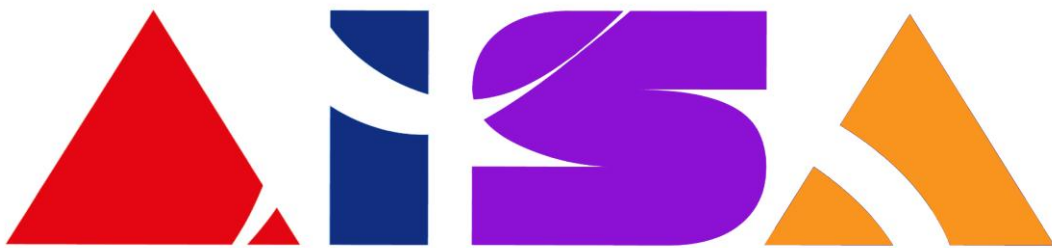


**Association of
International Schools in Asia**



HANDBOOK

November 2013

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AISA Handbook

1. NAME

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

2. FOUNDING MEMBER SCHOOLS

There are 4 founding 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

3. LOGO

The official AISA logo appears as below and will be used for official AISA awards, for AISA documentation such as the handbook, programs, and letterhead, and for the AISA website.



The 4 colors of the logo represent the school colors of the 4 founding school members: red (YIS), dark 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 students through academic, athletic, artistic and cultural endeavors.

AISA seeks to foster cooperation among member schools by sponsoring athletic, musical, 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 of the students, the schools, and the association.

5. MISSION STATEMENT

AISA aims to help member schools better achieve their respective mission statements and philosophies by enhancing current athletic, musical, academic, and leadership activities and providing new opportunities for students.

6. GOALS

AISA sponsors events to pursue the following goals:

- to encourage socialization among students;
- to encourage intercultural 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 will be determined by unanimous vote by the heads of member schools based on recommendations of the activities/athletic 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

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 the AISA events offered during 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

- 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 will be formally reviewed and voted on by the heads of schools. If a member is removed from the association a letter will be sent to the school's AD and head of school notifying them of their removal and the reasons for removal.

f. Force majeure on membership status

- If a situation arises which 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

- Any 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.
- Any member school that withdraws from an event within 6 weeks prior to the event after it has made a commitment to participate must pay the full entry fee.
- Failure to make payments will prevent 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 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 J) to the AISA chair no later than 3 months prior to the spring AISA AD meeting (May);
- host a site visit by the member schools;
- participate in at least 2 AISA events during the application year: at least 1 athletic event (both boys and girls) and at least 1 non-athletic event (fine arts, math mania, leadership);
- host at least 1 AISA event (as determined by the AISA members);
- be granted, at the end of the application year, a 1-year probationary associate membership status through the unanimous vote of the heads of the member schools.

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

- must participate fully and successfully (both hosting and attending) in AISA events during the probationary year according to membership requirements;
- must pay membership dues;
- will be granted voting rights;
- may be granted full membership status at the end of the probationary year only 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 will pay annual membership dues of US\$500 in cash. Dues will be 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, will be an athletic/activities director (AD) from an AISA member school.
- The term of office will last 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, is: SOIS (2009-11), KIS (2011-13), KIS (2013-15 again), SIS (2015-17), YIS (2017-19).
- This rotation is flexible and changeable, and is subject to unanimous approval each year.

b. Option of passing the chair position

- A school may opt to pass its chair position and allow the next school in order to take over or allow the current chair to continue, subject to unanimous vote by the member school ADs.

c. 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.
- Serve as a custodian of association funds.
- Oversee the accurate maintenance of AISA hosting and participation records, event summaries, financial reports, event information documents, and current contact information of key personnel.
- Attend the fall EARCOS meeting to report AISA developments to the heads of member schools.

d. Votes

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

11. MEETINGS

There are 2 mandatory, formal AISA AD meetings each school year, one held in conjunction with the EARCOS leadership conference in late October (fall meeting) and one held in Seoul or Osaka in May (spring meeting).

a. Fall meeting

- The AISA fall meeting is held during the 2 full days (Wednesday, Thursday) prior to the start of the EARCOS leadership conference (Friday) in late October/early November (soon after the AISA tennis and volleyball events and just before the fine arts festivals).
- AISA member school heads meet with the AISA chair and ADs on the Friday of the EARCOS leadership conference to discuss membership issues and handbook ratification.
- AISA ADs may attend EARCOS workshops on Friday, Saturday and Sunday, holding additional AISA AD meetings as necessary.
- Fall meeting agenda items include:
 - 1) AISA event dates and sites tentatively set for the following school year.
 - 2) Issues concerning the recently completed tennis and volleyball events. (ADs should bring Event Evaluations and Event Reports.)
 - 3) Membership issues.
 - 4) Handbook updates.
 - 5) Adding or deleting events.

b. Spring meeting

- The AISA spring meeting is held on the second Friday and Saturday of May, with the ADs arriving on the Thursday and departing on the Sunday.
- The spring meeting location rotates among the 4 member schools, alternating each year between Korea and Japan. (When new AISA members are admitted, this rotation pattern will be updated.)

c. Change process

- For an AISA proposal to be considered by the Association, a written proposal must be received by the chair and member schools no later than 1 week (7 days) prior to the fall or spring meeting to be implemented at a later date as agreed upon by the ADs.

