

Every Second Counts



**NIS
Sea
Lions**

Swim Team Handbook 2014-15

Dear Parents and Swimmers,

Welcome (or welcome back) to Nanjing International School. I am looking forward to another fantastic year of swimming and hope you are too. Participation in swimming is a very rewarding experience and involvement on the swim team requires considerable commitment on the part of the student and also on the part of his/her parents.

This is designed to provide all the information needed to guide you through the year. It includes general rules and guidelines. More specific details about swim meets will be sent home at the relevant time. Please read through carefully. You can also view this on the school website at <http://share.nanjing-school.com/swimming/>. Your understanding and cooperation will help ensure the swimming program runs smoothly.

To allow your son or daughter to participate in swimming for either of the two blocks, a form needs to be completed in full by you and returned to The Centre Manager's office. A sample of this form can be found on the last page of this document. The actual form will be a full-page form and will be received separately.

NIS is a founding member of ACAMIS (Association of China and Mongolia International Schools.) We play an active role, competing in most of the activities offered. We are also members of the Shanghai Swim League.

If you have any questions please do not hesitate to contact me by email on johnholbery@staff.nanjing-school.com or by phone at school on extension 3051.

Kind Regards

A handwritten signature in black ink, appearing to read 'J. Holbery', with a stylized flourish at the end.

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NIS: Inspiring International Mindedness, Personal Excellence, Creative Thinking

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General Information

Aquatics Conferences

NIS are involved in a range of aquatics conferences. These include:

- ✓ **ACAMIS** - This is our main High School Athletic Conference.
- ✓ **SHANGHAI SWIM LEAGUE (SSL)** - this is a group of international schools who organise and host a series of swim competitions throughout the year for students. We are an integral part of this league and will host events and travel to events through the school year.

Program training times

The Swim Team Program is divided up into 4 main groups based on ability not age Gold Squad being the highest technical level.

- Gold Squad - Monday, Wednesday & Friday 3:15 - 4:15pm
- Silver Squad - - Monday, Wednesday & Friday 3:15 - 4:15pm
- Bronze Squad - Tuesday 2:45 - 3:45pm & Thursday 3:15 - 4:15pm
- Transition Squad - Tuesday 3:45 - 4:30pm & Thursday 4:15 - 5:00pm

Swimmers are required to be at training 5 - 10 minutes early for stretching. In this time swimmers are expected to be self regulated.

Gold and Silver must attend ALL 3 practices to remain on the team.
Bronze and transition must attend BOTH practices to remain on the team.

In addition, morning training sessions will also be made available by invitation only, for selected squad swimmers. These will run on Tuesday and Thursday from 6:15 - 7:15.

Season team signs-ups to be done per block:

- Block 1 - August - December - Week 1 - Week 17
- Block 2 - January - June - Week 18 - Week 38

All team, program and pool hours information is available at the following link. Please check it regularly throughout the year. It will have the answers to all your questions and more.

<http://share.nanjing-school.com/swimming/>

Costs and Subsidies

CISSA:

The school will subsidise the transport costs for CISSA trips up to a maximum of RMB 2000 per trip or per bus when more than one bus is used. Students participating in an away fixture or tournament will be required to fund the cost of accommodation, tournament expenses and any excess transport costs for the trip.

NUX, SISAC and ACAMIS:

Students chosen to participate in an away event/fixture and the end of season tournament will be required to fund the cost of transport, accommodation and tournament expenses for the trip. For one event per year, parents can apply for a subsidy of up to RMB 2000 towards the cost.

Team selection

There are limits to how many places are available on the NIS Sea Lions Swim Team. The following team selection process is in place.

- A team selection time trials is run after school the first Friday of the school year, August 15th at which swimmers will race 50 meters in all four competitive strokes. (If you feel you are weak in butterfly please talk to the coach)
- All students wanting participate on the swim team must attend
- All past team members must again try out for a place on the team
- To be included in the time trials you must have signed up at the Coach's office by lunch Friday, August 15th.
- The times achieved at the trials will be recorded and used as the swimmers entry times at the next events and also aid swimmers and coaches in goal setting for the session.

At this meet coaches will look at all swimmers and base the team selection on the following.

For new and returning swimmers.

