



**The International School of Kuala Lumpur**

**Activities and Athletics**

**Faculty Handbook**

**20010-2011**

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## 1. PREFACE

The International School of Kuala Lumpur believes that participation in a wide variety of co-curricular and student-selected activities is a vital part of our educational philosophy. This type of participation is a privilege that requires responsibilities to the school, the activity, the student body, the community, and to the students themselves. These activities contribute immensely to the development of life-long learning skills enabling all high school students to maximize their educational experience at ISKL. While we encourage all students to participate in our extensive range of activities, it is essential that the planning of such participation includes a realistic balance and time management. There is something for everyone and we encourage all students to find at least one co-curricular activity to participate in.

ISKL participates in the Inter-scholastic Association of Southeast Asian Schools (IASAS). This organization was formed in 1982 and includes international schools located in Jakarta, Bangkok, Taipei, Manila, Singapore and Kuala Lumpur. ISKL participates in events at the varsity level with these schools in athletics, fine and performing arts, and Model United Nations. Each school year, ISKL hosts a variety of IASAS events. We also participate in a range of activities and athletics with Malaysian schools. Additionally, there are two local, international school leagues of which ISKL is a main member: the International School Association of Kuala Lumpur (ISAKL), and the International Schools Athletic Conference (ISAC). ISAC is the league in which primarily our Junior Varsity teams participate. The annual SEA Forensics event, our largest community outreach program, occurs in February at ISKL and requires a huge volunteer effort of community, parents, and teachers.

Activities and athletics play an important part in student life at ISKL. We strongly believe that our program is varied enough to offer at least one activity of interest for every high school student. Have fun and get involved!

Erik Richardson  
Activities and Athletics Director

David Goetz  
Assistant Activities and Athletics Director

## **2. GENERAL MISSION**

### **2.1 PHILOSOPHY**

ISKL is a member of IASAS, ISAC, and ISAKL: well-organized groups of international schools that sponsor athletic, forensics, MUN, and fine / performing arts events. Our job as educators is to help students to participate and be successful in co-curricular events. In order for this to occur, students must focus and raise their level of dedication, commitment, and intensity to perform to their potential. As coaches/sponsors/directors/advisors (**CSDAs**), we should expect student participants to be mentally and physically prepared to consistently exhibit their best effort.

### **2.2 PURPOSE**

The fundamental principles of all activities and athletics at ISKL are to support and balance student curricular education. These principles should promote and supplement the regular curricular program of ISKL as well as reflect the school-wide learning results.

### **2.3 STANDARDS**

Student representatives in inter-scholastic events should have satisfactory academic records, demonstrate good conduct and citizenship in their school relationships, and adhere to all of the eligibility requirements of the school. CSDAs should develop and monitor the following ideals among student representatives of our activities and athletics programs:

- The determination to succeed.
- The enjoyment of, and respect for, the activity or sport.
- A high sense of honor, duty, sportsmanship, and ethical character.
- A cooperative attitude and a spirit of goodwill.
- An understanding that participation in the program is a privilege.
- Doing the best with the facilities available to us.

### **2.4 PRINCIPLES**

To be of maximum effectiveness, the activities and athletics program will:

- Coordinate with the general instructional program and properly communicate with the other departments of the school.
- Adhere to the approved budget.
- Offer a wide variety of student opportunities.
- Engender respect for the rules and policies.
- Ensure proper supervision and safety of all activities.
- Create fair yet challenging schedules that best suit our school's philosophy and available facilities.
- Act in the best interest of the overall program.

### **3. CODE OF ETHICS FOR COACHES, SPONSORS, DIRECTORS, AND ADVISORS**

The function of a CSDA is to compliment student education through participation and competition in co-curricular activities. The activities and athletics program is designed to balance student life as well as foster a life-long enjoyment in activities and athletics. CSDAs will treat each participant with respect, dignity, and care. The welfare of each student shall always be of the highest priority. The following guidelines shall be followed by all ISKL CSDAs:

- Always model positive attitudes and behaviors.
- Take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances should condone their use to students.
- Direct the program in harmony with the culture of ISKL.
- Be acquainted with and uphold the rules of his or her activity.
- Foster sportsmanship and fair play.
- Work closely with Booster Club members, parents, alumni, and administrators.
- Inventory and securely store all equipment used for the activity.

#### **3.1 CSDA MEETINGS**

At the beginning of each season, there is an athletic coaches meeting for that season's coaches. There will also be meetings during the school year with the respective CSDA as needed. Additionally, there will be a varsity athletic meeting at the end of the school year to vote for the athlete of the year. CSDAs must attend the awards night for their respective activities.

#### **3.2 COACHING POSITION LIMITATIONS**

- HS PE teachers are expected to coach at least one Varsity sport and one or more JV sports as a head or assistant coach. Beyond this they may get involved in clubs and other activities. Coaching three sports in a school year is not allowed.
- There is a contractual expectation that all ISKL HS/MS teachers get involved in at least one activity at the Ampang campus as a CSDA.

### **3.3 APPOINTMENT TO CSDA POSITIONS**

It is the responsibility of the activities and athletics office to advertise, interview, and hire for vacant CSDA positions. The ISKL philosophy always prioritizes teacher CSDAs over non-faculty due to their knowledge of the school rules, management skills, expectations, school life, connections with the students themselves, and of the balance between activities and academics. Previous experience, certification from a sport or activity governing body, and knowledge of first aid are all desirable assets for CSDAs. First aid and CPR certification will be a strong recommendation upon appointment to athletic coaching positions.

All CSDA positions are for a one school year term, at which point reappointment is dependent on performance and compatibility with the position and the activities department. Should a more experienced or qualified teacher apply for any given position, he/she will be strongly considered to replace the initial CSDA. However, CSDA consistency in any position is desirable for program development. Positive student growth will be a consideration in reappointing coaches.

See appendix 13.1 for a list of all current CSDAs.

## **4. Leagues, Conferences, and Organizations**

### **4.1 IASAS**

#### ***4.1.1 Membership***

International School Bangkok	(ISB)
Singapore American School	(SAS)
International School of Kuala Lumpur	(ISKL)
Jakarta International School	(JIS)
International School of Manila	(ISM)
Taipei American School	(TAS)

#### ***4.1.2 Purpose***

The goal of IASAS is to promote and facilitate the smooth operation of athletic and cultural activities between the member schools.

#### ***4.1.3 Organization***

The annual IASAS meetings of Activities and Athletic Directors will be held at the end of the first sport season as well as at the conclusion of the third sport season of each school year to: 1) review IASAS events and discuss site reports, 2) finalize plans of activities for the following school year, and 3) entertain and discuss ideas for change or improvement of annual activities.

IASAS requires that a school administrator be present at the third season meeting for budgetary reasons and other binding concerns. Non-coaching administrators in charge (AIC) are required to accompany teams to all tournaments/conventions.

All schools will abide by the agreements made at the annual meeting for the coming school year. Any new changes or recommendations to existing IASAS rules must go through the chairperson. The chairperson will collate agenda items for the spring meeting. The principals and chief administrators will meet at EARCOS to discuss any

necessary agenda items. All items with budget impact and/or potential change in philosophy will be discussed at this EARCOS meeting. The final agenda for the third season IASAS Board meeting will then be determined.

#### **4.1.4 Commitment**

All inter-school communication should go through the Activities and Athletics Director and High School Principal regarding any IASAS-related matters. Each member school will, at the time of acceptance of membership responsibilities, deposit one thousand five hundred United States Dollars (US \$1,500) in the proposed association account at the school serving as the secretariat for the year. These monies will be used to cover expenses and annual dues.

Each member school agrees to participate in the following activities: boys and girls soccer, boys and girls volleyball, boys and girls cross country, boys and girls basketball, boys and girls tennis, boys and girls swimming, boys rugby and girls touch, boys and girls badminton, boys and girls softball, boys and girls track and field, math contest, Cultural Conventions (Drama/Dance/Debate/Forensics and Art & Music), Model United Nations, and any other events as specified in the IASAS Handbook.

Member schools, through their activities and athletics directors and CSDAs, should strive to ensure that as many students participate as the rules allow in IASAS cultural and athletic events. An important feature of the organization is the promotion of a wide range of activities in response to a wide range of student interests. Students should be encouraged to participate and, when possible, schools should endeavour to carry the maximum number of participants for each event. It is an obligation of member schools to participate in all scheduled events in all tournaments and/or conventions, except in the case of the two finalists having been determined before the conclusion of the round robin. Should the situation arise in which both finalists are determined and yet are scheduled to play each other in their last round robin game, that round robin game will be cancelled.

#### **4.1.5 General Regulations**

Participation shall be limited to high school students in grades 9 and above. An individual shall be limited to four (4) years of eligibility at the high school level, except in the case of *bona fide*, post-graduate students. A student shall be considered ineligible for the school year if he or she has turned twenty (20) years old before July 1st of that school year.

Every IASAS school competes against all other IASAS schools in every tournament and convention. Students cannot participate in more than one sport during the same IASAS season. The conventions and tournaments and number of participants for each shall be limited as per below:

<b>Activity</b>	<b>Number of boys</b>	<b>Number of girls</b>	<b>Total</b>
Volleyball	Boys 10	Girls 10	20
Soccer	Boys 16	Girls 16	32
Cross Country	Boys 7	Girls 7	14
Model United Nations	14 total (16 if hosting or hosting the following year)		14 (16)
Basketball	Boys 10	Girls 10	20
Swimming	Boys 12	Girls 12	24
Tennis	Boys 8	Girls 8	16
Rugby/Touch	Boys 15	Girls 12	27
Math	5 total		5
Cultural Convention	Art-5 and Music-27		32 total

Cultural Convention	Drama, Dance-8, Debate-4, Forensics		30 total
Softball	Boys 12	Girls 12	24
Track and Field	Boys 15	Girls 15	30
Badminton	Boys 8	Girls 8	16

#### **4.1.6 Additional IASAS Information**

Each hosting school is to have adequate medical aid facilities available during the convention. CSDAs or AICs must carry student medical release forms when travelling to conventions.

Any school that wins a travelling trophy is responsible for bringing the trophy to the appropriate tournament the following school year.

