



ATHLETIC HANDBOOK

2019 - 2020



Dear HIS Athletes, Parents and Coaches

Welcome to the 2019/2020 school and sport year at Hanoi International School. Here at Hanoi International School we believe in a balanced program where students can develop new skills and take away experiences above what the academic curriculum has to offer. We believe that a good after school athletics program will be beneficial for students in later life.

We believe sport plays a core part of the school community, with the aim of helping students maintain balance in their lives, take risks and participate in the wider aspects of school and society, beyond academic study. We encourage and strive to promote a healthy lifestyle, enjoyment, skill development, camaraderie/friendships and respect.

We participate in local and international sporting associations that can be complicated at the best of times. Therefore it requires a tremendous amount of commitment from our student-athletes, parents and coaches to make such an athletics program work.

HIS is an active member of the Hanoi Activities Conference (HAC) and the Mekong River International Schools Association (MRISA). The later was founded in 1999 to facilitate cultural and sporting exchanges between regional schools in Vietnam, Laos, Cambodia and Thailand.

This handbook is designed to provide all the information needed to guide you through the sporting year. It includes general rules and guidelines for sports activities. More specific details may also be sent home at the beginning of the individual seasons. Please read through the booklet carefully and keep it saved somewhere handy for future reference.

Yours

The HIS Athletic Department

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VISION

"Preparing learners for lifelong challenges and opportunities."

MISSION STATEMENT

"As a diverse and caring community, HIS provides excellence in international education within an inclusive, compassionate environment."

League Confederations

HAC Member Schools:

Hanoi International School (HIS)

British International School (BIS)

British Vietnamese International School (BVIS)

Concordia International School (CISH)

International School Vietnam (ISV)

Olympia School (OLY)

St. Paul American School (SPAS)

United Nations International School of Hanoi (UNIS Hanoi)

Wellspring International School (WIS)

MRISA Member Schools:

Hanoi International School (HIS)

United Nations International School of Hanoi (UNIS Hanoi)

International School Phnom Penh (ISPP)

Saigon South International School (SSIS)

Vientiane International School (VIS)

International School Eastern Seaboard (ISE)

Eligibility: All participants in the HIS co-curricular programmes shall follow rules established by the school and/or the rules of our conference/league affiliations as outlined in the respective handbooks.

Age

HIS sporting activities are conducted at Youth Sport (YS), Middle School (MS) and Varsity levels (V).

Youth Sport (YS)

- Those students who are enrolled in Grades 3-5

Middle School (MS)

- Those students who are enrolled in middle school. (Grades 6-8)

Varsity (V)

- Those students who are under the age of 19 as of September 1st of the academic year and are enrolled in the high school. (Grades 9-12)

Academic

All students are actively encouraged to represent the school by participating in sporting events, and there is no selection or restriction of student's participation by academic results. However, each student's participation will be considered on the basis of their standing as a student of the school. Students who wish to be selected for a team are expected to be putting in maximum effort to their studies, and to be up to date with assignments and other classroom requirements/expectations.



Attendance

Students may miss a maximum of 30% of scheduled practices and games due to sickness, injury, or personal family reasons and still be a member of the team. Missing practices or games for involvement in approved school-related activities will not be counted towards the 30%. Students are expected to schedule non school-related activities so as not to conflict with any commitments involving the team.

Middle School sport teams generally meet twice a week for 8 or 9 weeks. Each practice session is 1 and a half hours.

Varsity sport teams generally meet two to three times a week for 8 or 9 weeks. Each practice session is 1.5 to 2 hours.

Reciprocal Housing

In the spirit of the MRISA exchanges, each student-athlete is expected to host at least two visiting student-athletes from MRISA schools. Historically this is a wonderful opportunity for families to open their homes to welcome and interact with new people from a wide range of backgrounds, enriching their home life and familial experience. This act of providing a home-stay to a visiting student-athlete will be reciprocated for HIS student-athletes in other MRISA schools in future tournaments.

When we host events that require overnight stays, accommodation must be provided for the visiting students. Any student accepting membership on a MRISA group with HIS must be aware of the hosting responsibilities that we accept as members of MRISA. The school recognises that there are occasions when unusual circumstances or family situations exist that may prevent someone from effecting this housing obligation.



Travel



Traveling for school sport or art is seen as a privilege and a valuable experience for our students. Students are exposed to new cultures and environments and are placed in situations where they can

learn and grow. Students, coaches and chaperones should at all times behave in such a way as to represent our school with respect and dignity.

Adults - A minimum of two HIS staff member shall accommodate students on a trip if there is one team traveling. A minimum of three HIS staff shall accommodate the teams if there are two teams traveling. A female staff member shall accommodate the teams if female athletes are on the trip.

Parents on Tour - Parents are allowed to join trips as spectators or coach/chaperones if so requested from the school. In the case of parents joining a trip as a spectator HIS will not make travel arrangements for such parents.

Student accommodation - HIS students will stay in the same type of accommodation as other students, be it hotel or homestay.

Costs - Students chosen to participate in an away event or tournament will be required to fund the cost of transport, accommodation and tournament expenses for the trip. Students or parents are to pay the money directly to the main office by the allotted time.

Travel clothes - All students are to travel in HIS polo shirts, neat pants or a skirt and casual shoes.

Transport - Students will bus together from HIS school to and from the airport or venue if in Hanoi. Parents should let the Athletic Director know if a student will travel on his/her own.



Travel Rules and Guidelines

1. On any trip where passports are required, students are to bring their passports to the sports office prior to travel. It will remain the responsibility of the coach/chaperone until the team arrives back at HIS at the end of the trip. If, during the trip they need to be distributed to the students (eg for passport check at the airport) they should be collected back again at the earliest opportunity.
2. Students should wear their seatbelts whilst travelling on the bus and this should be checked periodically by coaches.
3. A roll call should be done whenever there has been an opportunity for students to be left behind.
4. A list of students, with any medical details and at least one emergency contact number for each student must be carried by each chaperone.
5. There will be a consequence for any breaking of overnight stay rules - this will depend on the rule that was broken, the circumstances and any previous offenses.
6. The chaperone is required to report inappropriate behavior or the breaking of a rule to the Athletics Director. If, as a result of this behaviour, the student-athlete is sent home early from a tournament, the parents will be required to pay all costs associated with the early return of the student. This may include the cost of a chaperone to accompany the student if required.



Student Code of Conduct

- * The use of tobacco, drinking and/or possession of alcohol, or use and/ or possession of illegal drugs are strictly forbidden during the period of time covered by this HIS activity.
- * Students are expected to follow all the event/school rules and must attend all the scheduled activities as listed in the event programme.
- * There will be a 21:00 (9pm) curfew for MS students and a 22:00 (10pm) curfew for HS students each night of the event for all participants, unless otherwise approved by the host school. Curfew calls will be made each night of the event to enforce the curfew. Students are not to leave their homestay after curfew.
- * Any sightseeing or travel in the host city will be done only with the permission of the student's chaperone.
- * Students may not use any medications unless prescribed and/or administered by a licensed medical physician, host school medical personnel or cleared and recorded by the Event Organizer.
- * When a student commits a serious infraction while at an activity related to alcohol, tobacco, recreational drug usage, curfew violations, and violations of the 'off limits' areas (as well as aiding and abetting any of the above), the following consequences will take effect:
 - The student may no longer participate in that activity.
 - The student will be sent home at the parent's' expense if it is feasible to do so
 - The student could face a 1 year ban from all MRISA or HAC events.

HAC Uniforms

- » HIS will provide each student with a uniform the week before the first HAC matches.
- » Students will keep the uniforms during the season and return it in good condition after the last match.

MRISA Uniforms

- » Students will take responsibility for the design of their uniforms, the design has to be approved by the coach and Athletic Director before orders will be placed.
- » The Athletic Director will place the order in advance and uniforms will be distributed before a MRISA tournament.
- » Costs of the uniform will be included in the MRISA fee.

Student-Athlete Expectations

1. Students will receive a student agreement form before the season starts. Agreement form needs to be signed and returned to the athletic director before the student will be allowed to play any matches. Student expectations exist from day one.
2. By accepting a position on a squad, students have effectively committed to the team and the team schedule. Should there be the need to miss a practice or game, students are expected to make advance arrangements with their coach.
3. Students unable to fulfill their commitment to the team may jeopardise their participation in future events.
4. HIS Team uniforms issued remain the property of the school. It is the duty of the student to return it promptly at the end of season in good order.
5. Students are expected to ensure that their uniform remains in good condition for game and tournament play.
6. Student-Athletes are expected to remain on top of their studies.
7. Student-Athletes must demonstrate and maintain respectful behavior.
8. Respect and cooperate with chaperones and coaches.
9. Create and maintain good relationships toward students from participating schools.
10. Set a good example at all times.
11. Compete to the best of their ability and have fun.

Returning From School Trip

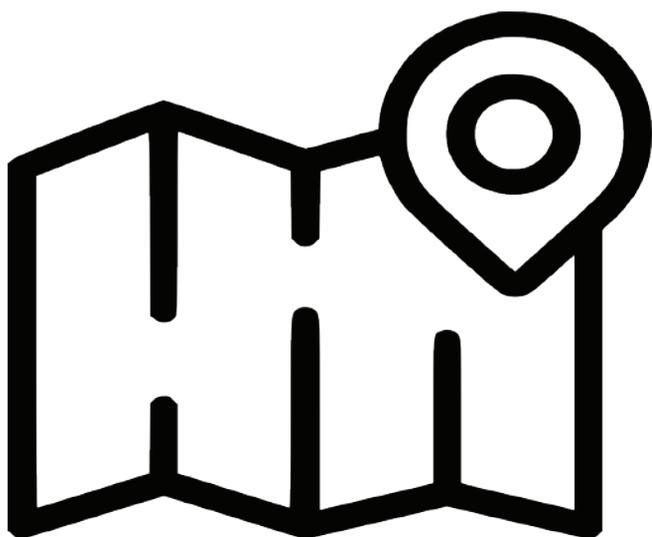
If a flight arrives after 9pm students are allowed to come in after secondary break the following school day.





