
Suzhou Singapore International School
Athletes Handbook
2011-2012



“We are SSIS and We’re Proud”

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SSIS Athletics/Activities Mission Statement

Suzhou Singapore International School (SSIS) is committed to fair play, ethical behavior and integrity as well as providing all students an equal opportunity to participate in school sports and activities. Success is not only measured by academic achievement but also by the mark each student makes on the lives of others. Participants in extracurricular activities will gain life long skills such as teamwork, sportsmanship, organization and commitment which will help with experiencing success throughout school and beyond.

SSIS Athletic/Activities Philosophy

At SSIS we believe that a strong co-curricular sports program can, as part of the IB Curriculum, help prepare students to both enjoy and be successful in life. SSIS sports teams stress hard work, leadership, camaraderie, sportsmanship and fair play, while promoting and fostering a desire to learn about, and learn from, sports.

The success of our program is dependent upon the expertise and dedication of our coaching staff, and the spirit and network of cooperation that links our coaches with the SSIS administration, parent community, and our SSIS student-athletes. .

In summary, we strive to:

- To provide a diverse extra-curricular program for SSIS students.
- To provide students with the opportunity to develop advanced skills in the areas of activities and athletics
- To promote leadership and meaningful social development through a diverse athletics programs.
- To field teams that are ethical, skilled, disciplined, dedicated, and motivated.

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Extra-Curricular Expectations

All participants involved with extra-curricular activities at SSIS accept responsibility to:

- emphasize sportsmanship, ethical conduct and fair play;
- show courtesy to all teams, officials and spectators;
- respect the integrity and judgment of officials;
- understand and uphold the rules of the activity;
- recognize school policy regarding eligibility and conduct;
- Demonstrate leadership and show skill development;
- Establish and maintain a relationship of mutual respect with hosts and visitors.
- Work to perform your best during practices and game play.

SSIS Athletics/Activities Policy

Eligibility Requirement

For a student to be a participant on/in an SSIS athletics team or activity they must be registered as a full time student. They must pay school charges and fees for sport participation PRIOR to first game. Students must maintain an appropriate level of academic achievement as described in the SSIS Extra-Curricular Activities Policy. Additionally, student participants are expected to be good citizens of SSIS. In the event of behavioral and/or academic concerns a student's participation will be determined by:

Attendance:

Participants are required to attend all required classes on game/activity days. If a student does not attend school he/she will not be allowed to participate in the game/activity on that day. Students must complete any missed work as a result of authorized absences because of games/activities. Students must attend all practices and games, and be punctual in accordance with the coaches/advisors policies.

Commitment:

Any participant who quits a school team/activity after the eligibility lists are submitted or after the first game/competition may be ineligible to participate on another school team/activity for one academic year. Exceptions to this policy can be made if the coach/advisor and student reach mutual agreement that the departure of the student is in the best interest of all concerned. Failure to attend scheduled practices/meeting times will be interpreted as a lack of commitment.

If a student is chosen for an ACAMIS team they must pay the initial 700RMB tournament fee prior to the first game. If a student loses or damages their uniform they must pay a 300RMB replacement fee.

Behavior and Academic Responsibilities:

Please refer to SSIS Expectations for Student athletes section and the Extra Curricular Activities (ECA) policies and procedures section for more detail.

SSIS STUDENT PARTICIPANT BILL OF RIGHTS AND RESPONSIBILITIES

ALL STUDENTS HAVE THE RIGHT TO...

1. To take part in the activities of their choice, free from the pressure or ridicule of those who would have them choose another.
2. To be coached/advised by persons who are professional in their conduct
3. To be provided the equipment and protection necessary to enable them to participate safely.
4. To be coached/advised by persons who have more interest in the students, their well-being, and their development than they do in winning or personal goals.
5. To engage in competition at a level they can enjoy.
6. To have an atmosphere free from alcohol, drugs, and foul language.
7. To be free of pressures from coaches/advisors to participate or practice outside of school or league policies.
8. To be free of pressure to participate in camps, clinics, or outside teams in order to be a part of the school team/activity.
9. To team membership, school pride, fair participation and crowd sportsmanship.

The Student Participants Bill of Responsibilities

ALL STUDENTS HAVE THE FOLLOWING RESPONSIBILITIES

1. Treat all opponents with respect
2. Shake hands prior to and after the game.
3. Respect the judgment of contest officials and do not question an official's call.
4. Abide by all the rules and do not display behavior that could incite spectators.
5. Accept the responsibility and the privilege of representing SSIS and the community. Display positive behavior at all times
6. Live up to the standards of established by the coach/advisor and school.
7. Use appropriate language at all times.
8. Treat the SSIS Athletics/Activities Program and the opportunity to participate in this program as a privilege.
9. To maintain grades and schoolwork to high standard identified in the Extra-Curricular Activities Policy (ECA Policy).
10. Once a COMMITMENT to a school team/activity has been made, all student participants must see their commitment through to the end of the season or activity season.

