



Fédération Internationale Sportive de l'Enseignement Catholique

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Reconnue par le Comité International Olympique

General rules for the International FISEC-Games

1. General principles

Article 1.1. - Period

Each year FISEC is organizing summer Games between 5th and 31th July for 15-17 years old girls and boys.

Article 1.2. - Candidacy

1.2.1. The candidacy is addressed to the President of FISEC.

1.2.2. The Executive Board will examine the candidacies.

1.2.3. Before taking a decision the Executive Board will ask the president of CTI to organize a preliminary visit and to examine the propositions of the organizing committee, to develop these and adapt them if necessary.

The president of the CTI will present his report to the Executive Board (or General Assembly).

1.2.4. The organizing country will be designated by the General Assembly, if possible two years in advance, based on a contract.

1.2.5. The final control of the Games is under responsibility of FISEC. FISEC delegates to the organizing country to realize the Games, based on their different rules (statutes, general rules, technical rules and specifications by sport).

Article 1.3. - Participation

1.3.1. Only federations, associations or groups affiliated to FISEC can participate in the FISEC-Games.

1.3.2. In particular circumstances countries not affiliated to FISEC can participate after invitation if they fulfill the conditions set by the General Assembly.

1.3.3. The organizing country has to invite all FISEC-member countries. No acceding country can be refused.

Article 1.4. - Participation fee

The participation fee, the FISEC-tax and the amount of the caution are fixed by the General Assembly.

1.4.1. Payments

The invoices for the different payments are established by the treasurer based on the definitive non nominative inscriptions (see article 3.5).

1.4.1.1. The latest 15th February the participating countries have to send their definitive non nominative inscriptions to the president and secretary CTI. Based on these inscriptions the treasurer will send an invoice of 500€/team (individual sports and team sports), to be paid in two weeks.

1.4.1.2. The latest the 30th March each participating country must pay 40% of the participation fee by banc transfer to the organizing committee (COJFI), based on the definitive non nominative inscriptions.

1.4.1.3. The latest the 1st June each participating country must pay the FISEC-taxes and the caution by banc transfer to the FISEC treasurer. The caution will be restored after the General Assembly , eventually deducted with the costs caused by damage caused by the participant(s).

1.4.1.4. The latest the 1st June the balance 60% of payment of the participation fee (- 500€/team already paid) must be paid by banc transfer to the COJFI.

1.4.2. Sanctions are possible for delegations that come with less participants as announced for the definitive non nominative inscriptions.

The Executive Board (BE) will study each situation and will decide the sanctions that will be applied.

1.4.3. The countries that have suffered financial damage caused by (partly) cancellation of other countries, must prove it to the BE with supporting documents.

It can be followed with a compensation by eventually turning against the country that caused the damage. In case of dispute the BE will decide.

Article 1.5. - Qualifications

1.5.1. The participants have to fill in the conditions fixed by article 23 of the Statutes.

1.5.2. The participants are 15-17 years old boys and girls based on the year of birth.

1.5.3. The identity of the participants will be certified by the 'Bureau de Contrôle' at the accreditation based on the official identity card and a photo. The president of the CTI is responsible for the 'Bureau de Contrôle' and will be accompanied by one or more members of the BE and a representative of the COJFI. Each participant will receive an accreditation card with photo.

1.5.4. In case of a reclamation about the identity of one of the participants, the 'Bureau de Contrôle' will study the situation at the request of the OTI of the sport concerned.

1.5.5. Informations:

1.5.5.1 At the General Assembly the year before the Games the COJFI presents the general information about the organization of the Games: dates, program, accommodations and restoration, sports venues, transport, other financial information as mentioned in article 1.4, ...

1.5.5.2. At least the 1st January the year of the Games the COJFI published a specific website with all information, linked with the FISEC-website.
The COJFI is responsible to add all actual information at that specific website.
The information about the participation, the program and the shedule for the competitions have to be validated by the president of the CTI.

1.5.6. Official FISEC documents

Documents send by the president (or secretary) of the CTI (see also article 3.5):

- document for the provisional inscriptions (response at the GA)
- document for the definitive non nominative inscriptions (respons before the 15th February),
- document for the nominative inscriptions with choose of events for athletics and swimming (response the latest 30 days before the start of the Games).

