

# Almaty International School

## Athletic and Activities Handbook

School Year 2008-2009

**The information contained in this handbook is for the following areas of Almaty International School:**

A: Middle school and secondary athletics

B: Activities which are an extension of the established curriculum  
These are listed as co-curricular activities in this handbook.

C: Activities which are non-academic in nature  
These are listed as extra-curricular in this handbook.

**The book is broken down into the following sections:**

**Section 1** – Definitions and information which applies to both athletics and activities.

**Section 2** – Information that specifically applies to athletics

**Section 3** – Forms – student and parents

**Section 4** – Coaches

**Section 5** – Additional information

### **DEFINITION OF ACTIVITIES**

Co-curricular Activities are those individual or group activities which extend, support, intensify and motivate students to achieve in the core curriculum. These activities should also provide opportunities for enrichment, skill development, and personal growth beyond those available in the classroom.

Extra-curricular activities are those that generally occur outside the classroom for which a student represents Almaty International School (A.I.S.) in an official capacity and competes with other schools.

Both programs will share the same ideals. Students participating in these activities will be expected to adhere to the A.I.S. Discipline Policy and Success Orientations. , as stated in this handbook.

The activities will be offered to A.I.S. students on a first come first serve basis. The programs offered may need to be limited in numbers due to the limited availability of the gymnasium and multipurpose room as well as space available. The ages of the students participating will be determined by the activity.

A.I.S. parents or staff volunteers will supervise each activity. Fees may be charged to the students for equipment or uniforms needed for the activity. All fees will be paid to the business office prior to the first day of the activity.

### **DEFINITION OF ATHLETICS**

We conduct our athletic program for the benefit of all students. Our purpose is to develop and improve character traits among the programs' participants. Athletics is a sub-product of our Physical Education department and as such, is looked upon as any other department of instruction. It is simply one phase in our over all program of training for good citizenship.

Participation in athletics will lead to the following benefits:

1. Development of muscular coordination, strength, and a healthy body.
2. Development of an appreciation of team play.
3. Development of self-discipline that will carry into later life.
4. Development of an appreciation of competitive fair play.
5. Development of a special camaraderie and socialization.

## **STUDENT ATHLETE and/or STUDENT PARTICIPANT GUIDELINES**

Participation in athletics and activities at Almaty International School is a privilege, not an absolute right of students. Specific responsibilities go along with this privilege.

These teams offer experiences for encouraging desirable habits of discipline, for developing qualities of self-sacrifice, dedication for common goals, and for promoting an atmosphere of acceptable ethical and moral attitudes.

To accomplish these goals, it is necessary to develop and maintain attitudes that are based on rational regulations and standards for personal appearance and public image in addition to training rules that help to promote excellence in performance.

Athletics and activities, being an elective part of the school curriculum, may not be for everyone. However, it is available for those who desire to abide by conditions established for the program.

### **ACADEMIC ELIGIBILITY**

A student participating in any school sport or activity must maintain good academic standing. No more than 2 units “in progress” (P) per class will be allowed unless it is deemed normal by the subject teacher. Furthermore, the student-athlete may not have any “deficient” (D) units in any class.

A student must be in attendance at least half a day (half their assigned class periods) on the day of an event, practice or game in order to compete in that contest. Furthermore, students not attending school on a particular day will not be permitted to practice. If the scheduled game is to be played on a Saturday or Sunday, the student must be in attendance at school on the Friday preceding the game. Any exceptions must be approved in advance by the Director of Instruction, Athletic Director, and Coach.

A student serving an in-school or out-of-school suspension will not be allowed to participate in practices, games or team functions during the suspension period.

### **STUDENT CODE OF CONDUCT**

A.I.S. students are expected to be well-behaved and exhibit good sportsmanship at all times. Remember, on a court, a field, on a bus or anywhere you find yourself, you are ambassadors for our school. Be proud of that and always conduct yourselves accordingly. Since the conduct of athletes and participants in activities are closely observed in many areas of life, a very important responsibility of the student is to act in a mature, respectful, and responsible manner at all times.

- A. On and off the field of competition the student’s behavior must always be beyond reproach. The student should exhibit good sportsmanship and show respect for the opponent, the officials, the coaches, the fans, teammates, and everyone present.
- B. In the classroom, the student must try to be a good student. Students are expected to put forth their best effort in the classroom as well as in practice.

- C. The students must also demonstrate respect for and take pride in school equipment and facilities by helping to properly maintain and care for the equipment and/or uniforms.
- D. Students must adhere to the rules of the game or activity and demonstrate a good attitude regardless of the calls made by officials, and whether their team wins or loses.
- E. At practice, the student must show respect to the coach and fellow teammates. To be a team, all must work together.