SSIS Extra Curricular Activities (ECA) Policy and Procedures

The following guidelines are to help explain how academic grades will influence a student's participation in extra-curricula activities.

The term ECA here includes all non-assessed activities organized by the school to take place outside of timetabled lessons (with the exception of sports matches, tournaments or performances which may also happen during a school day). Present examples of such school ECAs would include team sports, music or drama performance groups.

Criteria for student ECA release and its procedures

International Baccalaureate Diploma

1. The baseline attainment grade in all subjects is a 4. If a student achieves this grade or above there will be no restrictions placed upon his/her involvement in ECAs at any time throughout the programme.
2. Once a student receives one 3 for attainment he/she may enter an **evaluation period**.
3. Special consideration may be given when the activity is a CAS activity. If this is the case the CAS Coordinator will be informed and appropriate action will be taken.

High School Diploma

1. The baseline for attainment grade in all subjects is a 3. If a student achieves this grade or above in both areas there will be no restrictions placed upon his/her involvement in ECA's at any time throughout the school year.
2. Once any student receives more than one 2 for attainment he/she will enter an **evaluation period**.

Middle Years Programme

1. The baseline for achievement in all subjects is a 3. If a student scores this grade or above in all of their subjects there will be no restrictions placed upon his/her involvement in ECA's at any time throughout the school year.
2. Student performance will be monitored on an on going basis, particularly through mid and end of semester reports. Students who are identified as not achieving at an appropriate level will be supported in the following way.

Procedures during the Evaluation Period

1. If a student enters an **evaluation period** the following steps will be taken:
 - A meeting will be arranged with the Head of Grade (HoG) who may consult with relevant members of staff and will decide an appropriate course of action. Such actions may include additional academic support, target setting and in some instances suspension from ECA's.
 - The ECA leader and relevant teachers will be informed of this decision.

- During this period all students on evaluation will be required to have the **Grade Tracking Form** filled out by their teachers after every lesson. This form should then be handed in to and discussed with the appropriate HoG at the end of each week before a new form is issued.
2. If a student then fails to improve the grade(s) in the target subject(s) by the next grade review he/she will be released from all ECA commitments for a period of time defined by the HoG and/or the relevant programme coordinator. It will be mandatory that the time created by releasing a student from ECA commitments is used to work with a relevant member of staff (and possibly Student Services as well) to devise and implement a study action plan. Therefore, all students on ECA release will be expected to be available to the relevant support staff at those times when he/she would normally have been involved in the ECA practices or rehearsals.
 3. At the end of this time, the HoG will meet with the student to review progress based on the grade review. If all grades have reached a satisfactory level of attainment the student may resume ECA involvement but if they have not the exclusion *may* continue. Again, the ECA leader and relevant subject teachers will be informed of the final decision.

ECA and CAS guidelines

ECAs that constitute a CAS activity are those deemed to have a wider value than simply student participation. However, participation is acceptable for CAS as long as the student identifies CAS goals and maintains a journal during the activity. Here are some examples but it is essential that you confirm the CAS suitability of an activity with the supervisor and CAS Coordinator before you begin taking part in it.

Sport

- coaching
- a leadership role such as being a school team captain
- an administrative role such as guaranteeing the organization of equipment for practice and matches

Performance

- management or directorial role
- design and manufacture of equipment or props
- writing of scripts or programs

It is worth noting that any sporting or performance activity that is organized by students with a view to raising money for a specified charity or other worthwhile organization would always be considered a CAS activity. Additionally, any student involved in a drama production (which is not part of the IB Diploma courses) can gain CAS hours.

It is a commitment of this school to allow any student maintaining the required academic grades to have access to the school's ECA program because this is in keeping with both the school's mission statement and the IB Learner Profile. But, whilst the school strives to develop a balanced student, we must also realize that the academic study for our pre-tertiary courses may take precedence over the ECA interests of a student.

****Notes to students:**

IB/HS Diploma

Diploma students are asked to be mindful of the expected home study requirements set by this school to ensure successful completion of a full diploma. The figures below do not include a student's non-contact lessons during the school day.

- a) Grade 11 – in semester 1 a well-organized student should home study for approximately 20 hours per week
- b) Grade 11 – in semester 2 a well-organized student should home study for approximately 25 hours per week
- c) Grade 12 – until December a well-organized student should home study for approximately 30 hours per week
- d) Grade 12 - after the December vacation a well-organized student should home study for approximately 35 hours per week.

Therefore, SSIS strongly suggests a student very carefully considers how much time he/she can afford to give to ECAs, especially given the commitments they will each have to various CAS activities throughout the final two years. Bear in mind, both diploma programs (HS and IB) require students to complete a minimum number of documented CAS hours (refer to current CAS handbook for guidance) by the end of Grade 11.

