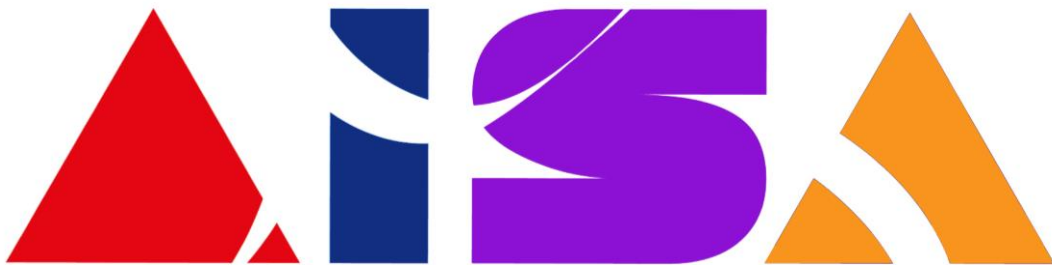


**Association of
International Schools in Asia**



HANDBOOK

May 2018

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AISA Handbook

1. NAME

The name of the organization is the Association of International Schools in Asia, abbreviated as AISA.

2. MEMBER SCHOOLS (2016 May)

There are 5 member schools of AISA.

1. Korea International School* (KIS), www.kis.or.kr
2. Senri and Osaka International Schools* (SOIS), www.senri.ed.jp
3. Seoul International School* (SIS), www.siskorea.org
4. Yokohama International School* (YIS), www.yis.ac.jp
5. Busan International Foreign School** (BIFS), www.bifskorea.org

*founding member

**full member 2016-17

3. LOGO

The official AISA logo appears as below and is used for official AISA awards and for AISA documentation such as the handbook, programs, receipts, and letterhead.



The 4 colors of the logo represent the school colors of the 4 founding school members: red (YIS), blue (KIS), purple (SOIS), orange (SIS).

The logo design and the 4 colors will remain unchanged unless a new design is approved by unanimous vote of member schools.

4. PHILOSOPHY

AISA member schools believe in the development of global citizens through academic, athletic, and multicultural endeavors.

AISA seeks to foster multicultural exchange and diversity among member schools by sponsoring athletic, academic, and leadership events, by providing forums for international interaction, and by serving as an extension of each member school's program to enhance the development and diversity of the students, the schools, and the association. (2016 May)

5. MISSION STATEMENT

AISA aims to help member schools better achieve their respective mission statements and philosophies of developing global citizens and promoting multicultural diversity through athletics, academics, leadership activities, and other opportunities. (2016 May)

6. GOALS

AISA sponsors events to pursue the following goals:

- to encourage socialization and cooperation among students;
- to help students develop a sense of fair play;
- to help students understand principles of group participation;
- to help students develop a sense of self-control and discipline;
- to help students understand the importance of participation to the best of one's abilities;
- to offer students opportunities to broaden horizons through intercultural interaction.

7. MEMBERSHIP

a. Length of membership

- Membership is valid for the academic school year, August through June.

b. Membership votes

- All final membership issues are determined by unanimous vote by the heads of member schools based on recommendations of the activities directors (ADs) and after close communication among the heads of schools.

c. Membership renewal

- Membership is renewed year to year if a school meets the minimum membership requirements.

d. Membership requirements (2014 November)

A member school is considered to have met the minimum membership requirements if it:

- hosts the AISA fall or spring AD meeting on a rotational basis;
- sends at least 1 representative to both the AISA fall and spring AD meetings;
- houses visiting coaches/directors and students during AISA events;
- hosts the required number of AISA events as agreed upon by member schools;
- has participated in at least 50% of AISA events offered the preceding year;
- pays annual membership dues at the spring AD meeting (May);
- abides by the rules and regulations of the AISA handbook.

e. Loss of membership (2014 November)

- Member schools must meet the minimum membership requirements (section 7.d.). Failure to do so for 2 consecutive years may result in removal from AISA.
- Any changes in membership status are formally reviewed and voted on by the heads of schools. If a member school is removed from the association a letter is sent to the school's AD and head of school notifying the school of its removal and the reasons for removal.

f. Force majeure on membership status

- If a situation arises that is considered to be beyond the control of a school and causes the school to not meet the minimum requirements for membership, the other members will vote whether or not to uphold its membership status. Each situation will be reviewed on an annual basis.

g. Event withdrawal

- A member school that withdraws from an event for reasons other than force majeure after it has made a commitment at the spring meeting must pay half the entry fee.
- A member school that withdraws from an event within 6 weeks prior to the event after it committed to participate must pay the full entry fee.
- Failure to make payments excludes that school from participating in any other AISA event until the fee is paid.

8. MEMBERSHIP APPLICATION

A school seeking AISA membership must:

- first receive unanimous permission from the heads of the member schools to begin the application process;
- operate as a school whose programs promote the types of events that are consistent with the AISA philosophy, mission statement, and goals;
- go through the 2-year application process as outlined below.

Year 1: application year. During the application year, an applicant school:

- must submit the AISA membership application (appendix I) to the AISA chair no later than 3 months prior to the spring AISA AD meeting (May);
- must host a site visit by the member schools;
- must participate in at least 2 AISA events during the application year: at least 1 athletic event (both boys and girls) and 1 non-athletic event (math mania, leadership);
- must host at least 1 AISA event (as determined by AISA members);
- may be granted, at the end of the application year, a 1-year probationary associate membership status through the unanimous vote of the heads of member schools.

Year 2: probationary year. A probationary associate member school:

- must participate fully (both hosting and attending) in boys and girls volleyball, basketball, and soccer (6 events) during the probationary year;
- must pay full membership dues;
- will be granted voting rights;
- may be granted full membership status at the end of the probationary year through the unanimous vote of the heads of the member schools.

If at any time during this 2-year process membership is denied, a notification letter will be drafted by the AISA chair, approved by the heads of member schools, and sent by the chair to the applicant school informing it of the denial.

9. DUES

Member schools and probationary associate member schools pay annual membership dues of US\$500 in cash. Dues are paid to the AISA chair at the spring AD meeting in May.

10. CHAIR

a. Rotation, term of office

- The AISA chair, rotated every 2 years at the spring meeting, is an athletic/activities director from an AISA member school.
- The term of office lasts 2 years unless the chair leaves his/her school in which case the office moves to the next school in order (provided it is not that school's first year of membership).
- The AISA chair rotation order, starting with the fall of 2009, has been: SOIS (2009-11), KIS (2011-13, 2013-15, 2015-17, 2017-spring 2018), SOIS (fall 2018–). (2018 May)
- This rotation is flexible, subject to unanimous approval each year.

b. AISA chair responsibilities

- Communicate with member schools.
- Act as the association's spokesperson when communicating with applicant schools.
- Chair the association's meetings.
- Determine and circulate meeting agendas and meeting minutes.
- Oversee the accurate maintenance of AISA hosting and participation records, event summaries, financial reports, event information documents, and current contact information of key personnel.
- Report AISA developments to the heads of member schools.
- Association funds: administered by the chair or by another member AD. (2018 May)

c. Votes

- Votes on handbook-related formal proposals and membership-related issues must be made by the heads of schools and must be unanimous.
- If a vote on other issues (not a formal proposal; not membership-related) results in a tie, the AISA chair breaks the tie.

11. MEETINGS

There are 2 mandatory, formal AISA AD meetings each school year, one held in November after the fall AISA events (fall meeting) and one held in May (spring meeting). Meeting dates and locations are set each year as necessary. Locations of the meetings rotate among member schools. (2016 May)

a. Fall meeting (2015 October)

- The AISA fall meeting is held after the fall events, the first or second weekend (Friday, Saturday) in November, with ADs typically arriving on Thursday and departing Saturday evening or Sunday.
- Fall meeting agenda items include:
 - 1) AISA event dates and sites set for the following school year.
 - 2) Issues concerning recently completed fall events.
 - 3) Membership issues.
 - 4) Distribution of new handbook.
 - 5) Handbook updates.
 - 6) Adding or deleting events.

b. Spring meeting (2015 October)

- The AISA spring meeting is held on the second (or third) Friday and Saturday of May, with ADs typically arriving Thursday and departing Saturday evening or Sunday.
- Spring meeting agenda items include:
 - 1) Finalizing event dates and venues.
 - 2) Issues concerning winter and spring events.
 - 3) Finalizing handbook updates for next year's printing.

c. Change process (2014 November)

- For an AISA proposal to be considered by the association, it should be added to the agenda 1 week prior to the fall or spring meeting to be discussed and voted upon.
- Any change to the handbook will remain unchanged for a minimum of 2 years from the date listed.

