



## SPORTS AND ATHLETICS HANDBOOK





## Table of Contents

|   |    |
|---|----|
| 1. Mission statement                      |    |
| 2. Responsibilities                       |    |
| 1. Athletic Director                      | 4  |
| 2. Coaches                                | 4  |
| 3. Sports Seasons                         | 5  |
| 4. Coaches Stipend                        | 5  |
| 5. Uniforms                               | 6  |
| 6. Transportation                         | 6  |
| 7. Bus and Visitors Application form      | 6  |
| 3. General Information                    |    |
| 1. Eligibility                            | 7  |
| 4. Guidelines                             |    |
| 1. Scheduling a game                      | 8  |
| 2. Emergency Contact Information          | 8  |
| 3. Incident report                        | 8  |
| 5. Code of Conduct                        |    |
| 1. Sportsmanship                          | 10 |
| 2. Bullying/Harassment/Hazing             | 10 |
| 3. Coaches                                | 11 |
| 4. Parents                                | 11 |
| 5. Students                               | 12 |
| 6. Wechat App Guidelines                  | 12 |
| 7. Student-Athlete Conduct Agreement Form | 13 |
| 8. Sports Awards                          | 14 |
| 6. Resources                              |    |
| 1. Digital and hard copies                | 15 |





## MISSION STATEMENT

The Tsinghua International school athletics program subscribes to the philosophy of “*sport for all*”. It is therefore the primary mandate of the athletic director to provide sporting opportunities for as many students as possible. The success of the THIS athletic program can be chiefly defined by the engagement levels of our student population and participation numbers.

Once engaged, the program aims to create sporting opportunities that turn into positive life-long memories; To use athletics as a vehicle to reach full potential not only as athletes but as humans; To promote quality sportsmanship and develop a team first mindset, while protecting the safety of students; To understand that hard work advances self-confidence and drives individual growth; To enthusiastically guide student-athletes to become the best human beings they are capable of becoming by cultivating life lessons through sport.





### **ATHLETIC DIRECTOR RESPONSIBILITIES**

1. Collaborates closely with the THIS administrative staff, physical education staff and ISAC member school representatives in implementing and administering a quality and effective athletic program that aligns and complies with the ISAC handbook.
2. Responsible for overseeing and administering all school-wide and ISAC sponsored events and programs.
3. Oversees and manages all purchase requisitions for school-wide athletics including purchases for equipment, uniforms, transportation, game officials and more.
4. Creates and distributes season schedules to all sports teams in advance.
5. Exhibits and coordinates proper management of all equipment and facility usage at all times.
6. Maintenance of records: student eligibility, team rosters, ISAC member school contact information, coaching contracts, risk management plans, emergency response plans, student-athlete code of conduct forms, equipment inventory checklist, facility safety checklist, season sports awards winners, and any other necessary documents required for operating the THIS athletic program.
7. Scheduling and conducting all coach's meetings.
8. Scheduling games and tournaments.
9. Advertising games with staff members via email and informing which students need to be excused.
10. Asking for or providing a chaperone if needed (try to respect 1 to 10 ratio of adults and students during away games)
11. Keeping record and submitting end of the season form to Secondary Principal.
12. Administering the end of the year THIS Sports Awards Banquet.
13. Provide all coaching staff with ongoing professional development opportunities and information to further progress or advance the individual careers of the THIS coaching staff.

### **COACHES RESPONSIBILITIES**

1. Duty to plan: weekly practice plans. Season goals. Objectives for each practice. Must be knowledgeable and understanding of the rules and laws regarding their specific sport. Coaches must create a WeChat group account for all players and parents. See WeChat group rules and expectations below. Coaches will work closely with the school AD to be sure all student-athletes are academically eligible before and throughout the season. Student athlete code of conduct. Roster with attendance record.
2. Duty to supervise: Organize, manage and supervise student-athletes during all practices, games, tournaments and events his/her team is participating in. Both home and away.
3. Duty to assess an athlete's readiness for practice and competition: Coaches must identify and assess the skills and abilities both physical and mentally of their student-athletes to determine if they are capable of participating in that particular sport.
4. Duty to provide safe playing conditions: Coaches must provide student-athletes with a safe environment during all practices, games, tournaments and events.







