permanent trophies will be awarded to the relevant teams in each group.