



# ATHLETIC HANDBOOK 2024-2025

## Introduction

TIS places great emphasis on a well-rounded and holistic approach to education. Athletics is a significant part of our students' TIS experience. This document outlines how we deliver our sports program and what each student-athlete can expect when he/she signs up to be a part of the Tigers' family. You will also find the policies and guidelines that we have in place to ensure a caring, supportive, and positive environment for everyone involved in our Athletic Program.

## Contact Information

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## DSEDJ-SPORTS

### Age Groups

Participants of our sports program are divided into 4 general age groups.

- *Group D (U12) Grades 4 - 6      2012- 2013 or after*
- *Group C (U14) Grades 7 - 8      2010 - 2011 or after*
- *Group B (U16) Grades 9 - 10      2008 - 2009 or after*
- *Group A (U20) Grades 11 - 12      2004 - 2007 or after*

In addition to the general age groups above, each coach will have additional details with respect to the age requirements for that team's scheduled events.

Some examples are:

- Group A (U20) Basketball – Must be 20 or younger as of Sept 1, 2023
- Group C (U14) Volleyball – Must be 14 or younger as of Sept 1, 2023

## Conferences

TIS is a full-member school in the following local and international sports conferences. We are expected to participate and host in the following competitions each year.

<p><b>DSEDJ</b> <i>Macau Education and Youth Development Bureau</i></p>
<ul style="list-style-type: none"> <li>● Sanctioned and operated by the Macao government and the various sports associations in Macau</li> <li>● U12, U14, U16, and U20 age groups for most sports</li> <li>● All competitions take place in Macau</li> </ul>
<p><b>ACAMIS</b> <i>-Association of China and Mongolia International Schools</i></p>
<ul style="list-style-type: none"> <li>● 70 member schools across greater China</li> <li>● U19 for core sports (Basketball, Volleyball, Soccer),</li> <li>● TIS is currently competing in the Orange Division</li> <li>● U14 and/or U19 for other sports, no divisional alignment</li> <li>● Requires overseas travel</li> </ul>
<p><b>SCISAC</b> - <i>South China International Schools Athletic Conference</i></p>
<ul style="list-style-type: none"> <li>● 6 member schools (China, Macao, Hong Kong, Taiwan)</li> <li>● U15 for core sports (Basketball, Volleyball, Soccer)</li> <li>● Requires overseas travel</li> </ul>
<p><b>PRC</b> - <i>Pearl River Conference</i></p>
<ul style="list-style-type: none"> <li>● 22 member schools throughout Guangdong province</li> <li>● TIS is currently competing in the Red Division for core sports (Basketball, Volleyball, Soccer) in Middle and High School</li> <li>● No divisional alignment for Invitational Sports- Golf, Tennis X-Country, Badminton, swimming etc</li> <li>● Requires overseas travel</li> </ul>
<p><b>MISSA</b> <i>Macau International School Sports Association( to be updated to include more than sport)</i></p>
<ul style="list-style-type: none"> <li>● 3 local member schools: TIS, SON, MAC</li> <li>● U14, U20 for Volleyball &amp; Basketball</li> <li>● All competitions take place in Macau</li> </ul>

## Athletic Fee

All participants in the athletics program must pay an 1500 **MOP** athletic fee to join a sports team, and if a student wishes to join more than 1 team, an additional fee of **500 MOP** for each additional activity will be required. The activity fee for Robotics is 2200 **MOP**. A 300 MOP fee will be levied for uniforms for each sport. Athletes will not be allowed to compete for TIS until this fee has been paid. This fee includes but is not limited to the following items:

- Athletic Kit (Uniforms, Warm-up T-shirt and water bottle)
- DSEDJ Insurance Claims- must be filed within 6 days
- Local Transportation
- Athletic Banquet

*The athletic fee should be paid directly to the North Wing Office after receiving the invoice(Main Reception Lobby—NW1401).*

In general, once paid, this fee is non-refundable. However, extenuating circumstances may warrant a refund, and the Athletic Director will review each request on a case-by-case basis.

**\*\*\*This fee does not include travel fees for overseas tournaments. Travel outside Macao will incur an extra cost.\*\*\***

## **Team Selection**

It is our goal to include as many students in our program as possible while maintaining roster restrictions set by our specific athletic conference. We encourage students of all skill levels and experiences to try out for our sports teams. However, the organizing bodies of our conferences often limit the number of players per team.

EX: ACAMIS and SCISAC limit the rosters for Volleyball and Basketball to 10 players and Soccer to 12 players.

For this reason, some teams may not be able to register every student for every tournament. Coaches will sometimes have to make cuts to meet the roster size limits or limit practices to a manageable number of athletes so that student safety isn't compromised. Each team will have at least 1 'tryout' for the team during the selection process.

