



INTERNATIONAL  
SCHOOL SPORT  
FEDERATION



REPUBLIC OF KENYA  
MINISTRY OF EDUCATION

BULLETIN 1

# ISF WORLD SCHOOL CROSS COUNTRY CHAMPIONSHIP 2024

NAIROBI, KENYA  
10-14 MAY 2024



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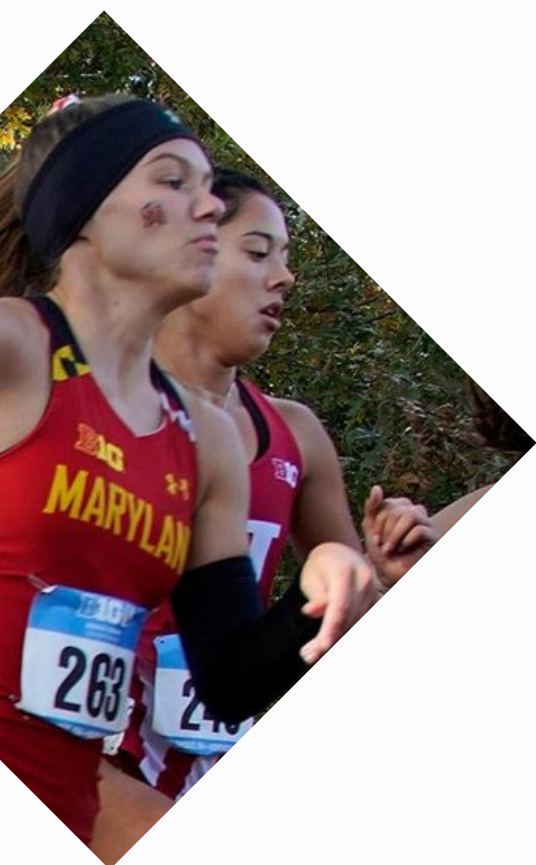
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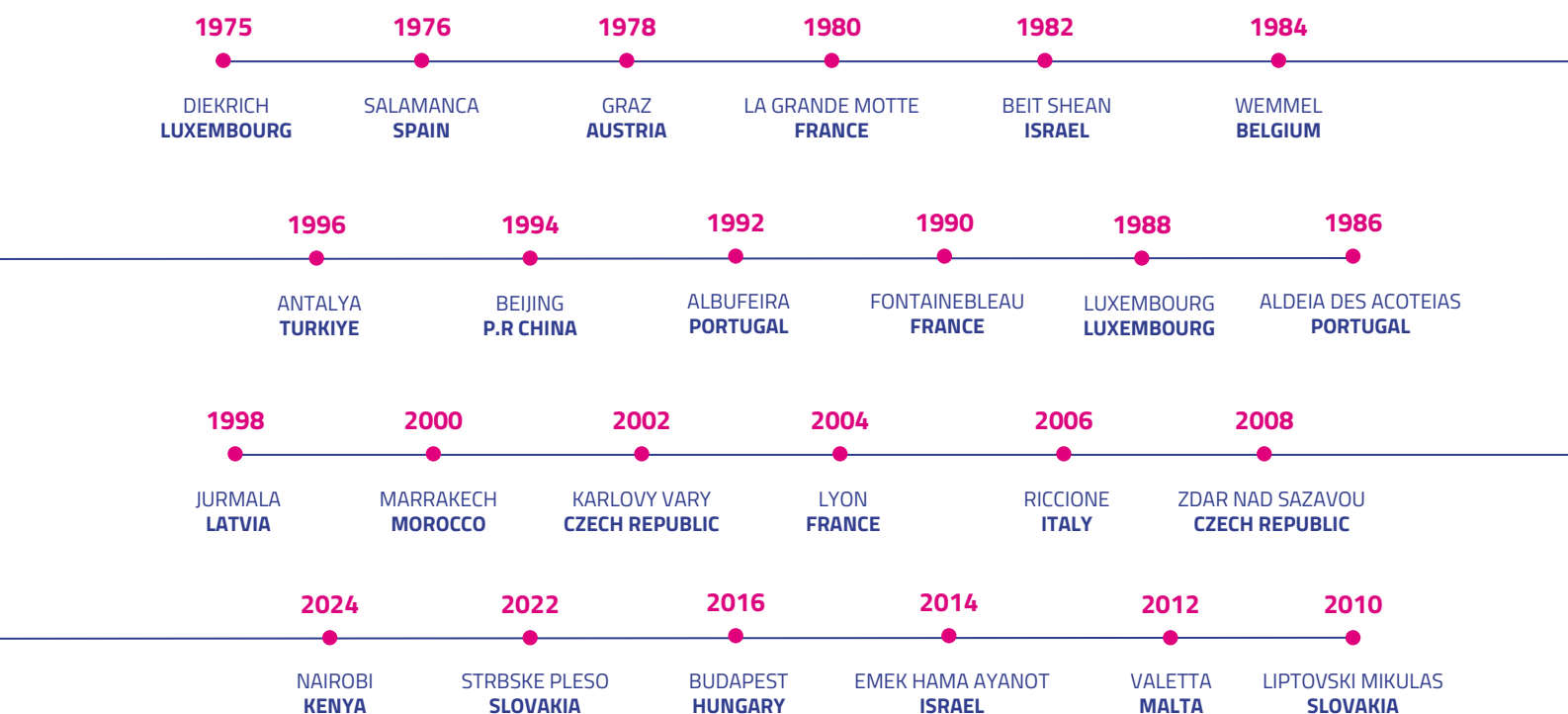
# ABOUT ISF **WSC** COMPETITION