5. Duty to provide proper equipment: Coaches must demonstrate appropriate use and care for all equipment. Please be sure to put away all equipment properly when finished with all activities. Coaches are expected to coordinate professionally with the THIS Physical Education department for access to storage units, equipment, facilities and other resources.
6. Duty to instruct properly: Coaches provide appropriate, positive and encouraging communication among all student-athletes with structured, sequenced instruction that moves from simple to complex.
7. Duty to match athletes appropriately: Student-athletes must be partnered or grouped together according to their appropriate size, speed, skill, age and maturity. This allows for safer playing conditions as well as for the athletes to progress and develop efficiently.
8. Duty to condition properly: Coaches must identify and assess the physical, mental and overall conditioning of each practice to ensure it is appropriate for their student-athletes. Coaches must also take weather conditions into consideration when performing any strength and conditioning practices.
9. Duty to warn: Coaches must attempt to foresee any wrongful or unsafe practices and warn student-athletes of those practices or possible injuries to prevent any harmful acts.
10. Duty to provide emergency care: Coaches must be knowledgeable and prepared to administer and supervise to a variety of injuries until the school nurse or doctor is able to attend to that injury. It is advised that all coaching staff are First Aid and CPR certified. Coaches are expected to use proper, safe and professional judgement when managing any injury or incident.
11. Duty to develop an emergency response plan: Coaches will work closely with school AD and school nurse to develop a plan of action for common injuries. Coaches must fill out and submit an injury report to the school AD within 24 hours of the incident. All coaches will be given an emergency contact card at the beginning of each season.
12. Duty to provide proper transportation: THIS will provide all coaches and student-athletes with appropriate, round-trip transportation for that given event.
13. Duty to select and supervise assistant & student coaches. Coaches will work closely with school AD in training, selecting and supervising assistant coaches and student managers.

### COACHING SEASONS AND STIPENDS

| SEASON     | SPORT             | DAYS<br>(15:30-17:00) | HEAD AND ASSISTANT<br>COACHES STIPENDS  |         |
|------------|-------------------|-----------------------|---|---------|
| Season 1   | MS SOCCER         | Tue-Thu               | For any season coached a stipend for Head Coach is 9500RMB per season and for Assistant Coach is 5000RMB per season.  |         |
| Sept-Nov   | HS VOLLEYBALL     | Mon-Fri               |   |         |
| Season 2   | MS VOLLEYBALL     | Tue-Thu               | In case a coach decides to take a bigger commitment and coach 2 seasons in a year the stipends are 10500RMB for Head Coach per season and 5500RMB for Assistant Coach per season. |         |
| Nov-Jan    | HS BASKETBALL     | Mon-Fri               |   |         |
| Season 3   | MS BASKETBALL     | Tue-Thu               |   |         |
| Feb-May    | HS SOCCER         | Mon-Fri               |   |         |
| Year round | Primary (G4 & G5) | 15:30-16:30           | 6500RMB   | 3250RMB |





## UNIFORMS

Traditional THIS athletic colors are black-purple-white. During the trainings and practices students may wear any kind of athletic or PE equipment. Whenever THIS participates at a sports event the students and coaches are required to wear official THIS athletic uniforms. Coaches will be provided with the official THIS coaching uniforms (zipper jacket and a polo shirt).

At THIS our Varsity High School teams have personalized uniforms with their names and numbers that students choose, and these uniforms are provided by the school once upon entering the High School team. In case a student overgrows the current uniform, the school will provide a new one. In case a student loses or damages uniform or would like to change the name or a number, that student will bear the cost of replacement. High School JV teams will have generic uniforms (no special names or numbers) provided by the school. All Middle School teams will have generic uniforms provided by the school.

## TRANSPORTATION

- Coaches must request 24 hours in advance if they wish to provide their own transportation. Keep in mind at least one coach or THIS staff member must be on the bus for supervision.
- For all away games, matches and tournaments, coaches are responsible to check out a medical kit.
- THIS will provide round-trip transportation with a driver and bus according to the size of the team(s).
- Coaches are advised to choose one player as a liaison for the school bus driver.
- All players/coaches will leave class at 2:55pm and meet in the front lobby to depart the campus. All players/coaches must depart campus on a THIS provided bus. Players are permitted to go home with driver/parent with written notice. Wechat messages and verbal confirmations are acceptable.
- It is the Athletic Director's responsibility to email the period 4 teachers at least four days in advance to request that students leave class early. It is students' responsibility to make up for any missed work.
- All players/coaches are prohibited from making any stops on the THIS bus for any reason other than an emergency. If emergency, coach must contact school AD first to inform.
- Upon returning to THIS campus, coaches are responsible to perform one bus check to ensure all garbage is picked up and no personal valuables are left behind.
- All players and coaches are representatives of THIS and therefore should exemplify and conduct themselves with professional, appropriate manner at all times.

## BUS AND VISITORS FORMS

Refer to the following forms which exist in a digital form but also as a hard copy to schedule a bus for the away games or to be able to host visiting school on THIS campus. The bus application should be filed at least 2 days before the game. The visitors form should be requested and received one day before the home game.





## BUS APPLICATION FORM

## CAMPUS VISITORS FORM

日期 **Date:**

Depending on COVID regulations

目的地 **Destination:**

出发地 **Place of Departure:** Fuzhong main gate

出发时间 **Time of Departure:**

车辆需要到达学校时间 **Bus should be here at:**

返回地点 **Go Back to:** Fuzhong Main Gate

返回时间 **Return Time:**

车辆需要提前到达时间 **Bus should be ready at:**

总人数 **Total Number:** Coach and students

负责人电话（会中文） **Cellphone:**

备注（**notes**）: (Sport) match

| Name             | Gender | ID number | Green health kit code |
|------------------|--------|-----------|-----------------------|
| Student Athletes |        |           |                       |
|                  |        |           |                       |
|                  |        |           |                       |
|                  |        |           |                       |
|                  |        |           |                       |
|                  |        |           |                       |
| Coach            |        |           |                       |
|                  |        |           |                       |
| Referee          |        |           |                       |
|                  |        |           |                       |

## ELIGIBILITY

### THIS Student-Athlete Participation Eligibility:

All student-athletes must abide by all rules, standards and policies located in the THIS student handbook and uphold the school values. This includes attaining eligibility standards. Student-athletes will be deemed immediately ineligible if they hold either two “D” letter grades and/or one “F” letter grade.

If a student does not adhere to these standards, coaches, teachers or administrators will take necessary action including the restriction, suspension or termination of playing and/or practicing in competition.

### ISAC Eligibility:

1. Students competing in ISAC events must be full-time students of the ISAC member schools they represent, and must compete based on the age guidelines of Section 13 in the ISAC team roster forms.
2. ISAC events in the u11 category shall have provisions for “overage” (by one year) elementary students— as long as they are within an elementary school cohort at their schools.
3. Middle School students are NOT allowed participation in U11 events.





### SCHEDULING A GAME

1. Confirm the game and the date with opponent's school AD.
2. Confirm the rosters of the teams with coaches and confirm the students have their uniforms.
3. Inform staff members via email about absence of student athletes on the day of the (away) game.
4. Ask for a chaperone if needed for the away game.
5. Schedule a bus for the away game 3 days earlier using bus application form and send it to [syang@this.edu.cn](mailto:syang@this.edu.cn)
6. Send the rosters to a hosting school for the away game or ask for the rosters for the home game.
7. Inform coaches about bus information when having an away game.

### EMERGENCY CONTACT INFORMATION

All coaches will be distributed an emergency contact card upon arrival at THIS. It is very important to keep this emergency contact card with you at all times during any school sponsored sporting event.

|   |  |
|---|--|
| <p><b>School Address:</b> Campus of Tsinghua High School<br/>Zhongguancun North St. Haidian District<br/>Beijing, PRC 100084</p> <p>北京市海淀区中关村北大街 清华大学附属中学国际部 袁燕</p> | <p><b>Toni Dong:</b> 18500039640</p> <p><b>Rita Yuan:</b> 18911951898</p> <p><b>Sunny Sun:</b> 18601092708</p> |
|---|--|

### INCIDENT REPORTS

#### Why should we report?

The purpose of this injury report is to further ensure a safe, secure and quality environment for all students-athletes is provided. Also, to provide the THIS administration and athletic department with adequate documentation for further preventative purposes.

