



ANNUAL ATHLETICS MEET 2026- MANUAL

"Excellence in Sports • Excellence in Character"

INTRODUCTION

Sport occupies a central place in the philosophy of education at Crescent Public School. The school firmly believes that education extends far beyond academic achievement, encompassing the holistic development of every learner. Participation in sports and physical education nurtures discipline, resilience, teamwork, leadership, perseverance, emotional balance, and respect for rules: qualities that are indispensable for responsible citizenship and lifelong success.

The Annual Athletic Meet is one of the flagship events in the co-curricular calendar of Crescent Public School. It provides every student with an opportunity to discover individual potential, demonstrate athletic excellence, develop a healthy competitive spirit, and experience the joy of collective achievement.

The Meet is designed not merely as a sporting competition, but as a comprehensive educational programme that encourages every student to participate according to their ability. It also serves as a platform for fostering school spirit, strengthening the House System, promoting inclusiveness, and identifying talented athletes for participation in higher-level competitions.

The Annual Athletic Meet 2026 shall be conducted in accordance with the policies, procedures and operational guidelines contained in this Manual. All students, teachers, officials, volunteers and supporting staff shall adhere strictly to these provisions to ensure the smooth, safe and successful conduct of the event.

PHILOSOPHY OF SPORTS EDUCATION

Crescent Public School believes that sporting excellence is achieved through systematic participation, disciplined training and ethical competition. Every student possesses unique physical abilities that can be developed through appropriate opportunities and encouragement.

The Annual Athletic Meet aims to cultivate:

- Physical fitness and healthy lifestyle habits.
- Mental resilience and emotional maturity.
- Confidence and self-esteem.
- Leadership and responsibility.
- Cooperation and teamwork.
- Respect for opponents, officials and rules.
- Fair play and sportsmanship.
- Perseverance and determination.
- Time management and discipline.
- School pride and house spirit.

Winning is celebrated, but participation, effort, integrity and continuous improvement are valued even more highly.

OBJECTIVES OF THE ANNUAL ATHLETIC MEET

The objectives of the Annual Athletic Meet are to:

1. Promote physical fitness and overall well-being among students.

2. Encourage mass participation in athletics irrespective of individual ability.
3. Develop discipline, punctuality and respect for institutional rules.
4. Provide opportunities for students to demonstrate athletic talent.
5. Foster healthy competition through organised sporting events.
6. Strengthen the House System and promote team spirit.
7. Develop leadership qualities among House Captains, student volunteers and officials.
8. Identify talented athletes for participation in inter-school, district and state competitions.
9. Promote gender equality by providing equal opportunities for boys and girls.
10. Instil the values of honesty, integrity and fair play.
11. Encourage students to adopt sports as a lifelong habit.
12. Enhance collaboration among students, teachers and parents through sporting activities.
13. Promote inclusiveness by ensuring opportunities for every learner.

SCOPE OF THE ANNUAL ATHLETIC MEET

The Annual Athletic Meet shall comprise two independent sporting events.

A. Kids Athletics

Applicable to:

- Nursery
- Lower Kindergarten (LKG)
- Upper Kindergarten (UKG)
- Grade I
- Grade II

Kids Athletics shall focus on fun-filled, non-competitive, developmentally appropriate activities designed to enhance balance, coordination, speed, agility and confidence.

No age-wise categorisation shall be followed for these grades.

Participation by every child shall be encouraged.

The emphasis shall remain on enjoyment, confidence building and physical development rather than competition.

B. Main Athletic Meet

Applicable to:

Grades III to XII.

Beginning from Grade III, all events shall be conducted under separate Boys' and Girls' divisions, and participants shall compete according to approved age categories. This structure aligns with the school's decision to adopt standard age-group classifications for athletics.

AGE CATEGORIES

For students of Grades III to XII, the following age categories shall be adopted.

Category	Boys	Girls	Students born on or after
Under-10	✓	✓	01-01-2016
Under-12	✓	✓	01-01-2014
Under-14	✓	✓	01-01-2012
Under-17	✓	✓	01-01-2009
Under-19	✓	✓	01-01-2007

The age of every participant shall be calculated as on **1 January 2026**, as approved by the school.
The Physical Education Department shall verify all records before finalising participant lists.

ELIGIBILITY OF PARTICIPANTS

A student shall be eligible to participate only if:

- He or she is a bona fide student of Crescent Public School.
- The student belongs to the prescribed age category.
- The student's age has been verified by the Physical Education Department.
- The student has been allotted to one of the four school houses.
- The student has completed the registration process within the stipulated time.
- The student is medically fit to participate.
- The student complies with the prescribed dress code.

