

# ISSAC

## Indonesian International Small School Activity Conference



Surabaya Intercultural  
School



Bandung Alliance  
Intercultural  
School



Bandung Independent  
School



Mountainview Christian School



Bali Island School



Wesley School

## MEMBER HANDBOOK

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## MISSION and MEMBERSHIP

### **The Name:**

The name, adopted by the founding members on April 24, 2004 reflects the mission and vision as stated below. (IISSAC is pronounced: “ee-sack”)

### **Mission and Vision:**

To promote interaction between international schools in Indonesia through friendly competition and other character building activities.

### **IISSAC Member Schools:**

Bali Island School  
Bandung Independent School  
Bandung Alliance Intercultural School  
Mountainview Christian School  
Surabaya Intercultural School  
Wesley School

### **IISSAC Membership and Participation Requirements:**

- Membership is open to all International Schools within Indonesia that have a K-12 enrollment of less than 350 students.
- Membership is limited to 8 schools.
- Membership is guaranteed by existing schools upon payment of the Rp 7.000.000 annual membership fee due August 31<sup>st</sup> of each year.
- The annual fee will include a 1,000,000 Rp. travel allotment for the IISSAC chair for each of the three IISSAC competitions each year.
- Applications for new member school will be accepted on an ongoing basis and reviewed by the organizational board.
  - Requests by schools to join IISSAC must be submitted in writing using school letterhead. During the probationary period, the school must demonstrate the ability to provide teams for and host friendly matches in all standard competitions.
- Meetings: Annual general meeting (AGM) will be held at the completion of the final event for the school year. If necessary, an alternative date will be set by the representatives in April or May. All schools must have a representative at the AGM.
  - Every 2nd year, the AGM will be held and it is encouraged that both the School Director and Activities Director both be in attendance for a more complete review of the IISSAC handbook and current issues.
- All member schools must compete with both girls and boys teams in all required events.

## **Current Executive Positions:**

To be elected annually at the AGM

Chairperson – Jeremy Thomas, BAIS (starting October 2017)

Secretary – Ruth Collins, Mountainview Christian School

Treasurer – Wesley Representative, Wesley School

## **IISSAC Cabinet Descriptions:**

Title: Chairperson

Job Description: The IISSAC Chairperson oversees the development, growth, and running of IISSAC as a whole. Their duties include (but are not limited too) the following responsibilities:

1. Organizing and running the bi-annual AD meeting
2. Organizing and running and end of year AD meeting
3. Attending every IISSAC event
4. Ensuring that all IISSAC events comply with IISSAC handbook standards
5. Representing the IISSAC rules and/or mission statement at all IISSAC related events and meetings

Election: The IISSAC Chairperson is elected at either the Bi-Annual AGM or at the end of year AGM. An AD from every school must be present for the vote. The IISSAC Chairperson will be elected with a majority vote. If at all possible, the IISSAC Chairperson must not be a member school AD.

Term Length: The IISSAC Chairperson must agree to at minimum a two-year term prior to being elected. At the conclusion of their two-year term, the IISSAC Chairperson may be elected to subsequent one-year terms. There is no re-election limit. The IISSAC Chairperson may voluntarily resign either at the end or beginning of his term.

Title: Secretary

Job Description: The IISSAC Secretary will assist the Chairperson through keeping detailed notes surrounding IISSAC meetings and activities. Their duties include (but are not limited too) the following responsibilities:

1. Overseeing and updating the handbook
2. Taking minutes at every official meeting
3. Running and updating the IISSAC website\*

Election: The IISSAC Secretary is elected at either the Bi-Annual AGM or at the end of year AGM. An AD from every school must be present for the vote. The IISSAC Secretary will be elected with a majority vote and should be a member school AD.

Term Length: The IISSAC Secretary is elected for a one-year term. There is no re-election limit. At the conclusion of their term, the IISSAC Secretary may be elected to subsequent one-year terms. There is no re-election limit. The IISSAC Secretary may voluntarily resign at the end of year AGM.

\*The secretary may delegate this to another person either within their school or within another AD

Title: Treasurer

Job Description: The IISSAC Treasurer will assist the Chairperson by keeping track of all IISSAC finances. Their duties include (but are not limited too) the following responsibilities:

1. Overseeing all finances for the IISSAC organization
2. Ensuring that IISSAC host school are financially compensated
3. Ensuring that all member schools pay their annual dues

4. Ensuring that Chairperson travel expenses are appropriately reimbursed

**Election:** The IISSAC Treasurer is elected at either the Bi-Annual AGM or at the end of year AGM. An AD from every school must be present for the vote. The IISSAC Treasurer will be elected with a majority vote and should be a member school AD.

**Term Length:** The IISSAC Treasurer is elected for a one-year term. At the conclusion of their term, the IISSAC Treasurer may be elected to subsequent one-year terms. There is no re-election limit. The IISSAC Secretary may voluntarily resign at the end of year AGM.

**Mid Term Resignations:** All cabinet members should complete their full term of service. However, there may be a case where a cabinet member must voluntarily resign in the middle of their term. In this instance a replacement will be chosen by the Chairperson until the next AGM at which point a permanent replacement will be voted on.

### **Removal from an IISSAC cabinet position**

If a person serving in an IISSAC cabinet position is found to be negligent, acting outside the bounds of what is appropriate to their position, behaving criminally, endangering the safety of others, or for any other reason has lost the confidence of his/her peers, it may be recommended that they be removed from their position through a recommendation of removal. It is important to note that a recommendation of removal is seen only as an option of last resort once all other avenues have been exhausted or in the case of extreme misconduct.

**Recommendation procedures:** Any IISSAC AD may make a recommendation of removal. Said recommendation must be made in writing and given directly to the Chairperson. If the Chairperson is the subject of the recommendation then it can be given to the Secretary. The Chairperson (or Secretary) may choose to reject the recommendation if she/he believes that it has been submitted without cause or the situation can be resolved in another manner (e.g. mediation, discussion, etc). The AD submitting the recommendation will remain known only to the AD and/or the Secretary.

Once given, this recommendation may be discussed only at an all AD meeting, either during an emergency session or at one of the regularly scheduled AD meetings. All member school AD's must be present, including the offending cabinet member. The offending member has the right to be advised why the recommendation was made and will be given a chance to respond to any accusations of misconduct. While the offending member has a right to be advised of why the recommendation was made, they do not have the right to know who gave the recommendation of removal.

**Voting:** After the recommendation procedures have been followed, the offending cabinet member will be asked to leave. Following their dismissal there will be a closed-door discussion amongst the remaining IISSAC members. A proxy representing the offending cabinet member must be included. This closed-door discussion is not to exceed 20 minutes and must conclude with a vote on whether to remove the offending member. For voting purposes a school that does not have an AD present may have a proxy vote for them. A vote will succeed if it 5 of the 6 member schools agree to removal. Removal is immediate and final. It may not be appealed.