The tournament game schedule is pre-determined by a matrix. The matrix for all IASAS tournaments has been so designed to ensure a variety in schedule from year to year.

All IASAS conventions shall begin on a Thursday morning. Wednesday will be a travel day with a coaches' meeting in the evening. All schools must be represented at this meeting by at least one official representative.

The Wednesday meeting shall include discussion of tournament/convention specifics as well as other pertinent information. The meeting will be chaired by the hosting Activities and Athletic Director or acting tournament director. Host officials must be briefed on IASAS rules at this meeting. No rule changes are to be entertained or discussed.

#### **4.1.7 Homework Policy**

Students participating in an IASAS tournament/convention shall be given an alternative due date for homework or tests assigned Wednesday to Friday during IASAS tournament or convention week if that homework or test has a due date of the Monday following IASAS. In this situation, the assigned homework will be due the first class meeting after Monday following IASAS. Alternative due dates should also be considered for major assignments (involving heavy research and /or reading) which have been assigned Monday or Tuesday of an IASAS tournament/convention week. There are no homework adjustments made for weekend exchanges. Students are responsible for communicating with teachers regarding missed classes prior to participating in an IASAS event.

#### **4.1.8 Hosting and Travel Information**

1. At several times throughout the school year, ISKL hosts visiting schools for interscholastic competition. **All students participating in that activity are required to act as a host family for at least one visitor** or find a replacement ISKL host family not involved in that activity.
2. ISKL pays up to 40% of the flight prices of the IASAS tournament or convention travel. Travel on an exchange is incurred fully by the participants. In addition, bus service to Singapore, regardless of whether it is an exchange or IASAS event, is also paid for fully by the participants.

#### **4.1.9 The ISKL Travel Expectations**

1. ISKL requires a dress code for IASAS trips. The ISKL travel shirt and full-length khaki pants (both available at the bookstore), a brown or black belt, and brown or black dress shoes (closed toe, no high heels) are mandatory dress on all IASAS trips. Students should remember they are ambassadors of the school. Violations of dress code on trips can lead to a one-day suspension.
2. No students may travel until they have fully paid for their trip.
3. Traveling students will inevitably miss classes. It is an expectation that they visit each teacher one class period in advance to arrange for missed work. Coaches should be active in supporting this expectation.

## **4.2 INTERNATIONAL SCHOOL ASSOCIATION OF KUALA LUMPUR (ISAKL)**

### **Full Membership**

International School of Kuala Lumpur	(ISKL)
Garden International School	(GIS)
Alice Smith School	(KLASS)
Japanese School of Kuala Lumpur	(JSKL)
Mont Kiara International School	(MKIS)

### **Affiliate Schools**

There are a variety of affiliate schools based in Malaysia that participate on an availability basis.

The ISAKL organization is presently an organized association of the international schools located in Malaysia. The full members consist of the larger international school in KL, while affiliate membership is often awarded to smaller schools in KL and international school in other Malaysian cities. A variety of tournaments are organized throughout the school year by the various ISAKL schools. ISKL is committed to improving and developing ISAKL through our participation and competition. Full-member school representatives in each division are required to attend two planning meetings per school year- one at the beginning and one at the end of the school year. ISAKL secretary duties and hosting responsibilities rotate from school to school.

## **4.3 INTERNATIONAL SCHOOL ATHLETIC CONFERENCE (ISAC)**

### **Membership**

International School of Kuala Lumpur	(ISKL)
Garden International School	(GIS)
Alice Smith School	(KLASS)
Mont Kiara International School	(MKIS)

Formed in 2007, the ISAC mission is to provide regular quality athletic competition in a well-chaperoned environment for the students of international schools of Kuala Lumpur. It was a priority to develop an authentic sports league that is meaningful through its accountability and transparency, where all events are run according to highly regulated standards and restrictions, where fixtures are scheduled and posted on official school calendars before their publication, and where school administrators, coaches, athletes, parents, community

members, and league officiating crews are provided with detailed league rules, expectations, and schedules in advance of the given season.

## **4.4 INVITATIONAL EVENTS**

ISKL hosts invitational events to supplement the athletics program in areas of need.

# **5. ATHLETICS PROGRAMS**

ISKL supports a variety of sports teams. To maintain program integrity, teams have number restrictions. All teams have a designated season, coaching staff, practice venues, and schedule. Please refer to appendix 13.1 for details.

## **5.1 VARSITY PROGRAM**

The varsity team is made of the most experienced and committed grade 9 to 12 athletes available to the program. The varsity teams have number restrictions (see 5.5) and a student attendance / conduct policy (see 5.3.1). IASAS is the primary focus for the varsity programs, with ISAKL providing competitions, as well.

## **5.2 JUNIOR VARSITY PROGRAM**

Participation in Junior Varsity (JV) programs is also offered to 9<sup>th</sup>-12<sup>th</sup> graders. In some cases where there are a large number of participants, a "B" team may be offered. All JV try-outs begin together with the varsity team try outs, and their seasons generally end on the same weekend. There are JV teams offered at ISKL designed to support varsity programs in all sports except track & field. ISAKL and ISAC offer fixtures for JV programs, along with invitational tournaments.

### ***5.2.1 JV Mission***

It is the goal of the JV program to support the varsity program and develop athletes for varsity teams in the future. JV athletes are available for promotion to the varsity program at any point during the season. Similarly, in order to develop the varsity players, those varsity players who do not make the IASAS roster are expected to report to the JV coach for integration into the season-ending JV tournament. All ISKL athletes deserve a season ending event.

## **5.3 PRACTICE POLICY**

Participants are not allowed to miss practices except for the following reasons:

- a. Legitimate medical excuse
- b. Unavoidable clashes with an academic subject (i.e., make-up tests) or another school activity
- c. Involvement in a field trip. (It is the responsibility of the student to inform coaches prior to the event for (b) and (c))
- d. Other reasons to be decided at the coaches' or AD's discretion

Students are expected to organize their time so that they can attend practices and meet their academic expectations. Students must communicate with their families to avoid family and team obligation conflicts.

### ***5.3.1 Attendance Issues***

It is the expectation that students will attend all practices and competitions. The maximum a student can miss and still be recognized as a varsity or JV athlete is 15%; thus, they must attend a minimum of 85% of the practices. This includes excused absences and sick days. Individual sports such as tennis, badminton, swimming, cross country, and track and field may have extenuating circumstances regarding outside training or coaching (e.g. private coaching). In such cases, it is at the discretion of the coach(es) and Activities & Athletics Office to work out a reasonable compromise.

Practices or games are not allowed to happen on a day prior to an examination, unless that day is a school holiday / weekend. Teams may practice or play the day before the make-up exams, but any team member involved in that make-up exam may not. There will be no practices or games on the day of Early Graduation.

### **5.3.2 Contact Time**

Varsity programs are limited to 5 official contact sessions per week, be it events or practices. JV programs practice 3 days per week but can have up to 4 contacts per week in the event of tournaments or games beyond the practice sessions.

## **5.4 TRY-OUTS**

Try-outs are for a maximum of a two-week period. At the end of this two-week period, coaches are expected to submit their completed roster forms. The Activities Office strongly encourages coaches to conduct swift try-out sessions to allow unselected athletes the opportunity to try-out with other teams. Students involved in first season IASAS must wait to participate until the Wednesday of second season tryouts. Likewise, students involved in second season IASAS must wait to participate until the Wednesday of third season tryouts.

Late enrolling students or transfer students must be attending practices at least 3 school weeks before IASAS travel to be considered for IASAS selection.

## **5.5 SPORTS TEAM ROSTER SIZE RESTRICTIONS**

In order to protect the quality of the JV program and maintain varsity team integrity, varsity coaches are strongly encouraged to limit their selections.

<b>Sport</b>	<b>Roster Size</b>
Soccer	18
Volleyball	12
X-Country	30 (boys and girls combined)
Tennis	12
Rugby	16
Swimming	30 (boys and girls combined)
Badminton	12
Track and Field	50 (boys and girls combined)
Softball	14
Basketball	12

## **5.6 MEDICAL AND PARENT PERMISSION FORMS**

All student athletes must complete the parent permission form, IASAS contract, and medical check within the first two weeks of the sports season. No uniforms will be distributed to athletes failing to do so. The Activities Office asks that coaches play a leading roll in ensuring this paperwork is complete on time.

## **5.7 TEAM PHOTO**

An official team photo is taken at the end of the third week of practice. Students and coaches should be in uniform for this photo. The Yearbook team normally coordinates this photo.

## **5.8 UNIFORMS**

Students are to be in full uniform when participating in matches. The school will supply the uniforms, but students must purchase items that are of a personal nature. Uniforms are to be worn exclusively during competitions, not in PE classes or during practices. Uniforms will be distributed and collected by the activities office at pre-scheduled times and dates. Students are liable for the replacement cost of any lost or damaged uniforms or equipment (RM 50 per item). Failure to meet these obligations will result in the school withholding all sports awards and report card from the student. The activities office will not be able to pass a uniform to a student who has not yet turned in his/her medical form, parent permission form, and/or IASAS contract.

## **5.9 EQUIPMENT**

Students involved in varsity or junior varsity teams are responsible to keep track of all the necessary equipment for an activity. Coaches, while ultimately responsible, need to work together with captains and the rest of the team to ensure that equipment doesn't go missing. Equipment is issued to coaches for the duration of a season, and is not allowed to be checked out to unsupervised student groups. Equipment can not be replaced during a season.

# **6. COMMUNITY SERVICE PROGRAMS**

ISKL offers a variety of community service programs. Please refer to appendix 13 for a list of sponsors and the schedule.

## **6.1 TASPUPTRA**

Tasputra Perkim Day-Care Centre is for physically, optically, and mentally handicapped Malaysian children up to 13 years old, mainly from the lower income group.

## **6.2 CHIN REFUGEES**

The Chin people from Myanmar live in KL out of political oppression. ISKL works together with this service center under the guidance of the International Club.

## **6.3 SPCA**

The SPCA (Society for the Prevention of Cruelty to Animals) is an animal shelter located a short walk from ISKL. Students who attend help raise money for the animals' health care and work directly with the animals. Also, participating students can accumulate CAS hours for their efforts.

## **6.4 GENERAL HOSPITAL**

General Hospital Paediatric Cancer Ward offers a chance for ISKL students to do various activities with children in a cancer ward. Many of them are quite handicapped but need the stimulation of outside contact and the chance to make crafts and/or play games.

Knowledge of Bahasa Malaysia is helpful, but not required. General Hospital also sponsors an orphanage.

## **7. CLUBS AND ACTIVITIES**

### **7.1 FORENSICS AND MODEL UNITED NATIONS**

The Forensics and MUN programs begin during first semester and both have culminating tournaments in the second semester. Meeting days and membership selection are specific to the varying areas of participation. Forensics includes debate, solo and duet acting, original oratory, oral interpretation, impromptu, and extemporaneous speaking.

### **7.2 ATHLETIC COUNCIL**

The Athletic Council is an organized group made up of selected students who are involved, dedicated, organized, and demonstrate leadership. This club meets online to decide upon ways to improve the spirit of the school and community as well as plan the hosting of events at ISKL. Some of the activities organized by Athletic Council are: airport greeters for visiting teams, housing, assisting at games and tournaments, making posters to advertise events, locker decorations, and other methods of improving the exposure of activities at ISKL.

### **7.3 STUDENT GOVERNMENT**

Student Council is a group of 21 students who meet on a weekly basis to discuss issues of importance to students at ISKL. They also provide student representation to various school departments such as the administration and board of directors. Student Council also organizes a variety of events for students throughout the year, including a battle of the bands, semi-formal dance, the prom, field day, and other activities. Student Council takes an active role in decision making processes at ISKL, and brings many proposals to the administration through the bi-weekly LINK meetings. Student Council is the student body's representation to the school, and plays an important role in facilitating discussion and communication with the school administration.

### **7.4 CLIFFHANGERS**

Climbing Club caters to students who are intrigued by the vertical world. The club meets weekly and is based at the ISKL climbing wall. All equipment is provided by the school, and club members must undergo a full course of instruction about safety, knot-tying, belaying, hand and foot-work, and rappelling. Trips to various crags and climbing walls in the KL area occur on a regular basis as well as one longer bus trip outside KL.

### **7.5 STUDENT TECH TEAM**

Student Tech Team is a group of students who design, create, and maintain school web pages. Student members continually support ISKL's technology needs. IASAS events, SEA Forensics Tournament, School Assembly, Video recording for International Fest, Habitat for Humanity, CAS projects, Senior Projects and many other organizations use the help of the Student Tech Team for everything from video to database support to webpage design. The students are selected annually by the current team, teachers, and advisors and should be prepared to submit a portfolio.

### **7.6 KEY CLUB**

Key Club is the oldest and largest world-wide service program for high school students. Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership. The goal of this club is to develop competent, capable, and caring leaders through service. Furthermore, it is recognized by colleges and universities and is a source of CAS hours.

## **7.7 THESPIANS**

ISKL Thespians, Chapter #2367, are part of the International Thespian Society. Membership is determined by points earned through participation in theatre throughout the school year. Inductions for new members are held annually. Meetings are held two or three times each month, and activities such as the One Act Plays and Improv Night are annually sponsored by the Thespians.

## **7.8 PEER HELPERS**

Peer Helpers is all about helping others and making ISKL a better and more enjoyable place to go to school. Our main function is working with new students. We put together New Student Orientations, set up Peer Buddies who work with new students who enter ISKL and help with transition programs for middle school students moving to the high school. Students are selected for Peer Helpers through a process of application and recommendation. If interested in joining, see a counsellor.

## **7.9 TRI-M**

Tri-M stands for Modern Music Masters, an international music honor society. Applications for induction are issued at the end of March or early April. Members are selected on the basis of scholarship, character, cooperation, leadership, and service. Tri-M is committed to strengthening and unifying the school music program. Members meet approximately twice a month and are involved in special activities over the course of the school year. Interested members should see one of the officers or the faculty sponsor for more information.

## **7.10 DANCE**

The High School Dance Troupe is an intermediate performance group of dancers who will perform in January. The group meets four times per week. Auditions will take place in September. There is no limit to the total number of dancers, but participation will be limited to those talented dancers who can manage the commitment. The Dance Troupe will learn and choreograph a variety of dances in a variety of dance styles to prepare a 20-minute show that will be showcased along with the High School Improv Night in January. Check out our ISKL Dance Website for more information about the dance program at ISKL.

## **7.11 EARTH CLUB**

The Earth Club is dedicated to heightening students' and the ISKL community's environmental awareness by promoting and upholding ISKL's environmental ethic. The club's guiding principle is that "everyone is born a member" and encourages students to participate in any capacity that their time permits. The Earth Club has helped establish an environmental policy at ISKL and will contribute to its implementation. The club organizes a school-wide Earth Day celebration every April where philosophy meets action.

## **7.12 HABITAT FOR HUMANITY**

The ISKL Habitat for Humanity (H4H) Campus Chapter has been formed after many years of successful trips to build houses. The group exists to heighten awareness of the international organization, which aims to alleviate poverty housing around the world.

Through education of its members, fundraising, and involvement in annual builds, H4H hopes to encourage service and provide service opportunities at ISKL.

### **7.13 MATH CLUB**

The math club has puzzles and internal competitions and hopes to prepare people for three external competitions: IASAS Math in February, Atlantic Pacific League competitions from October through April, and SEAMC competition for Grades 9 and 10 in March. All students excited about math are encouraged to join.

### **7.14 NATIONAL HONORS SOCIETY**

The National Honor Society (NHS) is an international organization whose members contribute to the life of their school in four major areas:

Scholarship, Leadership, Character, Service

The Club sponsors a variety of academic and service-related activities such as: High School Open House, The Help Desk (Tutoring), Guest Speakers, and ISKL Clean-up. Students who have a GPA of 3.50 or higher are eligible for nomination, and selection is made by the ISKL faculty based on the four major areas listed above. Juniors and seniors are eligible for nomination in Semester 1, and sophomores are eligible in Semester 2.

### **7.15 ROCKIN' FOR THE ENVIRONMENT**

Rockin' For the Environment is a service and music club rolled into one. Students work on writing their own music, perform in bands, research different endangered Malaysian animals worthy of support, and help to raise money in an effort to save these species.

### **7.16 KIDS FOR KIDS (GENERAL HOSPITAL)**

The Kids 4 Kids Club is an extension of the service component that is General Hospital. This club works together with the community service program at General Hospital in planning visits and organizing the year's activities.

### **7.17 PANORAMA**

Panorama is a student-published informational publication specifically designed for times when ISKL hosts large competitions or tournaments.

### **7.18 YEARBOOK**

The yearbook is organized, photographed, and published by the students in the yearbook class under the guidance of the publications teacher.

### **7.19 LATIN CULTURAL CLUB**

The Latin Cultural Club serves as an outlet and extension of Spanish-speaking culture. Any students may join, although knowledge and interest in the Latin Culture are helpful.

### **7.20 COREAN CULTURAL CLUB**

The Corean Cultural Club is open to any students at ISKL, not just Korean nationals. Korean drumming, dancing, singing, and other cultural activities will be shared and learned in this club.

### **7.21 JAPANESE CULTURAL ASSOCIATION**

The Japanese Cultural Association offers an opportunity to learn more about the culture of Japan to both non-native speakers and natives alike.

## 7.22 TRIAL PRACTICE

A newly added club in 2008, Trial Practice aims to educate students interested in the law field. Mock court room sessions, tips on prosecuting witnesses, researching topics, and other areas related to the court room are examples of activities that would happen in this club.

## 7.23 MY CLUB (MALAYSIAN CULTURAL CLUB)

## 7.24 YOUNG WOMEN'S CLUB

In this club, ISKL female students can find a comfortable, intellectually stimulating, and supportive environment. Members will: read and discuss current articles and book related to young women's issues; engage in meaningful discussions; watch and discuss videos young pertaining to women's issues.

## 7.25 CHINESE CULTURAL CLUB

The Chinese Cultural Club is open to any student at ISKL and furthers the development of learning about the Chinese culture. Ways to brew Chinese tea, Chinese calligraphy, Chinese knot tying, and Chinese cooking are some of the activities that will take place in this club.

# 8. FINE AND PERFORMING ARTS PROGRAMS

See appendix 13.2.2 for event dates.

# 9. STUDENT ELIGIBILITY

A student will be eligible to try out for co-curricular activities during any academic grading period. At set dates below in each season or activity, eligibility will be determined.

Activity	Eligibility Date
First Season Grade Check	September 6 – 10
First Semester Drama/Musical	October 11-15
Model United Nations	October 11-15
Second Season Grade Check	Semester 1 Report Card
SEA Forensics	Semester 1 Report Card
Cultural Convention	February 14 – 18
Third Season Grade Check	February 14 – 18

### **A student will be declared ineligible if he/she receives below three Ds.**

Based on the grading period, a GPA of 2.0 or less will also deem a student ineligible. Ineligibility means that a student will be on a two-week probation period of only 50% participation in rehearsals or practices, and no participation in games or performances.

Furthermore, at the discretion of the administration and the Activities and Athletics Director, a student who enrolls late to ISKL may have his/her eligibility reviewed with regards to transitional issues that may have impacted the student's academic performance during his/her first period of academic eligibility.

**When a student is declared ineligible, the following procedures are implemented:**

The student is placed on a two-week probation period. Teachers, coaches, and parents are notified by the Activities and Athletics Office. During this period the student is not allowed to participate in more than 50% of practice days and is excluded from participating in games/matches/competitions. This two-week period of time should be used for improving academics. For second season activities, the student has the first two weeks of the second semester as the probation period. At the end of the two weeks, the Activities and Athletics Office checks with the teachers and counselling office to obtain current grades. Students are then declared eligible or ineligible. If a student fails to meet the grading standard for two consecutive periods of eligibility, then he/she will be excluded from participating in the current activity for the duration of that season.