12. ADDING AND DELETING EVENTS

- a. An event will be added if it is successfully sponsored by an AISA member school for 2 consecutive years with adequate participation (minimum of 3 schools). In the third year the event will be included in the list of events qualifying for AISA membership, contingent upon a vote of the member ADs.
- b. An event will be deleted from the list of events qualifying for AISA membership if it is not hosted or adequately attended (minimum of 3 schools) for 2 consecutive years. In the third year the event will be deleted, contingent upon a vote of the members ADs.

13. EVENT PARTICIPATION

- a. Events are open to all member schools.
- b. Schools must 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.
 - Non-AISA schools may win and keep the sportsmanship plaque.
- d. **Rosters** (appendix D)
 - 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 who are 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 graduation from 12th grade.
 - A senior graduating early may participate in AISA events for the remainder of the year. The student must follow all AISA and school rules.
- b. **Academic eligibility**
 - AISA schools should establish academic standards for AISA eligibility which are consistent with the school’s own educational philosophy.
- c. **AISA rules consent**
 - Prior to participation in an AISA event, both the student and his/her parents/guardians must sign the Standard Statement of AISA Rules (appendix A).
- d. **Medical clearance**
 - All AISA participants must have medical clearance from their respective schools before participating. Medical clearance is the responsibility of each member school.

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) housing and housing costs (if any);
 - 2) event schedules and event location(s);
 - 3) event rules and rule exceptions;
 - 4) roster forms;
 - 5) local transportation;
 - 6) entry fees;
 - 7) planned local cultural activities (if any);
 - 8) 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, musical accompanists, banquet, coaches dinner, etc.

c. Pre-event coach/director meeting

- The host AD or event director should conduct a meeting of coaches/directors and officials before the start of the event to discuss rules and procedures. This meeting could be 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 immediately following an event at which feedback is given, all-tournament team nominations are submitted, and the sportsmanship award is voted on. (Suggestions for possible changes will be discussed at a subsequent AISA AD meeting.)

e. Evening activities

- It is suggested that the host school provide supervised activities in the evening (except on the arrival night) and, if possible, a cultural outing.

f. Homestay housing lists

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

g. Event reports

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

16. VISITING SCHOOL RESPONSIBILITIES

- a. Visiting schools must send 2 adult coaches/chaperones to each event.
- b. Visiting schools will pay, in cash upon arrival, the required entry fee for sports tournaments, fine arts festivals, and combined math mania/ leadership events (US\$200.00 for member schools, US\$400.00 for non-member schools).
- c. Three (3) weeks prior to the event, visiting schools must submit an AISA Event Roster (appendix D) to inform the host school of travel arrangements, names, ages and gender of all students and coaches/directors, and any other pertinent information (such as uniform numbers or choir voices). Visiting schools must follow the travel dates set by the host school.
- d. Accuracy, completeness, and timeliness of the rosters are very important. Visiting schools should submit complete rosters on time and should refrain from making later changes, especially increasing the number of students. Changes affect program printing and homestay hosts.
- e. Visiting schools are responsible for obtaining and payment of visas.
- f. Coaches/directors of visiting school delegations must request hotel accommodation if they want it. The cost of hotel accommodation will be borne by the individual coaches/directors or their school.
- g. Visiting coaches/directors will provide 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 will provide trained medical personnel and adequate emergency medical supplies and equipment on site throughout athletic events.
- b. The host school will designate 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 visiting 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 visiting 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 the care of the student.
 - Host family parents and host students can (and, in emergencies, indeed should) take a visiting 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. Visiting coaches/directors will carry copies of the AISA Medical Release form (appendix B) for all students.
- d. Visiting coaches/directors will carry cell phones (renting them, if necessary) and will provide cell phone numbers to the host AD.
- e. Visiting coaches/directors should bring an emergency cash fund of the equivalent of US\$500, preferably in local currency. The primary purpose of this money is for emergency medical care or other expenses.
- f. 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. EQUIPMENT

- a. All equipment necessary for the conduct of an event will be purchased by the host school and will remain the property of 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, musical accompanists, transportation, banquet, coaches dinner, etc.

