

# ISSO-Manual

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INDIA

Ahead. Above. Beyond.

## Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This is the general duties of coaches who are going for the National or International championships in India or abroad, not only coach athletes, manager as well as Head of Delegation also have to follow some duties & responsibilities which are given to them by of the authorities of organisation.

**1. Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.

**2. Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.

**3. Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.

**4. Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.

**5. Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments repair or remove defective equipment or disallow athlete access.

**6. Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.

**7. Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.

**8. Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.

**9. Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.

**10. Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.

**11. Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.

**12. Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.

**13. Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (follow School District guidelines)

**14. Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes.



# Duties of Team Manager

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all managers, including assistants and volunteers, know and understand the following duties. This is the general duties of managers who are going for the National or International championships in India or abroad with the team; not only manager athletes, coaches as well as Head of Delegation also have to follow some duties & responsibilities which are given to them by authority of the organisation.

## **1. Introduction**

The role of the sports team manager can be very diverse but it does not need to be difficult or over complicated.

The Manager is part of a team that may comprise the coach and other personnel such as an assistant coach, (possibly a physiotherapist and trainer etc). The importance of interaction between these people cannot be stressed enough.

The coach is always in charge of the team. Mutual consent between the manager and coach will often decide who takes the responsibilities for set tasks for team management. Personnel preferences and strengths need to be considered.

Communication and organization are the keys to being a good team manager. You must always be prepared to put the team first and your own interests last.

The ideas in this resource are only guidelines. Not all will be appropriate to every manager's situation. Considerations as to whether you manage a team, individual or team of individuals must be taken into account and also the playing level of the team.

### **A summary of the important roles of the manager**

1. Support the coach and liaise with matters relating to the team.
2. Organize equipment for team practices and games.
3. Ensure team members know who, when and where they are playing.
4. Organize the distribution and collection of uniforms and ensure they are worn correctly.
5. Coordinate transport arrangements.
6. Ensure the results of matches are passed to the school or club convener.

## **2. Preseason**

A managers pre season activities will often start before the team begins training

### **Team List**

Compile a list of players names, addresses, phone numbers and emails if have them. Make it available to the coach and other team members.

### **Activities**

Find out dates and times for training, selection and in season and any pre season practice times and advise players. Often best to give printed copy of these to players, especially young players to give to parents.

### **Finance**

If in charge of this set out player subs and outline what it covers and doesn't cover e.g playing uniform and equipment (hockey stick etc).

### **Uniform**

Let players know if uniform provided or if they have to provide themselves. If provided – distribute to players and check they have correct sizes etc. Keep a record of who is given what.

### **Competition**

Find out details of when the competition starts including date and venue and advise players. If a seasonal draw is available, print off and give to each player. Also check competition rules and restrictions with emphasis on areas such as player eligibility.

### **Code of Conduct**

What is required of players both on and off the field? What is considered an appropriate standard of dress and behavior?

### **Medical**

Have a knowledge of medical first aid (attend a course if possible). Ensure there is a well stocked first aid kit available at each practice and game. Have a designated first aid person if not you.

### **Equipment**

Check equipment supplies such as balls, training aids, first aid kit etc are available for the season. Ensure equipment used is in good order (e.g balls pumped up).

## **3. During Season**

### **Draw**

Obtain a full season draw if one is available check it, understand it and make copies available to all team members etc .

Any duty requirements should also include a roster of players responsibilities if appropriate.

### **Cancellations**

Know when and where cancellations will be broadcast and ensure all team members also know. Organise a contact system for last-minute changes so everyone can be contacted easily. You could use texting. Store mobile numbers of parents or players on your phone and text information to them. (Group contacts are good for this as you only need to type text one time.) Other social media options are face book and teamer.net websites .

### **Liaison**

You are in intermediary between the club, school, the player and the coach. Ensure you are aware of what is expected of players with regards to their responsibility to the club/school and that this is communicated to the players. Be careful not to become involved in coach/player disputes. Do not take sides where it relates to team selection policy or similar matters. You may find yourself also handling PR matter with a concerned parent or supporter who has lots of good advice for the coach!!!

### **Practice**

Advise everyone of practice and game times and reconfirm when appropriate. Establish a routine with the coach for when you get a chance to speak to the players during practice (often before or after are good times). If you have any important message for the team, everybody must get the same message at the same time. If the situation warrants it, written notices are also appropriate.

### **Subs**

Generally subs should be paid prior to the first game of the season. If this has not been done, overdue subs will need to be followed up. Club or school requirements will need to be considered because non-financial members may not be eligible for team selection or representative honours.

