

American Schools in India Activities Conference (ASIAC)



Organization and General Regulations

April 2013

American Schools in India Activities Conference

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I. NAME

The name of the organization shall be:

American Schools in India Activities Conference (ASIAC).

II. ASIAC PHILOSOPHY

As educators committed to the ideal of realizing the full potential of each student, the fundamental aim of ASIAC is to promote the values of collaboration, sportsmanship, and fair and ethical competition. We acknowledge the notion of "winning" in sporting events and other competitions; a recognition more important is that students come together to participate in various activities in the truest spirit of cooperation and competition, and develop physically, emotionally, creatively and intellectually through the sporting / academic experiences themselves.

III. ASIAC GOALS

The formation of ASIAC was to build a culture of experiencing success rather than winning with respect to athletics and activities offered to the middle school students and to build intercultural relationships through the belief in exchange homestays. Thus ASIAC, as an extension of its member schools and through the activities it sponsors, has the following goals:

- A. Promote the exchange of sports and cultural activities between member schools;
- B. Build sportsmanship: fair and ethical play;
- C. Encourage intercultural understanding, cooperation and creating friendships;
- D. Create opportunities for middle school students to experience independence through exchange homestays;
- E. Develop self-control and discipline;
- F. Promote understanding principles of group participation;
- G. Reward achievement in competitive activities; and
- H. Recognize the value of participation and effort in non-competitive activities.

IV. MEMBERSHIP

- A. ASIAC member schools are:
 - American Embassy School, New Delhi
 - American School of Bombay, Mumbai
 - American International School Chennai, Chennai

- B. Any addition/deletion to this membership must be by unanimous vote of the Athletic Directors.

C. V. PARTICIPATION

- A. Participation in ASIAC events shall be limited to member schools and regional American schools that support and adhere to the goals and philosophies of ASIAC as invited by member host schools for individual events.

- B. Each member school shall participate in the following activities for boys and girls:

- Badminton
- Basketball
- Soccer
- Swimming
- Table Tennis
- Tennis
- Volleyball

- C. Participation shall be limited to full-time middle school students who have not reached the age of fifteen (15) prior to the first day of the event and who have signed the ASIAC Spirit of Sportsmanship and Code of Conduct.

- D. An individual student shall be limited to three (3) years of ASIAC eligibility.

- E. Member schools shall compete in all events.

- F. The number of participants in ASIAC events shall be limited to:

Badminton 4 Boys, 4 Girls
Basketball..... 10 Boys, 10 Girls
Soccer 12 Boys, 12 Girls
Swimming..... 6 Boys, 6 Girls
Table Tennis..... 4 Boys, 4 Girls
Tennis 4 Boys, 4 Girls
Volleyball..... 12 Boys, 12 Girls

Note: The host school shall have the opportunity to:

- i. Host more teams from ASAIC schools if they are able and willing;
- ii. Allow a regional American school to participate in a particular event;
- iii. Add a non-ASIAC event to the agreed upon regularly scheduled ASIAC event for voluntary participation by other member schools.

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VI. OBLIGATIONS

- A. Promote the philosophy and goals of the organization;
- B. Participate fully;
- C. Comply with and support all ASIAC Board decisions;
- D. Enforce the ASIAC Rules and Guidelines contract;
- E. Attend all annual meetings; and
- F. Pay participation fees.

Failure of a member school to meet conference obligations shall be addressed at the ASIAC Athletic Directors meeting. A decision on the course of action shall be determined by a majority vote.

VII. PARTICIPATION FEES

- A. Each member school shall pay a participation fee of \$30.00 per participant.
- B. Participation fees may only be revised at the ASIAC Board Meetings.

VIII. ORGANIZATION

A. ASIAC BOARD

- 1. The member school Athletic Directors

B. ASIAC COUNCIL

- 1. The Middle School Principals
- 2. The Athletic/Activities Directors

C. ASIAC EXECUTIVE:

Full member school Athletic/Activities Director within the two year leadership rotation.

