



## The Korean International Schools Activities Conference



The KISAC Handbook 2014/2015



# KISAC HANDBOOK

## 2014/2015

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### Section A - Introduction

#### A1) KISAC Constitution and Aims:

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KISAC is a contact network of schools that seek to promote sporting and other extra-curricular activities for children of all ages in the International School community of Korea.

KISAC provides a common season of sports for member schools to participate in.

KISAC provide opportunities for schools to compete in a friendly and inclusive environment, which meets the needs of all abilities.

KISAC recognises that rules and format of sports should be appropriate for the age and ability of the students concerned – ie, a continuum for each sport across the 3 age ranges.

KISAC promotes equal opportunities for girls/boys and that separate gender competitions allow this at all age groups from ES to HS.

KISAC aims to allow the exchange of information and ideas relating to teaching good practice amongst it's members.

KISAC offers the chance for students to try new activities – workshops that allow children to try new sports and in a friendly environment that is designed to allow schools to share staff expertise and experience in certain areas.

KISAC offers the opportunity for students to travel as part of a team squad to attend a residential tournament in Korea.

KISAC recognises that not all schools are the same size, or have the same facilities, or ability level – but have the right to take part in activities for their students in order to enrich and develop themselves.

KISAC recognises that member schools may also be members of other Conferences with commitments to other events and allows schools to participate in as many, or as little, as they can logistically manage each year.

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## A2) KISAC Sporting Seasons & Calendar:

**All seasons have one major sport and one (or more) minor sports**

The KISAC calendar is confirmed by 1<sup>st</sup> June for the year ahead – calendar will be sent by email to all ADs and also displayed on Edmodo and KISAC webpage after this date.

SEASON	ES	MS	HS
<b>1. August to November</b>	Football	Football	Volleyball
	(Cross Country Running)	(Cross Country Running)	(Cross Country Running)
		(Badminton)	(Tennis)
<b>2. December to February</b>	Swimming	Volleyball	Basketball
	(Table Tennis)	Swimming	Swimming
	(Indoor Football)	(Table Tennis)	
<b>3. March to June</b>	Athletics	Basketball	Football
	Basketball	(Athletics)	(Badminton)
	(SF Games)		

In cases where a school can no longer host an event as scheduled, the following procedure should be followed:

- In the case of facilities problem host school to report the problem and try to find alternative external venue.
- Contact the KISAC chair and leading committee board member.
- Request for another school to host for the same date.
- Request for another school to host event on a different date within the season.
- If no school can host on that date or another within the season, contact all participating schools in KISAC to cancel the event.



## A3) KISAC Membership:

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Due to the increasing numbers of schools joining KISAC and a limited number of venues to host end of season events – it has been proposed at the recent KISAC Committee meeting to make the following amendments to the Membership structure.

- 1) As of 1<sup>st</sup> August 2014, Membership of KISAC will be divided into separate ES, MS and HS sections – with “Affiliate” Membership covering all age groups.
  - 2) For MS and HS we will produce 2 Divisions– RED and BLUE – for end of season tournaments in Soccer/Volleyball/Basketball .
  - 3) Other events – XC Run, Tennis, Badminton, Swimming, Table Tennis – will continue to be offered as “open” events for both Divisions to participate in.
  - 4) RED Division tournaments will be held in Seoul/Jeju/Busan and schools should be committed to travelling to these events, as well as hosting (even using an external venue)
  - 5) RED HS tournaments will move to a full 2 day format – in all 3 major sports - costs will be paid in advance as part of KISAC fees to cover all running costs at the start of the year.
  - 6) RED MS tournaments will remain one day events, but teams will need to arrive the evening before in readiness for a 9.30am coaches meeting and 4pm finish. This should allow for travel home after the presentation. As above, costs will be paid in advance as part of KISAC fees for all 3 sports.
  - 7) BLUE Division tournaments will be one day only and held in the Seoul area. They may be held at external venues if BLUE schools cannot host – but organised by KISAC Blue Division Schools Co-ordinator. BLUE Tournament fees are paid per team after each event – to allow schools to choose which of the 3 sports they wish to attend during the year.
  - 8) RED/BLUE Schools can enter teams in the other division tournament but must first pay the divisional fees (and any other extra costs) involved. Host schools may enter a second team, but only after external schools have confirmed interest – in the agreed timeline.
  - 9) KISAC Membership application forms should be submitted to the Chair by 1st June – if there are more than 6 schools applying for RED division the KISAC Committee will meet with all schools to determine eligibility.
  - 10) KISAC Fees will be paid by August 31<sup>st</sup> according to which age groups and which Divisions Schools wish to be members of. See below for full details of costs.
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## A4) KISAC FEES – 2014/2015

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### **5.1) AFFILIATE MEMBERSHIP:**

- a) Affiliate members will have full access to KISAC Edmodo network for arranging friendly matches and events with other member schools. This is the main aspect of affiliate membership.
- b) Access to KISAC coaching workshops for students and coaches if there is space (Full member schools have priority).
- c) Affiliate members do not have automatic access to KISAC end of season tournaments, but may **request** to participate – note priority goes to full member schools first. After the initial entry deadline set (2 months before a tournament), affiliate members may be considered if there is space on the schedule.
- d) Affiliate member teams will be charged an entry fee per team to participate in all KISAC tournaments, which will be used to offset hosting costs.
- e) Affiliate members may attend all KISAC meetings, but will not be able to vote or serve on the KISAC committee.

**BASIC ANNUAL FEES FOR AFFILIATE MEMBERSHIP ARE: 300,000 KRW**

**GUEST FEES FOR ATTENDING A KISAC EVENT ARE AS FOLLOWS:**

ES – 25,000 KRW per team entered

MS – 30,000 KRW per team entered

HS – 35,000 KRW per team entered

### **5.2) GUEST STATUS:**

Guest status can be offered to any school who wishes to arrange friendlies, and seek to attend KISAC tournaments and events. Entry can only be confirmed once the initial deadline for KISAC member schools has been reached and priority is always given to member schools until that date. Guest schools can attend KISAC meetings but cannot vote on policy or handbook changes, or serve on the committee. Guest status is free of charge, but teams in KISAC tournaments will be charged affiliate entry fees per team.



### **5.3) FULL MEMBERSHIP:**

a) Able to attend KISAC tournaments in one or more seasons. MS/HS full member schools to host a KISAC event in 2 year period. This may be in another school's facilities – or using external venue. KISAC will provide assistance in venues and scheduling. Failure to do so will mean review of membership status.

b) Full access to KISAC network for arranging friendly matches and regional events

c) Access to KISAC coaching workshops for students and coaches

d) Able to vote at KISAC meetings and serve on the KISAC Committee

**KISAC Full member Fees** are based on level of ES/MS/HS commitment required (see below for details)

All MS & HS full members must choose RED or BLUE division at start of the year:

**RED** Division Membership requires a commitment to attend and host tournaments in Seoul/Busan/Jeju in all 3 seasons for that age group. Fees include all costs.

**BLUE** Division membership allows schools to enter and/or host one or more regional tournaments during the year in that age group. Fees do not include refereeing costs – which are charged per tournament entered.

