



# ***Student Athlete Handbook***

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## Introduction

This handbook is designed as a reference tool to be used by student athletes and their parents.

### The HIS Mission

To provide international learners with opportunities to pursue academic and personal excellence within a caring community.



### Philosophy of Co-Curricular Activities at HIS

After school, extra-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 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 students in primary, middle and high school with the opportunity to learn, develop and pursue excellence in a variety of sports which they possess an interest in.

Competitive and selective levels occur in middle school and high school. Hangzhou International School recognizes the developmental stages through which students progress and acknowledges those stages in our program(s).

All present nationalities at HIS and abroad are emphasized. Programs reinforce the importance of teamwork, unity, 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 with 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 their education.
- Be continuously aware of the safety, social and academic welfare of all participants.
- Provide adequate equipment and facilities.
- Develop a well-organized inter-school athletic program for all students in grades 9-12.
- Optimize all opportunities for participation within the limits of facilities and personnel.



## Sports Conference Affiliations



ACAMIS  
Association of China and  
Mongolia International  
Schools



SSL  
Shanghai Swim  
League



HISAC  
Hangzhou  
International  
Schools Athletics  
Conference



SISAC  
Shanghai  
International  
Schools Athletics  
Conference



CISSA  
China  
International  
Schools Sports  
Association

## Activities & Athletics

### Code of Conduct

The primary objectives of the Activities and Athletics programs at Hangzhou International School are the development of self-discipline, a spirit of cooperation, and respect for rules and authority. We inspire in our students to adhere to 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 consistency of goals.

### Activity & Athletics Courtesy and Goals for all Students

#### Respect Yourself

- Accept and learn the value of punctuality and reliability
- Learn the rules of the sport/event, as well as those of the host institution
- Learn, know and abide by the rules of their particular sport or activity
- Demonstrate an appreciation of the sport or activity
- Participate in the program to the fullest extent possible
- Prepare to be in top physical condition, be self motivated, and able to motivate others
- Understand the importance of academic grades and standards of behavior
- Accept constructive feedback
- Try your best at all times
- Use appropriate language
- Value learning

#### Respect Others

- Have a positive attitude towards opponents and officials
- With respect to attitude, foster a productive and positive team environment
- Communicate with teammates and peers in a positive and encouraging way
- 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.

#### Respect this Place

- Respect all equipment, both personal and team



### Practice & Training Rules

All athletes and/or students in major activities are required to fill in an Athlete Registration Packet which includes:

- Student Athlete Eligibility Contract (Appendix 1)
- HISAC / SISAC / CISSA Athlete Code of Conduct (Appendix 2)
- Medical Information & Liability Release (Appendix 2)
- ACAMIS Event Rules (Appendix 3)

These contain important information including behavioral expectations.

### Athletics Eligibility Requirements

To be eligible to try out and/or participate in Hangzhou International School's Co-Curricular activities:

- A student must maintain a 3 or higher on the IB/MYP scale of 1 to 8 and not be failing any subject.
- 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 has a mark below a 3 or has a failing grade, will be placed on academic probation 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.

### Student Athlete Eligibility

The Athletic Director and administration will create the Eligibility Report Dates. During a season, the Athletic Director, Principals, and teachers will review all student athletes' academic progress to ensure they remain eligible to participate in athletics. If it is determined that an athlete is not meeting academic and/or behavioral expectations, the following measures may be taken;

- student not permitted to attend practices/matches until further notice
- student declared ineligible for upcoming tournaments
- student required to attend office hours
- student removed from team for remainder of the season.



## Practice, Games, & Tournaments

### Practice Expectations: Elementary School Activities

An elementary program exists, with a philosophy of moderate competitiveness and a "Play Hard and Play Fair" concept.

- These activities are offered through our Co-Curricular Activities (CCA) that take place 3 times each year for 10 weeks each.
- Practices may be once or twice each week between 3:15-4:15p.m. on days determined by the coach and advertised during the CCA registration process.
- Participants on elementary school teams are required to attend all practices.
- Coaches should be informed when students will miss practice.
- No players are cut from teams at this level unless limits are placed due to facility and coaching constraints.



### Practice Expectations: Middle School Athletics

An extensive Middle School program exists, with a philosophy of moderate competitiveness and a "Play Hard and Play Fair" concept. Students can participate in up to 11 different sports.