## **9.1 CHOOSING ACTIVITIES**

Students are encouraged to be participating in at least one co-curricular activity throughout the school year. However, careful selection of activities is encouraged in order to maintain the appropriate balance between activities and academic workloads. What a given student can handle in terms of workload varies from student to student. All students are encouraged to discuss their workload and activity selections with the guidance counselors, parents, and activities coordinators. Make choices, keep the "big picture" in perspective, and stay balanced!

# **10. TRAVEL AND HOSTING GUIDELINES**

## **10.1 RULES AND GUIDELINES FOR PARTICIPATION IN IASAS EVENTS AND SCHOOL-SPONSORED ACTIVITIES INVOLVING TRAVELING OR HOSTING**

1. Use or possession of tobacco (including smokeless), alcohol, and/or drugs, flagrant\* curfew violations, violent behavior, violations of off-limits areas, cheating, deceit, as well as aiding and/or abetting in any of the listed offences will not be permitted during any IASAS event. Penalties for infractions are as follows:
  - a. The student will be immediately suspended from further participation in the event.
  - b. The student will be sent home, if feasible.
  - c. The student will be excluded from all IASAS events or exchanges at ISKL or at other IASAS schools for up to one full year from the date of infraction, including the same tournament/convention the following school year.
  - d. The student will not be eligible to receive letters or awards for that activity. A violation will also preclude a student from receiving any other activity or athletic awards.
2. Off-limits areas include any establishments that sell alcoholic beverages or areas of a city otherwise designated as off limits by the host school.
3. Exploration of the local environment will not be permitted without the knowledge and consent of the host parent/guardian.
4. Housing assignments may only be changed by a school's AD.
5. Daily curfews for all IASAS events will be determined by the host school, but is normally 10pm. All tournament/convention participants (hosting or visiting) must return to the host family's house before the stated curfew each night. However, should an event finish later than one hour before the stated curfew, curfew will be extended until one hour after the conclusion of the event.
6. Coaches will telephone each student each night at the curfew hour to ensure all students have returned home safely and timely. Once a student has returned home and answered the curfew call, he/she may not leave the house.

7. All laws of the host country must be observed. Guidelines are to be provided by host schools as required.
8. Any problems arising during the tournament/convention should be reported immediately to the host school for corrective measures.
9. All participants are required to attend *all* events officially affiliated with the tournament/convention, including special evening events.

*For athletic/activity exchange participants, the penalties will also include removal from the team/group for the remainder of the season.*

**\*The following set of criteria will be used to determine a flagrant curfew violation:**

1. Evidence indicating student's lack of an honest attempt to reach home by the stated curfew.
2. The length of time the student was out beyond the curfew (1 hour or more).
3. Whether the student was involved in deceptive action, such as leaving home after the curfew.
4. Violations involving being in off-limits areas, or the use of tobacco, alcohol, or drugs.

This IASAS contract is to be signed only once each school year and becomes valid during each period of time a student participates in a school-sponsored trip or the hosting event.

## **10.2 SCHOOL-SPONSORED OVERNIGHT OR DAY TRIPS, NON-IASAS EVENTS, AND FIELD TRIPS**

1. Drinking or possession of alcohol, use or possession of drugs, flagrant curfew violations, violent behavior or violation of any off-limits areas will not be permitted. Penalties for these infractions are provided in the HS student hand book.
2. Smoking or chewing tobacco is not permitted during any exchange. The consequences for these infractions are provided in the HS student handbook.
3. Breaking curfew is not permitted. Penalties for this infraction are as follows:

On a first offence during the season, a student who breaks curfew will no longer be a member of the team/club for the remainder of that season.

On the first offence that occurs, a student who breaks curfew will have 14 days of campus exclusion, including weekends. The campus exclusion will begin immediately upon the student's return to ISKL. A student who violates curfew a second time during his/her enrolment at ISKL will not be eligible for further school-sponsored overnight trips (academic and non-academic) for a period of one calendar year from the date of the infraction. (This ban will extend through the activity where the second infraction was committed).

A student who violates curfew a third time during his/her enrolment at ISKL will not be eligible to participate in any overnight school-sponsored activity for the remainder of the time the student is enrolled. A student who commits a curfew violation and who will not be returning to ISKL will have a punishment "in kind" if there is not sufficient time remaining in the year to fulfil the normal penalty.

## **10.3 HOSTING OBLIGATIONS**

ISKL will be hosting visiting schools for inter-school events. All students participating in these competitions are expected to act as a host family. One of the major objectives of our activities and athletics program is cross-cultural exchanges. Should a student athlete not be able to host visiting athletes, it is the expectations that they find a replacement host family not already involved in the event. Without host families, ISKL can not host events; it is that simple.

# 11. STUDENT-SPONSORED ACTIVITIES

## 11.1 PROCEDURES

1. Obtain permission from the Activities and Athletics Office.
2. Have the activity scheduled by the Activities and Athletics Director at least 7 days prior to the activity.
3. Have the activity approved by Student Council.
4. When the activity is completed, an accounting of income and expenditure should be kept by the student officers or adult sponsor.
5. At least one of the chaperones must be the sponsor of the organizing class or club.
6. Activities using school nurses and leaving the KL area must turn in a list of students, including names, ages, gender, address, and passport/IC numbers at least three weeks prior to the activity.

## 11.2 TAG DAYS

Tag days are an opportunity for clubs or organizations to raise money. Only one tag day per school year per student organization and two tag days per month is allowed. Tag days may not be scheduled at times when ISKL hosts special events (i.e. IASAS, ISTA, SEA Forensics, PAC Shack Day, etc.). Tag days also must have an approved theme and meet dress code standards. Tag Days are arranged by Stu Co at the beginning of the school year and approved by the activities office.

## 11.3 FUND RAISING ACTIVITIES

- A. Sales campaigns for school-sponsored and school-supported activities are permitted. The use of raised money must be approved by the activities office prior to any sales being made.
  - 1) School-sponsored activities include:
    - a. All classes and clubs
    - b. Student Government
    - c. All school performing/fine arts productions and shows
    - d. All varsity and junior varsity athletic teams
    - e. All community service organizations
  - 2) School-supported groups include:
    - a. Booster Club
    - b. PTA
- B. Private companies selling school-related products such as class rings, graduation announcements, etc., must receive approval by the administration before securing student orders. Sales of non-educational related products will not be approved.
- C. Procedure for fund raising for school-sponsored activities:
  1. The student activity sponsor must agree to be responsible for collecting all funds and be accountable for depositing the money into the proper school account. Approval of the fund raising request must be obtained prior to the activity.
  2. Under no circumstances is a student allowed to hold money overnight.
  3. The student activity sponsor must be present at the event.
  4. There shall be no classroom instructional time devoted to sales campaign activities, either directly or indirectly.

5. No students shall be involved in selling items off-campus, with the exception of yearbook advertisements.
6. If there is an admission fee, periodically check the quantity of money collected. If there is a considerable sum, place the majority of the earnings in a secure area.
7. An accurate account of funds must be made at the conclusion of an activity. This information must be recorded by the activity sponsor.
- D. Student Activities Fund Payment Request:
  - 1) Obtain the payment request from the account's office.
  - 2) Fill out the request completely and have it approved and signed by the adult sponsor. Funds must also be approved by the Activities & Athletics Director.
  - 3) When the request is approved, deliver it to the account's office.
  - 4) You must give the account's office at least three days to process your cash request. Bills will be directly settled with the vendor by the account's office.

## 12. STUDENT RECOGNITION AND AWARDS

### 12.1 STUDENT OBLIGATIONS

One of the obligations an award winner should assume is to conduct himself/herself honorably at all times- to the coach, director, team, activity, the school, and to himself/herself. A student will be granted an award only if he/she is in good scholastic and citizenship standing at the time the award is determined. He/She must also end the season or activity in good standing and turn in all uniforms and/or payments. No awards are to be granted except upon the recommendation of the coach or director and the approval of the Activities and Athletics Director. To be eligible for any award, students must have complied with all regulations as stated in this manual. Activities and athletic awards are given in recognition for achievement and service to the school, not as compensation for services rendered.

### 12.2 COMMUNITY SERVICE AWARDS

These awards are given after each of the three seasons of service. Community service certificates are given to students after successful completion of eight hours of service at one of the service centers. Community service pins are given to students who have earned three community service certificates. These awards are usually announced at assemblies.

### 12.3 VARSITY LETTER

There are two kinds of letters: athletics and fine / performing arts. All varsity athletes who meet the team attendance requirements as well as any other IASAS tournament / convention participants receive a varsity letter.

1. Fine and Performing Arts Activities - blue with gold trim (Music, Dance, Drama, Forensics, Debate, MUN, Art)
2. Athletic Activities - gold with blue trim (all varsity athletic teams)

**Please note:** A student can only receive one letter in Athletics and only one letter in Fine and Performing Arts.

### 12.4 Certificates

Certificates are awarded for the following:

1. Successful participants on a varsity team
2. Successful participants on a JV team

## **12.5 Pins**

1. First year participants in JV sports are awarded a JV pin for that sport.
2. First year participants in any varsity sport are awarded a pin symbolic of the sport or activity in which the letter is earned.
3. Gold bars are awarded to second, third, and fourth-year participants of any varsity sport.
4. Captains of both varsity and JV programs receive a captain's pin.
5. All-Tournament pins are presented to IASAS All-tournament winners.

## **12.6 INDIVIDUAL AWARDS**

A maximum of three special awards (see below) will be distributed to participants of each varsity athletic team. Presentation of these awards will take place at the Athletic Awards Evenings.

Most Valuable Player (one award per team only)  
Most Improved Player (one award per team only)  
Coaches Award (one, two, or three awards per team)

A maximum of two special awards (see below) will be distributed to participants of each junior varsity athletic team. Presentation of these awards will occur at the Athletic Awards Evening.

