

# Phnom Penh Activities Community 8 Handbook 2025-26

# **Phnom Penh Activities Community 8**

Handbook 2025-26



Version 1, Approved May 2025

## HISTORICAL BACKGROUND

In April 2014, the International Schools Sporting Association of Phnom Penh (ISSAPP) was founded by athletic directors from ISPP, NISC, Hope, and Logos. The organization aimed to create a sports conference for international schools in Phnom Penh, facilitating friendly and competitive matches in volleyball, basketball, football, and swimming. Additional founding members included EWIS, CIA, iCAN, and LRFD. Over the years, Paragon, SISC, CIS, and AISPP also joined the association. EFI became a probationary associate member in the 2022/23 school year, but its membership was not renewed afterward. For the 2023/24 year, Liger, CIA (Chbar Ampov), and AHIS were granted probationary membership, with Liger transitioning to full membership and EFI reinstated as an associate member starting in the 2024/25 academic year.

In March 2025, eight schools—ISPP, EWIS, CIS, AUPP Liger, NISC, Hope, Logos, and AISPP—concluded that managing the current league of 14 schools was too challenging. Consequently, they established a new independent conference, the Phnom Penh Activities Community (PPAC 8), consisting of eight schools for the 2025/26 academic year.

## PPAC 8 BY-LAWS

### I. PPAC 8 MEMBER SCHOOLS

#### FULL MEMBERS

- International School of Phnom Penh (ISPP)
- East-West International School (EWIS)
- Canadian International School (CIS)
- AUPP Liger Leadership Academy (Liger)
- Northbridge International School (NISC)
- Logos International School (Logos)
- Hope International School (Hope)
- Australian International School of Phnom Penh (AISPP)

#### RESPONSIBILITIES

As a condition of gaining the rights and benefits of PPAC 8 full membership, schools shall commit to:

1. Attend all approved PPAC 8 Core Activities as defined in the By-Laws.
  - a. "Attendance" for Core Sports is defined as providing a boys and girls A team for each tournament with a **minimum roster of 8 for Volleyball & Basketball and 10 for Football**.
  - b. If you are unable to meet the minimum requirement for the roster for an event, the school's participation in that event will be revoked.
  - c. Attendance requirements can be waived under circumstances of force majeure.

2. Promote the purpose of the PPAC 8 through actions at the individual school and support the actions of other PPAC 8 schools.
3. Contribute actively to the leadership of PPAC 8 through the planning, hosting or convening events and decision-making processes.
4. If a school fails to meet minimum participation requirements, within the academic year, membership status will be reviewed at the May AGM. This may include a period of probation or membership being revoked.

## **SWIMMING ASSOCIATE MEMBERS**

- iCAN International School (ICAN)

## **RESPONSIBILITIES**

As a condition of gaining the rights and benefits of PPAC 8 swimming membership, schools can commit to:

1. Attendance at the 4 PPAC 8 swim meets
2. A review of Swimming membership will take place at the May AGM

## **PROBATIONARY MEMBERSHIP**

A full member school that hasn't fulfilled its 'core' activity commitment will be given the status of Probationary Members of PPAC 8 for the following academic year. This is a 1 year period in which the school must demonstrate that they are able to fulfill all their requirements of hosting, participation, and attendance at the meetings. Probationary members do not have the right to vote during this period until they achieve full membership status.

## **II. ANNUAL DUES**

All PPAC 8 member schools will pay annual membership dues. Membership invoices will be distributed by the Treasurer. Dues will be paid to the Treasurer, preferably by direct means and in US dollars. PPAC 8 funds will be expended by receipt by the Treasurer, and all remaining funds and financial records will be turned over to the new Treasurer at the end of the term of office.

1. Annual dues for Full Member and Probationary schools are paid in August for the upcoming school year and are:
  - a. \$3,000 per school year (A and B team entry)
  - b. \$2,000 (only A team entry)
  - c. \$500 for Swimming Associate members
2. The annual dues shall provide for:
  - a. General expenses associated with the administration of the organization
  - b. The annual purchase of tournament medals, trophies and winners plates

- c. Meeting expenses.
- d. Swim meet costs in relation to the KSF and award ribbons.
- e. Officiating costs for the 6 core sports in A & B division
- 3. Annual membership dues shall be reviewed and set annually by the School Administrators at an AGM.
- 4. If there is a shortfall in the PPAC 8 budget, member schools will be assessed additional dues.
- 5. Surplus funds will be held by the Treasurer and dispensed by a majority vote of the Heads.
- 6. Invitational events, such as Elementary Basketball & Football and Junior and Senior Badminton, will be paid separately by participating schools

### **III. PPAC 8 LEADERSHIP**

<b>Year</b>	<b>Chair</b>	<b>Secretary</b>	<b>Treasurer</b>
2024-25	AISPP / ISPP	HOPE	LOGOS
2025-2026	LIGER	HOPE	LOGOS
2026-2027	NISC	AISPP	ISPP
2027-2028	EWIS	CIS	LIGER
2028-2029	CIS	Logos	HOPE
2029-2030	Logos	ISPP	EWIS

### **DUTIES of the CHAIR**

The one-year term of the Chair shall commence and terminate in June of the respective years.

The PPAC 8 Chair will:

1. Coordinate and communicate PPAC 8 activities with member schools.
2. Prepare Annual Planning Meeting Agendas and circulate the agenda at least two weeks in advance of the Seasonal meeting.
3. Conduct general and administrative sessions at the Planning Meetings and AGM
4. Call special meetings of PPAC 8 Heads and other relevant school representatives if and when needed.
5. Communicate special meeting recommendations to member schools and solicit input from these schools.
6. Incorporate (as the outgoing Chair) all relevant items from the minutes of the PPAC 8 Annual General Meeting into the appropriate PPAC 8 official documents and send updated PPAC 8 manual pages to all PPAC 8 schools.
7. Transfer (as the outgoing Chair) the complete set of minutes and PPAC 8 files to the successor Chair, if possible, during a face-to-face "handover" in May of the transition year.
8. An executive position may be relieved of responsibilities in the event of an incoming HoS or ADs to ensure a smooth transition.

#### **DUTIES of the TREASURER**

The PPAC 8 Treasurer will:

1. Work with the Chair to keep the financial affairs of the association in order.
2. Prepare the PPAC 8 budget, monitor income and expenses, maintain accurate records of finances, issue invoices, and prepare and distribute the annual finance statement to member schools.
3. Prepare the annual financial statement for presentation at the Annual General Meeting.
4. Prepare invoices and receipts for member schools to pay their annual dues.
5. Pay for and order the annual purchase of tournament medals and trophy plates

#### **DUTIES of the SECRETARY**

The PPAC 8 Secretary will:

1. Keep minutes of all PPAC 8 meetings including the Planning Meetings AGM and other ad hoc meetings as they occur
2. Submit a draft of the minutes to the Chair and appointed School administrators for review.

Revise minutes as they are adopted and circulate to all ADs.

1. Prepare any other information as directed by the Chair.

## **ANNUAL GENERAL MEETING (AGM)**

### **1. PURPOSE**

- a. Held in May at the site of the Host School for the final PPAC 8 tournament, for the appointed School administrators and ADs, the purpose of the PPAC 8 AGM shall be to:
- b. Evaluate the past year's exchanges, conferences, tournaments, and other activities.
- c. Plan and approve future exchanges, conferences, tournaments, and other activities.
- d. Review previous plans made for the dates, host schools, and alternate host schools for exchanges and activities for the forthcoming school year; and decide dates, host schools, and alternate host schools for exchanges and activities for the next school year.
- e. Review and decide upon the proposals for changes in the PPAC 8, By-Laws, Handbooks, programs, and procedures.
- f. Review and decide upon applications for school membership or withdrawal from PPAC 8.
- g. Identify and discuss other issues, and delegate research and/or propose development for future consideration.
- h. Confirm the appointment of the new Chair according to the cycle stated in Section V. above.