19. 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. Good sportsmanship is expected of all participants.

20. PROTESTS

a. Role of host AD or event director

- Differences in opinion or interpretation of rules and regulations that arise during an AISA event will be handled by the host AD or event director.
- The AD or event director will consult 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. That 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 matter must submit a written explanatory report to AISA members. AISA members have the authority to decide upon appropriate action.

21. GUIDELINES FOR COACHES, DIRECTORS, CHAPERONES

Each AISA AD is expected to go over these guidelines with coaches, directors, chaperones and students in preparation for all AISA events.

- a. Responsibility:** Coaches and directors are responsible for the safety, behavior and discipline of their students at all times.
- b. Rules:** Coaches and directors must be aware of the AISA rules of the event and will aid the host school in enforcing these rules.
- c. Rosters:** Coaches/directors will complete and submit on time event rosters (appendix D) including clear notation of medical, allergy or dietary concerns. Coaches/directors must check with students to see if they have concerns of which host family should be aware. For fine arts festivals instrument and voicing information is important. It is essential to complete the t-shirt order.
- d. Housing:** Coaches and directors will not ask to change 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. *It is the coach's or director's responsibility to explain this to the students.*
- e. Medical forms:** Coaches and directors will travel with signed medical releases (appendix B) for their students and themselves.
- f. Cell phones:** Coaches and directors will have or rent cell phones while in the host country, and they will provide their cell phone numbers to the host AD.
- g. Participation:** Coaches and directors are expected to participate as the host director requires. In fine arts, the directing responsibilities are shared.
- h. Clean up:** The team/group should clean up after itself 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:** Coaches/directors must call every student in their group at 10:00 pm every night to make sure that curfew has been met. The host AD has discretion to extend curfew on any night, including the day of arrival if teams arrive late and the night prior to departure if the event runs overtime.
- j. Unsportsmanlike behavior – coaches:** 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 will resume and may not watch, may not coach, and may not return until the game/match is over.
- k. Unsportsmanlike behavior – players:** 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.

22. GUIDELINES FOR STUDENTS

- a. All participants must sign and date 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.
- d. Telephone checks for all participants, including host school participants, must be made by each school's coach/director/chaperone each night of the event to enforce curfew. Students and host families should be aware that second curfew calls may be made on any night of the event.
- e. All participating students and coaches/directors are required to attend all activities organized by the host school.
- f. There will be no attendance of parties or social gatherings, unless school affiliated, permission granted, and chaperoned.
- g. If any problem occurs with regard to the behavior of any student during any AISA event, both the host school director 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 make a decision on whether the infraction occurred. If the infraction occurred, the host AD and event director will impose the specific penalties as listed in the AISA handbook.
- i. The coach/director of the student(s) may not set aside any 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.
- j. See section 23 for disciplinary procedures.

23. DISCIPLINE

If any problem should occur with regard to 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 will be notified of the behavioral problem.
- b) The student's coach/director and AD will be notified of the behavioral problem.
- c) If there is a suspected rules infraction, the host AD and/or event director, will confer, investigate, and make a decision on whether or not 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 will impose the appropriate penalties as listed in the AISA handbook.
- 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 courses of 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 in the possession of or having used 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, then 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 tournament or event 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 must be returned.
 - 7) Disciplinary consequences will be carried over if the student transfers to another AISA school.

24. HOMESTAY

a. Homestay philosophy

- One of AISA's strengths is that it creates opportunities for students to interact while participating in a range of events, from sports tournaments to fine arts festivals to academic competitions to leadership conferences. One vital aspect of this interaction is the homestay experience.
- The homestay experience can be rewarding for both the host family and the guest students, and so the homestay experience is considered to be 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

- AISA philosophy supports the concept of host schools providing housing for all visiting students. It is expected that all schools recognize and adhere to this belief.
- It is important for budgetary and psychological 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 will be given priority. Students of non-AISA schools might be housed in hotels or dormitories or in the host school.
- Homestay housing will be provided from the evening prior to the first day of the event and continuing through the day following the end of the event.
- Once housing is fixed by the host school, visiting schools cannot request changes.
- 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.
- It is strongly recommended that host families pick up guest students when visiting teams first arrive at the host school. Drivers/domestic help are not recommended.

- If more than 4 students are to be housed by the same host family, ADs will review the situation prior to the event.
- AISA recommends that visiting guest students do not travel alone. They should 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, in order to protect the well-being of all students.
- Each host family, visiting student and visiting coach/director will receive an information packet with the following information:
 - 1) visiting 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/director
 - 5) complete time schedule for the event
 - 6) curfew hours
 - 7) Standard Statement of AISA Rules (appendix A)

25. CALENDAR OF EVENTS AND ROSTER SIZES

a. Events, dates, roster limits

- volleyball (mid-October): 10 players
- tennis (mid-October): 14 players (7 girls, 7 boys)
- fine arts (early November): choir 16 (8 girls, 8 boys), band 18, orchestra 18
- basketball (late January/early February): 10 players
- leadership (late January/early February): 4 students
- math mania (late January/early February): 4 students
- soccer (early April): 15 players
- swimming (early April): 16 swimmers (8 girls, 8 boys)

b. Notes

- AISA event weekends include travel days on the Thursday and Sunday and competition/festival days on the Friday and Saturday.
- If an event weekend needs to be 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).

26. AWARDS

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

- 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.*
- b. **Keeper plaques:** First-place, second-place, and third-place “keeper” plaques are awarded at each tournament for teams to keep permanently.
- c. **Sportsmanship plaque:** A sportsmanship plaque is awarded to the team showing the best sportsmanship as voted upon by the attending coaches during the post-event meeting. Please refer to the sportsmanship rubric.
- d. After a travel plaque has been filled, 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 are purchased by AISA.**

Tennis – 12 patches total (6 for girls, 6 for boys):

1st and 2nd place patches each for girls singles, boys singles, girls doubles, boys doubles

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 – 8 patches total:

- 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 4 members of the winning team in the team event

Swimming – no patches for swimming

Leadership – no patches for leadership

27. TENNIS

Rules

- Lawn Tennis Association

Roster size

7 girls and 7 boys

- 3 girls and 3 boys singles players
- 2 girls and 2 boys doubles teams

Singles Tournament

- Each player plays 3-4 matches.
- 1st – 12th places will be determined.

Doubles Tournament

- Each team plays at least 3 matches.
- 1st – 8th places will be determined.

Tournament format

Day 1: Pool Play

The first day starts with pool play as follows.

All matches

- 1 regular set to 6 games.
- 7-point tiebreaker used if 6–6 tie.
- No-ad scoring.
- Receiver chooses the side of the court the service of the game-deciding point is to be delivered on.

Singles

- 12 total players (4 schools, 3 players each)
- 4 pools of 3 players
 - Each pool will have #1, #2, and #3 players from each school.
 - Each player will play matches against the other 2 players.

Doubles

- 8 total teams (4 schools, 2 teams each)
- 2 pools of 4 teams
 - Each pool will have 2 #1 teams and 2 #2 teams from different schools.
 - Each team will play matches against the other 3 teams.

Seeding

- Tournament seeding will be based on win/loss record in pool play.
- In the case of a 2-player/team tie in pool play, head-to-head results will be used.
- In the case of a 3-way tie, game differential will determine the seeding (example: a 4-6 loss and a 6-3 win = a game differential of +1)
- If the game differential is the same for 2 players/teams in a 3-way tie, the head-to-head result will be the tiebreaker.
- If the game differential is the same for all 3 players/teams, then the seeding will be drawn at random.

Day 2: Single elimination + consolation bracket

The first day ends with the single elimination tournament. The second day is dedicated to the single elimination tournament and the consolation bracket.

All matches:

- 1 pro set to 8 games.
- 10-point “super” tiebreaker used if 8-8 tie, win by 2 points.
- No-ad scoring.
- Receiver chooses the side of the court the service of the game-deciding point is to be delivered on.

Scoring

- Team points are earned based on the placing in both the singles and doubles tournaments combined.
- Because there are more singles players than doubles teams, the total number of possible points from the singles bracket exceeds the doubles bracket.
- Every match (winner’s bracket and consolation) counts toward team points.

Team points are earned for the following finishes:

<u>Singles</u>	<u>Doubles</u>
1 st : 8 points	1 st : 8 points
2 nd : 6	2 nd : 6
3 rd : 5	3 rd : 5
4 th : 4	4 th : 4
5 th : 4	5 th : 3
6 th : 3	6 th : 2
7 th : 3	7 th : 1
8 th : 2	8 th : 0
9 th : 2	
10 th : 1	
11 th : 1	
12 th : 0	

The combined team points (singles players + doubles teams) determine the overall team champion. If necessary, the following tiebreakers will be used:

- Team’s record in head-to-head matches.
- Average number of games won (total # of games won/total # of matches played).
- If 2 teams are tied after the tiebreakers, both will be crowned AISA champion.

Awards

- Travel plaque for 1st place boys team
- Travel plaque for 1st place girls team
- Keeper plaque for 1st place boys team
- Keeper plaque for 1st place girls team
- 1st place and 2nd place patches for each event (12 patches total: 6 girls, 6 boys)
 - 1st & 2nd boys singles
 - 1st & 2nd girls singles
 - 1st & 2nd boys doubles
 - 1st & 2nd girls doubles

Other tennis notes

- Players are expected to follow proper tennis etiquette at all times.
- All game balls will be provided by the host school. Practice balls will also be provided by the host school, but schools may bring their own.
- Stringing service will not be available, so players are encouraged to bring multiple racquets.
- Players are guaranteed 30 minutes rest between matches, though the schedule is designed for each player to get more than that. On the 2nd day, players in the winner's bracket of the tournament are guaranteed 1 hour rest between matches.
- Teams will be given approximately 10 minutes each to warm up on 4 courts (boys/girls combined) prior to the day's matches.
- Before each match, the players will have a 5-minute warm-up. To keep the tournament moving at a reasonable pace, the 5-minute warm-up time must be followed. The only exceptions will be in the semifinals and finals, where a 7-minute warm-up is allowed.
- All players are to remain in the stands unless participating in a match.
- Coaches may be in the stands or seated in the chairs on the side of the court.
- Coaches may talk to players only on changeovers.
- Each player is allowed 90 seconds rest following odd-numbered games and 2 minutes before a tiebreaker.
- All matches (1-48 of pool play, 1-64 of combined tournament/consolation) will be numbered. Players are expected to be ready for their match at the appropriate time. For example, if 6 courts are available, the first 6 matches are numbered #1-6. Participants in match #7 must be ready when the first court opens up and those in match #8 must be ready when the second court opens up.
- Players not at their designated court 5 minutes after the conclusion of the previous match are subject to forfeiting their match.
- There is not a designated lunch time. Matches will continue all day so players are expected to eat at their own leisure.
- In the case of inclement weather, matches may be shortened to 6 games. In the case of much inclement weather, the consolation portion of the tournament may be truncated or eliminated. In this case, only the winner's bracket points would count toward team points.
- If inclement weather is predicted for the 2nd day of the tournament, the tournament director reserves the right to eliminate the pool play portion and proceed directly to the single elimination tournament on day one.

28. VOLLEYBALL

Rules

- NHFS or FIVB, as set and communicated by the host school.
- Any rule exceptions will be outlined in the invitation letter to be 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, set points

- Best of 5 sets
- Sets played to 25 points, rally scoring; 5th set to 15

Timing

- All teams should be onsite at least 30 minutes prior to the scheduled match time.
- If the preceding match finishes early, the next scheduled match will begin immediately.
- After the coin toss, the 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 does warm-up on the side.
- The other team then takes the court for hitting practice for 4 minutes while the first uses court-side 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

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.

29. BASKETBALL

Rules

- NHFS or FIBA, as set and communicated by host school.
- Any rule exceptions will be outlined in the invitation letter to be 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

- All games are 4 x 8 minute quarters with a 5-minute halftime break.

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

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.

30. SOCCER

Rules

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

Roster size

- 15 players with 9–11 players on the field, with a strong preference for 11 players.

Tournament format

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

Playing time

- All matches are 2 x 30-minute halves with a 10-minute halftime break.

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

- Unlimited number of substitution opportunities, with a maximum of three (3) players per substitution opportunity.
- Either team may substitute on a goal, a corner kick or a free kick.
- Only the team in possession may substitute on a throw-in or goal kick.

Equipment

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

Uniforms

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

Officials

- All games must have at least 2 officials.

Seeding

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

Soccer tie breakers: 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.

Penalty kicks, extra time

- No extra time for any matches, round-robin pool play or elimination matches (to prevent tournament play from running overtime).
- No penalty kicks for round-robin pool matches; round-robin pool matches may end in a tie.
- Penalty kicks in elimination matches only (5th-6th, 3rd-4th, semifinals, finals):
 - a. PKs 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 penalty 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 may take 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, the goalkeeper may be changed.
 - g. If a tie still exists after 5 kicks, sudden-death penalty kicks will be taken by players who have not already kicked.

31. SWIMMING

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.

Officials

Host school determines the number and source of officials to be used with the following recommendations:

- 1 starter
- 1 announcer
- 1 stroke judge
- 1 turn judge
- 2 timers per lane
- 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.
- Sportsmanship 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, then 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

1. A standard AISA swim meet program, outlined below, was developed and approved by the coaches of all 3 schools (KIS, SIS, SOIS) after the 2013 AISA competition, and then ratified by the ADs at the 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 pool-side 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

32. LEADERSHIP CONFERENCE

The AISA leadership conference is a non-competitive, collaborative event open to high school students. It is intended primarily for student council, National Honor Society, MUN, 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.

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.

The leadership conference may include a type of “retreat” venue for these activities that might allow students a chance to brainstorm and bond in an informal setting away from the school environment.

Successful leadership conferences in the past have included guest speakers.

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

33. MATH MANIA

The AISA math mania competition is open to high school students. The purpose of this competition is to unite mathematicians from the AISA schools to challenge and expand their understanding of mathematics, to engage in friendly competition and to have fun.

- 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.

The math mania competition is a 2-day event that showcases individual math skills and develops team-building math skills.

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: patches to the top individual scorers for each team (1 patch per school)
- Patches: team activity winners (4 patches)
- Plaque (with patch) for top individual mathematician

34. FINE ARTS FESTIVALS

The purpose of AISA fine arts festivals is to bring students together for a non-competitive, collaborative event to explore the arts in a productive manner. Festival participation is limited to AISA member schools.

a. Festival format

- AISA sponsors 3 honor music festivals, 1 each for band, choir and strings.
- Each festival is held at the same time at 3 separate locations unless an alternate arrangement is agreed upon by the AISA music faculty and ADs.
- Festivals include the top music students from all participating schools.

b. Purpose

- AISA honor music festivals are designed to give a school's top musicians a chance to perform with other equally talented and dedicated musicians.
- In addition to providing a high quality musical experience, these festivals serve as an avenue for cultural exchange.
- Selection to participate in an AISA ensemble is considered an honor.

c. Repertoire selection deadline

- The host school will make all decisions regarding music to be performed.
- These decisions must be made and communicated to the other AISA music directors by January 15th of the academic year prior to the festival to allow the addition of this music to a school's annual academic purchase order.
- The host director is highly encouraged to discuss repertoire selection with all AISA music directors prior to making final decisions.

e. Repertoire purchase

- Legal copies of the repertoire music are purchased by each school for use by its own students at the AISA festival.

f. Guest conductor

- The guest conductor should be a musician whose different musical perspectives will provide a more rewarding educational experience for all involved.
- The host school is responsible for arranging the services of such an individual.

g. Accompanist (choir only)

- Choir festivals require one (1) accompanist for the festival concert performance
- If possible, this accompanist or other accompanists (perhaps talented students) would be available during rehearsals, too.
- The host school is responsible for providing the accompanist.

h. Clinicians, local performers

- Many successful festivals include the participation of skilled musicians from the local community. Host schools are encouraged (though not required) to include performances or presentations from such musicians.

i. Facilities, equipment

- Host schools must provide appropriate equipment, instruments, and rehearsal and performance spaces to accommodate AISA ensembles. (See appendix I.)

j. Selection of festival participants / Instrumentation / Voicing

- Each school is allowed a maximum of 16 students.
- Choral directors are expected to send students in balanced quartets (SATB).
- The host school is responsible for creating a balanced ensemble, if necessary, by supplementing from its own program.
- Instrumental directors must consult directly with the host director regarding balanced instrumentation.
- Host schools have the final say in voicing/instrumentation decisions. Visiting directors are expected to honor such decisions.
- Host schools may use additional musicians (more than 16) if they are needed to create a balanced ensemble.
- Festival ensembles must be set at least 6 weeks in advance of the festival.
- Directors must e-mail a list of student names to the host school to allow for program printing, assigning homestay host families and purchasing festival shirts.

k. Preparedness

- It is the responsibility of each school to ensure that all students selected for an AISA music festival display a high level of both musical and personal maturity.
- Students should represent the best musicians and leaders from each school.
- It is the responsibility of each director to ensure that all students know the repertoire prior to the event. Students are expected to be able to perform their parts with confidence and accuracy before the festival begins.
- If the AISA festival repertoire is not being learned in the classroom, directors are strongly encouraged to facilitate AISA-specific rehearsals outside of class.

l. Visiting directors expectations

- The host director may ask visiting directors to submit repertoire recommendations during the year prior to a festival.
- The host director/AD will make all decisions regarding how visiting directors will assist at a festival. This could include running sectionals and/or group rehearsals, conducting, supervising or performing in one of the ensembles.
- Visiting directors are expected to take an active role in all aspects of the festival.
- All directors must be familiar enough with the festival repertoire to be able to run a sectional or conduct a full rehearsal if needed.

m. Concert dress

- Dress for AISA festival concerts is concert black.
- Men: black pants, black socks, black dress shoes, white dress shirt, black belt
- Women: black pants/skirt (knee length or longer), white dress shirt (no tank tops), black dress shoes with socks/stockings as appropriate.
- No bare legs or open toed shoes.
- No t-shirts or polo shirts.

n. Festival program

- The host school is responsible for producing an AISA festival program which includes relevant information such as concert program, musical background, festival schedule, group photos, student names, and contact information.
- The host school prepares festival shirts for sale to all participants.

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 Sportsmanship.
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 section 23 of the AISA handbook.

We have read, understand, and 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:
Home phone:
Passport #:
Father's name:

Parent e-mail address:
Date of birth:
Business phone:
Nationality:
Mother's name:

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 to-wit:

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

Association of International Schools in Asia

AISA Event Hosting Checklist

EVENT SCHEDULING

- Confirm dates with participating schools at spring AISA AD meeting.
- Hire qualified officials and directors for competitions and fine arts festivals.
- 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, music, 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.
- 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.

PERSONAL

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

FEES

- Collect event entry fees.
- Issue receipts.

Appendix D of the AISA Handbook

Association of International Schools in Asia

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 Instrument Voice	Gr.	Nation-ality	Hous ing	Allergies/ Special Requests
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

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. Sportsmanship 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 the 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 should be at the school to receive the guests upon arrival.
2. Host families must provide a bed or futon, shower, and food for guests. Students should not share a bed or futon.
3. Parents should make every effort to provide private car transportation for guest students to and from the school or event every day. Public transportation (bus, train, subway, taxi) is acceptable.
4. Homestay students must be supervised by a host student or parent if leaving the home.
5. An adult must be at home whenever guest 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 (unless otherwise directed by the event director).
7. Host families must not provide or offer any alcoholic beverages to the guests.
8. Host families must make sure the students follow the schedule of the event.
9. Any problems with guests must be reported to the host AD and 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 the students. Casual meals, simple bedding, transportation help, flexibility, and friendly interaction are all that are needed. Below is some 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:** Usually, visiting students arrive Thursday evening, participate on Friday and Saturday, and depart early Sunday morning – three nights.
3. **Arrival:** Please pick up visiting students at school on the first evening. 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 after their arrival at school. This meal can be at home or at a restaurant.
 - **Breakfast:** Please provide simple breakfasts on 3 mornings (Fri/Sat/Sun).
 - **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 teammates or with their homestay buddies. 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.
 - **Saturday evening:** Dinner on the final night is a banquet at the school. Following the banquet is an awards ceremony. The host family does not need to provide an evening meal.
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 buddies. Car transportation is preferred, though not mandatory. Homestay guest 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 buddies 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 buddy or teammate is acceptable, though sharing a bed or futon is not acceptable.
9. **Bath:** Please offer bath towels, soap and shampoo.
10. **Laundry:** Please offer to wash and dry guest uniforms.
11. **Contact information:** Please make sure guest 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 home 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 your guest has access to the telephone at this time. Students are not allowed to leave your 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 Fine Arts Festival Organization

Schools hosting a music festival may find this information useful.

Schools hosting a CHOIR FESTIVAL should provide a minimum of:

1 large performance space (can double as large rehearsal space)

- risers to comfortably accommodate a choir of at least 64 singers.
- grand piano (tuned immediately prior to the festival and in good working order)
- microphones / sound system / recording capabilities
- podium for conductor
- space for students to change, leave backpacks, etc., during performance
- seating for at least 200 audience members

1 large rehearsal space

- seating for at least 64 singers
- piano (tuned immediately prior to the festival and in good working order)

3 small rehearsal spaces

- piano/keyboard in each space
- large enough to accommodate at least 16 students

Area for snacks / student congregation / directors lounge

Schools hosting an ORCHESTRA FESTIVAL should provide a minimum of:

1 large performance space (can double as large rehearsal space)

- chairs and stands to comfortably accommodate at least 65 musicians
- microphones / sound system / recording capabilities
- podium for conductor
- space for students to change, leave backpacks, etc., during performance
- seating for at least 200 audience members

1 large rehearsal space

- chairs and stands to comfortably accommodate at least 65 musicians
- podium for conductor

3 small rehearsal spaces

- chairs and stands for 16 students
- large enough to accommodate at least 16 students

Equipment

- at least 4 double basses in good working order
- funding for cello and/or double bass rental, if necessary

Area for snacks / student congregation / directors lounge

Schools hosting a BAND FESTIVAL should provide a minimum of:

1 large performance space (can double as large rehearsal space)

- chairs and stands to comfortably accommodate at least 50 musicians
- concert percussion (details below)
- podium for conductor
- microphones / sound system / recording capabilities
- space for students to change, leave backpacks, etc during performance
- jazz equipment (details below)
- seating for at least 200 audience members

1 large rehearsal space – concert band

- chairs and stands for at least 50 musicians
- concert percussion
- podium for conductor

1 medium rehearsal space – jazz band

- chairs and stands to comfortably accommodate at least 20 musicians
- jazz band equipment

5 sectional rehearsal spaces

- chairs and stands for at least 10 musicians

Concert percussion equipment (provided by host school)

- concert snare drum
- concert bass drum w/beater
- crash cymbals
- suspended cymbal w/mallets
- orchestral bells (Glock) w/mallets
- xylophone w/mallets
- chimes
- timpani (4: 32", 29", 26", and 23") w/mallets
- wind chimes
- triangle w/stand
- tambourine
- woodblock
- temple blocks
- claves
- maracas

Jazz band equipment

- grand piano or keyboard with amp (minimum 50w)
- bass amp w/cable (minimum 100w)
- guitar amp w/cable (minimum 50w)
- 4- or 5-piece drum set with hardware, cymbals (hi-hat, ride, crash) in good condition
- auxiliary percussion (bongos, congas, tambourine, etc.)

Area for snacks / student congregation / directors lounge

AISA Fine Arts Festival Schedule

In general, AISA music festivals follow the schedule below.

Thursday

- 16:00 students arrive at host school; receive t-shirts and programs
- 17:00 first read through (optional depending on arrival time of visiting students)
- 19:30 meet host families; directors meeting

Friday

Students wear festival t-shirt.

- 08:15 students arrive at host school
- 08:30 opening remarks; introduction of directors (if not done before)
- 08:45 warm-ups, tone agreement, read through, solo auditions
- 09:45 break
- 10:00 sectional rehearsals
- 11:00 full rehearsal
- 11:45 lunch
- 13:15 sectional rehearsals
- 14:00 full rehearsal (optional depending on timing of culture outing)
- 15:00 directors meeting
- 15:30 depart for culture outing
directors dinner
- 22:00 curfew

Saturday

- 08:00 students arrive at host school
- 08:15 full rehearsal
- 09:45 break
- 10:00 sectional rehearsals
- 11:30 lunch; social time; photos; directors meeting
- 13:30 full rehearsal
- 14:30 break; change clothes for dress rehearsal
- 15:00 official festival photos (entire group, directors); dress rehearsal
- 16:00 processional and recessional practice
- 16:45 theater empty; theater doors open
- 17:00 festival concert; presentations (just before final song)
- 18:00 concert finishes; more photos
- 18:30 festival banquet (banquet performances by various groups)
- 20:00 meet host families
- 20:30 directors social
- 22:00 curfew

Sunday

In-country travel, sightseeing at discretion and expense of individual schools.
Return home.

Appendix J of the AISA Handbook

Association of International Schools in Asia

AISA Membership Application

1. Name of school:
2. Website address:
3. Phone:
4. E-mail address:
5. Name of chief school administrator:
6. Name of athletic director:
7. Name of activities director:
8. 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. Describe in detail (including # of participants, facilities used, etc.) recent inter-scholastic events in which your school has participated.
13. List the AISA events in which your school would like to participate.
14. Why is your school applying for membership in AISA?

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			
Tennis	Y N		Y N			
Swimming	Y N		Y N			
Band					Y N	
Choir					Y N	
Orchestra					Y N	
Leadership					Y N	
Math Mania					Y N	

Maximum age of students in varsity activities: _____ years old.

Application of AISA membership (continued)

Hosting capabilities

1. Which AISA events could your school host using school-owned facilities? (Please describe these facilities in detail and include photos, or provide web links.)
2. Which AISA events could your school host using other available facilities? (Please describe these facilities in detail and include photos, or provide web links.)
3. Describe personnel available and qualified to referee/judge these events.
4. How many visiting students (both boys and girls) and coaches/directors could you provide with free homestay housing? (Please describe housing arrangements.)
5. Describe your school's ability to meet local transportation requirements for participants (including airport transfers, travel between housing and event sites, visits to local sites, etc.).
6. What events would your school be able to provide, or make available, to enrich the visiting students' experiences if you were to host an AISA event?
7. Describe your host country's travel/visa restrictions that might be encountered by visiting students and coaches/directors from AISA schools.
8. What medical arrangements would you provide during hosted events?
9. Describe in detail inter-scholastic activities which your school has recently hosted (including # of participants, housing arrangements, officiating capability, etc.).
10. Have your school authorities read the AISA handbook and agreed to support all AISA policies?
11. Would your school be willing to cover in-country transportation expenses (e.g., airport and hotel transfers) and meal expenses of a 2-day site visit by an AISA representative to validate the information contained in this application?

Application submitted by

Name, position:

Head of school:

Date

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

AISA SPORTSMANSHIP RUBRIC, VOTING

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

Team you choose to receive sportsmanship award: **KIS** **SOIS** **SIS** **YIS** _____

Total team scores you awarded:

KIS		SOIS		SIS		YIS					
------------	--	-------------	--	------------	--	------------	--	--	--	--	--

	1	2	3	4	5	TEAMS					
	<i>unacceptable</i>	<i>poor</i>	<i>good enough</i>	<i>very good</i>	<i>excellent</i>	KIS	YIS	SOIS	SIS		
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 in stands; in public; with host family	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						
TOTAL SCORE											
<i>perfect score = 25</i>						KIS	YIS	SOIS	SIS		