HOUSE SYSTEM

The Annual Athletic Meet shall be conducted under the Crescent Public School House System.

The four competitive houses are:

- **Altius House**
- **Citius House**
- **Celerius House**
- **Fortius House**

Student allocation to houses shall follow the approved roll-number rotation system adopted by the school to ensure equitable distribution.

Each house shall be headed by designated staff members and student leaders who shall coordinate participation, discipline and house activities throughout the meet.

GENERAL RULES AND REGULATIONS

The Annual Athletic Meet shall be conducted under the authority of the Principal, Crescent Public School, in accordance with the provisions of this Manual. All participants, officials, teachers, volunteers and supporting staff shall abide by these regulations.

General Rules

1. The Annual Athletic Meet shall consist of:
 - Kids Athletics (Nursery–Grade II)
 - Main Athletic Meet (Grades III–XII).
2. Participation shall be open only to bonafide students of Crescent Public School.
3. Students from Grade III onwards shall compete only in their approved age category.
4. Separate competitions shall be conducted for Boys and Girls from Grade III onwards.
5. Every participant shall represent only his/her allotted House.
6. Every athlete shall wear the prescribed sports uniform.
7. House colour bib/chest numbers shall be worn throughout the competition.
8. Students shall report to the Reporting Area at least **30 minutes** before their event.
9. Any participant reporting after the final call shall not be permitted to compete, consistent with the source competition rules.
10. The decision of the Chief Referee shall be final unless an appeal is filed in accordance with the prescribed procedure.

Participation

Each participant may compete in

- Maximum **two individual events**
- Relay event(s)

The Organising Committee may relax this provision if participation is insufficient in a particular category. The source manual limits competitors to two individual events and permits relay participation within the athlete's age category.

Dress Code

Every participant shall wear

- Official House T-shirt
- Black track pants/shorts
- Sports shoes
- Bib number

Spikes shall be permitted only where approved.

No ornaments, watches or unsafe accessories shall be permitted.

8.4 Discipline

Participants shall

- respect officials
- follow announcements
- maintain discipline
- avoid abusive language
- avoid misconduct

Misconduct may result in immediate disqualification, consistent with the source manual's provisions on indiscipline and abusive behaviour.

SCORING SYSTEM

The Annual Athletic Meet shall be conducted on a House Championship basis.

Individual Events

Position	Points
First	5
Second	3
Third	1

Relay Events

Position	Points
First	10
Second	6
Third	2

This scoring system follows the framework used in the reference athletics manual.

House Championship

The House securing the highest cumulative points shall be declared

Overall Athletic Champion House – 2026

Individual Championships

Separate championships shall be declared for

- Under-10 Boys
- Under-10 Girls
- Under-12 Boys
- Under-12 Girls
- Under-14 Boys
- Under-14 Girls
- Under-17 Boys
- Under-17 Girls
- Under-19 Boys
- Under-19 Girls

The athlete securing the highest individual points shall be declared

Best Athlete

Tie Break

If two Houses obtain equal points

Priority shall be

1. Greater number of First positions
2. Greater number of Second positions
3. Greater number of Third positions
4. Decision of Jury Committee

COMMITTEES

1. Central Organising Committee

- Chairman
- Principal
- Members
- Vice Principal
- Sports Coordinator
- Compartment Coordinators
- Office Superintendent

Responsibilities

- Overall supervision
- Policy decisions
- Coordination
- Budget approval
- Monitoring

2. Technical Committee

Responsibilities

- Fixtures
- Lane draw
- Event conduct
- Results
- Technical compliance

3. Ground Committee

Responsibilities

- Track preparation
- Field markings
- Equipment
- Water points
- Seating

4. Registration Committee

Responsibilities

- Registration
- House-wise entries
- Verification
- Bib numbers
- Identity verification

5. Discipline Committee

Responsibilities

- Student discipline
- Crowd management
- Reporting
- Queue management

6. Medical Committee

Responsibilities

- First Aid
- Ambulance
- Emergency treatment
- Heat management

7. Reception Committee

Responsibilities

- Chief Guest
- VIP reception
- Refreshments
- Volunteers

8. Prize Committee

Responsibilities

- Medals
- Certificates
- Trophies
- Prize distribution

9. Photography & Media Committee

Responsibilities

- Photography
- Videography
- Social media
- Press release

10. Announcement Committee

Responsibilities

- Anchoring
- Event announcements
- Calling participants
- Score updates

11. Transport Committee

Responsibilities

- Student movement
- Vehicle management
- Parking
- Emergency transport

12. Safety Committee

Responsibilities

- Risk assessment
- Barricading
- Fire safety
- Emergency evacuation

STANDARD OPERATING PROCEDURES (SOP)

SOP 1

Registration

- Verify age
- Verify class
- Verify House
- Allocate events
- Generate participant list

SOP 2

Reporting

Students shall

Report 30 minutes before the event.

