

SFS HS Sports Policies Manual

Student and Parent Version



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Seoul Foreign School Sports Handbook

WELCOME MESSAGE

Dear Students and Parents,

SFS has a long history and tradition of success in sports, and you are now a part of that legacy. We pride ourselves on being excellent in competition and finding winning success while also demonstrating excellent sportsmanship. Ultimately, our success is a significant part of the Mission of the school, as we represent ourselves, our teams, and our school with Crusader Pride. We are the front doorstep of the school, and the most visible aspect of the school in Korea, the region, and in the world.

This handbook serves to provide information for parents and students regarding the policies and practices of the HS sports program. No student should leave our program without having had a great experience that has helped them in their journey to becoming competent, confident, and successful young adults.

My job as the Director of Sports is to help coaches, parents, and athletes behind the scenes, so that our students can have a great experience playing sports at SFS.

Sincerely,
Paul Rader
Director of Sports

SFS MISSION STATEMENT

Seoul Foreign School, centered in Christ, inspires a passion for learning, pursues academic and creative excellence and is dedicated to the service of others.

PHILOSOPHY OF SFS COMPETITIVE SPORTS PROGRAM

- Our sports program is a significant aspect of fulfilling the mission of the school.
- Our sports program, our coaches, and our players are ambassadors for Seoul Foreign School.
- The growth, relationships, and success of our students is more important than winning.
- Once we choose our team, we invest deeply and meaningfully in our students.
- Competition and a winning attitude is desired and we foster it within our teams.
- Competition provides the opportunity to develop character, a hard work ethic, commitment, and teamwork.
- Every student on the team has the potential to contribute in an impactful way to the team's success.
- Winning isn't everything, and losing happens, but having a losing attitude or being a loser is unacceptable.

PURPOSE OF SFS COMPETITIVE SPORTS PROGRAM

- To develop the whole child and help them realize themselves in a way that wouldn't be possible without sport.
- Provide our teams the opportunity to compete and to find success.
- Provide students the opportunity to be tested and pushed towards growth.

GOALS OF THE SPORTS PROGRAM

- Growth
 - A. Every student will grow as an athlete in technical, tactical, and sports IQ.
- Relationships
 - A. Every student will be mentored, cared for, and respected.
 - B. Coaches are mentors and students feel loved and supported.
- Success

- A. Students reach the capacity of their capabilities while on the team.
- B. Students learn how to find success in their sport.
- Significance
 - A. Students understand athletics in the big picture of their development.

COACHING ETHICS OF SFS SPORTS PROGRAMS

- The main objective of SFS Activities is to build healthy and happy young men and women; coaches and sponsors are the first and foremost teachers.
- Coaches and Sponsors' examples speak louder than words; they should encourage and train each member of their teams both by actions and guided practice.
- Coaches and Sponsors should emphasize SFS' Christian core values, including respect, integrity, compassion, and global citizenship, as well as student leadership and skill development.
- Coaches and Sponsors must enforce school policy regarding eligibility and conduct.
- Coaches and Sponsors should accept, as part of their responsibilities, the counselling of team members. They are in a unique position on the faculty by the virtue of their close attendance and personal relationship with team members. Student's scholastic achievement, daily attendance, and personal challenges are also their concern.
- Coaches and Sponsors should set the example for their teams with sincere respect for authority. Official's decisions must be accepted without negative display by word or act even when they do not agree. They may request an explanation or clarification but their conduct must not be disruptive or disrespectful.
- Coaches and Sponsors should respect the rights and feelings of opposing coaches or sponsors of activities and be courteous at all times and should require the same behavior of their team toward their opponents.
- Coaches and Sponsors should instill in team members the desire to be good ambassadors of SFS's core values on and off the field, before, during and after competitions, while traveling, and both in and out of school.
- Coaches and Sponsors should refrain from the use of profanity or harsh language, tone of voice, or behaviors and require the same of your team.
- Coaches and Sponsors may not use tobacco, alcohol or controlled substances of any kind in the presence of or supervision of their teams. No alcohol will be allowed on overnight trips both in and out of the country. It is understood that the use of tobacco, alcohol or controlled substances by students/athletes is prohibited.
- Coaches must not condone any form of hazing, initiation, bullying, or ageism within their team.
- Coaches must not engage in any verbal or physical interaction that violates the school's child safety policies.

EXPECTATIONS FOR TRAVEL/TRIPS

General Trip Expectations

Coaches, sponsors and students in preparation for all events; tournaments, arts festivals and academic games are expected to abide by the following information. Coaches/students should NOT bring culturally insensitive materials or use profanity.

- Students are expected to dress appropriately and Directors/Coaches must be prepared and willing to enforce this.
- Students should be conservative in their dress throughout the jamboree/tournament. Many travel events include sightseeing, cultural or shopping events which take the participants into the mainstream of the local population.

Parents/Students Trip Checklist

It is an honor to be selected to represent SFS in a tournament or jamboree. This checklist was prepared to help with pre-trip planning. Students and parents should pay attention to each of the details listed below so as to avoid any last minute disappointments.

- Passport and travel documents must be up-to-date (not to expire within 6 months of return date) and valid with required visas, etc.
- SFS Medical, Travel, and Code of Conduct Form must be signed and returned to the SFS Director of Sports at the beginning of the season. Parents should know and discuss with their son/daughter the rules and guidelines as they are in effect from departure time until he/she returns home.

- Communicate with teachers of classes that will be missed. Plan for missed homework, assessments, and make up work.
- A child's luggage should be properly labeled. Students should pack efficiently as each of them will be handling their own luggage. Don't forget to pack uniforms, warm-ups, etc. One suitcase per student (regardless of size) and one carry-on. Keep your destination and time of year in mind while packing.
- Special instructions regarding medicines, allergies, etc. must be given to your coach/sponsor.
- Payment must be made to the Director of Sports (if needed).
- Students should bring spending money (approximately \$30 per day plus souvenirs, etc.).
- Students should wear appropriate dress when departing and returning to Korea.

A final reminder that all school rules are in effect for the entire trip.

This trip is a great educational opportunity. However, students are expected to attend all classes on the day of, as well as all classes on the school day after returning from the trip and fulfill all of their academic responsibilities. Know what is expected of you in each class and return prepared, as your academic well-being and progress is our greatest concern. Teachers are expected to indicate any work to be accomplished before the trip as well as the dates of exams or assignments due after the school trip.

