



Schola Europaea

Office of the Secretary-General
Pedagogical Development Unit

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Eurosport Handbook¹

Approved by the Joint Teaching Committee on 18 and 19 February 2016 in Brussels²

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- **Eurosport Handbook on 11 October 2014**
- **Amendment of point 1.2 on 1 September 2016**

¹ Approved by the Joint Teaching Committee on 9 and 10 October 2014 in Brussels

² Approval of the amendment of point 1.2

SCHOLAEUROPAEA

EUROSPORT

Handbook



Alicante • Bergen • Brussels I • Brussels II • Brussels III • Brussels IV • Culham
Frankfurt • Karlsruhe • Luxembourg I • Luxembourg II • Mol • Munich • Varese

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PREFACE

EUROSPORT is an integrated part of the European Schools' activities. It is regarded as an important contribution for social and sporting interaction among the schools – and a unique opportunity for PE teachers.

It is therefore of vital importance that EUROSPORT remains an event of high quality and turns into a positive experience for all participants. To manage and organise an event of such a dimension and complexity, flexibility is needed due to the growing number of European Schools being involved as well as the future participation of the Accredited European Schools.

This handbook is presented by the PE Working Group to help facilitate the host school in planning and organising EUROSPORT. It deals with the rules of sports, the tournament organisation, transport, etc. and therefore serves as a useful tool for everybody involved.

This handbook must be kept up-to-date and regularly reviewed, and so the Working Group gratefully receives any comments and/or supplementary information from the schools that could serve to improve the handbook for the benefit of future EUROSPORT events.

Decided in 2006 at the Board of Governors meeting and confirmed in February 2014 at the Joint Teaching Committee, EUROSPORT will be organised every second year. A budget line will cover parts of the expenses of all future EUROSPORT events.

Karin Eckerstorfer
Inspector

1. RULES OF ORGANISATION

1.1. GENERAL RULES

The EUROSPOORT competition is fixed as a regular and periodical event in the school calendar of the European schools.

EUROSPOORT will run every 2 years on the following rotation:

2003	Bergen
2005	Munich
2007	Brussels 1
2009	Karlsruhe
2011	Frankfurt
2013	Alicante
2015	Luxembourg 1
2017	Brussels 2
2019	Varese
2021	Mol
2023	Luxembourg 2
2025	Brussels 4
2027	Munich
2029	Brussels 3

The Accredited European Schools will be invited to participate from 2017.

All European schools are assumed to participate in the EUROSPOORT competition.

The competition is to be held after the February mid-term break but at least 2 weeks before the Easter holidays.

Competition days will be Thursday, Friday and Saturday, the travel days are Wednesday and Saturday/Sunday. It is expected that the schools stay until the end of the prize-giving ceremony.

The participating athletes will be housed by host families and/or in centralized accommodations (accommodation costs to be met by the host school).

The host school must inform the participating schools about any changes/alterations concerning the rules of the disciplines, duration of the matches, distances for the aquathlon, etc. at least by September before the EUROSPORT event.

The current rules for all disciplines must be available for consultation during the competition.

1.2. TOURNAMENT REGULATIONS

Each team will be made up of a total of 15 girls and 15 boys and a maximum of 4 accompanying teachers from the school. There will be no age restriction on competitors.

Only teachers from the school (PE teachers or teachers of other subjects) may accompany teams taking part in EUROSPORT.

For reasons involving safety and security and questions of authority, experts from outside the school (trainers, sports advisers, students, etc.) are not authorised to take on this task.

The schools' management is responsible for the regularity of accompaniment.

The programme will be:

1. Two single sex team sports tournaments.

The new host school must announce its choice of 2 from the following 4 team sports: basketball, volleyball, small-sided football and handball by the end of the school year of the previous EUROSPORT - the same sports for both girls and boys.

2. 3 doubles / 3 mixed doubles for badminton or table tennis (as fixed in rule 7.5.1. and 7.6.1.)
3. 10 girls and 10 boys for aquathlon.

The aquathlon will be a team relay run and a team relay swim (as fixed in rule 7.7.1.).

Points awarded will depend upon the number of competing schools (e.g. 14 schools - winner receives 14 points, last place 1 point. But in aquathlon the points will be doubled, in the given example 28 and 2 points).