Leadership, Spirit, Hustle, MVP, or MIP

## **12.7 SCOTT SMITH '76 AWARD**

This award is given to the most outstanding athlete, boy and girl, for the entire school year. It is given in recognition to the student who has exhibited outstanding ability in the athletic arena and has contributed greatly to the school's athletic program mainly through his/her personal prowess and skill, but leadership, character and sportsmanship qualities also play a minor part in the selection process. Students from any grade level can win this award. The eligibility criteria for the Scott Smith Award are participating in at least two varsity sports as well as receiving at least two of any of the following awards:

- IASAS or ISKL record (for swimming and track and field only)
- IASAS gold, silver, or bronze team medal
- Any IASAS individual medal (for cross-country, swimming, and track and field only)
- IASAS all-tournament selection
- ISKL award (Coaches, MIP, MVP)
- ISKL captain

A Scott Smith Award rubric has been developed and can be used to assist in determining the best candidate(s), if necessary. This rubric is primarily weighted toward athletic ability, but also includes the categories of leadership, sportsmanship, and character. Each varsity sport is allowed one vote (boy's coaches vote for boy's award, girls' coaches vote for girl's award). In addition, the activities and athletics office votes once for both the boy's and girl's awards. Varsity coaches from outside the ISKL teaching community do not vote.

## **12.75 TROY MARSCHANG '07 AWARD**

The Troy Marschang Award is presented to a senior who participated in the most IASAS events during the course of his/her ISKL high school career. The award is dedicated to the remembrance of Troy Marschang, a 2007 graduate, who participated in a total of 17 IASAS tournaments / conventions from 2004-2007.

## **12.8 IASAS SCHOLAR AWARD**

It was accepted by all IASAS schools that this award be created. ISKL awards the candidates using the following criteria:

1. The student must have participated in at least two IASAS conventions in one school year.
2. The student must have a cumulative GPA of at least 3.5 on an unweighted 4.0 scale for the school year. For all calculations, the GPA will be rounded up for each quarter to two decimal places (e.g. a GPA of 3.45 would be viewed as 3.5).
3. The student must be in grades 9-12.
4. The student must exhibit exemplary behavior.

## **12.9 IASAS MATH AWARD**

This award is presented to the five students who have achieved outstanding scores in the IASAS Math competition. The test is taken annually in February. The top five students receive certificates and IASAS Math patches.

## **12.10 ATHLETIC COUNCIL SPIRIT AWARD**

This award is given to a student who exhibits exemplary leadership in promoting school activities. This pertains to all athletics, forensics, debate, drama, fine and performing arts, music, dance, MUN, or any other activities at ISKL. The selection for this award is based on the following criteria. The student:

- Contributes to the promotion of co-curricular activities and events with regular enthusiasm.
- Participates or takes a leadership role in activities aimed at boosting student support for co-curricular activities and events.
- Exercises influence on fellow students in upholding pride and support for ISKL.
- Strives to inspire his/her peers to think positively towards ISKL, encourages them to express their positive feelings by attending school events, and participates in these events when possible.
- Personally shows exceptional support for ISKL activities through his/her avid attendance and fervent display of support at these events.

Possible recipients of this award can be nominated by the members of the Athletic Council, but the Activities and Athletic Director will make the eventual selection.

## **12.11 ALL-TOURNAMENT SELECTION**

An IASAS All-Tournament Team will be picked for the following sports: Soccer, Volleyball, Basketball, Softball, Rugby/Touch. Patches will be given as a memento to all players selected to the all-tournament team. As a general guideline, overall play and sportsmanship during the tournament will be the major selection criteria. An athlete ejected from any game will *not* be considered for the all-tournament selection. Coaches are to select the players from their own team. These lists will be passed on to the tournament/site director for final decision. This system does not apply to tennis or badminton where the player in each category with the best win-loss record following round robin play will be selected as the best player. In addition, there is no all -

tournament selections for cross country, swimming, or track and field since medals are awarded instead.

## **12.12 GENERAL IASAS AWARDS**

1. There will be a travelling trophy for each athletic event and forensics event (Cultural Convention) in all IASAS tournaments.
2. For swimming, track and field, cross-country, and cultural convention there will be individual medals. Special record breaker patches will be given to participants in swimming and track and field events.
3. Medals will be given to the first three-placed teams in team sports.
4. Patches will be given as a memento to all convention participants. Chevrons will be given to champions and runners-up.
5. Four-year patches will be given to students who have attend four tournaments or conventions.

## **13 APPENDIX**

### **13.1 COACHES, SPONSORS, DIRECTORS, AND ADVISORS ASSIGNMENTS**

<b>Position</b>	<b>Coach/Sponsor/Advisor/Director</b>
Varsity Boys Volleyball	Sinbald Cheng
Varsity Boys Volleyball Assistant	Pam Smith
Varsity Girls Volleyball	Bill Mitchell
Varsity Girls Volleyball Assistant	Darren Smith
JV Boys Volleyball	Doug Woodward
JV Boys 'B' Volleyball	Darren Long
JV Girls Volleyball	Kristen Kurowski
Varsity Boys Soccer	Erik Richardson
Varsity Boys Soccer Assistant	-
Varsity Girls Soccer	Angus Carmichael
Varsity Girls Soccer Assistant	Lynne Smith
JV Boys Soccer	Chris Daws
JV Boys 'B' Soccer	Matt Whiting
JV Girls Soccer	Suzy Marcinkow
Varsity Boys Cross Country	Scott Muir
Varsity Girls Cross Country	Rebecca Lemos
JV Cross Country	Courtney Cross
Varsity Boys Basketball	Richard Petersen
Varsity Boys Basketball Assistant	Jarret Lambie
Varsity Girls Basketball	Laurence Myers
Varsity Girls Basketball Assistant	Scott Anders
JV Boys Basketball	Peter Casey
JV Boys 'B' Basketball	Darren Long
JV Girls Basketball	TBA
Varsity Boys Rugby	David Goetz

Varsity Boys Rugby Assistant	Max Wright
Varsity Girls Touch	Alex Smith
Varsity Girls Touch Assistant	Geoff Moorhead
JV Boys Rugby	George Psillides
JV Boys 'B' Rugby	Matt Whiting
JV Girls Touch	Cat Whiting
Varsity Swimming	Brian Candler
Varsity Swimming Assistant	Goh Leep Beng
JV Swimming	Brian Candler
Varsity Boys Tennis	Prasad Selvarajoo
Varsity Girls Tennis	Sui Kim Cheah
JV Boys Tennis	Prasad Selvarajoo
JV Girls Tennis	TBA
Varsity Boys Softball	Mike Egeland
Varsity Boys Softball Assistant	Max Manglesdorf
Varsity Girls Softball	Mrs. Jana Pewitt
Varsity Girls Softball Assistant	Mr. Erik Richardson
JV Boys Softball	Paul McCutcheon
JV Girls Softball	Jay Peters
Varsity Track & Field	Darren Smith
Varsity Track & Field	Bill Mitchell
Varsity Track & Field Assistant	Brian Foudy
Varsity Track & Field Assistant	Peter Casey
Varsity Track & Field Assistant	Nadarajah Muthoo
Varsity Boys Badminton	Cyril D'Silva
Varsity Girls Badminton	Rick Yeoh
Varsity Badminton Assistant	TBA
JV Badminton	TBA
Varsity Golf Coaches	Scott Muir, Paul McCutcheon
IASAS Drama	Tim Howe
IASAS Dance	Karen Palko
IASAS Art Director	Cheryl Lambie
IASAS Music Director	Jeff Taylor
IASAS Vocal Director	Joseph Granzow
IASAS Strings Director	Tracey Su
Piano Coach	Rami Madani
IASAS Model United Nations	Richard Martin / David Fisher / Chika Wilms
IASAS Math	Andrea Guerra
Community Service Coordinators	Laura Herrera, Erik Richardson
Tasputra – Season 1 (Tuesday)	Alan McLean
Tasputra – Season 2 (Tuesday)	Gary Piech
Tasputra – Season 3 (Tuesday)	Kirsty Dzulkarnain
Chin Center – Season 1 (Thursday)	Julie James
Chin Center – Season 2 (Thursday)	Susan Renaud
Chin Center – Season 3 (Thursday)	Thara Kandiban
SPCA – Season 1 (Monday)	Stephanie Fisher, Christine Bartoli
SPCA – Season 2 (Monday)	Jennifer Brems, Todd Brown

SPCA – Season 3 (Monday)	Hisae Yamazaki, Cat Whiting
General Hospital – Season 1 (Saturday)	Laura Herrera
General Hospital – Season 2 (Saturday)	Laura Herrera
General Hospital – Season 3 (Saturday)	Laura Herrera
Orphanage - Season 1 (Saturday)	TBA
Orphanage - Season 2 (Saturday)	TBA
Orphanage - Season 3 (Saturday)	TBA
SEA Forensics Directors	Alan McLean, Travis Temple
SEA Forensics Tabulators	Andrea Guerra, Brian Inskeep, Noren Sahari
SEA Forensics Judges Coordinator	Andrea Guerra
SEA Forensics Timers & Door Guards	Julie James
IASAS Debate	Richard Martin
IASAS Original Oratory	Susan Rahim
IASAS Impromptu	Grant Venables
IASAS Extemporaneous	David Fisher
IASAS Oral Interpretation	Ann Whiting
Solo/Duet Acting	Sarah Mills
Drama Director	Tim Howe
Music Directors	Joseph Granzow / Jeff Taylor
HS Musical Choreographer	Karen Palko
ISTA Director	Tim Howe
Dance Troupe Director	Karen Palko
One Acts Supervisor	Tim Howe
Costume Room Coordinator	Donna Lyon
Senior Class Sponsor	Scott Muir / Kristen Kurowski / Sui Kim Cheah
Junior Class Sponsor	Joseph Granzow, Jennifer Brems
Sophomore Class Sponsor	Dimitra Glystra / Julie James~
Freshmen Class Sponsor	Caroline Tan / Susan Renaud / Julie James~
Student Council	Laura Stewart
National Honor Society	Scott Muir
Thespians Society	Tim Howe
Student Tech Team	Charlotte Diller
Earth Club	Angus Carmichael
Tri-M	Jeff Taylor
Athletic Council	Erik Richardson
Cliffhangers	Michael Bollom / Luciana Ferrero
Peer Helpers	Susan Renaud
International Club	Sally Painter
Cooking Club (under Int'l Club)	TBA
Key Club	Chika Wilms
Habitat for Humanity	Jeff Smith / Sarah Mills / Nathan De Souza / Todd Brown
Panorama	Travis Temple