**ISF World School Championships (WSC)** are events characterized by a balanced program between sport and educational content: the balance between sport and education is to create awareness about the role of sports in putting forward topics such as fair play, healthy lifestyle, respect, and inclusion.

The educational program and the sport format of the event shall always be adapted to the age of participants.

WSC Cross country is open to the participation of all students attending a school that provides general education and/or vocational education incorporating segments of general education. WSC Cross country is an individual competition, meaning that results are awarded by medals and certificates.

## ISF **WSC** CROSS COUNTRY EVENTS





# ABOUT NAIROBI

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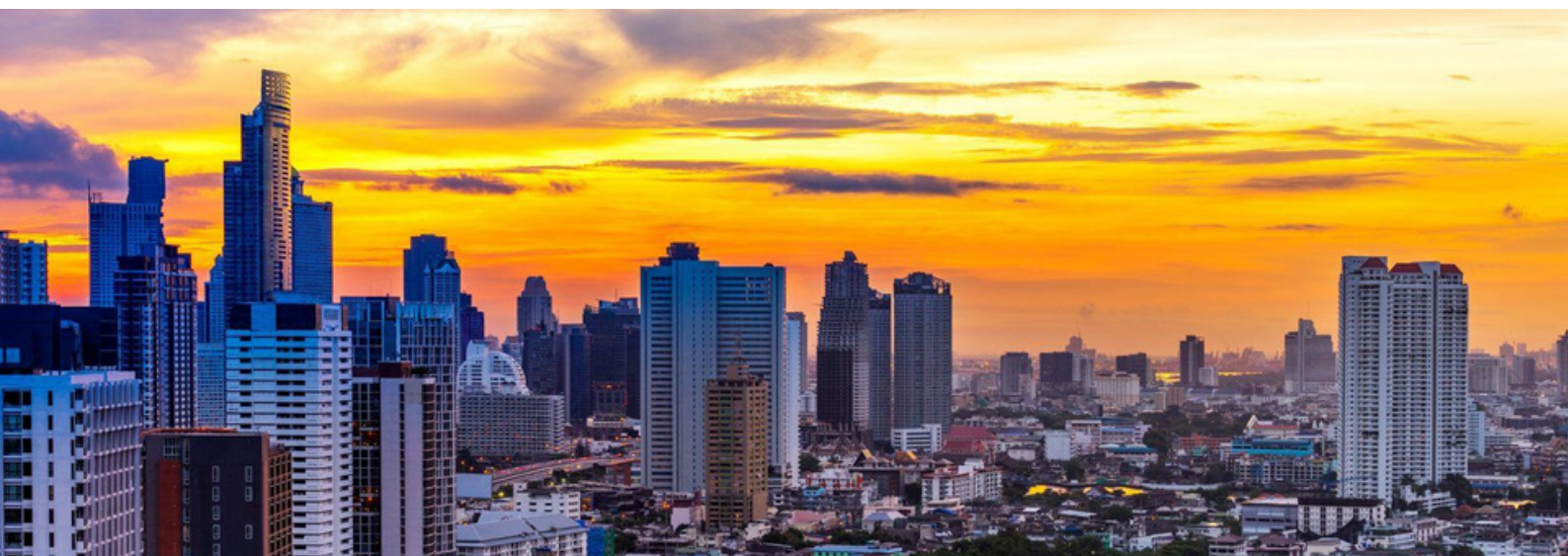