12. ADDING AND DELETING EVENTS

An event may be added or deleted contingent upon unanimous approval of member ADs and heads of school. (2016 May)

13. EVENT PARTICIPATION

- a. Events are open to all member schools.
- b. Schools make final participation and hosting commitments at the spring meeting for the following year.
- c. An AD hosting an event with fewer than 6 AISA member teams can, with prior notification of the AISA chair and permission from all attending ADs, invite non-AISA schools to the event.
 - The majority of schools participating must be AISA schools.
 - If the number of participants meets the minimum requirement of schools needed for the event to be an “official” event then it is labeled as such and all AISA schools participating get participation credit.
 - The host school also gets hosting credit.
 - If a non-AISA school wins a tournament it receives the 1st place “keeper” plaque, but not the AISA “travel” plaque. In this case, no school name is engraved on the keeper plaque for that year.
 - Non-AISA schools may win and keep the “fair play” plaque.
- d. **Rosters** (appendix D; also available via Google Drive)
 - Final rosters must be submitted 3 weeks prior to the event.
 - Schools must try to avoid roster changes after submission, especially the addition of students, as this affects program printing and homestay hosts.
 - Late roster changes might not be listed in the event program.

14. STUDENT ELIGIBILITY

- a. **Age** *Limited to students 19 years old or younger.*
 - A “school year” for AISA eligibility purposes starts August 1st and ends June 30th.
 - A student whose 20th birthday falls during the school year of participation is not eligible for AISA events.
 - A student may not participate after regular May/June graduation from 12th grade. *Exception: SOIS students from the Japanese side of the school who graduate in March may participate in spring AISA tournaments provided he/she has proper, valid, current insurance from his/her school. (2016 May)*
- b. **Eligibility** (2016 May)
 - To be eligible to participate in AISA events, a student:
 - 1) must be a high school student (grades 9–12) officially registered with a member AISA school;
 - 2) must not have exceeded 4 years of participation;
 - 3) must be academically eligible in accordance to each school’s educational standards;
 - 4) must have medical clearance from his/her school; and
 - 5) must follow all AISA and school rules.
- c. **AISA rules consent**
 - Prior to participation in an AISA event, students and parents/guardians must sign the Standard Statement of AISA Rules (appendix A).

15. HOST SCHOOL RESPONSIBILITIES

Please see appendix C, AISA Event Hosting Checklist.

a. Event invitation

- Four (4) weeks prior to an event the host school will provide visiting schools with an invitation letter with information concerning:
 - 1) event dates and location;
 - 2) event rules and rule exceptions;
 - 3) roster forms;
 - 4) local transportation;
 - 5) entry fees;
 - 6) planned local cultural activities (if any);
 - 7) visa information and requirements (if needed).

b. Costs, equipment, officials

- The host school is responsible for the payment of all costs incurred in the proper conduct of the event, including officials, medical personnel, transportation, banquet, coaches dinner, etc.

c. Pre-event coach/director meeting

- The host AD or event director conducts a meeting of coaches/ directors and officials before the start of the event to discuss rules and procedures. This meeting could be held the evening before the event or the morning of the start of the event.

d. Post-event coach/director meeting

- Prior to the final day of the event, coaches/directors may submit agenda items to the event director to be included in the post-event meeting. These items could include proposals about rule changes or event format.
- The director of an AISA event must hold a post-event meeting following an event at which feedback is given, all-tournament team nominations are submitted, and the “fair play” award is voted on. (Suggestions for changes will be discussed at a subsequent AISA AD meeting.)

e. Homestay housing lists

- Host schools must distribute homestay lists to visiting schools 2 days prior to events and again upon arrival.

f. Event reports

- Within 2 weeks of completion of an AISA event, the host AD must submit a summary of results, awards, photos, and an AISA Event Report (appendix F).

16. VISITING SCHOOL RESPONSIBILITIES

- a. Visiting schools must send to events 2 adult coaches/directors/chaperones who are responsible for the safety, behavior, and discipline of their students during the event, including warm-ups, downtime between games, the banquet, and the awards ceremony. At least 1 coach/director/chaperone must remain with the team during downtime between games, and both must attend the awards ceremony and banquet. (2018 May)
- b. Visiting schools pay in cash the entry fee for AISA events (US\$200.00 for member schools, US\$400.00 for non-member schools).
- c. At least three (3) weeks prior to the event – or earlier, at a date designated by the host school – visiting schools must submit an AISA Event Roster to inform the host school of travel arrangements, names, and gender of students and coaches/directors, and other pertinent information (such as uniform numbers, allergies, homestay pairing preferences). Visiting schools must follow the travel dates set by the host school.
- d. Accuracy, completeness, and timeliness of roster submission are very important. Schools must submit complete rosters on time and should refrain from making later changes, especially increasing the number of students. Changes affect program printing and homestay hosting.
- e. Visiting schools are responsible for obtaining and paying for visas.
- f. Coaches/directors of visiting schools must request hotel accommodation if needed. Hotel costs are paid by the visiting school.
- g. Visiting coaches/directors will secure their own accommodations if arriving prior to or departing after the travel days set by the host school.
- h. Hotel reservations are the responsibility of non-AISA member visiting schools based on host school recommendations.
- i. Participants must complete the Standard Statement of AISA Rules (appendix A) and the AISA Medical Release Form (appendix B). These documents must be carried by the coaches/directors at all AISA events.
- j. Visiting coaches/directors will complete and submit to the host AD and AISA chair the AISA Event Evaluation (appendix E).

17. MEDICAL

- a. The host school provides trained medical personnel and adequate emergency medical supplies and equipment on site throughout athletic events.
- b. The host school designates an official representative of the host school (AD, head, principal, nurse, coach, teacher) to assist and accompany students requiring off-site medical assistance at a doctor's office or hospital.
 - If a guest student is hospitalized off-site during tournament play (at the host school or at an off-site field of play), even for a minor injury, both one of the visiting coaches/chaperones and the designated host school official representative must accompany the student to the hospital. Hospital visits should not be left solely in the hands of visiting coaches/directors or host parents or host students.
 - If a guest student is hospitalized while away from the host school (while at the host family's home or while out with teammates or host students), both one of the visiting coaches/chaperones and the host school official representative must travel to the hospital as soon as possible to oversee care of the student.
 - Host family parents and host students can (and, in emergencies, indeed should) take a guest student to the hospital, but a visiting coach and host school representative also must travel to the hospital as soon as possible, even (or especially) late at night.
- c. **Concussion protocol:** An athlete who experiences signs, symptoms, or behavior consistent with a concussion must be removed from play immediately and examined by on-site medical personnel. On-site medical personnel may recommend that the athlete be taken to a clinic or hospital for further evaluation. The athlete may return to play only when medically cleared by on-site medical personnel or by the off-site clinic or hospital. (2018 May)
- d. Visiting coaches/directors will carry copies of the AISA Medical Release form (appendix B) for all students.
- e. Coaches/directors will have their own or will rent cell phones – or a SIM card – while in the host country, and they will provide their contact info to the host AD. (2017 November)
- f. Visiting coaches/directors will bring an emergency cash fund in the local currency of the equivalent of US\$500, or have a credit card. The purpose of this money is for emergency medical care or other emergency expenses.
- g. If medical costs exceed US\$500, host schools will help pay for medical costs and will be reimbursed by the visiting school at a later date.

18. AIR QUALITY

- Concerning air quality, outdoor pollution, and inclement weather (including heat and lightning) the host school makes the final decision on whether or not to host an outdoor tournament based on its own standards. In its preliminary event information and invitation, a host school should inform participating schools of its air quality index numbers. (2015 May)

19. EQUIPMENT

- a. All equipment necessary for the conduct of an event is provided by the host school.
- b. Repairs or replacement of equipment damaged or lost during an event are the responsibility of the host school.
- c. The host school is responsible for the payment of all costs incurred in the proper conduct of an event, including officials, medical personnel, transportation, banquet, coaches dinner, etc.