### **ELIGIBILITY FOR TOURNAMENTS AND TEAM TRIPS**

In addition to the required academic eligibility standards, students planning on participating in a tournament or school sponsored event must fulfill the following conditions:

- 1. Complete and return to the coach the “Academic Compliance Form” within the set deadline – at least 4 weeks prior to the departure date.
- 2. Return the “Parental Consent Form” to the coach along with a copy of the paid deposit receipt.
- 3. Pay the remaining balance by the set deadline date outlined by the coach in the letter to parents accompanying the “Parental Consent Form.”
- 4. The student and his/her family must have hosted or agreed to host a minimum of two visiting students for each of the events the school shall host during the current academic year.

### **DISCIPLINARY ACTION**

Any student whose conduct is determined to be a discredit to himself/herself, the team, or the school during his/her Almaty International School career shall be subject to disciplinary action as determined by the Coach, Athletic Director, and school administration.

The coach of the sport/activity, Athletic Director, Director of Instruction, and the Director of Almaty International School may temporarily suspend participants. Suspension from a team results in non-participation in play/practice during the entire period of the suspension.

### **GENERAL TRAINING RULES**

- 1. Students are expected to be neat in appearance on game day and/or traveling days.
- 2. No use of tobacco or alcohol in any form. Violation of this rule will result in dismissal from the team or activity and will be dealt with by the school administration.
- 3. No disrespect in any manner will be shown to any coach, teacher, official, faculty, fans, players on his/her team or the opposing team.
- 4. No jewelry of any type is to be worn during practices or games (for athletics only).

5. No profanity will be tolerated during practices or games. Use of inappropriate language may result in dismissal from the team or activity and will be dealt with by the school administration.
6. Students are expected to attend every practice and game unless excused by the coach in advance. Promptness is also imperative if a person is to succeed.
7. There will be “zero tolerance” for theft of equipment or possession of stolen equipment. Such incidents may result in dismissal from the team or activity and will be dealt with by the school administration.
8. Vandalism of our school facilities, or vandalism while a guest at another school, is unacceptable and will simply not be tolerated. Vandalism of any kind may result in dismissal from the team or activity and will be dealt with the school administration.
9. There will be no unbecoming conduct, including inappropriate language, fighting, and unsportsmanlike conduct.
10. There will be no violation of the school rules, athletic department rules and CEESA, school or team guidelines.
11. The guidelines and expectations for attendance at games and practices will be set by the coach.
13. Refusing to participate in practices or contests will be cause for possible removal from the team or activity.

### **RECRUITMENT OF COACHES**

All coaching positions are voluntary and filled on an annual appointment and are subject to the joint evaluation of athletes, participants, parents, and the Athletic Director for re-appointment. Interested Almaty International School staff and or spouses will be considered first for an open position. Any parent of AIS students may also apply. The candidate considered by the Athletic Director to be the most qualified will be chosen.

### **MULTIPLE SPORTS/ACTIVITIES PARTICIPATION**

1. All students should be allowed to participate in as many sports or activities as possible at the middle school and secondary level.
2. Athletes may participate in two sports or activities during the same season with the permission and cooperation of the coaches involved with those sports.
3. Outside participation of athletes in sports not under the jurisdiction of the school are not permissible for CEESA sports and activities but special consideration may be granted for participation in local leagues – such cases must be approved the Athletic Director and the Director of Instruction.

4. Athletes who participate in more than one interscholastic sport at the same time must meet or exceed the schools' academic expectations. Furthermore, they must be able to attend all practices or games for both activities unless previously agreed upon by the coaches.

### **QUITTING THE TEAM**

All students are encouraged to participate in as many sports and activities as possible. Once the student begins the in-season period of a sport or activity, they should complete that sport or activities season.

1. If students quit a sport or an activity in a season, he/she will not be allowed to participate in another sport or activity until the season of play has ended nor shall he/she shall be able to try-out for another sport or activity during the following season of play. For example: A student quits during a fall sport or activity. He or she may not join another sport or activity in the fall season and will not be able to try-out for any of the winter sports or activities.

2. If an extenuating circumstance exists, the Coach and the Athletic Director can grant the release of an athlete to another sport or activity.

## **STUDENT ATHLETES**

Excellence in athletics does not entitle a student to special privileges. It is treated the same as excellence in mathematics or any other subject. However, when a student puts on a Snow Leopard uniform, he/she becomes a special representative of our school. Thus, much more is expected of him/her.

## **UNIFORM AND EQUIPMENT ISSUANCE**

It is important to emphasize to all student athletes his/her responsibility as a team member to take good care of school uniforms or equipment and report any abuses to his/her coach or Athletic Director. Furthermore, each coach is directly responsible for the care and control of all apparel or equipment used in his/her program.