### **Judicial**

If players are involved in judicial hearings, ensure they are aware of the time, date and venue. Also establish who is able to support them at the hearing and the procedure that will be followed.

### **Transport**

Establish who has a vehicle that can be used regularly for away fixtures. A routine also needs to be established for covering running costs.

## **4. Post-Season**

### **Uniform/Equipment**

Gather in all uniforms and check them against the original allocation. Also collect all other equipment such as the first aid kit, playing equipment and return it to the club/school.

### **Photo**

If appropriate, organise the team photo. Check when it will be ready with the photographer and how much each one will cost. Organise the distribution of the photos and collecting payment. Ensure that you receive extra copies that may be required (ie for club records).

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Sports Organisation

### **Report s**

Furnish reports to the club/school if required for permanent records, club/school newsletters, etc.

### **Trip/Function**

Assist in organizing the end-of-season trip or function if required. Check club/school requirements for sanctioning any travel away (eg must play a game)

### **Thanks**

Send letters/visit to thank sponsors and others who have assisted you. The local referees /umpires association would probably also appreciate the gesture if it is appropriate to do so.

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## **5. Games**

Ahead. Above. Beyond.

### *Pre-Game*

### **Assembly**

What times and where do players need to assemble? Set a routine from the start of the season. This may be determined by the reporting time for sports that have this. Players will also need to know what to wear for assembling.

### **Coaching Requirement s**

Different coaches have different requirements with regard to dressing room procedure. Some prefer a time just with them and their players, others prefer to leave the players alone for a short time. The manager needs to be aware of this and help keep others out.

### **Player Requirement s**

Every player has a separate ritual or requirement. Some require strapping, others some form of massage and other may wish to be left alone. The manager needs to be aware of these and respect or assist with them where appropriate.

### **Local Conditions**

All playing arenas have their own peculiarities (eg short deadball area; multiple court markings, etc). The players should have an opportunity to identify these before the game begins.

### **Water**

Have plenty of water containers filled before warm-up. Know what grounds don't have easily accessible water as you may need to take your own. Other supplements of food/drink requirements such as oranges or fluid replacement may need to be organised. This is determined by the event or game conditions and the players' regular pattern. Ensure players have their own drink bottles and these are well marked. The manger also needs to know if certain individuals need other supplements.

### **Team Sheet / Registration List**

This generally needs to be completed or handed to the officials well before the start of the match/event. Check the requirements for your sport.

### **Security**

Players' valuables need to be secure during the match and the changing room should be locked. Valuables should be removed even if the room is locked, or you look after valuables.

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## *During Game*

### **First Aid**

If the manager is not personally responsible for first-aid, they need to know who is and that they are available at all times. To complete a basic first-aid course, or at least CPR, would be of immense value. Know the quickest route to the hospital and proximity of the closest telephone. Ensure the first-aid kit is well stocked and on hand – it's not good locked in someone's car!!

### **Water**

Keep containers/drink bottles as full as possible, particularly leading up to half time. Re-hydrate players whenever the request it within the rules of your game. Every 15-20 minutes is recommended as being appropriate.

### **Half - Time**

Know the requirements of your sport and the procedure preferred by your coach. Some players may have specific requirements (eg asthma inhaler) that the manager needs to address. Ensure all players have plenty to drink (this should also be the case at training).

### **Substitutions**

For sports that allow substitutions, the manager should be aware of local requirements. Ensure you are in harmony with the coach when communicating with the players – this is generally the domain of the coach but he/she may request assistance from the manager.

### **Score**

Keep your own score card or check regularly that it is being done correctly. You may be required to record statistics. Communicate with the coach regarding this.

## *Post – Game*

### **Officials**

Thank the match officials and the opposition team management. Sign the score card if required.

### **Equipment/Uniforms**

Gather in the uniforms and organise for them to be cleaned if this is required. Also collect all equipment such as first-aid kit, ice bucket, water bottles, towels, etc and replenish as appropriate ready for the next game.

### **Protes t/Disputes**

Know the correct procedure for lodging these and work within the set parameters if the situation warrants it.

### **After- match funct ion**

Ensure all players know when and where any function is, particularly if it's away from home. They should also know what is expected of them as representatives of their club/association with regard to attending these types of functions. Be punctual and appropriately dressed.

### **Results**

Get the results to those who require them as soon as possible. This could include club or school .

### **Injuries**

Follow up any injured players to ensure they receive the correct follow-up treatment where necessary. This may need to be done a day or so after the game. If they are in hospital, make sure their team-mates and coach are aware of where they are and when they can be visited.

