



Sports Teams Handbook 2022-23

Dear NIS Athletes and Parents

Welcome (or welcome back) to Nanjing International School. I am looking forward to another exciting year of sports competitions and hope you are too. Participation in school sports teams is a very rewarding experience. Given the nature of our range of sports conferences 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 Sports Teams website](#). Your understanding and cooperation will help ensure the sports Teams 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. Our student-athletes are well respected, both in and out of competition. This handbook is produced in the spirit of continuing that standard and improving upon it.

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

Yours in Sport



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Sports Teams Philosophy

Our core principles are **'Teamwork Respect Commitment'**

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 a competition comes from knowing you've done your best and losing is an important learning experience.

We compete in a fair and sporting manner. 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 and coaches 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 for this. 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 that 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. Sporting behaviour 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.

Sports Teams Schedule 2022 - 23

Season	Sport	Grades	Season	Practice days	Tournament dates/venue
CISSA Sports					
1	Cross Country Running	Gr 4 - 8	Wk 2 - 7	Mon & Wed	Suzhou 15 Oct Nanjing 22 Oct
	Table Tennis	Gr 4 - 8	Wk 2 - 7	Wed & Fri	Shanghai 21 - 22 Oct
2	Football	Gr 4 - 8	Wk 7 - 13	Mon & Wed	Nanjing 12 Nov Shanghai 2 - 3 Dec
	Floor Hockey	Gr 4 - 6	Wk 8 - 13	Mon & Thu	Shanghai 2 - 3 Dec
	Floor Hockey	Gr 7 - 8	Wk 8 - 13	Tue & Fri	Shanghai 2 - 3 Dec
3	Badminton	Gr 4 - 8	Wk 17 - 25	Wed	Nanjing 11 Mar Suzhou/Shanghai 17 - 18 Mar
	Volleyball	Gr 4 - 8	Wk 17 - 26	Mon	Nanjing 25 Feb Suzhou/Shanghai 24 - 25 Mar
4	Softball	Gr 4 - 8	Wk 24 - 33	Fri	Shanghai 18 - 19 May Nanjing 27 May
	Track & Field	Gr 4 - 8	Wk 26 - 32	Mon & Wed	Nanjing 22 Apr Suzhou 12 - 13 May
	Basketball	Gr 4 - 8	Wk 27 - 33	Mon & Thu	Nanjing 13 May Suzhou/Shanghai 19 - 20 May
SCISAC Sports					
1	Football	Gr 7 - 9	Wk 3 - 9	Mon & Wed	Nanjing 3 - 5 Nov
2	Volleyball	Gr 7 - 9	Wk 17 - 23	Tue & Thu	Chongqing 2 - 5 March
3	Basketball	Gr 7 - 9	Wk 24 - 32	Tue & Thu	Xiamen 11 - 14 May
ACAMIS Sports					
1	Volleyball	Gr 9 - 12	Wk 1 - 7	Tue & Thu	Shanghai 14 - 15 Oct Shenzhen 20 - 23 Oct
	Cross Country Running	Gr 7 - 12	Wk 3 - 12	Mon & Wed	Suzhou 15 Oct Nanjing 22 Oct Chengdu 24 - 26 Nov
	Table Tennis	Gr 8 - 12	Wk 3 - 12	Mon & Wed	Shanghai 11 - 12 Nov Beijing 24 - 26 Nov
2	Basketball	Gr 9 - 12	Wk 8 - 18	Tue & Thu	Nanjing 3 Dec Shanghai 13 - 14 Jan Beijing 19 - 21 Jan
	Golf	Gr 2 - 12	none	none	Shenzhen 15 - 16 Mar
3	Badminton	Gr 9 - 12	Wk 19 - 29	Mon & Wed	Nanjing 25 Mar Shenzhen 20 - 23 Apr
	Football	Gr 9 - 12	Wk 19 - 28	Tue & Thu	Nanjing 25 Mar Nanjing 15 Apr Tianjin 20 - 23 Apr
	Track & Field	Gr 6 - 12	Wk 24 - 31	Mon & Wed	Nanjing 22 Apr Suzhou 4 - 6 May
1 - 3	Swimming	Gr 2 - 12	Wk 2 - 34	see schedule	Senior: Beijing 9 - 11 Mar Junior: Shenzhen 23 - 25 Mar

Sports Conferences

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

- ✓ **CISSA** - This is our main Grade 4 - 8 Sports Conference. It is Shanghai based with two age groups; Junior (Grade 4 - 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 Sports 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.
- ✓ **ISNAC** – This is our local Nanjing league for international schools. We will arrange games and tournaments in a variety of sports and different age groups depending on availability.
- ✓ **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.