## NAIROBI, KENYA

Nairobi is the capital city of Kenya, located in East Africa. It's a bustling metropolis known for its diverse culture, vibrant markets, and as a hub for business and diplomacy on the African continent. Nairobi is also home to Nairobi National Park, where you can see wildlife against the backdrop of the city skyline.

From Nairobi, the capital, safaris visit the Maasai Mara Reserve, known for its annual wildebeest migrations, one of the wonders of the world, and Amboseli National Park, offering views of 5,895m Mt. Kilimanjaro.

Its name comes from Enkare Nyirobi, meaning "the place of fresh water" in the Maa language. It is also known as Green City in the Sun.



*Nairobi, Kenya*



# EVENT MANAGEMENT



## EVENT MANAGEMENT



### International School Sport Federation (ISF)

Office - [admin@isfsports.org](mailto:admin@isfsports.org)  
Sport department - [sport@isfsports.org](mailto:sport@isfsports.org)  
Communication department - [communication@isfsports.org](mailto:communication@isfsports.org)



### Local Organising Committee

Organisation - Kenya Secondary Schools Sports Association  
Contact - [isfcrosscountry2024.nairobi@education.go.ke](mailto:isfcrosscountry2024.nairobi@education.go.ke)

## PROVISIONNAL PROGRAMME

May 9	May 10	May 11	May 12	May 13	May 14
Arrival Optional  Accreditation	Arrival Mandatory  Accreditation	Trainings  Meetings  Opening Ceremony	Cultural Day  Friendship Relay  Nations Night	Competition  Closing ceremony	Departure

*Please note, that the provisional program is subject to change. Any relevant changes will be communicated in the Bulletin 2.*

## PORT OF ENTRY

The following is the official port of entry: **Jomo Kenyatta International Airport**

## TRAVELLING

Travel to the official ports of entry is to be arranged and financed by each participating delegation. Delegations are to arrive on 9th or 10th of May 2024 and depart on 14th of May 2024 after breakfast. Organizing an extended stay for the delegation (before or after the event) is a matter of the concerned delegation. It shall not be the responsibility of the Local Organising Committee.

## PACKAGES FOR FAMILY AND FRIENDS

ISF will develop an online platform for special packages for family and friends which will include different types of accommodation, transportation, entertainment, restaurants, and special assistance during the Event. The link to the platform will be communicated in Bulletin 2.

For the venue access, there will be an accreditation registration fee of 150€ per person which will be done through ISF registration system [ERAS](#).

## VISA

Each participating delegation is required to check whether a visa is needed to enter Kenya. Please contact the related Embassy or Consulate to consult the visa application procedure. More information you can find following next links:

<https://MFA.go.ke>  
<https://evisa.go.ke/>

For any request for invitation letters from LOC or any queries over VISA, please contact:  
[isfcrosscountry2024.nairobi@education.go.ke](mailto:isfcrosscountry2024.nairobi@education.go.ke) [info@mfa.go.ke](mailto:info@mfa.go.ke)

## INSURANCE

Each participating delegation is required to provide insurance for each member of its delegation. At a minimum, the insurance is to cover civil liability, material damage, and medical costs.