1. Permission to issue equipment by the coach or assistant shall be given by the Athletic Director. A time suitable for all players and coaches on a team should be established. Coaches should establish a system to distribute and collect athletic apparel and equipment.
2. At the time of issuance, coaches must instruct students in the proper care (cleaning), and maintenance of their uniforms.
3. Issue forms shall be completed for each athlete before any equipment/uniform is issued. The number size and condition of each item of equipment/apparel shall be recorded.
4. Coaches shall immediately recall all equipment/apparel from ineligible players and from those who have left the team.
5. All lost or stolen athletic equipment/apparel shall be reported at once and shall be paid for by the student to whom it was issued within one week after the end of the season. Charges will be refunded should the lost equipment/apparel be found later.
6. The wearing of school athletic items such as the uniform, uniform top or game jersey will be reserved for special occasions or as directed by the team coach.
7. Athletic Department-issued apparel is to be worn only during practices (if requested by the coach) and games or with the permission of the coach. At no time are student athletes to wear school-issued equipment or uniforms for:
  - i. Physical Education Classes
  - ii. A Social Event
  - iii. School Wear (exceptions noted in #7 and 8).
8. If student athletes personally purchase a portion of their practice or game uniform, they may wear these items at their own discretion.
9. No awards shall be given to any athlete that has not returned or paid for any missing apparel or equipment.

10. An athlete may not begin another season (including practices and team meetings) until all uniforms or equipment for the current season have been either returned or paid for.

### **CONCLUSION**

The primary purpose of our athletic program is to provide a positive environment in which to prepare our young people for the future. We certainly hope that all student-athletes or participants acquire the principles of discipline, self-sacrifice, and dedication as they progress through our program. These guidelines have been prepared to better explain and clarify our athletic program to both the athlete and parents, and we sincerely hope that you will contact us if there are any questions.

**ALMATY INTERNATIONAL SCHOOL**  
**ALMATY INTERNATIONAL SCHOOL PARENT CONTRACT**  
**School Year: 2008-2009**

Almaty International School values the school's success orientations such as Responsibility and Trustworthiness. In order for students to experience attributes like honesty, hard work, and teamwork, parental support and encouragement are of the utmost importance. It is imperative that parents understand and support the policies outlined in the handbook. The parental role is certainly a most difficult one, but with parents, coaches, and athletes working together, the benefits for everyone can be maximized.

One of the most important roles you play as a parent is to be present at games or events. Your children know when you are there, and even when they refuse to admit it, your presence really matters. So please give your utmost effort to attend games so you may support your child and the team.

Another area where parental support is of utmost importance is with housing visiting athletes during tournaments or other events our school hosts. This involves housing the guests for two, three or four nights (depending on the event) arranging a daily ride to and from school, and providing the students with suitable meals (breakfasts, bag lunches or money to purchase lunches, and dinner). All A.I.S. families are invited to host athletes, but families of students who are participating in tournaments or events during the year are expected to contribute. Please note that you may host as many families as you like. We suggest hosting at least two students from a visiting school. When our own AIS students travel, we as a school, request that they be hosted in pairs. This way, visitors feel safer and more comfortable in a new environment.

It is my responsibility to arrange transportation for my child for away games, matches, or events.

If my child is not picked up in a timely manner following a practice, game or event, I understand this may jeopardize my child's ability to participate in future athletics or activities at A.I.S.

**ATHLETIC UNIFORM CARE POLICY CONTRACT**

I understand that I am responsible for the uniform that has been loaned to me for the athletic/academic season. I understand that my family maybe required giving a deposit of \$100 USD to the Athletic Director to use this uniform.

In the event a deposit is required, I understand that a uniform will not be issued to me until my deposit has been given to the Athletic Director.

I will clean it after each game, as instructed, and at the end of the season return it to my coach no later that one week after the season ends. In the event that the uniform is lost, stolen, or damaged beyond normal usage, I understand my deposit will not be refunded. If a deposit was not requested and the uniform was lost, stolen or damaged beyond normal usage, it is my responsibility to work out fair compensation with the Athletic Director.

***WASHING INSTRUCTIONS***

**\*Wash by hand or on the delicate cycle. Hang dry. PLEASE DO NOT iron any uniform.\***

**\*\*\*Please read, sign, and return this form to your student's coach\*\*\***

**Parent's checklist**

As a parent of a student at Almaty International School on an athletic or academic, team...

I have arranged appropriate transportation for my child, while they participate in after school athletics or activities at Almaty International School.

I have read and understand the guidelines outlined in the Athletes and Activities Handbook.

I will support these standards and ensure my son/daughter abides by these standards.

