



Association of China and Mongolia International Schools

ACAMIS Sports Charter 2022-2023

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Section 1: General Information

Name & Parent Organisation

The name of this association shall be Association of China and Mongolia International Schools Sports League hereinafter referred to as the ACAMIS Sports League. The ACAMIS Sports League is an organisation under the Association of China and Mongolia International Schools and is in all matters subject to their constitution, by-laws, rules, regulations, and governance by the ACAMIS Board of Directors.

Purpose of the ACAMIS Sports League

The ACAMIS Sports League is designed to provide a forum for ACAMIS member school Athletic Directors, coaches, and other interested parties to better meet the aims and purposes of ACAMIS in regard to sport education. The aims of the ACAMIS Sports League shall be to:

- Give students the opportunity to experience collective endeavours as scholar-athletes.
- Allow students to participate in sports.
- Allow students a safe environment in which to experience winning and losing.
- Allow students to experience the thrill of being a part of a team.
- Give students the opportunity to travel.
- Foster interaction with students from other schools, and to develop bonds of friendship.

ACAMIS Sports Philosophy

All members of ACAMIS are required to abide by this 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 ACAMIS member school, including the Head of School, the Athletics Director, the coaches and the wider school community recognise and agree that:

- Sports participation is first and foremost for the physical, social and emotional benefits that it can bring.
- The satisfaction at the end of the competition comes from knowing you've done your best and that important learning experiences can come from participating, losing or winning.
- Success comes in different ways for different teams and winning is not the only success factor.
- An ethic of fair play should be a cultural norm in ACAMIS competitions. A 'Winning at all costs' approach is not appropriate in an ACAMIS tournament.
- Rules should be viewed as an important part of maintaining fairness in a competition. Coaches and players should not look to exploit rules, but rather always play within the spirit of the rule.
- The opponent is not the enemy. They offer us an opportunity to learn and to demonstrate our ability, determination and class.
- We treat everyone with respect. This includes our own team members, the opponents, officials, and spectators.
- Coaches and spectators should remain positive and supportive of the athletes. Criticising a referee or celebrating a mistake of the opposition does not contribute to the growth of our athletes. We celebrate our successes and learn from our mistakes.

- Athletes should be encouraged to understand that it is a privilege to represent their school and to do so in the best manner possible both in and out of competition
- Coaches have a responsibility towards the welfare of the student-athletes in their care. In particular, coaches should:
 - be a positive role model for the players with regard to their behaviour towards their athletes, the opposition athletes, parents, coaches and officials
 - be an ambassador for their school through their behaviour and actions as a coach
 - be responsible for, and maintain, the health and safety of their athletes whilst in their care
 - find an appropriate balance between the desire to win and the need to ensure that all athletes gain a positive learning experience.
- Athletics Directors have an overall responsibility for supporting and developing this philosophy across their school.
- Athletics Directors, as representatives of ACAMIS, should place the importance of supporting this philosophy above any interest of their own school's desire to win.

The Head of School should enable and encourage this philosophy within the school's Athletics Department.

Inclusiveness

ACAMIS is a membership organization that is inclusive in all of its operations, regardless of race, color, religion, ethnicity, ancestry, marital status, gender or sexual orientation.

Sexual Harassment

ACAMIS is committed to maintaining a professional and collegial work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere which prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical or arising from work assignments out of the office, at ACAMIS sponsored functions and events, or elsewhere, is unacceptable and will not be tolerated.

ACAMIS Gender Affirmation and Inclusion of Transgender Students

ACAMIS supports the opportunity for transgender students to participate and compete in athletics and all other activities. Our values are grounded in a concern for each student's unique needs and an appreciation of the importance of feeling that one belongs. Our Association therefore prioritises the active inclusion of all students at all levels of sport and activities, including transgender students. ACAMIS acknowledges that transgender and nonbinary students face unique challenges with respect to feelings of belonging and identity that are different to those of their cisgender peers. We believe that restricting their participation in inter-school events only exacerbates a sense of isolation and affects self- image. Our clear expectation is that all students are treated equally and with dignity and respect. Transgender athletes cannot be excluded from participating in any ACAMIS sports tournament unless they do not meet the age criteria.

Child Protection

ACAMIS is committed to the safety and protection of children. This statement applies to all adults who are present as part of the tournament and who interact with students in both a direct and/or unsupervised capacity. This policy should be read and followed alongside other sections of the Charter including the Philosophy

Statement, Inclusiveness statement, sexual harassment statement (sports rules & rules infractions) and the Student Participation Agreement.

It is an expectation that all ACAMIS schools will have a thorough and robust Child Protection Policy which will include guidelines on child protection and student safety whilst on field trips, including sports trips. Whilst own school guidelines take precedence for chaperones it is also a requirement that adult chaperones follow these guidelines as a minimum;

1. There must always be adequate supervision of students by the chaperoning adults at all times, based on ratios as agreed by their own school.
2. Trip chaperone ratios must be (as stated in the guest school expectations), as a minimum, one coach per team and at least one other adult chaperone. This should include chaperones of both genders where both gender athletes are present.
3. Adults in a supervisory role should clearly understand their responsibilities towards the safety and protection of the children in their care and should not participate in any activity that might jeopardise the safety of students from their own school or from other participating schools
4. ACAMIS Chaperone policy is an extension of and in support of member school field trip guidelines. Violations will be referred to the participating school for appropriate action.
5. For the duration of the tournament, adult chaperones must, at all times, be able to perform their supervisory responsibilities with unimpaired judgement and they should be aware that consumption of alcohol or drugs can significantly impair their judgement
6. Adult chaperones should be aware that consumption of alcohol or drugs before or during supervisory times compromises their role and their credibility in ways that can result in personal liability
7. Adult chaperones should be aware of their own vulnerability, and be particularly aware that they are responsible for maintaining clear boundaries in all interactions with students
8. All adults must intervene when there is evidence of, or there is reasonable cause to suspect, that any student is at risk of harm in any way. Suspected risk to student welfare must be reported to the Tournament Director as soon as possible
9. Any incident related to Child Protection will be reported by the Tournament Director through the Incident Report procedures as outlined in the Charter
10. The ACAMIS Sports League Committee will continue to build a culture of student safety and well-being through communication and guidance, with this Child Protection Statement and the Philosophy Statement being reviewed annually.

Membership

Schools that are currently comprehensive members of ACAMIS are considered members of the ACAMIS Sports League. Members shall be encouraged to:

- Support each school's Athletic Director (or designee) attendance at the ACAMIS Annual General Meeting.

Divisionally Aligned members are required to:

- Host at least one core tournament within a two-year rotation.
- Send a boys and a girls team to all three core sport tournaments within the school's division.

Divisional Membership will be reviewed every two years with a recommendation to the Board to replace a school if the above commitment is not being fulfilled without exceptional circumstances. The process shall be as follows:

Step 1: when any school misses their responsibility for hosting and/or participating in a core sport, division chair asks for an explanation from AD of school in question

Step 2: response from school in question distributed to division schools. Each school in that division contributes comments & recommendation regarding the future of the school in question in that division to the divisional chair.

Step 3: division chair brings these views and a recommendation to the Committee meeting (related to divisional realignment), after which the Executive Director and Board will be informed of the recommendation.

- Records of these situations to be recorded & maintained by ACAMIS Athletics Chair

Unaligned Schools are not required to host or send teams to core sports tournaments. Unaligned schools will be invited to attend a core sport tournament if a space becomes available due to the withdrawal of an aligned school or by special arrangement of an additional one sport tournament.

Athletics Officers Elected and Appointed

Athletics Chair. At the end of a term or an announced vacancy, the member Athletic Directors/designated representatives will vote at the AGM to recommend a new Athletic Chair to the ACAMIS Board for confirmation. He/she must be an Athletic Director (or equivalent title) from a member school who has been at a member school for at least two full years. The Chair position will be re-elected every three years with nominations accepted from any of the current committee members. The expectation for a new Chair is to serve for a minimum of 3 years. Maximum term for Chair is 6 years.

Athletics Co-Chair. At the end of a term or an announced vacancy, the member Athletic Directors/designated representatives will vote at the AGM to recommend a new Co-Chair to the ACAMIS Board for confirmation. He/she must be an Athletic Director (or equivalent title) from a member school. The Co-chair position will be re-elected every two years with nominations accepted from any of the current Athletic Directors. The expectation for a new Co-chair is to serve for a minimum of 2 years. Maximum term for Co-chair is 6 years.

Committee. A committee is comprised of one representative from each of the Core Sport Divisions, one representative from the unaligned Schools, the Co-Chair and Chair. The representatives will be appointed by the members of the relevant Division/unaligned group and reviewed on a bi-annual basis. He/she will be an Athletic Director from a member school. See Appendix 4 for committee members (highlighted in table).

*The Executive Director of ACAMIS, may, in special circumstances, request that the Athletics Chair or Co-Chair extend their tenure beyond the maximum term.

Meetings

An Annual General Meeting (AGM) of the Athletic Directors (or their representative) of all member schools of the ACAMIS Sports League shall be held during the spring conference. The Divisional Committee shall meet prior to the full meeting at the same conference. Special meetings may be called at the discretion of the ACAMIS Board of Directors provided Member Schools are notified of such a meeting not less than fifteen (15) days prior to the meeting date.

Communication and Procedure for Changes to Sports League Charter

Athletics Directors are responsible for clear communication channels in relation to all aspects of the ACAMIS Sports League. This includes communication across all schools, within divisions and within their own schools. All A.D.s should routinely update their Head of School with regard to ACAMIS sports developments.

The Sports League Charter can only be changed with the approval of the ACAMIS Board. Any proposed changes approved by the Board will be implemented at the start of the following school year.

Process for Change

Timeframe	Action
3 months before AGM and at least two other times in the lead up to AGM	Chair/co chair of ASL, calls for agenda items for AGM. ADs asked to communicate with the Head of School and coaches as part of this process. All agenda items should be communicated from ADs to the Division Chair. Items are listed on the Committee agenda.
1 week before AGM	Chair send all ADs a copy of the Committee agenda, with all agenda items listed, ready for discussion. Any specific proposals are stated. ADs are asked to share this with, and to discuss, all items with their Heads of School.
1 day before AGM	Committee meeting. All items are discussed and voted on as recommendations to go to the AGM. Outcomes of discussion, votes and proposals are stated in the minutes.
As soon as possible after Committee meeting – latest within 2 hours after the completion of the meeting	Co-chair emails all ADS with the updated agenda with the outcomes of all discussions, proposals and outcomes from the Committee meeting. ADs are encouraged to share this with the Head of School in order to be prepared to represent their school at the AGM.
AGM meeting	All items are discussed in the Divisional meetings. The Division Chair explains the background and the rationale for the recommendation being made. Discussion and questions are answered. Following these discussions each item is voted on. One school, one vote. Votes are counted and recommendation is passed with a simple majority.
After AGM meeting	Full minutes of both the Committee meeting and the AGM are sent to the Board with the votes and proposals clearly communicated. Board meets and decides on whether to accept, reject or seek further clarification, time or modification on each proposal

Voting

All votes concerning the ACAMIS Sports League will be limited to the member schools of the ACAMIS Sports League and passed by a majority vote. Each member school will have one vote. To limit liability, all votes shall be designed to provide the ACAMIS Board with recommendations of an advisory, non-binding nature for the Board's confirmation.

Sports

There will be 3 core sport seasons over the school in the following order: Volleyball, Basketball and Football.

There will be additional invitational sports as interest dictates. These may include, but will not be limited to:

Tennis	Table Tennis	Rugby
Badminton	Netball	Touch Rugby
Cross Country	Squash	Track and Field
Swimming	Golf	Ultimate Frisbee

Divisions for Core sports

There will be a maximum of 8 teams per division for core sports except in the most recent division to be formed, which may have up to 9 teams. With more than 9 teams the following pattern should be followed:

- Two five team divisions
- One five team and one six team division
- Two six team divisions
- The most recent division to form will take in new schools

See Appendix 5 for a list of the current divisions

Tournament Teams

Core Sports - each participating school will be limited to 1 boys' team and 1 girls' team per sport per tournament, however, if a school cannot provide a team for a tournament or if a growing division needs an extra team for a tournament, teams may be added.

Invitational Sports - the number of teams allowed per school is at the discretion of the tournament organiser.

Squad Membership and Sizes

A student who represents a school in an ACAMIS event must to be a full-time enrolled member of that school.

The expected squad size for each team in the core sports are as follows:

- Volleyball: 10 (Minimum 7. Maximum 12)
- Basketball: 10 (Minimum 6. Maximum 12)

- Football: 12 (Minimum 7. Maximum 12)
- Invitational Sports – the squad size is based on the Invitational Tournament Guidelines in the Appendices with flexibility at the discretion of the host school.

Athlete's Age Limit

To be eligible for any ACAMIS sports competition, the student-athlete may not have turned 19 years of age on or before September 1 of the current school year.