AWARDS

Earning a Varsity Athletic Letter

The criteria for earning the Seoul Foreign School Varsity Letter has been established by the Director of Sports at Seoul Foreign High School with input from members of the Seoul Foreign coaching staff.

A philosophy underlies the earning of the varsity letter. The Director of Sports believes that, for students at our school, earning a varsity letter should require evidence of commitment to the team, dedication to improvement, as well as expertise in sport, and a positive representation of Seoul Foreign School as ambassadors.

Well-defined standards have been established for the sake of uniform decision-making. These requirements are high, yet reasonable. The policies are intended to encourage students to persevere toward the goal of earning the varsity letter rather than to discourage or belittle anyone who fails to attain the standards. It is with sincere hope that every athlete can achieve this standard and receive this award during their high school tenure.

General Requirements for Varsity Athletes to Letter

- Varsity athletes must have upheld and maintained the school's expectations of excellence and character demonstrating positive sportsmanship and attitude throughout the season.
- Varsity athletes must meet the attendance expectations and requirements for each sport and not have had three or more unexcused absences from practices or games.
- Varsity athletes must be in good standing with the team and the DoS by maintaining the school's discipline and behavioral expectations and guidelines.
 - Disciplinary action during a season may disqualify a varsity athlete that meets other criteria from earning a varsity letter for the season.
- Varsity athletes must have been part of a selection process in order to letter (either tryouts, hitting time requirements, or positional selections).

NOTES:

- Students who are in their third year of a sport, but do not make the Varsity team may receive a letter if they have been a strong leader and a positive force in the JV program at the coach's discretion.
- A varsity athlete who would have qualified for a letter had it not been for an injury is eligible to receive a letter at the coach's discretion and in consultation with the DoS.
- Any athlete that does not meet the below requirements may be awarded a varsity letter at the discretion of the coach in consultation with the DoS.

Specific Requirements for Varsity Athletes to Letter by Sport

1. Fall Season
 - A. Cross Country
 - i. APAC Team Selections will receive a varsity letter.
 - ii. Any runner that has represented as a varsity runner in 50% or more of the KAIAC races.
 - B. Tennis
 - i. APAC Team Selections will receive a varsity letter.
 - ii. The seven players that represent the school in the KAIAC tournament will receive a varsity letter (in order to do this, a player must have played in that position at least 50% of the season).
 1. Any other player on the team that represented in 50% or more of KAIAC competitions, but may have not met the requirement in one position to represent at the KAIAC tournament.
 - C. Volleyball
 - i. APAC Team Selections will receive a varsity letter.
 - ii. Varsity Team Selections will receive a varsity letter.
 - D. Golf
 - i. APAC Team Selections will receive a varsity letter.
2. Winter Season
 - A. Basketball
 - i. APAC Team Selections will receive a varsity letter.
 - ii. Varsity Team Selections will receive a varsity letter.
 - B. Cheer
 - i. Varsity Team Selections will receive a varsity letter.
 - C. Wrestling
 - i. Far East Team Selections will receive a varsity letter.
 - ii. Any wrestler that has represented a varsity wrestler in 50% or more of their bouts.
 - D. Swimming
 - i. APAC Team Selections will receive a varsity letter.
 - ii. Swimmers that receive a predetermined set of points (shared each season) will receive a varsity letter.
 - E. Table Tennis
 - i. APAC Team Selections will receive a varsity letter.
3. Spring Season
 - A. Soccer
 - i. APAC Team Selections will receive a varsity letter.
 - ii. Varsity Team Selections will receive a varsity letter.
 - B. Badminton
 - i. APAC Team Selections will receive a varsity letter.
 - ii. Any badminton player that represents in varsity matches in 50% or more of KAIAC competitions.
 - C. Track & Field
 - i. APAC Team Selections will receive a varsity letter.

Receiving a Varsity Letter

When a student first earns a varsity letter, they will receive it after the season is over at the sports banquet. Any student who earns a varsity letter will also receive a sport pin from the sport the letter was earned in. All varsity letters earned after the initial letter will result in receiving further bar pins but no more actual letters. No athlete may purchase a letter jacket until the letter has been earned.

Letter Jackets

A student shall be eligible to purchase a letter jacket upon the successful completion of an athletic varsity season in which the student has earned a varsity letter. No student is to purchase a jacket through the school until the coach confirms that the athlete has in fact earned a letter. The Director of Sports will approve a list of eligible athletes that are able to order the jacket and will approve what goes on the jacket. No nicknames shall be approved to go on the

jacket. The student can use either their Korean (given) name, their western name, the school name, or their chosen sport on the back or the front of the jacket. A week after the conclusion of each sports season banquet, the vendor from Queen Shop in Itaewon will visit SFS to take new jacket orders and pick up patches and old jackets. Students are welcome to order/add patches at any time at the Queen shop in Itaewon.

Team Captain Selection Process

Captain Contract below in [Appendix L](#).

At SFS, we believe that a team captain must be committed to improving their sport at SFS, themselves, and their teammates as a whole through our school's core values. They must have a good work ethic and commitment is a model for teammates. They must singularly go above and beyond expectations in terms of improving self, teammates or game. They are expected to be a leader on and off of the field. They will be selfless, focused on academics, and motivate others through positive communication and action. They will respect the ideas of fellow teammates.

These attributes of excellence and character in their leadership are the key determining factors of captain selection.

Process for Captain Selection

1. Coaches will inform the team in advance of the captain selection process.
 - A. The number of captains per team is dependent on size and nature of the sport. The general expectation is to have at least two, but that could be dependent on the qualification of candidates in the pool of applicants.
2. Primary Basis for Captain Selection
 - A. Coaches will solicit interest from members of the team through an application which will include 4-5 general questions.
 - i. The responses will be read by the coaches to understand the applicant's perspective, motivations, and how well they fit the qualifications of a captain.
 - B. Coaches will use the applicant's responses, and reflect on these against qualifications and responsibilities of the captain position.
3. Secondary Basis for Captain Selection
 - A. Coaches will also solicit feedback from the players on the team through a survey vote. Coaches should remind players of the qualifications and expectations of the captain/s before the vote. This should be done in practice on note cards or pieces of paper (not digitally).
 - i. The survey will include the names of those that applied for the captain role. Students should make two selections for their two top choices.
 1. Note: Students should not engage in any peer pressure of teammates to achieve more votes from peers.
4. Tertiary Basis for Captain Selection
 - A. Player's position, grade, age, and years on the team
 - i. *For XC, T&F and the independent nature of the sports, multiple years on the team is a requirement due to the safety expectations of leading runs/workouts.
5. Final Selection
 - A. Coaches will consider the primary, secondary, and tertiary bases for captain selection before making his/her choices for captain.
 - B. Coaches will communicate to the team the players that have been selected for captain.