### **2. ORGANIZATION**

- a. The APM shall comprise two types of sessions:
  - i. Group Sessions: Separate "break-out" group meetings of school representatives will be held for the discussion of matters of mutual interest, including the planning of specific exchanges and events and sharing of information. The Groups shall comprise at least the following
    1. Heads of Schools
    2. Athletics/Activity Directors
- b. The Athletic/Activities Director from the school of the Chair will create the agenda for the meeting and chair the breakout meeting for the group. Each group may make recommendations for consideration by the Heads prior to the General Session.
  - i. General Session: A combined meeting of school representatives will be held to discuss proposals that have been put forth by the separate groups.

### **3. VOTING PROCEDURE**

- a. Decisions at General Sessions are made or ratified by a majority vote of Full Member schools present.
  - i. Each Full Member institution has one vote.
  - ii. Votes are cast by ADs, appointed school administrators or designated representatives.
  - iii. If the AD or appointed School administrator is absent, voting authority can be delegated to a staff member (not mandatory for the staff member to be in an administrative role). This delegation must be in writing on official letterhead and signed by the Head of School.
- b. The following process will be followed for decision making:
  - i. Simple majority suffices; abstention is not allowed.
  - ii. If there is a tied vote the Chair has the deciding vote.

### **IV. SEASONAL PLANNING MEETINGS**

Held early in each season , the purpose of these meetings shall be to:

1. Discuss entries for the upcoming season and confirm tournament structures, venues and convenors
2. Arrange friendly games
3. Review Conditions of Play for the upcoming core or invitational events
4. Discuss any Code of Conduct issues

### **V. APPROVED PPAC 8 ACTIVITIES**

#### **1. PPAC 8 CORE ACTIVITIES**

- a. PPAC 8 Core Activities are those activities that define the minimum expected commitment of PPAC 8 Schools. Attendance and participation in the Core Activities includes commitment to all aspects of the Activity, including hosting, promotion, and financial support. A PPAC 8 Tournament shall describe the event where teams compete under a structure that results in champions being determined. A PPAC 8 Exchange shall describe an event where participation is the objective and competition is not a key factor in the structure of the activity. The Core Activities are:
  - i. Six annual sports tournaments: Boys and Girls Junior and Senior Volleyball, Football and Basketball.

#### **2. PPAC 8 INVITATIONAL ACTIVITIES**

- a. PPAC 8 Invitational Activities are those activities hosted by PPAC 8 schools where PPAC 8 schools are offered priority access. Attendance and participation



are optional and voluntary by member schools. PPAC 8 schools will not schedule alternative invitational events in competition with the approved invitational activities. The following categories of activity will be considered Invitational Activities

- i. Swim Meets
- ii. Cross Country
- iii. Badminton Tournament
- iv. Track & Field
- v. Elementary Basketball & Football
- vi. Leadership Summit
- vii. Frisbee

## VI. APPLICATION PROCESS TO JOIN THE PPAC 8

1. This process will only be used to return the conference to 8 teams
2. Interested candidates must complete an [application form](#).
3. The application form must be completed a week before the May AGM. Information gathered by the form will be disseminated to Full Member schools for consideration at the final meeting. Successful candidates will be offered probationary membership and will serve a 24-month probation period. At the end of the probation period, Full Member schools will vote on the continuation of membership or a change of category.
4. Eligibility
  - a. Full Member School Athletic Director must attend all required PPAC8 meetings.
  - b. Participation in a PPAC 8 sports tournament, swim meets, Track & Field, and Cross Country shall be limited to those individuals who are considered, by their own school, to be full-time students or part of a homeschool program with a documented relationship with the host school.
  - c. Only grades 3-5 are eligible to participate in Elementary Basketball and Football, regardless of their age. Teams shall not be mixed gender.
  - d. All grade 6-8 students must play in Junior teams. All grades 9-12 students must play in Senior teams. No students may play up or down under any circumstances in volleyball, basketball or football. Exceptions are allowed in Swim Meets and Track & Field (see relevant section).
  - e. Boys and girls teams will be determined by gender at birth
  - f. Coaches attending PPAC 8 swim meets must be employees of the member school. **(Private swim coaches may not attend).**
  - g. Member schools that cannot follow regulations, or have regular or serious breaches of the Code of Conduct can be placed on probation for the following year. This requires a majority vote by Full Member Schools. If this involves a Full Member school(s), they will not participate in the said voting process. The Chair will have the casting vote if a deadlock occurs.
  - h. Should an incident report regarding the PPAC 8 Code of Conduct be lodged, it should be shared with the school(s) concerned and the chair of PPAC 8. The

Heads of School/AD should respond within 7 days. If there is no response, the chair of PPAC 8 will send a reminder. If there is no response after the reminder, probation may follow after a meeting of ADs from full member schools.

- i. Probationary schools showing insufficient improvement can be excluded from the PPAC 8 organization with a majority vote by Full Member Schools. If this involves a Full Member school(s), they will not participate in the said voting process. The Chair will have the casting vote if a deadlock occurs.

## VII. LEAGUE FORMAT 2025-26

1. There will be a Division One and Division Two.
  - a. The Division 1 final is an 8-team competition based on the ranking from the grading tournament. Each school will play 3 games to establish a finishing position.
    - i. A grading tournament will be used for Division 1 to determine a ranking (1-8).
    - ii. Click here for [Grading Groups](#).
    - iii. The winners will receive a traveling trophy and medals for 1st, 2nd and 3rd place
  - b. A grading tournament will be used for Division 2 to determine a ranking order. It is preferable that this mirrors the Division 1 format.
    - i. However, if 8 teams are not available, some flexibility in the tournament format can be used. C teams (if available) from member schools can be used to create the 8-team tournament.
    - ii. The winners will receive a traveling trophy and medals for 1st, 2nd and 3rd place
2. Schools are encouraged to organize friendly league games in the lead-up to the grading tournament; however, there isn't a compulsory number.

## VIII. TOURNAMENT PREREQUISITES AND UNIFORMS

1. **Expenses:** For Secondary Basketball, Football and Volleyball, the tournament convenor will request the officiating fees from the treasurer. For all other tournaments the convenor will invoice the schools based on participation and equitable split of the costs.
2. **Coaches:** All teams must have a coach who is an adult vetted by the member school. A teacher of the school must be present if an 'outside' coach is being employed.
3. **Uniforms:** All players must be in matching uniforms with numbers.