- If they are in top 6 of their age group and gender
- If they swim all 4 strokes
- If they swim with legal stroke technique
- If they can dive
- If they do correct turns

For returning swimmers (in addition to the above)

- Based on last year's training ethic - were they regular, did they inform the coaches when they couldn't attend, did they attend time trials and swim meets when invited
- Based on level and last year - can they make the distances required in training....and even the training timed sets
- Ability to read the "pace clock"
- Ability to self manage

All squad lists will be posted on the notice board outside the Aquatics Office Monday, August 18th. If you are not at school for the first week there will be a chance 2 weeks later for assessment. After assessing all swimmers they will be placed in one of the 4 squad training teams based on ability.

Morning training sessions

Morning training sessions will also be made available by invitation only for selected squad swimmers. These will run on Tuesday and Thursday from 6:15 - 7:15.

The above team selection criteria is also used to invite swimmers to morning training sessions. A separate signed commitment is required for this.

Meet Schedule Clashes 2014 - 2015

Date	Swim Meet	Other Events
Aug 15th	NIS 50m Swim Meet	
Sept 13th	NIS, SSIS & DCSZ @ NIS	- Gr 12 VA trip - Beijing
Sept 24th	NIS 100m time trials	
Oct 11th	NIS Kids Triathlon	- ACAMIS Workshop @ NIS - ISTA Festival - ACAMIS X Country - NUX MS Soccer
Oct 17th ~ 19th	ISB/SAS Invitational @ ISB	- CISSA X Country - SISAC Volleyball
Oct 17th, 18th & 19th	SCIS Puxi Invitational	- CISSA X Country - SISAC Volleyball
Nov 22nd	DCSZ, SSIS & NIS @ DCSZ	- ACAMIS Table Tennis
Jan 17th	NIS Invitational @ NIS	- CISS MUN - CISSA Floor Hockey - SISAC Basketball D1
Feb 11th	MYP Swim Gala @ NIS	
March 7th & 8th	SSL Cup & Plate @ SASX	- CISSA Badminton
March 20th & 21st	ACAMIS Swim @ NIS	
April 11th (Holiday)	LFS Invitational	- SISAC Badminton - SISAC Track & Field
April 24th ~ 26th	SSL Meet @ Pudong Olympic Pool	- ACAMIS Soccer - ACAMIS Track - Gr 4&5 ISTA
April 30th	Club Championships # 1	
May 4th	Club Championships # 2	
May 4th	Club Championships # 3	- CISSA Junior Basketball
May 23rd	NIS Kids Triathlon	
May 29th	Club Championships # 4 & BBQ/Team awards night	- Gr 11 VA trip to Shanghai - ACAMIS MS Cultural Convention
June 5th	PYP Swim Gala	
June 12th	PYP Swim Gala - Early year	

NOTE: The meet in red has not been confirmed as it is in discover China week. More information will follow regarding the 2 meets on that weekend as I know more.

Student Expectations

Students who are a part of the NIS swim team will be expected to follow these guidelines and expectations:

Commitment

- At the time immediately before team selection, a commitment to the team and the meets is made. A voluntary withdrawal once a commitment has been made without good cause may result in a suspension of opportunity to participate in a following season's activity. In case of insufficient notice of withdrawal before the meet, the family can be charged for all expenses related to the tournament.
- By accepting a position on a squad, students have effectively committed to the team and the team schedule, as outlined before selections.
- Should there be the need to miss a practice, students are expected to make advance arrangements with their coach.
- If a student is having difficulty with attending all scheduled commitments they must make direct contact with the coach.
- Students unable to fulfill their commitment to the team may jeopardise their participation in future events.
- Swim practices during exam times are optional for students.
- We work closely with other areas of the school to enable our swimmers to participate in other offerings of NIS. Students should consider schedules and date clashes before a season begins as once teams have been picked there is a commitment to teammates to make every attempt to be at every practice and meet if selected.
- Missing a practice because of a forthcoming test or for homework is not an acceptable excuse. The sports schedule is produced well in advance. It is the students' responsibility to plan their homework and study schedule around their commitment to their team and teammates.

Uniform

Swimmers are required to purchase the below listed items to participate on the team.

- Team shirt to be worn at all team events
- 2 X NIS swim team caps. Team caps must be worn in all races. Two are required in the event that one breaks.
- Team pants

Goggles and swim suit styles are an individual choice but NIS team swim suits are available at the PTA shop which many of the team wear.

Communication

- Swimmers should maintain good communication with their coach. They must let their coach know in advance of any missed practices or if they are unable to participate for any reason. If a problem arises that cannot be resolved, parents are invited to contact the coach.

Classwork and Class Attendance

- Swimmers are expected to remain on top of their studies and involvement in Athletics cannot be allowed to negatively affect academic achievement. Teachers may refer any swimmer with whom they have concerns to the relevant coordinator, the principal, the Athletics Director or the Aquatics Director.
- Swimmers are expected to be present in all possible classes on the day of a swim meet unless the absence has been planned and agreed in advance by the relevant coordinator. If the student is absent due to sickness they are not eligible to take part in the activity for that day.
- Swimmers are not permitted to miss school immediately following a meet due to tiredness or any other factor relating to their participation.

Behaviour

- Swimmers must demonstrate and maintain respectful behavior
- Swimmers referred to the principal for classroom/school related behaviour issues that result in a detention, the student will miss any practice or game scheduled for that detention day. If the detention is scheduled for the Friday of the meet weekend, the student will not participate in the meet and any expenses incurred may not be reimbursed.

Right of Appeal

Where a decision has been made to exclude a student's participation in future practices and/or games, the student has the right to request a review and reconsideration of the decision. Such requests should be directed to the Aquatics Director.

Travelling Expectations - Students

Out of Lesson Forms (OLF)

- If the trip is during school time, students are expected to complete an OLF at least one week prior to departure and email this form to their teachers whose lesson they are missing, their coach and their homeroom teacher. The OLF Form can be downloaded [here](#).

Time out of Lessons

- Students in Grades 5 - 8 have a maximum of 5 days out of school per semester and students in Grades 9 - 12, a maximum of 6 days per semester for extra-curricular activities such as athletics, drama, MUN, music, etc.
- Days are divided into quarters, so, for example, a team leaving at lunchtime, would miss ¼ day, breaktime would be a half day.
- Students need to plan their activities carefully in advance to ensure they do not miss out on an activity that they really wanted to do.

Travel Rules and Guidelines

- Students should wear their seatbelts whilst travelling on the bus and this should be checked periodically by coaches.
- On any trip where passports are required, the passports should be collected prior to travel and remain the responsibility of the coach until the team arrives back at NIS at the end of the trip. If, during the trip they need to be distributed to the students (eg for passport check at the airport) they should be collected back again at the earliest opportunity.

- A roll call should be done whenever there has been an opportunity for students to be left behind, eg when returning to the bus after a break. Systems such as the 'buddy system' for checking are encouraged.
- All chaperones should have a mobile phone switched on and with them at all times during the trip.
- If students are leaving chaperone supervision (eg in a shopping mall), they all must have the chaperone's mobile number. They should go in groups and chaperone should have at least one number for one person in each group.
- Students are not permitted to drink alcohol, smoke or use drugs during any competition, either home or away, for the full duration of the trip/competition (for home competitions, this includes from the evening before the start of the competition and until the last team has departed from NIS).
- A list of students, with any medical details and at least one emergency contact number for each student must be carried by each chaperone
- All chaperones must read the RAMS form prior to the trip and keep a copy with them on the trip.
- There should be respectful behaviour at all times towards the public, hotel staff, playing opposition, fellow students, officials, host school staff and students, etc.

Hotel/Overnight Stay Rules and Guidelines

- A curfew of no later than 10pm will be set. At curfew, all students must be in their allocated rooms and remain there until the following morning.
- No student should leave the hotel without the permission of the chaperone without the permission of the coach.
- No student is permitted to enter the hotel room of another student of the opposite gender - any socialising between genders must take place in a public area.
- Any additional rules given by the coach/chaperone should be followed.
- There will be a consequence for any breaking of overnight stay rules - this will depend on the rule that was broken, the circumstances and any previous offenses. Any breaking of overnight stay rules should be reported to the Athletics Director as soon as is reasonable after the offence and advice will be sought by the chaperone on the appropriate sanction.
- The chaperone is required to report inappropriate behavior or the breaking of a rule to the Athletics Director, Director and Principal. If, as a result of this consultation, the student-athlete is sent home early from a tournament, the parents will be required to pay all costs associated with the early return of the student. This may include the cost of a chaperone to accompany the student if required.