Core Sports

Participation in ACAMIS core sports events is limited to high school students and/or those who are 14 and above as of 1st September and below the maximum age limit. Any minimum age requirement exceptions require a majority endorsement of members involved in that division as coordinated by the tournament director. (see Application for Athlete Participation template at Appendix 10).

Underage players cannot displace a correct age player and cannot be used to extend the basketball or volleyball squad to more than 10 players.

The ACAMIS Chair will cast any tie-breaking vote if needed. If the ACAMIS Chair is representing a member school in that division then the ACAMIS Co-chair will cast the tie-breaking vote.

Applications for the use of underage players would need to be put forward on or before the due date for rosters unless there are extraordinary circumstances.

Invitational Sports

Participation in invitational tournaments (with the exception of junior swimming) is limited to students who are aged 11 on 1 September of the current school year. Exceptions must be approved by the host AD.

Tournament Fees for Core sports

Tournament fees for participant teams in the three core ACAMIS sports (Volleyball, Basketball, Football) shall be based on the formula of a maximum of 800 RMB/student, multiplied by the expected squad size (10 for volleyball and Basketball and 12 for Football). For Basketball and Volleyball, if the guest school chooses to bring one or two extra players above the recommended squad size of 10, the tournament fee will increase pro-rata.

Payment arrangements for fees are at the discretion of the host school. The invoice may be sent one week after the tournament invite has been sent which is at the point where all intentions to participate should be confirmed. Guest schools must be given at least 3 weeks to pay the tournament fee.

Finance principles for Hosting ACAMIS Sports Activities:

- The principle for activities is to break even or have a small surplus, up to 1500 RMB. All monies up to 1500 RMB will remain in the host school.
- Any monetary surplus in excess of 1500 RMB should be remitted to ACAMIS.
- All schools are required to complete a financial report and remit any surplus within 2 months of the event. (see Appendix 8)
- Losses for activities are typically not covered by ACAMIS budget funds however losses may be considered in extraordinary circumstances upon a written request to the ACAMIS Board.
- Host schools will assume the responsibility and will not charge for all administrative costs and facility costs associated with hosting events.

Air Quality Index (AQI)

ACAMIS tournaments will modify tournament times/formats in response to an AQI reading of over 175, with tournament stoppage or delay to occur at over 250 (based on best available data as determined by the host AD—indoor or outdoor). The host Head of School is designated to officially cancel a tournament based on ACAMIS guidelines.

Sports Rules & Rules Infractions

The sports will be played according to the rules as written in the appendices below.

Rules for the Invitational sports can be adjusted by the host school to fit local circumstances, with participating schools informed of said rules no less than 4 weeks prior to the tournament date. All rules must be adhered to once agreed. Once an additional sport becomes established, appropriate rules will be determined.

Any school found playing ineligible players in an ACAMIS event will be disqualified from the immediate tournament. If this information is forthcoming after the event, then this team will be deemed disqualified and trophies and rankings will be adjusted accordingly.

All ACAMIS participants are expected to officially agree to the ACAMIS 'Student Participation Agreement' (see appendix 6) which may be done on paper or electronically. Any rule infringements according to the Participation Agreement shall be reported to the Sports League Chair and the ACAMIS Executive Office through a completed 'Incident Report Form' (see Appendix 11) where it will be kept on record for four years.

All accompanying adults should assume the same level of duty of care for players from ALL teams (not just their own). Any incident or action taken should be reported immediately to the team lead chaperone of that team. Those adults are also expected to enforce the expectations in the "Student Participation Agreement" and put in place suitable supervision arrangements to allow for this. Any incident must be reported to the Tournament Director as soon as is reasonably possible after the incident and an Incident Report Form completed as per outlined below.

The Tournament Director is the person in charge of the event and any decisions taken should be respected and followed by all players, coaches and spectators.

If a player, coach or spectator is displaying behaviour that does not align with the ACAMIS philosophy, the Tournament Director should, in the first instance, make a request in a straightforward, but unaggressive, fashion (to or through the coach) for the behaviour to stop, with a verbal warning that, should the behaviour continue, the school AD will be contacted and that, ultimately, the offending person can be removed from the tournament.

If needed, the Tournament Director should seek support from the following (in this order):

- the AD of the offending school
- the Division Chair
- the Athletics Chair

After consultation, the Head of the host school has final responsibility for any decisions made and may be called upon should any coach, player or spectator continue to refuse to follow the decision made by the Tournament Director.

Any incident of this nature should be followed by a completed Incident Report Form sent immediately to the Division Chair and the Athletics Chair who, after verifying details, will inform the ACAMIS Executive office.

Section 2: Sports Tournament Guidelines

The following guidelines are written for the Core Sports. Invitational Sports tournaments should try to follow similar guidelines where possible but with the understanding that local conditions may require adaptations to be made.

Format and Facilities

For core sports tournaments, each division should follow recommended guidelines for tournament format and facilities where possible, but with majority divisional agreement, may have tournament format/facility changes due to local or divisional needs.

Tournament Format for core sports

- For tournaments with 6 teams:
 - Single round robin followed by elimination games with the following format:
 - Game 16/17/18 B/G 1 v 4, 2 v 3 & 5 v 6
 - Game 19 B/G 3rd/4th Play-off
 - Game 20 B/G Championship Game
- For tournaments with 8 teams:
 - Two groups of 4, 3 game single round robin. Followed by:

GAME		GAME	
13	1 st A v 4 th B	14	1 st B v 4 th A
15	2 nd A v 3 rd B	16	3 rd A v 2 nd B
17	Loser 13 v Loser 16	18	Loser 14 v Loser 15
19	Winner 13 v Winner 16	20	Winner 14 v Winner 15
21	Loser 17 v Loser 18 (7 th /8 th place)	22	Winner 17 v Winner 18 (5 th /6 th place)
23	Loser 19 v Loser 20 (3 rd /4 th Place)		
24	Winner 19 v Winner 20 (1 st /2 nd place)		

- For tournaments that do not have 6 or 8 teams the tournament format will be decided by the tournament coordinator. This format must be sent out to participating schools at least one week prior to the tournament.
- Each year girls and boys play-offs will be reversed. Year 1 – Girls championship game is the final game. Year 2 – Boys championship game is the final game. As a guide, in 2010-2011 the Boys Championship was played first. In the current year 2021-22, the girls championship game will be played first and the boys is the final game.
- In an effort to ensure safety and equity in event schedules, the following priorities will be followed:
 - No team should play back-to-back on any day in the round robin stage. Game-Rest-Game should not occur more than once in a tournament for any team.
 - If possible, the school traveling the farthest distance should not be scheduled to play first on the first day.

- Last game one day and first game the next day should not occur more than once in a tournament for any team.
- The boys and girls teams from the same school should not be scheduled to play at the same time more than once in a tournament.
- Rotate courts and fields for boys and girls competitions. It is expected that host schools of sports tournaments will fairly rotate all tournament courts and fields with the boys and girls divisions for all teams involved, whenever possible.
- For tournaments with 3 venues:
 - Three-venue formats may be used at the discretion of the host school tournament director, ensuring that adequate rest is still provided.
 - Note: a Three-venue format will not be seen as a violation of these priorities.
- The following is the recommended structure of all sports tournaments.
 - Sports tournaments should be held over a minimum of two days.
 - Tournaments can be adapted as needed after consultation with all participating schools.
 - Day One:
 - Teams travel to host school.
 - The first and/or second game of the round robin should be played on afternoon/ evening.
 - Day Two
 - Round Robin games continue. Ideally three games will be played by each team
 - Day Three:
 - Final round robin game in the morning (if not already completed)
 - Final position games played.
 - Presentation Dinner
 - Day Four:
 - Teams travel home
- For all tie-breakers from the round robin stage - 'If any stage of the tie-breaker separates all of the tied teams, then the tie-break is complete. If, at any stage of the tie-breaker, only two teams remain tied, the head to head result will determine the placing.'

Host School Expectations – Core Sports

- Communication with schools is essential for the smooth running and preparation of ACAMIS Sports Tournaments. Communication should be conducted via email or by phone when necessary.
- Tournament directors will send out information to participating schools two months prior to scheduled date, and participating schools will respond within 1 week of the invite if they are unable to fulfil their commitment to the tournament.

- If a school in the division is unable to fulfil their commitment to the tournament, the following procedure shall take place:
 - The Athletics Chair is informed who then offers the opportunity to all unaligned member schools on a first come first served basis
 - If no unaligned member school takes this opportunity, the Tournament Director can offer the opportunity to a local non-ACAMIS private school or to a second team from the host school. When making this decision, a judgment needs to be made with regard to the substitute team being at a competitive level with the other teams in the division.
 - Every effort should be made to find a replacement, but If none can be found, the Tournament Director makes arrangements for a 5-team or 7-team tournament.
- The communication from the Tournament Director should include:
 - Tournament Roster return sheet (Appendix 10)
 - Tournament itinerary
 - Tournament format
 - Tournament rules / Agreement Forms
 - Coach / chaperone accommodation information
 - Transport arrangements
 - Invoice (where appropriate)
 - Other relevant information
- All AD's are responsible for ensuring student athletes have agreed to the Student Participation Agreement as required by ACAMIS and that coaches have access to, and have alerted the host school, to all necessary medical information
- All ADS are responsible for ensuring coaches, athletes and spectators are aware of the ACAMIS Philosophy Statement
- T-Shirts - All tournament participants should be provided with a tournament T-shirt with information including but not exclusive to:
 - Host School name
 - Tournament date
 - Participating school
 - Design of T-shirts is at the discretion of the host school.
- Trophies/ Awards - Trophies will be awarded for first, second and third placed teams. Further awards will be as follows:
 - Awards will be a T-shirt indicating All-Tournament selection and a trophy/medal (at the host schools discretion)
 - A trophy will be awarded for the 'Spirit of ACAMIS Award'. Voting for this trophy will be done by all teams based on a standard rubric (Appendix 11)

- All Tournament Team Awards. Nominated by opposition coaches after each game on a 3-2-1 basis (3 points for the best) through the host AD. (ties broken by most 3-point scores, the most 2-point scores)
- Awards will be given to individual athletes from each school on the following basis:
- 1st placed team = 3 athletes with most points
 - 2nd placed team = 2 athletes with most points
 - 3rd placed team = 2 athletes with most points
 - all other teams = 1 athlete with most points.
- Officials - Where possible, qualified, impartial officials should be hired for officiating duties throughout the tournament. There should be more officials than the minimum number, which allows for a rotation and suitable breaks for the officials. There is an expectation that an adult translator is always available court/pitch side
 - Transport - Transport should be provided to and from airport / train / ferry station for all visiting teams. Transport should also be provided to and from tournament venue and host family residence/hotel.
 - Program - A program of the tournament should be provided. Host schools have the option of producing either a hard copy or electronic version of this program. Schools are also encouraged to create websites for their individual events. The program should include but not be exclusive to:
 - Welcome address
 - ACAMIS rules
 - Tournament Itinerary
 - Tournament format
 - Game schedule
 - Team photos
 - Emergency contact details
 - Food / Beverages
 - Breakfast: There is no requirement for the host school to provide breakfast. This would normally be provided by the hotel.
 - Lunch should be provided by the host school on each day of the tournament for athletes and coaches.
 - There is no requirement for the host school to provide evening meals with the exception of day three when a presentation dinner must be provided by the host school. If tournament play extends into dinner time, the host school should provide the dinner.
 - Drinks should be made available at all times during the tournament.
 - Hosts should ensure that vegetarian options are available for each meal they provide.

- Accommodation
 - Host schools will secure a special rate at a “tournament hotel” and all expenses will be the responsibility of the individual visiting school.
 - Each evening, visiting coaches/chaperones shall make contact with each student at the curfew time to establish that they are in their hotel room. At least one chaperone will be on duty at all times when students are in accommodations and the name, room number and contact information of that person shall be shared with all participants.
- Coaches’ Meeting - A coaches’ meeting should be scheduled for day one of the tournament to discuss any relevant matters with all visiting coaches. Coaches meeting may include but is not exclusive to:
 - Tournament rules
 - Tournament format
 - Philosophy and conduct
 - Emergency contact procedures and chaperones duty roster in accommodations
- Coaches’ Dinner - A coach’s dinner should be provided for all visiting coaches on day one or two of the tournament. Coaches are expected to attend this dinner except those coaches required to chaperone students.
- Coaches’ Lounge - Where possible an area for coaches to relax (away from the tournament playing area) and get a snack/beverage should be provided for the duration of the tournament.
- Athlete Information Package - All athletes should be provided with an information package, in hard or soft copy, which includes:
 - Host school address (in English and Chinese)
 - Program
 - Teams Hotel information (in English and Chinese)
 - ACAMIS T-Shirt
- Coach Information Package - All coaches/chaperones should be provided with an information package, in hard or soft copy, which includes:
 - Host school address (in English and Chinese)
 - Program
 - Teams Hotel information (in English and Chinese)
 - Teams Transport information
 - ACAMIS T-Shirt
 - Catering information including coach dinner information
- Medical Support – A First Aid station with basic medical supplies such as ice and bandages must be provided by fully qualified first aid staff at all times during the tournament.
- School Banners - School banners (in appropriate school colours) should be displayed for the duration of the tournament.