AGE GROUP	All	ES	MS		HS	
Membership Level	Affiliate	Full	Full		Full	
Division	-	-	<b>RED</b>	<b>BLUE</b>	<b>RED</b>	<b>BLUE</b>
Annual Fees (KRW)	300,000	300,000	1,000,000	400,000	4,000,000	400,000





## A6) KISAC Sporting events:

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- a) Regional **"Friendly"** matches involving 2 or more schools – this is to encourage as many students and teams as possible to play. The format will be determined by the host school according to their facilities available and the number of teams attending.
- b) **One day mini tournaments** will be organised by schools at all age groups and all schools invited by email to participate where possible. These invitations are open to any school and the format will be determined by the host school according to their facilities available and the number of teams attending. It is asked that schools make a commitment at the start of the year to attending as many of these events as possible. Due to limited space for competing teams it is usual to limit the number of teams initially to **2 boys/2 girls** teams per school. Extra teams (or non KISAC schools) may be considered if there is space...
- c) **Full KISAC MS & HS Residential Games Tournaments** will be held for those schools able to compete in 1-2 sports over 1-2 days at the following venues.  
**SEOUL/JEJU/BUSAN**
- d) **Aims of tournaments:** To provide students with a variety of sporting opportunities at an appropriate level for all member schools in a safe, appropriate and competitive environment.

### e) Objectives

- To make sporting competition (via the Games) accessible to children
- To ensure equal opportunity and participation to both boys and girls
- To ensure the Games/tournaments provide a learning experience in sportsmanship and in the value of healthy competition.
- To understand the value and the benefits of training in preparation for competition
- To enable students to specialize in sports appropriate to their age group
- To enable schools to be able to host by having sufficient flexibility to organize a programme appropriate to their particular environment and capabilities.

Please see section B of the KISAC Handbook for full details.

### f) **Tournament Billing/Cost:**

- a) RED DIVISION (MS/HS) fees are fully inclusive of all costs incurred – there will be no additional charges for full member schools to attend tournaments. Travel and lunch costs will be charged on top per team entered.
- b) BLUE DIVISION and ES fees include costs for attending a tournament – but do not include external referee costs. For Blue events please note the following:
- g) **Hosting Reimbursements** - Host schools may apply to the KISAC treasurer for a "hosting" reimbursement taken from member schools KISAC entry fees. This amount depends on number of claims made to treasurer but is a minimum of 300,000 KRW per event – for larger events the KISAC treasurer may increase this amount if previous host schools do not require a hosting school.





- h) **External Referee** costs for BLUE tournaments should be shared equally amongst the teams taking part. The approx. costs per team should be sent out to all participating schools before the event takes place. These costs should be billed by the host school/event manager directly to those schools taking part. For BLUE events this amount is non-refundable once paid.
- i) **Prizes/Awards:** These costs are covered by KISAC fees and centrally held for purchasing for all KISAC events. The account holding KISAC committee Treasurer school is responsible for purchasing any trophies/prizes etc – these can be refunded through the KISAC treasurer if proof of purchase is submitted. Any prizes purchased need to be approved in advance (by the Committee/Chair) – if purchased by a host school.
- j) **Tournament Entry invites and deadlines:** All proposed events are now on the calendar which is also displayed on the KISAC website/Edmodo. For all KISAC tournaments and trips, sufficient time is needed for host schools to make catering/pitch set up arrangements as well as finalising the schedule. Travelling schools will need even longer notice – it is suggested that travel arrangements buses/train/flights are made 2-3 months before an event. Please see **Appendices** for details of timeline.
- k) **Withdrawal from KISAC tournaments:**  
2 weeks before is deadline for withdrawals – all entries will be confirmed: BLUE entry fees for Payments for refs fees should be paid – these are non refundable.  
Late withdrawal – within 2 weeks – is reported by email to KISAC Chair and also, noted using tournament review form (see appendices). If there are 3 instances within a 2 year period, the consequences for this are as follows:
- 1) 1<sup>st</sup> Late withdrawal – reported to school in question by Chair as a courtesy reminder.
  - 2) 2<sup>nd</sup> Late withdrawal - Formal warning (KISAC Chair will issue).
  - 3) 3<sup>rd</sup> late withdrawal – School to meet KISAC executive committee to explain circumstances. School to have membership downgraded, or cancelled – depending on situation – at discretion of committee by majority vote.
- l) **Roster sizes** – bringing extra reserves. Limits are guidelines and are stated in tournament invite.
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## A7) KISAC Age Groups:

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### a) Elementary

**ELEMENTARY SCHOOL LOWER = U9 – G23 – Y34:** pertaining to a child of max age 9 (ie , who turns 9 between the 1st July in which the school year commences and 31st August in which the school year ends)

**ELEMENTARY SCHOOL UPPER = U11 – G45 – Y56 :** pertaining to a child of max age 11 (ie, who turns 11 between the 1st July (in which the school year commences) and 31st August (in which the year the school year ends).

### b) Middle School

**MIDDLE SCHOOL = G678 – Y789)**

At MS Level, competitions are organised by age group in 2 subdivisions where possible.

MS = G78/Y89

MS Junior = G67/Y78

Students compete at Under 14 years of age. Age is taken on 1st August of the year of the competition. Overage players may compete in G78 events but should be disclosed – see below. G67 Students can play “up” an age group but G8 may not “play down” for health and safety reasons. Tournaments must offer separate venues for sports where possible. In some sports with less teams involving smaller schools events may be a single age group – G678/Y789 – but this must be made clear in the entry details.

### c) HIGH SCHOOL Games & Tournaments – Varsity & Junior Varsity

At HS Level competitions are organised by age group where Students compete at Under 19 years of age. Age is taken on 1st August of the year of the competition. NB Students may not participate if they have turned 19 years of age unless disclosed and agreed by participating KISAC schools. Wherever possible teams will be spilt into “Varsity” and “Junior Varsity” by ability rather than age – Varsity players should **not** play in JV events unless there are individual circumstances and the opposing schools have been informed

### Overage Players

Where students are “out of year group” schools should disclose this before any sporting event takes place by reporting this to the KISAC members at the start of the term. Schools should be able to include students within their peer/social groups, but coaches should make sure these players do not dominate a game/tournament and also, unduly influence the result of a match. Failure to do so should be addressed by an individual school referring the issue to the KISAC committee for discussion at the next meeting – a student may then be asked not to compete in a future tournament/Games under such circumstances.

### HS Expectations for KISAC tournaments:

#### Squad sizes:

Volleyball: 6 players on the court, minimum squad size 8, maximum squad size 12)

Basketball: 5 players on the court, minimum squad size 8, maximum squad size 15)

Soccer: 7 players on the field (1 goal-keeper and 6 in the field), minimum squad size 10 maximum squad size 14)



**Glasses** –Middle and High school it will be mandatory that sports goggles / contacts / be worn. This will become a KISAC rule in the 2013-2014 school year for HS & 2014/2015 for MS. Prior to then glasses that are worn need to be fixed at the back. Exceptions will be made at the discretion of the tournament director.

**Jewellery** – no jewellery is allowed. This includes but is not limited to: ear rings, nose rings, finger rings, necklaces, chains, bracelets, watches. Exceptions will be made at the discretion of the tournament director.

**No shows** – Should a team not show up, the host school has the prerogative to fill the team as follows

- JV or second school team
- Another KISAC team from another Division
- A guest/affiliate KISAC team

#### **Hospitality lounge**

- change the name to Coaches lounge
- what goes in the hospitality lounge is at the host school discretion
- optional for single day tournaments
- mandatory for two (or more ) day tournaments

#### **Players lounge**

- a place for the kids to go
- may be the cafeteria
- please note this place may not be available all the time
- an area for the kids to hang out

#### **Tournament T-shirts / KISAC souvenir**

- red division strongly recommended
- blue division optional

#### **Tournament booklet / programme**

- red division strongly recommended
- blue division optional

#### **Volunteers**

- be aware that volunteers will most probably be required to perform jobs that will include but not be limited to: shot clocks, sweeping the floors, meet teams,



### **Travel/Lodgings**

- Red division schools will be expected to travel within Korea for one or more of the HS tournaments during the year.
- Teams will be expected to go away for one or two nights.
- Accommodation will include but not be limited to: staying in local accommodation, staying in school classrooms.
- KISAC will not require, nor expect homestay (billeting) accommodation
- The host school will be expected to approach local accommodation and negotiate room available and rates. This information will be provided to the visiting schools.