Sports Banquet - Awards Ceremonies

There will be three awards ceremonies per year held at the end of the fall, winter and spring seasons. The Director of Sports will determine the dates in collaboration with the Principal. The fall ceremony will be for Volleyball, Tennis and Cross-Country. The winter ceremony will be for Basketball, Cheerleading, and Wrestling. The Spring ceremony will be for Soccer, Swimming, Badminton, and Track and Field. All coaches and members of the team are required to attend their sport season ceremony.

All Coaches will attend the End of the Season Sports Award Banquet ceremony and will present a short wrap-up for their team. This ceremony is intended to be a fun look back at the year and to highlight the growth and teamwork of your team.

At the HS End-of-Year Assembly, the following awards will be presented: the SFS Male and Female Athlete of the Year, the SFS Male and Female KAIAC Scholar Athlete of the Year awards, the Male and Female Unsung Hero, and Manager of the Year.

At HS Graduation, the SFS Scholar Athlete of the Year Award will be presented.

Any athlete that has been removed from a team for disciplinary reasons, or has quit a team will not participate in the Sports Banquet.

Individual Awards - KAIAC and APAC

At the end of the regular season and at the end of the KAIAC and APAC tournaments, awards are given to individuals within the team. These awards are selected by the coaches and submitted at the coaches meeting to be presented at the conclusion of the tournament.

The number of selections for each team is determined by final placements in the competition, however for individual sports, such as cross country, tennis, and swimming, representation from each school on the All Conference and All Tournament teams is not required.

1. KAIAC All Conference

Coaches will choose a player/players to the "KAIAC All Conference" team. This should be a player that during the conference season competitions demonstrated exceptional performance, positive leadership, sportsmanship, and contributed to the overall success of the group. They will receive a patch that can be added to their letter jacket below the tournament patch.

2. KAIAC All Tournament

Coaches will choose a player/players to the "KAIAC All Tournament" team. This should be a player that during the tournament has demonstrated exceptional performance, positive leadership, sportsmanship, and contributed to the overall success of the group. They will receive a patch that can be added to their letter jacket below the tournament patch.

*Tennis - based on seven final tournament finishers + 2nd place first seed singles

*Cross Country - based on final tournament placements (# of teams determines number of recipients).

*Swimming - based on top 3 individual event finishers or winning relay

3. KAIAC Tournament Special Awards - Page 28 of KAIAC Constitution

4. ALL - APAC

Coaches will choose a player/players to the "ALL-APAC" team. This should be a player that during the tournament has demonstrated exceptional performance, positive leadership, sportsmanship, and contributed to the overall success of the group. They will receive a small chevron patch that can be added to their letter jacket below the tournament patch.

Team Awards - Sports Banquet

At the end of the Sports Banquet, each team will present two team awards (1. Most Valuable Player, 2. Most Improved or Coach's Award). The criteria for these awards will be shared with parents and athletes at the beginning of the season in the team welcome letter. The recipient is to remain a secret until announced by the coach at the Athletic Awards ceremony.

After each sport presents, teams will break up into more private locations for dinner and/or team awards. Certificates

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(plate awards) can be created at the discretion of coaches for these fun awards.

Coaches should keep in mind that the team awards are taken very seriously by players and parents, so it is important to have a consistent and clear criteria for each award. Coaches should also note that these awards are not exclusively for juniors or seniors.

1. Most Valuable Player Award

Coaches will choose one player as their most valuable player. The MVP of the team should be a player that has added the most value to the team with the following:

- individual athletic contribution (measured by statistics, accolades, achievements during the season)
- collective success contribution (measured by team success or their part in the overall success of the group)
- leadership (displayed during the season)
- sportsmanship (displayed during the season)

2. Most Improved Player

Each varsity sports coach may choose one player as their most improved player. The MIP of the team should be a player that has improved either from the previous season to the current one or from the beginning of the current season to the end of the current one. This could be measured in the following ways:

- Drop in time
- Statistics
- Improvement in the sport

OR in place of the MIP Award a Coach can give a

2. Coaches Choice Award

Each varsity sports coach may choose one player to reward an athlete for whatever reason the coach chooses. The award and the criteria should be shared upon delivering the award at the sports banquet.

End-of-Year Sports Awards - Updated June 4, 2020

Personalized Plaques will be made for these awards and they will be presented by the Director of Sports at the HS End-of-Year Assembly.

The Director of Sport will convene a meeting of all varsity head coaches where all will be allowed to discuss deserving nominees for each award. Once final nominees are decided upon a vote will be conducted to determine that year's winner of each award. In the case where there are two equally deserving candidates the Director of Sports may decide to award co-winners. The winner's name is to remain a secret until the HS End-of-Year Assembly.

1. SFS Athlete of the Year Award

One male and one female Athlete of the Year Award will be given each year at SFS High School Main Awards Ceremony. The winners of the award will receive a plaque they will keep. There is also a perpetual plaque the school maintains that shows each year's winner and the year they were honored. Any student removed from a team that school year is not eligible for this award.

Winners will

- be in Grade 9-12
- be in 2 Varsity Sports
- Superior athletic performance across athletic disciplines
- demonstrates positive sportsmanship and is a positive representative of the school
- positive leadership and spirit

***Excellence in Sport: In the case where there is an exceptional single sport varsity athlete that meets all criteria except for the second bullet above of being a multi-discipline athlete, the DoS and coaches will consider awarding an "SFS Excellence in Sport Award". A recipient of this award will be a top athlete in the sport and school's athletics history justified in relation to the historical records, individual achievements, and individual and team accolades over the time of their career. It must be in a sport that SFS participates in either in KAIAC or APAC.