#### Who should report?

Coaches must fill out the following incident report within 24 hours after the incident occurred. Please be as detailed as possible. These incidents are not limited to student-athletes. This report includes any harm,







theft or accidents done to a coach or THIS staff member as well. Our number one priority is the safety of all THIS participants and representatives.

### What to report?

The following, but not limited to, should be reported on an official THIS incident report form within 24 hours of the incident.

- Any injury (minor and major)
- Lost or stolen valuables, equipment
- Acts of violence or other unsafe practices
- Damaged or unsafe equipment
- Damaged or impaired areas of facilities

### Tsinghua International School INCIDENT REPORT

Coach(s) Name: \_\_\_\_\_

Student(s) Name

ID#

ID#

Date/time of incident: \_\_\_\_\_ Class: \_\_\_\_\_

Description of incident:

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---

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Response to Incident:

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Recommendation for resolution:

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Coach(s) Signatures:

Date:

\_\_\_\_\_

\_\_\_\_\_





## SPORTSMANSHIP

At Tsinghua International school, we hold our student body, student-athletes, coaches, parents and THIS staff to the highest standard of respect, integrity and honesty at all times during any sporting event. We take pride to represent THIS and aim to demonstrate positive, respectful behavior towards all participants, especially game officials, throughout every event. In particular, demonstrating these qualities during difficult or unforeseen situations that are out of our control. All THIS representatives will abide by the following sportsmanship rules during any athletic contest:

- A. Respect the decisions and judgement of all game officials.
- B. Demonstrate honesty, respect and integrity at all times, no matter the outcome of the event.
- C. Be knowledgeable and informed of the rules and customs of the game.
- D. Any disagreements or conflicts shall be communicated and managed through either your team captain or coaching staff and never direct to the opponent or game official.
- E. All THIS representatives are prohibited from demonstrating any of the following:
  - 1. Verbal or physical abuse including throwing objects
  - 2. Violence or vandalism
  - 3. Harassment of opponents or game officials
  - 4. Obscene gestures or motions including the use of laser pointers
  - 5. Possession or consumption of alcohol or tobacco products (including vaporizing devices) or other illegal substances according to Chinese law
  - 6. Use of any artificial noise makers including air horns, instruments, bells and megaphones.

## PROHIBITION OF BULLYING AND HARASSMENT

To add further to our sportsmanship code THIS is determined to provide each student, coach and staff member a safe and protected environment at all times. All THIS representatives must follow the student/staff handbook which includes refraining from any kind of bullying, harassment or intimidation including hazing.

- 1. Harassment, intimidation or bullying is an intentional electronic, written, verbal or physical act that:
  - Physically harms a student or damages the student's property; or
  - Has the effect of substantially interfering with a student's education; or
  - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
  - Has the effect of substantially disrupting the orderly operations of the school.





2. Hazing is defined as any dangerous or humiliating activity expected of a student-athlete in order to belong to or remain belonging to a specific group or team, regardless of their willingness to participate.

### COACHES CODE OF CONDUCT

- ✱ Remember that young people participate for pleasure and that winning is only part of the fun.
- ✱ Never ridicule or berate a young player for making a mistake or not coming first.
- ✱ Be reasonable in your demands on players' time, energy and enthusiasm.
- ✱ Operate within the rules and spirit of your sport and teach your players to do the same.
- ✱ Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- ✱ Avoid overplaying the talented players. All players need and deserve equal time.
- ✱ Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all the players. Complete safety checklist below.
- ✱ Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your players to do the same.
- ✱ Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- ✱ Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- ✱ Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- ✱ Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### PARENTS CODE OF CONDUCT

- ✱ Remember that your children participate in sport for their enjoyment, not yours.
- ✱ Encourage your children to participate, do not force them.
- ✱ Focus on the child's efforts and performance rather than on the winning and losing.
- ✱ Encourage children to play according to the rules and settle disagreements without resorting to hostility.
- ✱ Never ridicule or yell at a child for making a mistake or losing a competition.
- ✱ Remember that children learn best by example. Appreciate good performances and skills by all participants.
- ✱ Support all efforts to remove verbal and physical abuse from sporting activities.
- ✱ Respect officials' decisions and teach children to do likewise.
- ✱ Show appreciation for volunteer coaches, officials and administrators. Without them, your child might not have the opportunity to participate.