### **Curfew**

- Each individual school will be responsible for setting their own curfew time. KISAC recommends 10:00pm for any night preceding game time and 11:00pm should the tournament be finished.

### **Opening Ceremony**

- At the discretion of the host school, but a formal start/welcome must be included.
- All schools to plan travel to allow for arrival in time for the opening.

### **Banquet**

- An end of tournament banquet is recommended for all teams.
- All teams taking part in the tournament are expected to attend and travel plans should be made with this in mind.

### **Lunch**

- Good idea to have one fully catered lunch during the tournament
- Some form of common catered lunch

### **Fees**

- An annual fee of USD 3600 per year per school shall be charged to each “red” school.
- This fee will cover the full cost of the three KISAC major sport tournaments namely Volleyball, Basketball and Soccer
- This shall amount to USD1200 per tournament, which is USD600 per team, which is USD 60 per player for a two day tournament (or USD 30 per player per day)
- This fee is to be paid to KISAC at the beginning of the school year and the hosting school shall draw up to USD7200 (USD1200 \* 6) for the tournament
- Any cost above this shall be borne by the host school
- Should there be USD150 or greater surplus funds this shall be refunded to KISAC. Should it be less than USD150 the host school shall keep the surplus
- **Host school will fit running costs within agreed limit. Host may have flexibility to eliminate following aspects to do this:**

**1) Programmes**

**2) T shirts**

**3) Transport – to be billed to schools if required**

**Trophies:**

- Red division
  - o trophies for 1st, 2nd and 3rd
  - o permanent trophies that the schools keep
- Blue division
  - o travelling / rotating trophy
  - o pennants for 1st/2nd/3rd

**“BLUE DIVISION” SCHOOLS:**

- May not be able to travel for overnight/2 day tournament.
  - Those wishing to compete at one day tournament within their region.
  - Seoul based events only
  - For schools not able to confirm competing in all 3 KISAC seasons.
  - Must be willing to Schedule and run one HS tournament during a 2 year period. This may be at an external venue, or other KISAC school. Schools failing to do so will have membership reviewed and if necessary refused for following year.
  - Reduced HS membership fees (any tournament costs to be charged per team attending each event).
  - One day tournament limited to 6 teams per court/pitch available.
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## A8) The KISAC Handbook:

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### **Purpose of the KISAC Handbook**

Provide the host School with the information essential to enable an informed decision as to issues relating to his / her Schools' hosting of Games Tournaments. When accepting that the School will join KISAC, it is important that the Principal has a thorough understanding of, and accepts the recommendations detailed in, this KISAC Handbook.

- Provide ADs responsible for organizing Games tournaments with a structure to help them with their planning.
- Provide the Event manager/Games Coordinator with the information necessary to organize the sports competitions.
- Provide the necessary information to assist participating schools in their preparations for attending the Games tournaments – especially relating to travel.

### **Procedures for updating the Handbook:**

The handbook will be reviewed annually at the May KISAC Committee Meeting and ratified at that meeting. Proposals for changes must be submitted before this meeting and included on the agenda for the AGM the following day. The agenda will be published in advance of the meeting.

Proposals may be submitted by any full member to the Chair throughout the year and are added to agenda to be discussed at next KISAC meeting.

Any proposal must be seconded by a full member before a vote can take place.

Proposals will be made and **5 mins** allocated for discussion before a vote takes place.

Voting can only be undertaken by full members present at the AGM.

For new additions to the handbook a majority vote is necessary for proposals to be accepted as policy for the KISAC handbook.

For changes to existing policies a 2/3 majority must be recorded to implement the change.

The Handbook will be posted onto the KISAC website/Edmodo page as an interactive webpage and should only be referred to in this format.

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## A9) Member Schools (with standardized initials from 1st October 2014)

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**Member schools (full members in bold, affiliate members with (\*))**

Dulwich College Seoul = DCSL  
Chadwick International School = CI  
North London Collegiate School (Jeju) = NLCSJ  
Busan International Foreign School = BIFS  
Bundang International School Canada = BISC  
British Columbia Collegiate Canada = BCCC  
Dwight International School = DSS  
Korea International School (Jeju) = KISJ  
Branksome Hall Asia (Jeju) = BHA  
Cheongna Dalton School = CDS  
Centennial Christian School = CCS  
Canadian Maple International School = CMIS  
Deutsche Schule Seoul International, DSSI\*  
Lycee Francais Seoul = LFS\*  
Seoul Academy International School = SAIS\*

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# KISAC Edmodo:

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For people not already on Edmodo:

1. go to [www.edmodo.com](http://www.edmodo.com)<<http://www.edmodo.com>>
2. click "I'm a teacher"
3. type "1x9wu7" for the group code
4. Make a username and pw
5. type your email and name
6. Done...start exploring the group(s), folders, and calendar

For people already on Edmodo:

1. Click "join" on the left column for groups
2. type "1x9wu7" for the group code
3. Done





## E) The KISAC Executive Committee

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### E1) KISAC COMMITTEE AND ELECTIONS

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#### **Eligibility:**

- 1) Only candidates from Full member Schools may serve on the KISAC Committee.
- 2) Affiliate/guest members may apply as candidates, but only if they intend to be full members in the following academic year.
- 3) All candidates should be present at the AGM in May to be considered. Those not present may be nominated by their school – but only if agreed by a majority decision of member schools at the AGM.
- 4) A place on the KISAC Committee is a 2 year position – members can resign their position at any time (eg, if they leave their teaching job) by giving notice of one month and an interim replacement can be appointed if necessary until the next full ballot.

#### **Applications:**

All those wishing to be considered for election to a position should contact the KISAC Chair by email to register interest 1 month before the AGM in May – all applications must be received by May 1st.

This application will be accepted as a wish to serve on the committee – rather than for a specific position (which will be confirmed at the AGM if elected)

#### **Election/Voting Procedure:**

- 1) The final list of prospective candidates will be sent out by the Chair to all full member schools before the AGM in May.
- 2) Up to 9 candidates may serve on the committee – if no more than 9 candidates are proposed then the chair will confirm that all can be elected. The committee will meet to agree roles.
- 3) If there are more than 9 candidates proposed then a ballot will be held to elect a new chair – each full member school represented will be entitled to one ballot only.
- 4) The new chair will then meet separately with the top 8 scoring candidates – in the event of tied scores the chair will meet with all candidates and announce the final committee (which will be a minimum of 5 members)
- 5) All new committee members will agree on each of the roles and post these results on Edmodo for all member schools to be aware by June 1<sup>st</sup>. The new committee should meet together – either after the AGM or at a separate date – in order to review the AGM and also start to set the agenda for the next meeting.

2 members of the same school can serve on the committee but only one vote may be registered in the event of committee ballots.

This initial meeting will be chaired by the highest scoring candidate (although they do not have to assume the role of KISAC Chair).



## E2) KISAC Committee Roles:

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The committee shall consist of a minimum of 5/max of 9 members.

- 1. Treasurer**
- 2. Secretary**
- 3. HS leader – Red & Blue**
- 4. MS Leader – Red & Blue**
- 5. ES Leader**
- 6. Chair**
- 7. Vice chair**

Specific Chair & Vice Chair roles can be assigned from within these COMMITTEE roles

NOTE: MS & HS leaders will also try to ensure that each RED/BLUE division has a Divisional Co-ordinator to assist in the planning of tournaments in that age group.