NIS ATHLETICS CODE FOR ATHLETES

- I understand that it is a privilege to represent NIS as a swimmer both in and out of the pool and I agree to do so in the best manner possible. I will practice good sportsmanship at all times.
- I understand that once a commitment is made, then I need to fulfil that commitment unless there is a justified reason for my withdrawal.
- I realise that participating in competitive sports requires a time commitment which I am willing to assume. I will attend practice regularly and compete to the best of my ability.
- I will maintain my academic standards while on the team. I understand that it is my responsibility to keep up with all aspects of my schoolwork, to advise teachers of my pending absences, via the OLF, and to arrange for any make-up work or tests. I will confer with teachers and my coach if I believe my schoolwork is suffering due to my participation in sports to seek their help in maintaining a balance between sports and academics.
- I understand that regular school attendance is critical to maintaining satisfactory academic standards and will not deliberately miss classes as I realise to do so might result in suspension from the team. I understand the regulations concerning school attendance included in this information package.
- I understand that the use of illegal drugs, alcohol or tobacco have an adverse affect on athletic performance. I will not possess or consume any drugs, alcohol or tobacco while involved in any athletic event or related activity.
- I will never instigate nor be coerced into a fight during a competition.
- I agree to abide by the curfew set by the coach. I understand that in no case will a curfew be later than 10pm.
- I will observe all instructions while on away trips and especially with regard to not leaving a campus or hotel when instructed not to. I will abide by the ACAMIS rules (see Appendix 1) and understand the consequences should I fail to do so.

By parents returning the letter confirming participation in a sport, athletes are confirming the following statements:

Student-Athlete:

I have read the Participation Guidelines (including the Athletic Code) and have a copy for reference. I understand and agree to my responsibilities as an NIS athlete. I am aware of the consequences should there be any violation of the outlined rules.

Coach Expectations

Coaches have a responsibility towards the welfare of the swimmers in their care during practice time and whilst hosting or travelling for competition. In particular, coaches should:

- read and follow their Job Description
- be a positive role model for the swimmers with regard to their behaviour towards their swimmers and other teams, parents, coaches and officials
- be an ambassador for NIS through their behaviour and actions as a coach
- be responsible for, and maintain, the health and safety of their swimmers whilst they are in their care
- be aware of their swimmers physical and emotional needs during the season and deal with any concerns in a professional manner
- dress appropriately for the coaching role
- plan their sessions to ensure inclusion, progression, challenge and learning.
- in competitions, ensure that all swimmers gain a positive educational experience whilst being part of the team.
- read and be fully aware of these Participation Guidelines and ensure swimmers and parents follow these guidelines
- be proactive in communication with swimmers and their parents and teaching colleagues, with regard to any aspect of their practice sessions and/or competitions.
- conduct try-outs and selections in a fair and professional way and communicate the selections in an appropriate and considerate manner, relevant to the age of the swimmers
- ensure that all the travel rules are upheld.

Parent Expectations

Parent Code of Conduct:

- Encourage students to participate, but do not force or apply pressure.
- Attend meets whenever possible and support your team through good sportsmanship and positive cheering – students learn best through positive example.
- Praise positive skill development and improvement in times.
- Avoid criticism or ridicule of other swimmers, coaches or meet officials – remember that everyone is attempting to be the best they can be! Mistakes are never made on purpose.
- Demonstrate appreciation for the volunteer efforts of coaches, officials and organisers – without them we could not provide a program.
- Volunteer to help at least twice during the block when NIS hosts swim meets or time trials.

Responsibility on Trips:

The parent understands that students and classes take field trips to take advantage of the cultural and environmental resources of China, as part of the regular educational programme. All school trips will be supervised by staff members and/or other responsible adults who will exercise all reasonable caution. The parent agrees that they will not hold NIS, its representatives, administration, and its Board of Trustees liable for any accident arising during a school-sponsored or school-related outing or field trip.

Parents signing their child up for swimming are confirming that they have read the above and understand their responsibilities in this regard.

By signing up for swimming, parents and students are confirming that they have read the above details and agree to the expectations and commitments required. They are also confirming that, to the best of their knowledge, the student is in a fit enough physical condition to participate in sporting activity.

By returning the email/letter confirming participation in a sport, parents are confirming the following statements:

My son/daughter has my permission to participate in all activities associated with the NIS swimming program. I hereby give my consent that when the school considers it necessary in case of accident, my child may be taken to hospital or a doctor and be given emergency treatment if required.

- I have read the Participation Guidelines and have a copy for reference. I understand and agree to my responsibilities as a parent of a swimmer.

Questions?

If you have any questions please do not hesitate to contact me by email on johnholbery@staff.nanjing-school.com or by phone at school on extension 3051.

Please see Appendices below for samples of Agreement Forms and rules that will need to be agreed to before travelling.

Appendix 1

ACAMIS Rules for overnight trips

These rules will be sent to participating students and parents prior to any ACAMIS tournament and will require a signed copy to be returned.

1. The use of tobacco, drinking of alcohol, or use of illegal drugs will not be allowed during travel or while in the host city during the period of time covered by the activity. *(Consequence: suspension from immediate and further participation, suspension for 12 calendar months, student's principal notified)*
2. All laws of the host country will be adhered to. *(Consequence: disciplinary action at the discretion of the activity organizer and lead chaperone the disciplinary action should also be according to the laws of the land at the discretion of the governing authority)*
3. Any unusual circumstances or problems that occur during the stay in the host city will be reported as soon as is possible to the host school.
4. In the event of any accident or injury, the chaperone/coach has permission to deal with the situation and make any emergency decisions should they be unable to contact the parents or guardians. That permission must be granted in writing by the parents via a waiver signed before the activity.
5. For any rule violation where a decision is made to send students home, the expense of this additional travel is the responsibility of the student's family.

Appendix 2

Agreement Form for Participation in Swimming Squads/Competitions

1. I (parent) agree that my child can represent Nanjing International School in the NIS Sea Lions Swim Team. This includes training the required times per week and being available for all swimming meets scheduled throughout the block.
2. I (parents) agree to pay NIS the estimated cost of meets associated with this activity. Final costs and payment form will be given prior to each swim meet.
3. I (parents) understand and agree that as a parent of an NIS Sea Lions Swim Team member I will volunteer to help at least twice during the block when NIS hosts swim meets or time trials.
4. We (parents and students) understand and agree that the students must adhere to all NIS rules, CISSA and ACAMIS rules for the entirety of the training sessions and the meets.
5. We (parents and students) understand and agree that participation in this activity requires full attendance of all team members in the scheduled agreed training sessions and swim meets.
6. We (parents and students) understand and agree that the coaches must be notified of other sports and training commitments upon sign up.
7. We understand and agree that training schedules for swimming, where other sports training clashes, must be agreed upon by the coach in writing.
8. We understand and agree that swimmers must be available for all meets in a block, unless in another sport at the time of competition, and the coach has been notified and agreed ahead of time.
9. We understand and agree that signing up for another activity in the middle of a block that will affect participation in swimming, must be approved by the swim coach.
10. We understand and agree that failure to abide by this commitment could jeopardize participation in the swim team and other activities. The consequence will be at the discretion of the Aquatics and Athletics Directors. It may result in a suspension of the opportunity to participate in a following season's activity.
11. We understand and agree that in case of insufficient notice of withdrawal prior to a swim meet, the family can be charged for all expenses related to the meet.
12. We understand and agree that attendance at swim meets may mean up to a maximum of 1 day equivalent of formal schooling missed over the block, and it is the student's responsibility to remain up to date with his/her studies.
13. We understand and agree that in the case of receiving detention in the week of a competition Monday to Wednesday, the student will forfeit his/her place on the team and attend detention on Friday. In this case, there may be no refund given.
14. We understand attending squad training does not always mean selection on the traveling team. Selection for these is based on performance, attitude, meet prerequisites and the team selection criteria.
15. We confirm that the participating student is in strong enough physical health to participate in a strenuous activity such as this.
16. We have read the document "Swim squads/team participation guidelines" and willingly agree to comply with all guidelines listed in that document.

Participating Student Name: _____

Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Signature: _____ **Date:** _____