Prism Magazine	Grant Venables
Yearbook	Paul Ubl
CAS	Julie James
Math Club	Andrea Guerra
Dance Club - Breakdance	Karen Palko
Korean Cultural Club	Nayoung Son
Open Fitness Room	Michael Bollom(M), Brian Pretty (Tu), John Thomas(W), Kirsty Dzulkarnain(Th), (F)
Fitness Club	Nadarajah Muthoo
Trial Practice	Andrew Kramer
Kids For Kids	Laura Herrera
Young Woman's Club	Malia Bodhaine, Tracy Woodward, PohYean Lee
Rockin' for the Environment	TBA
Japanese Culture Association	TBA
Chinese Cultural Club	Chen Nian Nian, Poh Yean Lee, Wendy Ching
Latin Cultural Club	Laura Herrera
Tasputra Club	Terry Piech
SPCA Club	Peter Tong
Creative Quill Co-op Writing Club	Grant Venables
SAT Club	Jeff Samson
MY Club (Malaysian Cultural Club)	Thara Kandiban

## 13.2.1 ACTIVITIES AND ATHLETICS EVENTS SCHEDULE

<b>Date</b>	<b>Event</b>	<b>Location</b>
Sept 3-5, '10	HS Dance Exchange	ISKL
Sept 17-19, '10	HS Volleyball Exchange	SAS
Sept 17-19, '10	HS Cross Country Exchange	JIS
Sept 17-19, '10	HS Girls Soccer Exchange	ISKL
Sept 17-19, '10	HS Jazz Band Festival	ISM
Sept 24-25, '10	HS Mini MUN	ISKL
Sept 24-26, '10	HS Twin Towers Volleyball	ISKL
Sept 25, '10	ISAKL Cross Country	TBA
Oct 2, '10	HS JV Soccer	ISKL
Oct 6-10, '10	HS Cliffhangers Climbing Trip	TBA
Oct 6-10, '10	HS IASAS Volleyball & Cross Country	ISB
Oct 6-10, '10	HS IASAS Soccer	JIS
Oct 9, '10	HS JV Volleyball	ISKL
Oct 13-17, '10	HS AMIS Honor Jazz Festival	ISBeijing
Oct 15-24, '10	HS GAP	SEA Asia
Oct 27-31, '10	HS IB TaPS	TBA
Oct 28-31, '10	HS SEA Honor Band Festival	TAS
Oct 30, '10	HS Climbing Competition	ISKL
Nov 3-7, '10	HS Choir Festival	ISB
Nov 10-14, '10	HS IASAS MUN	SAS
Nov 12-14, '10	HS Basketball Exchange	JIS
Nov 18-21, '10	HS Golf Invitational	ISB
Nov 19-21, '10	HS Boys Rugby Exchange	JIS
Nov 19-21, '10	HS Girls Touch Invitational	SAS
Nov 26-28, '10	Santa Claus Swim Meet	SAS
Dec 4, '10	ISAKL Swim	TBA
Jan 14-16, '10	HS Swim Exchange	ISB
Jan 15, '10	ISAC Tennis Tournament	TBA
Jan 22, '11	HS JV Rugby / Touch Tournament	ISKL
Jan 22, '11	HS JV Basketball Tournament	ISKL
Jan 26-30, '11	HS IASAS Swim	ISKL
Jan 26-30, '11	HS IASAS Rugby / Touch	TAS
Jan 26-30, '11	HS IASAS Basketball	ISM
Jan 26-30, '11	HS IASAS Tennis	SAS
Feb 16-20, '11	HS Senior Honor Orchestra & Women's Choir Festival	ISBeijing
Feb 17-19, '11	HS SEA Forensics Tournament	ISKL
Feb 23, '11	HS IASAS Math	ISKL
Feb 26, '11	ISAKL Track & Field Meet	ISKL at TBA
March 2-6, '11	HS IASAS DDDF Cultural Convention	ISKL
March 2-6, '11	HS IASAS Art & Music Cultural Convention	JIS
March 11-13, '11	HS Softball Exchange	ISB
March 11-13, '11	HS Track & Field Exchange	SAS
March 16-20, '11	HS AMIS Senior Honor Band and Mixed Choir Festival	ASHague
March 26, '11	HS Panther Pride Track & Field Meet	ISKL at TBA
April 1-3, '11	HS Badminton Exchange	JIS
April 17-21, '11	HS IASAS Track & Field	ISB
April 17-21, '11	HS IASAS Softball	JIS
April 17-21, '11	HS IASAS Badminton	ISM

### 13.2.2 PERFORMING ARTS SCHEDULE, 2010-11

Saturday August 14 <sup>th</sup>	MS Play Retreat
Thursday Sept 16 <sup>th</sup>	HS 24 Jam Theater Lab @ 7pm
Friday Oct 1 <sup>st</sup> /2 <sup>nd</sup>	HS Tri-M Open Mic @ 7pm
Thursday, Friday & Saturday Oct. 7-9 <sup>th</sup>	MS Musical @ 4, 7, 7 pm
Thursday, Oct 21 <sup>st</sup>	MS Trimester 1 Concert @ 7pm
Oct 28 <sup>th</sup> – Nov 1 <sup>st</sup>	HS IB TAPS
Tuesday Nov 2 <sup>nd</sup>	HS IASAS Drama Ensemble Auditions
Thursday, Friday & Saturday Nov. 25-27 <sup>th</sup>	HS Musical @ 4, 7, 7 pm
Wednesday Dec 1 <sup>st</sup>	HS Music Concert @ 7pm
Saturday January 15 <sup>th</sup>	MS KL Music Festival (8am-5pm)
Friday January 21 <sup>st</sup>	MS Performance Event @ 7pm
Saturday Jan. 22 <sup>nd</sup>	HS Jazz Night
Friday Feb 11 <sup>th</sup>	HS Tri-M Talent Show @ 7pm
Thursday, Friday, & Saturday Feb 24-6 <sup>th</sup>	HS IASAS Dance/Drama Showcase @ 4, 8, 8pm
March 2 <sup>nd</sup> –March 6 <sup>th</sup>	HS IASAS Cultural Convention @ ISKL
Friday March 11 <sup>th</sup>	HS Spirit Night
Saturday March 19 <sup>th</sup>	International Fest Cultural Show @ Robert B. Gaw Theater – Ampang
Thursday April 14 <sup>th</sup> & Friday April 15 <sup>th</sup>	HS Thespian One Acts Festival 7pm & 4pm
Wednesday April 27 <sup>th</sup>	HS Strings Concert @ 7pm
Friday May 6 <sup>th</sup>	MS HS Dance Show @7pm
Monday May 16 <sup>th</sup>	HS Music Concert @ 7pm
Tuesday May 24 <sup>th</sup>	MS Trimester 3 Concert @ 7pm

## **13.3 ISKL ACTIVITIES AND ATHLETICS CODE OF CONDUCT**

### ***13.3.1 Activities and Athletics Philosophy***

The Activities and Athletics Office is pleased that you have chosen to become a part of a rich tradition of high calibre athletic performance, outstanding spirit, sportsmanship, artistic creativity and forensic excellence.

By choosing to become an ISKL activity or athletic participant, you have taken on a great responsibility. Not only are you expected to perform at your highest level of ability possible at all times, but you have become a visible representative and ambassador of ISKL. Therefore, you are expected to conduct yourself at all times in a manner that reflects positively upon yourself, your team or group, and on your school.

It is the overall expectation of the Activities and Athletics Office that student participants will not use or possess alcohol, nicotine, or drugs of any kind. The Activities and Athletics Office also deems nutrition and health to be major factors of a participant's overall success. Performing at your highest level of ability is not possible if you use, abuse, or possess alcohol, tobacco, or drugs of any kind. Your best efforts are also impacted negatively by poor diet, lack of exercise, lack of sleep, and generally unhealthy lifestyle choices. Moreover, compliance with Malaysian law in connection with alcohol, tobacco, and drug use is required and is part and parcel of your service as a representative of ISKL to the greater public.

Finally, the Activities and Athletics Office recognizes that students are learners and may make irresponsible choices at times. It is an expectation that the participating student will be held accountable for his/her actions and will learn from mistakes, thereby making more responsible choices in the future. Correspondingly, it is the responsibility of the Activities and Athletics Director and all supervising coaches/sponsors/directors/advisors (CSDAs) to provide guidance and leadership with respect to positive lifestyle choices.

### ***13.3.2 Activities and Athletics Code of Conduct***

The Activities and Athletics Office promotes and encourages a healthy, safe, and disciplined lifestyle for its student participants. It follows that student participants who are unhealthy, unsafe, or undisciplined do not perform to the best of their abilities. Thus, incidences violating the Activities and Athletics Code of Conduct warrant appropriate consequences. Any student participant who breaks the Code of Conduct will discuss their violation with their CSDA and his/her parents will be informed. Each subsequent violation will warrant the same consequences. However, with each violation, a CSDA will use his/her personal discretion regarding consequences appropriate to the activity or sport. This discretion and these consequences will be monitored on a case-by-case basis by the Activities and Athletics Director and could include, but are not limited to, any of the following: reduced practice time, counselling, commitment hours, playing or performing restrictions, missed travel opportunities, and missed performances.

Points to note:

- There will be no change to the contracts for students who are traveling or hosting.
- There will be no change to contracts for IASAS events.
- We recognize that there may be inconsistencies between CSDAs and their expectations for students. However, with the excellent communication we have between the CSDAs and the Activities and Athletics Director, we will ensure that all decisions will be in the best interest of all involved.

### 13.4 STUDENT SPONSORED ACTIVITY PROCEDURE FORM

1. Fill out this activity form completely
2. Have activity approved by Activities and Athletics Director at least 14 days prior to activity
3. Have activity approved by Student Council
4. When activity is completed, an accounting of income and expenditure should be turned into the Activities and Athletics Office

Name of group sponsoring activity: \_\_\_\_\_

Describe activity:

\_\_\_\_\_

Purpose of activity: \_\_\_\_\_

Date of activity: \_\_\_\_\_ Starting time: \_\_\_\_\_

Dress required: \_\_\_\_\_ Ending time: \_\_\_\_\_

Location of activity (room no.): \_\_\_\_\_

Student/Parent Chairman of activity: \_\_\_\_\_

Student Telephone No.: \_\_\_\_\_

Faculty sponsor:

\_\_\_\_\_

Committee Members:

Area of Responsibility:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost of ticket (if any): \_\_\_\_\_

Age/grade attending activity: \_\_\_\_\_

Parent chaperones: \_\_\_\_\_ Telephone: \_\_\_\_\_

(if needed) \_\_\_\_\_

(Chaperones must be contacted and agree to attend).