# ACCOMMODATION



## HOTELS

Below is a sample of the accommodation venues that will be provided to the participants along with sample photos of the hotels.

More information will be provided in the Bulletin 2.

WESTON HOTEL



DOUBLE TREE BY HILTON



NGONG HILLS





## VENUE

### Ngong Race Course

This is a venue that has been used to host multiple National Cross Country championships and other sporting activities such as horse racing. It is located within the famous Ngong forest, the course is well designed with provisions of natural obstacles which are suitable for cross country race.





## SPORT SPECIFICS

### SPORT PROGRAM



**CROSS COUNTRY**



**BOYS & GIRLS**

**GENDER**



**INDIVIDUAL COMPETITION/  
TEAM RANKING**

**EVENT FORMAT**

**U12/U15/U18**

**AGE CATEGORY**

**U18**  
**2006-2007-2008**

**U15**  
**2009-2010-2011**

**U12**  
**2012-2013**

**BY AGE**

### PARTICIPATION

The following students may take part in the ISF events :

- The students who are enrolled as full-time students at a school in the country in which they represent.
- The student-athletes must be attending schools that provide general education and/or vocational education incorporating segments of general education.
- Only the students registered on the team list that is handed in at the accreditation are authorized to take part in this competition.

The following are not eligible to participate:

- Attendees of vocational schools only attend school as a complement to their vocational training and are not full-time students with a segment of general education.
- Students enrolled at schools that provide sports training without any general education.



## SPORT SPECIFICS

### COMPOSITION OF DELEGATION

**Each delegation shall consists of:**

1. **Head of delegation - *mandatory***
2. **Student athlete(s) - *mandatory***
3. **Team officials (Coaches/Other Team Officials) - *mandatory***
4. **Additional adults - *optional***
5. **Safeguarding officer - *optional***
6. **Young reporter - *optional***

#### **Head of the delegation**

There is a mandatory amount of one (1) head of the delegation per registering delegation.

The head of the delegation shall be the sole intermediary between the delegation, the Local Organising Committee, and the ISF.

He/she may not combine the function with any other official role (i.e., coach, referee, etc.).

#### **Student-athletes**

Only the students registered on the team list that was handed in at accreditation are authorized to take part in this competition. There is no limitation on number of registered participants per delegation per gender and age category.

#### **Team Officials (Coaches-other team officials)**

There is no limitation on a number of registered team officials per delegation per gender and age category.

#### **Coaches**

- Each delegation shall bring a minimum of 1 coach per gender
- The presence of coaches is mandatory

#### **Other Team Officials**

- The function of other team officials can be doctors, trainers, physiotherapists, statisticians, team managers, etc.)
- The function of each other team officials must be specified during the registration process





## SPORT SPECIFICS

### COMPOSITION OF DELEGATION

#### Additional adults

The function of each additional adult must be specified during the registration process (interpreter, security personnel, ministry representative, media, etc.).

#### Safeguarding officer

An optional role for each delegation. Safeguarding officers shall have the ability to identify situations which cause concern to the safety and wellbeing of youth during events.

#### Young reporter

Each delegation may bring additional students who will take the role of a young reporter during the ISF event.



## TECHNICAL RULES

The competition will be run according to current ISF and World Athletics rules under the direction of the ISF Technical Commission. The detailed rules will be published after registration phase 1 is finished.

### INDIVIDUAL CLASSIFICATION

The first three placed and classified in each event in each category will be considered the winners and will be awarded Gold, Silver, and Bronze medals;

### TEAM CLASSIFICATION

Four best runners from every country will score for the team ranking;



## RACES

### U12:

Boys: 1.000 – 1200m  
Girls: 1.000 – 1200m

### U15:

Boys: 3.000 – 3.500m  
Girls: 2.000 – 2.500m

### U18:

Boys: 5.000 – 5.500m  
Girls: 3.000 – 3.500m

## DISCIPLINARY MANAGEMENT

### EVENT DISCIPLINARY COMMISSION

In accordance with the ISF General Competition Rules, The ISF Event Disciplinary Commission shall deal with all incidents and all violations of the ISF Statutes, Sport Policy, ISF Handbook, Rules, and any other ISF document linked to the ISF events and broadly with misbehavior not directly related to the sport technical regulation during an ISF event.