- Seasons are generally 6-8 weeks long and finish with a Saturday HISAC or CISSA tournament. These culminating tournaments are based on the Athletic Director's scheduling meetings.
- Practice days are usually Tuesday and Thursday of each week, although some sports practice on Monday and Friday.
- Schedules are normally limited to two practices per week after school from 3:30-4:30 p.m.
- Participants on middle school teams are required to attend all practices and games.
- Players should personally inform the coach when they will miss practice in a timely manner.
- No players are cut from teams at this level unless limits are placed due to facility and coaching constraints.
- All players are expected to make all games, practices and attend the season-ending tournament.



### Practice Expectations: High School Athletics

A robust High School program exists, with a competitive focus which continues to emphasize sportsmanship, discipline, teamwork, sacrifice and commitment.

- Seasons are generally 9-12 weeks duration and culminate with ACAMIS tournaments which are hosted by international schools throughout China and Mongolia.
- Practices will generally be three times each week between 3:30 -5:00 p.m.
- Participants are required to attend all practices. Coaches should be informed when students will miss practice.
- It is expected that participants be in school on the day of an event/practice to participate.
- All student athletes should participate in PE classes if they are enrolled in PE during the normal school day.
- Several tournaments are played during the season, some of which involve overnight stays.
- In the event that a selection process needs to take place to reduce roster size, coaches will provide all registered student athletes the opportunity to practice sufficiently so as to determine their abilities and position on a final team roster. As much as possible, an inclusive approach exists for all teams and coaches will avoid cutting players during a season.
- Players are expected to make all games, practices and attend the season-ending ACAMIS tournament if selected.



### Traveling Outside of Hangzhou

Varsity student athletes will have the opportunity to travel to other cities or countries in the region for various events or tournaments. The coaches and/or Athletic Director will endeavor to disperse all information to parents and allow them to make a timely choice in advance.

- HIS subsidizes all athletes by paying for bus transportation and tournament registrations costs for all teams representing HIS.
- All travel and accommodation costs are borne by the athletes/parents. Whenever possible, flights are arranged on school days and reasonable return times are booked.
- For ACAMIS tournaments a payment of 3000 RMB will be collected 6-8 weeks before the tournament to cover booking of fares and hotels. Certain destinations during certain times of the year may warrant a larger deposit.
- Other tournaments which involve costs will require payments 4 weeks prior to the tournament.
- Assignments that are due during these tournament days should be turned in before departure unless negotiated with teachers.

## VISA & Passports

Visas are the responsibility of the traveler. Parents are requested to ensure that passports and Visas 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.

## HIS Travel Attire

Students are representing HIS every time they are off campus. First impressions are important. The following guidelines will help teams to present the best possible first impression when traveling. A HIS team, when traveling, should look like an athletic team.

- HIS apparel is required during travel and throughout official tournament time.
- When tracksuits are required, they should be worn by all athletes.
- The coach will reserve the right to decide if any students' clothing is inappropriate.

## 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.

## Curfew Policy

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

## Athletics & Activities Awards

These awards are presented at the Athletic & Activities Awards Assembly at the end of the school year. All students who are a part of a sports team will be presented with a participation certificate. Those Middle school students who participate in 6 sports or more will receive an award. High school students participating in the 3 sports will receive an award.

### Middle School 6-Sport Athlete

Those students who participate in regular practice, attend the tournament, and show dedication to the team in six or more sports will be recognized with an award of excellence.

### High School 3-Sport Athlete

Those students who participate in regular practice, attend the tournaments, and show dedication to the team in the three high school sports will be recognized with an award of excellence.

### Coaches Awards

These awards are voted on by coaches. Two players from each varsity sports teams will be recognized for outstanding performance on and off the field of competition.

### Male & Female Athlete of the Year

One male and one female student who exemplify: multi-sport participation, excellent skills and knowledge of the sport, leadership skills, team concept and commitment will be awarded top athlete honors.



## **Athlete Preparation Program (APP)** ***(High School Athletes Only)***

Physical conditioning is an integral aspect of good athletic performance. In addition to the 2 or 3 team practices during the season, all High School athletes should undertake some regular physical training to develop and maintain a good level of physical fitness and conditioning throughout the year. HIS supports students to develop their physical fitness and conditioning through our Athlete Preparation Program (APP). This program offers all high school student athletes the opportunity to complete individualized training programs that are tailored to specific students and the sports they are playing.

APP runs in the Fitness Room and Gymnasium each morning between 7:00am – 7:45am and after school from 3:15pm-5pm. All morning sessions will be supervised. Afternoon sessions may be supervised, but are intended primarily for more experienced student athletes who can complete their training programs with limited direct supervision. As a matter of safety, there is a limited number of students able to use the Fitness Room at any one time so athletes will be asked to register in advance for their preferred training sessions. This will be managed by the Director of Athletics, in consultation with coaches. Attending in pairs or groups is preferred for motivation and safety reasons, although most exercises in the individualized training programs do not necessitate a partner/spotter to maintain safety for the student athlete. There will always be a member of the Athletics Department in the adjacent gymnasium if you require assistance.