There will be an Overall Tournament Winners Trophy and a first, second and third place Winners Trophy for each sports discipline.

In addition the EUROSPORT Cup is a travelling trophy which stays with the winning school until the next EUROSPORT.

Schools will be awarded points based upon their final positions in each separate tournament, and the girls and boys disciplines are considered as separate tournaments.

The school with the highest combined total of points will be the overall winner.

In the event of a tie the school which has achieved the highest ranking position in the disciplines will be better placed.

1.3. BUDGET

The budget for EUROSPORT (see document 2014-01-D-38) can be divided into:

1. Organisational costs

The host school receives a budget of € 18.000.

2. Travel costs for the visiting schools

50% of the travel costs of the participating schools will be subsidized proportionally divided between the participating schools.

In the future there will be regular adjustment of costs in line with annual price increases.

2. TASKS FOR THE HOST SCHOOL

- publish and promote EUROSPORT on school level involving school management, administration, teachers, parents association and students

- promote and encourage cross-curricular projects linked to EUROSPOORT in cooperation with subject coordinators
- contact local authorities, associations / federations and potential sponsors as early as possible
- define the sports programme (disciplines)
- announce the programme to the other schools as soon as possible
- add any changes of the rules to the programme
- send a letter to the participating schools (date of EUROSPOORT)
- set deadlines for all required documentation from participating schools

2.1. USEFUL ORGANISATIONAL CRITERIA

- devise internal strategy of organisation and responsibilities in an organigram
- fix programme in relation to facilities and playing time available
- define if school facilities are sufficient for organisational purposes or adapt organisation to the facilities or hire outside facilities and transport
- the draw will be made during the PE In-Service-Training weekend prior to the EUROSPOORT meeting
- nominate one overall organiser within the Physical Education Department This teacher should be released from normal teaching duties for the week preceding the event.

The following is not meant to be an exact list but contains areas of responsibilities that should be given to persons or groups.

2.2. ORGANISATIONAL PRIORITIES

- ACCOMODATION - (parents, local Youth Hostel)
- ARRIVAL / RECEPTION OF VISITORS – (timings, information pack, host families)
- CATERING - (meals, fruit, etc. liaise with Parents Association)
- CULTURAL/SOCIAL PROGRAMME
- DEPARTURE - (timings, liaise with Parents Association / host families)
- FIRST AID
- TEAM ASSISTANTS (2 pupils give permanent support to each team, distinctive T-shirts)

- INFORMATION CENTRE (accessible, permanently manned and available, up-to-date display of results, meeting point for teachers and a 'Lost & Found')
- PRIZE GIVING (to include invitation to NEXT EUROSPORT and handing over the EUROSPORT trophy)
- PROGRAMME - to each competitor
- PUBLICITY - (school website, local press / radio / TV)
- REFEREES - (be acquainted with 'local rules', if possible speak any of the vehicular languages)
- REFRESHMENTS (the host school provides each team with water)
- SECURE ROOMS (if possible, one room for each visiting school)
- SPARE EQUIPMENT - (nets, balls, shuttles, rackets, clocks, etc.)
- SPONSORS
- TEAM COLOURS (no two teams the same, have spare bibs)
- TECHNICAL STAFF (electricians, ICT etc.)
- TRANSPORTATION - (between venues, if possible use of buses from visiting schools or rent local transportation)
- TROPHIES and souvenirs
- Final tournament report

3. GUIDELINES FOR PARTICIPANTS

The success of EUROSPORT depends upon the general good attitude of all participants, therefore the following guidelines should be communicated to them:

- The Code of Conduct is the basis for participation and must be followed by every participant (see annex 5).
- Participants will neither change, nor request to change the accommodation that has been allocated to them. Participants will stay with the same family throughout and will be under the total guidance of that family all the time.
- Pupils will follow the wishes of host families/centralized accommodation and the regulations of the host school regarding both smoking and drinking (see annex 5).
- Participants will be expected to take part in any events organised by the host school, especially if the teams agreed on in advance.