2. Don Hedgpath Award

Each KAIAC school may nominate one boy or one girl from their school for the Don Hedgpath Award. The KAIAC Board of Athletic Directors will vote on a deserving boy and girl. The recipient is chosen on the basis of athletic performance, academic performance, Leadership, service and character). There is only one recipient per gender from all KAIAC schools awarded this a year. The trophy for this award is provided by KAIAC.

The following is the memorial that is inscribed on the plaque: Don Hedgpath was a servant. In the military, he served honorably for 33 years of active duty, during which time he received numerous awards including a Purple Heart. He served Seoul American High School for 21 years, building the largest JROTC program in the Pacific and attracting countless scholarships for young SAHS graduates. He served all of the schools of the Korean American Interscholastic Activities Conference as an AD and Treasurer. He would often invite other KAIAC schools to use SAHS facilities in order to ensure that the league remained strong.

3. SFS Scholar Athlete

The SFS Scholar Athlete award is our most prestigious academic student-athlete award. The recipient of this award may also receive the KAIAC Scholar Athlete Award. It is awarded at the HS graduation ceremony.

- 1 recipient per year
- Senior who has been at least 2 years at SFS
- Highest cumulative academic performance.
- Has lettered in two varsity sports between 11th-12th grades
- Excellent representative of SFS

4. KAIAC Scholar Athlete Award

One male and one female athlete per school year can qualify for the KAIAC Scholar Athlete Award. The student athlete must have received at least two varsity letters at SFS during that school year. The student athlete must be a junior or a senior. It is not mandatory to give the award in years in which no athletes qualify for it of either gender. The award is to remain a secret until it is given. The winner of the award will receive a plaque that they will keep. The award and its criteria will come from KAIAC. Any student removed from a team that school year is not eligible for this award. The Director of Sport will make the final decision on this award after consultation with coaches and principal regarding the eligible athletes.

- 1 Male + 1 Female
- 11th or 12th Grade
- Must have maintained a 3.5 grade point average (or an equivalent cumulative academic performance) for the first three quarters of that school year.
- Must have lettered in at least two varsity sports or two of the highest levels of sports offered at the member school during that school year.

5. Unsung Hero & Heroine Award

One male and one female athlete per school year can qualify for the Unsung Hero Award. The student must be in grades 9-12 and a varsity athlete. The student athlete must have made outstanding contributions to SFS athletics through hard work & commitment. They cannot have received an MVP award at the sports banquet. The student athlete must have demonstrated leadership and unselfish willingness to serve and is an excellent representative of SFS.

Grade 9-12, Varsity

- outstanding contributions to SFS athletics through hard work & commitment that is otherwise not fully recognized with a varsity team MVP award [at Banquets]
- demonstrates leadership and unselfish willingness to serve
- excellent representative of SFS

6. Manager of the Year Award

One manager per school year can qualify for the Manager of the Year Award. The student must be in grades 9-12 and a varsity manager. The student must have faithfully fulfilled all duties, maintained an excellent attendance record for practices and games, and shown initiative, organization, and willingness to serve.

Grade 9-12, Varsity one recipient

- Faithful fulfillment of all duties
- Maintains excellent attendance record for practices and games
- Shows initiative, organization, and willingness to serve.

ELIGIBILITY POLICY

Academic Eligibility Policy

1. MS and KS3 Student athletes in Grades 6-8 and BS Years 7-9 will be eligible to participate and travel in sport contests provided they remain in good standing. Good standing is defined as follows:

The athlete is:

- fulfilling school attendance requirements
- up-to-date with all exams, classroom work, and homework tasks
- attaining high standards of personal behavior

2. HS Students

- Please see the HS Student- Parent Handbook for the most up to date version of the eligibility policy.

3. All teachers and section offices will have access to sport team lists throughout the season and are encouraged to notify Principal/Head Teacher and DoS of those failing to meet the above good-standing criteria.
4. Failure to remain in good standing using the above criteria places the student on academic concern. These students are not permitted to miss any academic lessons in order to attend sports matches (no travel). He/she may still participate with the team for practices and competitions at SFS (depending on severity of academic concern).
5. Repeated instances of late or missed assignments will be dealt with by the Principal and the Director of Sports on a disciplinary basis. If a student athlete's good-standing returns, the Principal and DoS determine a return to sport participation.
6. If an athlete is on 'academic concern' during the last two weeks of a season, they will remain ineligible to travel to the last games and tournaments.
7. Additionally, a student's failure to remain in good standing may affect their eligibility for the following sports season if the problem is not successfully addressed before the beginning of that season.

Age Eligibility Policy

Varsity Level (V): A student becomes ineligible for sports activities on the day he or she turns 20 years old (international age).

Junior Varsity Level (JV): Participation at the Junior Varsity level is not available to Seniors nor Varsity starters.

STUDENT / ATHLETE RESPONSIBILITIES

Expectation of Commitment

Students that tryout for a sport may dismiss themselves before the teams have been determined. However, after

teams have been determined and announced, student athletes are expected to commit fully to the selected team. This includes full participation in games, practices, tournaments, team gatherings with exceptions made only by the coach.

1. Expectations regarding tryouts and making the official roster

When students are trying-out for a team or signing up for a group or trip, they must understand that this is the first step to agreeing and understanding all responsibilities and commitments of being a potential member of the team/group.

Failure to uphold any requirements of this contract may result in immediate disqualification from the team/group or any future teams/events/activities/trips.

- Students must fill out all waiver/emergency forms in a timely manner, at least by the deadline set by the teachers/coach(es). This is for the benefit of the student to ensure that they can participate in events for the current and future seasons.
- **A student shall not quit or drop out of a group after making the official roster or being selected for a group.**
 - a. To be fair and provide equal opportunity to all students and the team, there are consequences to quitting a team/group including disqualification of trying out for future teams/events/activities for that academic year.

2. Expectations regarding school rules

Students are to uphold all behavioral expectations written in the student handbook. This section is mostly a reiteration of these guidelines.