## **Allocation of IISSAC Membership Funds:**

Membership funds are held by the treasurer school and are used to assist in the hosting of IISSAC events and covering IISSAC website upkeep. As such there is up to Rp.7,000,000 available for each of the three official IISSAC Events: Basketball, Football and Swimming. Invitational events must be self-funding.

Typical costs for hosting an event may include but are not limited to:

- Referees
- Equipment hire (shade, tables seating etc)
- Awards (banners, ribbons, certificates)
- First aid provisions
- Printing costs
- Security

Whilst there is a large amount of volunteer time involved in hosting an IISSAC event it is hoped with the tournament fee charged to each player and the support of the IISSAC funds, there will be no additional financial burden to host schools. Funds remaining at the conclusion of an IISSAC season will be carried over to the next and held in reserve.

## Events Calendar

At the AGM, the board will set a schedule for a two year basis and decide which schools will host the planned events. Dates will be set by collaboration among all participating schools and posted on the “Event Calendar” section of the IISSAC website: [www.iissac.org](http://www.iissac.org) as well as in the handbook (see below)

### IISSAC EVENT CALENDER

<b><u>SPORT</u></b>	<b><u>13-14</u></b>	<b><u>14-15</u></b>	<b><u>15-16</u></b>	<b><u>16-17</u></b>	<b><u>17-18</u></b>	<b><u>18-19</u></b>
Football	WS	SIS	BALI	BAIS	WS	MCS/BAIS
Basketball	MCS	BALI	SIS	WS	MCS	SIS
Swimming	SIS	BIS	MCS	BALI	BIS/BAIS	WS

**Optional Invitational Events – Recommended but not Mandatory:**

These events do not require attendance by each school, or are required to host by hosting school. The host school may elect to have another school host these invitational events at their location.

Cross Country: Recommended to be held with basketball for 2017, then re-evaluate.

Badminton: Recommended to be held with swimming.

# Event Format

## Student Participation Eligibility

Participants must be between grade 6 and 19 years of age at the time of the competition.

Number of Students is limited by the event:

Basketball (FIBA – 12 each team)

Soccer (FUTSAL – 12 each team); 5 on 5 plus goalies

Swimming 2 swimmers per school per event

### ***Part Time Student Eligibility***

- *They take a 50% class load at the designated IISSAC school*
- *They do not attend or represent any other school*

## Coaching and Chaperone Expectations

All IISSAC teams must be coached by a school appointed adult chaperone.

All IISSAC participants must be supervised by a school appointed chaperone with a minimum ratio of one adult to ten students.

TYPE OF BALLS used:

- For basketball, Molten GG7 and Molten GG6 balls must be used.
- Before the beginning of the season, the host schools must send out the name of the brand of the balls being used for the tournament.

## Football and Basketball Scheduling & Scoring System

- The scheduling for Basketball and Football tournaments is to be done according to the pre-set tournament schedules mentioned in the respective handbook sections assuming the round robin format with playoff and no consolation game.
- Points awarded 3 for a win, 1 for a draw, 0 for a loss.
- Teams tied on points will be separated by the following items in this order:

1) Head to head record between tied teams (if 3 or more teams are tied, head to head results do not apply). 2) Fewest goals against. 3) Best goal differential (goals scored minus goals against to a maximum of 3 for the difference). 4) Most goals scored. 5) Toss of a coin.

## Weather delay scoring adjustment

In the case of inclement weather resulting in round robin games being cancelled or shortened, tie seeding results will be determined by 1) head to head, 2) point differential between the tied teams, (as opposed to points against) etc.

## Swimming

- Age groups U/8, 8-9, 10-11, 12-13, 14-15, 16+.
- Age is as of the first day of competition.
- Schools may enter maximum 2 swimmers in each event.

## Event Organization

Six weeks prior to the event, the hosting school will send an email out with all necessary information as listed below. Each AD is required to respond to the tournament director's email and CC their head coaches. This will open up dialog between the tournament director and coaches for specific questions related to the event.

## Invitation Information Package

- Medical and Emergency contact information – Should give honest information about medical facilities and recommendations for possible injuries. (*Financial responsibility ultimately falls on injured player and their school*)
- Must provide tournament rules, details, information, etc. to all member schools a minimum of 6 weeks before the tournament date.
- Field/court dimensions and details (like 3 point line length or goal dimensions)
- Entry fee information and what fees will cover.
- Housing availability. – (*note: hosting of participants will be explored only if visiting school requests it. There are no guarantees*).
- Transportation availability. NB – Visiting Schools are responsible for the cost of any ground transport they require.

**Registration:** Registration of teams should be sent to the Host school 3 weeks in advance and must include the time/day of Arrival and Departure, and Hotel arrangements. If a visiting team has departure dates that limit their participation (e.g. their flight leaves shortly after the conclusion of the final game) they **MUST** let the host school know at this time or at the soonest possible instance or risk forfeiture of any championship games they qualify for.

## Schedule

The schedule and seeding for each IISSAC tournament will be set three weeks prior to the tournament and will not change. Amendments are allowed as a result of unforeseen

circumstances. The host school may add an optional long distance invitational swim race for students (for no points).

## **Meals**

Host ensures that lunch is available for all players and a banquet dinner. *(Could be covered in entry fee (per person) or make meals available for purchase directly and not part of the entry fee).* Hosting schools should send menus and pricing out with information packet at least six weeks prior to the event so schools can plan accordingly.

## **IISSAC Event Paraphernalia**

T-shirts must be offered at every IISSAC tourney. They are optional for purchase and should cost as close to 60,000 as possible. Additional IISSAC themed items may be sold by the host school if they so choose.

## **First aid**

Should have nurse/athletic trainer (certified) on site during entire competition.

## **Water**

Provide adequate amounts of water for participants. The hosting school should provide one case of water per school, per team at the beginning of the tournament. Teams should use these bottles throughout the tournament and refill at water stations provided by the school. The water stations should be regularly checked and refilled by the host school throughout the tournament.

## **Coaches meeting**

There should be a coaches meeting before tournament starts (a technical meeting). The goals of this meeting should be to:

- Help new coaches with international rules.
- Reinforce unusual rules.
  - During the initial coaches meeting, the tournament director should ensure that the referees are present with a translator to ensure all coaches, ADs and referees are on the same page prior to the start of the event.

\*\*It has been recommended that a short follow up meeting with coaches take place shortly after Friday games. This would give the coaches an opportunity to voice concerns and the hosting school an opportunity to address any concerns.\*\*

## Opening Ceremony, Banquet, and Closing Awards Ceremony

All participants should be on site at the start of the event if traveling permits and the events should start with an Opening Ceremony. The banquet should be held at the hosting school. (Not a restaurant). The banquet should begin no later than 6:00pm and end by 7:30pm.

Please note: Opening ceremonies, banquets and all other presentations should be sensitive to the varying religions and beliefs of the various schools and participants.