- All pupils must be in possession of the address and telephone number of their accompanying teachers, and host families, at all times. In cases of emergency pupils should contact:
 1. their host family/centralized accommodation and
 2. one of their teachers
- Pupils must inform their teachers about any special circumstances in advance. i.e., medical condition, dietary needs or religious beliefs.

4. GUIDELINES FOR TEACHERS

- Teachers must inform the host school about any special circumstances in advance. i.e., medical condition, dietary needs or religious beliefs of the pupils.
- Teachers should make sure that the pupils know, understand and accept the Code of Conduct (signature parent/legal guardian/pupil).
- Teachers should make sure that the pupils are well informed about the regulations governing the tournament. They should ensure that the pupils are in the right place at the right time.
- Teachers should make sure that the pupils are supervised throughout the whole tournament.

5. GUIDELINES FOR HOST FAMILIES

- Pupils must be informed about the telephone number and the address of their host family.
- The host families should be prepared:
 - a) to provide lodging for their guests and all necessary meals.
 - b) to provide transport to and from the school, or to and from the venues where the sports events are taking place.

6. GUIDELINES FOR CENTRALIZED ACCOMMODATION

- All pupils should adhere to the rules and regulations of the centralized accommodation.

- It is the responsibility of the host school to send these rules to all participants well in advance.
- The pupils are supervised by their teachers.

7. RULES OF THE SPORTS

7.1. BASKETBALL

7.1.1. Composition of the teams:

Each team consists of a minimum of 5 players.

7.1.2. Rules:

7.1.2.1. The official F.I.B.A. rules will be applied within local constraints.

7.1.2.2. A game should consist of two halves of 10 minutes running time per half (except the last minute of the game), with a minimum of 2 minutes break.

7.1.2.3. Playing time should be suspended when:

- a ball leaves the court and can't be recovered quickly;
- an accident takes place during the game;

7.1.2.4. On the 3rd personal foul in a game a player is suspended for the remainder of that game.

7.1.2.5. A disqualified player (ejected by the referee) in one game is not allowed to play in the following game.

7.1.2.6. 1 "time out" of 30 seconds per team per half is allowed. No time out in extra time.

7.1.2.7. A minimum of 3 minutes should be allowed for warming-up before each game.

7.1.2.8. Points of the games:

- a) winning team 3 points - losing team 0 points, if the difference is 3 points and more
- b) winning team 2 points – losing team 1 point, if the difference is 1 or 2 points
- c) in case of a draw at the end of the game the next score in extra time wins (ball possession continues according to the last action)

7.1.3. In case of draw (group ranking):

1. the result of the direct confrontation will decide the winner.
2. points difference will determine the winner.
3. most points scored will determine the winner.
4. a coin toss will decide the winner.

7.2. HANDBALL

7.2.1. Composition of the teams:

Each team consists of a minimum of 7 players.

7.2.2. Rules:

7.2.2.1. The official I.H.F. rules will be applied within local constraints.

7.2.2.2. A game should consist of two halves of a minimum of 10 minutes running time per half, with a minimum of 2 minutes break.

7.2.2.3. Playing time should be suspended when:

- a ball leaves the court and can't be recovered quickly;
- an accident takes place during the game.

7.2.2.4. A player is ejected for the remainder of that game after the second 2 minute suspension.

7.2.2.5. A disqualified player (red card) in one game is not allowed to play in the following game.

7.2.2.6. 1 "time out" of 30 seconds per team per half is allowed.

7.2.2.7. A minimum of 3 minutes should be allowed for warm-up before each game.

7.2.3. Points of the matches:

- a) winning team 3 points - losing team 0 points,
- b) in case of a draw each team 1 point

7.2.4. In case of a draw:

7.2.4.1. In case of a draw in group ranking:

1. the result of the direct confrontation will decide the winner.
2. goal difference will determine the winner.
3. most goals scored will determine the winner.
4. a coin toss will decide the winner.

7.2.4.2. In case of a draw in the other rounds, 3 penalty throws per team will be taken. If no result is obtained 1 penalty throw per team will be played until there is a missed shot.

7.3. FOOTBALL

7.3.1. Composition of the teams:

Each team consists of a minimum of 5 players (including the goal- keeper).