The Committee may make proposals but these must be voted for at one of the 2 yearly full KISAC meetings to be adopted as policy – in AUGUST/MAY.

### **KISAC Committee Roles :**

The specific responsibilities and duties of the positions on the Committee are outlined below:

#### **KISAC Chair:**

- 1) To preside over KISAC meetings and Committee meetings
- 2) To set agenda for all meetings.
- 3) To manage the KISAC Calendar and any changes
- 4) To send out minutes of KISAC and Committee meetings to all member schools.
- 5) To contact prospective member schools.
- 6) To liaise with Co-ordinators re KISAC tournaments scheduling and organisation.
- 7) To liaise with Vice-Chair to update Edmodo re KISAC events including calendar and contact information.
- 8) To liaise with Treasurer re purchase of awards, merchandise and other spending.

#### **KISAC Vice Chair:**

- 1) To assist the KISAC Chair in all duties listed above.

#### **KISAC Treasurer:**

- 1) To hold the KISAC account at host school
- 2) To charge and receive all KISAC fees from member schools.
- 3) To issue yearly report of spending and balance (May)
- 4) To set KISAC membership fees (with committee)
- 5) To send payment to hosting schools re tournaments
- 6) To charge schools tournament entry fees where necessary



### 3 KISAC Co-ordinators :

*ES Leader*

*MS Leader –RED + BLUE Divisions*

*HS Leader –RED & BLUE Divisions*

- 1) To confirm with Divisional co-ordinators re venue for each KISAC end of season tournament and post details on Edmodo.
- 2) To work with host school/event manager re-entries for end of season KISAC tournaments using agreed guidelines and timelines.
- 3) To liaise with host school/event manager re schedule and rules for KISAC tournaments.
- 4) To liaise with host school/event manager re referees and officials for KISAC tournaments where needed.
- 5) To liaise with KISAC Chair to update KISAC Handbook entries re changes to rules and guidelines.

### **KISAC Secretary/ Webmaster:**

- 1) To manage KISAC webpage information.
- 2) To update Edmodo re KISAC events including calendar, minutes and contact information.
- 3) To edit/remove old Edmodo posts

### **Enquiries and Questions**

Any and all enquires or questions regarding the organization of sports competitions for KISAC events(competition format, teams, modifications, rule changes, etc) should initially be directed to the relevant age group committee member having first referred to the Handbook on the website. Any deviation from the set format for events as defined in this handbook e.g. facilities, schedules, costs etc. must be approved by the committee at the earliest possible time.

## **KISAC COMMITTEE 2014/2015:**

<b>Position:</b>	<b>Name</b>	<b>School</b>
<b>CHAIR</b>	John LeCain	BCCC
<b>VICE CHAIR</b>	Gym White	BIFS
<b>TREASURER</b>	Gym White	BIFS
<b>SECRETARY</b>	Ben Ward	DCSL
<b>HS RED</b>	Cheyenne Reed	CCS
<b>HS BLUE</b>	Matt Barry	BISC
<b>MS</b>	John LeCain	BCCC
	Shawn Monette	CMIS
<b>ES</b>	Ben Ward	DCSL
	Ericka Webb	CMIS



## E3) Meeting Schedule

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There will be minimum 2 FULL meetings of member KISAC HoPE/AD , usually in August (ie Season 1) and May (ie Season 3). Whilst the agenda cannot be fixed, certain items / issues are always likely to be discussed:

☺☺ *Review of previous term's events*

🦋🦋 *KISAC Calendar - Upcoming event presentations from host HoPEs*

🦋🦋 *Possible revision to KISAC handbook - proposals*

🦋🦋 *Hosting schedules*

🦋🦋 *Feedback from KISAC committee meeting – chair/secretary/treasurer*

🦋🦋 *Induction for new members*

🦋🦋 *CPD opportunities*

Each School is invited to send 2 representatives to that meeting, most usually to ensure attendance at the ES and MS/HS sub-sessions at that meeting. The venue of the 2 meetings will be rotated amongst full member schools.

### **KISAC Executive Committee Meetings**

Committee will also meet annually in Season 2, and on the days prior to the full KISAC meetings, to discuss issues that may have arisen from that year's events and in preparation for the upcoming KISAC meeting. The Chair may suggest other meetings as and when required.

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## E4) The KISAC Calendar

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### **KISAC Calendar Meeting - May**

There will be a calendar meeting involving one representative of each member school to set event dates for the following year. This will be set the day before the AGM in May – schools then should confirm this calendar with their Head/Principal and report any problems to Chair within one week.

The calendar should be sent out to all schools after the AGM – host schools should check with leadership and communicate any changes in dates to KISAC events by May 31<sup>st</sup> – so that the calendar can be posted on Edmodo/webpage on June 1<sup>st</sup>.

### **Changes to KISAC Calendar: August onwards**

In cases where a school can no longer host an event as scheduled, the following procedure should be followed:

- In the case of facilities problem host school to report the problem and try to find alternative venue
  - Contact the KISAC chair and leading committee board member.
  - Request for another school to host for the same date.
  - Request for another school to host on a different date within the season.
  - If no school can host on that date or another within the season, contact all participating schools in KISAC to cancel the event.
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# KISAC HANDBOOK 2014/2015

## Section C – KISAC Codes of conduct

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### The KISAC Players' Code

- @@Play for enjoyment.
- @@Strive for personal excellence
- @@Treat all team mates and opponents as you enjoy being treated yourself.
- @@Cooperate with team, coaches and all game officials.
- @@Learn to value honest effort, skilled performance and improvement.

### As a team member always:

- @@Compete by the competition conditions and rules.
- @@**Never argue with the Judge's, Referee's or Umpire's decision.**
- @@Control your temper on and off the field/court- **no criticism by word or gesture.**
- @@Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
- @@Be a good sport. Encourage and support your own team members in a positive manner.
- @@ Show respect for your opponents and their skills.
- @@Be friendly to all participants.

**NOTE** – As an international Conference, KISAC adopts English as the recognised form of communication in all events. However, KISAC accepts that players have the right to use their mother tongue – but if this is felt to be inappropriate, or result in deliberate offense, or exclusion of a team-mate, coach, official or opponent – the player will be asked to leave that game/match.

### A. Parents' and Spectators Code of Behaviour

- @@Encourage participation by your children.
- @@Provide a model of good sportsmanship for your child to copy.
- @@Be courteous in your communication with players, team officials, game officials and sports administrators.
- @@Encourage honest effort, skilled performance and team loyalty.
- @@Make any new parents feel welcome on all occasions.
- @@Do not interfere with the conduct of any events.
- @@Demonstrate appropriate social behaviour.
- @@Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment.
- @@Let game officials conduct events without interference.



- ☺☺Support skilled performances and team play with generous applause.
- ☺☺Demonstrate respect for opposing players and their supporters.

NOTE – Event managers should first speak to coaches to remind spectators of the code of conduct – event managers also reserve the right to ask spectators who are not following the above guidelines to leave the tournament.

### **B. As a Guest in Hotels/Schools**

- ☺☺Check for any damage to premises on arrival and notify your team official.
- Respect the curfew set by the host school or staff. This will assist your own and your team's performance.
- ☺☺Keep your room tidy - make your own bed, help with chores.
- ☺☺Do not leave the accommodation area without permission from the team manager.
- ☺☺Be aware of which teacher is on supervision duty.
- ☺☺Know where your team officials are staying.