Banquets are for secondary school age IISSAC athletes , 1 or 2 managers, coaches and AD. They are not for parents, fans, spouses, friends of athletes, etc.

Every team must stay for the Closing Awards Ceremony. Travel plans must be communicated 3 weeks prior to the tournament if a team might have to miss the closing ceremony due to flights. If Host school is not notified 3 weeks in advance, it may result in a forfeiture.

### Tournament Fees

- Food and Entry Fees
  - Entry Fee (Per athlete) Rp. 50,000 for all events, except for Swimming. Participation fee for Swimming is Rp. 75,000.
  - Banquet (Per attendee) Rp. 100,000 or below
- Other fee guidelines
  - Lunches Rp. 30,000 each

### Awards

Banners for boys/girls winners of each tournament (see picture - [Appendix 1](#))

- 80 cm 100 cm. Indonesian Colors: Red and White.
- One for boys, one for girls.
- Includes IISSAC name, year, sport. Invitational IISSAC event awards must include "Invitational" on the banner.

In individual events (Swimming, Cross Country, Badminton) ribbons for: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place will be given.

**Perpetual Trophies** to be awarded to the winning team each season. The champion team will hold the trophy for one year. They must engrave their school name and the year on the trophy in the same style as previously and bring the trophy to the next tournament.

**Participation Certificates** to be awarded to each rostered player during the IISSAC events. This certificate is to be provided by the host school.

**Additional Awards:** Should include \*All-Tournament Team\* for football and basketball where each coach votes for players from opposing teams. One athlete from each team will be recognized as being part of the all-tournament team and awarded at the banquet.

## **Expense Report**

following the tournament they hosted. Host school must submit receipts for the amount received from the treasurer for the event.

# IISSAC SOCCER

## **Organizational Provisions for Scheduling**

- Please be ready 15 minutes prior to the start of games 2 halves of 15 minutes for games on Friday and Saturday to determine seeding through round robin matches.
- Sunday's elimination matches 2 halves of 20 minutes 5 minutes half time
- Please be there to start Games promptly on Sunday to allow teams to depart in time for scheduled flights.
- All teams listed first will act as the home team and wear the light colored uniform.
- Tournament Directors will randomly draw schools for placement prior to the event and send that information out along with all other event information. Each school should have one number drawn to represent both their girls and boys teams. Any adjustments due to travel or other needs must be in agreement to all schools affected.
- The host school is responsible for ensuring that there are four balls available for each scheduled game.
- The host school is responsible for organizing/recruiting two ball boys/girls for each scheduled match.
- Coaches Meeting to be held at \_\_\_\_\_

### **All IISSAC MVP Team voting:**

Immediately following each game coaches will choose the MVP from the opposing team using the tournament's official scoresheet. The player from each team receiving the most votes will be chosen as that team's tournament MVP. In the case of a tie, the head coach of the two players will decide.

## ISSAC Football Tournament Schedule (updated October 2016)

	Field A	Field B
<b>Friday</b>	2:30 Boys:1-2 3:15 Boys:3-4 4:00 Boys:5-6	2:30 Girls:3-4 3:15 Girls:5-6 4:00 Girls:1-2
<b>Saturday</b>	8:00 Girls:6-3 8:45 Girls:5-2 9:30 Girls:6-1 10:15 Girls:5-4 11:00 Girls:3-2 11:45 Girls:4-6 12:30 Girls:1-3 1:15 Girls:2-4  15 minute break  2:15 Boys:2-4 3:00 Boys:1-5 3:45 Boys:2-6 4:30 Boys:3-5	8:00 Boys:4-1 8:45 Boys:6-3 9:30 Boys:5-2 10:15 Boys:6-1 11:00 Boys:5-4 11:45 Boys:3-2 12:30 Boys:4-6 1:15 Boys:1-3  15 minute break  2:15 Girls:1-5 3:00 Girls:2-6 3:45 Girls:3-5 4:30 Girls:4-1
<b>Sunday</b>	7.00am <b>Game 1: Girls Seed 3-Seed 6</b>  8.00am <b>Game 3: Boys Seed 3-Seed 6</b>  9.00am <b>Game 5: Girls Semi Final 1 Seed 1-Winner Game 2</b>  10.00am <b>Game 7: Boys Semi Final 1 Seed 1-Winner Game 4</b>  20 minute break  11.20am <b>Game 9: Girls' Final</b>  12:20pm <b>Game 10: Boys' Final</b>	7.00am <b>Game 2: Girls Seed 4-Seed 5</b>  8.00am <b>Game 4: Boys Seed 4-Seed 5</b>  9.00am <b>Game 6: Girls Semi Final 2 Seed 2-Winner Game 1</b>  10.00am <b>Game 8: Boys Semi Final 2 Seed 2-Winner Game 3</b>  20 minute break  11.20am <b>Game 9: Girls' Final</b>  12:20pm <b>Game 10: Boys' Final</b>

## **IISSAC Football RULES AND REGULATIONS**

### **SUGGESTED Playing Field Dimensions**

- Field Size: 45m to 55m in length and 35m to 45m in width.
- Goal Size 4.0m (+ 20cm) in width and 1.90m (+ 20cm) in height

Whilst the above are guidelines, the host school is to inform the IISSAC Committee of their field and goal dimensions with tournament planning information. Provision of shade areas is of paramount importance. See the Field Set Up picture in Appendix 2.

### **THE NUMBER OF PLAYERS**

#### **Players**

A game is played by two teams, each consisting of no more than six players, one of whom is the goalkeeper. Schools must designate 12 players and those 12 players may not change after the beginning of the tournament. Thus in the event of an injury or illness, no alternate players can be used. Rosters must be sent into the host well in advance. Changes to the roster can only be done prior to the first game and with approval of the tournament director.

#### **Substitution Procedure**

The maximum number of substitutes permitted is six.

The number of substitutions made during a game is unlimited. A player who has been replaced may return to the playing pitch as a substitute for another player.

A substitution is one which is made when the ball is in or out of play and for which the following conditions are observed:

- Substitutions can only be made in the substitution zone
- Player cannot enter the field until substituted player has left

### **THE PLAYERS' EQUIPMENT**

#### **Safety**

A player must not use equipment or wear anything that is dangerous to himself or another player, including any kind of jewelry.

## **Basic Equipment**

The basic compulsory equipment of a player is:

- a jersey or shirt and shorts in school colors both light and dark
- socks and shin-guards compulsory
- foot wear - The use of footwear is compulsory. They may be football or running shoes.
- numbers on jersey and shorts will be shown in contrasting colors
- Jersey numbers must be 0-99

**All ISSAC MVP Team voting:** At the end of each game the scorers table should make sure that each coach has marked a player from the opposing team as their vote for that team's All ISSAC MVP Team representative.

## **THE REFEREE**

### **The Authority of the Referee**

Each game is controlled by a minimum of two (2) referees who have full authority to enforce the Laws of the Game in connection with the game to which he has been appointed, from the moment he enters the locality where the playing court is situated until he leaves.

### **Decisions of the Referee**

The decisions of the referee regarding facts connected with play are final.

### **Periods of Play**

The game lasts two equal periods of 15 minutes with 5 minute at half time. Games in the elimination round will be two equal periods of 20 minutes with 5 minutes at half time. In the event of a tie during the quarterfinals or semifinals, the match will be decided immediately by a penalty shoot-out (without any overtime). During the grand finale, two extra periods of 5 minutes each will be added to the game. Teams will switch direction after the first five minutes without any break between periods. The team with the highest score after the two five minute overtime periods will be the champion. If after two overtime periods the game is still tied, the winner will be determined by penalty shoot-out.

There are no time outs allowed.

Please note: Timer should be kept by adult. (The referee)

## **THE START AND RESTART OF PLAY**

### **Preliminaries**

The choice of ends is decided by the toss of a coin. The team winning the toss decides which goal it wishes to attack in the first half of the game.

The other team takes the kick-off to start the game.

The team which wins the toss takes the kick-off to start the second half of the game.

In the second half of the game the teams change ends and attack the opposite goals.

### **Kick-off**

A kick-off is a way of starting or restarting play:

- at the start of the game
- after a goal has been scored
- at the start of the second half of the game
- at the start of each period of extra time, where applicable

A goal may be scored directly from the kick-off.

### **Procedure**

- all players are in their own half of the field
- the opponents of the team taking the kick-off are at least 3 m from the ball until it is in play
- the ball is in play when it is kicked and moves in any direction; the kicker may not touch the ball a second time until it has touched another player
- After a team scores a goal, the kick-off is taken by the other team

## **BALL IN AND OUT OF PLAY**

### **Ball Out of Play**

The ball is out of play when it has wholly crossed the goal line or touch line, whether on the ground or in the air.

### **Throw In**

Two handed overhead throw where both feet maintain contact with the ground

## **THE METHOD OF SCORING**

### **Goal Scored**

A goal is scored when the whole of the ball passes over the goal line, between the goalposts and under the crossbar, provided that no infringement of the Laws of the Game has been committed previously by the team scoring the goal.

### **Winning Team**

The team scoring the greater number of goals during a game is the winner. If both teams score an equal number of goals or of no goals are scored, the game is drawn.

### **Points Awarded**

- Three points will be awarded for a win.
- One point will be awarded for a draw.

- Zero points for a loss.

Teams tied on points will be separated by the following items in this order:

1) Head to head record between tied teams (if 3 or more teams are tied, head to head results do not apply). 2) Fewest goals against. 3) Best goal differential (goals scored minus goals against to a maximum of 3 for the difference). 4) Most goals scored. 5) Toss of a coin.

## **GOAL KEEPERS SEMI CIRCLE/PENALTY AREA**

### **Penalty Area**

A 6m radius drawn from each goal post and running parallel to the goal itself

**In Play** the goalkeeper's half circle can be accessed by any player.

## **OFF SIDE**

There is no off side rule.

## **FOULS AND MISCONDUCT**

**Fouls and misconduct are penalized as follows:**

### **Direct Free Kick**

All free kick are direct and are awarded to the opposing team if a player commits any offences in a manner considered by the referee to be careless, reckless or using excessive force. A direct free kick is taken from the place where the infringement occurred.

### **Position of Free Kick**

- all opponents must be at least 5 m from the ball until it is in play
- There is no limit to the number of players in the defensive wall.
- the ball is in play after it has been touched or played

### **Penalty Kick**

A penalty kick is awarded against a team which commits any of the offences for which a direct free kick is awarded, inside its own penalty area and while the ball is in play.

A goal may be scored directly from a penalty kick.

### **Position of Penalty Kick**

Penalty kick is a direct kick at goal with only the goal keeper defending. It is taken from a point 7m out, directly in front of goal

## THE GOAL CLEARANCE

**The goal clearance is awarded when** the whole of the ball, having last touched a player of the attacking team, passes over the goal line, either on the ground or in the air, and a goal is not scored.

**Procedure** - the ball **can only be** thrown from any point within the penalty area by the goalkeeper of the defending team; the keeper must throw the ball within the time allotted by FIFA for a goal clearance (which, in 2016, is 4 seconds)

## THE CORNER KICK

A goal may be scored directly from a corner kick, but only against the opposing team.

**A corner kick is awarded when:**

The whole of the ball, having last touched a player of the defending team, passes over the goal line, either on the ground or in the air, and a goal is not scored.

**Procedure**

- the ball is placed precisely inside the corner arc at the nearest corner
- opponents remain at least 5 m from the ball until it is in play
- the kicker does not play the ball a second time until it has touched another player

## PENALTY SHOOTOUT

Taking kicks from the penalty mark is a method of determining the winning team after a game has been drawn. This will only occur in elimination matches on finals day.

**Procedure**

The referee chooses the goal at which the kicks will be taken. The referee tosses a coin and the team whose captain wins the toss takes the first kick. Each team takes five kicks - The kicks are taken alternately by their selected 5 players

If, after both teams have taken five kicks, both have scored the same number of goals or have not scored any goals, kicks continue to be taken in the same order by the same 5 players, until one team has scored one goal more than the other from the same number of kicks.

Any eligible player may change places with his goalkeeper.

# IISSAC BASKETBALL

## IISSAC Basketball Tournament Rules and Regulations

The IISSAC Basketball tournaments will be officiated using FIBA rules with the IISSAC specific modified regulations listed below.

- MOLTEN GG7 and GG6 basketballs must be used for game balls.
- Each half will be 20 minutes with a running clock, which means that time will not stop for dead balls or free throws. The only exception to this will be for injuries and time outs. In the last two minutes of the 2nd half, the clock will be stopped for all dead balls, free throws unless one team has a lead of more than 20 points with 2 minutes left (in this situation the clock run down until the end of the game.)
- There will be a half-time interval of play of five minutes.
- There will be an interval of play of ten minutes in between each game.
- Team fouls will be 6 per half. Free throws begin **at** the 6<sup>th</sup> foul (not **after**)
- Each team gets 2 time outs per half of 1 minute each.
- Teams shall be classified according to their win-loss records. 3 points for each game won, 1 pt for a draw and 0 point for each game lost (Including lost by default or forfeit).
- If there are two teams with equal points, head to head result will determine placing. If more than 2 teams are tied:

1) Head to head record between tied teams (if 3 or more teams are tied, head to head results do not apply). 2) Points conceded 3) Best point differential (points scored minus points conceded). 4) Points scored. 5) Toss of a coin

- During the elimination rounds there will be a 3 minute overtime period in the event of a tie. The first overtime will be started by jump ball with the teams attacking the same basket as they did in the final half. The last 1 minute of the overtime period will have the clock stop for dead balls. After the first 3 minutes, if the game is still tied, the teams will switch directions and start a new overtime period of unknown length. The ball possession will be determined by jump ball, and the game will be decided by the first made basket (sudden death). The first two minutes of each overtime period will be running clock, the last minute will be stopped for all dead balls.
- Technical fouls are to be given appropriately and enforced by IISSAC Chair.
- The tournament director **must** meet with the referees and people running the scoreboard tables to go over the IISSAC rules and enforce important ones that must be followed:  
**Including:**
- No shoulders into another player when going to the basket for a layup.
- Clock and score table should be overseen by an adult.
- The stop clock at 2 minutes at the end of the second half.
- Schools must designate 12 players and those 12 players may not change after the beginning of the tournament. Thus in the event of an injury or illness, no alternate players can be used.
- Rosters must be sent into the host well in advance. Changes to the roster can only be done prior to the first game and with approval of the tournament director.