7.3.2. Rules:

7.3.2.1. The official F.I.F.A. rules will be applied within local constraints.

7.3.2.2. A match should consist of two halves of a minimum of 10 minutes per half, with a minimum of 2 minutes break.

7.3.2.3. Playing time should be suspended when:

- a ball leaves the field and can't be recovered quickly;
- an accident takes place during the game.

7.3.2.4. A disqualified player (red card) in one match is not allowed to play in the following match.

7.3.2.5. A minimum of 3 minutes should be allowed for warm-up before each game.

7.3.3. Points of the matches:

- a) winning team 3 points - losing team 0 points
- b) in case of a draw each team 1 point

7.3.4. In case of a draw:

7.3.4.1. In case of a draw in group rounds:

1. the result of the direct confrontation will decide the winner.
2. goal difference will determine the winner.
3. most goals scored will determine the winner.
4. a coin toss will decide the winner.

7.3.4.2. In case of a draw in the other rounds, 3 penalty kicks per team will be taken. If no result is obtained 1 penalty kick per team will be taken until there is a missed shot.

7.4. VOLLEYBALL

7.4.1. Composition of the teams

Each team consists of a minimum of 6 players.

7.4.2. Rules

7.4.2.1. The official F.I.V.B. rules will be applied within local constraints.

7.4.2.2. A match is 1 set up to 25 points with 2 points difference at the final score. Teams change sides when the 1st team reaches 13 points.

7.4.2.3. 2 “time-outs” of 30 seconds per team per set are allowed (no technical time-outs).

7.4.2.4. A minimum of 3 minutes should be allowed for warm-up before each match.

7.4.3. Points of the matches:

a) winning team 3 points - losing team 0 points, if the difference is 3 points and more (e.g. 25:22 or 25:18)

b) winning team 2 points – losing team 1 point, if the difference is 2 points (e.g. 25:23 or 27:25)

7.4.4. In case of draw (group ranking):

1. the result of the direct confrontation will decide the winner.

2. points difference will determine the winner.

3. most points scored will determine the winner.

4. a coin toss will decide the winner.

7.5. BADMINTON

7.5.1. Composition of the teams:

A team consists of 3 doubles: 1 female, 1 male, 1 mixed or 3 mixed doubles. Doubles cannot be changed during the competition. The host school must announce the formations in advance.

7.5.2. Rules:

7.5.2.1. The official I.B.F. rules will be applied within local constraints.

7.5.2.2. A match is 3 sets each up to 11 points with 2 points difference at the final score. Each set ends with a maximum of 15 points.

7.5.2.3. A minimum of 3 minutes should be allowed for warm-up before each game.

7.5.2.4. The host school must declare in advance which type of shuttle will be used. This information must be sent with the programme.

7.5.2.5. If a player is unable to continue due to injury, he/she may re-enter or be replaced by the reserve player in the next match.

7.5.2.6. The double who forced the forfeit (injury) will keep the points up to the point of forfeit and loses the points up to the end of the 3 sets (match).

e.g.(1)

1st set double A 11 : 7 double B

2nd set double A 7 : 5 double B (forfeit at 7:5) - set will count as 11: 5

3rd set double A 11 : 0 double B

final score : 3:0 sets and 33 : 12 points for double A

e.g. (2)

1st set double A 7 : 11 double B

2nd set double A 7 : 5 double B (forfeit at 7:5) - set will count as 11: 5

3rd set double A 11 : 0 double B

final score : 2:1 sets and 29 : 16 points for double A

A school may use their reserve only once in the competition.

7.5.2.7. All players are responsible for scoring their own games. Any dispute must be referred to the referee's table.

7.5.2.8. Points of the matches:

1 point per set

7.5.2.9. In case of draw (group ranking):

1. the result of the direct confrontation will decide the winner.
2. points difference will determine the winner.
3. most points scored will determine the winner.
4. a coin toss will decide the winner.

7.6. TABLE TENNIS

7.6.1. Composition of the teams:

A team consists of 3 doubles: 1 female, 1 male, 1 mixed or 3 mixed doubles. Doubles cannot be changed during the competition. The host school must announce the formations in advance.