- Tournament Feedback - Host school will email the Tournament Evaluation Form (Appendix 7), to all participating schools, inviting feedback for the tournament. Participating schools should email a summary of the responses from the visiting coaches to the host school and the Divisional Representative within 2 weeks of the tournament. Any major issues should be communicated by the Committee Divisional Rep to the Athletics Chair.
- Results & photos - Host school will email end of tournament results (via the Event Follow up Form at Appendix 9) to the Divisional Chair who will forward them to ACAMIS Executive Office. For additional PR on the ACAMIS Website, a selected 25 action photos (without student names) should also be sent to the ACAMIS Executive officer within 2 weeks of the event – operations@acamis.org.

Guest School Expectations – Core Sports

- All schools should travel with one team coach per team entered and at least one other additional adult chaperone for health and safety purposes
- Invited schools must respond within 1 week of the tournament invite if they are unable to fulfil their commitment to the tournament. It will be assumed that the school is able to provide a boys and girls team for the tournament if no notice is given within 1 week. ACAMIS Schools withdrawing 1 month or less before the event will be expected to pay full fees unless the withdrawal is under extraordinary circumstances.
- Extraordinary circumstances should be discussed between Athletic Directors. If this cannot be resolved at this point, then resolution will be through division Heads of Schools or ultimately the ACAMIS Executive Director.
- Travelling schools should check, at the point of invitation acceptance, any visa requirements for travel to the host country and when the team is selected, check carefully visa needs of the individuals travelling and their passport expiration dates.
- In the event of a cancellation of a tournament due to events outside the host school's control, the school will tally up all non-refundable expenses (such as trophies, t-shirt printing etc.) and provide an account to ACAMIS and to all schools who would have competed. If the total cost is less than 5000RMB it will be covered by the host school, if over 5000RMB the host school will share the cost equally among all competing schools.
- Serious Incidents and Rule Infringements by a visiting athlete or Coach – The Incident Report Form should be completed by the Coach or AD of the Athlete/Coach concerned and copied immediately to the Athletics Chair and the Executive Office

SPORTS TOURNAMENT CALENDAR 2022-23

Core Sport Tournament Dates

	Red	Yellow	Green	Orange	Gold	Blue	Silver	Purple
Volleyball	Nov 3-5 BISS	Oct 20 – 22 NCPA	No tournament	Oct 20 – 22 SIS (SCIS back-up)	Oct 27-29 XIS	Oct 21-23 DCSZ	Oct 21-23 SWIS	Oct 27-29 TBC
Basketball	Feb 23-25 SSIS	Feb 9-11 UISG	No tournament	Jan 19 – 21 HBJ (NIS backup)	Feb 9-11 BSB	Feb 17-19 YCIS-BJ	Feb 10-12 BIS	Feb 16-18 TBC
Football	March 23-25 Dulwich Shanghai	April 20-22 BCIS	No tournament	Apr 20 – 22 IST	Apr 20-22 DAIS	Apr 21-23 Shanghai	Apr 14-16 LIS	Apr 20-22 TBC

Invitational Tournament Dates

Invitational Events	Venue 2022-23	Date 2022-23
Rugby 7's (contact)	DCSH	14-15 October
Tennis	ISB(Boys)/WAB (Girls)	23-24 September
Ultimate Frisbee TBC		
Touch Rugby	WCSH	12-13 May TBC
Cross Country	LIS (BIS Wuxi)	25-26 November
Table Tennis	KEY	25-26 November
Swimming 13-19 Yr olds	ISB	10-11 March
Swimming 9-12 Yr olds	SWIS	24-25 March
Golf	SIS - Pacific Pine	15-16 March
Track and Field	SSIS	5-6 May
Badminton	SIS	21 - 22 April

SPORTS LEAGUE DIVISIONS and ATHLETIC DIRECTORS

Divisions for the 3 Core sports of Volleyball, Basketball and Football

	Division	School	Initials	Athletics Director
1.	Red	Dulwich College Beijing	DCB	Hannah Marshall
2.		Dulwich College Shanghai	DCS	David Dutch
3.		Suzhou Singapore International School	SSIS SZ	Scott Turner
4.		Renaissance College, Hong Kong	RCHK	Nick Sherriff-Smith
5.		QSI International School of Shenzhen	QSI SZ	Lavinia Duroseau
6.		The British International School Shanghai Puxi	BISS PX	Thomas Hitchings
7.	Yellow	Yew Chung International School of Hong Kong	YCIS HK	Michael Hampshire
8.		Ivy Collegiate Academy	ICA	Pat Hendricks
9.		Shanghai Singapore International School	SSIS-SH	Katrina McClure
10.		Shanghai United International School – Wan Yuan US High School	SUIS-WY	Eric Shen
11.		Nansha College Preparatory Academy	NCPA	Julian Austin
12.		I-Shou International School	IIS	Sean Sartison
13.		Utahloy International School Guangzhou	UISG	Andrei Anita
14.		Beijing City International School	BCIS	Darren Skov
15.	Green	Yew Chung International School, Shanghai, Puxi	YCIS PX	Vanessa Fung
16.		Discovery College, Hong Kong	DCHK	Lydia Clohesy
17.		Australian International School Hong Kong	AISHK	Tim Tait
18.		Kaohsiung American School	KAS	Stella Chan
19.		Shanghai Community International School - Hongqiao	SCIS HQ	Justin Corvers
20.		Dulwich College Suzhou	DCSZ	Benjamin Cantrill
21.	Orange	International School of Tianjin	IST	Byron Kennedy
22.		Nanjing International School	NIS	Danny Clarke
23.		Shanghai Community International School - Pudong	SCIS PD	Larisa Mount
24.		Hong Kong Academy	HKA	Simon Roberts
25.		Shekou International School	SIS	Thomas Mathews
26.		Harrow International School Beijing	HISB	Allan Longmuir
27.		International School of Ulaanbaatar	ISU	Jeffrey Koops
28.		The International School of Macao	TIS	Brett Syer
29.	Gold	The British School of Beijing, Shunyi	BSB Sh	Richard Armstrong
30.		Dalian American International School	DAIS	Matthew Macinnes
31.		Hangzhou International School	HIS	Filipe Nogueira
32.		International School of Nanshan Shenzhen	ISNS	Nate Talamahina
33.		Xiamen International School	XIS	Edmund Go
34.		Nord Anglia International School Shanghai Pudong	NAIS PD	Mark Keenan
35.	Blue	American School of Ulaanbaatar	ASU	Simon Angoyia
36.		Qingdao No. 1 International School of Shandong Province	QISS	Riki Buckrell
37.		Canadian International School of Beijing	CISB	Joe Rodden
38.		Wellington College International, Shanghai	WCIS	Simon Shand
39.		Yew Chung International School of Beijing	YCIS BJ	Brendan Markey
40.		Yew Chung International School of Shanghai Pudong	YCIS PD	Dave Watson

41.	Silver	Beijing International Bilingual Academy	BIBA	Marco Bonilla
42.		Leman International School, Chengdu	LIS	Tom McCabe
43.		Boston International School, Wuxi	BIS	Gavin Cottingham
44.		International School of Dongguan	ISD	Kyle Frederick
45.		Wuhan Yangtze International School	WYIS	Rochelle Cayetano
46.		Shen Wai International School of Shenzhen	SWIS	Alan Moore
47.	Purple	TEDA Global Academy, Tianjin	TGA	
48.		Utahloy International School Zengcheng	UISZ	Chevon Williams
49.		Yew Chung International School of Chongqing	YCISCQ	Martin Wragg
50.		Yew Chung International School, Qingdao	YCISQD	Robert Clarke
51.		QSI Chengdu	QSI CD	Joe Lawrence
52.		Kunming International Academy	KIA	Xi Chen
53.	unaligned	Access International Academy Ningbo	AIAN	Leon Dong
54.	unaligned	The American International School of Guangzhou	AISG	Corey Kydd
55.	unaligned	Beijing World Youth Academy	BWYA	Mirko Mirkovic
56.	unaligned	Canadian International School of Guangzhou	CISG	Joseph Attya
57.	unaligned	Chengdu International School	CDIS	Rocky Hawkins
58.	unaligned	Chinese International School, Hong Kong	CISHK	Allan Fraser
59.	unaligned	Christian Alliance International School, HK	CAISHK	Rebecca Vuong
60.	unaligned	Concordia International School Shanghai	CIS-SH	Turner Neal
61.	unaligned	Xian Hanova International School,	XHIS	Paul Robinson
62.	unaligned	International School of Beijing	ISB	Simon Parker
63.	unaligned	International School of Qingdao	ISQ	Lloyd Rooza
64.	unaligned	Keystone Academy Beijing	KEY	Josh Tunon
65.	unaligned	Nord Anglia International Hong Kong	NAISHK	Martin Pate
66.	unaligned	Qingdao Amerasian International School	QAIS	Kimihiro Tsuchiya
67.	unaligned	Shanghai American School Pudong Campus	SAS PD	Scott Hossack
68.	unaligned	Shanghai American School Puxi Campus	SAS PX	Kate Mouton (Rodrigo De Marco)
69.	unaligned	The Independent Schools Foundation Academy	ISFA	Gavin Fausset
70.	unaligned	Tianjin International School	TIS	Chad Heimer
71.	unaligned	Victoria Shanghai Academy, HK	VSAHK	Carrie Liu
72.	unaligned	Western Academy of Beijing	WAB	Martin Halpin
73.	unaligned	Western International School, Shanghai	WISS	Tony Anderson
74.	unaligned	Canadian International School, Hefei	CISH	Maria Vasilaki
75.	unaligned	Xi'an Liangjiatan	XALIS	Zach Dwyer
76.	unaligned	Delia School of Canada, Hong Kong	DSCHK	Sarah Richard
77.	unaligned	Georgia School of Ningbo	GSN	Brandon Flemming
78.	unaligned	International School of Wuxi	ISW	Edwin Kim
79.	unaligned	Yantai Huasheng International School	YHIS	Tobin Holden
80.	unaligned	QSI International School of Shenyang	QSI	Anna Wan
81.	unaligned	Dulwich College Shanghai Puxi	DCSPX	Grace Stewart
82.	unaligned	Harrow International School Qianhai Shenzhen	HISQSZ	Gavin Taylor
83.	unaligned	Stamford American School	SAIS	Alan Erickson

Committee Representative

CORE SPORTS TOURNAMENT RULES

Volleyball Rules

ACAMIS Volleyball Rules and Regulations

Accepted by ACAMIS Athletic Directors on March 2007; Revised/Edited January 2010

The FIVB (latest edition) Rules shall be implemented for ACAMIS tournaments with the following notes. <http://www.fivb.org/>

Game Length

- Games will be played best of 3 sets.
- The first 2 sets will be played to 25 points (win by 2 points). In case of a 1-1 tie, a deciding third set is played to 15 points with a minimum lead of 2 points.

Time-outs & time between sets

- There shall be 2 time-outs allowed per set for each team.
- The length of each time-out is 30 seconds.
- The length of time between sets is 1 minute.

Net height

- The net height for women shall be 2.24m.
- The net height for men shall be 2.43m.

Warm-up

- All teams receive a five-minute warm-up period, 3 minutes at the net and 2 minutes for serving. (10-minute total)
- If the schedule is tight and at the discretion of the Tournament Director, each team will have 3 minutes at the net then 2 minutes serving together. (8-minute total)

Substitution of Players

- A player may re-enter the game an unlimited number of times but must switch with the same player for the entire set.

Officials

- The source of the officials shall be determined by the host school whilst meeting the requirement in the Host School Guidelines above. A minimum of two court officials are required for each game
- When possible, the host school shall use host country officiating organizations to officiate the tournament.

Tournament scoring for round robin standings

- Volleyball Round Robin scoring: 1 point for a win, 0 points for a loss

Tie Breaker for Round Robin Tournament Standings:

- Tie-Breakers - 'If any stage of the tie-breaker separates all of the tied teams, then the tie-break is complete. If, at any stage of the tie-breaker, only two teams remain tied, the head to head result will determine the placing.'
- Sequence (in order)
 1. Head to Head
 2. Set Difference
 - a. The difference between total sets won and lost between tied teams.
 - b. The difference between total sets won and lost in all matches played.
 3. Point Difference
 - a. The difference between the total points scored and lost between tied teams.
 - b. The difference between total points scored and lost in all matches played.
 4. Coin toss

Basketball Rules

Accepted by ACAMIS Athletic Directors on March 18, 2006; Revised/Edited January 2010; Revised/Edited at March 2018 AGM

The FIBA Rules (latest edition) shall be implemented for ACAMIS tournaments with the following notes.

<http://www.fiba.com/>

Game Length

- Games will be play 4 quarters of 7 minutes each with Stop Clock
- A 30 second shot clock must be used and where possible placed above the backboard.
- Overtime Periods will be 3 minutes and begins with a jump ball.
- New games may be scheduled every 75 or 90 minutes.