IX. MEETINGS

A. FALL MEETING:

The ASIAC Board shall meet in the fall to:

- 1. Accept the minutes of the previous Spring ASIAC Board Meeting
- 2. Vote on proposed changes in by-laws, rules, or procedures coming from annual Spring meeting
- 3. Consider agenda items for the upcoming Spring Meeting.
- 4. Review site reports and minutes from semester two tournaments and events

B. SPRING MEETING:

ASIAC Board shall meet bi-annually, in spring, to confirm the appointment of ASIAC Executive for a two-year term. New officers shall assume responsibilities at the beginning of the school year following their confirmation at the previous Spring meeting. At the Spring Meeting, the ASIAC Board shall:

- 1. Confirm the tournament sites and calendar dates for all ASIAC events.
- 2. Entertain and discuss ideas for changes in the basic format of annual activities.
- 3. Propose changes in the ASIAC Constitution and Handbook.
- 4. Make the annual draw for playing order for debate and all sports tournaments.
- 5. Review site reports and minutes from Semester 1 tournament and events.

X. CHANGE PROCESS

A. NORMAL CHANGE:

Any proposed changes or recommendations to existing ASIAC rules shall be submitted in writing to the ASIAC executive prior to the Spring Meeting to be included as an agenda item.

The Executive President shall collate agenda items for the Fall Meeting.

B. EMERGENCY CHANGE / PROCEDURE:

Issue arising after conclusion of the Fall Meeting shall be considered at the Spring meeting. Member schools shall be notified in advance that the issue will be on the agenda for the Spring meeting.

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XI. OFFICERS

A. ASIAC EXECUTIVE PRESIDENT:

The ASIAC Executive President shall be an Activities/Athletic Director appointed at the Spring Meeting for a two-year term based on the leadership rotation detailed in appendix.

The Executive President shall:

1. Prepare agendas and chair the Fall and Spring ASIAC meetings
2. Keep and distribute minutes of the Fall and Spring ASIAC meetings
3. Prepare reports of the Fall and Spring ASIAC meetings.
4. Update the ASIAC Handbook and distribute to all member schools
5. Coordinate procedure for event venue change
6. Ensure archives of the activities are current.
7. Initiate emergency procedures.

XII. ATHLETICS/ACTIVITIES DIRECTORS(ADs)

Responsibilities of the ADs shall include but not limited to the following:

- A. Communicate all ASIAC related information to member schools (NOTE: All inter-school communications should go through AD's regarding any ASIAC related matter.)
- B. Recommend agenda items to the Executive.
- C. Host ASIAC events (see specific event sections of the Handbook).
- D. Supply each ASIAC host typed school roster forms and travel information at least three weeks prior to each event.
- E. Ensure that each school travels with appropriate medical release information
- F. Distribute post-event meeting minutes and site reports, to ASIAC Executive.
- G. Communicate event results via the website during the event.
- H. Review ASIAC developments with heads and principals of ASIAC schools.

XIV. VOTING PROCEDURE

- A. Each member school shall receive one vote.
- B. Voting shall be by roll call.
- C. Resolution shall be passed only by a majority vote.

- D. Unanimous vote is required for the adoption of deletion of an ASIAC activity

XV. VENUE CHANGES

- A. Any head/principal may initiate, through the ASIAC Executive President, a question about the safety of a hosting site.
- B. The head of the school where the ASIAC Executive President is located shall be responsible for assessing the situation. He/she shall communicate with the host school head first, and then other heads on the issue of a venue change.
- C. Request/decision to change venue due to local situation shall not be questioned and the venue shall be moved to a back-up site.
- D. Each year, a back-up site shall be designated at the time the sites are decided upon. It is preferable that the previous year's host school be the back-up site.
- E. In the event that a school or schools are unable to attend a scheduled ASIAC event, attendance of teams from two ASIAC schools shall constitute an official ASIAC tournament/event. (i.e. official records are archived, team and individual medals are presented, and the tournament/event is conducted in accordance with the ASIAC Handbook).