2. Organizing Committee (COJFI)

Article 2.1. - Organizing committee

The organizing country set up an organizing committee (COJFI) who reports to the Executive Board and the CTI.

Article 2.2. Commissions in the COJFI

In general the following commissions are put in place:

- Finance commission
- Accommodation and catering commission
- Transport commission
- External relations and promotion commission
- Secretary and communication commission
- Pastoral/pedagogic commission.
- Sports technical commission
- Medical commission

The COJFI can decide to group or to split some commissions.

Article 2.3. - Commission tasks

2.3.1. Tasks Finance Commission

2.3.1.1. Request a statement of the financial needs of each commission and report on the appropriateness of each of the proposed expenditures.

2.3.1.2. The organizing country must follow the official participation fee agreed at the General Assembly before the Games. The participation fee must be paid in Euro.

2.3.1.3. The COJFI will control the assurances taken by the delegations:

- **physical accident insurance** : each participating delegation must sign a contract 'physical accident insurance' for each person of the delegation on the return journey, the stay and the competitions.
- **civil liability insurance**: each participating delegation must sign a contract 'civil liability insurance' who will cover the costs of damage caused by thirds parties.

The head of the delegation presents to the COJFI a copy of the insurance contracts at the 'Bureau de Contrôle'.

If the head of delegation can't present the contracts, he must sign a document relieving the organizer of any liability for damage suffered by a participant.

2.3.2. - Tasks Accommodation and Catering Commission

2.3.2.1. Accommodation

2.3.2.1.1. The accommodation commission prepares the accreditation : a room near to the secretariat with enough space (at least 4 tables, 8 chairs, copier and enough office supplies). During the accreditation the delegations receive a plan from the accommodation site and a plan from the city with the different sports venues and the sites for the cultural program.

2.3.2.1.2. The first two days it is very helpfully to have 1 or 2 young volunteers for each delegation to guide the delegation to the different venues.

2.3.2.1.3. The accommodation has a good quality level, even the format with qualitative bungalow park is accepted. The proposed accommodation will be evaluated during the preliminary visit one year before the Games. The president of the CTI will report the evaluation at the GA the same year.

2.3.2.1.4. Preferable near to the accommodation the COJFI presents a nice open space ('Youth Village') where the youngsters can socialize in day or evening and where eventually can be organized a part of the cultural program.

2.3.2.1.5. The sleeping places for girls and boys are separated. The rooms are equipped with a bed for each person and enough space for the luggage. Sanitary ware and toilets are in the rooms or in the corridor (separated for girls and boys).

2.3.2.1.6. The coaches are sleeping in the same accommodation as the athletes (single or double rooms). The head of delegation receives a plan to indicate who is sleeping in which sleeping room, fulfills this document and presents it to the responsible of the accommodation commission.

2.3.2.1.7. During the Games the delegations have to assure the supervision of their youngsters, day and night. It is possible that the COJFI presents some special agreements concerning security or hospitality.

2.3.2.1.8. The national delegates, the members of the Executive Board, the presidents and secretaries of the CIRPP and the CTI and the OTI's are accommodated at a same site (hotel) in individual rooms.

2.3.2.1.9. Other persons out of the delegation (parents, ...) are looking themselves for accommodation.

2.3.2.2. Catering/Restoration.

2.3.2.2.1. Three meals a day must be provided. The meals are adapted to the needs of young sportive people in competition, there has to be a good variation with mostly a choice for pasta.

2.3.2.2.2. The suggestions for the meals are presented during the preliminary visit.

2.3.2.2.3. Drinks have to be provided for the meals : coffee, tea, milk and water for breakfast and water for the lunch and the diner. Other drinks can be offered for a fee.

2.3.2.2.4. The time table for the meals is adapted to the time of the competitions.

2.3.3. - Tasks Transport Commission

2.3.3.1. Transport is offered for a fee from the airport (railway station) to the accommodation and back. The agreements are made prior to the Games.

2.3.3.2. From the arrival of the delegations all transport of the participants and officials to the different sites has to be provided by the COJFI each day.

2.3.3.3. The transport commission prepares a clear time table each day for the different transports, communicated at the secretariat, in the daily bulletin and on website. Volunteers are integrated to guide the participants to the transport.