Time-outs

- First Half – Two (2) time-outs for each team.
- Second Half – Three (3) time-outs for each team.
- Overtime Periods - One (1) time-out is granted per overtime period for each team.
- Timeouts do not carry over from half to half or into overtime
- The length of each time-out is 1 minute.
- The length of time between quarters is 2 minutes.
- The maximum length of halftime is 8 minutes.

- Coaches may request a timeout by approaching the scorers' table. The scorer notifies the referee of the timeout at an appropriate time, which includes: a dead ball, free throw, immediately after a scored basket by the opposing team. (Current FIBA Rule)

Equipment and Court Markings

- Girls' games shall use a size 6 ball (28.5" / 72cm).
- Boys' games shall use a size 7 ball (29.5" / 75cm).
- Boys use regular FIBA court dimensions
- Girls use USA high school/collegiate 3-point line (19'9") / lane and lane markings

Warm-up session

- All teams will receive up to a ten-minute warm-up period prior to the start of the game, on the side of the court away from their bench. Any second half warm-up will be in front of own bench. This corresponds to direction of play in each half.
- If the games fall behind schedule, each team will have 5 - 8 minutes to warm-up at their own end of the court.

Squad size and Substitution of Players

- A team will have a minimum squad of 7 players and a maximum of 12 players.
- Unlimited amount of substitutions. Substitutes are to approach the scorer's table and be directed onto the court during a dead ball situation.

Officials / Referees

- 2 referees are required for all basketball games.
- ACAMIS Tournament games should use personnel from local recognized officiating organizations, if possible.

Fouls – Personal and Technical Fouls

- A player is disqualified from a game when they commit their fifth personal foul.
- Technical fouls against a player also count as a personal foul against the same player and count as a team foul. A player is disqualified if they receive two (2) technical fouls.
- Technical fouls against the coach, bench or fans is charged to the coach, but is not counted as a team foul. A coach is disqualified if they receive three (3) technical fouls.

Team Fouls

- A team is in a team foul penalty situation when it has committed five (5) team fouls in a period. Two (2) bonus free throws are awarded to the opposing team once the fifth (5) team foul is committed. Team fouls reset to zero (0) at the start of the next quarter. Team fouls and bonus penalties from the 4th quarter continue into all overtime periods.

Mercy Rule

- Mercy Rule – If a game gets to a 20 pts differential – teams must not press and coaches are encouraged to use their bench to balance the game – if the game gets to 30 points differential it switches to running clock and remains running clock for the remainder of the game.

Tie breaker from round-robin standings for tournament seeding (in order of application):

- Tie-Breakers - 'If any stage of the tie-breaker separates all of the tied teams, then the tie-break is complete. If, at any stage of the tie-breaker, only two teams remain tied, the head to head result will determine the placing.'
- A maximum point differential of 20 points will be used for calculations. This is to minimize "running up" the score in order to improve a team's seeding.
- Overtime points do not count in points differential

Sequence:

1. Head-to-Head Result (if 2 teams)
2. Best point differential in games between tied teams.
3. Best point differential in all games.
4. Most points scored in games between tied teams:
5. Least team fouls made in games between tied teams.
6. Least team fouls made in all games.
7. Free Throws - 3 throws each then sudden death free throws (even number of throws for each team) - no player can shoot twice until full bench has had a throw

Notes of FIBA Rules:

- A team has 8 seconds to advance the ball into the front court from the backcourt.
- Alternating Possession is used for all jump ball situations including the start of the 2nd, 3rd, and 4th quarters.

Football Rules

Accepted by ACAMIS Athletic Directors on March 18 2006; Revised/Edited January 2010; Revised/Edited at March 2018 AGM

FIFA rules <http://www.fifa.com/> will be applied at all times, except for the following amendments:

Match Length

- Matches shall be 2 x 20 minute halves with a 5 minute interval for half time.
- In matches where ties are not permitted (post Round Robin), 2 x 5 minutes halves of extra-time shall be played. No Break between halves. Neither the “golden goal” nor the “silver goal” rule shall apply during the extra-time. If at the end of extra time the score is still tied then it goes to penalty kicks.

Team Size

- Maximum roster size shall be 12 players. Minimum roster size is 9 players.
- Matches shall be played 7 vs. 7 players (1 goalkeeper + 6 outfield players) and teams must have a player designated as goalkeeper at all times.

Ball Size

- Girls and boys shall both use a size 5 ball.

The Field of Play

- The overall size shall be reduced to approximately half of the regulation size (60 x 40 m).
- The following changes should be made to the field markings if possible:
 - The goal area and the penalty area are combined into one area. This size of this new “goal/penalty area” shall be somewhere between that of the proper goal area and that of the proper penalty area. All rules which normally pertain to these 2 areas are still in affect.
 - Goals shall be regulation size (24’W x 8’H.) or 7 a side goals (21’W x 7’H). This information must be conveyed to all participating teams at least 1 month in advance of the tournament.
 - The penalty spot shall remain 11 meters from the goal line for regulation sized goals. (If seven aside goals are used the Penalty spot is 9 meters from the goal line)
 - The Centre Circle shall be reduced to 8 meters in diameter.

Substitutions

- An unlimited number of substitutions are permitted in each match.
- Substitutions shall be allowed at all stoppages of the game.

Officials

- Each match shall be officiated by one referee.
- Assistant referees are not required.

Offside

- The offside rule shall NOT be applied.

Yellow & Red Cards

- A player who receives 2 yellow cards in the same match will receive a red card and will not be permitted to play in the next match.
- A player who receives a red card will not be permitted to play in the next match.
- A player who receives a red card for the use of foul/abusive language, serious foul play or violent conduct will not be permitted to participate in the remainder of the event. The Tournament Director and the Head Official must meet to discuss this decision.

Penalty Kicks (for deciding the result of the game)

- Shall only be used in post Round Robin matches where the result is still undecided following the completion of extra-time.
- Shall initially only involve 3 players from each team (otherwise FIFA regulations apply).
- Only players on the field at the end of extra time are eligible for taking penalty kicks.
- A player who is already on the field at the conclusion of play can take over the goalkeeping duties.
- Other players should not enter the field of play after the final whistle. Players who are on the field should not leave

Tournament scoring for round robin standings

- Football Round Robin scoring is 3 points for a win, 1 point for a draw and 0 points for a loss

Mercy Rule

- If a game gets to a 5 goal differential –coaches are encouraged to use their bench to balance the game while the 5 goal differential exists.
- Official tournament results boards should display team scores that show a maximum 4 goal differential

Tie Breaker for Round Robin Tournament Standings:

If any stage of the tie-breaker separates all of the tied teams, then the tie-break is complete. If, at any stage of the tie-breaker, two teams remain tied, the head to head result will determine the placing.

A maximum point differential of 4 goals will be used for calculations. This is to minimize “running up” the score in order to improve a team’s seeding.

Sequence:

1. Head-to-Head Result (if 2 tied teams)
2. Best goal differential in games between 3 tied teams.
3. Best goal differential in all games.
4. Most goals scored in games between 3 tied teams.
5. Most goals scored in all games.
6. Penalty shoot-out (as per rules in knockout game)

Invitational Tournament Rules

The maximum age (of 19 as of 1st September of the relevant school year) stated in this document is related to all sports. The Tournament Director in consultation with the ACAMIS Athletics Chair states the minimum age for the invitational Events

Badminton Team Competition

BWF rules of badminton are followed unless the information below contradicts the rule

Teams

Teams must consist of 4 boys and 4 girls – each team will have a boy & girl singles player, a boy and girl mixed doubles player, and 2 boys and 2 girls doubles players.

Schools must register a full complement of 8 players. If a team has a late injury or sickness and cannot bring a full complement, arrangements will be made to allow a player to substitute as per detailed below.

At registration of a team, coaches will designate which players will be playing in which events (singles, doubles or mixed doubles). The designation can be changed at the coaches meeting at the start of the event. From this point this designation will be used throughout the tournament and can only be altered in the case of an injury as per procedure below.

In the event of an injury or sickness, (either before or during the tournament and where a replacement cannot be found), one of the remaining players will be designated to play all of the remaining matches for the injured player for that day. Should the player not be able to play on subsequent days, the same substitute player must be used for the remainder of the tournament. The selection of the substitute will use the following procedure only:

- If the injured player is the singles player or either of the doubles player, they will be replaced by the mixed doubles player.
- If the injured player is the mixed doubles player, they will be replaced by either of the doubles players.
- The singles player may not be used as a substitute
- If a team has a subsequent injury or sickness that takes their team below 3 boys or 3 girls, that team will forfeit all remaining matches that the second injured player was scheduled to play.

Tournament Equipment

Tournament Shuttles to be used are Mavis 500 Blue Cap

All players must have their own racquets, wear team uniforms and indoor court shoes with non-marking soles

Tournament Play

A “rubber” between two teams involves a best out of 5 matches of:

Girls Singles

Boys Singles

Mixed Doubles

Girls Doubles
Boys Doubles

The winning team is the team that wins 3-2, 4-1, or 5-0

The winning team will score 1 point, the losing team will score 0 points

All 5 matches must be played out to complete a rubber between each team, as each individual event result as well as the overall team result will be recorded. These results will be used in the event of a tie-breaker.

For Round Robin 1 Stage, please use the order above for all matches. For all other stages, the two teams may agree a change in the order of games. If both teams do not agree, it remains in the order above.

Individual events will be recorded separately so that the top two players/doubles teams will be determined

Matches are the best out of 3 games using the Rally Point scoring system

The first two games are scored up to 21 points. No need to win by 2 points, no tie-break. In the 3rd game the score goes to 15. Tie break is at 14-14 where you have to win by 2 points. At 17-17, the next point (18) wins the match.

Players change ends at the end of each game, and when one side reaches 8 points in the deciding (3rd) game

The team winning a game is entitled to serve first in following game.

Players may take a maximum 30 second rest between 1st and 2nd games of a match and 1-minute rest between the 2nd and 3rd games; players may receive coaching in these times but may not leave the court. No coaching is allowed during the match except at these times. ('coaching' is defined as any form of advice being given to the player)

Tournament Structure

This will depend on number of entries. The following structure was used in the 2018 competition. The principle should always be to maximise playing time and to create groups that provide relatively equal competition.

24 teams have been divided into 3 groups of 8 teams. Groups A, B & C.

In Round Robin Stage 1, on Thursday and Friday morning, each team will play all other teams in their group.

Positions 1-2 from each group will compete in the Cup competition, positions 3&4 in the Shield Competition, positions 5&6 in the Bowl competition and positions 7&8 in the Plate competition Each of these competitions will consist of a round-robin format (Round Robin Stage 2) followed by play-offs for final placings.

Tie Breakers

The following procedure will be followed if there is a tie in position between 2 or more teams at the end of the Round Robin Stage 1.

'If any stage of the tie-breaker separates all of the tied teams, then the tie-break is complete. If, at any stage of the tie-breaker, only two teams remain tied, the head to head result will determine the placing.'

Result of head to head game (if two teams are tied)

Sets won between tied teams' rubbers (if this brings it to 2 teams then the head to head result applies for the remaining teams)

Total sets won (as above)

Points won between tied teams (as above)

Total points won (as above)

coin toss

Trophies and Awards

For the main team competition there should be a trophy for ACAMIS Badminton Team Cup 1st - 3rd Place. If other sections of team competitions are created based on the format above, then just a 1st place trophy is awarded.

ACAMIS Badminton Individual Event Champion will be awarded to boys' singles, girls' singles, boys' doubles, girls' doubles & mixed doubles. This will be based on a final game between the top two individuals/pairings from the results from the two round robin stages of the tournament (seedings based on win/loss percentage. Head to head and set and point difference as in tie-breaker rules above apply as needed).

Starting and Finishing a Match

Players get the match Score Sheet from the Scoring Table

Players collect the shuttles from the base of the badminton posts.

Warm up for a maximum of 2 minutes only before a match

Toss/hit the shuttle straight up in the air and let it land; the side of the court that it points towards has "won the toss" and can choose to serve first or select the side of the court that they want to start on; the side that loses the toss may then choose from the remaining option (i.e. if the player chooses the side they want, then the other player can elect to serve first or not)

At the conclusion of a match, shake hands with your opponent

Players complete the score together on the scoresheet and call the next match

Use any spare courts to start the next match whenever possible, even if it is not your assigned court

When all 5 matches for the rubber are complete, players should return the match shuttles to the base of the court posts and the completed Score Sheet to the scoring table. Coaches can/should assist with this process.

Coaches should also verify the official recorded results of their matches at the end of each playing session (i.e. at lunch break or at the end of the day)

On-Court Behaviour

International Badminton rules will be followed throughout the tournament unless listed in this Information Sheet

All players are expected to conduct themselves properly on and off the court

If the shuttle is damaged during a point, then it may be replaced between points (you must finish the point first)

Call out the score after every point to avoid disputes

Players are to call the lines on their side of the court only; if you do not see the shuttle hit the court, then you may consult your opponent to make the call, otherwise you must consider the shuttle to be “in”

If a player feels that the opponent is not making fair calls, speak to your coach, who will observe and then, if needed, will speak to the opponent’s coach

In extreme cases, an impartial coach can be assigned to referee a match.

