



**Athletics Handbook**  
**2018-19**

Dear NIS Athletes and Parents

Welcome (or welcome back) to Nanjing International School. I am looking forward to another exciting year of athletic competition and hope you are too. Participation in school athletics is a very rewarding experience. Given the nature of our conference it can also be somewhat complicated at times. Involvement on a school team requires a considerable commitment on the part of the student-athlete and also on the part of his/her parents.

This handbook is designed to provide all the information needed to guide you through the sporting year. It includes general rules and guidelines for sports activities. More specific details may also be sent home at the beginning of the individual seasons. Please read through the booklet carefully and keep it saved somewhere handy for future reference. You can always view this handbook at the [NIS Athletics website](#). Your understanding and cooperation will help ensure the athletic program runs smoothly.

NIS is a founding member of ACAMIS (Association of China and Mongolia International Schools.) We play an active role, competing in most of the activities offered. We are well respected for excellence in our quality of student-athletes, both on the playing field and off. This handbook is produced in the spirit of continuing that standard and improving upon it.

Should you have any questions with regard to the Athletics Program, please do not hesitate to contact me through email or by phone. My contact details are below.

Yours in Sport

A handwritten signature in black ink, appearing to read 'Danny Clarke', with a long horizontal flourish extending to the right.

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## **Athletics Philosophy**

We play first and foremost for the physical, social and mental benefits of participating. We play to win but find no disgrace in losing. In fact, the satisfaction at the end of the match comes from knowing you've done your best and losing is an important learning experience.

Regardless of whether we win or lose, we play at all times with commendable sportsmanship. The opponent is not the enemy. They offer us an opportunity to demonstrate our ability, determination and class. We treat everyone involved with respect. This includes our own team members as well as the opponents, officials, and spectators.

We recognise that we are a part of a team. We work towards team success and are willing to make personal sacrifices for the benefit of the team. We demonstrate commitment to the goals of the team and are supportive of each other in our efforts to attain those goals.

The positive attitude expected goes beyond the athletes of NIS. It is expected that everyone associated with a sporting event will demonstrate the characteristics we would like our children to develop. Coaches, volunteers and spectators in particular must always remember to remain positive and supportive of our athletes. Criticising a referee or celebrating a mistake of the opposition does not contribute to the growth of our athletes. We focus on our successes and maintain a positive atmosphere so that everyone benefits.

Ultimately, we are in school to learn. The sporting arena provides an excellent opportunity to do so. Whether it is skills, attitude, knowledge or spirit, be it in winning, losing or in training, it is our greatest wish that we learn from everything we, and those around us, do throughout the season.

The most important aspects of all our programs are learning and participation through a philosophy of inclusion. Coaches will do their best to ensure that this philosophy is at the heart of their program. Sportsmanship and fair play are central to what we teach our athletes. At CISSA level, equal inclusion and participation is fundamental and as we progress through SCISAC, SISAC and ACAMIS programs, the balance of playing time may change to reflect the more competitive nature of these events.

## General Information

### **Athletic Conferences**

NIS are involved in a range of Athletic conferences. These include:

- ✓ **CISSA** - This is our main Grade 5 - 8 Athletic Conference. It is Shanghai based with two age groups; Junior (Grade 5 - 6) and Senior (Grade 7 - 8). We normally finish our season with a trip to Shanghai or Suzhou to participate in a CISSA tournament. CISSA is open to all participants irrespective of ability. PYP students must be accompanied by a supervising adult on the CISSA trip.
- ✓ **SCISAC**- This is a 6-school hotel-stay conference for Grades 7 - 9. We participate in 3 tournaments a year. The sports are: Volleyball, Basketball and Soccer.
- ✓ **SISAC** - A High School, Shanghai-based organisation. We normally compete in a range of the tournaments organised by SISAC and this may vary from year to year; currently Volleyball, Basketball, Soccer, Badminton, X-Country and Track & Field. Normally the players selected for ACAMIS will also participate in SISAC.
- ✓ **ACAMIS** - This is our main High School Athletic Conference. This is homestay conference which means once every 2 years we host teams from other parts of China and our teams will be staying in host family houses when we travel to tournaments.
- ✓ **SHANGHAI SWIM LEAGUE (SSL)** - this is a group of international schools who organise and host a series of swim competitions throughout the year for students from Grade 4 and upwards. We are an integral part of this league and will host events and travel to events though the school year.

### **Age Groupings**

The Athletics Program is divided up into 4 main age groups (with some overlap):

Grades 5 - 6 (& Gr4 exceptions - see table below) (Junior CISSA and SSL)

Grades 7 - 8 (Senior CISSA, SCISAC and SSL)

Grades 7 - 9 (SCISAC)

Grades 9 - 12 (SISAC, SCISAC, ACAMIS and SSL)

### **Schedules**

See Athletics Calendar at Appendix 5 for the schedule of sports and tournaments.