All Students

If Semester 2 grades are below the required level of attainment you may be excluded from participation in ECAs at the beginning of the following academic year. If this exclusion occurs you will begin the next academic year in an **evaluation period** and relevant procedures above will apply.

Furthermore, it is essential that all ECA leaders be mindful of their students' current levels of academic achievement in order to avoid any unnecessary issues. Of course, as stated above, the leader of any activity affected by an exclusion decision will be given as much notice as possible by the HoG or relevant program coordinator.

Student Data Base Information *(please print clearly)*

Name of Student: _____ Age: _____

Date of Birth: (DD/MM/YR) _____

Name of Parent/Guardian: _____

Email Address of Parents: _____

Name of Company: _____

Office Phone Number: _____

Home Phone Number: _____

Mobile Phone Number: _____

Passport Country (with Chinese visa): _____

Passport Number: _____

Suzhou Singapore International School (SSIS) Extra-curricular Activity Participation Card

1. **It is an honor and privilege to represent SSIS, not a right.** In order to participate in extra-curricular activities at SSIS, each student must maintain an appropriate level of attainment described in the Extra-Curricular Activities Policy.
2. A student who decides not to participate after being recognized as a team/activity member or is released for disciplinary reasons will not be able to join another activity during that season.
3. All students are required to travel to and from out-of-town activities in school-provided transportation. Permission may be granted to return home with parents, if parents are on-site or special prior arrangements have been made.
4. Students wishing to travel with another unrelated adult (teammate's parents) must make prior arrangements with the coach/advisor.
5. **School Equipment/Uniforms:** The athlete/participant assumes all responsibility for equipment issued to them during the season. Issued uniform will only be worn or used when participating in interscholastic contests.
6. **Student Conduct and Behavior:** Students are expected to conduct themselves at all times as ambassadors of SSIS and the culture, policies, and rules thereof. Behavior and/or conduct not in the best interest of SSIS may constitute grounds for suspension or dismissal from the team/activity, depending upon the gravity of the offense.
7. **Attendance:** A student is expected to attend 100% of all scheduled practices and events. It is recognized that 100% attendance may not be possible due to acceptable reasons such as sickness, injury and involvement in other *school-related* activities. Prior commitments made to teams/activities shall take precedence when conflicts arise. Students are prohibited from attending practices on days they have been absent during regular school hours.
8. **Drinking, Smoking and use of Tobacco Products:** The use of tobacco products and the use of alcohol are harmful to performance. A student involved in an activity has an obligation and responsibility to his/her teammates and coach/advisor to maintain peak condition to perform to the best of their abilities. Consumption of alcohol and use of tobacco is prohibited on a school related trip. During the season, if a student is reported smoking, drinking or using tobacco an investigation shall ensue which may result in dismissal from the activity for the remainder of the season.
9. **Drugs:** Use of non-prescription drugs will result in an immediate suspension from the activity and the incident will be reported to the administration for investigation. If the

evidence is verified, the student may face further disciplinary action. SSIS maintains a “NO TOLERANCE” policy towards the use of non-prescription drugs.

If a violation occurs on a school trip or during a extra-curricular activity, the sponsor will inform SSIS administration and impose one of the following consequences:

1. Notify the school administration and parents and place the student on the next available flight to SSIS at the student’s expense.
2. Remove the student from the host school housing and supervise them in a hotel at the student’s expense.
3. Allow the student to remain on the trip while suspended from student activities.

NOTE: Regardless of the action taken, upon returning to SSIS, the student will be removed from the activity and all future participation in extra-curricular participation will be evaluated by the Athletic/Activities Coordinator or appropriate school administration.

I understand and accept that these guidelines and procedures are the rules governing students during the time of participation, commencing with the first try-out and continuing until the conclusion of the season.

Student Name: _____ *(please print)*

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Participation Consent/Medical Release

My son/daughter has my permission to participate in the SSIS Extra-curricular Activities Program and any resulting trips. Additionally, I authorize the sponsor of the team concerned, in case of injury or accident and in the event of being unable to contact me, to 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 sponsor to consent to this treatment. I agree to pay all costs, charges, and expenses incurred in relationship to providing this medical care and release SSIS and its representatives from responsibility for all costs on my behalf.