Date of Chaperone contact: \_\_\_\_\_

School equipment needed: \_\_\_\_\_

Person in charge of clean-up: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

(Clean - up will be performed immediately after the activity).

Next day cleaning (time): \_\_\_\_\_

School cleaning service must be notified regarding dates, times, equipment needed.

Date of cleaning service notification: \_\_\_\_\_

#### NOTE:

1. All sponsoring groups are responsible for setting up and taking down all equipment (chair, desk, decorations, etc.) unless other arrangements have been made, and the room must be returned in its original condition (floors swept, etc).
2. The arrangements/details as set forth on this sheet are not to be changed or altered unless approved by the Activities and Athletics Director.
3. An estimated budget must be attached including all expenditures and income.

Approval of Activities and Athletics Director: \_\_\_\_\_

## 13.5 STUDENT ACTIVITY CHECKLIST

1. Obtain student activity form for facility usage from the Activities and Athletics Office. This must be requested at least 14 days prior to use of facility.
2. Complete the form. Submit it to the activities and athletics office for approval.
3. Obtain approval from Student Council.
4. Submit any furniture equipment needs.

How many chairs?    How many tables?    Other equipment?

5. Submit names of sponsoring students. Name two students who will be at the activity 20 minutes before starting time.

Which students will be available to assist chaperones?

- a) .....
- b) .....
- c) .....
- d) .....
- e) .....

6. The Activities and Athletics Director will communicate to the Building Manager regarding the time the facility must be opened.

7. Do a final check with Mr. Richardson to ensure that all needs have been met.

## 13.6 JOB DESCRIPTIONS

### 13.6.1 Activities and Athletics Director

Reports to: High School Principal

Contract Year: Teaching contract, plus 15% responsibility factor. Five days before school, five days after school.

Function: The Activities and Athletics Director will be responsible for developing, implementing, coordinating, and supervising all the activities and athletic programs, facilities, and personnel for the Ampang Campus.

#### Major Responsibilities

#### Standards of Performance

Major Responsibilities	Standards of Performance
1. Community	<ul style="list-style-type: none"> <li>• Provides brief reports to the PTA and ISKL Board at the end of the school year.</li> <li>• Coordinates Ampang Campus facility usage by ISKL groups including the PTA, Little League Program, and other community groups.</li> <li>• Coordinates the usage of the Ampang facilities by all outside local community groups.</li> <li>• Maintains an accurate calendar of facility usage distributed weekly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Initiates and maintains frequent contacts with local and expatriate schools, clubs and organizations to arrange for appropriate athletic competition at all levels.</li> <li>• Initiates and maintains communication with the various local sports councils and officials organization.</li> </ul>
2. Facilities and Equipment	<ul style="list-style-type: none"> <li>• Advises the High School Principal on building, facility and maintenance needs for the entire program under his/her responsibility.</li> <li>• Advises the maintenance department of all safety needs involving facilities relating to the activities and athletics program.</li> <li>• Supervises and coordinates the scheduling, preparation and usage of the Ampang facilities for all school activities.</li> <li>• Organizes and regularly publishes weekly practice/game schedules for activities and athletics.</li> <li>• Organizes the proper storage of all athletic equipment, supplies and uniforms.</li> <li>• Maintains an accurate and up-dated inventory of all athletic equipment, supplies and uniforms.</li> </ul>
3. Finance and Budget	<ul style="list-style-type: none"> <li>• Submits annual budgets for approval by the High School Principal for the activities and athletic programs.</li> <li>• Monitors the budget expenditures on an on-going basis.</li> <li>• Involves appropriate faculty in the development of the budget.</li> <li>• Develops a planned program for the purchase and/or replacement of activities and athletics equipment and uniforms.</li> </ul>
4. Health and Safety	<ul style="list-style-type: none"> <li>• Develops and monitors a system of an athletic physical exam.</li> <li>• Develops and monitors a system for determining the playing condition of injured athletes.</li> <li>• Organizes a system for providing medical assistance at all home athletic events.</li> <li>• Periodically monitors the system established for handling athletic medical emergencies.</li> <li>• Supervises coaches to ensure that practice conditions and training techniques are appropriate for maintaining good health and safety.</li> <li>• Frequently monitors athletic facilities to ensure necessary safety standards are met.</li> </ul>
5. Personnel	<ul style="list-style-type: none"> <li>• Recommends all coaches and sponsors to the High School Principals.</li> <li>• Supervises and evaluates all coaches and sponsors per ISKL procedures.</li> <li>• Supervises and evaluates the Assistant Activities Director, Activities Secretary, Pool Manager and Activities Aides.</li> <li>• Informs coaches/sponsors of their roles and responsibilities.</li> <li>• Annually conducts Activities and Athletics Department orientation for all new coaches and sponsors.</li> </ul>

6. Services	<ul style="list-style-type: none"> <li>• Organizes and directs all IASAS conventions and tournaments, as well as other activities and athletics tournaments, exchanges and meets hosted by ISKL.</li> <li>• Organizes travel arrangements and supervision for all IASAS trips and exchanges.</li> <li>• Serves as a trip administrator or assigns a responsible substitute in coordination with the High School Principal.</li> <li>• Supervises all home High School athletic contests. Coordinates supervision for the activities programs.</li> <li>• Organizes all home athletic events.</li> <li>• Arranges for all officials and scorers.</li> <li>• Organizes and coordinates a program for developing scorekeepers from within the ISKL community.</li> <li>• Supervises and assists High School coaches in the selection (and purchase) of varsity and junior varsity uniforms.</li> <li>• Assists all High School coaches/sponsors in the organization and implementation of awards presentations.</li> <li>• Organizes periodic programs for the recognition of High School student achievements in activities and athletics.</li> <li>• Coordinates the scheduling of High School activities and athletic programs to limit student participation conflicts.</li> <li>• Coordinates the High School club program.</li> <li>• Coordinates and prepares the master activities and athletics calendar for the Ampang Campus.</li> </ul>
7. Students	<ul style="list-style-type: none"> <li>• Reviews and coordinates all student travel rules and regulations.</li> <li>• Reviews and coordinates all rules and regulations for IASAS and exchange activities.</li> <li>• Coordinates the Athletic Council Club.</li> <li>• Assists the Little League Program in the selection of student coaches.</li> <li>• Reviews and coordinates all rules and regulations for athletic events, both home and away.</li> <li>• Promotes and develops school and class spirit.</li> </ul>
8. Other	<ul style="list-style-type: none"> <li>• Serves as a representative to IASAS and performs all duties of the Activities and Athletics Director for the IASAS Organization.</li> <li>• Informs the High School Principal as necessary of program status and concerns.</li> <li>• Submits recommendations to the High School Principal for improving the activities and athletics program.</li> <li>• Submits reports on various ISKL programs as requested by the High School Principal.</li> <li>• Coordinates with the activities director at the Elementary Campus.</li> <li>• Performs other related duties as assigned by the High School Principal.</li> </ul>

**13.6.2 Assistant Activities and Athletics Director**

Reports To: Activities and Athletics Director  
High School Principal

Release Time: Three-fifths

**Major Responsibilities**

**Standards of Performance**

1. Community	<ul style="list-style-type: none"> <li>Coordinates classroom usage by after-school language groups, outside groups, and PTA adult education group at the Ampang Campus.</li> </ul>
2. Facilities and Equipment	<ul style="list-style-type: none"> <li>Notifies the AD of observed maintenance needs.</li> <li>Maintains an accurate inventory of equipment and supplies in long-term storage area.</li> </ul>
3. Financial and Budget	<ul style="list-style-type: none"> <li>Responsible for budgeting of assigned activities or sports.</li> <li>Submits the budget requests to the AD.</li> </ul>
4. Health and Safety	<ul style="list-style-type: none"> <li>Develops/monitors system of pre-athletic exams.</li> <li>Determines, through communication with parents and doctor, playing condition of injured HS athletes.</li> <li>Insures proper medical services are available for all major athletic events.</li> <li>Maintains adequate supply of first aid supplies and insures they are available for athletic and activity usage.</li> </ul>
5. Personnel	<ul style="list-style-type: none"> <li>Assists the AD with screening and selection of coaches and sponsors.</li> </ul>
6. Services	<ul style="list-style-type: none"> <li>Assists as needed in organization of all IASAS events, exchanges and tournaments hosted by ISKL.</li> <li>Responsible for the organization of selected local tournaments hosted by ISKL.</li> <li>Serves as a trip administrator as needed.</li> <li>Supervises activities and athletics events as necessary.</li> <li>Assists in organizing programs for recognition of students.</li> <li>Assists in coordination of master activities calendar.</li> <li>Assists in coordinating clubs with the AD.</li> </ul>
7. Other	<ul style="list-style-type: none"> <li>Submits recommendations to the AD for improving activities and athletics program.</li> <li>Performs other related duties as assigned by the AD.</li> <li>Attends the IASAS Meetings.</li> </ul>

**13.6.3 Theatre Manager / Performing Arts Coordinator**

Reports to: HS Principal for Theatre items  
Activities and Athletics Director for Performing Arts items

Release Time: Two-fifths

## Objectives

1. To ensure availability of a well-maintained and appropriately equipped performance space for the MS/HS Performing Arts Program, and for the ISKL school-wide community.
2. Coordinate MS/HS Performing Arts (PA) events at ISKL.

### **A. Production Needs**

1. Provide advice to Activities and Athletics Director on assignment of production directors.
2. Advise Activities and Athletics Director and MS/HS Principals on the work of production directors, particularly on duties which relate to the proper use of the theatre.
3. Advise Assistant Theatre Manager on production requirements.