The Event Disciplinary Commission is composed of the ISF Delegate, the ISF TC, and the LOC President.

### APPEAL JURY

The Appeal Jury shall deal with all protests of a technical sporting nature during the competition.

The Appeal Jury is composed of the ISF Technical Commission, one member of the Local Organising Committee, and the Head Field of Play Officials.

### APPEALS

Appeals procedures will be explained in a section of the ISF Technical Rules and Regulations for the appeal of Cross Country.



## ▀▀▀▀ OBLIGATIONS

### PARTICIPANTS OBLIGATIONS

- Each participant is required to be present throughout the whole duration of the event.
- Each participant is obliged to take part in all the non-sport activities.
- The absence of any member of a delegation from any part of the entire sport, opening, prize-giving and closing ceremonies and socio-cultural programme may result in the individual being excluded from the final results.

### ANTI-DOPING

ISF being a Wada code signatory is promoting clean sport as one of the main values applied during its events. Besides the tests that can take place according to the age category and the tradition of relevant sports, ISF in cooperation with WADA is implementing a large educational programme to raise awareness of the danger of doping behaviors.





Created in December 2022, ISF Academy is the educational center of the International School Sport Federation delivering online and onsite capacity-building activities for teachers, school sports representatives, coaches, officials, and students around the world. It aims to recognize and or to upgrade the knowledge and skills of any of these stakeholders involved or planning to be involved in national, continental, or international sports, educational networks, institutions, events, or organisation.

The mission of this body is to design and deliver short-, mid-, and long-term quality education and capacity-building activities for students, physical education teachers, national school sport representatives, coaches and officials around the world. These educational programmes will be held online on the ISF Academy platform prior to the events and particularly during the organisation of ISF events on-site, after the competition hours.

Therefore, before and during this international ISF event, heads of delegation, coaches, referees, international school athletes, and local school students will have the opportunity to take part in various interactive educational activities on different topics.





## HEADS OF DELEGATION, COACHES AND REFEREES PROGRAMME

The ISF Academy will organise an online webinar, a few weeks before the event to support the Head of Delegation, Coaches and Referees in preparing their mission within an ISF event. These online educational & capacity building activities are compulsory to attend for all the following adults' stakeholders taking part in ISF events:

- 1) Heads of Delegation (**Compulsory**)
- 2) Deputy Head of Delegation (if any and if the delegation request it)
- 3) Assistant to the Head of Delegation (if any and if the delegation request it)
- 4) Coaches (**Compulsory**)
- 5) Referees (**Compulsory**)

The programme will be composed of different modules related to the ISF, the Organising Committee, and several crucial subjects related to Safeguarding Children in Sport, Anti-Doping, and Diplomacy in Sport. Other topics might be added as well.



Any adults having key responsibilities towards, the ISF, the Local Organising Committee, and ultimately school students within an ISF international event shall be taking part in this crucial educational programme which will contribute to supporting these adults in their duty and mission before, during, and after the event.

**Important:** The head of the delegation, the coaches and the referees will have to participate in the complete training programme to be authorized to receive accreditation for the event.

**Note:** The Head of Delegations, Coaches and Referees will be informed in due time of the dates of the online webinar. The detail programme of this webinar as well.

After each online workshop, participants will receive a link to complete assessments. To validate their certificate of completion, each participant must have a minimum of 50% success rate to all the assessments before receiving the certificate directly by email.



## FINANCIAL CONDITIONS

### ISF HEAD OF DELEGATIONS, COACHES & REFEREES ONLINE WEBINAR

- Head of Delegation (HoD): **150€**
- Deputy Head of Delegation (if any): **150€**
- Assistant to the Head of Delegation (if any): **150€**
- Coaches: **150€**
- Referees: **150€**

#### Important:

The ISF member federations (or other organisation if they are not ISF members) participating in the event will be responsible for covering the costs of the online course for the representatives of their delegation for the categories above. The participating organisation (ISF member or non-member) will receive in the general payment overview for their participation in ISF events, the costs related to the courses for the Head of Delegation, Coaches and Referees participating in the event.