7.6.2. Rules:

7.6.2.1. The official I.T.T.F. rules will be applied within local constraints.

7.6.2.2. A match is 3 sets each up to 11 points with 2 points difference at the final score. Each set ends with a maximum of 15 points.

7.6.2.3. A minimum of 3 minutes should be allowed for warm-up before each game.

7.6.2.4. If a player is unable to continue due to injury, he/she may re-enter or be replaced by the reserve player in the next match.

7.6.2.5. The double who forced the forfeit (injury) will keep the points up to the point of forfeit and loses the points up to the end of the 3 sets (match).

e.g.(1)

1st set double A 11 : 7 double B

2nd set double A 7 : 5 double B (forfeit at 7:5) - set will count as 11: 5

3rd set double A 11 : 0 double B

final score : 3:0 sets and 33 : 12 points for double A

e.g. (2)

1st set double A 7 : 11 double B

2nd set double A 7 : 5 double B (forfeit at 7:5) - set will count as 11: 5

3rd set double A 11 : 0 double B

final score : 2:1 sets and 29 : 16 points for double A

A school may use their reserve only once in the competition.

7.6.2.6. All players are responsible for scoring their own games. Any dispute must be referred to the referee's table.

7.6.3. Points of the matches:

7.6.3.1. 1 point per set

7.6.4. In case of draw (group ranking):

1. the result of the direct confrontation will decide the winner.
2. points difference will determine the winner.
3. most points scored will determine the winner.
4. a coin toss will decide the winner.

7.7. AQUATHLON

General rules:

In case of an injury, replacements may be allowed at the discretion of the Head Jury and penalised by 1 minute per change. If a change takes place before the start of the aquathlon, there would be no penalty.

Decisions relating to time penalties will be at the discretion of the Head Jury.

For the running event, every team member must wear a shirt in the school colour (see annex 4). The shirts are numbered in the running order from 1-20 (odd numbers for the girls, even numbers for the boys) and put on the front.

7.7.1. Composition of the teams:

Each team consists of 10 girls and 10 boys.

The order of the starts of the running athletes must be the same as the order of the swimming competition.

7.7.2. Rules:

7.7.2.1. Swimming

- distance to be swum is a minimum of 50 metres and maximum of 100 metres
- all actions contrary to F.I.N.A. regulations normally leading to disqualification will incur a time penalty as follows:

50 m 1 minute 30 seconds

100 m 3 minutes

7.7.2.2. Running

- distance to be run is a minimum of 800 metres and maximum of 1000 metres
- time penalties will be applied to running the course incorrectly (including baton change overs)
- time penalty for each 100m to be run: girls 50 seconds and boys 40 seconds. That time penalty will be added to the team running time.

For example: 800m boys $8 \times 40 = 320 = 5 \text{ minutes and } 20 \text{ seconds.}$

7.7.3. The host school must declare the format of the run in advance. This information must be sent with the programme.

7.7.4. If possible the swimming and the running should be organised one after the other.

7.7.5. The order of the team needs to be handed in to the organiser 1 hour before the start of the event.

8. ADDITIONAL COMMENTS

There will be a compulsory coaches' meeting scheduled on the day of arrival for all teams.

The coaches are responsible for the punctuality of their teams. Any team missing its start time with no justifiable reason may forfeit the game at the discretion of the Head Jury. In cases of dispute the referee's decision is final.

Should a team penalty prove necessary, it should only be decided after a meeting of the schools involved and the Head Jury.

This decision will be forwarded to all coaches.

Should a team disqualification prove necessary, it should be decided after a meeting with 1 representative of each school and the Head Jury, and a vote (simple majority). Any team penalty or team disqualification should be avoided as much as possible.

9. EUROSPORT EVALUATION

The written evaluation from each participating school must be handed in to the host school at the latest before the closing ceremony (see annex). All copies are handed over to the Inspector after the event by the host school.

10. ANNEXES

1. Host school information.
2. School officials and travel information.
3. Team registration.
4. School colours Aquathlon.
5. Code of conduct.
6. Evaluation form.