Off-Court Behaviour

All players and spectators stay off the courts when matches are being played

Players not playing are permitted to watch matches from the sidelines, but do not call out to the players, talk to the players during a match, coach players on-court, disrupt points, or make line calls

Players waiting for matches to be called should stay in the area close to the assigned courts for the rubber; players will only have two minutes to get on court and to warm up once a match has been called

Teams may not practice between matches and can only go on court when they are scheduled or at the very end of a round when all matches are using the remaining courts.

Please respect the other matches that are ongoing at all times – players may cheer for their own team or others but do not disrupt the play.

Cross Country

General Organisation

A risk assessment of the course should be undertaken to determine the maximum capacity of runners in any one race, this is to be used to determine the team composition. Courses are to be between 3-5km in length, measured by the shortest possible route a runner may take.

A minimum clear start of 150m should prelude any narrowing or sharp turn in the course. A clear distance of 140m ending in a rope funnel should indicate the end of the course. The finish line is at the mouth of the funnel, the funnel should be 4.5-5m and followed by a chute (ideally roped) 75cm wide. The stakes should be solid enough to allow for taught rope and padded where possible.

A double chute system should be employed to allow correct allocation of placings and ensure runner safety at the finish for events that have substantial numbers of runners.

Eligibility

As per ACAMIS guidelines, the competition, is to be held at U19 and U14 level (High school/Middle school). Athletes are to run in the correct category according to their age, not based on their current grade/year.

5km U19 age group (boys/girls): Athletes must be under 19 as of 1 September (the new academic year).

3km U14 age group (boys/girls): Athletes must be under 14 as of 1 September (the new academic year). Depending on birthdates and when the competition takes place there may be runners that will be 14 and 3 months.

Exceptions: Any U14 may compete in the U19 age group but an U19 must not move down. No runner must ever compete in both the U14 and U19 competition. The minimum requirement for U14 age group is that athletes are secondary school students.

Awards

There will be the following awards for each of the 4 categories (U14 B&G, U19 B&G):

1. 1st place, 2nd place, 3rd place individual
2. 1st place, 2nd place, 3rd place team (Min of 2 runners required)

There will also be overall event 1st, 2nd and 3rd place school team award for points scored over all 4 categories (min of 1 runner required in each of the 4 categories to be eligible)

Rules

The competition will follow The National Federation of State High School Associations' (NFHS Track and Field and Cross-Country Rules 2018) rules as closely as possible.

Teams: The recommended maximum number of runners for each category is 10 (Meet Director's discretion to change this as necessary). The first 4 runners contribute to the team aggregate score for that category, the next 6 displace other teams/runners and are used for tie break (see scoring). To be eligible for the overall and age division team trophy/event, schools must have a minimum of one finishing runner in each of the 4 categories and 8 finishing runners across all 4 categories.

Scoring: Scoring will be as follows: First place will receive the same number of points as there are runners in the race, second place will receive total number of runners -1, third place will receive total number of runners -2 etc. (last place will receive 1 pt)

All runners that complete the race will be ranked and tallied according to the above points system. Schools that enter only two runners will affect the outcome of the team competition making them a viable inclusion of the competition (and encouraging schools that might not field a whole team to enter).

The team competition is won (and placed) by the highest aggregate score generated by a team's top 4 finishers (or however many runners they have, up to 4). The next (up to) 6 runners will be given a position and displace other runners (resulting in other teams' runners receiving a lower final position and therefore lower total aggregate). If teams are tied due to identical aggregate scores the following tie break system will be used:

1. Teams with 4 finishers prevail over any tied team(s) with 3 or fewer finishers.
2. The fourth placed finisher for any remaining tied team(s) is compared and the best placed fourth finisher breaks the tie.

Rationale: It is understood that this is not a traditional way of scoring cross country, however this system will allow for every school to compete for the 'Team' trophies as well as individual honours without placing any strict requirements on them. The points system is also reversed so that schools with 4 runners may outplace a school with two strong runners that finish first and second (emphasising the 'team' element).

Starts/false starts: Starter to call all runners to the start area (warm ups and course run outs to end). Any final instructions given to runners (including start/false start signals). Call to line (no touch). If using flag: start pistol and red flag parallel to ground 'on your marks', pistol and flag raised to 'V', when all runners still and steady red flag down on pistol fire (keep up). Flag up and down and second pistol fire if false/illegal start.

Simple start: Call to line, 'on your marks', when all runners still and steady whistle (or starter pistol), second whistle or pistol fire if false/illegal start.

Note: Runners are to be observed for 100m, during this time the race start may be recalled for any reason that may constitute an unfair start. Common sense to be applied given the level and experience of this type of competition. A warning should be given to the offending runner, no DQ.

Recommended Officials: The same person can perform multiple roles where necessary.

Meet Director, Starter, Course Marshals, Course Umpires, Finish Judge (determines order runners enter the chute), Chute Callers (calls the number and position of the runner), Timer.

Disqualifications:

Interference with another competitor: Intentional action that unfairly changes the natural running rhythm of another competitor during a race. Eg: bumping, tripping, and running across a competitor's running line.

Unsporting or unacceptable conduct: Unethical or dishonourable conduct. To include (but not limited to): disrespect directed to officials/other coaches, flagrant behaviour, intentional contact, taunting of runners, profanity directed at someone.

Note: if these behaviours stated are demonstrated by a runner before the event the runner will be disqualified from taking part. If post even the result is annulled, the race results will be amended accordingly.

Receiving assistance from any other person: To include (but not limited to): pacing by a teammate not in the race (or any other person not participating in that race), runners joining hands to physically enable faster pace (apply common sense and discretion, there is a difference between holding hands and running at slowest pace compared to holding hands to drag slower runner towards finish line), receiving physical aid from anyone outside of the race, receiving physical aid from another runner to complete the race (both runners to be disqualified).

Note: receiving water is not considered receiving assistance. If there is no suitable medical professional available to assist an injured or ill runner then only the ill/injured runner will be disqualified if another runner helps them.

Failure to complete the prescribed course: Any runner that is seen to have deviated from the prescribed course, either making their race longer or shorter

Golf

In addition to normal golf expectations and etiquette, for ACAMIS golf we have adopted the following rules:

General Rules

Local and Tournament rules:

1. Red stakes indicate lateral hazards, yellow stakes indicate water hazards.
2. Relief must be taken from sanded divots on fairways, one club length, no nearer to the hole.
3. Staked trees, cart paths, flowerbeds & sprinkler heads. Relief may be taken, one club length no nearer to the hole from the nearest point of relief.
4. Use Dropping zones where available.
5. Royal & Ancient rules govern all play unless otherwise stated within.
6. All staked or unplayable and lost balls will be treated as a red staked lateral hazard. This is in attempt to move on the speed of play and avoid playing provisional balls.
7. Note: A red staked lateral hazard is defined as: a ball may be dropped on the line of entry within 2 club lengths of the nearest point of relief.
8. In the event that a player or a team scores double the strokes of any hole before holing out, then the player or team must pick up and move to the next tee. E.g. a team or player has taken 6 strokes on a par 3 before reaching the green, the team or a player must pick up and mark 6 strokes on his card.
9. Ball hitting Light Post, shot may be replayed from original position without penalty.

Texas Scramble – Round 1

1. Each Team must nominate a team captain. The captain is specifically responsible for ensuring that all the tournament rules are adhered to! And the marking of the Scorecard.
2. The handicap of the team is calculated as follows, sum the handicaps of all 4 players and divide by 1/16th. In the event that there are only 3 players, sum the handicaps of all 3 players, divide by 1/16th and then add 1.
3. Each team member must use at least 3 tee shots during the course of the round.
4. The captain must clearly show on the scorecard on which holes those tee shots were used.
5. Once a tee shot been selected, the ball chosen must then be marked. The remaining 3 players must place their ball within 1 club length of the marked ball. If the selected ball is in the rough or a hazard the 1 club length must also be within that hazard or rough.
6. On the green, the ball chosen as the playing ball must be marked, a second marker is then placed a putter head away from the original marked ball. This will allow players to putt from the original position.
7. If a player has a putt of 1 foot or less, please let player HOLE OUT prior to other players attempting the longer putt. If player does not make putt, then mark it. Remaining players can attempt it after attempting the longer putt if still necessary. This will save time.

8. In the event that only 3 players are in a team, the same rules apply except that they may have an extra drive and extra putt on each hole by one person only and that person must be rotated every 3 holes.
9. The captain and one other team member must sign the playing card before submitting it to the tournament officials.

Netball

Where local laws are not listed, or are unclear, IFNA rules will apply. Umpires are charged with the responsibility of applying the rules at all times, their decisions final.

<http://www.netball.org/>

Squads:

- A total of 10 players will make up a squad. .

Starting or Restarting the Game:

The Players are responsible at the start and restart of play

- Centre passes are taken alternately by the Centre, after a goal has been scored. All players must start in the goal thirds except the two Centre players. The Centre with the ball starts with either one or both feet in the Centre Circle (if on one foot then the other must not have contact with the ground outside the Centre Circle) and must obey the footwork rule after the whistle has been blown. The opposing Centre stands anywhere within the Centre Third and is free to move. The Centre pass must be caught or touched by a player in or landing in or jumping from a stance in the Centre third.
- When restarting the game from a free pass from behind the perimeter line, or an internal line, the player's feet must be **clearly behind** the line, and not touching it in any way.

Playing the Ball:

- A player who has caught the ball shall play it or shoot for goal **within three seconds**
- A player may bounce or bat the ball once to gain control
- Once released, the ball must next be touched by another player
- There must be room for a third player between hands of thrower and catcher
- A player on the ground must stand up before playing ball

Footwork

Having caught the ball, a player may land or stand on:

- One foot – while the landing foot remains grounded, the second foot may be moved anywhere any number of times, pivoting on the landing foot if desired. Once the landing foot is lifted, it must not be re-grounded until the ball is released.
- Two feet (simultaneously) – once one foot is moved, the other is considered to be the landing foot, as above. Hopping or dragging the landing foot is not allowed.

Scoring a Goal:

- Only GS or GA can score – they must be completely within the circle when the ball is received in order to shoot for goal.
- The ball cannot be caught by the same player if the ball does not touch the rim, or any other part of the post. This is called 'replaying the ball'.

Toss up:

- This is administered for all simultaneous infringements. The two players stand facing each other at their own shooting ends with hands by their sides and the umpire flicks the ball upwards not more than 600mm (2ft) in the air as the whistle is blown. The player's hand cannot move until the whistle has been blown.

A **FREE PASS** is awarded for infringement of any of the preceding rules. It may be taken by any player allowed in that area, as soon as they have taken up a stationary position. (A player may not shoot from a free pass in the shooting circle).

A **PENALTY PASS** (or **PENALTY PASS/ PENALTY SHOT** if in the shooting circle) is awarded for the above infringements taken from where the infringement occurred.

Over a third rule:

- The ball must not be passed over an entire third without having been touched by a player. The penalty will be awarded just inside the third which was passed over.

Ball out of hands:

- Player without the ball cannot grab / slap / take the ball out of the hands of the player with possession.

PENALTY PASS (or **PENALTY PASS/ PENALTY SHOT** if in the shooting circle) is awarded for the above infringements taken from where the infringement occurred.

Off side/out of court rule:

- A ball/foot is considered out when any part of it touches the line on the perimeter of the court.
- A foot is NOT considered off-side when it touches any internal line of the court (it must cross the line).

Obstruction:

- Player with ball: the nearer foot of the defender must be 0.9m (3ft) feet from the landing foot of the player with the ball, or the spot where the first foot had landed if one has been lifted. The defender may jump to intercept or defend the ball from this 0.9m (3ft) feet distance
- Player without ball: the defender may be close, but not touching, providing that no effort is made to intercept or defend the ball and there is no interference with the opponents throwing or shooting action. Arms must be in a natural position, not outstretched, and no other part of the body or legs may be used to hamper an opponent.
- Intimidation: of any kind, is classed as obstruction
- A standing player is not compelled to move to allow an opponent a free run, but dangerous play must be discouraged, e.g. moving into the landing space of a player already in the air or stepping late into the path of a moving player

Contact:

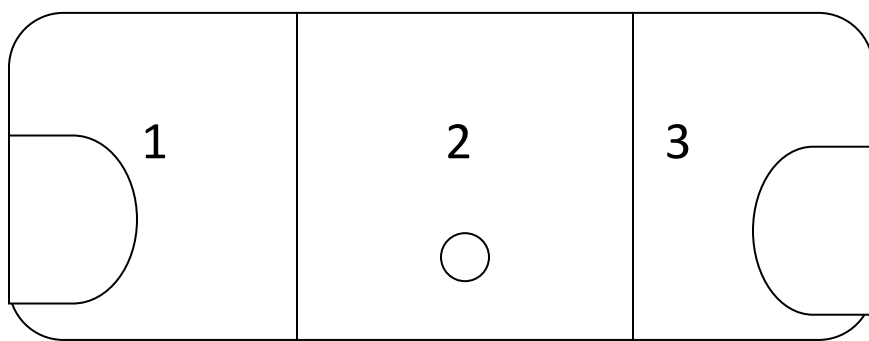
- No player may contact an opponent, either accidentally or deliberately, in such a way that interferes with the play of that opponent or causes contact to occur.