20. OFFICIALS

- a. Every effort must be made to obtain bona fide officials for all AISA events.
- b. The host school is responsible for all payments to officials.
- c. The orderly conduct of an event dictates that decisions of officials be honored as final. Fair play and appropriate conduct is expected of all participants.

21. PROTESTS

a. Role of host AD or event director

- Differences in opinion or interpretation of rules and regulations that arise during an AISA event are handled by the host AD or event director.
- The AD or event director consults rulebooks, the AISA handbook, and all parties involved, including officials, to resolve the matter as soon as possible while all parties are in attendance at the event.

b. Protest procedures

- A coach must verbally inform the host AD or event director of a formal protest. The coach's AD will then later inform the AISA chair in writing of the protest.
- The host AD must inform the AISA chair as soon as possible should any protest or other major problem arise during the event.
- The host AD may submit a letter to the AISA chair if questions concerning AISA bylaws still remain at the conclusion of an event. Any questions so submitted will be discussed at the next AISA AD meeting.
- If a protest is submitted to the AISA chair following an AISA event, the chair has the authority to investigate the incident and to take appropriate action, including suspension of the event results and awards, until the matter can be addressed at the next AISA meeting. For that meeting, schools involved in the protest must submit a written explanatory report to AISA members. AISA members have the authority to decide upon appropriate action.

22. GUIDELINES FOR COACHES, DIRECTORS, CHAPERONES

AISA ADs are expected to discuss these guidelines with coaches, directors, chaperones, and students in preparation for AISA events.

- a. **Responsibility:** Coaches/directors are responsible for the safety, behavior, and discipline of their students at all times, including during warm-ups, downtime between games, the banquet, and the awards ceremony. At least 1 coach/director must remain with the team during downtime between games, and both must attend the awards ceremony and banquet. (2018 May)
- b. **Rules:** Coaches/directors must be aware of the AISA rules of the event and aid the host school in enforcing these rules.
- c. **Rosters:** Coaches/directors or ADs will complete and submit event rosters including clear notation of medical, allergy, or dietary concerns. Coaches/directors must check with students to see if they have concerns of which host families should be aware. T-shirt orders must be submitted on time.
- d. **Housing:** Coaches/directors should not ask to change homestay housing. It is not appropriate to ask for changes at the last minute. Any requests should be made well in advance of the event, and only in the case of an emergency.
- e. **Medical forms:** Coaches/directors will travel with signed medical releases (appendix B) for their students.
- f. **Cell phones:** Coaches/directors will have their own or will rent cell phones – or a SIM card – while in the host country, and they will provide their contact information to the host AD. (2017 November)
- g. **Participation, coaches dinner, banquet, awards:** Coaches/directors are expected to participate and assist as the host director requires, including attending the Friday coaches dinner and the post-event banquet and awards ceremony. Coaches/directors must attend all events. (2017 May)
- h. **Clean up:** Teams/groups must clean up after themselves throughout the event. Buses, cafeterias, locker rooms, classrooms, performance halls, gyms, fields, and any other facilities used by visiting schools should be clean and orderly when a team/group is done using them.
- i. **Curfew calls:** Visiting coaches/directors must contact their students or homestay hosts at 10:00 each night to confirm that the students are in the host family homes. Contact may be made by voice (by phone) to the homestay host parents or by video (e.g., via Facetime or Skype) directly to a student if the student can visually verify via video his/her presence at the host family home. (Coaches must not contact students only by text or by voice; they must be able to confirm the students' locations.) Also, the host school coach/director must make curfew calls to their students who are not hosting a homestay guest. (2017 November)
- j. **Unsportsmanlike behavior – coaches:** ADs and tournament directors have the authority to remove any coach or spectator from an event for unsportsmanlike or inappropriate behavior. The coach or spectator must vacate the event premises before play resumes and may not watch, may not coach, and may not return until the game/match is over.
- k. **Unsportsmanlike behavior – players:** ADs and tournament directors have the authority to remove any player from an event for unsportsmanlike or inappropriate behavior. The player must remain on the bench with the team (so as to be supervised) but may not participate.

23. GUIDELINES FOR STUDENTS

- a. All participants must read, sign, and abide by the Standard Statement of AISA Rules (appendix A).
- b. Visiting students should be conservative in behavior and dress. AISA events may include sightseeing, cultural activities, or shopping trips that take the students into the mainstream of the local population. Students are expected to behave and dress appropriately and coaches/directors must enforce this.
- c. Curfew is 10:00 PM. Curfew applies to all AISA participants including those from the host school. All visiting students must be in the host family home by 10:00 each night. The host AD may extend curfew on any night, including the first night if arrivals are late and the final night if the event runs overtime.
- d. Curfew calls: Players must expect and be ready to receive curfew calls from their coaches. Coaches must contact their players or homestay hosts at 10:00 each night to confirm that the players are in the host family home. The contact may be made by voice (by phone) to the homestay host parents or by video (e.g., via Facetime or Skype) directly to a player if the player can visually verify via video his/her presence at the host family home. (Coaches must not contact players only by text or by voice; they must be able to confirm the players' locations.) Also, the host school coach must make curfew calls to their students who are not hosting guests. (2017 November)
- e. All students and coaches/directors are required to attend all activities organized by the host school, including banquets and awards ceremonies.
- f. There will be no attendance at parties or social gatherings (other than group restaurant meals), unless school affiliated, permission granted, and chaperoned.
- g. If any problem occurs regarding the behavior of a student during an AISA event, both the host school AD and the student's coach/director will be notified of the behavioral problem.
- h. If there is a suspected rules infraction, the event director, along with the host AD, will confer, investigate, and determine if the infraction occurred. If the infraction occurred, the host AD and event director will impose penalties as listed in the AISA handbook.
- i. The coach/director of the student(s) may not set aside disciplinary action taken by the host AD or event director, but may supplement the disciplinary action in any way he/she deems appropriate and in accord with his/her own school's established procedures or philosophy.

24. NATIONAL ANTHEMS (2017 May)

There shall be no playing or performing of national anthems during AISA events.

25. DISCIPLINE

If a problem occurs regarding the behavior of a student participant during an AISA event, the following procedures will be followed.

- a. The host school activities/athletic director (AD) and event director are notified of the behavioral problem.
- b. The host AD notifies the student's coach/director and AD of the problem.
- c. If there is a suspected rules infraction, the host AD and/or event director confer, investigate, and determine if the infraction actually occurred.
- d. If the infraction occurred, the AD or event director has full authority to determine the severity and intent of the infraction and then impose the appropriate penalties as listed in the AISA handbook (letter f below).
- e. The coach/director of the student(s) may not set aside any disciplinary action taken by the AD or event director, but may supplement the disciplinary action in any way he/she deems appropriate in accordance with his/her own school's established procedures or philosophy.
- f. Possible action to be taken for major rule violations include:
 - 1) The student may no longer be allowed to participate in that event and related functions (banquet, awards ceremony, cultural outings) for the remainder of the event.
 - 2) The student may be sent home at the parents' expense, if feasible.
 - 3) A student possessing or using alcohol, tobacco, or illegal drugs will be excluded from all AISA events for 1 calendar year, including the same event the following year.
 - 4) A student committing a major curfew violation may be excluded from participating in up to 2 AISA events. This decision is made by the host AD or event director based on discussion among the host AD or event director, student's coach, and the student's AD, and taking into account the nature and intent of the violation.
 - 5) If a student is suspended from an event, the only results affected will be those happening after the infraction. All pre-infraction results will stand.
 - 6) If a player commits a rules infraction, he/she is not eligible for any individual award (e.g., all-tournament team selection). If the rules infraction is discovered after the conclusion of an event, individual awards will be revoked and returned.
 - 7) Disciplinary consequences will carry over if the student transfers to another AISA school.