**Uniforms** : Each athlete will be required to purchase their own official TIS uniform for the team(s) that he/she plays on. The athlete will be responsible for caring and maintaining his/her uniform for the duration of the season.

**Athletic Awards:** For each of the sports, individual awards will be given out to celebrate the achievements of our athletes at the annual Athletic Awards Banquet.

### **Most Valuable Player**

Each team's coach(es) will select 1 recipient of this award in the case of a boys-only or girls-only team. For co-ed teams, the coach(es) will select 1 male and 1 female recipient of this award. The recipient of this award should:

- *Demonstrate a "Team first" attitude*
- *Be a role model to his/her teammates*
- *Demonstrates athletic skill, mental toughness, consistent performance in practices and competitions*
- *Demonstrate outstanding leadership, both on and off the sports field*
- *Demonstrate sportsmanship with teammates, opponents, coaches, and officials*

### **Most Improved Player**

Each team's coach(es) will select 1 recipient of this award. The recipient of this award should:

- *Be a dedicated member of the team both in training and competition*
- *Demonstrate both mental and physical growth throughout the year*
- *Demonstrate sportsmanship with teammates, opponents, coaches, and officials*

### **Coaches Award**

Each team's coach(es) will select 1 recipient of this award. The recipient of this award should:

- *Demonstrate the most growth/development, sportsmanship, Leadership, punctuality and/or has positively contributed to building team spirit throughout the season, on and off the court*

### **Athlete of the Year- (Elementary, Middle School, High School)**

Every coach will have the opportunity to nominate deserving athletes to receive the Athlete of the Year award. Nominees will be accepted for both female and male students in the elementary, middle school and high school categories. All coaches will vote for 1 student in each category to determine the winner. All nominees should:

- *Exemplify the ethos of Tigers Athletics*
- *Be an outstanding and positive member of the TIS community*
- *Be a major component of the team(s) he/she participated in*
- *Demonstrate outstanding athletic skill relative to his/her peers*
- *Demonstrate a willingness to work and help teammates and coaches*
- *Demonstrate sportsmanship with teammates, opponent, coaches, and officials*
- *NOT receive any disciplinary action throughout the school year*
- *NOT quit a sports team he/she is registered on*
- *NOT miss any scheduled games or tournament unless agreed by the athletic director or school administration.*

### **Athletic Director Responsibilities:**

*Oversee and manage the TIS athletic program, including organizing all competitive sports teams, robotics, e-sports, coordinating practices, events and tournaments, managing coaching staff and promoting student -athlete participation in sports and other activities.*

- *Ensure players' eligibility by verifying age requirements for specific league play, ensuring athletes have no outstanding fees, and addressing any other factors that would prohibit a player from participating in inter-school sports. ( refer to TIS Athletic agreement)*
- *Develop and implement a strategic vision and plan for the TIS athletic program that aligns with TIS' mission and values*
- *Oversees the recruitment, hiring, training, and supervision of all athletic coaches and staff*
- *Coordinate the scheduling of athletic events, practices, and competitions, both home and away.*
- *Manage the athletic department's budget, inventory, and procurement of equipment and supplies*
- *Organize and promote athletic tournaments, sports camps, and other extracurricular activities*
- *Ensure compliance with all relevant rules, regulations, and safety standards for athletic programs*
- *Collaborative with school administrators, faculty, and parents to foster a positive and supportive athletic culture*
- *Actively participate in relevant athletic associations, conferences, and professional development opportunities*
- *Recruit and retain student-athletes, promoting the benefits of the school's athletic program*
- *Serve as the main point of contact for all athletic program matters and communicate effectively with various stakeholders*

## **Coaches Roles:**

All TIS coaches, both internal and external parties, shall adhere to the following guidelines and expectations at all times:

### **Responsibilities**

- *Adhere to the scheduled training times and be punctual*
- *Maintain accurate and up-to-date attendance records for all training sessions and matches*
- *Attend all local and away games as per league or tournament schedules dictate*
- *Prepare and submit tournament and league registration documents (rosters, travel information, etc.) in a timely manner.*
- *Distribute and collect uniform kits at the start and end of each respective season.*
- *Maintain and care for all related equipment for the duration of the season.*
- *Take and organize photographs of gameplay as often as possible and submit photos to the Yearbook Committee in a timely manner.*
- *Report any accidents, injuries, and athlete misconduct to the Athletic Dept.*

