

13th National School Athletic Meet
Thimphu
July 5th – 9th, 2016

A. General guidelines:

1. The Dzongkhag/Thromdey Education Offices and Principals concerned are requested to coordinate fielding of the participants to the 13th National School Athletics Meet to be held at Thimphu from July 5th to 9th, 2016.
2. DEO/TEO/principals are required to furnish the travel plan and contact number (mobile phone) of escorts and bus drivers in advance while confirming the list of escorts and students to the GSD.
3. **Only those students that are listed as attached and re-confirmed are eligible to participate.**
4. The concerned Dzongkhag/Thromdey/School should **re-confirm** the list to the Games and Sports Division latest by **20th June 2016**.
5. The number of escorts and school buses to be nominated and deployed as per the numbers specified by the GSD which is circulated along with the list participant and guidelines.
6. Escorts must be someone responsible and ethically sound. He/she must accompany the participants during journey, at the event and also reside with students at the camp.
7. For safety and convenience of the participants the travel should be well planned by the Dzongkhag/Thromdey Education Sector. The participants coming from far away Dzongkhags are advised to coordinate in making night halts in school with mess facilities.
8. In view of the safety and cost effectiveness, school buses are to be mobilized for transportation. **No hiring of private vehicle will be entertained.**
9. The participants should **report to Thimphu on the evening of the 4th July 2016**. Boys should report to Babasa Middle secondary School (above IT Park) and girls at Lungtenzampa MSS.
10. NO participant, including escort teachers, bus drivers and technical officials should bring or accommodate their friends or relatives at the camp.
11. All escorts and students to register upon arrival at the camp and obtain Accreditation cards. Accreditation cards must be worn at all times.
12. **All participants including students and escorts must bring gho/kera and kapney/rachu** as everyone must attend the Opening and Closing programs.
13. It is extremely important for the Dzongkhag/Thromdey Education Office to brief the participants including escort teachers to ensure safety and proper discipline while traveling and at the camp.

B. Guidelines for Escorts and students:

1. **All student participants and escorts including Thim Throm** must stay at camp and attend the entire programs such as the events, evening programs, meetings and meals.
2. Student participants and escorts are required to bring their own **beddings, toiletries, school uniforms and plates & cups**. It is highly recommended that participants bring warm and adequate clothes including rain coat/jacket.
3. Once deputed as escort, **he/she is fully responsible for the conduct and safety of students during the journey and at the camp.**
4. Escorts must be aware of the schedule of the events and ensure that his/her children participate in their respective event.

5. All student athletes are required to bring proper sport outfits like shirts, shorts and shoes.
6. Punctuality must be observed throughout the camp for the events, meals and evening programs.
7. Participants are recommended to come prepared with few cultural items to be presented during evening programs.
8. Gambling is strictly prohibited and will be dealt seriously.
9. All are requested avoid bringing valuable items like jewelries, camera, mobile, etc.
10. No participant/escort will leave the camp before the Closing Program except for the individual/team asked to leave the camp by the organizer for disciplinary reason.
11. Student participants and escorts failing to abide by the camp rules will be prohibited from participation in any of the GSD program in the future and letter of caution will be sent to school.
12. Any student failing to participate in his/her designated event will be reprimanded and shall not be entitled for food allowance.
13. Participants must take proper care of the properties and equipment at the camp. Teams/individuals will have to bear the cost for any damages and lost. Places such as rooms, play field and surroundings must be kept clean at all the times.
14. In case on emergency or extend their stay to live with family/relatives the student(s) should inform the respective escort and accordingly apprise the GSD, DYS for information and approval through note.

C. Guidelines for School bus and bus drivers:

1. The driver must ensure that the bus is in good condition and posse valid documents.
2. Bus once deputed for the meet should not attend to any other duty unless prior information is given to the GSD, DYS by the concerned Principal.
3. **Diver must Not carry any extra passenger beyond the capacity** and also the bus should not be used for carrying furniture/equipment of others during the travel.
4. The Organizer will bear the bus fuel expenses as per the prescribed formula (Total Km/4 x rate of fuel). The bus drivers must produce valid cash memo verified by the respective escort.
5. All buses will be stationed, unless deployed by the organizer to perform certain duty during the Meet.

D. Daily allowance and Meal information:

1. Daily allowance (DA) for the escorts and bus drivers will be paid by the GSD, DYS as per the financial rules for the shortest route. However, no mileage, ridding or pack pony charges will be entertained. Escorts must travel with students in the school bus.
2. Escorts and drivers must bring relieving order mentioning their position and the grade.
3. Student participants will be paid food allowance of Nu. 250.00 per day for the number of journey days at the end of the Meet.
4. At the camp, no payment will be given to students but meal and refreshment will be provided free.

Note:

1. *Students & escorts must bring gho/kira and kapney/rachu.*
2. *Every evening attendance will be taken for students & escorts.*
3. *Smoking, abusing drugs and alcohol is serious offence and will be dealt severely.*