XVI. EVENT ORGANIZATION

A. EVENT DATES:

For planning purposes, it is **recommended** that events are hosted on weekends as given below:

Season 1

Table Tennis.. 2nd weekend of October
Badminton

Season 2

Soccer 2nd weekend of December

Season 3

Tennis 2nd weekend of March
Volleyball

Spring 4

Basketball 2nd weekend of May
Swimming.....

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B. FACILITIES:

1. Factors important to hosting an event
 - a. Community involvement (spirit-parents-students-staff);
 - b. Boost to host school's program;
 - c. Control of facilities;
 - d. Tournament logistics;
 - e. Costs;
 - f. Camaraderie among participating teams; and
 - g. Travel distance/time to off-campus facilities.
2. Medical Considerations:
 - a) Each host school shall have adequate medical aid facilities for its event. Medical personnel shall be available at the host school throughout every tournament/event. In addition, there shall be a designated person at the host school to assist and accompany students requiring off campus medical assistance.
 - b) Each host school shall have a vehicle with a driver and stretcher at all sites (locations).
 - c) Teams shall bring extra uniforms incase a uniform were to be spoiled.
 - d) A player who is bleeding or who has an open wound shall be prohibited from participating further in the game until appropriate treatment has been administered. The player(s) may re-enter the game after the injury has been properly treated, the uniform has been changed or it has been determined (by the referee and site director) that blood has not saturated the fabric. A player required to leave the field of play because of a bleeding injury or blood on the uniform, may be substituted for and re-enter the game at the referee's beckoning. Both the injured player and the substitute shall be exempt from the normal substitution restrictions.
 - e) For any situation other than precautionary check-ups, the parents of the injured student must be contacted.
 - f) If the parents cannot be contacted, then the student may not continue playing, even if a doctor gives permission to play.

- g) The host school's tournament / event director shall consult with the coach of the injured player's school. However, final decision shall rest with the host school's tournament/event director.
- h) Participating schools shall give a set of medical release forms to the host school's medical staff. Medical release forms shall be available at the event site each day of the event for all students.

C. EVENT DAYS:

ASIAC tournaments/events shall be 2 days in duration, beginning on Friday and ending on Saturday. In consideration of host families, visiting schools shall be scheduled to arrive at the host school the afternoon prior to beginning of the competition, and depart the following day or following the awards ceremony at a reasonable hour.

D. HOUSING:

1. ASIAC philosophy supports the concept of the host school providing housing for all visiting students. All schools shall recognize and adhere to this expectation.
2. Housing assignment, once confirmed by the host school, shall not be changed.
3. Grade 6 and Grade 7 students shall not be housed alone and whenever possible students shall not be in a homestay alone.
4. Giving due consideration to host families, a guest school may not arrange a mandatory team event or social during the ASIAC event/tournament without prior consent of the tournament director and the host family.
5. Host school shall provide each AD with a preliminary roster of students assigned to host families two to three days prior to a given tournament or event. This information shall be confidential.
6. Host school shall submit the ASIAC housing guidelines to all parents who have agreed to host visiting students.
7. Host parents shall be required to acknowledge in writing that they know and understand the ASIAC rules for housing.
8. Host parents shall pick up students they are housing when the visiting teams first arrive at the host school, instead of drivers/domestic help.

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9. When students are picked up upon arrival, the Athletic or Activities Director or designee shall inform everyone present of the ASIAC rules related to housing and curfew.
10. If a student is to be housed alone, the Activities/Athletic Director of both the host and guest schools shall review the situation prior to the tournament/event.
11. No more than four students shall be housed by the same host family.
12. Students of mixed genders shall not be housed by the same host family.
13. All host families shall be informed of housing rules and their specific responsibilities in advance of a tournament/event. All host families must confirm knowledge of and agreement to the rules prior to the arrival of participating school students.
14. In order to protect the well-being of students, at least one parent must be home at the stated curfew time, to supervise visiting students each evening to ensure ASIAC Rules and Guidelines are followed.

E. EVENT OFFICIALS:

1. The Event Director shall be someone other than one of the participating coaches/directors or a Site Director whose responsibility shall be to run the event. Event and Site Directors shall not be permitted to coach.
2. Site Director – Athletics/Activities
Each venue shall have its own Site Director.

F. COACH/SPONSOR MEETING:

1. A meeting of the Coaches/Sponsors shall be held prior to the event to discuss local ground rules, clocks, format, and/or any other specifics of the event. All schools shall be represented at this meeting chaired by the host AD. No rule changes shall be entertained or discussed at this meeting.

Note: The Head Official and Site Directors shall attend this meeting and be briefed on ASIAC rules.

2. A meeting of the Coaches/Sponsors shall also be held after the event. It is the responsibility of the host AD to chair for each meeting to collect minutes that include the following:

- a. proposals being made;
 - b. background information regarding proposals;
 - c. justification for proposals; and
 - d. vote tally by team/activity with each coach's/advisor's signature for each proposal.
3. Minutes of post-event coaches/sponsors meeting shall be sent to all Athletic/Activities Directors before the second Thursday following the event.

G. TOURNAMENT GAME/MATCH BALL:

The number and make of tournament balls for soccer, volleyball, tennis, basketball, and softball shall be included as part of the tournament information sent out prior to the event. The specifications are given below:

Badminton: Mavis 300

Basketball: Spalding TF1000

Swimming: Hytek software and touch pads

Table Tennis: 1 star balls

Tennis: Wilson Championship

Volleyball: MVA 200

H. PROGRAM:

Each event shall provide a coaches program that contains the following information:

1. Master schedule of times, venues, opponents, uniforms etc.;
2. Rosters to include: student name, grade, nationality, playing numbers, captains, school colors, mascot, names of coaches, ADs and principals;
3. List of previous champions;
4. ASIAC rules for the events;
5. Arrival and departure details including travel tax;
6. Airline contact numbers;
7. Tournament officials;
8. Event contact phone numbers including: after hours and meeting venues, numbers for emergency purposes and contact numbers for visiting coaches;
9. Special information, where appropriate;
10. Special host customs and procedures;
11. General information;
12. Transportation schedules;
13. Score sheet.

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I. ASIAC PREMISES:

1. A team cannot play the last game at night and the first game in the morning
2. A team cannot play the last game in the morning and the first game in the afternoon
3. No team should play the first game in the morning more than twice, if possible.

J. TOURNAMENT GAME/MATCH SCHEDULE:

The tournament game/match schedule shall be determined on the basis of a fixed rotation (see appendix) to ensure an annual and consistent variation of the schedule.

Each ASIAC school combined boys and girls teams shall have an equal number of home and away games during the round robin portion of the tournament.

If two playing fields/courts are used for a tournament and one is of better quality, the gender having the featured (2nd) final of the tournament shall be assigned to the better field/court for three of the five round robin rounds but not for the consolation round.

The featured teams (last game of the tournament) alternate each year. Girls on odd school years (e.g. 2013-2014) and boys on even school year..

In the spirit of ASIAC, in all events and tournaments fifth round matches shall be played regardless of standing. No forfeits shall be allowed.

Teams from the same school, as much as possible, shall not be scheduled to play at the same time.

K. UNIFORM:

The home team will be named first in the program and will wear the darker colored uniform.

School colors are:

School	Colors	Mascot
AES-New Delhi	Black, Gold	Tigers
ASB-Mumbai	Green, Silver	Eagles
AISC-Chennai	Blue, White	Raptors

Schools that send 2 teams to a tournament / event shall always wear that designated team color and pinnies shall be issued if necessary (i.e. "AISC White" shall wear their white uniforms through the tournament and if matched up against another team that is designated for the light colored jerseys shall then wear a dark colour pinny).

L. GAME/MATCH FORMAT:

Round-robin for boys/girls shall be followed by a championship play-off based on seeding from the round robin.

If a championship or consolation game cannot be played, then final placing will be determined by the round robin standings. If a tie occurs in this instance, refer to N.

M. HEAD TO HEAD – RESOLUTION OF TIE:

Whenever two or more teams are tied in the standings, then the final ranking, round-robin league ranking, promotion, relegation and post section play pairing decisions shall be based on the procedures set out in this section.