Eg. A delegation is registering the following stakeholders:

1 HoD + 2 Coaches + 1 Referee = 600€

Head of Delegation  150€	+	Coaches x2  150€ x 2 = 300€	+	Referee  150€	=	TOTAL  600€
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#### Contact:

Romain Fermon, Responsible for the ISF Academy  
Email: [romain.fermon@isfsports.org](mailto:romain.fermon@isfsports.org)  
Tel: +32 472 58 31 97

#### Contact:

Gabriel George, Online/Onsite Events Coordination  
Email: [gabriel.george@isfsports.org](mailto:gabriel.george@isfsports.org)  
Tel: +33 7 66 03 42 44

**Name of the Bank: BNP PARIBAS FORTIS**

**Address of the bank: Rond-point Robert Schuman 10, 1040 Bruxelles, Belgium**

**BIC/Swift Code: GEBABEBB**

**IBAN: BE 03 0015 2130 7984**

**Payee/holder: International School Sport Federation,  
168 Avenue de Tervueren, 1050 Brussels, Belgium**

**Reference: ISF WSC Cross Country 2024 – Academy– [Name of the Country]**





## SAFEGUARDING CHILDREN IN SPORT & ANTIDOPING WORKSHOPS

As well as various webinars taking place several days before the event to support the Head of Delegation and Coaches in preparing their mission within an ISF event (these online educational & capacity building activities are compulsory to attend for all the following adults' stakeholders taking part in ISF events), the ISF's promotion of school sport by the ISF Academy through its international events also involves the transmission of knowledge through workshops on two themes that are dear to us all: **Safeguarding Children in Sport** and **Doping Prevention in Sport**. ISF firmly believes that children have and must have the necessary inner resources, through these workshops, to understand, identify and react to negative behaviour such as racism, gender inequality or violence and abuse. The challenge for ISF is to find the right way to express difficult ideas and present complicated topics to young people so that they understand, but also so that they correctly apprehend this problem and are able to react to it.

Raising awareness and enabling participants to transfer their knowledge to their peers back home are also key elements of ISF. During this event, athletes from all over the world will attend several workshops sessions given by experts in the field, passing on their knowledge and experience through dedicated, constructive and interactive pedagogy.





## PHYSICAL EDUCATION TEACHERS SEMINAR

Whoever said that acquiring knowledge and skills is reserved only for the youth?

The ISF Academy has recently taken on another challenge: to train Physical Education teachers, enhancing their skills and giving them the best tools to promote sports within the school environment. During the event, the ISF Academy, in partnership with International Sports Federation and/or the LOC, will organise workshops for national PE Teachers aiming at providing pedagogical tools and innovative exercises to better engage young individuals in sports and develop life skills through the sport. This activities will be open to any PE Teachers as well.







## ISF YOUNG REPORTERS PROGRAMME

The ISF Young Reporters Programme is an educational programme offering media education with experts while providing practice in the field on the international stage. This programme welcomes participants from all around the world with no prior experience needed.

### The registration is open to any young people:

- Young people ISF members & non-ISF members aiming to participate exclusively in this programme
- Young reporters already part of the participating delegation to the ISF event
- Local students for the organizing committee country.
- Athletes participating in the ISF event (depending on their competition schedules)
- Any young individual could register for this programme



Young participants will be part of the School Sports Journalism and Media workshops during ISF events led by known experts offering them education, practice, and lifetime experience in the field.

They will learn about the organisation of large sporting events, photography skills, creating content for social media, what is school sports journalism, and how to report events. Moreover, they will discover the world of video production and how broadcasting looks backstage.

If registering ISF Youth Reporter together with your delegation, add it over the ERAS platform as an additional person emphasizing its role.