### **C. Team Coaches Code of Behaviour**

- ☺☺Ensure that your behaviour at all times, whether at or away from the playing venue, does not bring the name of "School Sport" into disrepute.
- Never argue with the Judge's, Referee's or Umpire's decision.
- ☺☺Control your temper on and off the field/court- no criticism by word or gesture.
- ☺☺Avoid over-playing the talented players. All players need and deserve appropriate time
- ☺☺Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches
- ☺☺Compliment participants on their efforts
- ☺☺Address unsporting behaviour
- ☺☺Ensure that your behaviour is consistent with the principles of good sporting behaviour
- ☺☺Refrain from criticism of or reaction to the umpire's/referee's judgement and decisions
- ☺☺Maintain a standard of dress appropriate to the presentation of the team
- ☺☺Refrain from over-zealous coaching from the side-line.
- ☺☺Refrain from smoking and consuming alcohol at any time while in the direct supervision of students.
- KISAC staff should always maintain a courteous and professional manner in all communications –including before or after events.
- It is expected that all coaches thank each other and the referees after each game – regardless of the outcome, or incidents during a match.



**REMEMBER – your students will mirror your conduct and behaviour!**





# KISAC CODE OF CONDUCT - DECLARATION

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**I agree that I have read and agree to abide to the KISAC Code of Conduct for this event.**

**I agree that I have discussed the expectations of the KISAC Code of conduct with all players from my school taking part in the event**

**I agree that I will take responsibility for all players, coaches, parents and spectators from my school for the duration of the event – and will address any breaches of conduct as they happen.**

**I agree that all matters will be addressed to the tournament director and also documented in the Review/feedback form**

**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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# KISAC Policy for Breaches of Conduct:

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It is hoped that all incidents will be resolved promptly and professionally by school representatives when they arise. All KISAC tournaments are overseen by an “Event Manager” who will monitor all situations relating to conduct.

In the event of any potential breach of the KISAC code of conduct the procedure should be as follows:

**Level 1** – In breaches involving coaches, The “Event Manager” will initially remind the coach of the expectations involved.

**Level 2** - If unresolved, or repeated, the “Event Manager” should then intervene directly – this will be in the form of a formal warning to adhere to the agreed code of conduct. In the event of any dispute, the decision of the “Event manager” is final.

NOTE : Referees should also be instructed at the coaches meeting to stop a game and report breaches by coaches to the event manager if it is affecting the game negatively. The event manager should then observe the coach to ensure correct protocol is being followed.

**Level 3** - Following any further breaches during a game, a Referee may be instructed by the event manager to award “penalties”, “technical” or “points deductions” during a game if the coach continues to breach the code.

**Level 4** – Coach will then be asked to leave the field/court for the remainder of the game. If there is no assistant coach present, the team will forfeit that match.

**Level 5** - If the same coach is involved in any further breaches of conduct, he will be asked to leave the tournament – if no assistant coach is present the team will also have to withdraw.

**All breaches of level 2 or higher should be reported in the tournament review by the event manager and passed onto the KISAC committee for review at the next committee meeting. The coach and AD involved will be invited to attend this meeting – although they are not obliged to do so. In this case, all event review forms should be summarised by the Chair to gain a full understanding of the incident.**

**ACTION:** Following this, the committee members should make recommendations for action – a majority decision is necessary in this action. Committee members with coaches appearing for breaches of conduct must abstain from voting in all disciplinary matters.



**APPEAL** – If a party does not accept the recommendation of the committee they may ask for the matter to be discussed at the next full KISAC meeting. The outcome will then be decided by a vote involving all full member schools.

**Disciplinary Action:**

All member schools have agreed in their terms of membership that they will abide by the agreed guidelines stated within the handbook as a member of KISAC. The KISAC committee will act as a mediator between any parties to clarify these guidelines, but are not a governing body and will not issue fines etc as a result.

If an appeal reaches **Level 2** (as above) and a school fails to follow or adopt agreed procedures or recommendations, then a formal warning will be issued to the school concerned. Any subsequent repeat by that party will result in termination of KISAC membership.



# **KISAC HANDBOOK 2014-2015**

## **Section D: Appendices**

- D1) Timelines for communications to participating schools
- D2) Safety and security checklist – overseas visits
- D3) Risk assessment template for visiting schools
- D4) Student Profile and Medical Release forms.

### **D1) Suggested time lines for host Schools' contact with participating schools**

<b>Weeks before event</b>	<b>Host School</b>	<b>Attending School</b>
8	Initial invite out to all schools – stating proposed start and finish times and max number of teams at that venue.	Sign-ups for teams complete.
	Entry fees for tournament sent out to all schools – including referees and venue costs to be split across schools taking part.	
	Host school to confirm arrangements for hosting accommodation – if available.	
6	Deadline for receiving entries.	Initial entry of number of teams confirmed.
	Extra venues confirmed if required – see KISAC committee for suggestions	Payment of any fees - hotel, bus transfers, food, refs etc costs to host school.
	Details for hotel, buses sent to attending schools – including contact at school for payment, catering and transfers.	Travel arrangements confirmed and booked.
4	Initial Schedule sent out to participating schools. Billing and invoice sent to all schools	All flight/travel details confirmed with host school.
2		
		No withdrawals after this date.
1	Final Schedule sent out to all schools.	All travelling staff contact details confirmed with host.
2 days prior	Final confirmation email to all attending schools sent out.	



## **D2) Safety and Security Check List – Overseas Visits and Trips**

There is a requirement for hosting schools to risk assess and give as much information to visiting Schools regarding safety issues etc as possible. Whilst all Schools have such information and procedures in place, local requirements make it impossible to have generic protocols. It is fair to say however that certain areas need to be addressed. Host schools should consider the following and forward as much information as is possible for attending schools.

General Country Brief Foreign Office Embassy Recommendations

Local Police Involvement

Private Security

Disaster procedures

Terrorism

Earthquake

Fire

Natural Disasters / Bad

Weather

Airport Procedures

Fast track

Welcome arrangements

Hotel transfer (marked buses, escorts)

Hotel Address, Tel/fax, Website

Email

Security (normal and extra measures)

Room Arrangements(wings/floors/keys/cards)

Identification

Host school members

Competitors

Staff

Supporters

Sports Venues

Name, address, contact numbers, facility description, transport and security arrangements.

Venue 1

Venue 2

Venue 3

First Aid Arrangements

At the Hotel

At Sports venues

Hospitals



## **D3) School Risk Assessment Exemplar**

Travel to, or hosting of, events requires risk assessment and responsibility for this varies between schools. It is important you know your school's policy and what is expected before you host and/or travel to/from events outside your school campus.

The Following are generic Risk Assessments which can be used for trips involving:

- Hotel
- Train/air travel
- Off site sporting activities by bus transfer

They can be used to make your own and are not designed to be specific to all schools needs, rather as an aid in setting your own up.



## **KISAC Risk Assessment Form D3a – Air and Train travel**

### **AIR & TRAIN TRAVEL FOR SPORTS TRIPS**

**Trip Name:**

**Date of Trip:**

**Trip Leader name:**

<b>Protection Procedures Check List</b> ( ✓ / ✗ )	
Educational Visits Policy guidelines have been followed	
Major Incident Plan to take on trip	
Trip details and all correspondence with parents, student profiles left with Management: includes information on transport, location, emergency contacts and accommodation	
Children will be supervised during journey and visit by Dulwich College staff	
Accompanying staff are either trained teachers, teaching assistants or selected volunteers	
Staff/student Ratio is 1 : Adheres to guideline?	
Parents have signed consent form and loco in parentis (student profile) where applicable	
First Aid: provision is available and a member of staff appointed to take responsibility	

The risk assessment below takes into account the identified individual hazards.