1. Two teams are tied:
 - a. Compare the round-robin league head-to-head results of the two teams, i.e. the winner of that game shall receive the higher ranking.
 - b. If the teams are still tied, use the procedure set out under the sport concerned.
 - c. In determining final ranking, if b. does not produce a clear ranking without further play, then the two teams shall remain tied.
2. Three or more teams are tied:

Compare the head to head results of the teams concerned. That is, compare the win-loss records of the tied teams when compared only with the other teams involved in the tie.

Note: results against non-tied teams are not taken into consideration. At this point two cases can occur:

 - a. all the teams are still tied, or

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- b. the teams are no longer tied (although some still may be).

If (a) occurs, see 3 below

If (b) occurs, then by definition a new ranking list has been automatically produced and if there is still a need to break further ties, then the procedure under 1 and/or 2 should be repeated for those teams still tied. That is, start the procedure from the beginning again for those teams that are still tied.

3. If, after the initial head to head comparison, all the teams still remain tied, then the next step in the procedure is that set out under each individual sport or activity. However, if at any point in the process a new ranking list is produced because a team(s) is relegated or demoted, then the process is concluded. If any tie still exists, then the procedure begins again and reverts to 1 and/or 2, etc. for further resolution.

N. AWARDS ASSEMBLY:

1. The host school shall organize an awards assembly on Saturday night, preferably, following the banquet.
2. The "dignity" and quality of the final awards assembly is important to both adult and student participants.

XVII. PROTEST

- A. Any protest or appeal shall be handled by the rulebook of the particular activity concerned. This would occur after an appeal to the official. Except where it may be noted specifically in the ASIAC guidelines, only official coaches and/or administrators may file a protest at any ASIAC event.
- B. If "A" is not possible or is subject to further appeal, a formal written appeal shall be made to the Head Official of the activity. This shall be made within two hours through the Site Director. The Head Official of the activity and Site Director (e.g. Head Basketball Official, etc.) shall make the final decision and communicate to all parties concerned, with copies and a brief report to the Tournament/Event Director.

The Site Director may consult the coaches involved in that area or anyone he/she sees fit in helping to make a decision.

- C. If "B" is appealed, the appeals procedure shall continue as follows:

Further appeal shall be made with the approval of the Site Director. The appeal shall be in writing and shall be made within two hours of the posting of the decision being appealed. The appeal shall be handed to the Site Director who in turn will add his/her own report and further comments and present the entire matter to the Event Director.

If the Event Director cannot or feels he/she cannot solve the situation, he/she should then call a meeting of the Activities Directors/Administrators present at the event. (Note: This meeting is for input and advice only. It is not a voting forum.)

At this time, the Event Director shall get all the information he/she needs. This shall include a formal meeting, if necessary.

The Event Director shall make the final decision that will be communicated in writing to all school representatives at the event.

XVIII. BEHAVIOR

A. COACHES

Coaches shall behave in a manner consistent with the code of conduct for the ASIAC Conference. If a coach is found to be in violation of the code of conduct:

1. There will be a verbal warning from the tournament director.
2. In the case of gross misconduct or a repeated offense, the tournament director shall refer the situation to the ASIAC Executive. A formal letter will be issued by the ASIAC Executive President to the Head of the coach's school and referred to the ASIAC Board for further action as necessary.

B. STUDENT BEHAVIOR

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1. Curfew Times:

9:00 p.m. for the duration of the tournament.
Note: If the final ASIAC activity ends after or less than one hour before the established curfew time on any night, the curfew will then be one hour after the end of that activity. This decision shall be made by the Tournament Director.

2. Telephone Checks:

To enforce the curfew, each school shall make telephone checks of all participants, including host school participants, each night of the event. The event begins upon arrival at the host school. Decisions regarding curfew calls for late arrivals shall be made at the discretion of the event director. Students and host families shall be aware that second curfew calls may be made on any night of the event.

3. Enforcement:

All ASIAC coaches/sponsors, including the host school, shall enforce the rules and regulations.