- The host school is responsible for providing a visible scoreboard for all scheduled games. The scoreboard must include a clock along with the game's score.

### **The Authority of the Referee**

Each game is controlled by a minimum of two (2) referees who have full authority to enforce the Laws of the Game in connection with the game to which he has been appointed, from the moment he enters the locality where the playing court is situated until he leaves.

### **Decisions of the Referee**

The decisions of the referee regarding facts connected with play are final.

### **Suggested Court Dimensions**

Where possible, host courts should conform to the size ranges in the current FIBA rules. Knowing that some courts are painted according to the 2004 or previous FIBA rule book, it is important that host schools inform all guests of the following:

- Length and width of the court.
- Distance three point line is from the basket.
- Size and shape of the lane.
- Type of floor surface

### **Safety**

A player must not use equipment or wear anything that is dangerous to himself or another player, including any kind of jewelry or other items as mentioned in FIBA (2014) rules: Article 4.4.2.

### **Uniforms**

Each team will have a light and a dark uniform. The team listed first on the schedule will wear the light colors. Teams should make every effort to conform to the FIBA rules using only numbers 0 through 99. Member schools should keep this in mind as they order new school uniforms. If schools bring multiple uniforms to the event, it should be noted that a players numbers should either be the same in all uniform sets if at all possible. If you have a player with multiple numbers in uniform sets it should be clearly checked and noted on all score sheets.

### **All IISSAC Team voting:**

Immediately following each game coaches will choose the MVP from the opposing team using the tournament's official scoresheet. The player from each team receiving the most votes will be chosen as that team's tournament MVP. In the case of a tie, the head coach of the two players will decide.

## Organizational Provisions for Scheduling

- Please be ready 15 minutes prior to the start of games
- 2 halves of 20 minutes for games on Friday and Saturday to determine seeding through round robin matches, Sunday's elimination matches 2 halves of 20 minutes
- Games will start promptly on Sunday to allow teams to depart in time for flights.
- All teams listed first will act as the home team and wear the light colored uniform.
- Tournament Directors will randomly draw schools for placement prior to the event and send that information out along with all other event information. Each school should have one number drawn to represent both their girls and boys teams. Any adjustments due to travel or other needs must be in agreement to all schools affected.
- **Coaches Meeting to be held at \_\_\_\_\_**

## IISSAC Basketball Tournament Schedule

	<b>Boys/Court A</b>	<b>Girls/Court B</b>
<b>Friday</b>	<p><b>2:30pm</b> 4 vs. 3</p> <p><b>3:30pm</b> 1 vs. 2</p> <p><b>4:30pm</b> 5 vs. 6</p> <p><b>5:30pm</b> 4 vs. 2</p> <p><b>6:30pm</b> 1 vs. 6</p> <p><b>7:30pm</b> 5 vs. 3</p>	<p>1 vs. 2</p> <p>6 vs. 5</p> <p>3 vs. 4</p> <p>1 vs. 5</p> <p>3 vs. 2</p> <p>6 vs. 4</p>
<b>Saturday</b>	<p><b>8:00am</b> 4 vs. 5</p> <p><b>9:00am</b> 1 vs. 3</p> <p><b>10:00am</b> 2 vs. 6</p> <p><b>11:00am</b> 5 vs. 1</p> <p><b>12:00pm</b> 3 vs. 6</p> <p><b>1:00pm</b> 5 vs. 2</p> <p><b>2:00pm</b> 6 vs. 4</p> <p><b>3:00pm</b> 2 vs. 3</p> <p><b>4:00pm</b> 1 vs. 4</p>	<p>3 vs. 1</p> <p>6 vs. 2</p> <p>4 vs. 5</p> <p>6 vs. 3</p> <p>2 vs. 4</p> <p>1 vs. 6</p> <p>2 vs. 5</p> <p>4 vs. 1</p> <p>5 vs. 3</p>
<b>Sunday</b>	<p><b>7.00am</b> Game 1: Girls Seed 3-Seed 6</p> <p><b>8.00am</b> Game 3: Boys Seed 3-Seed 6</p> <p><b>9.00am</b> Game 5: Semi Final 1 Girls Seed 1-Winner Game 2</p> <p><b>10.00am</b> Game 7: Semi Final 1 Boys Seed 1-Winner Game 4</p> <p><b>11.00am</b> Game 9: Girls' Final</p> <p><b>12:00pm</b> Game 10: Boys' Final</p>	<p>Game 2: Girls Seed 4-Seed 5</p> <p>Game 4: Boys Seed 4-Seed 5</p> <p>Game 6: Semi Final 2 Girls Seed 2-Winner Game 1</p> <p>Game 8: Semi Final 2 Boys Seed 2-Winner Game 3</p>

# ISSAC Swimming

## ISSAC Swimming Rules and Regulations

### GENERAL

- Boys and girls divisions for all age groups.
- Age as of the first day of competition.
- 2 swimmers per school per event.
- The Under 8 category is limited to a maximum of two “straight to final” events per day

Students may compete up in age groups but not down, however if a student competes up an age group they must remain in that age group for all events. This does not include relays where students may compete up an age group to fill a team without affecting individual events. (but may not replace a weaker swimmer in that group if that team has enough to fill the relay)

### SCORING

Standardized Scoring will be as follows:

1st Place: 8 points

2nd Place: 7 Points

3rd Place: 6 points

4th Place: 5 points

5th Place: 4 points

6th place: 3 points

All other finishers (even swimmers who do not make it to finals) will receive 1 participation point. In order to receive a participation point swimmers will need to finish their race without being disqualified.