Costs and Subsidies

CISSA:

The school will subsidise the transport costs for CISSA trips up to a maximum of RMB 2000 per bus. 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
- For other teams, 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

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

Sport	ACAMIS	SCISAC	SISAC/SSL
Volleyball	12 boys and 12 girls	12 boys and 12 girls	12 boys and 12 girls
Basketball	12 boys and 12 girls	12 boys and 12 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 4 - 6
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. Students who have turned 15 years old between 1 June and 1 Sep may apply to the SCISAC tournament to be allowed to participate
SISAC & ACAMIS	Grade 9 - 12. Students in Gr 8 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.

Minimum Attendance Requirements for sports teams

Whilst the general expectation is that student-athletes attend as many practices that are on offer as possible, it is understood that sometimes there are clashes with other activities, either within NIS or externally. In these cases, these are the minimum requirements in order to remain part of the squad. Any athlete who drops below the minimum on a regular basis, at the coach's discretion, may be asked to withdraw from the squad.

- CISSA sports (Gr4 – 8): 1 session per week
 - SCISAC/ACAMIS sports (Gr7 – 12) – 2 sessions per week
 - Swim squads (any) for Gr2 – 3 students: 1 session per week
 - Swim squads (any) for Gr4 – 6 students: 2 sessions per week
 - Bronze Swim squad for Gr7 – 12: 2 sessions per week
 - Silver/Gold Swim squad for Gr7 – 12 : 3 sessions per week
- * (students who do not feel they are able to commit to 3 times a week in the Silver/Gold squad are able to remain in the Bronze squad program or move to another more suitable alternative)

Sports Teams Awards

End of Season Awards

At the end of each season, two athletes per team will be selected for an award. This is the Coach Choice (selected by the Coach) and the Athletes' Choice (selected by the athletes).
Criteria:

- **The Athletes' Choice** will go to the athlete who the other members of the team believe contributed most to the team's success over the season and in competition. The athletes should consider the following criteria: leadership, influence on the results, support for the team and attitude whilst also displaying our 3 core principles of 'Teamwork Respect Commitment'.
- **The Coach's Choice** will go to an athlete who the coaches believe has contributed most to the team in some way over the whole season, in and out of competition. The coaches should consider athletes best displaying our 3 core principles of 'Teamwork Respect Commitment' whilst also considering attitude, helpfulness, team-role, leadership, conduct, coach-ability or any other factor the coach believes to be relevant. The Coach's Choice will be a different athlete from the Athletes' Choice.

These awards will be presented as part of the end of season 'Sports Celebration' evening and the Semester 2 Awards assembly.

AWARD TITLE	DESCRIPTION																																		
Senior Athlete of the Year	<p>Awarded to one Grade 12 student-athlete who has participated in at least 2 ACAMIS sports, and who has best exhibited our three core principles of teamwork, Respect and Commitment in addition to leadership and excellent conduct both on and off the playing arena.</p> <p>Voted on by all sports coaches.</p>																																		
<p>Male Athlete of The Year</p> <p>Female Athlete of the Year</p> <p>(2 Awards Gr 6 - 11)</p>	<p>Awarded to the male and female student scoring the highest points based on table below.</p> <p>Note: The AD, Deputy Director and Director can together determine ineligibility should the highest points scorer have been a poor role-model for younger athletes in or out of competition. In this case the award would go to the next highest points scorer.</p> <table> <thead> <tr> <th data-bbox="547 712 651 745">EVENT</th><th data-bbox="1249 712 1345 745">Points</th></tr> </thead> <tbody> <tr> <td data-bbox="547 745 906 779">ACAMIS Athlete's Choice</td><td data-bbox="1273 745 1321 779">10</td></tr> <tr> <td data-bbox="547 779 906 813">ACAMIS Coach's Choice</td><td data-bbox="1273 779 1321 813">10</td></tr> <tr> <td data-bbox="547 813 906 846">ACAMIS All Tournament</td><td data-bbox="1289 813 1305 846">7</td></tr> <tr> <td data-bbox="547 846 906 880">SCISAC Athlete Award</td><td data-bbox="1289 846 1305 880">7</td></tr> <tr> <td data-bbox="547 880 906 913">SCISAC Coach's Award</td><td data-bbox="1289 880 1305 913">7</td></tr> <tr> <td data-bbox="547 913 906 947">SCISAC Play Hard Play Fair</td><td data-bbox="1289 913 1305 947">5</td></tr> <tr> <td data-bbox="547 947 906 981">CISSA Athlete's Choice</td><td data-bbox="1289 947 1305 981">4</td></tr> <tr> <td data-bbox="547 981 906 1014">CISSA Coach's Choice</td><td data-bbox="1289 981 1305 1014">4</td></tr> <tr> <td data-bbox="547 1014 906 1048">Athlete's Choice Swim Grade 5 - 8</td><td data-bbox="1289 1014 1305 1048">5</td></tr> <tr> <td data-bbox="547 1048 906 1081">Athlete's Choice Swim Grade 9 - 12</td><td data-bbox="1273 1048 1321 1081">10</td></tr> <tr> <td data-bbox="547 1081 906 1115">IH Athletics Day overall winner (B & G)</td><td data-bbox="1289 1081 1305 1115">8</td></tr> <tr> <td data-bbox="547 1115 906 1149">IH Athletics 1st in age group (B & G)</td><td data-bbox="1289 1115 1305 1149">6</td></tr> <tr> <td data-bbox="547 1149 906 1182">IH Athletics 2nd in age group (B & G)</td><td data-bbox="1289 1149 1305 1182">4</td></tr> <tr> <td data-bbox="547 1182 906 1216">IH Athletics 3rd in age group (B & G)</td><td data-bbox="1289 1182 1305 1216">2</td></tr> <tr> <td data-bbox="547 1216 906 1249">Participation in Swimming, SCISAC & ACAMIS</td><td data-bbox="1289 1216 1305 1249">2</td></tr> <tr> <td data-bbox="547 1249 906 1283">Participation CISSA</td><td data-bbox="1289 1249 1305 1283">1</td></tr> </tbody> </table>	EVENT	Points	ACAMIS Athlete's Choice	10	ACAMIS Coach's Choice	10	ACAMIS All Tournament	7	SCISAC Athlete Award	7	SCISAC Coach's Award	7	SCISAC Play Hard Play Fair	5	CISSA Athlete's Choice	4	CISSA Coach's Choice	4	Athlete's Choice Swim Grade 5 - 8	5	Athlete's Choice 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 in Swimming, SCISAC & ACAMIS	2	Participation CISSA	1
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<p>'Teamwork Respect Commitment' Award.</p> <p>(4 awards: Gr6-8, Gr9 – 11, boy and girl)</p>	<p>Awarded to the students best exhibiting our three core principles in addition to leadership, coach-ability, and excellent conduct both on and off the playing arena.</p> <p>Grade 6 - 8: Minimum of 4 sports teams Grade 9 - 11: Minimum of 2 sports teams (must be different sports)</p> <p>(Voted on by all sports coaches. Winners of the Athlete 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, attitude and behaviour