If there is a suspected infraction of rule, the coach from the school involved, along with the host tournament/event director, will confer, investigate, and make a determination on whether the infraction actually occurred. If there was an infraction, the A.D. and Principal of the school involved will confer with the host school A.D. and Principal, and impose appropriate penalties.

Note: If the coaches are found condoning the violation of the rules by team members or behaving improperly, they shall be reported to their respective AD or the middle school principal.

4. Rules Infraction:

When a student commits an infraction relating to alcohol, tobacco, drug use or possession, flagrant curfew violations, or extreme inappropriate behavior, the student shall be sent home at parents' expense, if

feasible, and be suspended from all ASIAC activities for 90 school days after the decision is taken by the host school administrator. Additional penalties may be levied by the home school administrator.

For a second offense, the student shall be excluded for the remainder of the calendar year from ASIAC events and/or into the next school year including the same event the following year.

Consequences shall be carried over should the student transfer to another ASIAC school.

When a student commits an infraction relating to transport, minor supervision or curfew violations, or significant unsportsmanlike behavior the following shall apply:

- ❖ Suspension from the next game or event.
- ❖ If more severe, then suspension from all activities for 24 hours. Additional penalties may be imposed by the home school administrator.
- ❖ If at any time a student is suspended from further competition or involvement in an event, then the only results affected will be those happening after the infraction, and all pre-infraction results will stand.

C. FINAL ACTIVITY:

All participating students, coaches and sponsors shall attend and remain until the end of the final activity on Saturday night. All coaches/sponsors shall be responsible to provide additional supervision (i.e. groups or team activities and/or earlier curfew on Saturday night).

There shall not be free time on Saturday nights. Each school shall recommend and provide a list of several activities, good restaurants or places that coaches/sponsors and students can visit on Saturday in lieu of free time.

D. COMMUNITY SURVEY:

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At the end of the event, host schools shall poll their communities to ascertain if phone calls were made by coaches/ sponsors to check if their participants were home on time.

XIX. AWARDS

A. PARTICIPATION PATCHES: (Purchased by Host School)

Every participant (including coaches) in every event shall receive a patch as a memento. Suggested numbers for (ASIAC schools only with the host school having 2 teams):

Soccer	115
Volleyball / Tennis.....	130
Table Tennis / Badminton.....	85
Swimming / Basketball.....	140

Additional patches may be required for regionally invited teams.

B. TROPHIES

Trophies shall be awarded at each event for first (1st) through third (3rd) places. Each event shall have separate gender champions except swimming which has a combined team score, hence a single school placement.

C. CERTIFICATES

All tournament participants shall receive a tournament participation certificate.

D. ASIAC SPORTSMANSHIP AWARD

Criteria:

1. The School(s) that has/have displayed the most:
 - a. Exemplary behavior throughout the entire ASIAC tournament;
 - b. Exemplary support, interaction and respect of teammates, coaches, opponents, fans, officials, host

families, and host school's facilities and equipment.

- c. Sportsmanlike behavior and etiquette before, during and after all games.
 - d. Accepts victory graciously and defeat with dignity.
2. The School that follows ASIAC Rules throughout the entire weekend. (Any violations occurring on the final evening would make a team ineligible for the award and would therefore forfeit their right to the award.)

Process:

1. Prior to travel, each school's AD shall review the award criteria with the teams while stressing the need for objective decision-making
2. The tournament director shall distribute and review the sportsmanship surveys.
3. At or near the end of events on the final morning, teams (players and coaches) shall complete a sportsmanship survey for each opposing team. Teams shall then turn in the completed surveys to the Tournament Director at the time designated on the final day.
4. The surveys shall be tallied and the Sportsmanship Award shall be awarded to any and all schools that adhere to or surpass the ASAIC Sportsmanship Rubric Standard of fourteen (14) or more out of a possible sixteen (16).
5. Any score of one (1) on any given category or a total score of six (6) or less shall be accompanied by a description of the reason for the designated score. These shall all be shared with school AD's to assist in setting the correct standards of the students and events.
6. The Sportsmanship award(s) shall be presented to the winning school(s) at the awards banquet.
7. The winning school(s) shall receive a trophy per gender.