26. HOMESTAY

a. Homestay philosophy

- One of AISA's strengths is that it creates opportunities for students to interact in multicultural settings while participating in a range of events, from sports tournaments to academic competitions to leadership conferences. One vital aspect of this intercultural interaction is the homestay experience.
- AISA philosophy embraces the concept of host schools providing homestays for all visiting students. All schools must recognize and adhere to this belief.
- The homestay experience can be rewarding for both the host family and the visiting students, and so the homestay experience is an integral part of AISA.
- All AISA schools are expected to provide appropriate homestay housing for students from AISA schools. AISA students have stayed with wonderful families who made them feel welcome and provided an authentic local experience. AISA students have been well cared for while representing their schools. This tradition must continue.

b. Homestay expectations

- It is important for intercultural relations and for financial reasons that visiting students be housed with families of the host community. Only when absolutely necessary should hotel or dormitory housing be considered.
- In the case of limited availability of homestay hosts, AISA member schools are given priority. Students of non-AISA schools might be housed in hotels or dormitories or in the host school building.
- For child safety reasons, host schools must house visiting students as pairs or more. Visiting students cannot be housed alone. (2018 May)
 - 1) In the case of an odd number of visiting students, the first option for the host school is to homestay 3 (or more) students from the same school together. (2018 May)
 - 2) If necessary, as a secondary option, 2 same-gender students from different schools may be homestay together in the same home. In this case, host ADs must communicate the situation in advance and the paired students should know each other. (2018 May)
 - 3) If necessary, as another option, a male and a female student from the same school may be homestay together in the same home (separate rooms). In this case, host ADs must communicate the situation in advance. (2018 May)
- Homestay housing will be provided from the evening prior to the first day of the event and continue through the day following the end of the event.
- Once housing is fixed by the host school, visiting schools cannot request changes except in cases of emergency. (2016 May)
- The host school will meet visiting school delegations upon their arrival and provide or assist them with transportation to and from their port of entry.
- Giving due consideration to host families, visiting schools may not arrange mandatory team events during the AISA event without prior consent of the event directors and host families.

- The host school must provide to visiting schools, 2 days prior to an activity, a homestay assignment roster with host family contact information.
- The host school will distribute and explain the AISA Homestay Rules and Guidelines (appendix G) to all parents and students who have agreed to host visiting students.
- Host families or students should pick up visiting students when teams first arrive at the host school. Drivers/domestic help are not recommended.
- If plans are made for more than 4 visiting students to be housed by the same host family, ADs will review the situation prior to the event.
- Visiting students must not travel alone. Visiting students must always be accompanied by a host school student or official or a member of the homestay host family.
- One adult must be home at the stated curfew time to supervise visiting students each evening to ensure AISA rules are followed and to protect the well-being of the visiting students.
- Each host family, guest student, and visiting coach/director will receive an information packet with the following information:
 - 1) guest student's name and school
 - 2) name, address, and telephone number of the host family
 - 3) names and telephone numbers of appropriate host school officials
 - 4) housing location and telephone number of visiting coaches/directors
 - 5) complete time schedule for the event
 - 6) curfew hours
 - 7) Standard Statement of AISA Rules (appendix A)

27. CALENDAR OF EVENTS, ROSTER SIZES

a. Events, dates, roster limits

- volleyball (mid-October): 10 players
- cross country (mid-October): 14 runners (7 girls, 7 boys) (2016 May)
- basketball (late January/early February): 10 players
- leadership (late January/early February): 4 students
- math mania (late January/early February): 6 students (2015 May)
- soccer (mid-April): 16 players (2015 May)
- swimming (mid-April): 16 swimmers (8 girls, 8 boys) (2018 May: suspended event)

b. Notes

- AISA event weekends include travel days on the Thursday and Sunday and event days on the Friday and Saturday.
- If an event weekend is changed due to extenuating circumstances, then all other AISA events also scheduled for that weekend will change to the same new date.
- The minimum number of AISA member schools required to constitute an official AISA event is three (3).

28. AWARDS

The following awards are the only official ones to be presented at AISA events. (See the awards section for specific details for some events.)

- a. **Travel plaque:** A “travel” plaque is awarded to the winning team of each tournament and stays with that team to be displayed at its school until the following year. It is the responsibility of the winning school to engrave the plaque and bring it to the event the following year. Failure to do so will result in the school being charged for replacement of the plaque. *Travel plaques should not be given to non-AISA member schools. If a non-AISA team wins a tournament, no name is engraved on the travel plaque for that year.*
- b. **Keeper plaques:** First-place “keeper” plaques (and only first place) are awarded at tournaments for teams, including non-AISA teams, to keep permanently. (2018 May)
- c. **AISA “fair play” plaque:** A “fair play” plaque is awarded to the team that best exemplifies the spirit of fair play, respect, integrity, perseverance, and self-discipline toward officials, coaches, and peer athletes as voted upon by the coaches. Please refer to the “fair play” rubric. (2018 May)
- d. **Nameplates:** After all nameplates on a travel plaque have been engraved, AISA will provide a new plaque for the event for the following year. AISA travel plaques, once filled, will be given to the school appearing most on the plaque. In the case of a tie, the school with the most recent engraving will keep the plaque.
- e. **All-tournament patches:** purchased by AISA.

Cross country – 24 patches total (12 for girls, 12 for boys) (2016 November)

- 1st place team (girls and boys combined): 6 patches (3 girls, 3 boys);
- 2nd place: 6 patches; 3rd place: 4; 4th: 4; 5th:2; 6th: 2

Volleyball – 12 patches total

- 1st place team: 3 patches; 2nd place: 3; 3rd place: 2; 4th: 2; 5th:1; 6th: 1

Basketball – 12 patches total

- 1st place team: 3 patches; 2nd place: 3; 3rd place: 2; 4th: 2; 5th:1; 6th: 1

Soccer – 18 patches total

- 1st place team: 4 patches; 2nd place: 4; 3rd place: 3; 4th: 3; 5th:2; 6th: 2

Math mania – 10 patches total (2015 May)

- 1 patch to each of the 4 members of the “all-competition team” – the top scorer from each of the 4 schools
- 1 patch to each of the 6 members of the winning team in the team event

Swimming – no patches for swimming

Leadership – no patches for leadership

29. CROSS COUNTRY (2016 November; 1st event in 2017 October, replacing tennis)

Roster size

7 girls, 7 boys

Seeding of runners

- Rosters must be submitted 3 weeks in advance, with seeds #1 and #2 designated on the initial roster. Seeds #1 and #2 cannot be changed.
- Seeds #3 through #7 to be designated by coaches on day 1 of the event.
- Seeds must be fairly and honestly based on season results. No “sandbagging.”

Scoring

- Scores are determined by summing the top 5 individual places on each team.
- Points are awarded to individual runners / co-ed relay teams equal to positions in which they cross the finish line (1st place gets 1 point, 2nd place gets 2 points, etc.). Points for these runners are summed.
- Final team scores are determined by summing the seeded individual race scores (day 1) with the co-ed relay scores (day 2).
- Tie breaker: position of teams’ 6th runners.

Overall School Champion

Points-only scoring: Teams add their points from the seeded races (both boys and girls) to the points total from the relay race.

- Allows teams with different strengths and weaknesses to be competitive.
- Day 2 relay race makes the second day relevant and promotes teamwork.

Awards

- AISA championship team (combined boys and girls individual race points and co-ed relay points): travel plaque and keeper plaque
- Top female team and top male team: keeper plaques
- Top individual female and male runners (best times, day 1 seeded races): keeper plaques
- Top individual female and male runners, open races (Saturday): medals
- All-tournament patches (12 for girls, 12 for boys)
 - 1st place overall team: 6 patches – 3 girls, 3 boys (coach chooses runners)
 - 2nd place team: 6 patches – 3 girls, 3 boys
 - 3rd: 4 patches – 2 girls, 2 boys
 - 4th: 4 patches – 2 girls, 2 boys
 - 5th: 2 patches – 1 girl, 1 boy
 - 6th: 2 patches – 1 girl, 1 boy

Personnel

Race marshals; finish spotters; timers; score recorders: 2 nurses (start, midway); water and food station support; emergency vehicle driver; relay batons or sashes

Equipment

Seiko timing system; stopwatches, finish sticks; relay batons or sashes; tents; water stations; emergency vehicle; medical kit; umbrellas; chairs; benches; towels; mats

Food and drink

Lunches, fruit, snacks, and drinks should be available onsite.