School	Uniform Colours
ISPP	Red jersey and White jersey
CIS	

Liger	Orange, Teal, Blue, Maroon
EWIS	Red, Black, White
Logos	Blue Jersey and White Jersey
Hope	Yellow & Navy Blue
NISC	Teal/Bl and Black jerseys
AISPP	

4. **Safety Glasses:** Are compulsory for all players who wear spectacles and do not wish to use contact lenses. Relates to Football, Basketball, and Volleyball.
5. **Officials:** Every effort must be made to obtain competent officials for all PPAC8 competitions. The organization recognizes that this is not always possible and that interpretations and applications of rules and judgments of officials are subjective. The orderly conduct of an activity dictates that decisions of officials be honored and respected.
6. **Health Care:** The host school shall follow these minimum standards for health care during PPAC 8 tournaments:
  - a. Trained first aid support shall be on site during tournament hours.
  - b. An appropriate vehicle shall be designated for emergency medical transportation.
  - c. Appropriate toilet facilities for students and adults with proper hygiene.
  - d. When a facility is rented for an PPAC8 event, a risk assessment must be completed for each venue with concern for child protection.
7. **Food and Beverage:** The host school provides food options (inclusive of the dietary needs of the participants for that event) and safe drinking water within close proximity to the venue.
8. **Awards:** The association is responsible for making arrangements for all awards, including medals and traveling trophies, for the winning schools. The winning school is responsible for bringing the traveling trophy to the event the following year. Failure to do so (if lost) will result in the school being charged for the replacement of the plaque. Our supplier is Active Sports \$100 (077 627 791). Once the plaque is full, the school with the most number of wins will keep it at their school. If equal, the last winner takes possession.
  - a. Division 1 Winners: Traveling plaque, medals for 1st, 2nd, 3rd
  - b. Division 2 Winners: Traveling plaque, medals for 1st, 2nd, 3rd
9. **Emergency or Evacuation:** In the event of an emergency or evacuation during a tournament, the host school should communicate and implement established plans in relation to a meeting point and roll call.

## **IX. TOURNAMENT CONVENOR RESPONSIBILITIES**

*This document is primarily intended for ADs convening at a school that is not their own.*

### **1. PRIOR TO THE EVENT**

- a. Communicate via PPAC 8 Chair to all schools to ensure their entries are correct.

### **2. HOSTING SCHOOL AD COMMUNICATION - Nursing Staff & Catering**

- a. 3-4 weeks prior to the event, contact the hosting school AD and double-check their nursing staff will be available and if they have a school-run café open or you need to arrange a catering business to be present.

### **3. BOOK REFEREES**

- a. 3-4 weeks prior to the event, contact referees and book for the required dates. Best to lock in for grading and final tournament at the same time. You can use the contacts in the following document.
- b. Calculate the cost for each school participating based on the number of games.

### **4. EMAIL SCHEDULE/FIXTURES & REF COSTS TO ALL PARTICIPATING ADs**

- a. Find an updated list of email addresses in this document. This can be included in the email from the convenor of the other tournament.

### **5. REMINDERS VIA WHATSAPP GROUP**

- a. Specific reminders about the hosting school entrance rules/match balls/safety equipment.
- b. Last-minute changes to the day: "Check the schedule because x dropped out."  
(Re-email)

### **6. MEDALS**

- a. Liaise with PPAC 8 Treasurer to make sure correct medals are at the host's location for the final tournament.

### **7. ON THE DAY OF EVENT - BE PRESENT & AVAILABLE**

- a. Run a brief coaches meeting prior to the first game.
- b. Make sure games start on time.
- c. Ensure you are not so caught up in spectating that you don't attend to the needs of other games.
- d. Be available to help settle any concerns or questions about the conditions of play or code of conduct.
- e. Be in close communication with Hosting AD.
- f. Post results on a public/visible scoresheet.
- g. Post the conditions of play next to the scoresheet and be very familiar with them, especially the tie-breaker procedure.

### **8. REFEREE PAYMENT**

- a. Collect money from the treasurer or Coaches/ADs (Check & Count).
- b. Have receipts ready for each school or the treasurer, .
- c. At the end of the day, pay the referees.

### **9. MEDALS FOR FINAL TOURNAMENTS**

- a. Run a short medal ceremony for the final competition with the support of the coaches and other ADs present.

#### **10. CLEAN UP**

- a. Support the host school by staying until the last players leave and equipment is put away.
- b. Encourage all teams to help by picking up trash.

#### **11. AFTER THE EVENT**

- a. **ENTER RESULTS IN SPREADSHEET (During the meet)**
- b. **FOLLOW UP ON ANY INCIDENTS**

### **X. PLAYING CONDITIONS**

Please note these conditions pertain to the PPAC 8 tournaments. Where possible, these conditions of play should be followed for league and 'friendly' games in the lead-up to PPAC 8 tournaments.

#### **1. TOURNAMENT/FESTIVAL ORGANIZATION**

- a. The Tournament / Festival Director will have jurisdictional authority for the interpretation of the rules and schedule during competitions or festivals.

#### **2. PROPOSED AQI GUIDELINES for PPAC8 Outdoor Activities (Based on US EPA AQI)**

##### **a. Level 1: AQI 0–150 – "Acceptable Conditions"**

- i. No modification necessary.
- ii. Continue outdoor activities as scheduled.
- iii. Monitor students with respiratory or cardiac sensitivities as needed.

##### **b. Level 2: AQI 151–200 – "Unhealthy for Sensitive Groups / Unhealthy"**

- i. Activities may proceed with caution but should be adjusted:
  - 1. Reduce intensity or duration of activities.
  - 2. Increase hydration and rest breaks.
  - 3. Limit exposure time for all students; consider indoor alternatives for sensitive individuals.
- ii. Athletic Directors (ADs) may modify activities based on local conditions.

##### **c. Level 3: AQI 201–250 – "Very Unhealthy"**

- i. Host AD must implement significant modifications or consider suspension:
  - 1. Shortened game duration.
  - 2. Mandatory extended breaks (especially halftime).
  - 3. Spectators not permitted outdoors.
  - 4. Close monitoring of all athletes for respiratory distress.
  - 5. Indoor alternatives explored for warm-up or rest periods.

##### **d. Level 4: AQI 251+ – "Hazardous"**

- i. Outdoor activities must be suspended.

- ii. Activities may only resume when AQI readings drop below 250 for at least 30 minutes.
- iii. Indoor rescheduling or virtual alternatives should be explored.
- e. Additional Note:
  - i. Individual schools or parents may withdraw students based on their own thresholds or medical advice. However, consistent with PPAC 8 policy, such decisions may result in a forfeit.
  - ii. Track and Field may be modified throughout the day.

### **3. LIGHTNING**

- a. Upon detection of lightning—whether through the host school's lightning monitor or by visual or auditory cues—play will be halted for a duration of 30 minutes from the last recorded detection or lightning has moved 10km away from the venue. AccuWeather or WeatherBug can be used for this purpose.

### **4. HEAT**

- a. The AccuWeather App will serve as the basis for assessing the **heat index**. If the real feel temperature reaches 46°C, all games will be suspended. Games may resume once the real feel temperature falls below this level.

The host tournament director has the authority to reschedule games as needed for the overall benefit of the tournament.

## **XI. CAMPUS ACCESS**

1. All adult visitors must show their school ID badge to enter the campus.
2. School ID badges must be worn at all times while on campus.
3. Adult guests without a school ID badge may only enter with an adult who has a school ID badge. This adult guest must present ID and sign the registry before entering.
4. Coaches must enter the campus together with their team unless team members have a school ID badge
5. Adults must use the designated adult toilets only.
6. Gates will open, for campus access, 45 minutes prior to the first game.

## **XII. PPAC 8 BASKETBALL RULES**

### **FIBA AND PPAC 8 RULES**

**Rule Book:** The tournament will follow the official rules of FIBA. The rules can be found at [www.fiba.com](http://www.fiba.com).

**Ground Rules:** The tournament will be governed by ground rules as instituted by the PPAC 8 handbook. NO rules discussion/changes will be allowed during the tournament. The Tournament Director MUST be familiar with the FIBA rules and PPAC 8 guidelines and be introduced to all the participating coaches.