### **Costs and Subsidies**

#### *CISSA:*

The school will subsidise the transport costs for CISSA trips up to a maximum of RMB 2000 per trip or per bus when more than one bus is used. Students participating in an away fixture or tournament will be required to fund the cost of accommodation, tournament expenses and any excess transport costs for the trip. Parent chaperones are a requirement for all PYP students and will pay the cost of the hotel room.

#### *SCISAC, SISAC and ACAMIS:*

Students chosen to participate in an away event/fixture and the end of season tournament will be required to fund the cost of transport, accommodation and tournament expenses for the trip. For SCISAC and ACAMIS, for one event per year, parents can apply for a subsidy of up to RMB1600 towards the cost.

## Team Selections

- There are no team selections for CISSA
- Tryout sessions will run for at least the first week of the season. This will vary per team/sport.
- At the end of the tryout period, the team coaches will select playing squads and students will be notified as to their status.
- Selection to the squad will be based on:
  - a) Attitude/Sportsmanship
  - b) Participation
  - c) Commitment
  - d) Skill level
- Numbers on the playing/travelling squads will reflect the limits related to the tournament although training squads may exceed these limits.

The following table shows size limits of NIS teams and size limits imposed on traveling squads. (note: there are no limits on CISSA teams)

<b>Sport</b>	<b>ACAMIS</b>	<b>SCISAC</b>	<b>SISAC/SSL</b>
Volleyball	10 boys and 10 girls	10 boys and 10 girls	12 boys and 12 girls
Basketball	10 boys and 10 girls	10 boys and 10 girls	12 boys and 12 girls
Soccer	12 boys and 12 girls	12 boys and 12 girls	12 boys and 12 girls
Badminton	8 per team - 4 boys, 4 girls (2 teams may be allowed)		8 per team - 4 boys, 4 girls (2 teams may be allowed)
Table Tennis	Teams of 3 boys and 3 girls.		Teams of 3 boys and 3 girls.
Swimming	Each event will set their own limits		Each event will set their own limits

### *Age and Grade Restrictions*

Junior CISSA	Grade 5 & 6 (Gr4 students may be selected for a Junior CISSA program if agreed between coach, parents, Head of Primary Years and Athletics Director)
Senior CISSA	Grade 7 & 8 only
SCISAC	Grade 7 - 9 and under 15 years of age on Sep 1 of the school year. Grade 6 may be considered but they may not replace a Grade 8 or 9 student.
Varsity & ACAMIS	Grade 9 - 12. Students in Gr8 over the age of 14 as of 1 Sep of that school year may be considered but they may not replace a Grade 9-12 student. Students who have turned 19 years of age as of 1st Sep of the school year are not eligible.

## Athletics Awards

### *End of Season Awards*

At the end of each season, coaches will select 2 players per team that they believe worthy of an award. This is the Coach's Award and the Most Valuable Player (MVP) Award. The Coach's Award will go to a player who the coach believes has contributed most to the team in some way. It could be related to commitment, improvement, helpfulness, team-building or any other factor the coach believes to be relevant. The MVP award will go to the player who the coaches believe contributed most to the team's success on the field of play during competitions.

These awards will be presented as part of the final 'Sports Celebration' evening.