Parent/Guardian Signature: _____ Date: _____

Please list your child's medical care provider below:

Reciprocal Housing

Any student accepting membership on an athletic/academic/arts team at SSIS must be aware of the hosting responsibilities that SSIS accepts as members of ACAMIS. When SSIS hosts a tournament or weekend event when an overnight stay is required, accommodation must be provided for the students visiting SSIS. By accepting membership on an extra-curricular activity, the student also accepts responsibility for providing accommodation for visiting teams/groups. The school recognizes that there are occasions when unusual circumstances or family situations exist that may prevent someone from upholding the reciprocal housing agreement. Please contact the Athletic Director in such a case so that continued extra-curricular participation will not be adversely affected. Every attempt should be made by the participating student's family to make suitable alternative arrangements with a SSIS community member, which may include paying the 700RMB tournament/activity fee to subsidize the cost of alternative accommodation.

Parent/Guardian Signature: _____ Date: _____

SUZHOU SINGAPORE INTERNATIONAL SCHOOL
CONFIDENTIAL MEDICAL REPORT and EMERGENCY CONTACT

This form is compiled to assist us, in the event of illness or medical emergency occurring with your child. All information is held in confidence. We ask parents to note the following requests and abide by them.

School Team/Activity: _____

Student's Name: _____ Grade: _____

Home Address:

Telephone: _____ Students Mobile: _____

Medical Information:

1. Is your child currently taking any medications? YES NO
(If 'yes' please state name of medication & dosage)
- _____

All medications must be handed to the teacher-in-charge prior to departure for the trip. All medications must be clearly marked in English with the name of the medication, student's name, dosage amount and when medication must be taken

Please indicate with a tick (✓) if your child suffers any of the following:

- Fits of Any Type Heart Condition Asthma
 Blackouts Sleepwalking Dizzy Spells
 Migraine Headaches Travel/Motion Sickness
 Allergies

Please give details:

Other

Please give details:

Last Tetanus Immunization was: _____

Booster Date: _____

(We strongly recommend that parents arrange a booster if over ten years since last immunization.)

Emergency Contacts:

Contact 1: _____ Relationship: _____

Telephone: _____ Mobile: _____

Contact 2: _____ Relationship: _____

Telephone: _____ Mobile: _____

Child's Medical Insurance Provider & Policy No:

Emergency Call Center of Medical Provider:

DISTANCE TRAVEL CONTRACT

When school groups travel out of Jiangsu Province or China, it is necessary for the safety and security of our students that certain guidelines be established and followed. Understanding this, we attest with our signatures that we have read, understand and will abide by the following:

1. I shall honor all laws of the country or countries to be visited.
2. I shall not obtain, consume, transport, or be present where tobacco products, alcoholic beverages or controlled substances (drugs) of any kind are present.
3. I shall keep my host family/coaches informed of all student activities.
4. I shall observe the host school's curfew hours or the ones set by the host family, if it is earlier. When official activities sponsored by the host school extend beyond curfew, the curfew becomes one half hour after the activities finish.
5. I shall not change housing accommodations without prior permission from the SSIS Athletic Director and the host school Athletic Director.
6. I shall inform the SSIS coach/advisor as soon as possible of any problem or emergency. If a SSIS coach/advisor is not immediately available, I shall inform my host family or host school official.
7. I shall recognize the SSIS coach/advisor as the official representative of the school and accept his/her instructions to be those of the school.

Students who travel abroad to represent SSIS are expected to abide by all rules of dress and conduct required by SSIS, its coaches/advisors or chaperones, hosting schools, and the Association of Chinese and Mongolian Schools or the appropriate league. Violation of any rules will result in one or more of the following:

1. Immediate restriction from further participation in school hosted activities abroad.
2. Loss of the privilege to represent SSIS at any school-sponsored after school activities for a period of 12 months including the same event next year.
3. Other discipline or restrictions determined as necessary by the administration of SSIS

Student Name: _____ *(please print)*

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Local Travel Contract

I acknowledge that when away games/tournaments take place after school, my son/daughter will depart directly from the SSIS premises. Upon return to Suzhou my son/daughter will be dropped off at Singa Plaza. I additionally, understand that arrival time back in Suzhou may be as late as 9 or 10pm. Therefore, I will provide my son/daughter with a mobile phone to inform me of a more exact arrival time.

I acknowledge for Saturday tournaments SSIS teams/activities will depart from and return to Singa Plaza. Usual departure times will be between 6 and 8 am (depending on how far away the destination is) and usual return times will be between 6:00 and 7:00 pm. I acknowledge that there may be times where departure and arrival times will be different and agree to this as long as notification is given.

I therefore give my permission for my son/daughter to participate in all scheduled practices, games, meetings and events which have been approved by Suzhou Singapore International School for the entire season.

I further understand that if my son/daughter fails to abide by their commitment they may be unable to participate in other activities for the remainder of the school year. This includes missing practices, games, or tournaments without notifying the coach/advisor prior to the event.

STUDENT'S NAME: _____ GRADE: _____

STUDENT'S SIGNATURE: _____

PARENT/GUARDIAN'S SIGNATURE: _____

Date: _____

PARENT/GUARDIAN'S PHONE NUMBER: _____