### **GAME ADMINISTRATION**

**Teams:** Each team shall consist of no more than 12 team members entitled to play, including a captain. Division A team players should not play in the Division B tournament on the same weekend. There may be movement of players across A and B teams between Grading and the Culmination tournaments.

**Uniforms:** If there is a clash of colors, bibs will be decided by the toss of a coin. Players shall not wear equipment (objects) that may cause injury to other players. This includes chains, bracelets, watches, rings, and earrings. A warning will be given to all players. If such objects are not removed, the player will be asked to leave the game by the Tournament Director.

**Sport Undergarments:** Players are permitted to wear neutral undergarments that may not match the dominant color of the school's uniform.

**Player Injury:** In the event of injury to a player, the official may stop the game.

**Duties and Powers of the Captain:** The captain is a player who represents his or her team on the court. He or she may communicate in a courteous manner with the officials during the game to obtain information, however, only when the ball is dead and the game clock is stopped.

**Duties and Powers of Coaches:** The coach and the assistant coach may go to the scorer's table during the game to obtain statistical information only when the ball is dead and the game clock has stopped. Only the coach is permitted to remain standing during the game. The coach may address the players verbally during the game provided he or she remains within the team bench area.

### **RULE EXCEPTIONS**

**Game Period:** A jump ball will only be used at the start of the game and during overtime periods. Games will consist of 2 halves of 12 minutes each with stop time, and there will be 5 minutes for halftime.

**Backcourt:** Teams will have 10 seconds to bring a live ball from the backcourt into the frontcourt.

**Overtime Period:** Overtime will consist of 1 period that is two minutes in length (stop time). If the score remains tied after the overtime period, a subsequent overtime period termed “sudden death” will follow, with the first team to score being declared the winner.

**The Defence:** A team may play a man-to-man or zone defense throughout the game.

- A Senior team may implement a full-court press at any time throughout the game.
- A Junior team cannot implement a full-court press. Players must return to the half-court line before playing defense. However, a Junior team may use any type of defense in the last four (4) minutes of the second half and anytime during the overtime period, only when the score difference is less than 20 points between teams.

**Time-Outs:** Each team may be granted:

- 2 time-outs during the first half.
- 3 time-outs during the second half, with a maximum of 2 of these time-outs when the game clock shows 2:00 minutes or less in the fourth quarter.
- 1 time-out during each overtime.
- Unused time-outs may not be carried over to the next half or overtime.

**League Tie-Break Procedure:** In the event of teams being tied in the standings at the end of the league games, the tournament convenor will use the following tie-break system. The ranking of each team in each league will be determined as follows:

1. Point differential between tied teams (head-to-head) (no credit for more than a 25-point difference/game).
2. Point differential in all games (no credit for more than a 25-point difference/game).
3. Least amount of points conceded between tied teams.
4. Least amount of points conceded in all games.
5. Coin toss.

**Note:** In a 3-way tie, once one team has been eliminated, you continue to work through the tie-break system. You do NOT return to the top of the tie-break system.

## **FIBA RULES CLARIFICATIONS**

**Team Fouls: Penalty:**

- A team is in a team foul penalty situation when it has committed six (6) team fouls in a half.



- When a team is in a 'team foul' penalty situation, all subsequent player personal fouls committed on a player who is not in the act of shooting shall be penalized by two (2) free throws, instead of a throw-in.
- If a personal foul is committed by a player of the team in control of the live ball, or of the team entitled to the ball, such a foul shall be penalized by a throw-in for the opponents.

#### **Time Out Procedure:**

- If a field goal is scored against a team which requested a timeout, the timer shall immediately stop the game clock and sound his signal.
- If the request for the timeout is made after the ball is at the disposal of the free-throw shooter for the first or only free throw, the timeout shall be granted for either team if:
- The last or only throw is successful.
- It is followed by a throw-in from the center line extended (this is an extension of the center court line on the opposite side from the scorers' bench).
- A timeout shall not be permitted to the scoring team when the game clock is stopped following a successful field goal during the last two (2) minutes of the second half or the last one (1) minute of the extra period unless:
- An official has interrupted the game.
- The non-scoring team has been granted a timeout or substitution.
- **10 Second Rule:** The offensive team has 10 seconds to bring the ball from the backcourt to the frontcourt.

#### **FACILITIES AND EQUIPMENT**

The following equipment will be required:

- Official game ball:
  - Junior boys and girls will use the 28.5 ball (size 6).
  - Senior girls will use a 28.5 ball (size 6).
  - Senior boys will use an official men's ball (size 7).
  - Elementary will use a size 5 ball.
  - Elementary girls can play on 9 ft rings if available.
- Game clock (visible to coaches and players).
- Alternating possession indicator.
- At junior and senior tournaments, there will be 2 on-court referees and 1 table paid table referee. Additional table staff can be provided by the convening school if required. For elementary, there will be 2 on-court referees.

## **XIII. PPAC 8 VOLLEYBALL RULES**

### **FIVB AND PPAC 8 RULES**

**Rule Book:** The tournament will follow the official Laws of FIVB. The laws can be found at: [www.fivb.com](http://www.fivb.com).

**Ground Rules:** The tournament will be governed by ground rules as instituted by the PPAC 8 handbook. The Tournament Director MUST be familiar with the FIVB rules and PPAC 8 guidelines.

### **GAME ADMINISTRATION**

#### **Teams**

Each team shall consist of no more than 12 team members entitled to play, including a captain. Division 1 team players should not play in the Division 2 tournament.

#### **Equipment**

- **Game Ball** - A quality, official size and weight ball must be used.
- **Senior Net Height** – Seniors will use the official net height for men and women as per FIVB rules (Boys - 2.43 m; Girls - 2.24 m).
- **Junior Net Height** – Juniors will use the following height: 2.24m.

#### **Uniforms**

- Uniform numbers will range from 1 to 99, with numbers on the front and back.
- Jewelry is not permitted. This includes chains, bracelets, watches, and rings (exceptions are small studs when taped). One warning will be given per player from an official. If the jewelry is not removed, the player will be asked to leave the game.

**Sport Undergarments:** Players are permitted to wear neutral undergarments that may not match the dominant color of the school's uniform.

### **RULE EXCEPTIONS**

#### **Game**

- The best two out of three sets constitutes a match.
- The first two sets are played to 25 with rally scoring.
- If a third set is required, it shall be played to 15 points with rally scoring.
- Each set must be decided by at least a two-point margin of victory.
- Each team is allowed two 30-second timeouts per set. The time between sets shall be three minutes.

## **Substitution**

- Correct substitutions must be made in accordance with FIVB rules. However, unlimited substitutions are allowed for two people who play the same position.
- Two liberos are allowed to be used. They must wear a different colored shirt (or bib) than the rest of their team.

**Warm-Up:** Warm-up shall be 10 minutes in total, with the referee or timekeeper informing coaches when the warm-up time will begin. Warm-up times will be divided as follows:

- Team 1 (1st serve) has 4 minutes on court.
- Team 2 (receiving 1st serve) has 4 minutes on court.
- Team 1 & 2 – 2 minutes of serving to each other.
- The team not on court can warm up off the end of the court (behind the hitting team).

## **Round Robin Tie-Break Procedure**

In the event of teams being tied in the pool standings at the end of the round robin stage, the tournament will use the following tie-break system. The ranking of each team in each pool will be determined as follows:

1. Head-to-head result
2. Set differential between tied teams
3. Point differential between tied teams
4. Set differential between all teams
5. Point differential between all teams
6. Coin toss

**Note:** In a three-way tie, once one team has been eliminated, you continue to work through the tie-break system; you do NOT return to the top of the tie-break system.

## **FACILITIES AND REFEREES**

- Facilities vary according to venue availability.
- **Game Officials:** There will be two referees at all Grading and PPAC Tournaments: an up referee and a down referee.

## **PROTESTS**

- If the referee is unsure, he/she may choose to replay the point.
- Any protest or appeal will be handled by the Tournament Director in accordance with the FIVB rulebook and PPAC8 guidelines. The Tournament Director will make a decision in consultation with the coaches. The decision will be final.

## **XIV. PPAC 8 FOOTBALL RULES**

### **FIFA AND PPAC 8 RULES**

#### **Rule Book**

The tournament will follow the official Laws of Association Football by the Football Association (FIFA). The laws can be found at: [www.fifa.com](http://www.fifa.com)

#### **Ground Rules**

The tournament will be governed by ground rules as instituted by the PPAC8 handbook. The tournament director MUST be familiar with the FIFA rules and PPAC8 guidelines.

### **GAME ADMINISTRATION**

**Teams:** Each team shall consist of no more than 14 players. All 14 players are eligible to play in each game. There will be 7 players per team on the field. Division 1 players should not play in the Division 2 tournament. Where the grading and culminating tournaments are played on consecutive days, the same 14-member squads must be used.

#### **Field of Play**

- Whenever possible, all fields during the same event should be the same size for both boys and girls.
- Whenever possible, fields should measure between 60-70 m in length and between 30-36 m in width, and the width should be at least ½ the length.
- The penalty area should be a semicircle 8 meters in radius.
- The penalty spot should be 8 meters from the center of the goal line.

**Equipment:** Junior and senior teams shall use a size 5 ball. Elementary teams shall use a size 4 ball.

#### **Uniforms:**

- Uniform numbers will range from 1 to 99, with numbers on the front and back.
- If there is a clash of colors, bibs/pinnies will be decided by the toss of a coin.
- Jewelry is not permitted. This includes chains, bracelets, watches, rings, and earrings (exception: small studs when taped). One warning will be given per player by an official.
- If jewelry is not removed, the player will be asked to leave the game.
- Each player will be required to wear protective shin guards.
- Only plastic or rubber cleats are allowed to be worn.
- No spectacles are allowed. Only approved sports glasses with straps are allowed.

#### **Yellow Cards:**

- Referees will issue yellow card warnings to players for infringements of FIFA rules, including misbehavior and commenting on referees decisions on the field. In particular, players should be warned to immediately take the customary 8-meter distance for a free kick and keep that distance until after the free kick is taken. Also, players should refrain from kicking the ball away when the opposing team is awarded a free kick or a throw-in and should avoid unnecessary delays of the game. Such infractions can result in a yellow card.
- Any player who is shown two yellow cards during a game will be evicted from the game (no replacement permitted) and suspended from participating in the next game.
- If a player receives a yellow card in Game 1 and Game 2 in the Grading stage, the Tournament Director or their proxy, in discussion with the Game Director, referee, will determine if that player will be suspended for Game 3..
- Yellow cards are cleared after the "Pool Play" stage. In the PPAC8 finals, yellow cards do not accumulate across Game 1 and Game 2

## **Red Cards**

- Any player penalized with a red card will be evicted for that game (no replacement permitted) and also suspended from participating in the next game.

NOTE: The Game Director must keep a tally of red and yellow cards received and will inform coaches when a player becomes ineligible.

**Sport Undergarments:** Players are permitted to wear neutral undergarments that may not match the dominant color of the school's uniform.

## **RULE EXCEPTIONS**

### **Number of Players**

- A match is played by two teams, each consisting of not more than seven (7) players, one of whom is the goalkeeper.
- Teams shall consist of no more than 14 players entitled to play per game.
- The duration of the match shall be 2 x 20-minute halves with a 5-minute half-time break.
- The goal size for all hosting schools will be 2.13 m x 4.26 m (where possible).
- During free kicks, all opponents must be at least 8 m from the ball until it is in play.

**Substitutions:** Unlimited substitutions are allowed. Either team may substitute at any time without notifying the referee. However, the substitution must take place in close proximity to the center of the field, and both players must cross next to each other at the sideline.

### **Water Break For Players**

- Where required, based on climatic conditions at a tournament site, and at the discretion of the tournament director, an official drink break may be added to each half.
- These breaks shall be one minute in length and shall occur at the midway point of each half (approximately the 10th minute of both the first and second halves).
- The logistics of the water break should be confirmed by the tournament director at each tournament.
- The drink breaks should only occur when there is a natural stoppage in play.
- The drink break is not considered an opportunity for coaches to meet with their teams.
- Players should not leave the field of play, and coaches/substitutes should not enter the field of play.

### **Offside**

There will be no offside rule. "Goal hanging" is not in the spirit of the game, and coaches should encourage strikers to follow out the last defender if they are pushing up the field.

### **Injured Players**

Any player needing assistance that requires the game clock and play to stop must be substituted.

### **Tie Break Procedure**

A draw/tied result is permitted in pool play. In tournament games where a winner must be determined, the following procedure will apply:

- For medal games: Following a 5-minute break after regulation play, teams shall play 2 x 5-minute "sudden death" periods with a 1-minute half-time. The first team to score will be declared the winner.
- For non-medal games: teams progress straight to a penalty shoot-out (C).
- If no team scores during the "sudden-death" periods, the teams will then go to a penalty shoot-out.
- During the penalty shoot-out, each team will be represented by five from the seven players who are on the field at the end of the game. Each team's goalkeeper for the penalty shootout can come from any of the 7 players on the field.
- All shooters will report to the referee.
- The winner of the shootout is based on the most goals scored after five attempts have been made by each team.

- If a tie still exists at this point, a sudden death shootout will take place, beginning with the 6th player and continuing through to the 7th eligible player and then back to shooter #1.

### **Pool Play Tie-Break Procedure**

In the event of teams being tied on points at the end of the pool play, the tournament convenor will use the following tie-break system. The ranking of each team in the league will be determined as follows:

1. Goal differential head-to-head between tied teams (no credit for more than a 5-goal margin)
2. Goal differential in all games (no credit for more than a 5-goal margin)
3. Least number of goals conceded head-to-head between tied teams
4. Least number of goals conceded in all games
5. Least number of red cards
6. Least number of yellow cards
7. Penalty shootout

**Note:** In a 3-way tie, once one team has been eliminated, you continue to work through the tie-break system; you do NOT return to the top of the tie-break system.

### **PROTEST**

Any protest or appeal will be handled by the tournament director in accordance with the FIFA rule book and the PPAC8 guidelines. The tournament director will make a decision in consultation with the relevant coaches. This decision will be final.

## **XV. PPAC 8 BADMINTON RULES**

### **Rule Book: IBF Rules Badminton Etiquette**

### **IBF RULES AND PPAC 8 EXCEPTIONS**

All IBF rules and regulations are in force with the following PPAC 8 modifications. The host school will inform the traveling schools which shuttles will be used during the competition at least 6 weeks prior to the event.

### **Number of Participants**

- Minimum number for PPAC8 participation is 7 players.
- There are 7 players per team and an 8th alternate player.
- 1 coach per team; 1 coach per team per school will be allowed on court.