Students recovering from injuries should also use these APP training sessions as an opportunity to speed up recovery and are encouraged to seek professional medical advice which includes a list of suitable rehabilitation exercises.

## **Service to Sports Commitment** ***(High School Athletes Only)***

All high school athletes are required to contribute a minimum of 10 hours in any the 3 areas of service outlined below. These hours can be counted towards your CAS service hours requirements. This will be managed and monitored by the Athletic Director, and the relevant coaches. Whether you participate in 1 or multiple sports, the 10-hour minimum commitment is the same. This minimum commitment of 10 hours is not per sport.

The 3 areas of service and examples of duties include;

### Coaching and Leadership Roles

- Assisting a coach of a Middle School or Lower School Team.
- Conducting an activity-focused After-School Activity (ASA) for Lower School / Middle School students under the supervision of a teacher / faculty member.

### Scoring, Officiating and Match Day Roles

- Operating scoreboards at matches/tournaments hosted by HIS.
- Acting as an official (ie. linesperson, scorer) at matches/tournaments hosted by HIS.
- Operating the music at matches/tournaments hosted by HIS
- Assisting Tournament Director at matches/tournaments hosted by HIS

### Promotion and Photography Roles

- Being the team reporter during a Varsity Season
- Photographer at matches and tournaments hosted by HIS
- Creating posters promoting upcoming Athletics events hosted by HIS
- Traveling with a Varsity or Middle School team to a Saturday tournament as a photographer

Eligibility to participate in the athletics team will be reviewed by the Athletic Director if this service commitment is not being fulfilled.

# Appendix 1

## Student Athlete Eligibility Contract

I acknowledge that I am a student, foremost, and have the privilege to participate in athletics as long as my academic and behavioral performance is satisfactory according to the teachers, principals, and coaches at HIS. It is my responsibility to maintain a healthy balance between academics and athletics. If I am unable to fulfill my requirements in all of my classes, I will not be eligible to participate in athletics.

I am aware that failing to meet all of these requirements will cause me to be ineligible for athletics at HIS. This includes all tournaments, games and practices. This ineligibility will continue until there are sufficient improvements in the requirements below, as determined by the Director of Athletics, in consultation with relevant teachers/counselors/principals/coaches.

In order to be eligible for Athletics at HIS, I must agree to all of the following requirements:

1. I must meet the requirements of the activity (attending practice etc.). I make a commitment to my team/event until the completion of the season.
2. I must maintain adequate progress of 3\* or higher on the IB/MYP scale in all classes.
3. I will submit assignments complete and on time.
4. I will be present at all required teacher office hours/study sessions
5. I must maintain a high level of attendance to school and all classes.
6. I must be at school from 8:00 in order to qualify for participation in an athletics activity that day.
7. I must demonstrate courtesy and respect towards peers and teachers as well as adhere to the behavioral expectations outlined in the Student Handbook. I am expected to be a leader and promote good school citizenship.
8. I understand that the use of alcohol, tobacco, drugs, and other controlled substances at school or during a HIS sponsored event is strictly forbidden.
9. 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.
10. As a 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 HIS.
11. I fully understand that as a member of team I am an official representative of HIS.
12. My actions in and out of school contribute to school spirit. This responsibility implies respect be given at all times to administration, teachers, coaches, officials, advisors, fellow students, members of the public, and the student body.
13. I will fulfill my Service to Sport Commitment of at least 10 hours during the academic year.

It is my responsibility to seek help from my teachers before any problems arise. Missing practice to fulfill the aforementioned requirements above, will not be held against the student athlete. At HIS, academia has first priority and athletics are a privilege.

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Student Athlete Signature

# Appendix 2

## Responsibilities and Expectations of Parents

1. To review all the details with respect to the co-curricular activity specified in the Student Athlete Handbook which can be accessed on the HIS Website and all details enclosed in this booklet.
2. To understand that sport, recreation, travel, outdoors activities represent opportunities for accidents. Every effort is made to minimize risk and to ensure the provision of emergency attention as deemed necessary.
3. You may address any questions to the Director of Athletics, Coach, trip sponsor/advisor of the activity.
4. To have current and comprehensive medical insurance for your child applicable to all school-related activities both during normal school hours and co-curricular activities and excursions.
5. Should up-front payment be required for medical treatment, you agree to promptly reimburse and indemnify the school for any amount incurred.
6. As a spectator at matches, parents should demonstrate the same positive spirit of sportsmanship towards officials and opponents that we expect from our student athletes.