<b>Hazard?</b>	<b>Affected Parties</b>	<b>Precautions taken</b>	<b>Emergency procedure</b>
Individual separated in airport/train station	All members of group	<ul style="list-style-type: none"> <li>*Leaders to ensure sufficient time to book in.</li> <li>*Boarding process explained to children before check-in.</li> <li>*Children given gate/platform number to go to if needed.</li> <li>*Leaders will ensure that boarding and leaving the train/plane is carefully supervised by staff members, and will carry out a head count at each stage of process (e.g. passport control, baggage check, customs etc)</li> <li>*Staff to keep all passports and boarding passes/tickets</li> <li>*Group to stay together at all times.</li> <li>*Designated leaders will be the first and last to enter each stage of process</li> <li>All children to have contact card at all times with all relevant phone numbers</li> <li>* All children to wear School Sports kit for easy identification</li> </ul>	<p>Staff member to search for lost child.</p> <p>Officials engaged to help join search</p> <p>Tannoy system engaged.</p> <p>Inform home school and ask for assistance from host school</p>



Group member apprehended by airport/train security services	All members of group	<p>*Students to be aware of aviation regulations relating to the carrying of items not belonging to themselves or that are illegal or considered unsafe (e.g. knives)</p> <p>*Group members are aware of the need to comply willingly with all security measures and not to jest about possession of bombs or other terrorist activity</p> <p>* Group to stay together at all times.</p> <p>* Designated leaders will be the first and last to enter each stage of process</p>	<p>Staff member to remain with child.</p> <p>Host/Home schools to be informed and asked for assistance should incident not be resolved.</p>
<p>Whilst on board – emergency procedures</p> <p>Confrontation with a member of public</p> <p>Panic/Fear attack</p> <p>Severe ear aches</p> <p>Deep vein thrombosis (DVT)</p>		<p>*Leaders will ensure that group members read and/or listen to the airline's official safety instructions, and will help explain emergency procedures to the group if required</p> <p>*Seats will be booked, wherever possible, in a single block to enable easier supervision</p> <p>If necessary ask for assistance from crew to swap seats with other passengers to enable all children to sit together</p> <p>*In the event of an emergency or health concern, a leader will notify a member of the cabin crew immediately</p> <p>*Group members to be informed about recommended preventative measures, where appropriate</p>	Follow instructions from crew
Travel sickness	All on board	<p>*Potential sufferers to be sat near the aisle.</p> <p>*Children whose parents have sent travel sickness tablets to be given a tablet before travelling.</p> <p>*Sick bags to be carried.</p>	Engage support from crew where possible





Misbehaviour injury to self, others inside coach, or passers-by	All on board	<p>*Staffing ratios will be in line with LA guidance and will be sufficient to maintain good behaviour</p> <p>* Staff will sit at various separate locations to maintain good order and ensure young people keep seat belts on, and do not need to leave seats to ask questions etc.</p> <p>* At least 1 staff member to be sat in rear row of seats looking forward</p> <p>* Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the aircraft</p>	<p>Administer first aid where possible.</p> <p>If serious incident seek medical attention.</p> <p>Inform home school and ask for assistance from host school</p>
Luggage falling from overhead luggage racks	All on board	<p>*Only one piece of hand luggage to be taken on board &amp; stored securely in overhead rack</p> <p>*All remaining luggage to be stored in luggage hold compartments</p> <p>*Staff to check luggage racks before coach departs</p> <p>*Ensure coach company aware of any extra equipment taken by group on trip over and above normal luggage</p>	<p>Administer first aid where necessary</p> <p>If serious incident seek medical attention.</p> <p>Inform hpome schools and ask for assistance from host school</p>

(Insert more rows as required)

Signature:  
Date of Assessment

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# **KISAC Games Trip Risk Assessment Form D3b - Hotel**

**Trip Name:**

**Date of Trip:**

**Trip Leader name:**

<b>Protection Procedures Check List</b> ( ✓ / ✗ )	
Educational Visits Policy guidelines have been followed	
Major Incident Plan to take on trip	
Trip details and all correspondence with parents, student profiles left with Management: includes information on transport, location, emergency contacts and accommodation	
Children will be supervised during journey and visit by Dulwich College staff	
Accompanying staff are either trained teachers, teaching assistants or selected volunteers	
Staff/student Ratio is 1 : 8 Adheres to guideline?	
Parents have signed consent form and loco in parentis (student profile) where applicable	
First Aid: provision is available and a member of staff appointed to take responsibility	

The risk assessment below takes into account the identified individual hazards.

<b>Hazard?</b>	<b>Affected Parties</b>	<b>Precautions taken</b>	<b>Emergency procedure</b>
Building hazards	All members	<ul style="list-style-type: none"> <li>*Prior written assurance will be obtained from the agent that suitable and sufficient safety management systems are in place</li> <li>*Check for external validation of standards e.g. local tourist board rating</li> <li>On arrival: <ul style="list-style-type: none"> <li>*Staff to undertake visual inspection of, stairways, electrical fittings, hazards in grounds or immediate surroundings (Staff to check window security fittings to ensure young people cannot climb out onto roof)</li> <li>*All party members to report any faulty items found in rooms</li> <li>*All staff will be informed of emergency and first aid procedures and how to contact duty staff/ manager if required at any time</li> <li>*Students appropriately briefed about: - expected standards of behaviour / Code of Conduct</li> <li>*any local hazards to establish necessary safety rules inc. balconies, fire escapes etc not to use or access activity equipment or facilities (e.g. swimming pool or problem solving exercises) on premises unless properly supervised by qualified staff member</li> </ul> </li> <li>emergency procedures</li> </ul>	Ask for assistance from hotel to change rooms if necessary
Illness due to contaminated water or food		<ul style="list-style-type: none"> <li>*Students to drink bottled water only</li> <li>*Brush teeth, wash hands, rinse food with bottled water only</li> <li>*Food to be consumed only from "known" sources e.g. hotel restaurant, or restaurant that has been checked by a staff member</li> </ul>	Early medical advice to be sought where appropriate



Fire		<p>*Prior written assurance obtained from operator that the premises have been subject to a Fire Risk Assessment under Fire Safety Orders or meet other national/local fire regulations</p> <p>*Group leader to make visual inspection of fire escapes, alarms, equipment, meeting points and procedures on arrival. Any issues, such as locked fire doors, to be raised with management a.s.a.p.</p> <p>*Inform group re fire procedures / conduct Fire Drill on arrival / before first bed-time</p> <p>*All group members will be fully briefed regarding relevant fire safety measures</p> <p>*Where young people have room keys, staff will have access to a master key</p> <p>*Each staff member to have list of children in each room</p>	<p>Follow fire procedures</p> <p>Seek assistance from host</p> <p>Inform home school</p>
Hygiene considerations		<p>*assurance from reputable tour operator</p> <p>Tourist board rating, environmental health endorsement or similar</p> <p>*Visual inspection of washing facilities, lighting, heating, ventilation, catering - Any issues to be raised with management a.s.a.p.</p> <p>*Group will be briefed to wash hands regularly, ideally with soap, and especially before mealtimes</p>	<p>Seek medical advice</p> <p>If serious incident seek medical attention.</p> <p>Inform home school and ask for assistance from host</p>
Child protection considerations		<p>*assurance from reputable tour operator</p> <p>*Staff accommodation adjacent to, and on same floor as, young people</p> <p>*External doors and windows secure against intrusion</p> <p>*Where students have room keys, staff have access to a master key</p> <p>*Students can easily contact staff throughout night</p> <p>*Students are checked into rooms at "lights out"</p> <p>* Children are not to be able to access adult channels on the tv</p> <p>* All minibars to be emptied or locked.</p> <p>* Each staff member to have list of children in each room</p> <p>* Students to know how to contact staff during the night</p>	<p>Seek assistance from management</p> <p>Seek assistance from host</p> <p>Inform home school</p>
Night time tendencies		<p>*Information gained from parents/carers re students illnesses, sleepwalking etc</p> <p>*Students to know how to contact staff during the night</p> <p>* Each staff member to have list of children in each room</p>	