- If a player forfeits a second match in the tournament, the tournament director (TC) has the right to exclude them from all future play, with the exception of academic reasons, e.g., SATs.
- Players will be seeded by their own schools, and equivalent seeding will be paired up for matches. It is stressed that this system depends upon the integrity of the coaches in ranking their own players.
  - Players will be seeded by their own schools 1 - 8, and players may participate in both singles and doubles matches during the tournament (but not within the same match). The players you are fielding for each round of matches must be declared at set times shared by the TD. It is stressed that this system depends upon the integrity of the coaches in ranking their own players.
  - The TD, with the assistance of a technical advisor, can change the seedings of a team if it is deemed that an AD seeded their team incorrectly.
  - Additionally, if the TD feels a team intentionally did not seed their team accurately, it will be discussed with the ISSAPP committee at the next meeting, and that school will be put on probation for the following year in that sport.
- Seedings will be submitted and verified by the AD of the school to the TD on the Monday preceding the tournament, and the TD will email the seedings to all other competing schools. The TD, with the assistance of a technical advisor, can change the seedings of a team if deemed that an AD seeded their team incorrectly. Additionally, if the TD feels a team intentionally did not seed their team accurately, it will be discussed with the PPAC 8 Committee and at the AGM, and that school will be put on probation for the following year in that sport. Seedings will be posted on the tournament notice board and subsequently adhered to.

**Format:**

- The order of play will be Singles 1, Singles 2, Singles 3, Doubles 1, Doubles 2. All matches must be played, and forfeits are not allowed. Coaches must declare at the beginning of the match if a player is injured, and they must use their reserve (following the substitute player rules).
- In an 8-team competition, the following PPAC 8 format will be employed:
  - 2 Pools of 4, creating quarter-final playoff games.
  - Winners of QF will advance to semi-finals in the main competition (CUP).
  - Losers of QF will move to the semi-finals in a consolation competition (PLATE)
  - Cup competition will ultimately create final rankings 1-4, and Plate competition will complete rankings 5-8.
- Tournament Tie-Breakers
  - Head to head
  - Total sets won among the tied teams
  - Total games won among the tied teams
  - Points won (if possible)



- Once a tie-break has been resolved, additional ties will be resolved in the same format using the same sequence of procedures beginning with the head-to-head result.
- Coaches are allowed to coach from designated coaching areas only; however, it should not stop play. The TD has the authority to regulate appropriate coaching behavior. Coaching is considered to be communication, advice, or instruction of any kind, audible or visual to a player. Coaching will be allowed at the end of ends.

## **REFEREES AND FACILITIES**

- A qualified badminton referee should be present throughout the event.
- Scoreboards are mandatory on all courts.
- Greater time and space should be allotted to playoff games and finals in particular so that students can watch these games.
- Coaches need to be proactive in monitoring the calls made by their own players and the opposition. If there are any issues, the coaches are to contact the TD to possibly assign a neutral umpire.
- If a player forfeits a match during play, it will be at the discretion of the TD to allow that player to continue.
- Feather shuttles are to be provided for the tournament. It is advisable to have something in the speed range of between 74-77. The reason for having this guideline is that it was traditionally not always possible to access the same brand of shuttle in each country/region, so using the guideline speed made it an easier fit. It is good practice to share a picture of the brand you have purchased for the tournament with all visiting schools so they can purchase a similar product for practice if they wish. Shuttle speed guidelines are below:
  - 74 – Slow Speed – It is used in mountainous high-altitude regions.
  - 75 – Slow Speed – It is ideal for very hot countries above sea level.
  - 76 – Quite Slow Speed – You can use the shuttlecock in hotter areas.
  - 77 – Moderate Speed – Perfect for most sea-level areas.
  - 78 – Quite Fast – You should use the shuttlecocks in cold areas below sea level.
  - 79 – Fast – You can try it for very cold countries, below sea level.

## **XVI. SWIMMING**

### **FINA AND PPAC 8 RULES**

#### **Rule Book**

The swim meet will follow the FINA/World Aquatics rules.

The laws can be found at: [www.fina.org/swimming/rules](http://www.fina.org/swimming/rules)

#### **Ground Rules**

The swim meet will be governed by ground rules as instituted by the PPAC 8 handbook.

The Meet Director **MUST** be familiar with the FINA/World Aquatics rules and ISSAPP guidelines.

Every member school must host or co-host a PPAC 8 swim meet in each AY.

### **MEET ADMINISTRATION**

#### **Meet Set Up**

- All swim meets must be set up with Hy-Tek Meet Manager (MM) software, short course, unless the majority agrees otherwise.
- Pool: minimum 25m pool, minimum 120-135 cm depth, minimum 4 lanes with 180 cm width. If the lane width is less, members can agree to leave out the butterfly events for safety reasons. The host school ensures that the whole pool area and used spaces are safe for the participants.

#### **Swimmers' Ages**

- Age up date: Semester 1: 1st August, Semester 2: 1st January (**new**)
- Age groups (5): 8 & under, 9-10, 11-12, 13-14, 15 & over.
- Swimmers can swim up in the individual events and/or for relay events, but cannot repeat any swim in another age group. A swimmer cannot swim in two different age groups in the individual events.

#### **Entries**

- All entries must be created with Hy-Tek Team Manager (TM) software.
- Maximum **three** individual and one relay entry per swimmer, or four individual entries. If a swimmer is not on any Relay Team and swims four IE, the 4th IE must be an EXH (exhibition, not scoring) event. Alternatively in the Scoring setting the Host can limit the number of the scoring events (3) for individual ranking.
- No maximum entries per team.
- NT (No Time) is NOT accepted.

#### **Scoring and Divisions**

**TO BE REVIEWED (DIVISIONS, INDIVIDUAL HIGH POINTS)**

### **Grading Swim Meet:**

- Scoring preference is MM Alternative Scoring for individual events (**new**) .
- Alternative Scoring: 1st place 50 points, 2nd 49 points..... 50th 1 point.
- Individual Ranking for Divisions: Based on the swimmers' total points for the 3 IE in the Grading swim meet, the swimmers' pool in each age group and gender will be divided into two Divisions (A&B). Should a category have less than 16 swimmers, no Division B will be created.
- It is the coaches' responsibility to allocate their swimmers in their Hy-Tek Team Manager into the correct Division for the entries into the Season Final.

### **Final Swim Meet:**

- Scoring preference is MM Alternative Scoring for individual events .
- Alternative Scoring: 1st place 50 points, 2nd 49 points..... 50th 1 point.
- Only the two fastest swimmers of the team in each event and Division will score for the team awards (individual events).  
Only the "A" team scores for the team in the relay event (relays get double points).
- Individual High Point Scores will be calculated and awarded separately in the two Divisions.

### **Events**

- Events in the Grading Swim Meet and in the Finals CAN BE different if all agrees.
- 6 individual + 1 relay: 4 short IE (all strokes) 25m for 8 & under, 50m for 9 & over, and 2 "long," IE which cannot be longer than 200 m unless all agree otherwise. The host school decides about the "long" distance event.

### **Start**

- One start rule; however, the meet director can allow a second start at their discretion (i.e., young swimmers accidentally falling into the water and nobody started to swim, etc.).
- Over-the-top starts are permitted.
- Swimmers may choose to dive from the diving block or from the poolside or start from the water.
- Diving blocks must be well maintained and be a safe construction for every age group.
- Swimmers should get into a stationary position ASAP after hearing "Take Your Marks" and should not move after getting into a stationary position.
- Exceptions for young swimmers falling in: False start rope, if available, should be used at an appropriate location, operated by the KSF stroke judge(s).
- All shall be quiet after the first long whistle.