A **PENALTY PASS** (or **PENALTY PASS/ PENALTY SHOT** if in the shooting circle) is awarded for the above infringements taken from where the infringement occurred. The offending player must stand out of play beside the thrower until the pass or shot has been taken. Any opposing player allowed in that area may take the penalty.

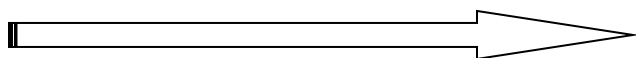
At the end of the Round Robin tournaments, if there are teams tied on points, teams will be ranked accordingly: Head to head results; Points Scored; Points differential; Least points conceded ; Coin Toss

This is a summary of the rules. For a more comprehensive copy, please refer the International Federation of Netball Association. (IFNA).

Please see below for a diagram to where positions can and cannot go.



Shooting this way



GS = Goal Shooter:	3 only + D
GA = Goal Attack:	2 + 3 + D
WA = Wing Attack:	2 + 3
C = Centre:	1, 2, 3

Rugby 7's Contact

Seven-a-side variations: <http://www.irblaws.com/EN/laws/8/24/variatiions/variatiions-sevenaside/>

1. Size five ball
2. Each team must have no more than seven players on the field at any time. The team can have up to 5 substitutes and make substitutes once you have informed the referee. Players who have been substituted may return to the game.
3. The time for the games is 7 minutes each way with a maximum 2- minute half time. Both teams change ends after half time.
4. When there is a drawn match in the knock out rounds, we will have 4 minutes extra time after a 1-minute break and in extra time the time the team who scores the first points will be declared winner without any further play.
5. The Referee is the sole judge of fact and of law during the match. The Referee must keep scores and must keep time. A central timer will go off at 7 minutes and the game ends when the ball is dead.
6. **Scoring a try is 5 points.** The conversion kick must be a drop kick. The kick must be taken within 30 seconds of a try been scored results in 2 extra points
7. **Foul play** is anything a player does within the playing enclosure that is against the letter and spirit of the Laws of the Game. It includes obstruction, unfair play, repeated infringements, dangerous play and misconduct which are prejudicial to the Game.
8. **Penalties and infractions** 1. A player sent off for breach of the rules will not be allowed to play the next game. 2. Dangerous play. Jumping into the tackle, high tackles and spear tackles will all be considered dangerous play.
9. **Note:** Temporary Suspension: When a player has been temporarily suspended, the player's period of suspension will be two minutes.
10. **Who takes the Kick Off and restart kick;** after a score, the team that has scored kicks off with a drop kick which must be taken at, or behind, the centre of the half-way line. **Sanction:** Free Kick at the centre of the half-way line.

- 11. All of the kicker's team must be behind the ball when it is kicked.** If they are not, a free kick is awarded to the non-offending team at the centre of the half-way line. **Sanction:** Free Kick at the centre of the half-way line.
- 12. The ball must land in the field of play.** If it is kicked directly into touch, a free kick is awarded to the non-offending team at the centre of the half-way line. **Sanction:** Free Kick at the centre of the half-way line.
- 13.** If the opposing team grounds the ball, or if they make it dead, or if the ball becomes dead by going into touch-in-goal, or on or over the dead ball line, a free kick is awarded to the non-offending team at the centre of the half-way line. **Sanction:** Free Kick at the centre of the half-way line.
- 14. Scrums; Number of players: three.** A scrum must have three players from each team. All three players must stay bound to the scrum until it ends. **Sanction:** Penalty kick
- 15. Kicking out.** A front-row player must not intentionally kick the ball out of the tunnel or out of the scrum in the direction of the opponent's goal line. **Sanction:** Penalty kick
- 16.** Penalty and free kick options and requirements; any player may take a penalty or free kick awarded for an infringement with any kind of kick: punt, drop kick but not a place kick. The ball may be kicked with any part of the leg from below the knee to the toe but not with the heel.
- 17. No delay.** If a kicker indicates to the referee the intention to kick at goal, the kick must be taken within thirty seconds of the penalty having been awarded. If the 30 seconds is exceeded the kick is disallowed, a scrum is ordered at the place of the mark and the opponents throw in the ball.
- 18.** At the end of the round robin stage, if there are teams tied on points, teams will be ranked accordingly:
 - Head to head results; Points Scored; Points differential; Least points conceded ;Coin Toss

Squash

Coming soon.....

Swimming

Entries regulations:

- ★ All entries MUST be via Hytek Team Manager
- ★ If you don't have Team Manager version 6/7 you can download for free the Hy-Tech Team Manager Lite version 7. Link: <http://www.hy-tek ltd.com/downloads.html>
- ★ 4 Age Groups (9-10, 11-12, 13-14, 15-18).
- ★ Maximum number of 6 swimmers per age group and gender.
- ★ Five (5) individual events, and two (2) relays maximum per swimmer.
- ★ Team entries per event are unlimited (6)
- ★ Swimmers can swim up for individual events but must then swim up for all to score.
- ★ If swimming up - event organiser must be notified when entries are sent for it to be scored.
- ★ No 8 and under swimmers allowed - i.e can not swim up in the 9/10 age groups.
- ★ Swimmers can swim up for relays to form a team if a team has less than 4 swimmers in that age group (1 team per age group max) / gender but no repeats at another age group
- ★ Mixed gender relay teams can swim but not score, but only one team per event.
- ★ Any combined events are scored according to the age group & gender.
- ★ Additional swims are not allowed on the day of the meet. Scratches only. Scratches are to be done during warm up. Warm up lanes and times will be assigned once entries have been received (two or three days before start of meet).
- ★ Qualifying times apply - QT - 200 free 4:30 mins & 400 free 8:00 mins.
- ★ If a swimmer doesn't swim the Qualifying time 10 team points will be deducted from team scores.
- ★ Please only enter swimmers in the events that they have successfully achieved the qualifying times.
- ★ No time (NT) entries will not be accepted, please provide a time for all swimmers in all events (hand times accepted for this purpose if an official time is not available)

Awards and Scoring

- ★ Scoring: 7 points to 1 point (7,5,4,3,2,1) for individual events and double the points for relays.
- ★ Relay points will be awarded to team tallies but not to individual point tallies.
- ★ Top 6 swimmers in each event (Male & Female) will receive 1st – 2nd – 3rd Medals and 4th, 5th & 6th ribbons.
- ★ High Point trophies for top 3 in age group and gender
- ★ Top 3 teams receive trophies. 1st , 2nd. 3rd.
- ★ Best Small team award trophy (qualification to be communicated following entries)

Swimming Rules

- ★ Result or Race Disputes The ruling for this is 30min after results have been posted, if there are any disputes please direct these disputes through a coach to be communicated to the

information desk. Disputes will not be entertained if this is going through parents, swimmers or spectators. We will then look to correct (if a computer or error on our side) and/ or give an explanation as soon as we can.

★ We are having stroke, turn and referees for the event. Rules related to strokes and turns will be enforced so remind your swimmers that this will occur. FINA disqualification rules apply, as well as the one start rule. Anyone who starts early will be disqualified even if race not recalled.

Common DQ's to be aware of:

- Moving forward on the block after the swimmers are set.
- Incorrect touches i.e. one hand touch in fly or breast.
- Incorrect starts & turns i.e. IM turns, also swimming freestyle in backstroke turns, breast stroke turns & starts.
- Getting out of the pool before the race is finished. Please explain this to your team especially relay teams.

★ DQ sheets will be placed in team trays for the coaches to collect.

★ Camera footage and or iPad footage: We will not be accepting camera or iPad iPhone footage as evidence to base DQ decisions on.

Start / Finish Protocol

The race starts will be as follows:

1. One "long whistle" from the starter - this signals the swimmers to get on the block. (swimmers should not get on the block before this)
2. Starter will say "Take your marks" - At this point the swimmer should be ready to go.
3. The "Buzzer" will sound - this will signal the start of the race.

Note: Please be sure they know to have their cap and goggles on before they are called to the blocks ie: while the next race is in progress or about to finish.

We will be doing "fly over starts" so please explain to your swimmers at the end of their race to go to the lane-rope in their lane and move 1meter out from the touch pads and wait for the next heat to start before exiting the pool. (Please ensure they know to be quiet for the start of the next race).

After the next race starts they must stay away from the touch pads and exit at the side of the pool closest to them i.e. lanes 1, 2 & 3 exit at lane 1 and lanes 4, 5, & 6 exit at lane 6.

Please remind swimmers not to climb out over the touch pads - this includes during warm-ups.

STANDARD PROGRAM

POOL 1			POOL 2		
Date			Date		
AGE	DISTANCE	STROKE	AGE	DISTANCE	STROKE
11-12	400	FREE*	13 - Over	400	FREE*
9-10	200	FREE*	13 - Over	100	BACK
11-12	100	BACK	13 - Over	50	FREE
9-10	50	BACK	13 - Over	100	FLY
9-10 / 11-12	50	FREE			
9-10	50	FLY			FINALS
11-12	50	FLY	13 - Over	200	MEDLEY RELAY*
		FINALS			
9-10 / 11-12	200	MEDLEY RELAY*			
Day 2			Day 2		
AGE	DISTANCE	STROKE	AGE	DISTANCE	STROKE
9-10	100	IM*	13 - Over	200	IM*
11-12	200	IM*	13 - Over	100	FREE
9-10/11-12	100	FREE	13 - Over	100	BREAST
9-10	50	BREAST			FINALS
11-12	100	BREAST	13 - Over	200	FREE RELAY*
		FINALS			
9-10/11-12	200	FREE RELAY*			

* Timed finals, all other events prelim / final with the top 4 heats seeded (mix up fastest swimmers in these four heats)

Table Tennis

The International Table Tennis Federation has decided the format for the team events at the Olympic Games 2008, according to the ITTF website.

<http://www.ittf.com/>

- The principles followed by the Olympic Commission when making their decision were that a maximum of five matches should comprise a fixture, three players must compete with all players having the opportunity to play in two matches in each contest.
- No player will play more than two matches in each fixture.
- The contest will start with two singles matches.
- The third match will be doubles and must include the player who has not been selected in either of the preceding singles matches.
- Following the doubles, there will be two further singles matches; those involved being the player who competed only in the doubles and the player who did not participate in the doubles.
- Separate singles and doubles tournaments follow the team competition.

Tennis

Team Information

Teams will comprise of either 2 boys or 2 girls. The competition will be conducted in both a Boys Division and a Girls Division.

Match Format

A match consists of 2 singles sets and one doubles set. The winning team is the team that scores a 2-1 or 3-0 set win.

Should the entry numbers, and in consideration of court availability dictate, the match would be decided by the Doubles set only. (No singles involved in deciding the ACAMIS Team Championship.) In such cases, then some sort of a singles knock-out tournament is considered desirable time permitting.

Match Scoring

- All matches are pro-sets to 6 games with a tiebreaker at 5-5.
- No Ad points. (Short Deuce)
If the score in a game is "Deuce", a single game deciding point shall be played. The receiver(s) shall choose whether to receive the service from the right half or the left half of the court. In doubles, the players of the receiving team cannot change positions to receive this deciding point. The team who wins the deciding point wins the "Game".

Tie breaker between teams in pool play.

The ranking within each pool is based on matches won. If there is a two-way tie then ranking is decided by the team who that tie. If there is a three way tie the ranking is based on sets won then games won.

Eligibility

To be eligible for ACAMIS sports competition, the student-athlete may not have turned 19 years of age on or before September 1 of the current school year. Participation in ACAMIS high school sports events is limited to high school students and those who are 14 and above as of 1st September and below the maximum age limit.

Tournament Rules:

- Match results sheets must be signed by all participating athletes at the conclusion of each match for result accuracy verification.
- No official umpires or scores shall be used. Players will be responsible for their own line calls and scoring.
- Players must agree on the score before each point is played. The score is to be announced by the server.
- Where players require assistance, the Tournament Director can appoint an adult presence to assist (e.g. non-playing coaches).

Play conduct

Off-Court Behavior and Good Sportsmanship

- All players and spectators are to remain off the courts when matches are being played; please wait until points are finished before walking between courts and never cross through a court – always go around the outside of the court
- Players not playing are permitted to watch matches from the sidelines, but do not call out to the players, talk to the players during a match, coach players on-court, disrupt points, or make line calls.
- Players waiting for matches to be called should stay in the area close to the administration table; players will only have a few minutes to get on court and to warm up once their court has become available.
- Only water can be brought into the dome.
- In the round-robin phase of the tournament, if a tie is completed before the scheduled time, then players next on that court may use these free courts to commence warm up provided that they do not disturb any matches in the area that are not finished.
- Please respect the other matches that are ongoing at all times – players may cheer for their own team or others but please refrain from any behaviors that disrupt the play on court.