If the delegation is not registering (country/region) for the event, registration is possible over e-mail: [marija@isfsports.org](mailto:marija@isfsports.org)



# FINANCE X ISF YOUNG REPORTERS



## FINANCIAL CONDITIONS

### ISF YOUNG REPORTERS

**Full duration of the event (5 nights) - 400€**

#### **ISF Levy included**

Payment includes transfers from and to the airport, food, accommodation, and participation in the program.

#### **To addition:**

Host country participants (minimum 10) can participate for free. Accommodation and Food is in the arrangement of LOC.

#### **Contact:**

Marija Lozancic, ISF Communication and PR Manager

Email: [marija@isfsports.org](mailto:marija@isfsports.org)

Tel: +32 491 905 624

**Name of the Bank: BNP PARIBAS FORTIS**

**Address of the bank: Rond-point Robert Schuman 10, 1040 Bruxelles, Belgium**

**BIC/Swift Code: GEBABEBB**

**IBAN: BE 03 0015 2130 7984**

**Payee/holder: International School Sport Federation,  
168 Avenue de Tervueren, 1050 Brussels, Belgium**

**Reference: ISF WSC Cross Country 2024 – ISF YRP– [Name of the Country]**



# REGISTRATION



## HOW TO REGISTER

The only recognised method of registration is through **ERAS** - the ISF official registration platform. Within the platform there will be 2 sections of registration:

- for ISF members
- for Non-ISF members

Please select the appropriate section related to your registration type.

Each ISF member is automatically entitled to have their own credentials to access ERAS.

For non-ISF members registration, access will be provided following submission of information through this initial step.

If you have forgotten your password, you can reset it at [Password Recovery | ISF ERAS \(isf-eras.org\)](https://isf-eras.org/Password-Recovery).

If you encounter any other problems, please contact the ISF secretariat at [sport@isfsports.org](mailto:sport@isfsports.org)

Registration to the Event will be divided into **2 phases**:

### PHASE 1

#### Sign Up

Registration will be done through the official ISF registration system ERAS. Participating delegations will be required to register their members and make Deposit payments.

Information to be entered in:

- **The exact number** of athletes (boys/girls), coaches, and additional adults;
- **Name**, birth date, gender, and passport copy.

### PHASE 2

#### Collecting data & information

Delegations are expected to enter the exact detailed information :

- Final detailed information for each participant (photo, dietary requirements, personal bests, jersey number)
- Upload all needed documents online
- Submitting the expected date of arrival and departure, and type of transport
- Rooming list
- Payment overview
- All other relevant document



## DEADLINES

REGISTRATION  
OPEN

**03.11.2023**

SIGN UP  
DEADLINE

**10.02.2024**

COLLECTING ALL DATA &  
INFORMATION DEADLINE

**10.04.2024**

**NOTE:** AFTER DEADLINE, REGISTRATION OF ADDITIONAL DELEGATION MEMBERS WILL NOT BE POSSIBLE.



## REGISTRATION DEADLINES SUMMARY

November 3, 2023	Opening of registration - Phase 1
February 10, 2024	Closing the sign up phase
February 10, 2024	Payment of deposit deadline
February 10, 2024	Opening of collecting data and information*
April 10, 2024	Closing of collecting data and information
April 10, 2024	Payment of balance deadline

*\*after payment of deposit*



# FINANCIAL CONDITIONS



**Please note that this section of this bulletin is relevant only to ISF members.**

To participate, each ISF member is required to make two (2) payments:

- 1. Deposit payment**
- 2. Balance fee payment**

## DEPOSIT PAYMENT

Along with the entry and in order to have access to registration phase 2, participating in ISF members will need to pay a deposit of 120€ per participant registered in Phase 1.

**Please note that participation in the event is granted only by a deposit payment.**

**Deadline of deposit payment: February 10, 2024**

- The sum will be deducted from the total participation cost.
- The deposit must be sent as a single payment for the whole delegation by the organization responsible for school sports (federation, trust, ministry...).
- The deposit is non-refundable in the event of non-participation. Waivers to the payment of the deposit, for whatever reasons, are to be discussed with the ISF office and to be agreed upon before the deposit payment deadlines.

The deposit for the registered delegation shall be paid by February 10, 2024.