## **Timing / Timekeepers**

- To have an electronic timing system (Touchpads and/or Red Buttons) is not a requirement; in that case, it is the host's responsibility to ensure that there are sufficient numbers of competent timekeepers who are trained to manually time the swimmers and record their times accurately.
- The host school must enter the results manually into MM for Results and Scores. When opting for manual timing, it is highly recommended to have two timekeepers timing each lane at the same time. This will reduce the chances of timing errors. There should not be turn-taking between the two; both must time and compare.
- Timer sheets must be distributed to the timekeepers.
- All schools will hire the Khmer Swimming Federation (KSF) Staff for all PPAC 8 swim meets at the conference's costs. PPAC 8 does not cover the Control Room, lunches for KSF and for coaches and to hire the timing system, only the skeleton staff below. The skeleton team should comprise the following officials:
  - 1 referee
  - 2 stroke judges
  - 1 starter
  - 1 timekeeper per lane.

## **KSF Fee**

- Timekeepers must operate the electronic timing system, their stopwatches, and they need to record the swimmers' times on the timekeepers' sheet. Schools without an electronic timing system are encouraged to rent the Federation's resources (touchpads or Red Buttons and an extra timekeeper/lane) and equipment at their own cost. It is highly recommended to have a meeting with KSF beforehand.
- The host school is allowed to choose to hire the KSF to set up their meet, run their meet, and use all of their equipment. The extra cost must be covered by the host school. There must be two competent technicians in the control room: one for the Timing System computer and one for the Meet Manager computer. The MM technician must enter all DQs ASAP and post/make available the results on Meet Mobile.
- The host school should notify the KSF team of the expected arrival time on the day of the meet. It should be 60 minutes before the first event so there is ample time for briefing and familiarizing with the meet procedure.

## **Marshalling**

- The marshalling area should be clearly stated and marked; the ushering line (sets of chairs) should lead continuously to the swimming pool.
- A PA system is not compulsory but will help with the marshalling process. In the situation where a PA system is not available, the host must ensure to have enough

marshallers and ushers to help the swimmers in the continuous flow leading up to their swim.

- Numbered chairs should be set up according to the number of pool lanes, and there should be enough sets to ensure there is sufficient time to get the heats and swimmers ready. 4-8 sets of chairs at the main marshalling area, then sets of chairs leading to the starting blocks without losing visual contact. 2-4 sets of chairs behind the starting blocks, depending on the available space.
- ONE copy of the full meet program should be displayed by the host so the swimmers can keep track of their events and heats. Teams are responsible for their own copy of meet programs.

### **Warm Up**

- When assigning lanes and warm-up slots, count 10-15 swimmers per 25m lane per slot (depending on the age group, hence average swimmer's size). Smaller teams shall share lanes.
- Warm-up time slots should be a minimum of 10 min for each team.

### **Results**

- Individual and relay results are according to the swimmers' age and gender.

### **Awards**

- Ribbon for heat winners.  
Medals for Individual High Points achievers (1-3) in both Divisions in the Finals (2) **new**
- Overall Team Winner trophy (1) **new**
- Quality Team Winner trophy (1) **new**

### **DQs, Protests, and Scratches**

- DQ slips, protest forms, and scratch slips must be used at every meet (Forms and Templates are available in the Aquatics folder; the link is at the bottom of the Swimming chapter).
- There will be two stroke judges, and they should be issued DQ slips with official FINA/WA codes to note any DQs. This will help to educate the swimmers and also provide an explanation to coaches who might want to contest the decision.
- It is the referee's prerogative to decide if a swimmer should be disqualified for a false start. It is at the referee's discretion if they accept a video as proof or not. The referee makes the decision, which is final.

### **Duties and Powers of Coaches**

- The coach and the assistant coach may enter the pool deck at any time without disturbing any officials. Coaches must be employees of the member school. Private coaches are not allowed to attend PPAC 8 swim meets.
- Only the head coach is permitted to approach the meet director with complaints and protests. (No swimmers, parents, or any other staff).
- The coach must inform the meet director or the appointed person (control room) about any scratches before or during the meet in a timely manner.

## **RULE EXCEPTIONS**

- No DQ for 8 & under (the stroke judge will try their best to give details on every error for future reference).
- If the relay is "mixed," that means 2 boys and 2 girls or 1 boy and 3 girls. Other combinations of teams are allowed to swim as an exhibition team, but will not score for the team.

## **TIMELINE AND PROCESS TO HOST A SWIM MEET**

- The host school sends out the invitation letter and the events zip file for entry (for TM) no later than 2 weeks before the meet day. There is no limit on how early the file can be sent out. If sent earlier than 3 weeks before the swim meet, the host must remind the visiting schools about the entries and deadlines.
- It is highly recommended to check the calendar and always be aware of longer holidays. Typically, a team needs a minimum of 1 week to make their entries, but 2 weeks' time is less stressful.
- Visiting schools create their entries in their TM and send the team entry zip file to the host school via email, by the latest the entry deadline.
- The host school sets a deadline for entries, no later than the end of the day on Monday of the meet's week. The deadline cannot fall on the weekend or a public holiday. Upon receiving the team entry, the host school creates an "Entry List by Team" and sends it back to the visiting schools on the same day or ASAP for checking. Upon receiving all entries, the host shall send out the "Psych Sheet" to all teams no later than Tuesday at 11:00 am.
- Teams can make adjustments or corrections after receiving back their entries from the host school. The final deadline for adding athletes or changing events shall be on Wednesday at 12 pm of the meet week. After the final deadline, no teams or athletes can be added; only scratches are allowed.
- The host school creates the report "Meet Program" (= start list with event, heat, lane numbers, and heat starting times) and sends it to ALL teams. The meet program should be sent no later than two working days before the meet (Thursday if the meet is on Saturday). After the meet program has been sent out, only scratches are allowed.
- The host school informs the teams about warm-up times and lane allocation, according to the number of swimmers. The host school introduces the meet director at the

coaches' meeting between warm-up and the first event. At the end of the meet, on the spot, the host school summarizes the scores per age group and overall and hands out the age group trophies.

- In the week following the meet, the host school sends out the "Results for TM" HyTek zip file to all schools for their TM, results PDF file for parents' information, and the team scores PDF file for PPAC 8 trophies/plates.

## **PROTEST**

- Any protest or appeal regarding anything but disqualification will be handled by the meet director in accordance with the FINA/WA rule book, the referee, and the PPAC 8 guidelines.
- Only the head coach of each team is allowed to contact or file complaints with the meet director, no parents or swimmers.
- The meet director will make a decision. This decision will be final.

## **AQUATICS TEMPLATES AND FORMS**

- [AQUATICS TEMPLATES AND FORMS](#)

## XVII. TRACK AND FIELD

### PARTICIPATION

- Annual event open to secondary school students.
- Age Groups: Boys and girls, U11, U13, U15, U17, U19 (as of event date).
- Track Events: 100m, 200m, 800m, 70m hurdles, Mixed 100m Relay (2 boys / 2 girls or 3 girls / 1 boy).
- Track Event Format: There will be timed heats with the best 6 times reaching a final.
- Field Events: Long Jump, High Jump, Shot Put, Javelin, Discus.
- Entries: No maximum number of events a student can enter.
- Entry form master copies: Sprints, Field Events, Cross Country (make a copy and rename).
- Eligibility: Can compete in an older age group to complete a relay team.