General Rules of Play and Etiquette on the court

- All players on-court must be “set” before a serve is played.
- Follow the rules for correct serving: avoid foot faults.
- If one side was not ready when the service was made, then a let can be played and the point replayed (provided the ball was not played).
- If a major dispute occurs during a match which cannot be resolved by the players on-court, then the match can be halted and the players can bring the matter to the attention of the tournament organizers; in extreme conditions an impartial coach can be assigned to referee a match
- Players may not leave the court during a match for coaching, once the first serve has been made. Coaches will be allowed to consult with their players at change of ends between games for up to one minute each time. Coaches will not be allowed on the courts for consultation.
- Delays and interruptions to play should be avoided in all cases except health concerns. Visit the bathroom before your match. Bring your spare racquet, water bottle, towel etc. and place them beside the court for when you change ends
- Equipment or verbal abuse of any kind will not be tolerated – players can be suspended from play due to violations
- Line calls should be made clearly and immediately – only call the lines on your own side of the court and do not ask spectators to help make line calls. You are to call the lines on your side of the court only; if you do not see the ball hit the court, then you may consult your opponent to make the call, otherwise you must consider the ball to be “in”; give the benefit of the doubt to your opponent when making a line call – if you are unsure then call the shot “in”.
- Balls that fall on the line are considered to be “in”
- Make it your personal duty to call out the score after every point to avoid disputes
- Please return the game balls to the court storage box at the end of your match.
- Have fun! Enjoy the challenges of playing against new opponents, representing your school, and being part of a team. If you are not having fun, then you are in the wrong place!

Match Scoring

- All matches are pro-sets to 6 games with a tiebreaker at 5-5.
- No Ad points. (Short Deuce)
If the score in a game is “Deuce”, a single game deciding point shall be played. The receiver(s) shall choose whether to receive the service from the right half or the left half of the court. In doubles, the players of the receiving team cannot change positions to receive this deciding point. The team who wins the deciding point wins the “Game”.

Interval and Change of Ends

- A 1-minute interval when changing ends between games is allowed.

Starting and Finishing a Match

- Warm up for 4 minutes only before a match

- At the conclusion of a match, shake hands with your opponent;
- Both players should record the score and the winner on the score sheet that will be located at the administration table. Players must also sign the match score sheet.
- All players should stay close to their courts and should be aware of how close their next match is.
- A 15-minute delay in starting a match once a court has become available will result in a forfeit.
- No matches will start more than 30 minutes before the advertised time.

Touch Rugby

- ☐ FIT Rules are followed
- ☐ Players must be Under 19 years of age on 1 Sep of the school year.
- ☐ Maximum squad size of 14
- ☐ Mixed Gender 6-a-side. There must be a minimum of 4 players on the field otherwise there is a forfeit.
- ☐ The maximum number of males or females allowed on the field of play is three and the minimum male or female requirement on the field of play is one.
- ☐ **Substitutions:** unlimited but **the game should not be stopped for substitution.**
- ☐ Game times to be decided by host school. Something in the region of: 2 x 15 minutes halves with a 5-minute half time. 15 minutes between games (1 hour cycles)
- ☐ Field area ideally will be 65m x 48m (approximately)

Results

Round Robin Phase

3 points for a win, 1 point for a draw and 0 points for a loss.

In the case of a tie in points at the end of the round robin phase:

1. Head to head result.
2. If a draw in head-to-head game or a multi-way tie, the following shall be applied to break a tie:
 - ☐ Total tries differential between the tied teams
 - ☐ Total tries scored against tied teams
 - ☐ Total tries **conceded** against all teams
 - ☐ Total tries **differential** against all teams
 - ☐ If still tied, there will be a toss of the coin to determine the placings

Final Phase

If the game is tied, the game will continue as per FIT Rules for Drop Off. This essentially means that every 2 minutes, one player will be removed for each team until there is a score or there are 3 players left per team. The game finishes on the first score.

Track & Field

Whilst the host school has flexibility to adapt to local conditions, the following format should be used as much as possible.

The Hy-Tek Track & Field Team Manager (lite version) is used where possible. <http://www.hy-tekLtd.com/downloads.html>

The event will normally run from Friday 9am – 5pm and Saturday 9am – 3pm. Teams should aim to arrive in the host city on Thursday evening and plan to leave Saturday evening or Sunday morning.

There is no team event for the ACAMIS Track Championships. Instead, individual athletes are able to and encouraged to enter as many events as they wish.

There will be a Pentathlon event as part of the overall event. To complete the Pentathlon, a competitor must compete in 1 sprint (i.e. 100m, 200m, or 400m), 1 middle distance run (i.e. 800m, 1500m, or 3000m), 1 throw (i.e. shot put, discus, or javelin), 1 jump (long jump, triple jump or high jump), and 1 other event. The best performance from each event will count towards the final points total, this includes their qualifying performance for any finals. The placings will be awarded based on the highest points total.

The following is a list of event records for the ACAMIS Track and Field Championships, all these events will normally run at the ACAMIS Championships.

ACAMIS Track & Field Rules:

1. Competitors must check in with the officials at least 5mins before the event is scheduled to start.
2. If a competitor is scheduled with a track event and a field event at the same time, the track event will take precedence. The competitor must check in with their field event, state their clash of track event, and return to their field event immediately after their track event*. Any throwing or jumping attempts missed due to the participation in the track event may be made up before the end of the qualifying round. The final of a field event should be completed before the start of the next scheduled field event or the end of the session, therefore a competitor returning from a track event who has attempts remaining must complete them before this time**.
*If the field event is High Jump, the competitor must state their starting height. Their attempts will be recorded as “P” for pass until their starting height.
**In the case of the high jump the bar will continue to rise while you are absent. When you return you will have only the attempts remaining that you left with, and any heights missed while gone will be marked as passes not clears.
3. Competitors must wear a competitor number on the front of their uniform when they compete.
Nb. Competitors are encouraged to wear their uniform when receiving their medal.

4. Lanes will be used for 100m, 200m, and 400m sprints. Waterfall starts will be used for 800m, 1500m and 3000m races. A lane order for the waterfall start will indicate the order from the competitor closest to lane 1.
5. The starters commands for a sprint, i.e. 100m, 200m, and 400m; will be "On your marks", "Set", and then the gun will be blown to start the race. If a competitor advances past the set position before the gun, the starter will blow the gun twice. This is a false start. The false start is assigned to all competitors. The competitor who false starts on the subsequent start will be disqualified (DQ). This process will continue until a fair start is made.
6. The starters commands for a middle-distance race, i.e. 800m, 1500m, and 3000m; will be "On your marks", and then the gun will be blown when all competitors are in a ready position behind the waterfall start line. The same false start rules above apply to the middle-distance races.
7. Each HS field event, except the High Jump, each competitor will receive 3 attempts to qualify for the final. The top 6 competitors will qualify for the final. The final will start immediately after qualifying. The finalist will receive 3 attempts. The competitors will start in reverse order to their qualifying performance, i.e. the 6th qualifier will start first, 5th qualifier will start second, and so on.
8. In the field events, a competitor's best performance made in qualifying will count towards their best performance overall for placings. Competitors who have the same best performance will be placed based on their second-best performance, and so on until a competitor's performance is higher than the other competitor(s).
9. If a high jump competitor does not want to start at the starting height, they may nominate their starting height when they check in. All heights before their nominated starting height will be recorded as "P" for pass.
10. Each high jump competitor will have 3 attempts to clear each height. Any 3 consecutive failures will result in a competitor being out of the competition. A competitor may pass at any height.
11. Any two or more high jump competitors who finish with the same height will be placed based on the count back rules (IAAF rule 181.8). Rule A) The competitor with the lowest number of the attempts at the height last cleared shall be awarded the higher place. B) If competitors are equal after rule A, the competitor with the lowest total failures throughout the competition will be awarded the higher place. C) If competitors are still equal after rule B, the athletes will be awarded the same place, unless it concerns first place. D) If competitors are equal in first place after rule C, the competitors will complete a jump off in which the bar is lowered by 3cm and each competitor has a maximum of 3 attempts**. This procedure will continue until one competitor has cleared at an attempted the other competitor(s) have not, at which point that competitor who cleared has won the competition.
** In this case, officials must bring in the Track Meet Organiser.
12. Long jump competitors will jump from a board no longer than 3m from the pit. A foul jump will be given to a competitor who has any part of their foot over the front of the jump board. The jump will be measured at the mark where the jumper cuts the sand closest to the jump board.
13. Triple jump competitors must nominate which jump board they wish to jump from when they check in. Competitors may choose from: 5m, 7m, 9m, and 11m boards. A competitor may change which board they want to jump from only if their 2nd phase is landing dangerously near the pit or the 3rd phases is failing to reach the pit. A foul jump will be given to a competitor who does not perform a hop, followed by a step, and then lands in the pit.
14. A javelin throw may only be legal if the tip of the metal head strikes the ground before any other part of the javelin (IAAF rule 193.1b). The throw will be measured from where the metal head strikes the ground. A foul throw will be given to a competitor who steps on or over the throwing line during a throw.
15. A shot putter or discus thrower may enter the throwing circle from any position to complete their put or throw. A foul put or foul throw will be given to a competitor who exits the front of the circle after

a put or throw. A foul put or throw will be given to a competitor who steps on top of the circle rail during a put or throw.

ACAMIS Track & Field Standards

	U14 Boys	U14 Girls	U19 Boys	U19 Girls
Discus	1kg	1kg	1.5kg	1kg
Shot	4kg	3kg	5kg	4kg
Javelin	x	x	700g	600g
Sprint hurdles	100m, 0.84m	100m, 0.762m	110m, 1m	110m, 0.84m
200 hurdles	0.762m	0.762m	x	x
400 hurdles	x	x	0.914m	0.762m

ACAMIS Track & Field Records (updated May 2017)

Girls 10-14 100 Meter Dash	14.01	5/1/2013	Michelle Gerke - Nainjing
Girls 10-14 200 Meter Dash	28.90	5/1/2013	Michelle Gerke - Nainjing
Girls 10-14 400 Meter Dash	1:06.93	5/7/2016	Meghna Ancha - Nanjing
Girls 10-14 800 Meter Run	2:39.01	5/13/2017	Amanda Sandberg - SSIS
Girls 10-14 1500 Meter Run	5:45.48	5/12/2018	Nele Schlesinger - NIS
Girls 10-14 100 Meter Hurdles .762m (30)	17.89	5/13/2017	Emilia Sullstorm - WAB
Girls 10-14 200 Meter Hurdles .762m (30)	32.76	5/12/2017	Emilia Sullstorm - WAB
Girls 10-14 High Jump .9m (5cm)	1.45m	5/12/2017	Amanda Sandberg - SSIS
Girls 10-14 Long Jump	4.20m	5/7/2016	Meghna Ancha - Nanjing
Girls 10-14 Triple Jump	9.00m	5/12/2018	Michaela Gattringerova - SSIS
Girls 10-14 Discus Throw 1 kg	24.80m	5/12/2017	Lonneke van der Akker - WAB
Girls 10-14 Shot Put 3kg	8.79m	5/13/2017	Sierra Kurth - Shekou
Girls 10-14 4x100 Meter Relay	57.76	5/12/2017	WESTERN ACADEMY OF BEIJING - WAB A Wright, C Wong, E Sullstorm, C Rempel
Girls 10-14 4x200 Meter Relay	2:06.14	5/12/2018	Western Academy of Beijing - WAB A Chen, M Hezel, C Rempel McMahan, K Terkelsen
Girls 15-19 100 Meter Dash	13.28	5/1/2013	Maddison Simpson-Taechel - Suzhou
Girls 15-19 200 Meter Dash	27.58	5/1/2014	Helen Che - ISB
Girls 15-19 400 Meter Dash	1:02.49	5/12/2018	Audrey Chiu - ISB
Girls 15-19 800 Meter Run	2:39.62	5/7/2016	Joy Kuai - Macao
Girls 15-19 1500 Meter Run	5:21.19	5/1/2013	Nozomi Masugata - DCS
Girls 15-19 3000 Meter Run	11:22.00	5/1/2013	Nozomi Masugata - DCS
Girls 15-19 100 Meter Hurdles .84m (33")	16.33	5/12/2018	Emilia Sullstrom - WAB
Girls 15-19 400 Meter Hurdles .762m (30)	1:11.78	5/11/2018	Emilia Sullstrom - WAB
Girls 15-19 High Jump 1.10m (5cm)	1.45m	5/6/2016	Marie Lengert - UISG
Girls 15-19 Long Jump	4.89m	5/7/2016	Jamie Marais - ISB
Girls 15-19 Triple Jump	9.95m	5/12/2017	Jazzlyn Jansen - WAB
Girls 15-19 Discus Throw 1 kg	26.39m	5/1/2014	Helen Che - ISB
Girls 15-19 Javelin Throw 600 grams	32.37m	5/11/2018	Kara Rakamnuaykit - ISB
Girls 15-19 Shot Put 4kg	9.70m	5/7/2016	Jamie Marais - ISB
Girls 15-19 4x100 Meter Relay	53.65	5/11/2018	Western Academy of Beijing - WAB K Cheung, A Gentlemen, E Sullstrom, L Shiel
Girls 15-19 4x200 Meter Relay	1:56.81	5/12/2018	Western Academy of Beijing - WAB K Cheung, A Gentlemen, L Liao, L Shiel
Girls 15-19 4x400 Meter Relay	4:42.59	5/12/2018	International School of Beijing - ISB A Chiu, K Rakamnuaykit, H Graham, A Wong