Coach Expectations

1. Be an ambassador for HIS through your behaviour and actions as a coach.
2. Make safety a top priority, and report any significant injuries to the parent or legal guardian.
3. Be a positive role model for the players with regard to your behaviour towards your athletes, the opposition athletes, parents, coaches and officials.
4. Show courtesy and respect for all student-athletes, parents, other teams and staff.
5. Conduct well planned coaching sessions.
6. Be aware of student-athletes physical and emotional needs during the season and deal with any concerns in a professional manner.
7. Liaise with the Athletics Director on all administrative matters and deal with requests in a timely manner.
8. Dress appropriately for the coaching role and when possible/appropriate, wear HIS coaching clothing whilst coaching in games or tournaments.
9. In competitions, depending on the age group and level being coached, find an appropriate balance between the desire to win and the need to ensure that all your athletes gain a positive learning experience whilst being part of your team.
10. Conduct selections in a fair and professional way and communicate the selections in an appropriate and considerate manner, relevant to the age of the athletes.
11. Respect the integrity and judgment of the game officials as well as the laws of the game.
12. Properly instruct player in the safe use and care of equipment, facilities, and uniforms.
13. Attend all HAC matches and MRISA tournament, or try and make alternative arrangements if not available



Coaches/Chaperone Travel guidelines

- Adults traveling as a coach or chaperone for HIS are not permitted to consume alcohol.
 - Travelling adults will remain onsite during the event at all times except in the case of excusing circumstances (e.g. medical emergency), and monitor the behavior of students.
 - Refrain from any obscene language or gestures while coaching, chaperoning, or watching the event(s).
 - Curfew calls have to be made each night, 9pm for middle school and 10pm for varsity. Speak directly to the student and check that they are okay. Any rule violation should be communicated to the host Activities Director first.
 - If anything concerns you about the homestays where our students are being housed, please communicate with the Event Host or contact HIS Activities Director.
- A HIS Mobile Phone will be provided for each trip. The phone will have roaming access. The phone and charger can be collected from the Activities Office. Host schools will often provide either local SIM cards or actual phones to assist with curfew calls.
 - Coaches or Chaperones are expected to cover expenses in case of a medical emergency and will be reimbursed by HIS after the event.
 - Emergency money can be picked up from the sports office prior to a trip. The money is to be returned to the Sports Office upon return, with receipts for whatever was used.
 - In case of a medical emergency, escort the student to a local medical facility and notify the parents and Athletic Director.
 - Collect and keep student passports during trips, only hand back to students when at airport for check-in and boarding.
 - When a chaperone does accompany a trip, all coaching matters should be left in the hands of the coaches, unless they request assistance from the chaperone. During competition the chaperone should be available on site, but can sit back and be supportive of all students and enjoy the event.



Important

Contact Information

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Parent expectations

- » Ensure your child's passport and visa have the appropriate status or travel (more than 2 open pages, more than 6 months before expiry).
- » Leave coaching decisions to the coach's professional experience, discretion, and judgment.
- » Enjoy the wonderful opportunities your child has available.
- » Give consent for your child to travel for away games off the HIS campus.
- » Avoid criticism or ridicule of players, coaches or referees.
- » Support all the participants in the team.
- » Exercise and model good sportsmanship.
- » Support coach's techniques, drills, expectations, and directives, even when your child complains. Otherwise address complaints in a professional manner directly with the coach.
- » In the event your child is injured and a parent is not reachable, consent is granted to the coach (or chaperone) to act in a reasonable and responsible manner during any medical emergency involving your child.
- » Attend games whenever possible and support your team through good sportsmanship and positive cheering.
- » Parents are expected to collect students or provide suitable transportation shortly after students return from a HAC or MRSIA trip.

MRISA Seasons:

SEASON 1: 19 Aug - 3 Nov
MS Basketball
V Volleyball

SEASON 2: 4 Nov - 23 Feb
MS Football
V Basketball

SEASON 3: 24 Feb - 10 May
MS Volleyball
V Football

MRISA Tournaments:

MS Basketball @ UNIS 30 Oct - 3 Nov

V Volleyball @ SSIS 30 Oct - 3 Nov

V Basketball @ SSIS 12 - 16 Feb

MS Football @ ISE 19 - 23 Feb

AX @ VIS 18 - 22 March

V Football @ HIS 24 - 26 April

MS Volleyball @ ISPP 6 - 10 May

Awards

Athlete of the year

MS Athlete of the year (1 male & 1 female) - Coaches and Athletic Director to decide male and female athlete of the year

HS Athlete of the year (1 male & 1 female) - Coaches and Athletic Director to decide male and female athlete of the year.

This athlete has attended two or more MRISA events during the school year and has made valuable contributions to HIS sport. This athlete has high athletic ability, shows good sportsmanship and promotes good values and respect towards the game, teammates, opposition and coaches.

Most Valuable Player (MVP award)

(One player for each MS and HS team) - Coach to decide.

“The individual the team would miss most if taken out of the team.”