Signature:  
Date of Assessment

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# **KISAC Games Trip Risk Assessment Form D3c – Bus transfer**

**Trip Name:**

**Date of Trip:**

**Trip Leader name:**

<b>Protection Procedures Check List</b> ( ✓ / ✗ )	
Educational Visits Policy guidelines have been followed	
Major Incident Plan to take on trip	
Trip details and all correspondence with parents, student profiles left with Management: includes information on transport, location, emergency contacts and accommodation	
Children will be supervised during journey and visit by Dulwich College staff	
Accompanying staff are either trained teachers, teaching assistants or selected volunteers	
Staff/student Ratio is 1 : Adheres to guideline?	
Parents have signed consent form and loco in parentis (student profile) where applicable	
First Aid: provision is available and a member of staff appointed to take responsibility	

The risk assessment below takes into account the identified individual hazards.

<b>Hazard?</b>	<b>Affected Parties</b>	<b>Precautions taken</b>	<b>Emergency procedure</b>
e.g.traffic accident.  Driver error	All children and staff	*Only coaches from a bona fide, reputable company have been hired via DCB recommendations *Staff to ensure that the drivers are prohibited to use mobile phones or radios in the coach unless the bus is stationary or the equipment is fully “hands-free” operated * All children and staff to wear seatbelts at all times	Administer first aid where possible.  Call emergency services.  Get children to safe area  Inform DCSL and ask for assistance
Inappropriate driving by driver	All on board	Group leader to discuss concerns with driver	Group leader to stop the journey and ‘phone the company for a new driver if it is felt the group is at risk
Defective vehicle.	All on board	*Group leader to make visual inspection of coach at beginning of trip and check that all emergency exits and door closures on coaches are checked daily and in good working order *Check that all seatbelts are working. Move children to another seat if necessary	Group leader to stop the journey and ‘phone the company for a new coach if it is felt the group is at risk



Injury whilst coach is in motion	All on board	<p>*All group members will be briefed to stay seated, wherever possible, during journey</p> <p>*Group members will be instructed to use and fit seat belts correctly at all times during journey</p> <p>* Service buses without seatbelts will not be used, apart from in absolute emergency</p> <p>* Aisles and emergency exits will be kept clear of obstructions</p>	<p>Administer first aid where possible.</p> <p>Call emergency services.</p> <p>Get children to safe area</p> <p>Inform DCSL and ask for assistance</p>
Travel sickness	All on board	<p>Potential sufferers to be sat near the front.</p> <p>Children whose parents have sent travel sickness tablets to be given a tablet before travelling.</p> <p>Sick bags to be carried.</p>	<p>Stop coach in a safe area to allow any sick people to have some time off the coach</p>
Misbehaviour injury to self, others inside coach, or passers-by	All on board	<p>*Staffing ratios will be in line with LA guidance and will be sufficient to maintain good behaviour</p> <p>* Staff will sit at various separate locations to maintain good order and ensure young people keep seat belts on, and do not need to leave seats to ask questions etc.</p> <p>* Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the coach</p>	<p>Administer first aid where possible.</p> <p>If incident serious seek medical attention.</p> <p>Inform DCSL and seek assistance</p>
Collision with passing vehicle whilst getting on or off the coach	All on board	<p>*Safe locations will be chosen away from busy traffic to get on/off coach (e.g. coach park, onto wide pavement)</p> <p>* Allocate one staff member to stand by and check doorway as young people enter / leave</p> <p>* Brief group to enter and leave in an orderly manner.</p>	<p>Administer first aid where possible.</p> <p>Call emergency services.</p> <p>Get children to safe area</p> <p>Inform DCSL and ask for assistance</p>
In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation	All on board	<p>*Staff to ensure group members are aware of emergency procedures, as appropriate</p>	<p>* Follow directions by coach driver</p> <p>*All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles</p> <p>* If above is not possible, passengers will be instructed to sit on side of vehicle furthest from moving traffic and remain wearing seat belts</p>



<p>Stopping-off points / breaks in the journey</p> <p>Individuals separated or lost</p> <p>Confrontation with a member of public</p>	<p>All on board</p>	<p>Brief group members re:</p> <ul style="list-style-type: none"> <li>*purpose and timings of stop</li> <li>how and where to contact staff</li> <li>remain in pairs or threes (buddy system - each responsible for named other)</li> <li>*moving traffic (driving on right abroad)</li> <li>*Careful head count before departure</li> <li>*Staff to take turns to roam the stop-off area to provide additional supervision where appropriate</li> <li>*All children to have contact card at all times with all relevant phone numbers</li> <li>* All children to wear bright baseball caps for easy identification</li> </ul>	<p>Staff member to check all venues, toilets etc.</p> <p>Engage nearest officials to help search for child</p> <p>If still not found – call emergency services</p>
<p>Luggage falling from overhead luggage racks</p>	<p>All on board</p>	<ul style="list-style-type: none"> <li>*Only one piece of hand luggage to be taken on board &amp; stored securely in overhead rack</li> <li>*All remaining luggage to be stored in luggage hold compartments</li> <li>*Staff to check luggage racks before coach departs</li> <li>*Ensure coach company aware of any extra equipment taken by group on trip over and above normal luggage</li> </ul>	<p>Administer first aid where necessary</p>

(Insert more rows as required)

Signature:

Date of Assessment:



## **KISAC Games Trip Risk Assessment Form D3d**

### **SPORTING EVENTS AT EXTERNAL VENUE**

**Trip Name:**

**Date of Trip:**

**Trip Leader name:**

<b>Protection Procedures Check List</b>		<b>( ✓ / ✗ )</b>
Educational Visits Policy guidelines have been followed		
Major Incident Plan to take on trip		
Trip details and all correspondence with parents, student profiles left with Management: includes information on transport, location, emergency contacts and accommodation		
Children will be supervised during journey and visit by Dulwich College staff		
Accompanying staff are either trained teachers, teaching assistants or selected volunteers		
Staff/student Ratio is 1 : Adheres to guideline?		
Parents have signed consent form and loco in parentis (student profile) where applicable		
First Aid: provision is available and a member of staff appointed to take responsibility		

The risk assessment below takes into account the identified individual hazards.