2.3.3.4. If public transport can be used, the delegations receive also a clear plan from the public transport.

2.3.4. - Tasks External Relations and Promotion Commission

2.3.4.1. The ERP commission provides as much as possible publicity for the Games:

- website
- banners (to coordinate with the local authorities)
- posters (shops, schools, competition venues, local settings, ...)
- local (regional) written journals or magazines (announcements Games, results competitions, photos Youth Village and cultural program, ...)
- radio, regional TV,

2.3.4.2. In belong to good contacts the commission provides official invitations for local, regional or national authorities to the competitions, the opening and closing ceremony and the official diner (eventually with an interpreter). The commission tries to agree with the Mayor that the city invites the national delegates and officials for a special reception in the city hall.

2.3.4.3. During the Games the COJFI invites for an official diner in addition to their authorities:

- the FISEC President
- the membres of the Executive Board
- the presidents and secretaries of CIRPP and CTI
 - the OTI's
 - the national delegate of each participating country
- the head of delegation of each participating country.

2.3.5. - Tasks Secretary and Communication Commission

2.3.5.1. The COJFI provides a central and easy reachable place for the secretariat. At the secretariat all technical communication issues are available: telephone, internet, printer, copier, ... as various office materials.

2.3.5.2. The secretary and communication commission provides also one or two meeting rooms during the week. The first evening it is also necessary that there can be the technical meetings sport by sport (OTI's + coaches). Therefore we need different meeting spaces + enough chairs.

2.3.5.3. The commission prepares a Bulletin 0 one month before the Games and a daily information bulletin during the Games. The (short) bulletins are in hard copy for each head of delegation and for the officials (BE + OTI's). It is very imported that all necessary information is communicated in time.

2.3.5.4. The commission provides a specific website for the Games with all important information. The information and the daily bulletins (with all results and classifications) are all communicated on the website. It is very imported that all necessary information is communicated in time.

2.3.5.5. The commission prepares for each delegation and each official a list with the mobile numbers of the responsables of the different commissions and other important COJFI-members (name-function-mobile number).

2.3.5.6. The commission provides a presentation of the Games for the national delegates/heads of delegation, a half part of the coaches and the FISEC officials the evening of the arrival day + a 'Welcome drink'.

2.3.5.7. The commission collects all press articles concerning the Games and offers a copy to the secretary of the FISEC Executive Board.

2.3.6. - Tasks Pastoral/Pedagogic Commission

2.3.6.1. The Pastoral/Pedagogic Commission works closely together with the FISEC CIRPP for several program parts in addition to the sports program (Games +):

- the opening ceremony with a short protocol part and a show part, about 1 hour
- the 'Youth Village': a central and spacious place for friendliness and meeting people the whole week, possibility to have free podium, or it can be also the central place for a cultural evening
- cultural visit (minimum one half day visit)
- Eucharistic celebration
- the solidarity market ("Bazar")
- the 'Youth Forum'
- the closing ceremony with a short protocol part, the presentation of the fair play trophies and team competition athletics + swimming, and a show party + disco.

2.3.6.2. The Pastoral/Pedagogic Commission chooses a suitable time for the Eucharistic celebration that everyone can be present and a place that can welcome all delegations. The commission prepares together with the CIRPP a youth friendly celebration with nice texts and music.

2.3.6.3. For the 'Youth Forum' 2 young participants from each delegation will go in discussion about an actual theme. The president and secretary of the CIRPP will guide the discussion and will report afterwards.

2.3.6.4. The commission is responsible for the preparations for the 'Bazar' : a nice open place, possibly in a public area or at the 'Youth Village', 2 tables for each delegation (eventually with a pavilion for each delegation).

2.3.6.5. The commission prepares the medal presentations. The COJFI is responsible to provide the medals and trophies. FISEC has to provide the Fair Play trophies.

The medal presentation for athletics and swimming is part by part (depending on the events) on the track or in the swimming pool:

- podium + sound system
- presentation of the medals on a cushion
- it would be nice to have each time 3 volunteers to bring the medals.

The medal and trophy presentation for team sports will be organized after the final match. It is preferable that all teams of the concerned competition are present, at least the 3 first teams:

- all the teams are sitting team by team in the sports hall
- the medal presentation will be done in front
- sound system.