Officials shall

Verify

- Bib
- Name
- House
- Event

Late reporting may result in disqualification after the final call, in line with the reference rules.

SOP 3

Conduct of Events

Marshal calls participants.

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Officials verify.

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Athletes assemble.

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The starter gives instructions.

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Competition begins.

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Judges record the result.

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Chief Judge verifies.

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Results announced.

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Points updated.

SOP 4

Result Declaration

- Results shall be verified.
- Signed by Chief Referee.
- Displayed on Results Board.
- House Points updated.
- Official records preserved.

SOP 5

Appeals

Appeals shall

- be submitted in writing in the prescribed form
- state the specific rule or decision being challenged,
- be decided by the Appeal Committee.

The reference manual provides for an Appeal Committee and notes that its decisions are final, with an appeal fee in its inter-school context. For the school meet, CPS may retain the committee while omitting the fee unless the school decides otherwise.

SOP 6

Prize Distribution

Medals

Certificates

After each and every event on the victory stand.

Trophies

Shall be presented during the Closing Ceremony.

SOP 7

Emergency Response

In case of injury

- Event stopped
- Medical Team informed
- First Aid administered
- Ambulance activated if required
- Incident recorded
- Parents informed

SOP 8

Closing Procedure

- Verify all results.
- Finalise House Championship.
- Prepare certificates.
- Conduct prize distribution.
- Submit committee reports.
- Prepare the post-event review.

Participation and Selection of Athletes

The Crescent Public School Annual Athletic Meet shall follow a **two-stage selection process** to ensure fairness, equal representation of all Houses, and a high standard of competition.

Stage I – House-Level Selection Trials

1. Prior to the Annual Athletic Meet, each House shall conduct screening trials under the supervision of the Physical Education Department and the respective House In-charges.
2. All interested and eligible students shall be provided an opportunity to participate in the House trials.
3. The performance of the participants shall be evaluated based on the prescribed standards for each athletic event.
4. **From each House, a maximum of four (4) athletes shall be selected for each event in every age category**, based on merit and performance during the screening trials.
5. The decision of the Selection Committee shall be final and binding.

Stage II – Annual Athletic Meet

1. The athletes selected through the House-level trials shall qualify for participation in the Annual Athletic Meet.
2. Since the school has **four Houses**, the maximum number of participants in any individual event shall be:
 - **16 Boys** (4 participants × 4 Houses)
 - **16 Girls** (4 participants × 4 Houses)
3. Boys' and Girls' competitions shall be conducted separately in every age category.
4. No House shall be permitted to nominate more than **four participants** in any individual event for a particular age category.
5. If a House is unable to nominate four eligible participants for an event, the competition shall proceed with the available participants.
6. Only athletes who have qualified through the House Selection Trials shall be eligible to participate in the Annual Athletic Meet.

Illustration

Event	Age Category	Boys	Girls
100 m	Under-12	16 (4 from each House)	16 (4 from each House)
Long Jump	Under-14	16 (4 from each House)	16 (4 from each House)
Shot Put	Under-17	16 (4 from each House)	16 (4 from each House)

OPENING CEREMONY

The Opening Ceremony shall formally inaugurate the Crescent Public School Annual Athletic Meet and symbolise the spirit of unity, discipline, sportsmanship and healthy competition. The ceremony shall be conducted with dignity, precision and adherence to the prescribed protocol.

Pre-Ceremony Preparations

The following arrangements shall be completed at least **60 minutes** before the commencement of the programme:

Ground Committee

- Ensure complete preparation of the track and field.
- Install House flags and the National Flag.
- Arrange podium, stage, seating, barricades and signage.
- Verify sound system and power backup.

Technical Committee

- Confirm event schedule.
- Verify officials' positions.
- Ensure availability of sports equipment.

House In-charges

- Assemble House contingents.
- Verify uniforms, House flags and placards.
- Ensure proper marching formation.

Medical Committee

- Position First Aid Team.
- Keep ambulance and emergency equipment ready.

Reception Committee

- Receive the Chief Guest and invited dignitaries.
- Escort guests to the reception area.