Cross country 2-day meet format

Day 1: individual “seeded” races (09:00–15:00)

1. Individual seeded races

- Race distance: 5 kilometers.
- 6 races total: 3 boys races and 3 girls races.
- Race order at host schools’ discretion. Example:
 1. race 1: boys seeds #1 and #2
 2. race 2: girls seeds #1 and #2
 3. race 3: boys seeds #3 and #4
 4. race 4: girls seeds #3 and #4
 5. race 5: boys seeds #5 and #6 and #7
 6. race 6: girls seeds #5 and #6 and #7

Day 2: co-ed relay race; open race (10:00–15:00)

1. Co-ed relay race

- Race distance: 10 kilometers.
- Each school enters at least 5 and up to 7 co-ed relay “pairs”. In a race with 5 schools, there could be up to 35 pairs competing. Each girl-boy pair competes against all other pairs.
- Runner order: girl-boy-girl-boy. The girl starts the race and the boy finishes it.
- Each runner runs twice during the race. The girl starts and runs approximately half of a 5km course before handing off a baton or sash to the boy. The boy then runs the second half of the course before returning the baton/sash to the same girl. The girl again runs approximately half of the course before making a final handoff to the same boy who finishes the race.
- Total distance run by each runner: approximately 5km.
- An exchange zone shall be designated for baton or relay object transfer.
- Order of finish: according to the order each boy finishes his last leg. This will be the only time runners go through the chute and cross the finish line.
- Invitation scoring system: first 5 pairs to complete the relay course will be scorers and the 6th and 7th pairs will be pushers.

2. Open race for JV runners and runners from other schools (2017 November)

One exhibition race (girls and boys run together; not part of the official scoring) for the host country’s JV squad and other local teams.

- Race distance: 5 kilometers.
- Medals for top female and male finishers.

30. VOLLEYBALL

Rules (2015 October; 2016 May confirmed)

- NFHS or FIVB, as set and communicated by the host school.
- Rule modification – substitutions: per set, 8 total “connected” substitutions – a player can be substituted off the court only once and substituted back onto the court only once, and only for the same player.
- Rule exceptions will be outlined in the invitation letter sent no later than 4 weeks prior to the tournament.

Roster size

- 10 players

Tournament format

- Day 1: round-robin play for seeding – 2 pools of 3 teams
- Day 2: elimination play (top seed from each pool gets a first-round bye)

Net height

- Girls: 2.24 m / 7' 4 1/8"
- Boys: 2.43 m / 7' 11 5/8"

Match length

- Sets played to 25 points, rally scoring; 5th set to 15.
- Best of 5 sets, except the 5th-6th place match which is best of 3 sets.
- 3rd-4th place match: best of 5 sets unless, due to time constraints, the host AD/ tournament director determines it to be best of 3 sets.

Schedule, warmup

All teams should be onsite at least 30 minutes prior to the scheduled match time.

- 15 minutes between matches: Once a match ends, 15 minutes are immediately put on the clock to indicate the countdown to the start of the next match. This time includes the coin toss and 10-minute official warmup time. Teams must be ready to take the bench and begin warmup. (2017 November)
- Official warmup time (10 minutes): After the coin toss (called for by the referees soon after the end of the previous match):
 - the coin-toss winner (first serving team) gets full use of the court for 4 minutes to practice setting and spiking from all positions while the other team warms up on the side.
 - The other team then takes the court for hitting practice for 4 minutes while the first uses courtside space for warm-up.
 - Two minutes of serving warm-up are given to both teams simultaneously.

Uniforms

- Teams should have dark and light uniforms with numbers on the front and back.

Officials

- Host school determines the number and source of officials to be used.

Tie breakers, volleyball

If the 3 teams in the same pool finish round-robin play with identical 1 win–1 loss records, the tie breakers below will be used in order. Always, if only 2 teams are tied, the tie breaker is the head-to-head result.

1. If only 2 teams are tied, then head-to-head results.
2. Set differential among tied teams (total sets won minus total sets lost)
3. If 3 teams are still tied, then point differential among tied teams.
4. If the 3 teams are still tied, then total points scored among tied teams.
5. If the 3 teams are still tied, then total points allowed among tied teams.
6. If the 3 teams are still tied, then a coin toss.

31. BASKETBALL

Rules

- NFHS or FIBA, as set and communicated by host school.
- Rule exceptions will be outlined in the invitation letter sent no later than 4 weeks prior to the tournament.

Roster size

- 10 players

Tournament format

- Day 1: 2 pools of 3 teams for seeding
- Day 2: elimination play (top seed from each pool gets a bye)

Equipment – ball size

- boys: 29.5-inch, size 7 ball
- girls: 28.5-inch, size 6 ball

Game length, time between games

- 4 x 8 minute quarters, 5-minute halftime
- 15 minutes between games: Once a game ends, 15 minutes are immediately put on the clock to indicate the start of the next game. Teams must be ready to take the bench and begin warmup.

Uniforms

- Teams should have dark and light uniforms with numbers on the front and back.

Officials

- Host school determines the number and source of officials to be used.

Tie breakers, basketball

If the 3 teams in the same pool finish round-robin play with identical 1 win–1 loss records, these tie breakers will be used:

1. Largest point differential, both games (total points scored minus total points allowed; 40 points maximum differential per game according to mercy rule)
2. If 2 teams are still tied, then head-to-head.
3. If 3 teams are still tied, then fewest total points allowed in both games (and then head-to-head if 2 teams are still tied).
4. If 3 teams are still tied, then most total points scored in both games (and then head-to-head if two teams are still tied).

Mercy rule

If one team reaches a 40-point lead, the scorekeeper will signal to stop the game and alert referees and coaches. The score at this point is recorded as the final score (for tie-break purposes). From this point, the leading team will make the changes stated below. These changes will remain in effect for the rest of the game or until the lead decreases to 25 points.

- Non-starters will substitute for all starting players.
- No pressing or trapping defenses: halfcourt zone defenses only.
- No fast breaks.
- Running clock. (Clock stops only for end of a quarter, injuries, and timeouts.)
- Shot clock still in use (if used for the tournament).

32. SOCCER

Rules

- FIFA
- Rule exceptions will be outlined in the invitation letter sent no later than 4 weeks prior to the tournament.

Roster size (2015 May)

- 16 players

Tournament format

- Day 1: 2 pools of 3 teams for seeding
- Day 2: elimination play

Match length, time between matches

- 2 x 30-minute halves, 10-minute halftime
- 15 minutes between matches: Once a match ends, 15 minutes are immediately put on the clock to indicate the start of the next match. Teams must be ready to take the field and begin warmup.

Yellow and red cards

- Referees may issue yellow and red cards for foul play, excessive complaining, swearing, and other unsportsmanlike conduct.
- A player receiving a red card or a second yellow card will be ejected from the match (no replacement permitted) and suspended from the next match.

Substitutions (2015 May)

- The team in possession may substitute during any stoppage in play.
- If the team in possession makes a substitution, the other team may also substitute.
- A maximum of three (3) players may be substituted per team per substitution opportunity. (2016 May)
- To help indicate substitutes to referees, host schools are encouraged to provide pinnies for players on the bench and/or provide a sign to indicate substitution requests. (2018 May)

Equipment

- A good quality leather or synthetic soccer ball must be used.

Uniforms

- Teams must have dark and light uniforms with numbers on the front and back.

Officials

- All games must have at least 2 officials.

Seeding, points

- **Seeding:** Points from round-robin pool play determine seeding for championship round.
- **Pool play points:** win = 3 points; loss = 0 points; draw = 1 point.

Tie breakers, soccer

If 2 or 3 teams in the same pool finish round-robin play with the same number of points, the following tie breakers will be used in the following order. Always, if only 2 teams are tied, the tie breaker is the head-to-head result.

1. If only 2 teams are tied, then head-to-head results.
2. Goal differential among tied teams (total goals scored minus total goals allowed (maximum 5-goal differential per game).
If 2 teams remain tied, then head-to-head results.
3. Most goals scored among tied teams (maximum 5 goals per match).
4. Fewest goals allowed among tied teams (maximum 5 goals per match).
5. Goal differential in all pool games (maximum 5 goals per match).
6. Most goals scored in all pool games (maximum 5 goals per match).
7. Fewest goals allowed in all pool games (maximum 5 goals per match).
8. Penalty kick shoot-out.

All teams on the first day of play must remain on-site until all matches are completed in case of a need for a penalty kick shoot-out for the tie-break.

Kicks from the penalty mark (PK shootouts), extra time

- No extra time for any matches, round-robin pool play or elimination matches (to prevent tournament play from running overtime).
- No “kicks from the penalty mark” (PK shootouts) for round-robin pool matches; round-robin pool matches may end in a tie.
- Penalty kick shootouts in elimination matches only (5th-6th, 3rd-4th, semis, finals):
 - a. Kicks will be taken by 5 players (selected from those players who were playing at the end of the match) from each team.
 - b. Winner of a coin flip chooses to kick first or defer.
 - c. The kicks shall be taken alternately.
 - d. Each kick shall be taken by a different player and all eligible players shall take a kick before any player takes a second kick.
 - e. If, before both teams have taken 5 kicks, one has scored more goals than the other could score from all 5 of its kicks, no more kicks shall be taken.
 - f. If a tie still exists after 5 kicks, sudden-death kicks will be taken by players who have not already kicked.
 - g. Per FIFA rules (2017), once all eligible players have taken a kick, the same player order does not have to be repeated in the second round of kicks. (2017 May)
 - h. Per FIFA rules (2017), a goalkeeper can be replaced at any time during a penalty kick shootout with any of the 10 other eligible players who were on the field at the end of regulation. (2017 May)

33. SWIMMING (2018 May: swimming suspended as an AISA event)

Rules

- FINA

Roster size

- 16 swimmers: 8 girls, 8 boys

Event entries

- Swimmers may compete in a maximum of 5 individual events and 2 relay events.
- Each school is allowed to enter up to 3 competitors per individual event, with the exception of the 200s in which a total of 2 swimmers per school may be entered.
- Each school may enter 1 relay team per event.
- Junior varsity or middle school events may be held as exhibition events during the meet; there will be no points scored for exhibition events.
- No swimmer may compete in more than 1 age group.
- Host school is responsible for updating and sharing AISA swim records.

Facilities, equipment

- Minimum 25-meter swimming pool with 5 lanes.
- Hy-Tek computer software program recommended.
- Touch pads recommended.
- Lap counter boards recommended.

False starts (2015 May)

- 1 false start allowed; swimmers called back to start again.
- 2nd false start: race continues; swimmer who false started is disqualified (even if this is his/her first false start).

Officials

Host school determines the number and source of officials with these recommendations:

- 1 starter
- 1 turn judge
- 2 timers per lane
- 1 announcer
- 1 stroke judge
- 1 recorder

Awards

- 1st, 2nd, and 3rd place ribbons for each event.
- 1st place traveling plaque for the winning school team (boys and girls combined).
- 1st place keeper plaque for winning boys team.
- 1st place keeper plaque for winning girls team.
- “Fair play” award plaque.
- Plaque (with patch) for top female swimmer.
- Plaque (with patch) for top male swimmer.
 - a. Highest male and female swimmer awards are given to the swimmers who earn the highest number of points.
 - b. If there is a tie in points, the first tie breaker is the number of records broken.
 - c. If there is still a tie then the swimmers’ relay team placings are considered.

Scoring

Individual events

1st = 10 points

2nd = 7

3rd = 5

4th = 3

5th = 2

Relay events

1st = 20 points

2nd = 14

3rd = 10

4th = 6

5th = 4

Meet format, event order (2013 May)

1. The standard AISA swim meet program is outlined below.
(Developed and approved by coaches of all 3 schools (KIS, SIS, SOIS) after 2013 AISA competition, and then ratified by ADs at May 2013 spring meeting.)
2. Timing of events and breaks is determined by the host school, taking into account the need for rest breaks.
3. All ribbons should be awarded poolside in between events. This creates more rest between events (and fills up the downtime). Awarding ribbons at the evening awards ceremony takes too much time.

SESSION 1 (Friday morning)

Finals

200 individual medley, girls

200 individual medley, boys

Preliminary heats

50 freestyle, girls

50 freestyle, boys

100 breaststroke, girls

100 breaststroke, boys

50 backstroke, girls

50 backstroke, boys

100 butterfly, girls

100 butterfly, boys

SESSION 2 (Friday afternoon)

Finals

200 freestyle, girls

200 freestyle, boys

Preliminary heats

100 individual medley, girls

100 individual medley, boys

50 butterfly, girls

50 butterfly, boys

100 backstroke, girls

100 backstroke, boys

50 breaststroke, girls

50 breaststroke, boys

100 freestyle, girls

100 freestyle, boys

SESSION 3 (Saturday morning)

Finals

50 freestyle, girls

50 freestyle, boys

100 breaststroke, girls

100 breaststroke, boys

50 backstroke, girls

50 backstroke, boys

100 butterfly, girls

100 butterfly, boys

400 freestyle, girls

400 freestyle, boys

200 mixed medley relay

200 medley relay, girls

200 medley relay, boys

SESSION 4 (Saturday afternoon)

Finals

100 individual medley, girls

100 individual medley, boys

50 butterfly, girls

50 butterfly, boys

100 backstroke, girls

100 backstroke, boys

50 breaststroke, girls

50 breaststroke, boys

100 freestyle, girls

100 freestyle, boys

200 freestyle relay, mixed

200 freestyle relay, girls

200 freestyle relay, boys

34. LEADERSHIP CONFERENCE (2016 November)

The AISA leadership conference is a noncompetitive, collaborative event open to high school students. It is intended for student council or other groups of student leaders.

- a) Each school may bring up to 4 students.
- b) The host school may add extra participants from its school if appropriate.
- c) Students must be in grades 9–12.

There are no individual or team awards for the leadership conference.

The leadership conference is a 2-day event that focuses on developing team-building skills, sharing common student leadership experiences, and exploring practical ideas, plans, and suggestions for promoting school and community spirit to take back to each school.

Host schools, after considering what has been done at past conferences, are free to develop conference programs best suited to their situations, resources, and personnel.

- Conference members might share their school leadership situation with other members before working together to develop new leadership initiatives to take back to their schools.
- The conference could include a “retreat” venue that might allow students a chance to brainstorm and bond in an informal setting away from the school environment.
- Successful conferences in the past have included guest speakers, both from within the school and from the outside.
- Tasks to be completed prior to the conference – such as case study reading or advance work on proposals related to a chosen theme – might be sent ahead of time by the host school.

Below is a sample 2-day program for the leadership event.

Day 1 suggested program

- Morning: guest speakers, workshops pertaining to the nature of leadership and how student groups can use leadership to effect positive change.
- Afternoon: breakout groups organized by the host school and/or by representatives of each school. Outcome: each group should develop a proposal related to a leadership issue. Groups will present their proposals on day 2. Leadership organizers and supervisors should provide ongoing feedback about the proposals to ensure their suitability and variety.

Day 2 suggested program

- Morning: preparation and action planning by each school of its leadership proposal to be presented to the conference in the afternoon.
- Afternoon: proposal presentations followed by critical feedback from peers and leadership organizers and supervisors.
- Attend awards ceremony for Math Mania.

35. MATH MANIA

Math mania is a 2-day academic event that showcases individual math ability and develops team-building math skills. The purpose of the competition is to unite mathematicians to challenge and expand their understanding of mathematics, to engage in friendly competition, and to have fun.

- a) Each school may bring up to 6 students. (2015 May)
- b) The host school may add extra participants from its school if appropriate.
- c) Students must be in grades 9–12.

Host schools determine the format of the math mania events and inform visiting schools in advance.