- Students will treat others, in person and on-line, with dignity and respect.
- Students will use polite and courteous behavior and language at all times and treat the off-campus site with care.
- Students will cooperate with and respect decisions of school personnel including school appointed 3rd parties and not act insubordinately, disruptively unsafely or inappropriately.
- Students will dress appropriately, follow the SFS dress code, and consider sensitivity to cultural dress code expectations.
- Students will use electronic devices appropriately and follow teacher directions regarding use.
- Students will respect the property of others refraining from stealing or vandalizing others' belongings or property.
- Students will respect the physical boundaries of others refraining from unwanted contact or physical altercation.
- Students will show appropriate displays of affection and refrain from intimate physical contact at school sponsored activities.
- Students will maintain a healthy and positive lifestyle refraining from the use or possession of alcohol, e-cigarette or tobacco products and/or illicit drugs including but not limited to marijuana. Korean and local legal requirements should be followed.

3. Expectations regarding curfew, courtesy and safety

SFS desires to provide students with a safe, exciting, and challenging learning experience inside and outside the classroom. The below are rules created to ensure the safety of all students during off-campus activities.

- Students are expected to be back to and remain in their accommodation by the appointed curfew time.
- Students are expected to be courteous with their noise levels after returning to the accommodation.
- Students will follow the rules regarding off-limit locations as determined by the SFS personnel or adult chaperone.
- When traveling abroad, students may not travel by private vehicle (car, motorcycle, etc.) without the SFS personnel/chaperone's knowledge.

Consequences

Students failing to comply with SFS student behavior guidelines will be subject to consequences and disciplinary action (i.e. removal from trip, suspension, expulsion, etc.), depending on the magnitude, as deemed by the school administrators and in line with the sectional handbook.

Note the following

- For Sports/Activities - a one meet suspension for instigating a fight, baiting the opposing team, and “minor” curfew violation (additional consequences at the discretion of his/her coach).
- If a participant has a major violation (including but not limited to – smoking, drinking, drug above, major curfew violations, etc.), then the individual may not participate in their next APAC/KAIAC activity regardless of the calendar year.
- Should a student commit two infractions during a school year, then the student will be excluded for one calendar year from all APAC/KAIAC events (including the same activity the following year)

Expectations Specific to Overseas or Overnight Travel

1. Expectations specific to Overseas Activities and Events

Whether traveling or hosting, students are representatives of Seoul Foreign School and should always act in awareness of this honor and responsibility..

- Students should respect all participants and objectives of the tournament/meet/championship.
- Students must cooperate with coaches, chaperones and other tournament participants by not acting insubordinately, disruptively or inappropriately.
- Students are to be in school by 8:00 a.m. on the Monday following an overseas trip. Failure to arrive at school will result in an unexcused absence, and will result in a one game/match suspension or future restriction.

2. Expectations regarding curfew, courtesy, and safety (Overseas travel meet)

There are specific rules created for APAC tournaments to ensure the safety of all students.

- Students may not violate curfew restrictions or be in off-limit locations as determined by the Event Coordinator, SFS coach or adult chaperone.
- Students **MUST** be at their homestay **BEFORE** 10:00 p.m. each night of the tournament/festival and are not permitted to leave their homestay until the following morning. Coaches will be checking in each night.
- Students should be aware that “second” curfew telephone calls may be made on any night of the event.
- Students not present for their second call will automatically be considered as a “major” curfew violation.
- When traveling abroad, students may not travel by private vehicle (car, motorcycle, etc.) without the SFS coach’s/chaperone’s knowledge.
- Students must plan ahead and give themselves adequate travel time in order to ensure that they meet the curfew every night of an APAC event.
- If the host APAC tournament sets earlier curfew times, students **MUST** honor the earlier local APAC curfew times.
- Students must stay in their hotel room after curfew. (FoBISIA and IASASvAPAC, Overseas Travel)

****Consequences**

Due to the wide variety of circumstances in which SFS participants find themselves, a highly prescriptive list of consequences for misbehavior is impossible. Coaches, and chaperones are encouraged to use the following list of possible consequences as guidelines when dealing with students and communicating with their parents:

- Restriction of tournament/meet participation
- Restriction of ‘outside activities’ while at the overseas activity.
- Recommendation to the High School principal for school discipline, including in-school or out-of-school suspension for up to 10 days upon return to Seoul and impact on future participation in overseas travel and/or the activity.

- Early return to Seoul from the Overseas event at the parents' expense
- Any student removed from the tournament will not be able to participate in the SFS Banquet for that specific activity.
- Possible additional consequences as directed from SFS high school administration, including suspension or expulsion as deemed by the magnitude of the violation.

****SENIORS WHO VIOLATE ANY OF THE ABOVE RULES DURING THEIR FINAL APAC FESTIVAL / TOURNAMENT / DISCOVERY WEEK MAY NOT BE ALLOWED TO PARTICIPATE IN THE BANQUET NOR GRADUATION CEREMONIES****

Sports Physicals and Forms

Students sign up for a sport at the beginning of the season and must complete the Sports Physical and the Code of Conduct Form. They must complete it before the first practice. Only one sports physical form must be on record for each school year in the Director of Sports office. No athlete will be allowed to practice without the two above forms. No manager will be allowed to attend practice or go to games without the Student Athlete Agreement Form.

Bus/Travel Behavior Expectations

Students must not talk to or ask favors from the bus driver while the bus is in operation unless a coach asks them to interpret for the coach. Students must submit copies of their passport and ARC during the annual school data collection and if asked to the Director of Sports when requested so that access can be granted for military base visits and overseas trips. Students must also remain seated during bus rides and they may not eat or drink (except water) on the buses unless they have permission from the driver.

Buses are scheduled to leave school at the posted time. Exceptions should not be made as this can result in a late arrival and possible forfeitures of games. Any student who misses the bus will not be allowed to participate in that day's contest.

Behavior Expectations

Students will demonstrate sportsmanship at all practices and contests with opponents, officials, fans, coaches, parents, school staff and all others. Students should remember that when they represent SFS they are held to the very highest standards of ethics and behavior. The entire school may be held responsible or commended based on their actions.

The athlete is to follow the coach's direction and learn all they can from them. If an athlete has a problem with the coach they should try to work it out with the coach first. If the conflict cannot be remedied then the athlete should make their next appeal to the Director of Sports. Athletes must abide by all school rules at all times and in all contests no matter where they are held.