If the deposit is not paid within the given deadline, the registrations will not be considered valid and will be automatically deleted from ERAS.

Deposits are to be paid during registration by credit card using the payment gateway via ERAS or by bank transfer to the ISF account, using the bank information below (all bank charges are to be met by the participating delegation)

**Name of the Bank: BNP PARIBAS FORTIS**  
**Address of the bank: Rond-point Robert Schuman 10, 1040 Bruxelles, Belgium**  
**BIC/Swift Code: GEBABEBB**  
**IBAN: BE 03 0015 2130 7984**  
**Payee/holder: International School Sport Federation,**  
**168 Avenue de Tervueren, 1050 Brussels, Belgium**  
  
**Reference: WSC Cross Country 2024 – Deposit – [name of the country]**



## BALANCE FEE PAYMENT

**Balance fee payment = Participation fee - Deposit** (*already paid*)

The balance fee payment is to be paid before the start of the event to the LOC account (all bank charges are to be met by the participating delegation).

### *Participation fee*

The participation fee covers full board accommodation for the duration of the event plus competition, cultural programme activities and all local transport from the arrival to the official port of entry to the departure of the team.

The participation fee is composed of:

1. **Rates by night:** minimum 60€/night/delegation member
2. **ISF levy:**
  - 100€ per person (ISF members)
  - 150€ per person (non-ISF members)

**Deadline of Balance fee payment : April 10, 2024**



## RATE BY NIGHT

Head of Delegation	Single occupancy	60€
Coach	Double occupancy	60€
Coach	Single occupancy	120€
Athlete	2-4 bedded rooms	60€
Additional adult	Double occupancy	60€
Additional adult	Single occupancy	120€
Other Team official	Double occupancy	60€
Other Team official	Single occupancy	120€
Field of Play official	Double occupancy	60€
Field of Play official	Single occupancy	120€

# FINANCIAL CONDITIONS



The table below shows an overview of the minimum participation fee per participant.

<b>No. Nights</b>		<b>Rate by night</b>		<b>ISF levy</b>		<b>TOTAL</b> <i>(minimum/participant)</i>
4	x	60€	+	100€/150€	=	340€/390€

The balance fee payment is to be paid before the start of the event to the following LOC account (all bank charges are to be met by the participating country).

**LOC BANK DETAILS WILL BE PROVIDED IN  
THE BULLETIN 2**



## CHARITY GALA DINNER

A charity gala dinner is organised during the event.

**All Heads of Delegation are expected to take part in the dinner. The gala dinner fee is 50€/person, to be paid together with the final balance.**

More information on the Gala dinner will be given in Bulletin 2. The participation to the gala dinner will be declared over the registration process Phase 2.



## PAYMENTS DEADLINES SUMMARY

**February 10, 2024 (23:59 CET)**

Payment of deposit deadline

**April 10, 2024 (23:59 CET)**

Balance payment



## Get in touch with us !

Show us how your country and teams are getting ready for the event and send us your teams pictures, preparation and training videos.

Don't forget to tag and follow us on our social media accounts and use the hashtag of the event :

**#WSCCrossCountryKenya2024**

Additional content created by your Federation or your school athletes and students can be sent to [communication@isfsports.org](mailto:communication@isfsports.org)

## Communication channels

Website : [www.isfsports.org](http://www.isfsports.org)

ISF TV : <https://tv.isfsports.org/>

### Social medias :

 Instagram : <https://www.instagram.com/isfsports/>

 Facebook : <https://www.facebook.com/isfsports>

 Twitter : <https://twitter.com/ISFsports>

 LinkedIn : <https://www.linkedin.com/company/international-school-sport-federation/>

 Tiktok : [https://www.tiktok.com/@isf\\_sports](https://www.tiktok.com/@isf_sports)

 Youtube : <https://youtube.com/@isfsports>

**Contact:** Clara Caria, [clara.caria@isfsports.org](mailto:clara.caria@isfsports.org)





INTERNATIONAL  
SCHOOL SPORT  
FEDERATION

SEE YOU IN  
NAIROBI