Sequence of the Opening Ceremony

The programme shall ordinarily follow the sequence below:

1. Assembly of all participants and officials.
2. Arrival of the Chief Guest and dignitaries.
3. Reception by the Principal and School Management.
4. Escort to the ceremonial dais.
5. School Band performance (where available).
6. March Past by the four Houses.
7. Salute to the Chief Guest.
8. Hoisting of the School Flag (if applicable).
9. Invocation/Prayer.
10. Welcome Address.
11. Annual Sports Report by the Physical Education Department.

12. Principal's Address.
13. Address by the Chief Guest.
14. Administration of the Sports Oath.
15. Lighting of the Sports Flame (optional).
16. Declaration of the Annual Athletic Meet Open.
17. Release of balloons/doves (optional and environmentally appropriate).
18. National Anthem.
19. Commencement of athletic events.

March Past SOP

Formation

The contingents shall march in the following order:

1. School Band
2. School Flag
3. Altius House
4. Citius House
5. Celerius House
6. Fortius House

Each contingent shall consist of:

- House Captain
- House Vice-Captain
- Flag Bearer
- Placard Bearer
- Student Contingent

Dress Code

Every participant shall wear:

- Official House T-shirt
- Black track pants
- White sports shoes
- House bib (if applicable)

Salute

Upon reaching the saluting base:

- The House Captain shall salute.
- The contingent shall maintain marching rhythm.
- No student shall turn the head except on command.

Sports Oath

The School Sports Captain (or a nominated student) shall administer the following oath:

***We, the students of Crescent Public School, Srinagar
swear that we will take part in the annual sports meet 2026
in fair competition, respecting the rules
and regulations which govern them, and with the desire
to participate in the true spirit of sportsmanship
and for the honour of our school and the glory of sport***

Declaration of the Meet Open

After the Principal's address, the Chief Guest shall declare:

"I hereby declare the Crescent Public School Annual Athletic Meet – 2026 open. I wish all participants the very best and encourage them to compete with determination, discipline and true sportsmanship."

Responsibilities During the Ceremony

Committee	Responsibilities
Protocol Committee	Stage management and guest coordination
Discipline Committee	Student discipline and crowd control
Technical Committee	Programme execution
Announcement Committee	Anchoring and announcements
Photography & Media Committee	Photography and videography
Medical Committee	Emergency medical support
Hospitality Committee	Guest reception and refreshments
Security Committee	Venue security and emergency response

STANDARD OPERATING PROCEDURE (SOP)

CLOSING CEREMONY

Objective

The Closing Ceremony shall formally conclude the Annual Athletic Meet, recognise the achievements of participants, and celebrate the values of sportsmanship, teamwork and excellence demonstrated throughout the competition.

Preparations

Before the ceremony:

- Final results shall be verified by the Technical Committee.
- House points shall be consolidated.
- Medal tally shall be confirmed.
- Certificates and trophies shall be arranged in sequence.
- Prize winners shall be assembled in advance.
- The master of ceremonies shall verify the programme schedule.

Sequence of the Closing Ceremony

The ceremony shall ordinarily follow this order:

1. Assembly of participants.
2. Arrival of the Chief Guest.
3. Welcome by the Vice Principal.
4. Presentation of the Meet Report by the convenor
5. Presentation of Individual Championship Awards.
6. Presentation of Best Athlete Awards.
7. Presentation of the Overall House Championship Trophy.
8. Address by the Chief Guest.
9. Closing remarks by the Principal
10. Vote of Thanks.

11. De-hoist the School Flag (if applicable).
12. National Anthem.
13. Formal declaration of the Meet Closed.

Prize Distribution Protocol

Awards shall be presented in the following order:

1. Event-wise Gold, Silver and Bronze Medals.
2. Merit Certificates.
3. Best Athlete Awards (Category-wise).
4. Special Awards (if any).
5. Runner-up House Trophy.
6. Overall House Championship Trophy.

Recipients shall approach the stage only when announced, receive the award with courtesy, pose briefly for official photographs, and leave the stage promptly.

Declaration of House Championship

The Principal shall announce the final standings based on the consolidated House points.

The House securing the highest number of points shall be declared:

Overall House Champion – Crescent Public School Annual Athletic Meet 2026

Vote of Thanks

The Organising Secretary (or a designated official) shall deliver the Vote of Thanks, acknowledging:

- The Chief Guest and dignitaries.
- School Management.
- Principal and Vice Principal.
- Teachers and staff.
- Technical officials.
- Volunteers.
- Parents and spectators.
- Student participants.

Formal Closure

The Principal shall conclude the programme with the declaration:

**"I hereby declare the Crescent Public School Annual Athletic Meet – 2026 officially closed.
May the spirit of sportsmanship continue to inspire each one of you. Thank you."**

Approved by

Principal

03-08-2026