



## **GUIDELINES FOR SUBMISSION OF REPORTS FOR MAJOR GAMES**

### **1 PREAMBLE**

- 1.1 Major Games funded by Botswana Government through the Botswana National Sport Commission (BNSC) generate a lot of interest, not only from the stakeholders in Sport, but the general Public.
- 1.2 Every year Botswana sends athletes/teams to represent the country at Major Games. Performance of these athletes/teams is of great interest to the Commission as it is used to gauge the progress towards achieving the BNSC VISION 2028.
- 1.3 Over the years, the people who were tasked as team managers did not submit the Games reports on time, thus making it difficult to assess the performance against set targets, appreciate challenges faced, which may have led to poor performance in certain cases, and also the positives from the games that may need to be reinforced to ensure good performance in future games.

### **2 OBJECTIVE**

- 2.1 The objective of this document is to set timelines for submission of reports from all major Games funded through the Commission.

### **3 CRITERIA**

- 3.1 In setting the guidelines for submission of reports, the level/magnitude of the Games will be considered.
- 3.2 Games of higher magnitude like the Olympics and Commonwealth Games will slightly differ from the regional and continental Games due to the number of participating countries.

#### 4 TIMELINES FOR SUBMISSION OF REPORTS FOR MAJOR GAMES

GAMES	DEBRIEF MEETING	FINAL REPORT DEADLINE	RESPONSIBILITY
Regional or Zonal (e.g., AUSC Region V, NSA Specific games)	One (1) week after arrival of team leaders from Games	Four (4) weeks from completion of Games	Chef de Mission/Team Managers
Continental multi-sport (e.g., Africa Games, Africa Youth Games) and NSA Specific continental			Chef de Mission/Team Manager
Commonwealth Games, Commonwealth Youth Games, NSA Specific World		Six (6) weeks from completion of Games	Chef de Mission
Olympics Games, Paralympic Games & Youth Olympics Games			Chef de Mission

#### REPORT TEMPLATE

The report(s) from Major Games should include, but not limited to the following.

1. Introduction
- 2. Pre-Games**
  - 2.1 Team Make Up (Longlist)
  - 2.2 Preparations (Camp)
  - 2.3 Team Selections (Final Team)
  - 2.4 Uniforms and attire
    - 2.4.1 Hospitality Kit
    - 2.4.2 Competition Kit
- 3. Team Support**
  - 3.1 Appointments and Selections
- 4. Games Period**
  - 4.1 Travel
  - 4.2 Welfare (Accommodation, meals, Local transport)
  - 4.3 Training & Competition Venue
  - 4.4 Results
    - 4.4.1 Comparison to set targets
  - 4.5 Medical Report
  - 4.6 Financial Report
    - 4.6.1 Expenditure report-Full breakdown
- 5. General Observations**
  - 5.1 Challenges
  - 5.2 Positives
  - 5.3 Recommendations