Students must inform the coaches of injuries so that appropriate action can be taken.

Missed Practice/Games - Absences

Game schedules and practice schedules are shared with students and parents at the beginning of the season. Trying out and making a team is a commitment to the requirements and expectations of being a member of the team.

Therefore, students are responsible for letting their coach know in a timely manner if they are going to miss a practice or a game. This should be done face-to-face, but if not can be done via email. *Any student that has three or more unexcused absences or has excessive excused/unexcused absences (attendance falls under 80% of the total number of practices/games) from practices/games may be removed from the team and will forfeit their chance of earning a Varsity Letter for that season.* Each student has the right to appeal his or her case to the Director of Sports who is the only one that may countermand this rule.

After two documented unexcused absences, the Director of Sports will be notified and the head coach, athlete, and DoS will have a meeting. Parents will also be notified via email or phone call.

Excused Absences - An absence may be considered excused by the coach if the student has communicated in a timely manner and if the reason for missing the practice or game is unavoidable (i.e. emergency). In this case, it will still be the coach's discretion as to the consequences of missing the practice or game. Note: Family Gatherings, Doctor's appointments, and other non emergency events are considered unexcused.

Unexcused Absences - An absence will be considered unexcused by the coach if the student has received an unexcused absence from school and therefore misses practice or a game. Or if the student is present at school, but does not show up to a scheduled practice or game and has not communicated in a timely manner.

- In order to be eligible to participate in after-school activities, students must attend all scheduled classes the day of the activity. Students may be excused from a maximum of one period and still participate in after-school activities if they provide a doctor's note on the arrival to the HS office to excuse the absence. Handwritten notes from parents are not acceptable to meet this requirement.
- Any student absent on Friday (or last school day of the week) will not be allowed to participate on the following Saturday.
- Any student that has skipped a class during a school day will not be eligible to participate in after school activities on that day or on a following day.
- Any student absent from practice/game the day before a game cannot participate in that game.
- Student athletes must arrive on time for all contests in order to compete. Any athlete ten minutes late (or more) to a contest without a doctor's note may not be allowed to participate.

Uniforms and Team Gear

Students must take good care of their uniform. If loaned, students must make sure the uniform is returned, washed, not dried in heat, and in good condition. Failure to do so will result in a fine of w100,000 per item. All uniforms and team gear will be ordered, and design approved, by the Director of Sports and coaching staff.

If teams order a t-shirt or hoodie the design must first be approved by the Director of Sports. School colors, as well as school approved logos are required.

Unsportsmanlike Conduct

Any athlete removed from a contest by the official may face further punishment from the coach, Director of Sports or Principal. Coaches must report the violation to the DoS (Appendix I) and further discussions will be held to determine appropriate consequences.

PARENTS RESPONSIBILITIES

Parents must get their child to school on time for all contests and bus trips. Parents must also communicate with the coaches when their child will not be able to attend practice or a contest with a note, email or phone call. Parents must have their child at all events and practices that are possible for them to attend. Parents should talk to the coach first with concerns about the program. If, after that, they are not satisfied, they may speak with the Director of Sports.

Appendix G – Medical, Travel, and Code of Conduct Activity Form

APAC/KAIAC ACTIVITIES TRAVEL FORM & BEHAVIOR GUIDELINES AND CONSEQUENCES

This is sent out by the HS office and collected by the HS office.

Medical, Travel, and Code of Conduct Activity Form

This document is required to be completed by all students with their parent(s). Please read this form very carefully, note

the sections that apply and sign, and ensure that you fully understand your responsibilities. Please turn in copies of the signed document to the High School Office.

Section 1: Student Information

STUDENT INFORMATION

Preferred Full Name: _____

Passport Name (If Different): _____

CONTACT INFORMATION (GUARDIAN)

Name: _____

Relationship: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

EMERGENCY CONTACT INFORMATION

Name: _____

Relationship: _____

Home Phone: _____

Section 2: Consent to Use Student Data / Information

During the course of one's High School experience there are various activities, trips, field trips in which teachers and school personnel (teachers, coaches, directors) need access to students' personal medical and travel document data / information. This information is updated annually and is collected by the school and stored securely.

Depending on the activity, it is also necessary to share this information with 3rd parties, for instance sharing travel document information with a travel agency. **It is important to note that the information will not be shared with a 3rd party without the express communication from the school to the parent as to whom it is being shared.**

I consent for personal medical and travel document data/information to be shared with 3rd parties.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Section 2: Permission to Participate & Travel

PERMISSION TO PARTICIPATE

I, the parent/guardian (name) _____ do hereby grant permission for _____ (student name) to participate in in-country and out of country school-related activities such as APAC, KAIAC, MUN, FoBISIA, AMIS and Discovery Week.

Section 3: Drop Off And Release of Duty of Care

Permission to be dropped off to make their own way home for Local Trips

Depending on the route of transportation, there are, at times, opportunities to drop off students closer to their home location, rather than transport all the way back to school. When students leave the supervision of the supervising teacher this signifies the school's release of duty of care.

_____ Please check the blank to the left if you consent to letting your child be dropped off at a **Hannam-dong** location rather than SFS so that the student can make their own way home following a road trip. *Does not apply to all trips*

_____ Please check the blank to the left if you consent to letting your child be dropped off at a **Hapjeong-dong** location rather than SFS so that the student can make their own way home following a road trip. *Does not apply to all trips*

Permission to be dropped off to make their own way home for International Trips

_____ Please check the blank to the left if you consent to letting your child leave Incheon/Gimpo by bus/taxi or rail rather than ride back to SFS so that the student can make their own way home following a trip. *Does not apply to all trips* Transportation plans for each trip will be communicated to coaches/instructors before departure. Coaches/Instructors must see the parent/guardian at the airport or speak to them on the phone before releasing to parents' duty of care.