### *End of Year Awards*

AWARD TITLE	DESCRIPTION																																		
<p>Nanjing International School Sportsman and Sportswoman Award (2 Awards)</p>	<p>Awarded to the male and female student scoring the highest points for combined CISSA, SCISAC, ACAMIS, Athletics Day and events. The AD, Deputy Director and Director can together determine ineligibility should the highest points scorer have shown poor sportsmanship for younger athletes on or off the court. In such circumstance the award would go to the next highest points scorer)</p> <p>Points allocated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">EVENT</th> <th style="text-align: right;">Points</th> </tr> </thead> <tbody> <tr><td>ACAMIS MVP</td><td style="text-align: right;">10</td></tr> <tr><td>ACAMIS Coach's Award</td><td style="text-align: right;">10</td></tr> <tr><td>ACAMIS All Tournament</td><td style="text-align: right;">7</td></tr> <tr><td>SCISAC MVP</td><td style="text-align: right;">7</td></tr> <tr><td>SCISAC Coach's Award</td><td style="text-align: right;">7</td></tr> <tr><td>SCISAC Play Hard Play Fair</td><td style="text-align: right;">5</td></tr> <tr><td>CISSA MVP</td><td style="text-align: right;">4</td></tr> <tr><td>CISSA Coach's Award</td><td style="text-align: right;">4</td></tr> <tr><td>MVP Swim Grade 5 - 8</td><td style="text-align: right;">5</td></tr> <tr><td>MVP Swim Grade 9 - 12</td><td style="text-align: right;">10</td></tr> <tr><td>IH Athletics Day overall winner (B &amp; G)</td><td style="text-align: right;">8</td></tr> <tr><td>IH Athletics 1st in age group (B &amp; G)</td><td style="text-align: right;">6</td></tr> <tr><td>IH Athletics 2nd in age group (B &amp; G)</td><td style="text-align: right;">4</td></tr> <tr><td>IH Athletics 3rd in age group (B &amp; G)</td><td style="text-align: right;">2</td></tr> <tr><td>Participation Swimming, SCISAC &amp; ACAMIS</td><td style="text-align: right;">2</td></tr> <tr><td>Participation CISSA</td><td style="text-align: right;">1</td></tr> </tbody> </table>	EVENT	Points	ACAMIS MVP	10	ACAMIS Coach's Award	10	ACAMIS All Tournament	7	SCISAC MVP	7	SCISAC Coach's Award	7	SCISAC Play Hard Play Fair	5	CISSA MVP	4	CISSA Coach's Award	4	MVP Swim Grade 5 - 8	5	MVP Swim Grade 9 - 12	10	IH Athletics Day overall winner (B & G)	8	IH Athletics 1st in age group (B & G)	6	IH Athletics 2nd in age group (B & G)	4	IH Athletics 3rd in age group (B & G)	2	Participation Swimming, SCISAC & ACAMIS	2	Participation CISSA	1
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<p>Nanjing International School ACAMIS, SCISAC and CISSA Outstanding Team Contribution Award (4 awards)</p>	<p>Awarded to the male and female student exhibiting outstanding attitude and sportsmanship, leadership, dedication, coach-ability, and excellent conduct both on and off the playing arena. Gr 5 - 8: Minimum of 4 sports teams, Gr 9 - 12: Minimum of 2 sports teams (must be different sports). Voted on by all sports coaches. (Winners of the Sportswoman and Sportsman of the Year Award cannot win one of these awards)</p>																																		

## **Student-Athlete Expectations**

Students who are a part of NIS representative team squads will be expected to follow these guidelines and expectations:

### *Commitment*

- At the time immediately before team selection, a commitment to the team and the tournaments is made. A voluntary withdrawal once a commitment has been made without good cause may result in a suspension of opportunity to participate in a following season's activity. In case of insufficient notice of withdrawal before the tournament, the family can be charged for all expenses related to the tournament.
- By accepting a position on a squad, students have effectively committed to the team and the team schedule, including mid-season and end-of-season tournament trip, as outlined before selections.
- Should there be the need to miss a practice or game, students are expected to make advance arrangements with their coach.
- If a student is having difficulty with attending all scheduled commitments they must make direct contact with the coach.
- Students unable to fulfill their commitment to the team may jeopardise their participation in future events.
- Athletics practices during exam times are optional for students.
- We work closely with other areas of the school to enable our athletes to participate in other offerings of NIS. Students should consider schedules and date clashes before a season begins as once teams have been picked there is a commitment to teammates to make every attempt to be at every practice and tournament.
- Missing a practice because of a forthcoming test or for homework is not an acceptable excuse. The sports schedule is produced well in advance. It is the students' responsibility to plan their homework and study schedule around their commitment to their team and teammates.

### *Uniforms*

- ACAMIS and SCISAC Team uniforms issued remain the property of the school. The uniform is only to be worn for competition. It is the duty of the student to launder the uniform and return it promptly at the end of season in good order.
- Grade 5 - 8 students will be issued with a CISSA uniform if they are selected for any CISSA team. These will be replaced on a yearly cycle. Students are expected to ensure that their uniform remains in good condition for game and tournament play. The coach will ask the student to purchase a new uniform if they feel it is not of a standard high enough to represent the school.

### *Communication*

- Athletes should maintain good communication with their coach. They must let their coach know in advance of any missed practices or if they are unable to participate for any reason. If a problem arises that cannot be resolved, parents are invited to contact the coach. If the problem can still not be resolved, the Athletics Director can be asked to mediate.



### *Classwork and Class Attendance*

- Student-Athletes are expected to remain on top of their studies and involvement in Athletics cannot be allowed to negatively affect academic achievement. Teachers may refer any student-athlete with whom they have concerns to the relevant coordinator, the principal or the Athletics Director.
- Student-Athletes are expected to be present in all possible classes on the day of an Athletics activity unless the absence has been planned and agreed in advance by the relevant coordinator. If the student is absent due to sickness they are not eligible to take part in the activity for that day.
- Student-Athletes are not permitted to miss school immediately following a tournament due to tiredness or any other factor relating to their participation.