- All athletes are expected to attend at least the minimum number of practices when they are able, based on the minimum requirements listed above
- 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.
- Student-Athletes are expected to maintain a positive and committed attitude throughout the sport season. They should come to sports practice ready to learn and maintain focus throughout each session
- Student-Athletes must demonstrate and maintain respectful behavior towards their team mates and their coaches throughout the season
- 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.
- Should there be a genuine need to miss a practice or game, students are expected to make advance arrangements with their coach.
- Students unable to fulfill their commitment to the team may jeopardise their participation in future events.
- Sports Teams 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.

Uniforms

- ACAMIS and SCISAC Team uniforms belong to 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 4 - 8 students will require a CISSA uniform if they are selected for any CISSA team. These can be purchased for ¥200. 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

- Secondary School Student-Athletes are expected to remain on top of their studies and involvement in Sports Teams cannot be allowed to negatively affect academic achievement. Teachers may refer any student-athlete with whom they have concerns to the Secondary Principal or the Athletics Director.
- Student-Athletes must be present in all possible classes on the day of a sports activity unless the absence has been planned and agreed in advance. If the student is absent on the day of an activity they are not eligible to take part in the activity for that day, unless prior agreement has been made.
- Student-Athletes are not permitted to miss lessons immediately following a tournament due to tiredness or any other factor relating to their participation, other than injury that prevents them from attending school.

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 in the first instance.

Travelling Expectations - Students

Time out of Lessons

- Students in Grades 4 - 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 activities such as Sports Teams, 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 be in mobile contact with the chaperone. They should go in groups and chaperone should be in mobile contact with at least 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

- Primary rooming: All PS students must have in-room supervision by a responsible adult; either the parent or another nominated parent. Max of 2 students per adult. (see primary school student supervision below for more details)
- Secondary rooming: There must always be 2 or more students to a room. Whilst the preference is always for each student to have their own bed, sometimes when there is an odd number, or when there are no more twin rooms available, students will be asked to share a bed. In this circumstance, students will be informed and will be able to agree their rooming partner. If any student is uncomfortable about sharing a bed, they should let the coach know. In this case every effort will be made to accommodate the student's request but ultimately this could result in either the parent sharing a room with the student or the student not participating in the trip.
- 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 of the rule break and any previous offenses.
- The chaperone is required to report inappropriate behavior or the breaking of a rule initially to the Athletics Director who will consult with the School Principal, the Deputy Director for Learning and/or the NIS Director. 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 CODE FOR ATHLETES

