

15TH NATIONAL SCHOOL GAMES

21st – 25th December, 2018

Punakha

A. General guidelines:

1. As approved by the Education Ministry, the National School Games will be held at Punakha from 21st – 25th December, 2018.
2. The Dzongkhag/Thromde Education Offices and Principals concerned are required to coordinate fielding of the teams/participants to the National School Games.
3. **Upon receiving the invitation letter, the concerned Dzongkhag/Thromde/school should confirm the list of students to the Games and Sports Division latest by 1st December 2018.** Use the attached format to confirm the participants.
4. Only those students confirmed by the respective school are eligible to participate in the Games. No supplementary student(s) that have not attended regular class will be allowed.
5. The Dzongkhag/Thromde /school should nominate escorts as specified by the GSD, DYS in the list (remarks column).Escorts should be responsible and able to control students. It is highly recommended that male escort be nominated for boys and female escort for girls.
6. All participating teams/schools are responsible to arrange their accommodation and meals during the journey.
7. The Dzongkhag/Thromde office and concerned school must facilitate to ensure safety and welfare of students. The GSD advises schools/teams to coordinate halting nights in schools with boarding facilities.
8. All Dzongkhags/Thromdes/schools are requested to mobilize school buses for transportation as mentioned in the participants list. **Hiring of private vehicle will NOT be entertained.**
9. **The participants should report on the evening of the 20th December, 2018** at Ugyen Academy. The management will not entertain any team/players arriving before 20th December, 2018.
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, students and bus drivers must register upon arrival at the camp which will be the basis for payment of food allowances/DSA at the end of the Games.
12. To monitor the movement and also for security reasons, escorts are requested to constantly call any of the Games and Sports Division officials (telephone number given below) while traveling and also upon reaching the final place of residence/school.
13. The concerned Dzongkhag, Thromde & school should inform the GSD at the earliest in case if any individual player/team cannot take part in the Games. This would help the GSD to substitute and provide opportunities to other deserving students/schools.

B. Guidelines for Escorts and Students:

1. The Escorts must bring **Relieving Order** clearly mentioning his/her designation and present grade from the DEO/TEO/Principal concerned.
2. **Once deputed as escort, he/she is fully responsible for the conduct and safety of the students during the journey and at the camp.**
3. All participants including escorts must stay at camp and attend the entire programs such as matches, evening programs, meetings and meals.

4. Participants should bring own beddings, toiletries, sports outfits, **school uniform with formal shoes** and plate & mugs.
5. Every representing school should **bring school flag**.
6. As there will be cultural show/talent competition in the evenings amongst participants, students are recommended to come prepared with some interesting items.
7. No one will leave the camp before the Closing Program except for the individual/team asked to leave the camp on disciplinary ground.
8. If any student fails to participate in his/her designated event, he/she will not be eligible for the food allowance and a letter will be sent to his/her school for necessary action.
9. Participants must take proper care of the properties and equipment at the camp. Teams/individuals will have to bear the cost for any damages.
10. Teams or players must bring required sports attires or items for their respective sports.
11. The GSD,DYS would like to advise students **Not** to bring expensive electronic gadgets, mobile phone, jewelries, cash in huge amount, etc.

C. Guidelines for School bus drivers:

1. The bus driver must take full precautionary measures to ensure safety and smooth travel.
2. School buses once deployed for the Games will not attend to any other duty during the Games unless prior information is given to the Organizer by the concerned DEO/TEO/Principal.
3. The bus deployed will NOT carry any heavy load including furniture/stationeries in huge quantity.
4. The bus fuel expenses will be reimbursed by the GSD to the concerned school's official account after the Games is over. Therefore, concerned bus driver or escort must have advance money to fuel the bus for both ways. Reimbursement will be made by the AFD, MoE upon submission of valid and verified fuel cash memo(s) by the School Principal and the official bank account of school.
5. The driver's DA will also be paid by the Organizer as per the financial norms and must bring **Relieving Order** mentioning present grade.
6. The bus driver should not take the risk of covering longer distance within a day and also avoid early morning and late night journeys.
7. Bus driver must **NOT** carry any extra passenger other than the approved capacity.
8. The bus driver will have to report to the Transport Officer before leaving the camp to confirm departure and road worthiness of the bus.

D. Daily allowance and meal information:

1. Daily allowance (DA) for the escorts and bus drivers will be paid by the organizer as per the financial rules for the shortest route. However, no mileage, ridding or pack pony charges will be entertained as all escorts are expected to travel with students in the school bus.
2. Student participants will be paid food allowance of Nu. 250.00 per day for the number of journey days at the end of the Games. While at the camp, free food and accommodation will be provided.

For any clarifications and assistance please call GSD,DYS at 325085/328377 and following mobile numbers 17607847/17602631/17557273 of the GSD officials.