### *Behaviour*

- Student-Athletes must demonstrate and maintain respectful behavior
- Student-Athletes referred to their Head of School or Deputy Director for classroom/school related behaviour issues that result in a detention, the student will miss any practice or game scheduled for that detention day. If the detention is scheduled for the Friday of the tournament weekend, the student will not participate in the tournament and any expenses incurred may not be reimbursed.

### *Right of Appeal*

Where a decision has been made to exclude a student's participation in future practices and/or games, the student has the right to request a review and reconsideration of the decision. Such requests should be directed to the Athletics Director.

### **Travelling Expectations - Students**

#### *Time out of Lessons*

- Students in Grades 5 - 8 have a maximum of 5 days out of school per semester and students in Grades 9 - 12, a maximum of 6 days per semester for co-curricular activities such as athletics, drama, MUN, music, etc.
- Days are divided into quarters, so, for example, a team leaving at lunchtime, would miss ¼ day, breaktime would be a half day.
- Students need to plan their activities carefully in advance to ensure they do not miss out on an activity that they really wanted to do.

### **Travel Rules and Guidelines**

- Students should wear their seatbelts whilst travelling on the bus and this should be checked periodically by coaches.
- On any trip where passports are required, the passports should be collected prior to travel and remain the responsibility of the coach/chaperone until the team arrives back at NIS at the end of the trip. If, during the trip they need to be distributed to the students (eg for passport check at the airport) they should be collected back again at the earliest opportunity.

- A roll call should be done whenever there has been an opportunity for students to be left behind, eg when returning to the bus after a break. Systems such as the 'buddy system' for checking are encouraged.
- All chaperones should have a mobile phone switched on and with them at all times during the trip. The athletes should be given the number of at least one coach.
- If students are leaving chaperone supervision (eg homestay or in a shopping mall), they all must have the chaperone's mobile number. They should go in groups and chaperone should have at least one number for one person in each group.
- Students are not permitted to drink alcohol, smoke or use drugs during any competition, either home or away, for the full duration of the trip/competition (for home competitions, this includes from the evening before the start of the competition and until the last team has departed from NIS).
- A list of students, with any medical details and at least one emergency contact number for each student must be carried by each chaperone
- All chaperones must read the RAMS form prior to the trip and keep a copy with them on the trip.
- There should be respectful behaviour at all times towards the public, hotel staff, playing opposition, fellow students, officials, host parents, host school staff and students, etc.

### ***Hotel/Overnight Stay Rules and Guidelines***

- All PS students must have in-room supervision by a responsible adult such as the parent or another parent. Max of 2 students per adult.
- A curfew of no later than 10pm will be set. The age of the students and the wake up time should be considered when setting an appropriate curfew time. At curfew, all students must be in their allocated rooms/homes and remain there until the following morning.
- No student should leave the hotel without the permission of the chaperone or the host's home without the permission of the host.
- No student is permitted to enter the hotel room of another student of the opposite gender - any socialising between genders must take place in a public area.
- Any additional rules given by the coach/chaperone should be followed.
- There will be a consequence for any breaking of overnight stay rules - this will depend on the rule that was broken, the circumstances and any previous offenses. Any breaking of overnight stay rules should be reported to the Athletics Director as soon as is reasonable after the offence and advice will be sought by the chaperone on the appropriate sanction.
- The chaperone is required to report inappropriate behavior or the breaking of a rule to the Athletics Director, Director and Principal. If, as a result of this consultation, the student-athlete is sent home early from a tournament, the parents will be required to pay all costs associated with the early return of the student. This may include the cost of a chaperone to accompany the student if required.

## NIS ATHLETIC CODE FOR ATHLETES

- I understand that it is a privilege to represent NIS as an athlete on and off the playing field and I agree to do so in the best manner possible. I will practice good sportsmanship at all times.
- I understand that once a commitment is made, then I need to fulfill that commitment unless there is a justified reason for my withdrawal.
- I realise that participating in competitive sports requires a time commitment which I am willing to assume. I will attend practice regularly and compete to the best of my ability.
- I will maintain my academic standards while on the team. I understand that it is my responsibility to keep up with all aspects of my schoolwork, to advise teachers of my pending absences, via the OLF, and to arrange for any make-up work or tests. I will confer with teachers and my coach if I believe my schoolwork is suffering due to my participation in sports to seek their help in maintaining a balance between sports and academics.
- I understand that regular school attendance is critical to maintaining satisfactory academic standards and will not deliberately miss classes as I realise to do so might result in suspension from the team. I understand the regulations concerning school attendance included in this information package.
- I understand that the use of illegal drugs, alcohol or tobacco have an adverse affect on athletic performance. I will not possess or consume any drugs, alcohol or tobacco whilst involved in any athletic event or related activity.
- I will never instigate nor be coerced into a fight during an athletic competition.
- I agree to abide by the curfew set by the school (NIS or host school) and will respect any earlier curfew that is set by the coach. I understand that in no case will a curfew be later than 10pm.
- I will observe all instructions while on away trips and especially with regard to not leaving a campus or hotel when instructed not to. I will abide by the ACAMIS rules (outlined later) and understand the consequences should I fail to do so.

**An understanding and agreement of the Athletic Code is indicated by the return of the email confirming agreement to participate in the Sport's season and tournament/s.**

## **Coach Expectations**

Coaches have a responsibility towards the welfare of the student-athletes in their care during practice time and whilst hosting or travelling for competition. In particular, coaches should:

- Be a positive role model for the players with regard to your behaviour towards your athletes, the opposition athletes, parents, coaches and officials
- Be an ambassador for NIS through your behaviour and actions as a coach
- Be responsible for, and maintain, the health and safety of your athletes whilst they are in your care
- Be aware of your student-athletes physical and emotional needs during the season and deal with any concerns in a professional manner
- Treat all players fairly and with respect at all times
- Liaise with the Athletics Director on all administrative matters and deal with requests in a timely manner
- Dress appropriately for the coaching role and when possible/appropriate, wear the NIS coaching clothing whilst coaching in games or tournaments.
- Plan your sessions to ensure inclusion, progression, challenge and learning.
- In competitions, depending on the age group and level being coached, find an appropriate balance between the desire to win and the need to ensure that all your athletes gain a positive learning experience whilst being part of your team. Consider the amount of court/field time all your players get and aim for a balance wherever possible (CISSA must be equal playing time). Every selected player should play in every game as an absolute minimum, irrespective of the level of competition.
- Read and be fully aware of the Athletics Participation Guidelines and ensure athletes and parents follow these guidelines
- Be proactive in communication with the Athletics Director, athletes and their parents and teaching colleagues, with regard to any aspect of your practice sessions and/or competitions.
- Conduct try-outs and selections in a fair and professional way and communicate the selections in an appropriate and considerate manner, relevant to the age of the athletes.
- Ensure that all the travel rules and hotel-stay rules are upheld (see travel rules and guidelines below)
- For all occasions when teachers are responsible for students, there must be a designated person who is clearly identified as the person in charge in any emergency situation and is the first point of contact for all students in the group. This person is not permitted to consume alcohol before or during this time of designated responsibility. All trip chaperones must be contactable and in a position to deal calmly and rationally with an emergency situation at all times during the trip. Before and during any occasion in which there is a moderate to high level of risk related to the activity (as identified in the RAMS), no alcohol must be consumed by the trip chaperones.

## Parent Expectations

### *Parent Code of Conduct for Athletics:*

- Encourage students to participate, but do not force or apply pressure.
- Attend games whenever possible and support your child's team through good sportsmanship and positive cheering – athletes learn best through positive example. By demonstrating appreciation for good performance, you can positively affect play.
- Praise positive skill development and improvement in individual and team play.
- Avoid criticism or ridicule of players, coaches or referees – remember that everyone is attempting to be the best they can be! Mistakes are never made on purpose.
- Demonstrate appreciation for the volunteer efforts of coaches, officials and organisers – without them we could not provide a program.

### *Responsibility on Trips:*

The parent understands that students and classes take field trips to take advantage of the cultural and environmental resources of China, as part of the regular educational programme. All school trips will be supervised by staff members and/or other responsible adults who will exercise all reasonable caution. The parent agrees that they will not hold NIS, its representatives, administration, and its Board of Trustees liable for any accident arising during a school-sponsored or school-related outing or field trip. Parents of Primary students must travel as a chaperone for their child or nominate another parent to be chaperone on their behalf (up to a maximum of 3 students per chaperone if hotel room space allows)

Parents signing their child up for a sport are confirming that they have read the above and understand their responsibilities in this regard.

### *Primary School student supervision*

The Parent supervision policy for PS student hotel stays is specific to representative sport trips. Parents only should supervise the PS students on these trips (no older siblings, aunts, drivers or grandparents). During such an overnight stay, parents are asked to:

1. meet with the trip leader in the hotel at the agreed time
2. take back the duty of care for their son/daughter during the overnight stay in the hotel room
3. remain with their child in the assigned hotel room during all times.
4. inform the trip leader about any sudden unforeseen health or other concerns that might arise during the overnight stay
5. return the duty of care to the appropriate trip leader at the agreed meeting time e.g. breakfast

Parents are welcome (but not required) to travel on the bus with the team, should they wish.

**By signing up for a sport, parents and students are confirming that they have read the above details and agree to the expectations and commitments required. They are also confirming that, to the best of their knowledge, the student is in a fit enough physical condition to participate in sporting activity.**

**By returning the email confirming participation in a sport, parents and athletes are confirming the following statements:**

**Student-Athlete:**

I have read the Athletic Handbook (including the Athletic Code) and have a copy for reference. I understand and agree to my responsibilities as an NIS athlete. I am aware of the consequences should there be any violation of the outlined rules.

**Parent:**

My son/daughter has my permission to participate in all activities associated with the NIS Athletic program. I hereby give my consent that when the school considers it necessary in case of accident, my child may be taken to hospital or a doctor and be given emergency treatment if required.

- I have read the Athletic Handbook and have a copy for reference. I understand and agree to my responsibilities as a parent of a student-athlete.
- I understand and accept my responsibility to provide housing for visiting athletes if requested.

**Questions?**

Please feel free to contact the NIS Athletics Director Danny Clarke at +86 25 85899111 ext 3058 or [dannyclarke@nanjing-school.com](mailto:dannyclarke@nanjing-school.com), should you have any questions.

**Please see Appendices below for samples of Agreement Forms and rules that will need to be agreed to before travelling. These are samples only and the actual agreement may differ in the content.**

## **Appendix 1: ACAMIS and SCISAC Rules for overnight trips**

*These rules will be sent to participating students and parents prior to any SCISAC/ACAMIS tournament and will require a signed copy to be returned.*

1. The use of tobacco, drinking of alcohol, or use of illegal drugs will not be allowed during travel or while in the host city during the period of time covered by the ACAMIS activity. *(Consequence: suspension from immediate and further participation and student's principal notified. A second offense in the same school year will result in exclusion in all ACAMIS events for one school year including the same event the following year.)*
2. Any departures from the hotel will be done only with permission of the lead chaperone/coach. *(Consequence: disciplinary action at the discretion of the lead chaperone)*
3. Students are expected to be in areas designated by the tournament chaperones at all times. At no point should students be in hotel rooms of members of the opposite gender. *(Consequence: disciplinary action at the discretion of the activity organizer and lead chaperone)*
4. Visiting students will be in their assigned rooms no later than 10pm. *(Consequence: suspension from immediate and further participation and student's principal notified. A second offense in the same school year will result in exclusion from all ACAMIS events for one school year including the same event the following year.)*
5. Any unusual circumstances or problems that occur during the stay in the host city will be reported as soon as is possible to the host school and lead chaperone.
6. In the event of any accident or injury the lead chaperone/coach has permission to deal with the situation. Should they be unable to contact the parents or guardians, they may make emergency decisions on the recommendation of medical practitioners. Parent signature below grants permission to the lead chaperone/coach to make such emergency decisions.
7. For any rule violation where a decision is made to send students home, the expense of this additional travel is the responsibility of the student's family.

## Appendix 2: Sample Agreement Form - SCISAC and ACAMIS

### **Parent and Student Agreement Form for Participation in High School Activities / Tournaments**

1. I (parent) agree that my son/daughter can represent Nanjing International School in the SCISAC/ACAMIS (Insert sport here) season. This includes practices two times per week and the SCISAC/ACAMIS tournament as scheduled.
2. I agree to pay NIS the full cost of the trips associated with this activity or apply for the one-off subsidy up to a maximum of rmb1600. (Only one trip subsidy allowed per student per school year.)
3. We (parents and students) understand and agree that the students must adhere to all NIS and SCISAC/ACAMIS rules for the entirety of the training sessions and the tournament.
4. We understand and agree that participation in this activity requires full attendance of all team members in the scheduled training sessions, in-season games and the tournament.
5. We understand and agree that at the time immediately prior to team selection, a commitment to the team and the tournament is made. A voluntary withdrawal once a commitment has been made without good cause may result in a suspension of opportunity to participate in a following season's activity. In case of insufficient notice of withdrawal prior to the tournament, the family can be charged for all expenses related to the tournament.
6. We understand and agree that the tournament will mean up to a maximum of 3 days equivalent of formal schooling will be missed over the season, and it is the student's responsibility to remain up to date with his/her studies.
7. We understand and agree that in case of receiving detention in the week of the tournament Monday to Wednesday, the student will forfeit his/her place on the team and attend detention on Friday. In this case, athletes will be responsible for any expenses related to the tournament and there may be no refund of funds collected.
8. We confirm that the participating student is in strong enough physical health to participate in strenuous physical activity.
9. We hereby give our consent that when the school considers it necessary in case of accident, our child may be taken to hospital or a doctor for immediate treatment.
10. We have read the Athletics Handbook and agree to comply with all guidelines listed in that document.
11. We can confirm that the student's passport and visa are valid and current up to and beyond the dates of the tournament.

Please reply to the email that this letter was attached to indicating that you have read and agree with the above.



### Appendix 3: Sample Agreement Form - CISSA/SSL

## **Agreement Form for Participation in Activities / Tournaments**

1. I (parent) agree that my son/daughter can represent Nanjing International School in the sport season. This includes practices two times per week and the tournaments as scheduled.
2. I agree to pay NIS the cost of the trips associated with this activity. We understand that, if the fee is not paid beyond one week of the due date, then my son/daughter will not be able to travel on the tournament trip.
3. I understand that PYP students must be supervised on the trip by a parent or an adult representative of the parent.
4. We (parents and students) understand and agree that the students must adhere to all NIS and ACAMIS rules for the entirety of the season and the tournament.
5. We understand and agree that as part of participation in a sport we have an obligation to be a host family to visiting schools when asked.
6. We agree that participation in this activity requires full attendance of all team members in the scheduled training sessions, in-season games and the tournament unless prior approval has been given by the coach.
7. We accept that a voluntary withdrawal from the team once a commitment has been made without good cause may result in a suspension of opportunity to participate in a following season's activity. In case of insufficient notice of withdrawal before a tournament, the family are liable for all expenses related to the tournament.
8. We understand and agree that participation may mean up to a maximum of 3 days equivalent of classroom lessons will be missed over the season, and it is the student's responsibility to remain up to date with his/her studies.
9. We understand and agree that in the case of receiving a detention on Monday to Wednesday in the week of the tournament, the student will forfeit his/her place on the team and attend detention on Friday. In this case, athletes will be responsible for any expenses related to the tournament and there may be no refunds.
10. We confirm that the participating student is in strong enough physical health to participate in strenuous physical activity.
11. We have read the Athletics Handbook and agree to comply with all guidelines listed in that document.

**Please pay the fee as requested by the due date. Payment of the fee indicates that you agree with the above rules.**

### **ACAMIS SPORTS LEAGUE STATEMENT OF PHILOSOPHY**

The ACAMIS sports league is focused on learning, sportsmanship and fair play both in preparation for, and during, sports competitions. The growth of our student-athletes is paramount.

Each member schools of ACAMIS, including the Head of School, the Athletics Director, the coaches and the wider school community recognise and agree that:

- Sports participation is first and foremost for the physical, social and emotional benefits that it can bring.
- The satisfaction at the end of the competition comes from knowing you've done your best and losing can be an important learning experience.
- Success comes in different ways for different teams and winning is not the only success factor.
- An ethic of fair play should be a cultural norm in ACAMIS competitions. A 'Winning at all costs' approach is not appropriate in an ACAMIS tournament.
- Rules should be viewed as an important part of maintaining fairness in a competition. Coaches and players should not look to exploit rules, but rather always play within the spirit of the rule.
- The opponent is not the enemy. They offer us an opportunity to learn and to demonstrate our ability, determination and class.
- We treat everyone with respect. This includes our own team members, the opponents, officials, and spectators.
- Coaches and spectators should remain positive and supportive of the athletes. Criticising a referee or celebrating a mistake of the opposition does not contribute to the growth of our athletes. We celebrate our successes and learn from our mistakes.
- Athletes should be encouraged to understand that it is a privilege to represent their school and to do so in the best manner possible both in and out of competition
- Coaches have a responsibility towards the welfare of the student-athletes in their care. In particular, coaches should:
  - be a positive role model for the players with regard to their behaviour towards their athletes, the opposition athletes, parents, coaches and officials
  - be an ambassador for their school through their behaviour and actions as a coach
  - be responsible for, and maintain, the health and safety of their athletes whilst in their care
  - find an appropriate balance between the desire to win and the need to ensure that all athletes gain a positive learning experience.
- Athletics Directors have an overall responsibility for supporting and developing this philosophy across their school.
- Athletics Directors, as representatives of ACAMIS, should place the importance of supporting this philosophy above any interest of their own school's desire to win.
- The Head of School should enable and encourage this philosophy within his/her school's Athletics Department.

# ATHLETICS PROGRAM 2018-19

Sport	Grades	Season Weeks	Practice Days & Times (subject to change)	Tournaments	Estimated Trip Cost	Coaches
CISSA Touch Rugby (mixed)	5 - 8	1-5	Mon & Wed 3.15 - 4.15pm	CISSA 14-15 Sep , Shanghai	500	Ben Dutton Scott Stevens Patrick Heckelman Angie Battye May Zhang
ACAMIS Touch Rugby (mixed)	9-12	3-11	Tue 4.20 - 6pm Fri 3.15 - 4.45pm	ACAMIS 1 - 4 Nov, HK	4000	Dean Goding Ben Dutton
ACAMIS Boys Volleyball	9-12	3-12	Mon & Wed 4.20 - 6pm	NIS 15 Sep SISAC 12 - 13 Oct, Shanghai	0 600	Nik Madalinski Rick Fischl
ACAMIS Girls Volleyball				ACAMIS 8 - 11 Nov, Shanghai	2500	Danny Clarke Joe Barder
X-country (mixed)	5-12	3-13	Tue 4.20 - 6pm Thu 3.15 - 4.45pm	CISSA 13 Oct, Shanghai ACAMIS 16-18 Nov, Chengdu	300 3000	Chris Galaty Olivia Bratton Angie Battye
MS Boys Soccer	7-9 (under 15)	4-13	Mon & Wed 4.20 - 6pm	SCISAC 1 - 3 Nov, Nanjing	600	Andrew Kay Darren Hornell Betina Mello
MS Gils Soccer				CISSA 16 - 17 Nov, Shanghai	500	Richard Winstanley Angela Fox Betina Mello
CISSA Soccer Junior Boys	5-6	7-13	Mon & Wed 3.15 - 4.15pm	Gr5 DCSz 12 - 13 Oct, Suzhou	500	Caleva Kelly Becky Law
CISSA Soccer Junior Girls				CISSA 16 - 17 Nov, Shanghai	500	Lance Yuen Becky Law
CISSA Table Tennis (mixed)	5-8	9-15	Wed & Fri 3.15 - 4.15pm	CISSA 30 Nov - 1 Dec Shanghai	500	Zhang Zeyi Lynn Tai
ACAMIS Table Tennis (mixed)	9-12	9-18	Wed & Fri 4.20-6pm <i>(Week 9 - 13 Thu 3.15-4.15pm)</i>	ACAMIS 29 Nov-1 Dec, Beijing SISAC 11 - 12 Jan, Shanghai	2400 600	Oliver Lietz Diana Dai
ACAMIS Boys Basketball	9-12	10-20	Tue & Thu 4.20 - 6pm	NIS 8 Dec SISAC 18 - 19 Jan, Shanghai	0 600	Andy Romero Lee Mayes
ACAMIS Girls Basketball				ACAMIS 24 - 27 Jan, Macao	4000	Joe Barder Anna Yuen
MS Boys Volleyball	7-9 (under 15)	14-25	Mon 4.20-6pm Thu 3.15 - 4.15pm	SCISAC 21 - 24 Feb, Chongqing	3500 500	Rick Fischl Bob Buhler Lucia Jin

MS Girls Volleyball				CISSA: 15 - 16 March, Shanghai		Tom Johnson Lee Mayes Lucia Jin
CISSA Junior Volleyball (mixed)	5 - 6	19-25	Mon & Wed 3.15 - 4.15pm	CISSA 15-16 March , Shanghai	500	Nik Madalinski Melody Liu
CISSA Badminton (mixed)	5-8	19-24	Mon & Wed & Fri 3.15 - 4.15pm	CISSA 8-9 March , Shanghai	500	Julie Bartholomew Dora Shan Linnie Zhang
ACAMIS Badminton (mixed)	9-12	19-29	Wed & Fri 4.20-6pm	NIS 23 March ACAMIS 11-14 April, Beijing SISAC 19 - 20 April, Shanghai	0 2400 600	Danny Clarke Amber Yang
ACAMIS Boys Soccer	9-12	20-29	Tue & Thu 4.20 - 6pm	NIS 23 March SISAC 12 - 13 April, Shanghai ACAMIS 18-21 April, Beijing	0 600 2400	Rob Battye Michael Chesterman
ACAMIS Girls Soccer						Ben Dutton Anna Yuen
CISSA Track & Field (mixed)	5-8	24-31	Mon & Wed 3.15 - 4.15pm	CISSA 3-4 May , Shanghai	500	Ben Dutton Tye Norbraten Angie Battye
ACAMIS Track & Field (mixed)	6-12	24-32	Mon & Wed 4.20-6pm	SISAC 19 - 20 April, Shanghai ACAMIS 9-11 May, Beijing	600 2300	Scott Stevens Richard Winstanley Olivia Bratton
MS Boys Basketball	7-9 (under 15)	24-33	Tue & Thu 4.20 - 6pm	SCISAC 9 - 12 May, Taiwan CISSA 17 - 18 May, Shanghai(Boys) CISSA 17 - 18 May, Suzhou(Girls)	4000 500 500	Andy Romero Dan Snyder Becky Law
MS Girls Basketball						Kerry Nappi Becky Law
CISSA Basketball Junior Boys	5-6	27-33	Mon & Thu 3.15 - 4.15pm	CISSA 17 - 18 May, Shanghai	500	Nik Madalinski Ameen Gani
CISSA Basketball Junior Girls						Lee Mayes Linnie Zhang
CISSA Softball (mixed)	5-8	24-34	Mon & Wed 3.15 - 4.15pm	CISSA 24-25 May, Shanghai	500	Lance Yuen
Swim Squad (SSL&ACAMIS)	3-12	All year split into 3 seasons	days and times vary according to squads - See Swim program	ACAMIS 15-17 March, Suzhou	varies	See swim coaches list