Parent Signature: _____ Date _____

Student Signature: _____ Date _____

Section 4: Waivers

1. I understand and agree that participation in sports involves risks not always found in regular school day activities at Seoul Foreign School. These risks may include traveling to and returning from off campus locations for competitions. The parents or guardians understand that students may be subjected to potential risks. The parents or guardian have made their own investigation of the potential risks and, on their own behalf and on behalf of the student, assume them knowingly and willingly.
2. In consideration of the benefits derived from the activities/program, the parents or guardians, on their own behalf and on behalf of the student, voluntarily release and do not hold Seoul Foreign School, its directors, officers, employees, agents, representatives and chaperones, for any and all claims, liability, causes of action, costs and expenses (including, but not limited to, claims for loss or damage to the student's property and for illness, such as COVID-19, injury or other risks), which may arise out of or incident to the student's participation in the trip or activity. The parents or guardians further agree to indemnify, defend and hold harmless Seoul Foreign School, its directors, officers, employees, agents, representatives and chaperones, for any and all claims, liability, causes of action, costs and expenses, which may arise out of the student's negligent or intentional acts or omissions while participating in the activity.
3. This agreement supplements any General Release, Waiver of Liability and Indemnity Agreement executed on behalf of the student and on file with Seoul Foreign School, which General Release, Waiver or Liability and Indemnity Agreement shall remain in full force and effect. By signing this form I am acknowledging receipt of all Guidelines/Rules and granting permission for my child to participate.

Agreement to the above waiver, section 1, 2, 3, 4

Parent Signature: _____ **Date** _____

Student Signature: _____ **Date** _____

Section 5: Medical Treatment Authorization

MEDICAL TREATMENT AUTHORIZATION

1. This is to authorize the Seoul Foreign School adult supervisor(s) during the school-related activity to request and approve needed medical treatment of this student if deemed necessary.
2. This is to authorize the Seoul Foreign School adult supervisor(s) during the school-related activity to supervise the administration of medications with parental approval if deemed necessary.

Agreement to medical treatment:

Parent Signature: _____ Date _____

Student Signature: _____ Date _____

Limitations (if any such as allergies):

Section 5: Commitment to Participate and Code of Conduct

COMMITMENT TO PARTICIPATE

1. Students who try out for Sports, and Performing arts, as well as sign up and are placed on Discovery Week Trips need to understand that they have entered into an agreement in which others are depending upon them to contribute. They will be responsible for attending all meetings, practices, competitions, events and other responsibilities pertaining to their program/sport/trip. For sports teams, any student that has three or more unexcused absences from practices/games may be removed from the team and will forfeit their chance of earning a Varsity Letter for that season.
2. A student who quits/drops will be removed from the team/group roster and may forfeit any post-season/post-trip rewards and eligibility to participate in future program/sport/trip.
3. **PLEASE NOTE:** The student's cost of the trip and tournament are non-refundable. Once our down payment is submitted or there will be a loss of money, there will be no refunds for any reasons.

Agreement to commitment to participate and pay for associated cost:

Parent Signature: _____ Date _____

Student Signature: _____ Date _____

SFS ACTIVITIES/TRIPS CODE OF CONDUCT

Seoul Foreign School challenges and encourages students to pursue learning experiences beyond the classroom setting through extra/co-curricular activities and trips. The intention of this contract is to support students' experiences and outline behavioural expectations consistent with Seoul Foreign School's mission statement. The following code of conduct is a commitment in which all students representing Seoul Foreign School are expected to uphold and have been created with a desire to balance learning with responsible principles.

A. Expectations regarding tryouts and making the official roster

When students are trying-out for a team or signing up for a group or trip, they must understand that this is the first step to agreeing and understanding all responsibilities and commitments of being a potential member of the team/group.

Failure to uphold any requirements of this contract may result in immediate disqualification from the team/group or any future teams/events/activities/trips.

1. Students must fill out all waiver/emergency forms in a timely manner, at least by the deadline set by the teachers/coach(es). This is for the benefit of the student to ensure that they can participate in events for the current and future seasons.
2. **A student shall not quit or drop out of a group after making the official roster or being selected for a group.**
 - a. If a student, for extraordinary reasons, cannot attend any commitment they must inform coaches and the Director of Sport/DW Coordinators/Director of Arts as soon as possible.
 - b. To be fair and provide equal opportunity to all students and the team, there are consequences to quitting a team/group including disqualification of trying out for future teams/events/activities for that academic year.
 - c. Extraordinary reasons for missing events or quitting a team will be considered on a case-by-case basis.

B. Expectations consistent with school wide regulations

The following behavioral expectations are applicable to students participating in all SFS activities off-campus. They have been created to balance excellence with character. Each member of the community are ambassadors of SFS and should always act in awareness of this honor and responsibility.

Expectations regarding school rules

Students are to uphold all behavioral expectations written in the student handbook. This section is mostly a reiteration of these guidelines.

- Students will treat others, in person and online, with dignity and respect.
- Students will use polite and courteous behavior and language at all times and treat the off-campus site with care.
- Students will cooperate with and respect decisions of school personnel including school appointed 3rd parties and not act insubordinately, disruptively unsafely or inappropriately.
- Students will dress appropriately, follow the SFS dress code, and consider sensitivity to cultural dress code expectations.

- Students will use electronic devices appropriately and follow teacher directions regarding use.
- Students will respect the property of others refraining from stealing or vandalizing others' belongings or property.
- Students will respect the physical boundaries of others refraining from unwanted contact or physical altercation.
- Students will show appropriate displays of affection and refrain from intimate physical contact at school sponsored activities.
- Students will maintain a healthy and positive lifestyle refraining from the use or possession of alcohol, e-cigarette or tobacco products and/or illicit drugs including but not limited to marijuana. Korean and local legal requirements should be followed.

Expectations regarding curfew, courtesy and safety

SFS desires to provide students with a safe, exciting, and challenging learning experience inside and outside the classroom. The below are rules created to ensure the safety of all students during off-campus activities.

- Students are expected to be back to and remain in their accommodation by the appointed curfew time.
- Students are expected to be courteous with their noise levels after returning to the accommodation.
- Students will follow the rules regarding off-limit locations as determined by the SFS personnel or adult chaperone.
- When traveling abroad, students may not travel by private vehicle (car, motorcycle, etc.) without the SFS personnel/chaperone's knowledge.

Consequences

Students failing to comply with SFS student behavior guidelines will be subject to consequences and disciplinary action (i.e. removal from trip, suspension, expulsion, etc.), depending on the magnitude, as deemed by the school administrators and in line with the sectional handbook.