EUROSPORT - (SCHOOL – YEAR)

1. HOST SCHOOL INFORMATION

SCHOOL :

Tel Mobile E-mail

TASK	NAME	MOBILE	E-MAIL
COORDINATOR EUROSPORT			

Annex: 1 - Our facilities 2 - Map of the school 3 - Map of the area with the best way to reach the school

EUROSPORT - (SCHOOL - YEAR)

2. SCHOOL OFFICIALS AND TRAVEL INFORMATION

School: _____ Teacher in charge _____

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Mobile _____ E-mail _____

ACCOMPANYING TEACHERS	F/M	MOBILE	E-MAIL

TRAVEL INFORMATION:

Mode of Travel: Air Train Bus

Arrival Date _____ Time _____ Place _____

Departure Date: _____ Time: _____

IN CASE OF USING A BUS FOR TRAVEL ARRANGEMENTS AND IF NECESSARY COULD YOUR BUS BE USED DURING THE TIME OF COMPETITION (MUST BE CONFIRMED BY THE BUS COMPANY)

YES NO

3. EUROSPOORT - (SCHOOL - YEAR)

TEAM REGISTRATION

School: _____

BOYS

GIRLS

1	NAME	SPORTS / SHIRT NR.				MOBILE	LANGUAGES		FURTHER INFORMATION (EG. DIET)
				TT BAD.	AQUAT.		1st	2nd	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

4. EUROSPOORT - (SCHOOL - YEAR)

SCHOOL COLOURS AQUATHLON

SCHOOL \ SPORT COLOUR	SPORT 1		SPORT 2		BADMINTON/TABLE TENNIS		AQUATHLON (RUNNING)	
	<i>T-SHIRT</i>	<i>SHORT</i>	<i>T-SHIRT</i>	<i>SHORT</i>	<i>T-SHIRT</i>	<i>SHORT</i>	<i>T-SHIRT</i>	<i>SHORT</i>
ALICANTE								
BERGEN								
BRUSSELS I								
BRUSSELS II								
BRUSSELS III								
CULHAM								
FRANKFURT								
KARLSRUHE								
LUXEMBOURG I								
LUXEMBOURG II								
MOL								
MUNICH								
VARESE								

5. CODE OF CONDUCT for participation in EUROSPORT

1. These recommendations complement the official European Schools "Guidelines for school trips" and each school's internal rules based on those guidelines.
2. They are based on EUROSPORT Handbook (Guidelines for participants, p.10 f).
3. The conditions and rules laid down by the hosting school, the host families and centralized accommodation must be respected.
4. All participants are under the authority of the host schools' direction.
5. Students must follow any teacher's commands.
6. Students must be aware that they represent their own school's identity.
7. All participants must show good sportsmanship.
8. Teachers are expected to perform as good role models.
9. All participants should contribute positively to team spirit since it is one of the main goals of EUROSPORT.
10. All participants should support and must respect other team members.
11. Referees' decisions must be respected.
12. Environment, equipment and facilities must be treated with utmost care.
13. Punctuality of participants at arranged meeting points and organised activities is required.
14. During EUROSPORT any use/abuse of alcohol, cigarettes or drugs is strictly forbidden.
15. Parents and students agree on the above rules by signature.
16. If a student severely misbehaves or breaks the rules, the teachers or the host school reserve the right to arrange for the student to travel home early at his/her parents' expense.

European School.....

Name of student _____ Class _____

We agree to the rules and conditions of EUROSPORT as set in this document.

Signed: _____ Parent/Legal guardian

Signed: _____ Student

Date: _____

6. EUROSPORT - (SCHOOL - YEAR)

EVALUATION FORM

please return to the hosting school before the award ceremony

Rating: 1 is low , 4 is high (Circle one for each box)

School: _____	Date: ____/____/____
---------------	----------------------

Information from host school before the event	1	2	3	4
Facilities	1	2	3	4
Housing	1	2	3	4
Transportation	1	2	3	4
Information from the host school during the event	1	2	3	4
Overall tournament organisation	1	2	3	4
Team sport (.....)	1	2	3	4
Team sport (.....)	1	2	3	4
Racket sport (.....)	1	2	3	4
Aquathlon	1	2	3	4
Match officials	1	2	3	4
Cultural/social events	1	2	3	4
Medical services	1	2	3	4
Catering	1	2	3	4

Final comments and recommendations: (use the reverse side if necessary)