The calendar of the medal presentations by the officials (+ local VIP's) is established under the responsibility of the CTI president.

The Fair Play trophies will be presented at the closing ceremony.

2.3.7. - Tasks Sports Technical Commission

2.3.7.1. The Sports Technical Commission works closely together with the FISEC CTI.

2.3.7.2. The Commission is responsible for the good progress of the competitions, in accordance with the FISEC rules and the different FISEC 'Sports specifications'.

2.3.7.3. The Commission appoints a responsible person for each sport (an expert), appoints the referees (eventually with the help of young referees from FISEC member countries), the judges and the necessary officials. For the team sports the appointment of the referees for each match is by mutual agreement between the local sports responsible and the OTI.

2.3.7.4. The members of this commission work closely together with the OTI's, who are responsible to look for the exact application of the rules.

2.3.8. - Tasks Medical Commission

2.3.8.1. The Medical Commission implements during the competitions a medical service at each sports venue. Everything has to be well prepared in case of serious injury to reach very fast a doctor and the possibility to go the hospital if needed. The help of a physiotherapist would be nice.

2.3.8.2. The Medical Commission takes necessary contacts to assure the medical assistance (Red Cross, Hospital, Civil Protection, Security). At the accommodation has to be a doctor available.

3. Organization competitions

Article 3.1. - Sports on the program

The competitions can be organized in individual sports or in team sports.

3.1.1. Individual Sports:

- athletics
- swimming
- table tennis
- tennis.

→ To be organized an event there are to be at least 4 participants out of at least 2 different countries.

3.1.2. Team Sports:

- basketball
- football
- futsal
- handball
- volleyball.

→ To be organized there must be at least 4 teams out of at least 3 different countries.

Article 3.2. Modifications

The organizing country can propose to add one or more sports to the program. The CTI will take decision about the proposal at the GA the year before the Games.

Article 3.3. Organizational Chart

The organizing committee (COJFI) decides about the organizational chart (article 2.2).

The COJFI can always count on the FISEC Staff (minimum the president and secretary CTI).

Article 3.4. - Responsibilities COJFI.

3.4.1. The COJFI is responsible for a perfect progress of the competitions. The COJFI is organizing the Games in accordance with the rules and guidelines from FISEC and in accordance with the official international rules of the sports federation, if there are no further specifications from FISEC.

3.4.2. In the year before the Games and before the GA the COJFI invites the FISEC Staff for the preliminary visit.

During the preliminary visit the COJFI presents to the Staff FISEC the general program, the provisional sports program and the accommodation and sports venues as complete as possible.

3.4.3. In the spring the year of the Games the COJFI invites the FISEC Staff a second time, for the preparatory visit (article 3.6).

Article 3.5. Calendar for the organization of the competitions

- General Assembly the year before the Games: presentation and information about the planned Games for all FISEC members. The member countries present their provisional inscriptions.
- 1st January the latest : publication internet website for the FISEC Games with all information presented at the GA (for example ffgames2020).
- 15th February: confirmation definitive non nominative inscriptions + payment 500€/team.
- 30th March : payment 40% participation fee.
- 1st June : payment FISEC-tax + caution + payment 60% participation fee - 500€/team
- 30 days before the start of the Games : definitive nominative inscriptions + choice for the events in athletics and swimming.
- 14 days later the participating countries in athletics and swimming will be informed about the events that have to be cancelled. The youngsters that has chosen this event can change for another event.
- Arrival day delegations: last chance to change events for athletics and swimming during the meeting with the coaches, the OTI's and the local organizer (sport by sport). Afterwards no changes are accepted anymore.

Article 3.6 Preliminary and Preparatory visit FISEC Staff

In the year before the Games and before the GA the COJFI invites the FISEC Staff for the preliminary visit. The president CTI presents the report of the visit at the GA.

During the preliminary visit the COJFI presents to the Staff FISEC the general program, the provisional sports program and the accommodation and sports venues as complete as possible

In the spring the FISEC Staff has the preparatory visit in the city were the Games will be organized.

During this visit the accommodation, the restoration place, the place for the 'Youth Village' and the secretariat and the sport venues will be visited.