### **Professional Qualifications**

- *Possess competent technical knowledge of the sport's skills, techniques, and rules.*
- *Demonstrate the ability to teach fundamental skills constructively and age-appropriately to prevent injuries from incorrect techniques.*
- *Plan and deliver training sessions according to the rules and best practices adopted by the official organizing bodies for each sport.*
- *Ensures safe training and competition environments by correctly and appropriately using related equipment.*

### **Coaches Conduct**

- *Exhibit a positive and constructive attitude that builds student morale and self-confidence.*
- *Communicate with officials, opposing coaches, and parents/fans professionally and courteously.*
- *Emphasize the value of sportsmanship to players by always being a positive role model.*
- *Adhere to the code of conduct for each organizing body that TIS is a member of.*
- *Never belittle, ridicule, or use foul language when dealing with students, opposing coaches, and officials.*
- *Represent TIS professionally and positively, at all times.*
- *When away from Macao, coaches are never to leave students unsupervised at any time (playing venue, airports, hotels, restaurants, etc).*
- *Never consume alcohol or other intoxicating agents while in direct supervision of students, whether locally or away from Macao.*
- *Adhere to the TIS Staff Handbook and all other policies governing the conduct of TIS staff members.*



# Student-Athlete Responsibilities

## **Student-Athlete Conduct :**

- *All Student-Athletes and their parents must sign the TIS Athlete Agreement.*
- *Athletes are expected to adhere to all rules and responsibilities outlined by The International School of*
- *Macao, including the “TIS Student Handbook” and the “TIS Responsible Use Policy”.*
- *Athletes shall exhibit a positive and supportive attitude towards classmates, teammates, teachers, coaches, opponents, parents and referees at all times.*
- *Athletes shall not verbally or physically harass or assault classmates, teammates, teachers, coaches, opponents, parents and referees.*
- *Athletes shall not use foul language or obscene gestures at practices and competitions.*
- *Athletes shall not consume tobacco, alcohol, drugs, or any controlled substances at TIS, at any TIS events in Macao, or while representing TIS.*
- *While traveling on behalf of TIS at overseas tournaments, athletes are expected to follow all rules stipulated by the organizing bodies of each event, and the TIS Handbook.*
- *While staying overnight in hotels, all athletes must observe a 10PM room curfew and must seek permission from the supervising coach(es) before leaving the hotel at any time.*

## **Commitment**

- *Athletes must attend every practice session and game. unless arrangements have been made with the coaching staff ahead of time. While academic responsibilities are a top priority for all TIS athletes, school assignments should not be used as an excuse for missing practices and competitions.*
- *It is the responsibility of the athlete to manage their schedule effectively so they can fulfill all of their responsibilities. Athletes selected on the tournament team (DSEJ, ACAMIS, SCISAC, PRC) are expected to attend all scheduled local and overseas tournaments.*

## **Academics and Attendance**

- *All athletes must have a satisfactory Academic and Behavioral standing, as stipulated by classroom teachers, and demonstrate consistent effort in all academic courses in order to participate in athletics.*
- *When it is necessary for athletes to miss classes for athletic purposes, each athlete is responsible for making prior arrangements with the teachers of the missed classes. Each*
- *Athletes must obtain and make up for missed schoolwork.*
- *Participation in sports shall never be used as an excuse for incomplete coursework.*
- *Athletes who have unexcused absences from classes may not participate in practices and/ or competitions that day.*
- *Any Student-athletes that are absent from school for the entire day are not permitted to attend that day’s practice or game.*
- *Student-athletes must be present in school the first day after an event*

### **Disciplinary Actions**

Any athletes deemed to have acted not in accordance with this or any other TIS student policy are subject to disciplinary actions, which include but are not limited to:

- Warning
- Suspension from game(s) and/or season(s)
- Removal from team roster
- Suspension from TIS athletics

The severity and length of each disciplinary action will depend on the nature of the infraction and be dealt with on a case-to-case basis by the Athletic Director and Principal.

### **Procedures for Injuries**

- Please place the following numbers in your mobile telephone so that they are available should an emergency arise.

TIS Nurse # (1035)

Athletic Director (Merrill Ross) 66596902

Director (Mr. Lorne Schmidt)

Sec. Principal (Dominic Masters)

After hours Assistant – on Campus

- *If a student is injured during school hours, contact the school nurse.*
- *After 4.00 pm administer first aid if you know which procedure to follow.*
- *Transport (school vehicle, parent, personal vehicle) to a clinic if necessary.*
- *Contact parents and explain the situation. Contact the athletic director if necessary. Stay with the injured student.*
- *Complete an accident report as soon as possible after the injury and give it to the school nurse. (Obtain from Website)*
- *Follow up the injury and stay in touch with the parents. Do not allow athletes back into action until you are satisfied that they have recovered sufficiently to perform without risking further injury. This may involve clearance from a doctor*