### EQUIPMENT

	GIRLS					BOYS				
Event	U11	U13	U15	U17	U19	U11	U13	U15	U17	U19
Shot	3kg	3kg	3kg	3kg	3kg	3kg	3kg	4kg	5kg	5kg
Discus	750g	750g	1kg	1kg	1kg	750g	750g	1kg	1.5kg	1.5kg
Jav	X	600g	600g	600g	600g	X	600g	600g	700g	700g
Hurdles	68.5cm					68.5cm				
High Jump start	X	1.20m	1.25m	1.30m	1.30m	X	1.30m	1.35m	1.40m	1.45m



## XVIII. CROSS COUNTRY

### GENERAL EVENT SCHEDULE

PPAC 8 Cross Country				Time allowed
Time	Event	Distance	1km track	
05:45	Race Briefing			
06:00	U19 Boys	4km	4 loops	25mins
06:02	U19 Girls	4km	4 loops	28mins
Data Recording				
06:30	U17 Boys	4km	4 loops	25mins
06:32	U17 Girls	4km	4 loops	30mins
Data Recording				
07:10	U11Boys	2km	2 loops	15mins
07:12	U11 Girls	2km	2 loops	16mins
Data Recording				
07:30	U13 Boys	3km	3 loops	20mins

07:32	U13 Girls	3km	3 loops	25mins
Data Recording				
08:00	U15 Boys	3km	3 loops	20mins
08:02	U15 Girls	3km	3 loops	25mins
Data Recording				
08:30	Medal Ceremony			15mins

## PARTICIPATION AND RULES

- Age Groups: Boys and Girls U11, U13, U15, U17, U19 (as of event date).
- Each school (full and associate members) can enter up to 6 students for each age group and gender. This means the most students in one race would be 48.
- The top 3 from each school will contribute towards the team competition.
  - The team competition is the lowest cumulative place total of the top 3 runners from each school. Schools are welcome to "fill up" the race if other PPAC 8 schools do not have 6 participants for each age group and gender.
  - Runner 1 - 4th, Runner 2 - 8th, Runner 3 - 16th, TOTAL Score = 28 points.
- 2 stopwatches are required for each race: 1 official and 1 backup.
- Medals for each age group and gender, but not the team event.
- Download the parkrun app to 4 phones to take times for all runners.
- Give tokens 1-96 for placing.
- Students should give their name and place to the recording desk.
- Times are to be added after the event has been completed.
- Each school must provide a lap counter and keep a paper record of laps for each student.
- No pacing is allowed in this race (an older student cannot pace a younger one). No elbows, tripping, or cutting off is allowed. If a race official sees an infringement, the athlete may be disqualified from the race pending discussion with the convenor.

- Smartwatches are permitted. Mobile phone use is strictly only if the runner is using Strava or similar. There are to be NO earbuds for runners at this event.

## **XIX. PPAC 8 CODE OF CONDUCT**

### **STUDENTS AND PARENTS**

**Acknowledgement:** Every PPAC 8 athlete and their parent(s) or guardian must acknowledge this code of conduct. The responsibility of said acknowledgement remains with each school and may be lodged digitally or via a hard copy. Player, Coach & Spectator Guidelines can be found [here](#). Images can be found at the end of this document.

**Inappropriate Behaviour:** Fighting, overly aggressive play, inappropriate language, or gestures towards teammates, opponents, or officials will not be permitted at any time during a PPAC 8 Event.

**Penalty:** In the case of an infraction, the coach will remove the student from the remainder of the game, regardless of the referee's call. The tournament director will consult with staff conducting the event (game director) as well as the student's coach. Depending on the severity of the infraction, the suggested actions are deemed appropriate:

- 1-game suspension (substitute player permitted)
- Tournament suspension (substitute player permitted)
- Remainder of season suspension
- Remainder of season and next season suspension

#### **General:**

- If any behaviour violation occurs, the Event Coordinator will communicate the details of the violation, in writing, to the guest student's Lead Chaperone, Athletic Director, and this information will be passed to the School Head.
- Coaches and chaperones cannot leave student athletes unsupervised at the host school's site.
- Coaches and chaperones should remain on site until all students are safely picked up.
- Students may not use any medications unless prescribed and/or administered by a licensed medical physician, host school medical personnel, or cleared and recorded by the Event Coordinator.
- The host school will provide first aid care. The host school will not be responsible for payment of any medical expenses if an injury occurs. Payment for medical treatment, emergency care, or evacuation is the responsibility of the visiting school and the student's parents.

## ADULT SUPERVISORS - COACHES AND CHAPERONES

**Acknowledgement:** Every PPAC 8 coach must acknowledge this code of conduct. The responsibility of said acknowledgement remains with each school and may be lodged digitally or via a hard copy.

I will:

- Encourage good sportsmanship by demonstrating positive support for all participants, coaches, officials, and staff at the PPAC 8-sponsored event, either at home or away.
  - Place the emotional, psychological, and physical well-being of students in the event ahead of any personal desires I may have.
  - Insist that students from my school participate in a safe and healthy environment and remove children from any situation deemed to be unsafe.
  - Support all coaches, teachers, referees, parents, and others working with students from my school in order to encourage a positive and enjoyable experience for all.
  - Accept that striving to win is more important than winning itself.
  - Monitor the behaviour of my students in all areas within the tournament site and ensure all students have left the site before I do.
  - Stay on site at all times unless there are extenuating circumstances (medical emergency).
  - Accept mistakes as an important part of learning and recognize that PPAC 8 is for the students.
  - Ask and expect that students from my school treat other participants, coaches, referees, parents, and spectators with respect, regardless of race, gender, creed, or ability.
  - Refrain from any obscene language or gestures while participating in, chaperoning, or watching any PPAC 8-sponsored event, whether at home or away.
  - Conduct myself in a professional manner outside of the activity venue, as I am responsible for the students from my school at all times until they are returned to their homes in the country of their school.
  - Enforce all host school, home school, and event rules equitably among our students, ensuring that all students follow rules without favoritism.
  - Direct all my comments and criticisms of parents, participants, and officials away from the students participating in PPAC 8, and I will conduct myself in a calm, civil manner when doing so.
  - Make sure that all of the above conditions are followed from the time I leave my school until I return to my school with students from my school.
  - Abide by the PPAC 8 rules and regulations, and I agree to abide by those rules, responsibilities, and Code of Conduct.
  - Take note that violations of these rules could result in an incident report and/or disciplinary action.
-

## SPECTATOR GUIDELINES



# SPECTATOR GUIDELINES

**R**

## RESPECT

Respect the referee, equipment, facilities, players, coaches, scorers & fellow spectators.

**E**

## ENCOURAGE

Cheer respectfully for your team and encourage the opposition. You have an opportunity to make someone's day!

**S**

## SUPPORT

Support from the sidelines through positive cheering both in victory and defeat.

**P**

## POLITE

Watch the play, not your phone and use polite language and manners.

**E**

## EDUCATE

Know the rules. Kindly and gently help others when needed.

**C**

## CONDUCT

Ensure your behaviour is courteous, respectful and kind.

**T**

## TREAT

Treat others the way you would like to be treated.

## PLAYER AND COACH GUIDELINES



# PLAYER & COACH GUIDELINES

**S**

## SPIRIT

Participate with fairness and show respect to others. Win with humility and lose with grace.

**P**

## PARTICIPATE

Encourage all students to get involved, try new activities and stay active. Be actively engaged on and off the field/court.

**I**

## INSPIRE

Motivate others through your effort, attitude, and leadership on and off the field/court.

**R**

## RESPECT

Treat teammates, opponents, coaches, officials and facilities with care and consideration.

**I**

## INTEGRITY

Do the right thing. Be honest and show honourable character in all situations.

**T**

## TEAMWORK

Work together, support each other and achieve as a united group rather than as an individual.