### **T.L.C.**

Different players require different things. Some need reaffirmation after the game, particularly if they perceive they played badly. The coach is often not a good person to give this and it may fall on the manager.

If players are away from home, particularly juniors, managers may take on a pseudo-parent role.

## **8. Junior Considerations**

### **Permission**

Ensure the correct school/parental/guardian permission is sought and received for junior players, particularly if travelling. Verbal permission is not adequate – written permission is required as a safeguard.

### **Parent Liaison**

The manager will often be the best point of contact for parents/guardians. They can also liaise between the parent/guardian and coach. A pre-season meeting the parents/guardians should be arranged stating practice and game times, what is required of the players and what is required of the parents/guardians (eg get to game 30 minutes before state; observe code of ethics with regard to fair play).

Any special needs a child has will need to be known and a record kept.

Determine what will occur if there is late collection from practice or games. Always keep a contact list for your players at all times when the team is together.

### **Age Restrictions**

Most sports differ in age restrictions and some from regular season to tournament play. Check with the governing body before the season starts and identify any times where some players may be excluded from playing.

### **Behaviour**

Pre-season set out clearly what you expect of the players in terms of behavior. This must be adhered to at all times so the players do not get confusing ideas. A written list for parents and players can be used so there can be no confusion.

## 9. Conclusion

The role of the sports team manager is an interesting and exciting one.

It is often suited to people who are happy to work behind the scenes and can adapt quickly to changing situations.

Remember to communicate regularly with the players and develop a good working relationship with the coach. Be sure of your roles before you have contact with players. A simple job description may be helpful.



**Athlete Contact List**

NAME	ADDRESS	HOME NUMBER	MOBILE NUMBER	EMERGENCY CONTACT

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Ahead. Above. Beyond.

## Sample Team Rules

It is a good idea to involve the players when setting the team rules and get their feedback.

### Possible Rules

- Be on time to all games, practices and associated events.
- Turn up the game with correct gear.
- Respect the game and its rules.
- Congratulate team mates on good play while game is in progress – be positive.
- Keep negative comments to yourself.
- Enjoy your team mates' company.
- Recognize the different jobs your team mates have and give credit when these are done well, eg. Goal shooting, defending; scoring.
- Set yourself goals eg. Speed of take off; rate of turnover, make sure these are realistic!  
Constantly reassess and change these.
- Be happy with your performance but never satisfied – always aim to do better next time.
- Don't brood on mistakes once they are over.
- Beware of developing the losers limp ie. getting "injured" after making a mistake or in a heavy defeat.
- Be prepared to accept criticism in the right way.
- Give everything you attempt your best effort – not just in sport. Attitude in sports shows up the individual's attitude to all things.
- Don't shout about what you are going to do before the match. Do most of your talking on the court – "deeds not words".
- Listen to all advice but don't accept it all.
- Ignore any remarks made by spectators or the other team.
- Appreciate the efforts of your team mates, parents and supporters. Realize some of the things they have given up so you can play.
- Try to learn from everyone, even if you learn what not to do.
- If you can't practice, phone – you should turn up even when injured.

Ahead. Above. Beyond.

## **Duties of Head of Delegation**

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that HOD, including Manager and Coaches, know and understands the following duties. This is the general duties of Head of Delegation who are going for the National or International championships in India or abroad, not only HOD athletes, manager as well as Coaches also have to follow some duties & responsibilities which are given to them by authority of the organisation.

- (1) The list of selected players should be handed over after obtaining order from the team manager.
- (2) Railway reservation/Flights Tickets of all the players should be obtained.
- (3) Uniform should be distributed to all the participants before the competitions.
- (4) Before proceeding for competitions, the players should be informed of their Lodging and fooding arrangement so that they does not roam here and there. This is not an any way acceptable that since this is the first day hence arrangements have not been properly made. Head of Delegation may send one or two players to the Venue to get acquainted with the arrangements.
- (5) Eligibility Certificate/Passports of all players should be handed over to the Organising Secretary by the Head of Delegation. If in any case the player is not permitted to participate in any game in the absence of the Eligibility Certificate/Passport, then Head of delegation will be taken to task and disciplinary action may be taken against him.
- (6) To ensure that all the players participate in different competitions. No player should be deprived from participating in any game/competition.
- (7) No player should be allowed to accompany the team, who has not be selected for the team.
- (8) HOD/Manager must participate in all the meetings and if there is any complaint regarding, accommodation, fooding or regarding matches, he should report and lodge complaint to the organiser.
- (9) Ensure that no illegal officials or parents accompany the team.
- (10) Also it is urgent to check that two flags of the Country/State has been handed over to the team manager. If the Flags are not available, It should be provided to the team Manager before participating in the competition. In any case the Head of Delegation should not proceed without flag of the Country/State.
- (11) Also ensure that during inauguration and Closing Ceremony all the players of the team participate in their proper kit. Officials should also participate in these functions and also in the march past.