There will be also a working day to discuss the definitive program (timetable and places for the different competitions + activities) , the proposal for the cultural visit, the progress of the preparations, the necessary communications and the transport schedule.

The COJFI invites also the different organizational sports responsables to meet the FISEC Staff and to check all specifications. Together with FISEC Staff the COJFI will do the drawings for the team sports.

If necessary, the FISEC Staff can do suggestions in the planning of the program. The COJFI and the FISEC Staff decide ultimately by mutual agreement. After the agreement the program will be published on the website, the latest 10th June.

Article 3.7. Meetings during the Games

3.7.1. Arrival day -1 :

- meeting with COJFI and FISEC Staff
- meeting FISEC Staff and OTI's.

3.7.2. Arrival day:

- meeting FISEC Staff, OTI's, technical responsible of the COJFI and the COJFI responsables for each sport; in this meeting will be discussed also the Fair Play symbols and system; after the meeting the OTI's and the local sports responsables go to visit together the sports venue;
- in the evening the COJFI invites the national delegates, heads of delegations, part of the coaches and the FISEC officials for a short presentation of the progress of the Games + welcome drink.

3.7.3. After the Games presentation will be organized technical meetings sport by sport with the OTI's the local sport responsible and half of the coaches. The OTI's have prepared the technical meeting and will guide them. Several meeting rooms are preferable.

In these meetings the competition program and specific modifications will be explained, the color of the shirts for the team sports and the shirt numbers will be noted and for athletics and swimming it is the last moment to change an event for a participant. Also to the coaches will be explained the Fair Play symbols and the Fair Play system.

English will be the spoken language in the meeting. If necessary the COJFI provides interpreters for the local responsables.

3.7.4. During the week :

- at least one meeting with FISEC Executive Board and national delegates
- at least one meeting for FISEC CIRPP.

Article 3.8. Reservations - Claims

3.8.1. Every delegation can make reservations or put forward claims according to the agreements below :

3.8.1.1. If the reclamation is submitted due to common things that happened during the match (event), the coach first tries to solve the problem in agreement with the OTI. If necessary the coach can ask the referee to report it on the competition sheet.

3.8.1.2. If the reclamation is submitted due to unusual and unacceptable things in the competition, the coach reports to his head of delegation and the head of delegation hands over a claim to the president and secretary CTI with the well explained circumstances, together with a payment of 50€. These incomes will be offered to the 'Bazar'. The claim has to be handed over the day of the incident.

3.8.2. Technical incidents happened on the pitch and those who ask an immediate decision, are decided by the head referee in agreement with the OTI, in accordance to the official rules.

3.8.3. In all cases each delegation has the right to appeal. In that case the president CTI constitutes a 'Appeal Jury' (article 5.3 Internal rules CTI). The 'Appeal jury' takes the final decision and communicates by written the decision to the heads of delegation of the concerned delegations.

Article 3.9. Sports installations

3.9.1. The equipment and specific materials are described in the 'Specifications by sport' ('cahier des charges'). At each venue the COJFI will provide for the display of the program and the results of the competition.

3.9.2. The needed staff for each venue is also described in the 'Specifications by sport'.

Article 3.10. Trainings

3.10.1. The COJFI has to provide in the competition program official training sessions :

- day 1 : a training session for at least 2 hours for athletics and swimming

- day 4 : a training session for at least 2 hours for swimming.

3.10.2. On the demand of a head of delegation, at least 24h in advance, the COJFI can make available, in function of the availability of infrastructure, a training session for the delegation before or during the competitions, possibly at another venue as the competition and possibly with payment.

Article 3.11. Information Bulletins (newsletters)

3.11.1. Calendar

The COJFI edit each day an information bulletin according to the following schedule :

- Day X (at least one week before the start of the FISEC-Games) : Bulletin n°0. This bulletin comprises the general program of the FISEC-Games, the information of the accommodations, the information about the arrival day program and the accreditation, the plan and schedule for the transport and the detailed competition program for the first competition day.
- Arrival day no bulletin.
- Competition day 1 : Bulletin n°1: program day 1, transports schedule.
- Competition day 2, Bulletin n°2 : program day 2, results day 1, transports schedule day 2, other information about events planned on day 2.
- Competition day 3, Bulletin n°3 : program day 3, results day 2, transports schedule day 3, other information about events planned on day 3.
- Competition day 4, Bulletin n°4 : program day 4, results day 3, transports schedule day 4, other information about events planned on day 4 and document for the delegations to prepare the departure day.
- Competition Day 5, Bulletin n°5 : program day 5, results day 4, transports schedule day 5, information about the progress of the Closing Ceremony and the departure schedule for the delegations.
- Departure day, Bulletin n°6 : all results of the FISEC-Games.