### INDIVIDUAL EVENTS

**Under 8 yrs:** 25m Freestyle, 25m Backstroke, 25m Breastroke, 25m Butterfly

**8-9 yrs:** 50m Freestyle, 50m Backstroke, 50m Breastroke, 25m Butterfly, 100m IM

**10-11yrs:** 50m Freestyle, 50m Backstroke, 50m Breastroke, 25m Butterfly, 100m IM

**12-13yrs:** 100m Freestyle, 100m Backstroke, 100m Breastroke, 50m Butterfly, 200m IM

**14-15yrs:** 100m Freestyle, 100m Backstroke, 100m Breastroke, 50m Butterfly, 200m IM

**16+yrs:** 100m Freestyle, 100m Backstroke, 100m Breastroke, 50m Butterfly, 200m IM

### RELAYS

**Under 10:** 4 x 25m Medley relay, 4 x 25m Freestyle relay

**10-13 yrs:** 4 x 50m Medley relay, 4 x 50m Freestyle relay

**14+ yrs:** 4 x 50m Medley relay, 4 x 50m Freestyle relay

### MEET RESULTS

All records must be checked and confirmed by the chair and all AD's prior to each ISSAC meet. At the conclusion of each ISSAC meet, results will be sent to the chair. Records will then updated by the chair with confirmation sent out to all AD's within a week from receiving the official results.

## **RULES FOR COMPETITION**

### **1. THE START**

- a. A long slow whistle is initiated, and the starter says, "Swimmer on the block". Competitors must step onto the back of the starting blocks. For the backstroke the command is "Swimmer come down and hold the start block"*
- b. On command of the Starter "Take your marks", the competitors must immediately assume a starting position, remain stationary and wait for the starting signal.*
- c. When all competitors are still, the starter will give the starting signal. This will be a horn blast. Any false start and the whistle will be blown repeatedly and the false start rope dropped.*
- d. Any competitor who false starts twice in a race will be disqualified from that race.*

### **2. SPECIFIC STROKE REGULATIONS**

- a. All stroke technique and finishing requirements will be officiated according to current FINA rules and standards. This includes any individual stroke expectations, how each stroke is expected to finish the race (two hands vs one hand, etc) and any other "in race" requirements.*

### **3. LEAVING THE WATER**

- a. After the race the Referee should give two sharp whistle bursts to signify to the competitors that they may leave the water.*
- b. It is required that swimmers wait in their lanes in the water until that signal.*
- c. This should always be by the side, not over the end of the pools.*

### **4. RULES FOR RELAY RACES**

- a. So long as some part of the foot retains contact with the block, a competitor may start to move prior to the incoming competitor touching the wall.*
- b. If a swimmer leaves the block before the incoming one touches, the team shall be disqualified, unless the competitor at fault returns to a place in the water directly beneath his original starting position, touches the end, pushes off and resumes the race. It shall not be necessary to return to the starting platform.*
- c. Any swimmer (except for the final swimmer), having completed his/her distance in a relay event, must leave the pool as soon as possible without obstructing any other competitor who has not yet finished. Otherwise the swimmer committing the fault, or the relay team, shall be disqualified.*

### **5. MEDLEY EVENTS**

- a. The sequence of strokes in a Medley Relay is backstroke, breaststroke, butterfly and freestyle.*
- b. The sequence of strokes in an Individual Medley is butterfly, backstroke, breaststroke and freestyle.*

### **6. THE FINISH**

- a. All stroke finishes will be governed by current FINA rules.*
- b. If at all possible, member schools must have video recording hardware used to record the end of each race. In the case of a finish that is "too close to call" and the result will determine placing or who will be awarded a finals berth, the video footage will be reviewed by the finish line judge who will determine the results immediately following the event. The decision of the finish line judge will be final and may not be appealed unless misconduct is suspected. Any video footage is only for the use of said finish line judge and will not be accessible to coaches. Footage will be accessible to Athletic Directors or the IISSAC chair only in the case of suspected or alleged misconduct.*

# IISSAC Badminton

## IISSAC Badminton Tournament Format

The tournament system will adapt the Thomas and Uber Cup system that adapts 3 singles and 2 doubles matches per game. Both boys and girls will play a round robin format, with one pool of all teams. *If it is a 5 team tournament, the play-off format will be as follows:*

*Game 1 (Quarter-final): Seed 4 vs Seed 5*

*Game 2 (Semi-final): (winner of Game 1) vs Seed 1*

*Game 3 (Semi-final): Seed 2 vs Seed 3*

*Game 4 (Determines 3rd place): loser of Game 2 vs Loser of Game 3*

*Game 5 (Determines 1st & 2nd place): winner of Game 2 vs winner of Game 3*

*For the explanations below: Game – refers to the contest between two schools.*

*Match – refers to the contest between individual players*

*Set – refers to the components of each match.*

Games will consist of 5 matches; 3 singles and 2 doubles. Each match will be the best of 3 sets to 21 according to BWF laws.

Each game in pool play will be allocated 2 courts. The order of play will be determined according to Rule 13 from the BWF Handbook (page 5, Rule #16 in this booklet) during the coaches' technical meeting before the tournament begins.

If a school does not have the minimum number of players for a team but still have players who wish to participate, those players may still play and be counted for the Individual Seed winner awards.

Host schools will find neutral referees to call each game.

It is important that the players are ready to start as soon as the previous games end. Five minutes warm-up time will be allowed before starting the each game.

## Awards

There will be an Invitational IISSAC banner for the champion teams in boys and girls divisions. Ribbons will be given to all 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> seeds for all boys and girls singles and doubles categories. The seeds will be determined based on the round robin games.

## IISSAC Badminton Rules and Regulations:

1. All BWF rules and regulations are in force.
2. **Number of Participants:**
  - a. minimum 4 players per team

- b. maximum 7 players per team, plus 1 reserve player
- c. two coaches per team

3. **Seeding Players:** Players will be seeded by their own coaches, and equivalent seedings from different schools paired up for matches. It is stressed that this system depends upon the integrity of the coaches in ranking their own players. Seedings must be finalized, printed out, and submitted to the tournament director at the Coaches Meeting, and must be followed throughout the duration of the tournament.
4. **Doubles Seed #1:** Doubles pairs may consist of any combination of players; however, if a pair includes the first singles seed player, that pair must play as the #1 doubles pair. If singles seed #1 does not play doubles then the two doubles pairs will be seeded according to their ability.
5. **Substituting Players:** Following the BWF Rules, substituting players is only allowed if a team member becomes injured, sick, or has some other unavoidable reason for not being able to participate. Otherwise, all players and doubles teams must play in the seed position that their coach places them in the opening coaches' meeting.  
From the BWF, Handbook II, page 151:

*The Referee may sanction a substitute or substitutes for a player who, in the opinion of the Referee, is incapacitated by illness, accident or other unavoidable hindrance provided that:*

*14.1.1 the team that plays after the substitution conforms to the initially-nominated ranking order for singles and doubles;*

*14.1.2 any substitute player/pair is lower ranked than the player/pair being replaced (if necessary re-ordering the remaining player/pairs);*

*14.1.3 for a substitution after the first match of the tie has started due any illness or injury has been sustained since the teams were nominated, any pair unaffected by the need for substitution is left unchanged.*

*14.2 A substituted player shall not take part in that tie.*

6. **Re-ordering Seeds Due to Injury:** If, during the tournament, a player is injured, that match is forfeited by the injured player. All other matches in that game will be played as normal. Then in the next game(s), the other players will be moved up accordingly e.g. #2 moves to #1 if #1 is injured. However, injured players are eligible to play again in the next match at the original seeding if they are able to return to play.
7. **Forfeiting Matches:** If a player forfeits a second match in the tournament, the Tournament Director has the right to exclude them from all future play.
8. **Reserve Player:** Schools may take a reserve player that can play #3 singles or #2 doubles at any time in the tournament from one match to another but not in the middle of a match.
9. **Determining Round Robin Placements:** Final standings will be determined by the games win-loss record after round robin play. Points will be awarded for games as follows: Win= 1

point, Loss= 0 points.