Awards

- Keeper plaque for 1st place team
- Traveling plaque for 1st place team
- All-competition team: 1 patch to the top individual scorer for each team (1 patch per school; 4 patches total)
- Patches: 1 patch to each member of the team event winners (6 patches)
- Plaque for top individual mathematician

Appendix A of the AISA Handbook

Association of International Schools in Asia

Standard Statement of AISA Rules

1. AISA students and coaches/directors/chaperones must read and abide by the AISA Guidelines for Fair Play.
2. The use of tobacco, alcohol, or illegal drugs is not allowed during travel or while in the host city during the time of the AISA event.
3. Any sightseeing or travel in the host city will be done only with the permission of the host family and the coach/director.
4. Under no circumstances will housing arrangements be changed without permission of the host school and the knowledge of the coach/director.
5. Visiting students will be in the home of the host family no later than the AISA curfew (10:00 PM), or at a time as soon as possible after a scheduled activity is completed as set by the host activities director or event director.
6. There will be no attendance of parties, unless school affiliated, permission granted, and chaperoned.
7. All laws of the host country must be adhered to.
8. Any unusual circumstances or problems which occur during the stay in the host city will be reported as soon as is possible to the host school activities director and the visiting coach/director.
9. For any breach of the AISA rules, please refer to the AISA disciplinary procedures listed in the "Discipline" section of the AISA handbook.

We agree to abide by the rules stated above.

Print student name:

Student signature:

Date:

Parent signature:

Date:

Appendix B of the AISA Handbook

Association of International Schools in Asia

AISA Medical Release

Student name:

Age:

Nationality:

Date of birth:

Passport #:

Parent e-mail address:

Home phone:

Cell phone:

MEDICATION

List any medication(s) that your son/daughter will be taking while traveling.

- 1.
- 2.
- 3.

List any medical problems or allergies that we should be aware of.

- 1.
- 2.
- 3.

AUTHORIZATION FOR MEDICAL TREATMENT

We, the parents of _____ (child's name), do hereby authorize and empower any of the following persons named below to make any and all decisions concerning the medical and/or surgical care of our child.

The following person(s) are authorized and empowered:

Coaches, directors, chaperones, event directors, school nurses, and all hospitals, clinics or other similar facilities, as well as all doctors, nurses, medics, paramedics or other medical personnel who may rely on the decisions and authorizations of any of the above described persons concerning whatever medical care or treatment, including surgical procedures, they deem necessary for our child.

Executed this day:

Effective until:

Father's signature:

Mother's signature:

Print full name of father:

Print full name of mother:

Appendix C of the AISA Handbook

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AISA Event Hosting Checklist

EVENT SCHEDULING

- Confirm dates with participating schools at spring AISA AD meeting.
- Hire qualified officials and directors for competitions.
- Study current rulebook.
- Send out invitations with pre-event information including roster/visa deadlines.
- Create and distribute event itinerary and game schedule.
- Create and distribute event program.
- Organize facilities, including chairs, benches, water, medical supplies, etc.
- Arrange for proper medical personnel to be on site.
- Prepare scoresheets, scoreboard signs, etc.
- Prepare pre-event meeting agenda and welcome letter.
- Send event report to AISA chair and participating schools.

T-SHIRTS

- Design and order event t-shirts.

HOUSING AND TRANSPORTATION

- Arrange host families.
- Hold host family meeting.
- Organize transportation: airport pick-up/drop off, excursions.
- Distribute schedule of pick-ups/drops, games, functions to host parents.
- Send housing lists to participating schools.

FOOD, SOCIAL EVENTS, MEETINGS

- Plan evening social functions and/or cultural excursions for students. This is optional: if appropriate and time permitting.
- Plan coaches/directors social function (usually the Friday of the event).
- Organize lunch arrangements and awards banquet.
- Arrange coaches/directors hospitality room.
- Conduct pre- and post-event meetings with coaches/directors.

PERSONNEL

- Medical personnel.
- Scorekeepers, table officials.
- Officials and directors for competitions.

FEES

- Collect event entry fees.
- Issue receipts.

Appendix D of the AISA Handbook

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AISA Event Roster

Please fill in and return roster (electronically only) with digital photo 3 weeks prior to event.

Event Name

School:		Mascot:	
Head coach:		Head:	
Ass't coach:		Principal:	
Chaperone:		AD:	

TEAM / GROUP INFORMATION

	First name FAMILY NAME	Gen der	Light #	Dark #	Position	Gr.	Nation-ality	Hous ing	Allergies/ Special Requests
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

"Housing": Use letters (A, A; B, B; etc.) to indicate homestay pairing preferences, if applicable.

TRAVEL INFORMATION

ARRIVAL: <i>airport</i>	DEPARTURE: <i>airport</i>
Date:	Sunday
Airline:	Airline:
Flight #:	Flight #:
Arrival time:	Departure time:

COACH / DIRECTOR / CHAPERONE ACCOMMODATION

First name FAMILY NAME	Hotel	Check-in date	Check-out date	Nights	
					non-smoking
					non-smoking
					non-smoking

T-SHIRT ORDER

S	M	L	XL	XXL	XXXL	TOTAL

Appendix E of the AISA Handbook

Association of International Schools in Asia

AISA Event Evaluation

Coaches/Directors: Please fill in this form and e-mail it to the host AD and to the AISA chair.

HOST SCHOOL:

EVENT DATE:

EVENT:

VISITING SCHOOL:

COACH/DIRECTOR:

Rating (1 is low, 5 is high)

1. Invitation/Information Letter 1 2 3 4 5 NA
Comments
2. Officials 1 2 3 4 5 NA
Comments
3. Facilities 1 2 3 4 5 NA
Comments
4. Housing 1 2 3 4 5 NA
Comments
5. Coaches/directors' Meeting 1 2 3 4 5 NA
Comments
6. Coaches/directors' Housing 1 2 3 4 5 NA
Comments
7. Program 1 2 3 4 5 NA
Comments
8. Transportation 1 2 3 4 5 NA
Comments
9. Awards Ceremony 1 2 3 4 5 NA
Comments
10. Competition Level 1 2 3 4 5 NA
Comments
11. Event Organization 1 2 3 4 5 NA
Comments
12. Social Events 1 2 3 4 5 NA
Comments
13. Fair Play Level 1 2 3 4 5 NA
Comments
14. Handling of Visas 1 2 3 4 5 NA
Comments

Recommendations:

Appendix F of the AISA Handbook

Association of International Schools in Asia

AISA Event Report

To be submitted to AISA chair and participating schools within two weeks after event.

EVENT:

DATE:

HOST SCHOOL:

EVENT DIRECTOR:

PARTICIPATING SCHOOLS:

RESULTS:

BRIEF EVALUATION:

MAJOR TOPICS OF DISCUSSION AT POST-EVENT MEETING:

RECOMMENDATIONS/COMMENTS FOR NEXT YEAR'S HOST: *(e.g. time allotment, comments on officials, format, etc.)*

Appendix G of the AISA Handbook

Association of International Schools in Asia

AISA Homestay Rules and Guidelines

1. At least one host parent or student must be at the school to receive visiting students upon arrival.
2. Host families must provide a bed or futon, shower, and breakfast for visiting students. Students must not share a bed or futon.
3. Host families should try to provide private car transportation for visiting students to and from the school or event every day. Public transportation (bus, train, subway, taxi) is acceptable, also.
4. Visiting students must be accompanied at all times by a host student or parent outside the school or home. Visiting students must not be out alone.
5. An adult must be at home whenever visiting students are at home.
6. Host parents must make sure that all students are in the home for the night at 10:00 PM curfew (or a later time if set by the event director).
7. Host families must not provide or offer any alcoholic beverages to guests.
8. Host families must be aware of event timing, such as drop-off and pick-up times and locations, and help visiting students be on time.
9. Any problems with guests must be reported to the host AD and to the students' coach/director.
10. Families hosting visiting students are advised that guests may not participate in parties, dances, or other group social activities without the knowledge and consent of the host school athletic director and the guests' coach/director.

Appendix H of the AISA Handbook

Association of International Schools in Asia

AISA Homestay Information for Hosts

To AISA homestay host families: First, thank you! AISA events could not happen without your gracious support. The homestay experience is meant to be a pleasurable, low-stress cultural exchange. Though the host family faces some inconvenience, the family should not feel burdened to provide an elaborate, luxurious stay for visiting students. Casual meals, simple bedding, transportation help, flexibility, and friendly interaction are all that are needed. Below is specific information about hosting.