Boys 10-14 100 Meter Dash	11.89	5/12/2018	Ing Xhu Lim - WAB
Boys 10-14 200 Meter Dash	25.22	5/11/2018	Lennard Jaeger - NIS
Boys 10-14 400 Meter Dash	59.81	5/13/2017	Eric Liu - ISB
Boys 10-14 800 Meter Run	2:19.40	5/13/2017	Takuma Andrew Matsuki - SSIS
Boys 10-14 1500 Meter Run	5:02.02	5/12/2018	Angus Merrylees - NIS
Boys 10-14 100 Meter Hurdles .762m (30)	16.75	5/12/2018	Ing Xhu Lim - WAB
Boys 10-14 200 Meter Hurdles .762m (30)	27.93	5/12/2017	Ho Pui Brian Cheung - SSIS
Boys 10-14 High Jump 1.1m (5cm)	1.70m	5/12/2018	Kangmin Lee - NIS
Boys 10-14 Long Jump	5.04m	5/13/2017	Ho Pui Brian Cheung - SSIS
Boys 10-14 Triple Jump	10.44m	5/13/2017	Ho Pui Brian Cheung - SSIS
Boys 10-14 Discus Throw 1 kg	28.26m	5/11/2018	Su Yun Uhm - ISB
Boys 10-14 Shot Put 4kg	12.41m	5/1/2013	Marcus Karlsson - Nainjing
Boys 10-14 4x100 Meter Relay	49.59	5/12/2017	Suzhou SIS - SSIS
Boys 10-14 4x200 Meter Relay	1:51.13	5/12/2018	Nanjing International School - NIS K Lee, L Jaeger, E Lee, A Merrylees
Boys 15-19 100 Meter Dash	11.60	5/12/2018	Eric Keck - Shekou
Boys 15-19 200 Meter Dash	23.92	5/11/2018	Julian Kay - NIS
Boys 15-19 400 Meter Dash	53.56	5/12/2018	Eric Liu - ISB
Boys 15-19 800 Meter Run	2:10.19	5/13/2017	Cameron Young - Nanjing
Boys 15-19 1500 Meter Run	4:13.37	5/12/2018	Luke Shr - ISB
Boys 15-19 3000 Meter Run	9:10.56	5/11/2018	Luke Shr - ISB
Boys 15-19 110 Meter Hurdles 1m (39")	17.72	5/1/2014	Kevin Kwok - ISB
Boys 15-19 400 Meter Hurdles .914m (36)	1:01.77	5/12/2017	Cameron Young - Nainjing
Boys 15-19 High Jump 1.3m (5cm)	1.76m	5/12/2018	Thomas Rasmussen - WAB
Boys 15-19 Long Jump	5.69m	5/12/2018	Ulrik Karlsson - WAB
Boys 15-19 Triple Jump	12.20m	5/1/2014	Kevin Kwok - ISB
Boys 15-19 Discus Throw 1.5kg	37.73m	5/1/2014	Brandon Smith - ISB
Boys 15-19 Javelin Throw 700 grams	39.69m	5/1/2014	James Long - ISB
Boys 15-19 Shot Put 5kg	11.80m	5/7/2016	Matthew Chick - Qingdao #1
Boys 15-19 4x100 Meter Relay	46.94	5/1/2015	SSIS - SSIS
Boys 15-19 4x200 Meter Relay	1:39.40	5/12/2018	International School of Beijin - ISB L Cheng, E Liu, C Kazebee, T Fortier
Boys 15-19 4x400 Meter Relay	3:49.79	5/12/2018	International School of Beijin - ISB E Liu, L Cheng, L Shr, B Liu

APPENDIX 1:

Student Participation Agreement

Student's Name _____ Student's Age _____

Student's Date of Birth _____ (m/d/yr) Student's Mobile # _____

Parent's/Guardian's Name _____ Mobile Phone# _____

Allergies _____

Medications _____

Special Dietary Needs Yes No

If yes then please specify _____

Special requests or instructions you would like the chaperone to follow during your child's' stay.

During the field trip, while in the care of chaperones from your school, your child must follow ACAMIS rules and those of your school to ensure his/her overall safety and well-being. ACAMIS events are undertaken as a voluntary field trip from the student's school whose field trip guidelines require that each participant has appropriate medical insurance as a condition of enrolment. Thus, neither ACAMIS nor the host school is responsible for medical care for any accident or injury during the event. In signing this release form the above-mentioned parties acknowledge that their family medical insurance applies to these sports and they have no basis to claim for medical care or legal recourse for any physical accidents that may take place during the course of the sports events.

Student Name _____ Signature _____

Parent's/Guardian's Name _____ Signature _____

Photograph Release:

I agree to allow the school and ACAMIS to reproduce an image of my child (photo, video, etc) in public relations materials or publications (brochures, web pages, etc) for non-commercial purposes.

Parent's/Guardian's Name _____ Signature _____

Date _____

To participate in an ACAMIS event, each participant must complete this participation form and give it before departure to their coach who will have the forms available while at the host school.

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 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. When students are in the hotel, they may not leave the hotel without permission of their own coach/lead chaperone. *(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. ACAMIS events take place under the ACAMIS Air Quality Index statement in the Sports League Charter. (see page 10 above). If parents see a need to withdraw their student from participation due to the AQI rating they should communicate directly with their school Athletic Director / Coach.

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

Date

To participate in an ACAMIS event, each participant must complete this participation form and give it before departure to their coach who will have the forms available while at the host school.

APPENDIX 3: ACAMIS Visiting Schools Evaluation Sheet

Date: _____ **Host:** _____ **Category:** _____ **Volleyball/Basketball/Football**
Other: _____

Your evaluations will help to further improve the quality of such events.

Information:

The information provided by the host school, both prior to and at the event	Worked Well	Possible Improvements

Hotel:

The hotel arrangement in terms of suitability for visiting teams	Worked Well	Possible Improvement

Transport:

The transport provided by the host school, both to & from airport & to and from event facilities	Worked Well	Possible Improvement

Facilities:

The facilities used for the Games	Worked Well	Possible Improvement

Meals, water etc:

The quality of meals, snacks etc provided for competitors/coaches	Worked Well	Possible Improvement

Events / officiating:

The quality of events and the respective quality of officiating	Worked Well	Possible Improvement

General Comments:

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Name and School:	
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APPENDIX 4: ACAMIS Event Budget Synopsis

Event Name:	
Event Organizer(s):	
Person submitting report:	
Event Date:	
Event Venue(s):	
Registration Fee charged:	
Event Receipts (including donations):	
Item:	Amount:
Item:	Amount:
Event Expenses:	
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:

Total Receipts:	Comments:
Total Expenses:	Comments:
Event Balance:	
<p>If income was generated, where is it on deposit?</p> <p><i>**All monies up to 1500 RMB will remain in the host school.</i></p> <p><i>**Any monetary surplus in excess of 1500 RMB should be remitted to ACAMIS.</i></p>	
<p>What changes or comments (regarding the budget) would you suggest for next year?</p>	
<p>Other Comments:</p>	

Please complete and forward this form to operations@acamis.org

APPENDIX 5: ACAMIS Event Follow-up Form

Name of the Event:	
Host School:	
Organiser/Coordinator:	
Name of Sports Event:	
Structure of the Event (Individual, team, core sport):	

Date	Activities
-------------	-------------------

Participants:

ACAMIS Member School Name	Number of Student Participants
EVENT FEEDBACK:	

Please complete this form and forward to operations@acamis.org

APPENDIX 6: Application for Athlete Participation

Participation in ACAMIS high school core sports events is limited to high school students and/or those who are 14 and above and below the maximum age limit of 19 as of 1st September. Any exceptions to the minimum age require a majority endorsement of members involved in that division as coordinated by the Tournament Director– The ACAMIS Athletics Chair would cast any tie-breaking vote if needed.

If the ACAMIS Athletics Chair is representing a member school in that division then the ACAMIS Athletics Co-chair will cast the tie-breaking vote.

Applications for the use of underage players need to be put forward on or before the due date for rosters unless there are extraordinary circumstances.

Underage players cannot displace a correct age player and cannot be used to extend the basketball or volleyball squad to 12 players.

Name of School: _____ Sport: _____

	Name of Athlete	Date of Birth	Reason for application
1			

Process:

- Applicant school notify tournament director of age exception request.
- Tournament director supply applicant school with application form (if request not originally in form format) – cc Division chair.
- Applicant School return form to tournament director – cc Division chair.
- Tournament director open application up to discussion by forwarding application to division members – cc'ing Division chair.
- Division members e-mail discussion items to all divisional members.
- Tournament director call for vote (after appropriate discussion - ensure input/acknowledgement by all) - by e-mailing all divisional members cc'ing Division chair.
- Divisional members transparently cast votes via all member divisional e-mails – cc'ing Division Chair (or alternatively e-mailing tournament director directly who collates and reports results verbatim cc'ing Division Chair).

Tournament Director announces the result of the vote (cc'ing ACAMIS Athletics Chair).

Appendix 7: ACAMIS Incident Report

In the event of a disciplinary matter or student accident or injury, it is important that a report detailing the circumstances be recorded and a copy sent to Athletics Head and the ACAMIS Executive Office. This will help to protect all parties should the incident be contended afterward.

Host School

Name of Event

Date of Event

Date and Time of Incident

Description of the Incident

Action Taken

Who was contacted

Printed Name of Person Filing Report

Signature of Person Filing Report

Date

Send to dannyclarke@nanjing-school.com and operations@acamis.org

APPENDIX 8: Tournament Roster Form Template

ACAMIS Tournament Roster Sheet						
Please complete the white sections and return via email by _____ with team pictures so that the program can be printed. Thank you.						
School Name						
Team Name (Mascot)						
Head of School						
Principal						
Athletic Director		Email				
Coach		Coach's gender		T-shirt size		
Assistant Coach		Assistant coach's gender		T-shirt size		
Color of Uniform Shirt		Color of Uniform Shorts				
Student Name	Grade / Age	Nationality	Allergies / Medications	Passport Number	T-shirt size	Special food requests (ex: vegetarian)

1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Additional Information:						
1. Arrival time, flight / train number						
2. Departure time, flight / train number						
3. Additional questions and concerns						

APPENDIX 9: ACAMIS Sportsmanship Award Rubric

Evaluating School: _____

	1 = Poor	2 = Inconsistent	3 = Good	4 = Exemplary	TEAM	TEAM	TEAM	TEAM	TEAM	TEAM
Interaction w/ opponents	Abusive or argumentative; challenging, disrespectful, provocative	Sometimes negative or disrespectful; otherwise OK	Obviously respectful, with fair play demonstrated and positive effort shown	Serious effort while showing respect for opponents. Complimentary and/or helpful with opponents						
Interaction w/ teammates & own coach	Complaining, whining, disrespectful	Sometimes at odds with teammates or coach	Mostly full effort given during play, cooperative	Total effort and cooperation; supportive, encouraging, positive						
Interaction w/officials, spectators	Argumentative and disrespectful	Sometimes argumentative or challenging; otherwise OK	Mostly without reaction to officials calls, or crowd calls	Never a negative reaction to or questioning of officials' calls or crowd reactions; thanking/complimenting officials						
Away from competition behaviour (Tournament Director completes)	Loud, abusive, disruptive—not cooperating with host families, school officials	Occasional questionable off-court/out of play behaviour; otherwise OK	Mostly polite and respectful, as observed	Extremely respectful, polite, and personable; respectful and communicative with host families—an exemplary representative for his/her school						
TOTAL SCORE:										

Place scores in the school columns of all categories, considering behaviour of both athletes AND coaches. The host school tournament/event director will complete "Away from competition behaviour" category

Further Inquiries

For questions related to this document, please contact:

Athletics Chair: Danny Clarke dannyclarke@nanjing-school.com

Athletics Co-chair: Darren Skov darren.skov@bcis.cn

Or:

ACAMIS Director of Operations: Angie Lee operations@acamis.org

For a high-definition copy of the ACAMIS Logo, please email the ACAMIS Executive Office at: operations@acamis.org