<b>Hazard?</b>	<b>Affected Parties</b>	<b>Precautions taken</b>	<b>Emergency procedure</b>
Hazards specific to play areas e.g. Goalposts, seating, shade/shelter	All members	<p>*Group leader to be familiar with guidance offered by site management including emergency and first aid procedures and how to contact duty staff / manager, if required</p> <p>*Students will be fully briefed regarding required behaviour, potential hazards, "no-go areas", and safety measures / procedures</p> <p>*Leaders to make visual check of site before use and arrange for removal of any animal faeces, broken glass etc and broken equipment to be cordoned off / removed if not done so already</p> <p>*Leaders to be appropriately positioned around the playing area as required.</p>	<p>Administer first aid where possible.</p> <p>Call emergency services if necessary.</p> <p>Get children to safe area</p> <p>Inform DCSL and ask for assistance from DCB if necessary</p>



<b>Sports Training and matches</b> Sports injuries, sunstroke, dehydration, lightning/weather extremes.	Students	Stretches before games Check host School has nurses and extensive medical facilities on site; Check Ambulance in attendance during games Apply sun block; drink water regularly; stay out of the sun when not necessary Check School has a lightning meter/policy	
Individuals lost or separated	All members	*Group to remain within boundary (fence) of playing area *Individuals to be directed / accompanied by staff to the toilets or refreshment areas as appropriate *Designated meeting points * All children to wear DCSL sports kit for easy identification	Staff member to check all venues, toilets etc.  Engage nearest officials to help search for child If still not found – call emergency services  Inform DCSL and ask for assistance from DCB
Confrontation with members of public	All members	*Appropriate briefing to students on required behaviour / Code of Conduct *remain in pairs or threes (buddy system - each responsible for named other)	Staff member to intervene and remove child/ren from situation  If incident serious inform DCSL and ask for assistance from DCB
Weather extremes	All members	*Protective clothing etc. according to time of year and weather forecast *Consideration given to possibly increased slipperiness of some surfaces when wet or icy	Administer first aid in case of accident
Death/Major or Minor Illness- Reaction to medical conditions/allergies	Students	Record of children with Critical and minor conditions and allergies sent from participating schools..  Water stations for hydration.  No food containing nuts available for sale on school site.  Medicines on hand for treatment that are labelled with name of student.	Suitable first aid and medical support.  Nearest local emergency medical health centre known





Security of Persons and Property	Staff/Students and Visitors	<p>Supervision of children at all times by coaching staff and supervisors.</p> <p>Security checks and ID Cards to enter School.</p> <p>Visiting coaches get ID. Head count on bus.</p> <p>Regular head counts by staff during transportation.</p> <p>CCTV at School?</p> <p>Instruct students to look after their own student property</p>	<p>Contact Security at School/Sports facilities.</p> <p>Report to host school.</p>
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(Insert more rows as required)

Signature:  
Date of Assessment



## D4) Student Profile and Medical release Forms

The following are usually required for all students who are to travel for a residential visit. These may be modified to suit your individual trip:

### **KISAC Games Trip Medical Release Form D4a**

(Please complete both sides)

For the visit or venture to: \_\_\_\_\_

Date of visit: \_\_\_\_\_

#### **Participant Personal details:**

First name of participant: .....

Family name: .....

Date of birth:.....

Age:.....

**Special Dietary Requirements** (e.g. vegetarian) :

**Details of any known allergies:**

Name and address of participant's doctor: .....

Doctor's Contact Telephone No: .....

**Medical Insurance Cover:** For trips overseas please give details below of your child's own private medical insurance:

Name of insurer: \_\_\_\_ NA \_\_\_\_\_

Policy Number: \_\_\_\_\_ NA \_\_\_\_\_ Contact Number: \_\_\_\_\_ NA \_\_\_\_\_



If it is considered necessary, do you agree to mild painkillers (e.g.: Paracetamol) being administered?  
Yes      No

Has the participant received vaccination against Tetanus in the last 10 years?      Yes      No

Is the participant receiving medical or surgical treatment of any kind from either the family doctor or hospital?      Yes      No

Has the participant been given specific medical advice to follow in emergencies?      Yes      No

If the answer to either of the last two questions is Yes, please give details here (including name and dosage of any medicines/tablets): .....

.....

**Has the participant had any of the following?**

Asthma or bronchitis      Yes      No

Depression      Yes      No

Heart Condition      Yes      No

Allergies to any known medication      Yes      No

Fits, fainting or blackouts      Yes      No

Any other allergies, e.g. material, food, plasters...      Yes      No

Severe headaches      Yes      No

Travel sickness      Yes      No

Diabetes      Yes      No

Regular medication      Yes      No

ADHD      Yes      No

Other illness or disability      Yes      No

If the answer to any of these questions is yes, please give details below:

In the event of any illness or medical treatment occurring after the return of this form and prior to the activity, I undertake to inform the group leader.

Signature:..... Date:.....



**KISAC Games Trip Student Profile Form D4b**

**Name of trip:**

**STUDENT PROFILE**

Full Name:

Class:

Date of birth:

Passport size photograph: (in case of emergencies)

Emergency Contact Address:

Alternative contact name and address if parents expect to be away:

**Consent for taking images:** During our visit or venture we are likely to take pictures and videos. We would like to use these in presentation, displays or in our own booklets, newsletters or publicity. In the event of any images of my child being taken, I consent to them being used for educational purposes. I consent to the images being used on the website.

Signature:..... Date:.....

**Consent to take part in water-based activities:** During our visit we may be undertaking water-based activities that may include playing in or near water, such as on a beach. Children will not have the opportunity to swim on this trip, but I understand that suitably qualified staff are supervising at all times any of these aforementioned activities, and that all necessary safety precautions have been examined. I hereby give consent for my son/daughter to participate in these water-based activities.

Signature:..... Date:.....

**Travel Safety:**

We always insist upon transport with seat belts. However, there may be times where transport arrives without this provision. In such cases, it may be expedient to move the children before replacement transport with seat belts can be found. I agree to abide by the trip leader's decision on this point. I agree to discuss the importance of keeping seat belts fastened at all times (when available) during journeys and to instruct my son/daughter to use their seat belts at all times.

Signature:..... Date:.....

***IN LOCO PARENTIS (action in absence of parent/guardian)***

I parent / guardian, authorise members of \_\_\_\_\_staff responsible for visits to take all steps necessary in the event of sickness, accident, hospitalisation, or surgical intervention with regard to my son/daughter. Should any of the above occur, staff will always try to contact parents in the first instance. However, if this is not possible, I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Signature:..... Date:.....

**SAFETY**

I am aware that the school has a detailed policy on the safe running of educational visits, which is available for reference. I am also aware that a senior member of staff oversees the planning and organisation of all school trips. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of a visit retain the same legal responsibility for students as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

Signature:..... Date:.....

**CODE OF CONDUCT**

I have ensured that my son/daughter understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by staff in charge are obeyed. In particular, students must follow the School Code of Conduct. Should my son/ daughter break the code of conduct, I agree to support the school's implementation of appropriate disciplinary action which may include sending the student home. If this is deemed necessary, I understand that the responsibility for accompaniment and any expenses incurred will be the responsibility of the parent/guardian.

Signature:..... Date:.....



## **KISAC Schools Feedback form**

Visiting Schools Evaluation Sheet

**Date:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Host:** \_\_\_\_\_

**Age Category:** \_\_\_\_\_

Your evaluations will help to further improve the quality of such events. Please complete the following (✓) and also expand upon your responses at the bottom of this form:

### **1) Information:**

The information provided by the host school, both prior to and at the event

*Went beyond expectations*

*Met expectations*

*Was below expectations*

### **2) Hotel:**

The hotel(s) or accommodation, in terms of suitability for visiting teams

*Went beyond expectations*

*Met expectations*

*Was below expectations*

### **3) Transport:**

Any transport provided by the host school, both to and from airport and to and from activities

*Went beyond expectations*

*Met expectations*

*Was below expectations*

### **4) Facilities:**

The facilities used for the event

*Went beyond expectations*

*Met expectations*

*Was below expectations*



**5) Meals, water etc:**

The quality of meals, snacks etc provided for competitors

*Went beyond expectations*

*Met expectations*

*Was below expectations*

**6) Events / officiating:**

The quality of events and the respective quality of officiating

*Went beyond expectations*

*Met expectations*

*Was below expectations*

**7) Match Schedule:**

The schedule provided for the event:

*Went beyond expectations*

*Met expectations*

*Was below expectations*

Which aspects of the event were most successful and should be retained?

Which aspects of the event were least successful and should be reviewed?



**General Comments:**

Please feel free to expand on any of your answers in the space below: