

Kazakhstan International School

ATHLETIC DEPARTMENT



PARENT/STUDENT HANDBOOK

2023-2024



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Dear Parents,

On behalf of the KIS administration and the KIS athletic department, we welcome you to another exciting year of KIS (Wolves) athletics.

This athletic handbook has been developed to assist student-athletes and their families gain a better understanding of the procedures, policies, guidelines, responsibilities and expectations of participation in KIS athletics.

The KIS athletic program has grown tremendously over the last several years. The growth which has taken place has enabled us to develop a good reputation and become a competitive member in the conferences we participate in. The KIS athletic department and administration understand and support the importance of co-curricular activities. We understand that through athletics student-athletes gain an opportunity to learn and demonstrate sportsmanship, cooperation, leadership, teamwork and resilience. Through our high quality athletic program student-athletes will challenge themselves to be the best while ensuring good sportsmanship is always at the forefront of what they do.

This year KIS will compete as a full member of the Confederation of Almaty Schools and Head Teachers (COASH), and also KIS are proud to announce that our community have recently become a member of The Central Asia Federation of Athletics, Activities and Arts (CAFA). We are also associate members of the Central & Eastern European Schools Association (CEESA) & Central Asian Football Association (CAFA) in March 2023. Our competitions will allow KIS student-athletes to compete in a high quality atmosphere both locally and internationally.

We are excited to begin the school year and feel lucky to be part of a great athletic program. We look forward to working with you throughout the year creating competitive sports teams and a program we can be very proud of.

Sincerely,

Henry Matheson

Henry Matheson



Athletic Director

SECTION A: STATEMENT OF PURPOSE

1.0 KIS - Mission Statement

The KIS community nurtures a growth mindset through a holistic education that connects cultures.

2.0 KIS – Core Values

At KIS we value the following:

- **WE VALUE LEARNING.**
 - Knowing how to learn is key to success in one’s life; learning takes place not only in academics, but also in relationships, self-development and general wellness.
- **WE VALUE SAFETY**
 - In order to learn, people must be in a physically and psychologically safe environment.
- **WE VALUE DIGNITY**
 - all people have dignity and deserve to be treated with respect.
- **WE VALUE DIVERSITY**
 - All people can learn and all learners learn differently.
 - We believe there are different ways to be “right”.
- **WE VALUE RESILIENCE**
 - setbacks and mistakes are learning opportunities in all areas of learning.
- **WE VALUE RELATIONSHIPS**
 - when trust is broken, it must be repaired.



3.0 KIS Athletic Department – Mission Statement

KIS athletics supports the mission statement of the school and contributes to the overall educational program. The KIS athletic department will provide competitive athletic opportunities to as many students as possible, believing participation in athletics will enhance the development of the overall student.

KIS athletics strives for broad participation and competitive excellence, while encouraging the highest levels of sportsmanship and fair play.

The KIS Athletic Department believes the welfare of each student is our primary concern – academically, physically and emotionally.

4.0 KIS Athletic Department – Philosophy Statement

The KIS Athletic Department strives to create and maintain an environment conducive to the academic and athletic growth of each student based upon the guidelines emphasized:

- a) The KIS Athletic Department will offer a number of sporting opportunities enhancing the educational development of each student. The experiences gained through athletic participation will aid in the development of favorable habits and attitudes.
- b) The students who participate in athletics at KIS will learn valuable lifelong lessons in sportsmanship, teamwork, collaboration, resilience, and competition, all of which are integral parts of each athletic team's goals.
- c) KIS athletics will play an important role in helping each student develop a healthy self concept and a healthy mind and body.



5.0 KIS Statement of Sportsmanship

The purpose of the KIS Athletic Department is to provide opportunities for students to compete in a safe, challenging, educational and professional environment. Students will be provided opportunities to showcase their talents while maintaining a spirit of respect and cooperation with fellow athletes, coaches and officials.

Each event includes students and adults in various roles; athletes, coaches, officials, spectators. Everyone involved must uphold the spirit of good sportsmanship and fair play. This spirit is upheld by athletes demonstrating respect for fellow competitors, coaches providing positive comments and encouragement, officials offering impartial judgment during contests, spectators showing respectful enthusiasm.

Adults act as role models for our athletes. Therefore, profanity, deliberately distracting noises to interfere with the performance of a competing athlete, the verbal or gesturing condemnation of coaches or officials, or any behavior that is disrespectful or degrading to KIS Athletic Department's mission statement and philosophy jeopardizes the quality of experience for the athletes.

Finally, the KIS Athletic Department asks all athletes, coaches, officials, parents and spectators to demonstrate good sportsmanship and be mindful of their actions during athletic contests.

SECTION B: PERSONNEL

6.0 KIS Athletic Department 2023 – 2024

Henry Matheson Athletic Director

Office C 305
Email hmatheson@kisnet.org
Phone +727 356 5000



SECTION C: ACADEMICS

7.0 Academic Eligibility

7.1 KIS student-athletes are responsible for maintaining good academic standing while participating in athletics.

7.2 KIS student-athletes are responsible for any missed work while away from school while representing KIS at an athletic competition.

7.3 KIS student-athletes must meet the following eligibility criteria in order to participate in athletics:

-Students will be eligible to participate and travel if they maintain good academic standing.

-Good academic standing is defined as:

- a. Maintaining a grade of 3 or higher in each of their subjects
- b. Fulfilling KIS attendance standards
- c. Setting high standards of personal behavior

7.5 Any student-athlete who is not in good academic or behavioral standing will be subject to review which could lead to participation withdrawal.

8.0 The Student Athlete's Academic Responsibility

Each KIS student-athlete must take responsibility for communicating with their teachers regarding scheduled contests. Each student-athlete is responsible for making sure all homework and assignments are collected and that missed work is completed.



SECTION D: SPORT PARTICIPATION AND ELIGIBILITY

9.0 ATTENDANCE

Attendance at school is mandatory to participate in an ASA or Athletics practice. Students who were not at school are not eligible to train/participate.

9.1 The Physical Examination Medical Information form must be placed on file in the office of the Athletic Director prior to the first contests of the student-athlete's specific sport season. If the deadline has passed a student-athlete will not be allowed to participate in any KIS athletic practices or COASH games until a valid Physical Examination Medical Information form is placed on file in the office of the Athletic Director.

9.2 The Physical Examination Medical Information form must be completed by a licensed physician no more than 365 days prior to participation in any KIS athletics practice, try-out, game, etc.

10.0 Athletic Participation and Insurance

As with all physical activity, there is an inherent risk of injury when participating in KIS athletics. The parent or guardian of the student-athlete must sign the Athletic Participation Insurance form and it must be placed on file in the office of the Athletic Director prior to the first contest of the student-athlete's specific sport season. A student-athlete will not be allowed to participate until an Athletic Participation Insurance form is placed on file in the office of the Athletic Director.

11.0 KIS Sports/Activities Offered by for Season Middle School Students

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Football	Skiing	Football
Cross Country	Basketball	Track and Field
		VolleyBall



*MUN, Drama, Band and Debate will also be on offer throughout the year

12.0 Eligibility for Middle School Teams

Eligibility for Middle School athletic teams is determined by the policies of COASH and by the KIS Athletic Department and school policy. All student-athletes wanting to participate in the Middle School Athletic Division must be under 14 years of age on September 1st of the current school year and be a student in good standing within KIS's middle school program (Grades 6-8).

13.0 KIS Sports/Activities Offered by Season for Junior Varsity and Varsity Students

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Football	Skiing	Football
Cross Country	Basketball	Track and Field
		Volleyball

*MUN, Drama, Band and Debate will also be on offer throughout the year

14.0 Eligibility for Junior Varsity Teams

Eligibility for KIS Junior Varsity athletic teams is determined by the policies of the athletic conference we hold membership with, COASH and by the KIS Athletic Department and school policy. All student-athletes wanting to participate in the Junior Varsity division must be under 16 years of age on September 1st of the current school year.

16.0 Eligibility for Varsity Teams

Eligibility for KIS Varsity athletic teams is determined by the policies of the athletic conference we hold membership with, COASH and by the KIS Athletic Department and school policy. All student-athletes wanting to participate in the Varsity division must be



under 20 years of age on September 1st of the current school year.

17.0 KIS Athletic Code of Conduct

1. Participation in the KIS athletic program is a privilege. Students who represent KIS must meet high academic, citizenship, and sportsmanship standards.
2. An athlete who quits after being recognized as a team member or is released from a team for disciplinary reasons will have his or her eligibility for all future teams reviewed by the Athletic Director and administration.
3. Athletes will be issued equipment/uniforms that they are responsible for and any losses or damages to these will be the responsibility of the student. uniforms issued to the athlete are to be worn or used only when participating in interscholastic contests. Failure to return all equipment/uniforms promptly (2 weeks) at the end of the season will result in replacement fees being issued to the student's account.
4. Athletes must commit to be available for travel on the required dates of ALL scheduled games, including local and international tournaments. Additionally, it is expected athletes attend all scheduled practices.
5. Athletes are expected to conduct themselves at all times in such a manner as to reflect credit on themselves, KIS and the school community. Behavior not in compliance with the KIS Student Code of Conduct or any behavior not in the best interest of the school/team that occurs during an athletic situation or outside the parameters of a non-athletic situation may constitute grounds for suspension or dismissal from the team, depending on the gravity of the offense.
6. Athletes/Parents will incur the cost of travel to a competition whether locally or internationally (airline ticket, visa costs, spending money). Additionally, if KIS purchases airline tickets or/and travel visas on behalf of an athlete, the athlete is responsible for all associated costs regardless of whether travel took place.



7. School suspension results in athletics withdrawal for a time period determined by the Athletic Director and Administration.
8. A student who has any unexcused absences is not eligible to participate in any athletic competitions or practices until it has been approved by the Athletic Director and Administration.

SECTION E: OPERATIONS

18.0 Practices

- 18.1 Season schedules and practice times will generally be completed prior to each season, but may be amended when necessary. Practice schedules and game schedules can be found on the schools website under the athletics tab.
- 18.2 Practices take place at one (1) of two (2) slots: 8:00am or 4:30pm. Weekend practices will be discussed with the team in advance.
- 18.3 It is the Athletic Departments expectation that players attend all practices. Therefore, appointments should not exclude a player from practice. The only **excused absence** from practice would be when a student is home sick and absent from school. If a student-athlete must miss a practice, the head coach must be notified at least 24 hour prior to the practice so that prior approval could be granted by the head coach.

19.0 Cancellation of Practice or Competition

- 19.1 Athletes will be informed of cancellations or changes to games and practices by their coaches at the earliest possible convenience. By using the communication channels that have been shared with the team at the beginning of the season.

20.0 Travel Teams

- 20.1 A travel booklet will be distributed to all student-athletes and parents prior to International team travel. The travel booklet will contain details of the trip including; cost, itinerary, departure/arrival times, emergency phone numbers.
- 20.2 All members of a KIS athletic team are expected to travel and participate in all



home and away competitions if selected. If a student-athlete does not intend to travel and participate for any reason, this information must be communicated to the coaches ASAP before the competition.

21.0 Transportation – Local and International

21.1 School Bus

- A school representative (teacher, administration) will accompany the students on the bus.
- KIS approved transportation (bus) will be used at all times.
- Seat belts should be worn by all individuals traveling on the approved transportation.
- A positive image and conduct are necessary from all who are traveling to properly represent the school and the KIS community.

21.2 Parental Transportation

- Provided there has been written confirmation from a parent/guardian with the head coach before the student leaves the away competition the student-athlete will be permitted to travel with their family from the away competition.

21.3 International Travel

- All international travel will be dealt with by the airlines.
- Travel to airports will be with KIS school provided transport or host school provided transport.

22.0 Dress Code for Student-Athlete

22.1 On game days and during team travel, student athletes are expected to wear their team uniforms and school hoodie and long pants if necessary, when traveling to the venue. Students will be expected to wear school uniform as per usual on game days during the school's scheduled hours..



23.0 Uniforms

- 23.1 Uniforms for athletic competition will be issued by the school and a uniform check out forms signed by the athlete.
- 23.2 Athletes are only to wear uniforms at scheduled competitions.
- 23.3 Student-athletes will have 2 weeks after their last competition to submit washed uniforms to the athletic director after which time, students will be charged for their uniforms. Uniforms returned in poor condition not related to competition will be the responsibility of the student-athlete provide money to replace.
- Cost will be based upon market cost to replace plus shipping
 - Participation will not be permitted until conditions are met

SECTION F: STUDENT-ATHLETE AWARDS

24.0 Student-Athlete Awards

24.1 There are numerous awards that can be received by a student-athlete at the sports banquet. Athletic awards for school sponsored athletic teams have a set criterion for their awards.

End of year athletic awards (subject to change):

1. KIS Wolves Award
2. Most Valuable Player (MVP) (all sports)
3. Coaches Award (all sports)
4. Male Athlete of the Year (M.S, J.V. & V)
5. Female Athlete of the Year (M.S, J.V. & V)

Criteria for end of year athletic awards:

Wolves Award

The Wolves Award acknowledges the values of the three Wolves C's :

- Displays courage in difficult situations.



- Honors their commitment to their team.
- Seeks connections with teammates and coaches.

Most Valuable Player

The most valuable player is a player who demonstrated exceptional athletic ability throughout the season and consistently showed up to practice, worked tirelessly for the team, showed good sportsmanship during competitions and practices. The MVP is selected by the team coaches.

Coaches Award:

The coaches' award is a player who has demonstrated dedication to the team, hard work, puts the team first, and clearly demonstrates the coaches goals of the team..

Athlete of the Year Award

The KIS Female/Male Athlete of the Year Awards are awarded to one male and one female student in the graduating class each year. The award goes to the male and female student of the graduating class who in the eyes of coaches and activity leaders:

'has shown a degree of high performance in a variety of sports by demonstrating consistent participation whilst personally developing within his/her chosen sport(s); has made a significant and lasting contribution to the sporting programme of KIS; has actively shared their knowledge with others and contributed to sports development throughout the school; has demonstrated fair play in competitive and recreational settings and been sensitive to others regardless of age, gender or ability; has been a positive and influential role model for younger student-athletes'.



KIS Athletic Participation Consent/Medical Release

This form needs to be on file with the Athletic Director/Coach prior to the first competition date. **Please attach a copy of your health insurance card.**

Last Name:		First Name:	
Birth Date:	Grade:	Sport(s):	
Nationality:		Passport #:	Passport Expiry Date:
Parent Name and Phone Number:		Parent Name and Phone Number:	
Parent E-mail Address:		Parent E-mail Address:	
Emergency Contact Name:		Emergency Contact Phone Number:	

Name of Insurance Company:	
Member Name:	Expiration Date:
Is the student allergic to medicine? Specify.	Other allergies/information
Hospital of Choice:	Family physician in Almaty – Name & Number

The above named student has my permission to participate in KIS athletics and any resulting trips. I declare that my child is physically fit and able to participate fully in the activity or sport. I authorize the coach of the team concerned, in case of injury or accident and in the event of being unable to contact me take my child to any medical or dental examination as is necessary, and if, in the judgment of the medical staff treatment is required, I authorize the coach to consent to this treatment. I agree to pay all costs, charges, expenses incurred in the relationship to providing this medical care and release Kazakhstan International School and its



representatives from responsibility for all costs on my behalf.

PARENT SIGNATURE: _____ **DATE:** _____

****Please submit completed form to the Athletic Director/Coach****

(Appendix A)