## **Responsibilities of athletes**

This is the general responsibilities of athletes who are going for the National or International championships in India or abroad, not only coach, manager as well as Head of Delegation athletes also have to follow some duties & responsibilities which are given to them by their Coaches & Managers Set by School Sports Authority of the Nation.

1. The athletes of the Nation will be committed to follow the following rules

- Attend a victory ceremony
- Compete in further events
- Finish a training session
- Receive necessary medical attention
- Locating a representative and/or interpreter
- Fulfill media commitment, and
- Warm Down
- Any other exceptional circumstances which can be justify, and which shall be documented.
- Follow proper guidelines lay down by coaches & manager.
- Without Coaches/Manager/HoD written permission you are not allowed to go anywhere around.
- Athletes also have to submit written consent to Coaches/Manager/HoD for going anywhere with his/her parents or friends during the championships.
- Athletes must properly care of their eligibility certificate/passport & make available to Coaches/Manager when asked.

**Athletes have the responsibility to:**

- Be aware of, and comply with, the WADA Code and Anti-Doping Organization Rules.
- Be aware of which substances are prohibited by your sport and WADA.
- Comply with requirements for Therapeutic Use Exemptions (TUE).
- Provide accurate and up-to-date whereabouts information to relevant authorities.
- Report to the Doping Control facility immediately or within the required time (considering competition requirements).
- Control their sample until it is sealed in the sample collection kit.
- Ensure the sealed sample collection kit is secure and identified; and,
- Ensure all appropriate documentation is accurate



- **About the Tournament:**

International Schools Sports Organisation is formed with an initiative to give a structured tournament to schools affiliated to international curriculums like Cambridge, IB etc. ISSO National Games will witness all these schools participating in different disciplines with best of their sportsman spirit.

- **Age Criteria:**

Sr.NO.	Category	Class	Age Limit
1	U-14	Class 5 <sup>th</sup> to 9 <sup>th</sup>	Born on or after 01.01.2008
2	U-17	Class 6 <sup>th</sup> to 12 <sup>th</sup>	Born on or after 01.01.2005
3	U-19	Class 9 <sup>th</sup> to 12 <sup>th</sup>	Born on or after 01.01.2003

- **Who may Participate?**

- Any student registered to a school affiliated to International Baccalaureate (IB) and Cambridge Education.

- **Selection Criteria:**

- For Subroto Cup the champion teams shall be selected for participating in Subroto International Football Cup.
- For SGFI selections the teams/individual will be selected giving priority to international curriculum students.





- **Online Entries**

- Online entries can be done through the School Portal of ISSO. Kindly make a note that while making entries the details should be entered correctly. Any changes then made later on will be charged 100/- per correction.
- All the entries done by the school with respect to information shall be assumed verified by school.
- The school copy of team entry must be carried along with the below mentioned documents of the participants.
- The Login Ids and passwords will be provided to the school and they can connect through <http://issoindia.com>
- The participation fees of 1000 INR per athlete can be paid online/cash/DD.
  - For online payment after the entry of the team the payment can be processed.
  - For DD, it needs to be raised in the name of “International Schools Sports Organisation” which is payable at Pune.

- **Medical Error & Age Fraud**

- Only teams who are willing to undergo medical examination should send in their entries. If the school is found manipulating the age-related information, it will be barred from participation.

- **Boarding, Lodging & Transportation**

- Boarding and Lodging arrangements for outstation teams shall be taken care by their respective schools. However, hotels and other logistics shall be suggested by the organising committee and ISSO.



- **Insurance of the Player and Official**
  - Compulsory insurance of the **entire delegation** must be incurred, particularly **Health, Accident & Travel**. **During the travel or competition any accident of any team members, ISSO is not responsible for any claim.**
  
- **Protest Rules**
  - A protest fee of INR 500/- must be remitted along with any protest that may be lodged by a team.
  - INR 100/- will be charged for every correction certificate.
  
- **Team Composition in Team Games**
  - Team Composition is updated in the official ISSO website.
  