- I understand and follow always the Nanjing Lions core principles of **‘Teamwork Respect Commitment’**
- I understand that it is a privilege to represent NIS as an athlete in and out of competition and I agree to do so in the best manner possible. I will practice good sportsmanship at all times. I will always support my teammates.
- 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 with a positive and focused attitude and I will 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, and to arrange for any make-up work or tests. I will talk to my 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 at any time during the season or following a sports tournament. I understand the regulations concerning school attendance.
- I understand that drinking alcohol, smoking, vaping or using illegal drugs, have an adverse affect on athletic performance and I will not participate in any of these whilst part of a Sports team.
- 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 and travel rules while on away trips. I will abide by the tournament rules and understand and accept the consequences should I fail to do so.
- For ACAMIS athletes: I have read the ACAMIS Philosophy (Appendix 4) and agree with all that this philosophy contains

An understanding and agreement of this Athletic Code is indicated by the payment made to participate in the Sport’s 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:

- Understand, encourage and model always the Nanjing Lions core principles of **‘Teamwork Respect Commitment’**
- 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 Sports Teams 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 Sports Teams Participation Guidelines and ensure athletes and parents follow these guidelines
- Be proactive in communication with the Sports Teams 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 Sports Teams:

1. Understand, encourage and model always the Nanjing Lions core principles of **‘Teamwork Respect Commitment’**
2. Encourage students to participate, but do not force or apply pressure.
3. Attend competitions 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 make a positive impact.
4. Praise positive skill development and improvement in both the individual and the team.
5. Avoid criticism or ridicule of athletes, coaches or referees – remember that everyone is attempting to be the best they can be! Mistakes are never made on purpose.
6. Avoid coaching your child at any time during a competition
7. 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 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. It is important for team unity that the athletes stay together as a team where possible, so parents are asked not to take their child for meals, etc. separated from the team at any time during the trip.

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 paying for a sports trip, parents and athletes are confirming the following statements:

Student-Athlete:

I have read the Sports Team Handbook (including the Code for Athletes) 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 Sports Team 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 Sports Team Handbook and have access to a copy for reference. I understand and agree to my responsibilities as a parent of a student-athlete.

Questions?

Please feel free to contact the NIS Activities Director, Danny Clarke at 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

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 Sports Teams 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 Sports Teams 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.
- Sports Teams Directors have an overall responsibility for supporting and developing this philosophy across their school.
- Sports Teams 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 Sports Teams Department.

NIS SPORTS TEAMS

ACCIDENT PLANNING FOR PRACTICE SESSIONS

- A first aid kit should always be available
- **For minor injuries:**
 - a) the coach will treat. If the nurse is on site, the athlete can be sent to the nurse for treatment.
 - b) Coach will ensure that the child can travel home safely
 - c) Parent should be informed as soon as is practical
- **For major/more serious injuries that might need further or emergency medical treatment:**
 - a) the parent will be contacted and asked to collect their child. If the parent is unavailable, the coach will arrange adult supervision to transport child to Drum Tower Hospital Emergency Room. (see below). Parent must be contacted ASAP.
 - b) In very serious emergency situations, the coach will call International SOS (number below) for direct advice.
- **For suspected concussion:**
 - a) the concussion protocol will be followed (see Concussion guide below)

Emergency contact numbers

Danny Clarke	Activities Director	13770824258
International SOS	24 hour hotline	01064629100
Ambulance		120

Global Doctor(Xianlin) 环球医生 (仙林)

Add:B1 Yadong Plaza, No.12 Xianyin North road, Qixia district

地址：栖霞区仙隐北路 12 号亚东广场 B1

Tel:025-8662 8386 (24hours)

Taiking Xianlin Drum Tower Hospital 泰康仙林鼓楼医院

Add: Ling shan Bei lu 188, Qixia district

地址：栖霞区灵山北路 188 号

Tel: 025-8535 8120



Concussion Quick Reference Guide

Signs Observed by Coach	Symptoms Reported by Athlete	Danger Signs (Seek emergent care)
Appears Dazed or stunned	Headache or “pressure” in head	One pupil larger than the other
Confused about assignment or position	Nausea or vomiting	Is drowsy or cannot be awakened
Forgets sports plays	Dizziness or problems with balance	A headache that not only does not diminish, but gets worse
Unsure of game, score, or opponent	Double/blurry vision	Weakness, numbness, or decreased coordination
Moves clumsily	Sensitivity to light	Repeated vomiting or nausea
Answers questions slowly	Sensitivity to noise	Slurred speech
Loses consciousness	Feeling sluggish, tired, or groggy	Convulsions or seizures
Shows behavior/personality changes	Concentration/memory problems	Becomes increasingly confused, restless, or agitated
Can't recall events prior to injury	Confusion	Cannot recognize people or places
Can't recall events after injury	Does not “feel right”	Has unusual behavior