3.11.2. Distribution of the bulletin

One hard copy is presented to the members of the 'Bureau exécutif', to the officials CTI/OTI and to each national delegate (or head of delegation).

The bulletins are available each morning at the secretariat from 8h00.

3.11.3. At the same time the bulletin is also published each day on the website to explore for everyone. Changes in the competition program have to be published always one day before and before 21h00!

3.11.4. It could be nice to present Bulletin n°6 already at the Closing Ceremony.

Article 3.12. - Ceremonies

3.12.1. Opening Ceremony

The COJFI invites all participating delegations to the Opening Ceremony the evening of the first competition day according to the following schedule :

- a parade with all participants of all delegations
- show for the participants

- short welcome speeches by FISEC and COJFI officials
- show for the participants
- official opening of the FISEC-Games by the FISEC President.

3.12.2. Medal presentations

The COJFI organizes a medal presentation and a trophy for each sport (one for girls and one for boys).

3.12.2.1. Medals are given to :

- the first three of each event in the individual sports
- the first three teams in the nation competition for the individual sports (one medal for each team member and both coaches)
- the first three teams in the team competitions (one medal for each team member and both coaches).

3.12.2.2. Medals are given at the end of the finale in team sports or at the end of the last match of the tournament, in case of a single group.

The teams classified in the first three places must be present at the end of the tournament to receive their medals.

3.12.2.3. There is a cup for the winning team.

At the Closing Ceremony the captains of the winning teams should be forward to be present the 1st place Cup for them.

3.12.2.4. A FAIR PLAY trophy will be given for each sport (one for girls and one for boys). The Fair Play trophies are given at the time of the Closing Ceremony.

3.12.3. Closing Ceremony.

The Closing Ceremony will be organized the last evening according to the following schedule:

- a parade with all participants of all delegations
- short speech by COJFI official(s)
- presentation of the competition cups
- presentation of the Fair Play trophies
- show for the participants
- official closing of the FISEC-Games by the FISEC President
- handing over of the FISEC-Flag to the organizer of next year FISEC-Games
- disco for the participants.

3.12.4. Flags.

During the Opening Ceremony and the Closing Ceremony the FISEC-Flag and the flags of the participating countries are hoisted. The flags can be showed also in the competition venues.

4. Various

Article 4.1. - Cultural program

4.1.1. It is recommended to create a 'youth village' near to the accommodation, to encourage meeting people.

4.1.2. The COJFI is organizing a cultural visit (minimum one half day). The cultural visit is planned in function to the competitions.

4.1.3. One evening is dedicated to the BAZAR. For the Bazar all delegations have a stand and they are selling typical national products that the participants broad with them.
The financial incomes of the Bazar are offered to a charity chosen by the COJFI.

4.1.4. A farewell evening has to be organized after the Closing Ceremony. The COJFI will perform a discrete control. A separate place nearby is provided for the adults.

Article 4.2. - Sponsors

To guarantee the presence of FISEC-sponsors during the FISEC-Games, the 'Bureau Exécutif' presents a protocol of agreement to the COJFI. This protocol has to be signed by both parties.

Article 4.3. - Evaluation

The national delegates (or head of delegation) receive an evaluation document during the FISEC-Games and will be asked to complete this document and present their evaluation to the CTI president.

Article 4.4. - Unforeseen cases

The cases, not foreseen in previous articles, will be studied by the FISEC-Staff and/or OTI's, in a specific meeting. The decisions can be discussed together with the national delegates in the national delegations meeting during the FISEC-Games.

All modifications in the rules will be discussed in the commission meetings CIRPP and CTI and have to be approved at the General Assembly following next to the FISEC-Games that year.