- **No. of teams for Tournament**
  - Minimum number of teams in any sport or category required for ISSO Nationals to be held is 8 (eight) otherwise the tournament will be considered as selection trial.
  
- **Documents to be Submitted during attendance**
  - **For ISSO Nationals:**
    - Aadhar Card / Passport
    - Bonafide Certificate issued by the School. (Entire Team)
    - School Id Card
    - 1 Photograph



- **Official Meeting Rules**

- The Coaches of the participating teams must attend the Official meeting.
- The Fixars need to be finalised and given a copy to official of each team.
- As per Fixar the team needs to report an hour before the schedule.





## TEAM COMPOSITION

EACH SCHOOL CAN SEND ONLY ONE TEAM IN EACH CATEGORY. THE NUMBER OF PLAYERS ARE FIXED IN EACH DISCIPLINE. SO, THE NUMBER MENTIONED IN ABOVE COLUMN SHOULD NOT AT ANY COST EXCEED. ACCORDINGLY, THE PLAYER SHALL BE AWARDED THE MERIT CERTIFICATES, PARTICIPATION CERTIFICATE AND MEDALS.

SR. NO	DISCIPLINE	UNDER - 14		UNDER - 17		UNDER - 19	
		BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
1	FOOTBALL	18	18	18	18	18	18
2	BASKETBALL	12	12	12	12	12	12
3	CRICKET	16	-	16	-	16	16
4	HOCKEY	18	18	18	18	18	18
5	VOLLEYBALL	12	12	12	12	12	12
6	LAWN TENNIS	5	5	5	5	5	5
7	TABLE TENNIS	5	5	5	5	5	5
8	BADMINTON	5	5	5	5	5	5
9	YOGA	7	7	7	7	7	7
10	ARCHERY	12	12	12	12	12	12
11	ROLL BALL	-	-	-	-	12	12
12	HAND BALL	16	16	16	16	16	16

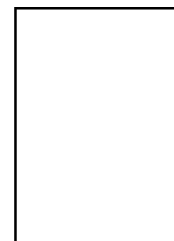
**DOCUMENTS REQUIRED FOR SGFI SELECTED STUDENTS:**

- INDIVIDUAL BONAFIDE CERTIFICATE
- AADHAR CARD / PASSPORT
- PREVIOUS YEAR MARKSHEET
- BIRTH CERTIFICATE
- 2 PHOTOGRAPHS
- ELIGIBILITY FORM OF SGFI (ATTACHED BELOW)

Format

State/UT/Unit.....

NATIONAL SCHOOL GAMES 20.... To 20.....  
Under the aegis of School Games Federation of India



Latest Photo name  
With date duly  
Attested by the principal  
Head Master with Stamp

Certificate of Eligibility

Age Group under..... Boys /Girls

01	Name of the Participant (In Block Letters)																					
02	Father's Name (In Block Letters)																					
03	Mother's Name (In Block Letters)																					
04	Name of the School (In Block Letters)																					
05	Full Address of School (In Block Letters)																					
06	School's Phone No. with Code No.																					
07	Last Year Registration No. SGFI																					
08	Date of Birth (i) In Fig.	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
(ii) In Words																						
09	Aadhaar No.																					
10	Passport No. (if available)																					
11	Discipline																					
12	Age in Completed years as on 31 <sup>st</sup> December	Year																				
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13	Permanent Address & Phone / Mob. No. (In Block Letters)	Month																				
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14	Admission No. & Year	Days																				
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15	Date of Joining the School																					
16	Standard & Section Studying this year																					
17	Standard Studying last year																					
18	Bank Detail of participant (If no then mention Mother/Father A/C No.)	Name :																				
		Name of Bank :																				
		A/C No. :																				
		IFSC Code :																				
19	Personal Identification Marks :	1.																				
		2.																				
20	Signature of the Participant																					

- Certificate: 1. certified that the above participant is a bonfire student of this Institution for the academic year.  
2. Certified that I have personally verified the admission records maintained in the School and found correct.  
3. Certificate that it is understood in the event of information furnished above found to be partly or wholly untrue, the above students is liable to be disqualified for a period of two years in case the students is a member of the team, then the participant is liable to be disqualified as a whole.

Signature of Competent Authority  
of State/UT/Unit with Seal

Signature with Seal  
Manager / Coach  
Post / Desn.....

Signature with Seal of the  
Head of Institution/Principal  
Head Master

For Office Use Only	Name of Invigilator .....	Sign. of Invigilator.....
---------------------	---------------------------	---------------------------