Participant Name:	Age :	Grade:	Sex: M or F						
Physician Name:	Home #:	Work #:							
PATIENT HEALTH HISTORY				TO BE COMPLETED BY PHYSICIAN					
Parents or guardian, please answer yes or no and provide details if necessary to the following questions				Vitals		Satisfactory		Exam Comments	Follow Up
				Yes	No	Details	Yes	No	
Chronic or Recurrent Illness				Height					
Hospitalization				Weight					
Operations				BP					
Taking Medication				Pulse					
Organs Missing				General:					
Heat Exhaustion				Head					
Dizziness, Fainting, Seizures				Eyes					
Knocked Out				Ent					
Wear Glasses / Contacts				Dental					
Hearing Problems				Chest					
Allergic to Medication				Heart					
Allergic to Food, Pets									
High Blood Pressure				Abdomen					
Bone, Joint, Spine Injury									
Liver, Spleen, Kidney or Skin Problems				Skin					
Experienced any heart related problems?				Extremities, Back, Neck					
Is the participant currently taking any medications? If so, list:				Comments:					



The above information is correct to the best of my knowledge. I hereby give my informed consent for the above mentioned student to participate in activities. I understand the risk of injury in athletic participation.	Sports Participation approved: ____ Yes ____ No ____ Deferred Comments: _____
X	X
Signature of Parent or Guardian / Date	Signature of Physician / Date

KIS PHYSICAL EXAMINATION MEDICAL INFORMATION



KIS ATHLETIC (CODE) PARTICIPATION FORM

Student Name: _____ Grade: _____ Team: _____

1. Participation in the KIS athletic program is a privilege. Students who represent KIS must meet high academic, citizenship, and sportsmanship standards.
2. An athlete who quits after being recognized as a team member or is released from a team for disciplinary reasons will have his or her eligibility for all future teams reviewed by the Athletic Director and administration.
3. Athletes will be issued equipment/uniforms that they are responsible for and any losses or damages to these will be the responsibility of the student. Equipment/uniforms issued to the athlete are to be worn or used only when participating in interscholastic contests. Failure to return all equipment/uniforms promptly (2 weeks) at the end of the season will result in replacement fees being issued to the student's account.
4. Athletes must commit to be available for travel on the required dates of ALL scheduled games, including local and international tournaments. Additionally, it is expected athletes attend all scheduled practices.
5. Athletes are expected to conduct themselves at all times in such a manner as to reflect credit on themselves, KIS and the school community. Behavior not in compliance with the KIS Student Code of Conduct or any behavior not in the best interest of the school/team that occurs during an athletic situation or outside the parameters of a non-athletic situation may constitute grounds for suspension or dismissal from the team, depending on the gravity of the offence.
6. Athletes/Parents will incur the cost of travel to a competition whether locally or internationally (airline ticket, visa costs, spending money). Additionally, if KIS purchases airline tickets or/and travel visas on behalf of an athlete, the athlete is responsible for all associated costs regardless of whether travel took place.
7. School suspension results in athletics withdrawal for a time period determined by the Athletic Director and



Administration.

8. A student who has any unexcused absences is not eligible to participate in any athletic competitions or practices until it has been approved by the Athletic Director and Administration.

We have read, understand, and agree to the information stated above:

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

(Appendix C)



ATHLETIC COMPETITION/INTERNATIONAL TRAVEL MISSING WORK (GREEN FORM)

Trip Name / Description:	
Coaches involved:	
Trip Dates/ Number of School days missed:	
Student Name:	

Directions (for student): Discuss with each teacher(s) any assessments, projects, or homework that you will miss and their respective due dates. It is your responsibility to clearly communicate with your teacher(s) about any work that you will miss during the length of the athletic trip/competition.

Teachers: Please discuss with the student any assessments, projects, or homework the student may miss while representing the school at the event. Please note this is not a permission form for you to sign, it is a way the students can keep track of what missing work they need to complete while on the trip.

*** It is the expectation that all deadlines are met by the agreed date***

Teacher (Class)	Upcoming Assessments	Notes (ie. Due dates, outstanding work, homework, etc.)	Teachers Note & Initial
IB Requirements (Gr. 11/12 only)			
2.			
3.			
4.			
5.			
6.			
7.			



STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

****Please submit completed form to the Head Coach by the established deadline. ****

(Appendix D)



Kazakhstan International School Athletic Department

Parent/Student Handbook 2023-2024

Athletic Director: Mr. Henry Matheson

Secondary Principal: Mr. Jeffery Smith

Head of School: Mr. Ole Bernard Sealey