1. **Flexibility and understanding:** Please understand that the itinerary might change suddenly. Host schools will do their best to communicate updates.
2. **Length:** Visiting students arrive Thursday evening, participate on Friday and Saturday, and depart Sunday morning – three nights.
3. **Arrival, greeting:** Please pick up visiting students at the school on the first evening. Private car transportation is preferred (though not required) on the first night because visiting students will have luggage to transport.
4. **Meals:**
 - **Thursday evening:** Usually, the host family provides a simple evening meal the first night after meeting the students, at home or at a restaurant.
 - **Breakfast:** Please provide simple breakfasts on 3 mornings: Friday, Saturday, Sunday.
 - **Lunches:** Visiting students purchase their own lunches and snacks. No need to prepare lunches or snacks.
 - **Friday evening:** On the second night, visiting students usually go out for dinner with their homestay hosts and teammates. So, host families usually do not need to provide a Friday evening meal. However, a host family is welcome to make special dinner plans with their guests if circumstances allow. Regardless, visiting students must always be accompanied a member of the host family or a host school student.
 - **Saturday evening:** Dinner on the final night is a banquet at school. Host families do not need to provide an evening meal on Saturday. Host families pick up guests after the banquet and awards ceremony.
5. **Entertainment:** Host schools, if possible, might arrange evening activities for AISA participants. Host families should not feel obligated to entertain their guests (though of course they can if circumstances allow).
6. **Transportation:** Please help with transportation to and from school, by car or by public transportation. It is acceptable for visiting students to travel by train and bus with their homestay hosts. Car transportation is preferred. Homestay visiting students must never travel alone.
7. **Pick-up times:** Often, there will be a set time and place for pick-ups each evening. However, homestay hosts and their guests may make other, more convenient arrangements to return home. Be sure to communicate clearly and to obey the 10:00 PM curfew time.
8. **Room, bedding:** Please provide a private or semi-private place for the students to sleep and store their belongings. Futons are acceptable. Sharing a room with a homestay host or teammate is acceptable, though sharing a bed or futon is not acceptable.
9. **Bath, shower:** Please offer bath towels, soap, and shampoo.
10. **Laundry:** Please offer to wash and dry guest uniforms.
11. **Contact information:** Please make sure visiting students know how to contact you.
12. **Internet access:** If possible, please provide internet access to students.
13. **Telephone access:** Visiting students will need access to a telephone to answer curfew calls each night and to contact their coaches/directors.
14. **Curfew:** Homestay students must be in the host family homes before 10:00 PM each night. Host families should expect a curfew call from the coach/director each night soon after 10:00 PM. Please ensure that guests have access to the telephone at this time. Students are not allowed to leave the host home after 10:00 PM.
15. **Alcohol, smoking, drugs:** Homestay students must observe all school regulations about alcohol, smoking, and illegal drugs. Avoid taking students to places where alcohol is served. Do not serve alcohol at home to students.
16. **Departure:** On the final morning, homestay students must arrive at the school at the designated time, which will be clearly communicated to you. This may be very early in the morning.

Thank you for supporting AISA. Your efforts are vital in making our events successful and helping visiting guests feel comfortable and safe.

Appendix I of the AISA Handbook

Association of **International Schools** in **Asia**

AISA Membership Application

1. Name of school:
2. Website address:
3. School telephone number:
4. Activities director e-mail address:
5. Head of school e-mail address:
6. Name of head of school:
7. Name of athletic director:
8. Name of activities director (if different):
9. Type of school:
 - a. proprietary (list owner)
 - b. government
 - c. community
 - d. other (describe)
10. Curriculum:
 - a. US
 - b. UK
 - c. IBO
 - d. other (describe)
11. Student population (number; nationalities):
12. Name and description of local (domestic) activities leagues:
13. Name and description of international activities leagues:
14. Maximum age of students in varsity activities:
15. List the AISA events in which your school would like to participate.
16. Why is your school applying for membership in AISA?
17. Have your school authorities read and understood the AISA handbook and agreed to support all AISA policies?
18. Does your school agree to host a site visit by an AISA representative to validate the information contained in this application?
19. Does your school have a child protection policy (required)?

Application of AISA membership (continued)

List of annually scheduled and budgeted student activities

Indicate # of participants during the most recent season.

<u>Varsity</u>	<u>Boys</u>	<u>#</u>	<u>Girls</u>	<u>#</u>	<u>Coed</u>	<u>#</u>
Volleyball	Y N		Y N			
Soccer	Y N		Y N			
Basketball	Y N		Y N			
Cross country	Y N		Y N			
Tennis	Y N		Y N			
Swimming	Y N		Y N			
Leadership					Y N	
Math Mania					Y N	
Badminton					Y N	

Hosting capabilities

1. Which AISA events could your school host?
2. Which AISA events could your school host on campus?
3. Which AISA events would your school have to host off campus?
4. Please describe your facilities – on campus and off campus – or provide web links to such descriptions (preferably with photos).
5. Do you have qualified referees and officials for events?
6. Can your school provide homestay housing for all visiting students (boys, girls)?
7. Can your school meet local transportation requirements for participants (including airport transfers, travel between school and event sites, medical transportation, visits to local sites, etc.)?
8. What cultural opportunities would your school be able to provide, or make available, to enrich the visiting students' experiences at an AISA event?
9. Describe your host country's travel/visa restrictions for visiting students and coaches/directors from AISA schools.
10. Describe your onsite and local medical arrangements.
11. Describe in detail inter-scholastic activities that your school has recently hosted (including # of participants, housing arrangements, officiating capability, etc.).

Application submitted by

Name, position:

(Please include copies of relevant information including handbooks, school philosophy, etc.)

AISA FAIR PLAY RUBRIC, VOTE

Team you vote for to receive fair play award: **KIS** **SOIS** **SIS** **YIS** **BIFS** _____

Your team: **KIS** **SOIS** **SIS** **YIS** **BIFS** _____

Coaches: Please refer to these “fair play” descriptors to help you guide your and your team’s behavior and to help you vote for the “fair play” award.

	<i>unacceptable</i>	<i>poor</i>	<i>good enough</i>	<i>good</i>	<i>excellent</i>
behavior with OFFICIALS, HOST SCHOOL	OFTEN disrespectful; angry; argumentative; abusive; uncooperative	SOMETIMES disrespectful; angry; argumentative; abusive; uncooperative	GENERALLY respectful; polite; cooperative; modest	ALL TEAM MEMBERS ALMOST ALWAYS respectful; polite; cooperative; modest	OUTSTANDING behavior by all players and coaches throughout tournament
behavior with OPPONENTS	OFTEN disrespectful; angry; argumentative; abusive; showboating	SOMETIMES disrespectful; angry; argumentative; abusive; showboating	GENERALLY respectful; polite; cooperative; modest	ALL TEAM MEMBERS ALMOST ALWAYS respectful; polite; cooperative; modest	OUTSTANDING behavior by all players and coaches throughout tournament
behavior with TEAMMATES and COACH	OFTEN disrespectful; angry; argumentative; complaining; dismissive; talking back	SOMETIMES disrespectful; angry; argumentative; complaining; dismissive; talking back	GENERALLY respectful; cooperative; did not argue; did not complain	ALL TEAM MEMBERS ALMOST ALWAYS respectful; did not argue; did not complain; cooperative; supportive	OUTSTANDING behavior by all players and coaches throughout tournament
behavior away FROM PLAY <i>in stands; in public; with host family</i>	OFTEN disrespectful; loud; rude; uncooperative; messy; disruptive	SOMETIMES disrespectful; loud; rude; uncooperative; messy; disruptive	GENERALLY respectful; polite; well-behaved; tidy	ALL TEAM MEMBERS ALMOST ALWAYS respectful; polite; well- behaved; tidy	OUTSTANDING behavior by all players and coaches throughout tournament
behavior by COACHES	OFTEN disrespectful; angry; argumentative; abusive; uncooperative	SOMETIMES disrespectful; angry; argumentative; abusive; uncooperative	GENERALLY respectful; polite; well-behaved; cooperative	ALL TEAM MEMBERS ALMOST ALWAYS respectful; polite; well- behaved; cooperative	OUTSTANDING behavior by all players and coaches throughout tournament