10. **Semi-Finals:** After the preliminary rounds have been completed the top four teams will progress to semi-final play-offs. Teams finishing in position 1 and 4 play, positions 2 and 3 play.

11. **Scoring system:**

- A match shall consist of the best of three sets.
- A set shall be won by the side which first scores 21 points.
- The side winning a rally shall add a point to its score.
- If the score becomes 20-20, the side which gains a two point lead first, shall win that set.
- If the score becomes 29-29, the side scoring the 30th point shall win that set.
- The side winning a set shall serve first in the next game.

12. **Change of ends:**

Players shall change ends at the end of the first game, at the end of the second game, and again in the third game when a side first scores 11 points. If the ends are not changed as indicated, it shall be done so as soon as the mistake is discovered and when the shuttle is not in play. The existing score shall stand.

13. **Breaks during a Match:** In all sets, when the leading score reaches 11 points, players have a 60 second interval. A 2 minute interval between each game is allowed.

14. **Coaches Behavior:** Coaches should not give instructions during the course of games that will stop play. Coaches will be provided a designated seating area. Coaches need to be proactive in monitoring the calls made by their own players and the opposition. If there are any issues the coaches are to contact the tournament director to possibly assign a neutral umpire.

15. **Between the Courts:** Players and coaches are asked to NOT stand between the courts while play is happening.

16. **Round Robin Tie-Breakers:**

- a. Head to head results (total games wins / losses)
- b. In the case of a multi-way tie in pool play the following shall be applied to break the tie;
  - i. Total matches for / against tied teams;
  - ii. Total sets for / against tied teams;
  - iii. Total points for / against tied teams.
- c. Once the first tie-break in a multi-way tie has been resolved, additional ties will be resolved in the same format using the same sequence of procedures beginning with head to head result.

17. **Order of Play:** (BWF Handbook II, page 149-150)

There are eight permissible orders of play:

1. First singles - first doubles - second singles - second doubles - third singles
2. First singles - second doubles - second singles - first doubles - third singles
3. First singles - second singles - first doubles - third singles - second doubles
4. First singles - second singles - second doubles - third singles - first doubles
5. First singles - second singles - third singles - first doubles - second doubles
6. First singles - second singles - third singles - second doubles - first doubles
7. First singles - first doubles - second singles - third singles - second doubles
8. First singles - second doubles - second singles - third singles - first doubles

Determining order of play: Orders of play 1 to 8 will be considered in turn and the first order of play will be used which has no player playing in two consecutive matches or playing doubles before singles. If all eight orders of play, 1 to 8 result in a player playing in two consecutive matches or playing doubles before singles, order of play #5 will be used.

18. **Lines on the Court:** For singles, the court lines are always long and narrow. For doubles, the court lines are always long and wide, except on the serve in which the inside back line marks the back of the service area.
19. **Score Keeping and Lines:** During games host schools will find neutral referees to keep score and call lines. In order to facilitate open and transparent scoring, players must announce the score prior to each serve. If players do not announce the score the point may be replayed.

# IISSAC Cross Country

## IISSAC Cross Country Format and Rules

### Scoring

- Scores are determined by summing the top three, four or five individual finishing places on each team. These sums are determined prior to the run based on registered runners from each school.
- A team consists of a minimum of three (3) runners. (3 boys and 3 girls from age 12+)
- Tournament directors are to review the registered number of runners from each school and determine position points. This information should be emailed to schools at least four weeks in advance.
- Points are awarded to the individual runners of eligible teams, equal to the position in which they cross the finish line (first place gets 1 point, second place gets 2 points, etc.).
- The points for these runners are summed, and the low score wins.
- Individual athletes, and athletes from incomplete teams are excluded from scoring.
- Ties are usually broken by the position of each team's sixth runner.
- Team winners may be based on participation and change year to year. The awards may be given to school teams based on age and gender. This will be determined by the tournament director, based on registered runners and this information will be emailed to all schools a minimum of four weeks in advance of the meet.

### Cross Country Run Information

- All participants will receive certificates.
- An Invitational IISSAC banner will be given for the winning team of MS and HS runners running the 3k (12-14 girls, 12-14 boys) and 5k (14-19 girls, 14-19 boys) races
- The elementary race for ages 8-11 year olds will be a 1500M run. 1st through 5th place medals for boys and 1st through 5th place medals for girls will be given.
- Cross country invitational meets should be included on the t-shirt during the years in which the run takes place.
- Races need to start at no later than 7:30 a.m.
- The race location should have ample water, shade areas, emergency vehicle, and medical personnel available throughout the entire race.
- When running on public roads runners should always be within line of site of a course referee, with a minimum of two referees per road crossing.
- Course turns and road crossings must be clearly marked.

# Appendices

## Appendix 1 - IISSAC Champion Banner Example



Banners for boys/girls winners of each tournament (see picture - Appendix 1)

- 80 cm 100 cm. Indonesian Colors: Red and White.
- One for boys, one for girls.
- Includes IISSAC name, year, sport

The only banners authorized for display with the IISSAC name and logo are those that are awarded at official IISSAC events. No school should have awards, banners, or trophies made with the IISSAC logo or name for their own purposes. The only exception to this would be a school who wishes to replace a worn banner that they have previously won through an official IISSAC event.

## Appendix 2 - IISSAC Field Set Up Example

2008 set up at Mountainview: *Each section was 5 x 6 meters square - 1 section for each bench area, 1 for registration and first aid, 3 for the snack shop, and 2 for each spectator area.*



## Appendix 3 - IISSAC Code of Conduct

### IISSAC Code of Conduct

Please note that we will be following the latest amendments to the IISSAC Code of Conduct.

#### For Students:

*It is strongly suggested students do not to travel alone in taxis or other forms of public transportation.*

- Smoking, drinking alcohol or extreme inappropriate behavior will not be permitted at any time during any activity.

Penalty: **Any infraction of this rule will result in the student being sent home immediately and suspension from all IISSAC activities for the remainder of the IISSAC calendar year.**

- Abuse (physical or verbal) of opposition, umpires or spectators will not be tolerated.

Penalty: **Suspension from the remainder of that IISSAC tournament/ activity.**

- Participants will not call out inappropriately to, or question the ruling of any umpire.