---

Parent Signature

---

Date

### **Payments relating to Varsity Athletics participation**

- With the return of this Registration Packet: 500 RMB Uniform Deposit (\*Only needed once for the year and carried over through the seasons)
- 6-8 weeks before ACAMIS Tournaments: ACAMIS Tournament Payment (3000 RMB)
- 4 weeks prior to other tournaments: Tournament-associated costs such as accommodation, transport.



## Medical Information and Liability Release

Do you have any current Medical Conditions?  No  Yes

Explain:

Do you currently take any medication?  No  Yes

Explain:

Do you have any Allergies?  No  Yes

Explain:

Have you had any significant injuries previously?  No  Yes

Explain:

Do you have a history of Asthma:  No  Yes      Use an asthma inhaler:  No  Yes

Wear a hearing aid:  No  Yes

Wear Contact Lenses:  No  Yes

**\*Referees / umpires may not permit players to wear regular glasses while participating in some sports as this may pose an unacceptable risk to the individual and other players. Students involved in Volleyball, Basketball, Soccer, and Ultimate Frisbee who need to wear glasses should purchase contact lenses or prescription sports glasses/goggles.**

When was your child's most recent physical examination? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day      Month      Year

Where was this examination completed? \_\_\_\_\_

Has your child ever been directed by a doctor to permanently refrain from sports or strenuous activities due to a medical concern?  No  Yes

Since the last doctor's physical, has your child had any serious medical illness?

No  Yes

If yes, please explain:

Should the school be aware of any other relevant conditions affecting your child's participation in sports, long distance travel by land/air etc.?  No  Yes

If yes, please explain:

I grant permission for the HIS nurses, other registered nurses, coaches/chaperones, advisor to give Ibuprofen (Advil), Panadol or Tylenol for minor sprains, headaches or menstrual cramps to my child.  No  Yes

## 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 the 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.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day    Month    Year

## Appendix 4

### Rules for ACAMIS Events



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, suspension for 12 calendar months, student's principal notified)
2. Any sight seeing or travel in the host city will be done only within the permission of the host family and the coach/ sponsor. (Consequence: disciplinary action at the discretion of the activity organizer and lead chaperone)
3. Under no circumstances will housing arrangements be changed without permission of the host school and the knowledge of the coach/sponsor. (Consequence: disciplinary action at the discretion of the activity organizer and lead chaperone)
4. Visiting students will be in the hotel no later than 10pm. (Consequence: suspension from immediate and further participation in that event, student's principal notified)
5. All laws of the host country will be adhered to. (Consequence: disciplinary action at the discretion of the activity organizer and lead chaperone. The disciplinary action should also be according to the laws of the land at the discretion of the governing authority)
6. 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.
7. In the event of any accident or injury the chaperone / coach has permission to deal with the situation and make any emergency decisions should they be unable to contact the parents or guardians. That permission must be granted in writing by the parents via a waiver signed before the activity.

**We have read, understand, and agree to abide by the rules that are stated above.**

---

Signature of student's parent/guardian

---

Signature of student

---

Date

## Appendix 5

### HISAC & SISAC Athletes Code of Conduct



1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Be fair, considerate and honest in all dealings with others.
3. Be professional in, and accept responsibility for your actions.
4. Be aware of and maintain an uncompromising adherence to the sport's standards, rules, regulations and policies.
5. Do not tolerate acts of aggression.
6. Respect the talent, potential and development of fellow players and competitors.
7. Care for and respect the equipment provided to you as part of your program.
8. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
9. At all times avoid intimate relationships with your coach.
10. Conduct yourself in a professional manner relating to language, temper and punctuality.
11. Maintain high personal behavior standards at all times.
12. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
13. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
14. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

**I, the undersigned, agree to participate within the spirit of this code of conduct, throughout the course of my sports this year at HIS – both at practices and in competition while representing my school.**

---

Athlete's Signature

---

Date

## FOR MORE INFORMATION ABOUT ATHLETICS @ HIS:

Visit our website @ [www.his-china.org](http://www.his-china.org) , click on the **EXTEND** button, click **Athletics**

Email correspondence can be directed to : [athletics@his-china.org](mailto:athletics@his-china.org)

As seasons begin, Parents will also be invited to the team Wechat group where information and photos will be shared throughout the season.

You are also welcome to email HIS Director of Athletics and Activities, Mr. Filipe Nogueira : [fnoqueira@his-china.org](mailto:fnoqueira@his-china.org)



*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.*

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