I understand that my child may be issued a uniform and that we, as a family, are responsible for taking care of this uniform. It is our responsibility to clean and return this uniform according to the handbook. In addition, we understand that some newer uniforms will require a deposit.

I understand that there may be additional documents required of my child for international travel

I understand that my son/daughter must receive a physical exam, at my cost, and a copy of this exam must be turned into my child's coach prior to the first league game, match or competition, if possible.

- o Only one exam per school year is required.

**Parent's name (please print):** \_\_\_\_\_  
(Example: Scott Roley)

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian's Mobile number:** \_\_\_\_\_

**ALMATY INTERNATIONAL SCHOOL  
ATHLETIC STUDENT CONTRACT**

I have read the Almaty International School Athletic and Activities Handbook, and I am willing to abide by the conditions therein for the current school year.

I realize that being a participant of an athletic or academic team is a privilege. I agree to conduct myself at all times in accordance with the provisions set forth within the current handbook.

**Student's name - Please print:** \_\_\_\_\_  
(Example – Scott Roley)

**Athlete's Signature:** \_\_\_\_\_ **Class:** 11, 12, 13, S1, S2, S3, S4  
(Please circle one)

**Today's Date:** \_\_\_\_\_

**ALMATY INTERNATIONAL SCHOOL**  
**STUDENT COMPLIANCE FORM**  
(To be eligible for away games or competitions)

PART I

Student Name: \_\_\_\_\_

Coach(es): \_\_\_\_\_  
\_\_\_\_\_

Sport/Activity: \_\_\_\_\_

Departure date: \_\_\_\_\_

Return date: \_\_\_\_\_

Student Schedule at a glance:

<u>Course/Subject</u>	<u>Teacher</u>
1 <sup>st</sup> Hour- _____	_____
2 <sup>nd</sup> Hour - _____	_____
3 <sup>rd</sup> Hour - _____	_____
4 <sup>th</sup> Hour - _____	_____
5 <sup>th</sup> Hour - _____	_____
6 <sup>th</sup> Hour - _____	_____
7 <sup>th</sup> Hour - _____	_____
8 <sup>th</sup> Hour - _____	_____

**ALMATY INTERNATIONAL SCHOOL**  
**STUDENT COMPLIANCE FORM**  
PART II

Course/Subject                      Teacher                      Comments on student's eligibility

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Homework/assignments during the trip period:

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Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course/Subject                      Teacher                      Comments on student's eligibility

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Homework/assignments during the trip period:

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Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course/Subject                      Teacher                      Comments on student's eligibility

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Homework/assignments during the trip period:

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Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course/Subject                      Teacher                      Comments on student's eligibility

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Homework/assignments during the trip period:

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Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course/Subject                      Teacher                      Comments on student's eligibility

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Homework/assignments during the trip period:

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Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course/Subject                      Teacher                      Comments on student's eligibility

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Homework/assignments during the trip period:

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Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **COACH'S RESPONSIBILITIES**

Responsibilities will include but are not limited to the following:

- Attend all practices and games. Please notify the Athletic Director in advance if you are going to be absent.
- Supervise players in a safe manner.
- Coordinate with the Athletic Director, about end of season tournament travel. All travel must be approved in advance by the Athletic Director.
- Check out and put away all sports equipment used for games/practices.
- At the beginning of your season have a team meeting. In this meeting clearly go over your expectations for practices and games.
- Treat players, parents, and referees with the utmost respect.
- Assist the Athletic Director in planning annual sports awards night.
- Representing Almaty International School with the highest respect.
- Coordinate practices with the Athletic Director.
- Supervise students after games and practices until they are picked up by their driver. If students are not picked up in a timely manner, escort them to the main gate and arrange them to stay with AIS security until their driver picks them up. At away games, you must wait until all players have been picked up before leaving the school.
- Distribute and collect uniforms.
- Communicate with players and parents. Please copy all information to the Athletic Director.
- Please take the First Aid travel kit with you to each away game.
- Prior to a home game...
  - The first team that plays (the early game) is responsible for assisting the Athletic Director in getting the Tuck Shop, equipment, chairs, etc. set up for the game.
  - The last team (the late game) is responsible for assisting the Athletic Director in cleaning up the Tuck Shop, equipment, chairs, trash, etc. after the last game.

**ADDITIONAL INFORMATION**

The Athletic Department maintains a concession stand, formally known as the “Tuck Shop.” The purpose of this facility is to off-set expenses incurred through the year. Funds that are raised will be used for additional expenses of the Athletic Department. Funds may be used for, but not limited to the following; the cost of purchasing and upgrading uniforms, paying referees, end of the year banquet, etc. It is recommended that no other department, A.I.S. staff, P.T.O., and or students operate any additional concession stands with out prior discussion or permission from the Athletic Director.