### **B. Scheduling**

1. Plan and schedule theatre use during the school day, after school, and on weekends.
2. Serve on the yearly calendar committee, receiving input from all PA staff in advance on scheduling PA events.
3. Liaise and coordinate with production directors, other theatre users, assistant theatre manager, and principals to provide information on theatre use.

### **C. Supervising and Maintenance**

1. Supervise the maintenance and improvement of theatre facilities including rigging, curtains, lighting, sound equipment, and furnishings.
2. Provide information to superintendent of building and grounds on cleaning needs, building repairs, and maintenance needs.
3. Advise superintendent of building and grounds issues and principals on issues related to theatre safety, particularly fire safety of fabrics, electrical safety or equipment, and mechanical safety of riggings.

### **D. Building Supervision**

1. Schedule adequate supervision of events in the theatre that are part of the school's activities program both during and after school, as well as on weekends.
2. Oversee security and proper use of the theatre by the ISKL community outside the school's activities program.

### **E. Staff Supervision**

1. Supervise and evaluate Theatre Assistant.
2. Supervise and evaluate Fine Arts Office Assistant.
3. Supervise Costume Room and Costume Coordinator.
4. Supervise and evaluate Assistant Theatre Manager.

### **F. Budget / Finances**

1. Develop yearly theatre capital and supplies budget.
2. Maintains accurate record on production incomes and expenses.
3. Liaise with production directors on production budgets
4. Supervise ticket sales of all productions.
5. Supervise appropriate budgetary account including:

6. Supervise the various accounts:
  - a. The Theatre Account
  - b. Theatre Capital Account
  - c. Theatre Production Expenses Account
  - d. Thespian Account
  - e. TRI-M Account
  - f. HS ISTA Account
  - g. HS ISTA Activities Account

- h. MS ISTA Account
- 7. Coordinate performing arts budget process requests.
- 8. Advise Activities and Athletics Director on stipends and other budgetary issues.

**G. Technical Crews**

- 1. Train students in light and sound systems operation along with Assistant Theatre Manager and Theatre Assistant. Teach the HS Stagecraft classes. Oversee MS training run by Theatre Assistant during arranged hours.
- 2. Schedule and coordinate appropriately trained student technical crew assistance for all production, assembly and other theatre needs.

**H. Communication**

- 1. Coordinate publicity for all productions and events.
- 2. Contribute ISKL and KL events to the cultural events folder on BBS and Friday Flash.
- 3. Keep students, faculty and community informed of performing arts events and performances.
- 4. Represent and promote ISKL Performing Arts to the greater KL community.

**I. Exchanges / Festivals / Conventions**

- 1. In conjunction with the Activities and Athletics Director and faculty organize elements of band, strings, choir, dance drama, and the IASAS Cultural Convention including:
  - a. Scheduling
  - b. Concert program
  - c. Publicity
  - d. Food
  - e. Use of theatre and equipment
  - f. Director's social
  - g. Other duties deemed applicable by the Activities and Athletics Director.
- 2. In conjunction with the Activities and Athletics Director and faculty, organize HS ISTA festival trips including:
  - a. Correspondence with ISTA office
  - b. Collection and payment of ISTA student fees
  - c. Renewal of ISTA membership
  - d. Yearly ISTA festival registrations
  - e. Advise and support for ISTA directors
- 3. Support MS ISTA Festival
- 4. Organize ISTA when hosted by ISKL

**J. Performing Arts Awards (with Activities and Athletics Director )**

- 1. CC/MUN Awards (March) and Performing Arts Awards (May)
  - a. List of student names
  - b. Program and set-up
  - c. Order and update plaques, flowers, gifts
  - d. Arrange MC's
  - e. Organize pins, medals, etc
  - f. Certificates

**K. Guest Artists**

- 1. Coordinate local or visiting performing artists
- 2. Chair committee to determine how theatre account surplus funds are spent.

**L. Teaching**

- 1. Maximum 3/5 teaching load
- 2. At least 2/5 release time

## **13.7 JOB DUTIES**

### **13.7.1 COACHES**

#### Pre-season

1. Be prepared several days before the start of the activity with regards to:
  - a. Equipment storage
  - b. Issuing of uniforms
  - c. Practice and game schedule
  - d. Program philosophy and code of conduct
  - e. Criteria for school letter recipients and special awards
  - f. Medical, parent permission, and IASAS contract forms
  - f. Any other items which have a budgetary impact

#### On-going

1. Keep specific records clearly indicating which uniform items have been distributed to which players.
2. Begin and finish practices on time.
3. Keep the Activities and Athletics Director aware of items that need repair or replacement during the season.
4. Make sure team is properly prepared for each game.
5. Turn in a list of exchange and IASAS participants two weeks prior to departure date of these events.
6. Encourage exchange and IASAS participants to submit payment for trip to the book store as soon as possible after selections have been made.
7. Be familiar with school and IASAS rules regarding eligibility and ensure that participating students are also aware of them.
8. Make sure supervision occurs for the entire duration of all practices and games.
9. Advise of any practice schedule changes.
10. Plan and conduct training sessions.
11. Foster and facilitate positive team communication.
12. Collect, store and care for all equipment during and after practices and games. Equipment needs to be turned in after the season.
13. Monitor students' academic performance.
14. Enforce school dress and behavior code when traveling.
15. Keep nightly contact with each student when traveling on school-sponsored trips and in KL when hosting an exchange or IASAS tournament.

#### Post season (stipend will be paid when the following items are completed)

1. Return all equipment to Activities and Athletics Director.
2. Return all extra uniforms to the Activities and Athletics Director.
3. Submit a written evaluation and recommendation for future improvement of the program.
4. Submit complete list of letter and certificate winners and special awards winners at the end of the season.

#### General

1. Act as a positive role model for students.
2. Establish a rapport with students that will help foster a rewarding experience.
3. Attend all events relevant to the program.
4. Develop a supportive relationship with students, parents and fellow coaches.
5. Fulfill all duties and responsibilities in a prompt and positive manner as set by the Activities and Athletics Director, and in accordance with this job description.

### **13.7.2 TEAM CAPTAINS**

1. Exhibits leadership skills on and off the field.
2. Displays a positive attitude and respect for coaches, fellow athletes, officials and the athletic program.
3. Possesses a good knowledge of the sport.
4. Demonstrates tactical and technical skills at an above-average level.
5. Exhibits mental discipline.

6. Assist the coach willingly, is dedicated to the activity, and enhances team spirit.

Captain(s) should be voted for by the players on the team by secret ballot.

#### **13.7.5 CLASS ADVISORS FOR ALL GRADES**

1. Provide active support and guidance to class officers. Know who they are and communicate regularly with them
2. Facilitate class plans and activities.
3. Attend class functions and fund raising events. Assist with class lunches.
4. Plan an agenda with class officers prior to the class meetings. Schedule all meetings for the school year with class officers.
5. Support and promote class spirit.
6. Attend all meetings and provide assistance to class officers when necessary.

#### **13.7.4 ADDITIONAL DUTIES FOR THE GRADE 11 ADVISOR**

1. Actively assist students in organizing the Prom throughout the school year.
2. Attend the Prom as a chaperone.

#### **13.7.5 ADDITIONAL DUTIES FOR THE GRADE 12 ADVISOR**

1. Assist with all graduation planning.

#### **13.7.6 COMMUNITY SERVICE SPONSOR**

1. Be at the appointed location (bookstore for Tasputra, Chin Center, or SPCA and the guard house for General Hospital) at the starting time to meet students and board the van or bus. Check to be sure all students have permission slips on record.
2. Arrange for and pick up any special materials required for the service location.
3. Supervise the students at the centre to be sure they are interacting and carrying out the planned activities.
4. Sign the record sheet for each student in attendance that day and have him/her write his/her reflections. Keep these in the notebook.
5. Inform community service liaisons of all attendance.
6. Keep equipment stored and sorted for use by other sponsors going to the same centre on other days.

#### **13.7.7 CLUBS SPONSORS**

1. Inform students about your club.
2. Designate an appropriate room or area where the meetings will be held.
3. Announce the date and time of the first meeting on the clubs bulletin board, weekly Friday Flash, and activities folder on the BBS.
4. Actively assist officers of the club.
5. Follow the eight-day rotation for club meeting days.
6. Schedule and plan activities relating to the interest of the club.
7. Attend meetings and activities.
8. Assist in arranging field trips, fund raising and other activities.
9. Provide written summary and evaluation of the year's activities with recommendations for improvement.

Time frame needed to implement duties- August to June.

### 13.8 After School Activity General Schedule

#### HS After School Activity Scheduling

Day and Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:30am	Occasional Sports Practices					Com. Service (9:30-11:30am)	
Lunch	Assemblies Clubs	Clubs	Clubs	Clubs	Clubs	Occasional Weekend Sports Practices	Occasional Weekend Sports Practices
1:05-1:30pm		Clubs	Clubs		Clubs		
3:00-4:30pm	Com. Service Clubs Forensics	Music Com. Service HS Dance Forensics Debate Clubs	Staff Meetings / Sheltered Afternoons (until 4:15pm) Clubs	Com. Service HS Dance MUN 1 <sup>st</sup> sem Forensics	Forensics Clubs		
3:00-4:00pm	MS Sport Practices Martial Arts Clubs Open Fitness Room (3-4:15pm)	MS Sport Practices Martial Arts Open Fitness Room (3-4:15pm) Clubs	Open Fitness Room (4:15-6pm) Clubs	MS Sport Practices Martial Arts (3-4:20) Clubs Open Fitness Room (3-4:15pm)	MS Sport Practices Martial Arts Open Fitness Room (3-4:15pm) Clubs		
3:00-4:20pm 4:20-5:45pm			HS sports practices (when possible)		MS/HS sports practices		
4:00-5:45pm	Sports practices (Melawati or KDE Buses leave at 3:05pm)						Community Ultimate
5:45-7:00pm	Faculty Touch	Faculty Ultimate	Faculty Yoga 4:30pm		Staff Soccer		Staff Soccer
7:00-9:30pm			Faculty Soccer Faculty Golf	Faculty Basketball			
7:00-9:30pm	Night games and performances						
Day and Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:30am	Occasional Sports Practices					General Hospital / Orphanage (9:30-11:30am)	

\*meet at lunch as needed