- ★ Respect the rights, dignity and worth of every young person regardless of their gender, ability or culture.

### PLAYERS CODE OF CONDUCT

- ★ Play by the rules.
- ★ Never argue with an official. If you disagree, have your captain or coach approach the official during a break.
- ★ Control your temper. Verbal abuse of officials, other players or spectators is never acceptable. Deliberately distracting or provoking an opponent are not tolerable or permitted behaviours in any sport.
- ★ Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- ★ Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- ★ Treat all participants in your sport as you like to be treated. Do not bully or take advantage of others.
- ★ Cooperate with your coach, teammates and opponents. Without them there would be no competition.
- ★ Participate for your own enjoyment and benefit, not just to please parents, friends or coaches.
- ★ Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural or religion.

### WECHAT EXPECTATIONS

Purpose of group chat is to inform of schedule, practice or any other important announcements. Administer group chat communication. Remind students to be appropriate and professional at all times in the WeChat group.







## CODE OF CONDUCT AGREEMENT FORM

### Tsinghua International School

Student-athlete code of conduct agreement form for entire 2022-2023 school year

STUDENT-ATHLETE NAME \_\_\_\_\_ Year level \_\_\_\_\_

*I understand that the athletics department is committed to the philosophy that student-athletes are students first and foremost and that all student-athletes must exhibit behaviors that demonstrate a commitment to maximizing academic success as their first priority.*

1. Student-athletes are expected to meet all deadline dates for class assignments and are required to make pre-arrangements with instructors when quizzes, tests or special assignments conflict with competition dates
2. If a student-athlete's academic performance drops below an acceptable standard level, he or she will become automatically ineligible to participate in practice and competition until he or she returns to an acceptable standard.
3. Student athletes will represent THIS with quality citizenship and positive behavior both on campus and off campus during both school hours and outside of school hours.
4. During competition, student-athletes will exercise self-control in all ways including resisting the use of profanity, demonstrating unnecessary aggression or hostility towards others, making inappropriate physical gestures, taunting or excessively celebrating, and disrespecting coaches, officials, teammates or opponents, reflecting our school wide learning outcome of respect.
5. Student-athletes will model sportsmanship as respect for oneself, teammates, coaches, officials, opponents and property.
6. A student must attend and arrive on time to all regularly scheduled classes unless a signed excuse from their guardian is available.
7. All student-athletes must abide by all rules, standards and policies located in the THIS student handbook and uphold the school values. This includes attaining eligibility standards. Student-athletes will be deemed ineligible if they hold a letter grade of either two "D" letter grades and/or one "F" letter grade.

Cut here-----

If a student does not adhere to these standards, coaches or teachers will take necessary action including the restriction, suspension or termination of playing and/or practicing in competition. I understand and agree to these policies and regulations.

Student/Athlete Name \_\_\_\_\_  
Student/Athlete Signature \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_

Sport \_\_\_\_\_ Date \_\_\_\_\_





### THIS SPORTS AWARDS

Each coach will determine an award winners for each of the following category for their given sport. Announcements for award winners will be made at the end of Season 1 and Season 2. Award winners for all three seasons will be officially presented at the end of year THIS Spartan Sports Banquet.

Players that exemplified quality leadership, collaboration and proficient skills and knowledge of the game

Players demonstrated the greatest improvement in both skills and knowledge while establishing a positive attitude

Players obtained and demonstrated a strong work ethic, great humility and high respect towards teammates, opponents, and coaches

**MOST  
VALUABLE  
PLAYER**

**MOST  
IMPROVED  
PLAYER**

**COACHES  
AWARD**



**HOME OF THE  
SPARTANS**





## AD RESOURCES

All of the resources such as forms, schedules, sign-up sheets, lists, agreements etc. are kept in two different folders.

One folder is in digital form and is to be shared and updated per need and request.

Another folder is a physical and contains all hard copies of any kind of documentation AD might need during their work.