Note the following:

1. For Sports/Activities - a one meet suspension for instigating a fight, baiting the opposing team, and "minor" curfew violation (additional consequences at the discretion of his/her coach).
2. If a participant has a major violation (including but not limited to – smoking, drinking, drug abuse, major curfew violations, etc.), then the individual may not participate in their next APAC/KAIAC/AMIS activity regardless of the calendar year.
3. Should a student commit two infractions during a school year, then the student will be excluded for one calendar year from all APAC/KAIAC/AMIS events (including the same activity the following year)

C. Expectations specific to Overseas Activities and Events

Whether traveling or hosting, students are representatives of Seoul Foreign School and should always act in awareness of this honor and responsibility.

1. Students should respect all participants and objectives of the tournament/meet/championship or festival.
2. Students must cooperate with coaches, directors, chaperones and other tournament/festival participants by not acting insubordinately, disruptively or inappropriately.
3. Students are to be in school by 8:00 a.m. on the Monday following an overseas trip. Failure to arrive at school will result in an unexcused absence, and will result in a one game/match suspension or future restriction.

D. Expectations regarding curfew, courtesy, and safety (Overseas travel meet)

There are specific rules created for APAC tournaments to ensure the safety of all students.

1. Students may not violate curfew restrictions or be in off-limit locations as determined by the Event Coordinator, SFS coach or adult chaperone.
2. Students **MUST** be at their homestay **BEFORE** 10:00 p.m. each night of the tournament/festival and are not permitted to leave their homestay until the following morning. Coaches will be checking in each night.
3. Students should be aware that “second” curfew telephone calls may be made on any night of the event.
4. Students not present for their second call will automatically be considered as a “major” curfew violation.
5. When traveling abroad, students may not travel by private vehicle (car, motorcycle, etc.) without the SFS coach’s/chaperone’s knowledge.
6. Students must plan ahead and give themselves adequate travel time in order to ensure that they meet the curfew every night of an APAC event.
7. If the host APAC tournament sets earlier curfew times, students **MUST** honor the earlier local APAC curfew times.
8. Students must stay in their hotel room after curfew. (FoBISIA , AMIS and IASASvAPAC, Overseas Travel)

*****Consequences**

Due to the wide variety of circumstances in which SFS participants find themselves, a highly prescriptive list of consequences for misbehavior is impossible. Coaches, teachers and chaperones are encouraged to use the following list of possible consequences as guidelines when dealing with students and communicating with their parents:

- Restriction of tournament/meet or festival/concert participation
- Restriction of ‘outside activities’ while at the overseas activity.

- Recommendation to the High School principal for school discipline, including in-school or out-of-school suspension for up to 10 days upon return to Seoul and impact on future participation in overseas travel and/or the activity.
- Early return to Seoul from the Overseas event at the parents' expense.
- Any student removed from the tournament/festival will not be able to participate in the SFS Banquet for that specific activity.
- Possible additional consequences as directed from SFS high school administration, including suspension or expulsion as deemed by the magnitude of the violation.

****SENIORS WHO VIOLATE ANY OF THE ABOVE RULES DURING THEIR FINAL APAC FESTIVAL / TOURNAMENT / DISCOVERY WEEK MAY NOT BE ALLOWED TO PARTICIPATE IN THE BANQUET NOR GRADUATION CEREMONIES****

Parent Signature: _____ Date _____

Parent Signature: _____ Date _____

Appendix L - SFS Captain Selection Process/Team Captain Contract

Team Captain Contract

TITLE: Captain of High School Sports Team

QUALIFICATIONS

1. Candidates must be committed to improving their sport at SFS, themselves, and their teammates as a whole through our school's core values.
 - a. Must have a good work ethic and commitment is a model for teammates.
 - b. Must singularly go above and beyond expectations in terms of improving self, teammates or game.
 - c. Expected to be a leader on and off of the field (*appropriate behavior and conduct*)
 - i. *Respects Opponents*
 - ii. *Respects Officials*
 - iii. *Respects Teammates*
 - iv. *Respects Self*
 - d. Selfless
 - e. Strong focus on academics
 - f. Will motivate others through positive communication and action.
 - g. Respect the ideas of fellow teammates.

RESPONSIBILITIES:

1. Captains should complement coaches as arbiters of team culture. Sometimes they may help focus players' attention when it wanders. Other times captains may represent players' points of view on game strategy, practice plans or how to ensure that all players stay aligned toward team goals.
2. Help cultivate the appropriate level of respect among teammates. (*Positive and constructive feedback*)
3. Lead stretching and warm-up/cool-down sessions
4. Communicate with referees
5. Organize off-field activities i.e. team dinners, team wear, group chat.
6. Find ways to include teammates who are less integrated into the team
7. Work with fellow captains, if applicable
8. Assign other routine tasks, such as carrying equipment or preparing practice fields, making sure to take their turn in leading by example

BEHAVIOR EXPECTATIONS

1. A captain must epitomize the values of the SFS Sports program and the school at all times.
2. A violation of team or school rules (minor or major), as well as negative feedback or reflections from teachers or admin may result in removal from the position and title.
 - a. This will be decided in consultation with the coaches and the Director of Sports.

Accepted and Agreed to:

Date:

Coach Signature:

Date:

Appendix U - SFS Team Manager Job Description

Pre-Season

- Meet with coaches to go over their expectations.

In-Season

- Attend all home/away games when asked by the coach.
- Maintain high standing in classes academically and in habits of scholarship.
- Ensure the medical bag is stocked through the nurse's office.

Practice

- Attend practices and be proactive and useful.
 - Identify needs as they may arise.
 - Store room - help keep organized and clean
 - Equipment
 - I.e. balls pumped
 - Organize uniforms, practice uniforms, and pinnies.
 - Hand Sanitizer to players
 - Bring HW to do when there is not an immediate need during practice.

Games

- Help carry any necessary equipment to and from the bus.
- Responsibly operate and care for the video camera, video card, and tripod during games (if applicable to your team).
- Correctly write in player names and numbers to the official scorebook.
- Take statistics during the game (if applicable to your team).
- Be available to aid the score table if need be (familiar with the score computer).
- Water bottles of players are kept filled.

Post-Season

- Attend the sports banquet
- Help with end of season loose ends and details.

Communication

- Check in regularly with the coach
- Be responsive to emails
- Always communicate well in advance if you are going to be absent.