



## HIS Athletics Handbook – Student Athletes

HIS Athletics Department and School Administration

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## **Introduction**

This handbook is designed for students so that they are fully aware of the opportunities and responsibilities that are required of them in order to represent HIS in middle, and high school (varsity) sports. It is intended to guide students, their parents and coaches in the goals and standards that will help answer questions that students and their parents may have concerning participation in HIS sports. Where there are questions or problems, please contact the Athletics' and Activities Coordinator (AC) or the Administration.

## **HIS Mission Statement**

The Mission of HIS is to provide its students with opportunities, resources, instruction, and environment to pursue academic and personal excellence and to help them become lifelong learners and productive, involved citizens in a changing global society.

## **Philosophy of Co-Curricular Activities at HIS**

After school co-curricular and inter-school competitions are an integral part of the educational program of Hangzhou International School. The ultimate purpose of these programs is to enhance social skills, develop team concepts, and improve team and individual skills.

Participating in activities contributes to the development of sportsmanship, teamwork, character, and attitudes that reflect strong moral values. Hangzhou International School believes that students should enjoy their involvement while growing physically, emotionally and socially. The process of practice and competition builds the inner strength of the individual through participation.

Our programs will encourage individual participation and achievement by providing an opportunity to learn and participate. This will encourage participation by every student who possesses an interest to do so in the primary, middle and high school years.

More competitive and selective levels occur later in high school. Hangzhou International School recognizes the developmental stages through which student's progress and acknowledges those stages in their program/s.

Involving and representing the different nationalities present and experienced at HIS and abroad is emphasized. Program's reinforce the importance of teamwork, community service, relationships with host countries, leadership and student ingenuity.

While the quality of the final product or event is stressed, the educational value lies in the experiences gained.

### **At HIS all Activity programs will endeavor to:**

- Provide the best level of instruction, competition, participation, and supervision.
- Provide participants for opportunities for individual growth.
- Aspire to achieve a higher level of performance within a moral and ethical framework.
- Strive to make each individual's experience a positive, rewarding and enjoyable part of education.
- Be continuously aware of the safety, social and academic welfare of all participants.
- Work cooperatively with colleagues and administration for the development and maintenance of a quality program.
- Provide adequate equipment and facilities.
- Develop a well organized interscholastic athletic and arts program for all students in grade 9-12.
- Optimize all opportunities for participation within the constraints of facilities and personal.

### **Activities Code of Conduct**

The Activities' program at Hangzhou International School has as primary objectives the development of self-discipline, a spirit of cooperation, and respect for rules and authority. We inspire in our students, principles of integrity, fair play and good sportsmanship in all events and sports.

In order to accomplish these objectives, it is necessary to develop and maintain school spirit that is based on the mission, discipline and uniformity of goals.

Certain regulations are necessary to prevent the disruption of team spirit. There are benefits to be gained in the formation of personal character, initiative and teamwork.

### **Activity Courtesy and Goals for all Students**

Students will:

- Recognize that visiting groups are guests of Hangzhou International School and should be treated with respect and courtesy at all times regardless of race, religion, nationality, ability and gender
- Learn the rules of the game/event, as well as those of the host institution
- Have a positive attitude towards opponents and officials
- Learn, know and abide by the rules of their particular sport or activity
- In respects to attitude, foster a productive and positive team environment
- Try your best at all times
- Communicate with teammates and peers in a positive and encouraging way
- Respect all equipment, both personal and team
- Use appropriate language
- Value learning
- Demonstrate an appreciation of the game or activity
- Always understand and demonstrate the importance of academic grades and standards of behavior
- Accept and learn the value of punctuality and reliability
- Prepare to be in top physical condition and be self-motivated and able to motivate others
- Accept constructive criticism

- Participate in the program to the fullest extent possible

## Practice and Training Rules

All athletes and/or students in major activities are required to fill in a Student Activity Responsibility Form that is provided at the end of this document.

This contains important information including behavioral expectations. It is your responsibility to know these requirements and those of the **HIS Parent and Student Handbook**. There may be additional rules or regulations requested by the sponsor or coach.

## After School Activities' Eligibility Requirements

To be eligible to try out and/or participate in Hangzhou International School's Extra Curricular Programs:

- A student must maintain a 2.0 grade point average and not be failing any subject.

**For Middle School:** The student cannot be failing a core subject.

**For High School:** All subjects are considered.

- A student must be full-time enrolled at HIS, unless there is an exception made by the Administration.
- Eligibility will be checked by following the set Eligibility Reporting Period. These dates are clearly published in the school calendar.
- Any student who falls below that 2.0 GPA or has a Failing Grade (as stated above), will be deemed ineligible after the reported date and will be out of activity/activities until the identified grade/s are above passing.
- There may be circumstances that warrant special consideration. They will be dealt with on a case-by-case basis and subject to approval by the Administration.

Note\* To be eligible for competition that requires students to miss classes, the following attendance and GPA requirements have been approved:

- Limited to 7 days with 2.0 GPA
- Limited to 10 days with a 2.5 GPA,
- Limited to 14 days with a 2.6 - 2.9 GPA.
- A student who maintains a 3.0 GPA may be considered for competing in more events on a case-by-case basis. As always the focus is participation without adversely affecting academic performance.

## Eligibility Reporting Dates

The Athletics' Coordinator and Administration will create the Eligibility Report Dates. These dates occur 4-times per year. The reporting dates will be placed in the calendar and based on the sanctioned events in the school and the activity/athletic conferences.

### **The following procedures are established:**

- Eligibility reports will come out on the reporting day as per the school calendar.
- Students identified; will be flagged by Administration and/or the Athletics' Coordinator.
- Activity Sponsors and Advisory Teachers will notify the student of their status.
- The student will have 5-7 days to raise their grade, turn-in their assignments, and then visit their Principal, Vice-Principal or the Athletics' Coordinator to check their status online.
- After the assigned 5-7 day period, if the grade remains below passing, the student is removed from all activities until such a time as the grade/s are above passing.
- Administration and/or the Athletics Coordinator will determine the return to activities by meeting with the student and checking online grades

### **Try-Outs**

- 5-7 days will be allotted for Varsity try-outs.
- All students have an opportunity to participate in a minimum of 2 try-out sessions.
- Coaches will select teams from these practices.
- Coaches have the autonomy to select a team using their own criteria, provided those criteria fall inline with the Athletic Department philosophy.
  - Students, not selected to a team, will be notified and sensitive way as to minimize disappointment.

### **Team Selection**

- Once a team is selected, rosters are submitted to the Athletic Coordinator by the date requested.
- The Athletic Coordinator will then publish this list to HS faculty to help faculty monitor academic progress
- Athletes participating in a preceding ACAMIS event, will have an optional two days off with “no tryouts” upon their return to school.
- If a student is unable to attend try-outs for medical or “other” extenuating circumstances, but have expressed written intent to try-out to the Coach and Athletic Coordinator, their case may be reviewed by the AC and Administration. They may be given a later try-out.

### **Transfer Students**

- A new student may join a varsity or JV team if they arrive at HIS before 50% of the season has elapsed. (This date determined by the AC)
- They will be given full Varsity or JV honors
- Incidentally, if a student arrives after this 50% dates, she/he may join a team as an additional athlete and at the coach's discretion, but no other athlete may be removed from the team.
- A transfer student who enters during the season is not eligible for awards and may only travel after all other athletes have been given the opportunity to travel.
- The coach may select grade 9 players to Varsity and may play grade 12's at JV.

Selection is based upon the coach's assessment of the athlete's ability and future potential.

## Roster Size

- Is based on SISAC and ACAMIS policies. (\*See appropriate conference rules)
- Time, space, facilities, equipment, personal preferences, and human resources will determine squad sizes.
- Students are encouraged to participate as much as possible and teams should travel with maximum roster sizes.

## Discipline

- Coaches must maintain discipline according to the “behavioral expectations” in the **HIS Parent and Student Handbook** as well as the other policies listed in this Handbook. The handbook is available from the HIS website.
- If school rules are broken, the Administration and/or the AC may become involved.
- Dismissing students from a team on the same day there is an issue, is to be avoided unless a major “behavioral or academic expectation” has been breached.
- Generally, it is advised to dismiss the student from activity on the next day and after the athlete has been notified by the coach.

## Uniforms

- All uniforms in Varsity and JV are provided by HIS.
- Uniforms are the property of the school.
- The coach has the responsibility for collecting and accounting for all uniform and equipment pieces.
- Lost uniforms will be charged at 400 RMB per set lost. This includes the top or bottom.
- \* Students owing uniforms will not receive report cards or transcripts until the missing uniform(s) is/are returned or been paid for.

## Practice Policies: CISSA Middle School Sport

A solid Middle School program exists, with a philosophy of moderate competitive and a “*Play Hard and Play Fair*” concept. Seasons are shorter and practice/playing dates are usually Tuesday and Thursday of each week. These seasons usually culminate in Saturday tournaments. Culminating tournaments are TBD and based on the AC’s meetings.

- Games are played until 5 p.m. and return to school is based on travel times and traffic.
- Participants on MS teams are required to attend all practices and games.
- Players must inform the coach personally when they will miss practice.
- Capping certain sports may be necessary due to limited facilities and coaching staff.
- No players are cut from teams at this level unless limits are placed due to facility and coaching restraints.
- All players are expected to make all games and practices and attend the season tournament.
- Failure to comply with this rule may result in diminished playing time in the tournament.

## Practice Policies: HS Activity and Sport

- Practices are not permitted on Sundays or on Non-Activity weekends or holiday weekends unless approved by the AC and/or Administration.
- All practices are limited to a 1.5 hour session
- Students may not participate in two practices per day without approval from the AC or HS Principal
- Practices over vacations must be approved by the HS Principal and AC
- Athletes may only attend practices and games up to a maximum of 5 days per week. (Exceptions are for tournaments and with consent from the AC and/or Administration)
- Athletes must only play and train in-season sports
- It is expected that participants must be in school a minimum of 3 of 4 periods on the day of an event. A student is considered absent after 8:30 am.
- \*All students playing sports must participate in PE classes if they are enrolled in PE during the normal school day.
- If a participant in any activity is absent from school on the day of an event, she/he will not be eligible for the contest, rehearsal or practice with the following exceptions:
  - \*Absence due to unavoidable medical procedures
  - \*Absence due to death in family
  - \*Absence due to school - sponsored field trip
- Students are not permitted to leave campus and return for practice under any circumstances or unless permission is granted from the Administration or AC.

## Unexcused Absence from a Practice or a Game

If a student makes a team, she/he is expected to come to all practices and events unless there is an emergency or the absence is pre-approved. If they choose not to attend a practice or a game, the following consequences may be implemented:

**1st Offense** - Suspension from participating in the following game. The student is expected to attend the match, but may not start and may not play in the match.

**2nd Offense**- Student will meet with AC and/or Administration to discuss an action plan. (Removal from any home games or travel until a decision is reached)

**3rd Offense** - Suspension from participating for the remainder of the season. Removal from the team.

- Before any suspension takes effect, the student will be counseled as to why this is occurring and any possible help is introduced at this time.
- Playing out-of-season sports at school can lead to overuse injury and academic issues.
- Absence or tardiness due to illness is NOT an excuse. Illness automatically removes students from after school practices, rehearsals, events, or games.

## Home Games and Contests

- Scheduling of seasons is often difficult and is based on conference meetings. The dates of

tournaments and games are not in the control of HIS and cannot be altered unless it is a league decision.

## **Travel Outside of Hangzhou**

Many students will have the opportunity to travel to other cities or countries in the region for various events or tournaments. The Sponsor and/or AC will endeavor to get all information out to parents to allow them to make a choice. All travel costs are borne by the athletes/students. Coaches will receive airfare, hotel and visa fees (if required) from the school.

- Whenever possible, flights are arranged on school days and reasonable return times are booked.
- Students traveling on major 3-sport ACAMIS sanctioned events are exempt from exams and major assignments for 2-days upon their return to school.
- Work that is due on the travel day should be turned in before departure.
- A deposit will be collected as early as possible upon commencement of the season to cover booking of airfares and hotels. This is roughly 50% of the total cost
- The balance will be due as indicated by the AC and outline in the pre-trip documents.
- Coaches and players are responsible for insuring that current visa's and passports are valid for at least 6 months after the proposed travel.

## **Visas and Passports**

Visas are the responsibility of the traveler. Parents are requested to ensure that passports and visa's are valid for at least 6-months after the trip or tournament dates.

Every effort is made to ensure visa requirements are communicated to parents and students, but it is the responsibility of the family to make sure the passport and visa are up to date.

If entry or return is denied to a student or athlete, the trip administrator will remain to assist the student. All travel costs incurred are at the parent's expense.

## **Pre-Departure Information**

Students should provide the following if planning to travel to a tournament:

- All required forms filled and signed by parents
  - Required payments
  - Signed form by parents regarding health and accident insurance
- Be fully aware of their responsibilities during the trip/tournament.

## **HIS Travel Procedures**

Students and coaches are representing HIS each time they are off campus. First impressions are important. The following guidelines will help teams to present the best possible first impression when travelling.

1. No jeans or denim material is to be worn.
2. Shirts must have a collar or be an HIS polo or dress shirt
3. When tracksuits are required, they must be worn by all athletes.
4. Shorts are not permitted when in public transport etc.
5. When traveling in clothing other than track suits, formal shoes must be worn. (No track shoes or sandals)
6. The coach and AC or trip administrator will reserve the right to judge if any students'

clothing as inappropriate.

7. An HIS team, when travelling, should look like an athletic team.

ACAMIS Costs:

All students playing in a core sport (volleyball, basketball, and soccer) and on a varsity team may be required to travel to an ACAMIS event.

The travel costs can range in price considerable from tournaments in nearby schools such as Ningbo or Shanghai to as far away as Taiwan and the cost of travel to such events is the responsibility of the player. HIS will pay for all coaches' hotel rooms and airfare. HIS will also pay for all ACAMIS entry fees.

Students will pay for their individual airfare, shared hotel accommodations with other students of the same gender, visas, meals and personal spending money at local, national or international events.

## Clothing

HIS has trademarked logos and apparel. As such, students must have permission from the AC to purchase clothing outside the school vendors or uniforms.

- Clothing must be in school color schemes and appropriate
- The AC and Administration may deem any outside clothing purchased as inappropriate for team or school wear.

\* Cleats or studded shoes are not permitted in the school at any time.

## At Host School or Event

Students are expected to be on time for all team functions, meetings and departures. Coaches will provide players with a contact number and hotel room. All players will remain in their own rooms and are not permitted to be in closed co-ed hotel rooms. The coach has the right to refuse fraternizing.

## Curfew Policy

- Curfew is dictated in the ACAMIS guidelines and is 10 p.m. for all students in hotel or home-stay.
- This curfew remains in place for all events off campus with HIS
- Students may not be out after curfew under any circumstances
- Curfew violation is a serious offense and flagrant violations will result in the student being eliminated from the event and possibly sent home.
- Any student sent home for flagrant violation of tournament rules will be at the parent's expense.

## Violation of ACAMIS/ MUN or Event Rules

When a student commits an infraction relating to alcohol, tobacco, drug abuse, cheating, deceit, quitting with no valid reason, disrespect, flagrant curfew and/or off limits areas violation, and/or abetting any of these infractions, the following will apply.

1. The student is removed from that tournament or event
2. The student will be sent home at her/his parent's expense if this is feasible.

### Upon return to HIS

1. All HIS students handbook policies will be imposed.  
Depending on severity, e.g. school suspension, exclusion from all SISAC/ACAMIS events for one full year.
2. Quitting a team is considered severe.
3. Counseling will be required.
4. The student will have a 40 day co-curricular exclusion from the day of the determination of the ACAMIS/MUN/Event infraction.
5. The student will be required to leave campus directly after school and may not attend any events that occur on the weekend/holidays for a period of 40 instructional days.

### Infraction occurs in 3rd Season

1. Carry over into the following school year in cases of late discovery.

### For a Second Offense

1. The student is automatically excluded from all ACAMIS, MUN, SISAC events for one full year, including the same event the following year.
2. If a student is suspended from further competition or involvement in an event, the only affected results are those that occurred after the infraction. The rest will remain.
3. It is required that all suspension from a sport or event be handed to the ACAMIS AGM and students are listed for the coming sport, event or year and in the event of a transfer to other ACAMIS schools.

## Athletic Awards

These awards are presented at the Athletic Awards Assembly in May.

### Male and Female Athlete of the Year-High School and Middle School

One Male and one Female student who exemplify, in order of importance: multi-sport participation (At least 2/3 Varsity sports), excellent skills and knowledge of the sport, leadership skills (may be a captain), team concept and commitment. Again, the goal is to recognize senior athletes, but this may not always be possible.

### Specific Sport Awards- High School only

Each Varsity, JV and Individual Sport will be recognized with an award for boys and girls. Coaches in each varsity and JV sport will present awards at the Athletics' Awards night. They include:

1. Most Improved
2. Coach's Award

## HIS Mascot:

Yellow White, Navy Blue, Sports Dragon with HIS

*This handbook and its appendices is a compilation of resources from schools within the region and many schools worldwide and over the past 20+ years. Special thanks to Jakarta International School for their concise and thorough handbook example and the 'AD Institute' for presenting ideas on creating an athletic and/or activity handbook*

## Appendix 1

### Student Activity Responsibility Contract/Agreement

This co-curricular program attempts to meet the broad range of students at HIS. It is an integral part of the total educational offerings at HIS.

1. I have met the requirements of the activity and I am eligible to participate.
2. I must maintain a satisfactory grade average in order to continue participation.
3. I understand that I am bound by the “Behavioral Expectations” as outlined in the Parent and Student Handbook. That the use of alcohol, tobacco, drug abuse, and other controlled substances on school property or during an HIS sponsored event is strictly forbidden. That quitting with no valid reason is subject to sanctions. I am aware that a violation will result in subsequent disciplinary action as outlined in the HIS High School Handbook and Student Athletics Handbook.
4. When involved in a group activity, I must recognize that to inconvenience or jeopardize the group is not acceptable. This behavior will result in subsequent disciplinary action. As participant on a school team or major event activity, I must abide by the school rules. This includes any guidelines, which may be relevant to the specific sport or activity at SCIS. I recognize I have the following responsibilities:
5. I fully understand that as a member of team I am an official representative of HIS
6. I am expected to be a leader and promote good school citizenship
7. My actions in and out of school contribute to school spirit. This responsibility implies respect be given to administration, teachers, coaches, officials, advisors, fellow students and the student body.
8. To make a commitment to my team or event until the completion of the activity
9. In order to qualify for participation in a particular activity on, given afternoon or evening, I must be at school by 8:30 am

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Student's Signature

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Date

#### Parent Responsibility

1. To review all the details with respect to the co-curricular activity specified in the Student Athletics Handbook and Student Activity Responsibility Agreement/Contract form. To recognize the nature and purpose of some activities may expose students to a degree of risk not typical of an on campus activity.
2. To understand that sport, recreation, acting, singing, travel, outdoors activities and MUN represent opportunities for accidents. Every effort is made to minimize risk and to ensure emergency attention as necessary. You may address any questions to the Activities/Athletics' Director, trip sponsor/advisor of the activity specified above.
3. To have adequate health and accident insurance for my child for all school relate activities both during normal school hours and co-curricular activities

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Parent's Signature

---

Date

## Appendix 2

### Annual Medical Review/Liability Release

Note: Additional Forms may be required for specific events

Sport/Event/Activity: \_\_\_\_\_ Season: \_\_\_\_\_  
Student Name (As in passport): \_\_\_\_\_ D.O.B. \_\_\_\_\_ Sex: *M/F*  
Handphone: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Passport#: \_\_\_\_\_ Expiry: \_\_\_\_\_ Place of Issue: \_\_\_\_\_  
Parent Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Parent Handphone: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Handphone: \_\_\_\_\_

#### Does this student...

Have any special Medical Conditions: No  Yes  Explain: \_\_\_\_\_

Currently take any medication: No  Yes  Explain: \_\_\_\_\_

Have a history of Asthma: No  Yes  Inhaler: No  Yes  Other: \_\_\_\_\_

Wear Contact Lens: No  Yes  Wear hearing aid: No  Yes

Have a Tetanus Shot: No  Yes  Date of last shot: \_\_\_\_\_ Hepatitis B Vaccination: No  Yes

#### Important:

My child has never been told by a doctor to refrain from sports or activities due to a medical concern. No  Yes

Date of most recent physical examination: \_\_\_\_\_ Completed where: \_\_\_\_\_

Since the last doctor's physical, has your child had any serious medical illness. No  Yes  \_\_\_\_\_

Should the school be aware of any other conditions. No  Yes  \_\_\_\_\_

No  Yes  (please tick) The SCIS nurse, coach, advisor may give Ibuprofen (Advil), Panadol or Tylenol for minor sprains, headaches or menstrual cramps to my son/daughter.  
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#### Liability Release

I hereby fully release and discharge HIS, its employees, school administrators, Board of Governors, and all other official representatives (collectively "The Released Parties") unconditionally from all liabilities whatsoever arising from my child's/ward's participation in the above mentioned program, including any and all incidental activities related to it such as transportation. I hereby indemnify and hold The Released Parties harmless from any suit, claim, or damage, including all monetary damages, medical expenses, attorney's fees, and all other claims which may arise as a result of any accident or injury as a result of my child's/ward's participation.

In the event of an accident or injury, I understand that HIS will make reasonable efforts to immediately inform me. I will be responsible to update contact information on file at HIS administrative office. In case HIS cannot contact me, I authorize HIS to act on my behalf to obtain medical care on behalf of my child/ward. I agree to pay all costs and expenses of and such medical treatment and will properly reimburse HIS for all related incurred costs, without exception and upon demand.

I hereby state that to the best of my knowledge, my responses to the above questions are complete and correct. The student's parent or legal guardian must sign below:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date -School Year