Penalty: **Suspension for the remainder of that and following game.**

**All penalties given for unsportsmanlike behaviour (i.e. red card, technical foul, etc) will be reviewed by the tournament AD and IISSAC chair, who reserve the right to implement/enforce additional consequences including but not limited to suspension from the following game, suspension from the tournament, etc.**

#### For Coaches and Spectators:

##### During Competition.

The Code of Conduct for students applies equally to all coaches and spectators. All coaches and parents must demonstrate appropriate behavior during tournament play. If violations occur the referee/ umpire will stop the game and the offending adult will be asked to leave the field of play. The offending adult is deemed the responsibility of the school that they are there to “support”. Coaches are expected to assist in any way possible to ensure that the person leaves the field of play peacefully. If the adult does not leave the venue, the play will be suspended and the offending adult’s school will be suspended from competition until the offending adult has left the venue. The parent may not return to the venue until (s)he has met with the tournament director, the school’s athletic director, and the IISSAC chair and received permission to rejoin the tournament.

##### Emergency Medical and Personal Situations for Students.

Each school will facilitate/ generate an emergency form to be carried by the coach at each activity. A copy of this should be given to the Host school tournament director at the coaches meeting.

## Appendix 4 - IISSAC Member School Directory

# IISSAC MEMBER SCHOOL DIRECTORY

### Surabaya Intercultural School

Address Citra International Village, Lakarsantri, Tromol Pos 2/S, Surabaya, 60225 Indonesia  
Telephone 62-31-741-4300 Fax: 62-31-741-4334  
Superintendent: Matthew Gaetano [mgaetano@sis.sch.id](mailto:mgaetano@sis.sch.id)  
Athletic Director: Greg Clark [gclark@sis.sch.id](mailto:gclark@sis.sch.id) HP: 0813-3433-8389

### Wesley School

Address Wesley International School, JL. Simpang Kwoka #1, Malang, Jatim 65101  
Telephone 0341 586410 Fax: 0341 586413  
Director Mike Lucero [director@wesleyinterschool.org](mailto:director@wesleyinterschool.org) HP:0858-5500-8359  
Athletic Director: TBD [mlucero@wesleyinterschool.org](mailto:mlucero@wesleyinterschool.org) HP:0822-3042-9593

### Bandung Alliance Intercultural School

Address Jalan Bujanggamanik, Kav. 2 Kota Baru Parahyangan, Bandung 40553, West Java, Indonesia  
Telephone +62-8281-90-90000 Fax: +62-22-8681-3953  
Secondary Principal & IISSAC CHAIR: Jeremy Thomas [jeremythomas@baisedu.org](mailto:jeremythomas@baisedu.org)  
Athletic and Activities Director: Justin Powers [justinpowers@baisedu.org](mailto:justinpowers@baisedu.org)

### Bali Island School

Address: Bali Island School, Buyan 4/15 Sanur, Bali  
Telephone +62 361 288770 Fax: +62 361 285103  
Director: Denise Walsh [headofschool@baliis.net](mailto:headofschool@baliis.net)  
Athletic Director: Hamish Sutherland [hsutherland@baliis.net](mailto:hsutherland@baliis.net) HP: 8123844119

### Mountainview Christian School

Address Jalan Nakula Sadewa Raya 55, Salatiga, Central Java, 50722  
Telephone 011-62-298-311673 Fax: +62-298-321609  
Superintendent: Andrea Dugan [superintendent@mtview.id](mailto:superintendent@mtview.id)  
Athletic Director: Ruth Collins [rcollins@mtview.id](mailto:rcollins@mtview.id) HP: 0812-2551-6800

### Bandung Independent School

Address: Jl. Suria Sumantri no. 61, Bandung, 40164 P.O. Box 1167, Bandung 40011 West Java,  
Telephone: ( 62-22) 201 9495, 201 4995 Fax: (62-22) 201 2688  
Head of School: Mark James Brookes [head@bisedu.or.id](mailto:head@bisedu.or.id)  
IISSAC Reps: Hector Aguilera [hector.aguilera@bisedu.or.id](mailto:hector.aguilera@bisedu.or.id) HP: None given

## Appendix 5 - IISSAC Event Report

# IISSAC EVENT REPORT

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This report should be completed by the Tournament Director as soon as possible after the event, and forwarded to all IISSAC schools.

It should include:

1. All results/scores from the tournament
2. Any awards given
3. Any commendations to be passed on to players /coaching staff re exceptional performances, sportsmanship, school spirit

Additionally the Tournament Director should attach an anecdotal report of the conduct of the event, to be sent to the IISSAC Chair, including comment on each of the following aspects:

1. Arrival and departure of visiting schools.
2. Standard of facilities
3. Standard of officiating
4. Social events and dinner
5. Any disciplinary issues arising from the event
6. Adherence to the code of conduct by students, parents, and coaches
7. Recommendations to the IISSAC Committee to assist in the future hosting/coordinating of this event.

## Appendix 6 - IISSAC Coaches Feedback Form

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### IISSAC Coaches Feedback Form

This form should be issued to each participating school at the opening coaches' briefing, and returned after the event to the Tournament Director.

Event:  
School:  
Coach/Advisor:

Please circle the appropriate rating, and comment briefly on each of the following aspects of the event:

1. The travel arrangements:  
Did not meet expectations      Met expectations      Exceeded expectations

Comments:

2. The organization of the coaches' meeting  
Did not meet expectations      Met Expectations      Exceeded expectations

Comments:

3. The banquet and awards dinner:  
Did not meet expectations      Met expectations      Exceeded expectations

Comments:

4. The handling of any disciplinary issues arising from the event:  
Did not meet expectations      Met expectations      Exceeded expectations

Comments:

5. Other comments and suggestions:

## Appendix 7 - Emergency Medical Form

# EMERGENCY MEDICAL FORM

This emergency medical form, or its equivalent, must be passed onto the tournament director upon arrival to the event.

Student's Name: \_\_\_\_\_

Year/Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent's/Guardian's Names: \_\_\_\_\_

Address: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Father's Business Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Business Tel: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency when parents cannot be reached, contact:

\_\_\_\_\_  
\_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Tel: \_\_\_\_\_

Special Instructions (allergies, asthma, epilepsy, medications, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Has your child had a concussion in the past 12 month? If yes, when?

\_\_\_\_\_  
\_\_\_\_\_

## Appendix 8 - ISSAC Coach and Spectator Expectations

### Spectators

ISSAC encourages as many staff, students, and family members to both attend and participate in tournament spectating. Positive cheering and enthusiastic support is what makes sports such a unifying and positive experience for all involved. With this in mind, please adhere to the following expectations...

#### *Spectators should:*

1. Cheer with gusto and enthusiasm for your school
2. Encourage players and coaches (from either team) for good form
3. Get to know spectators from other schools
4. Have fun!

#### *Spectators should avoid:*

1. Excessive angry outbursts\*
2. Addressing players or coaches in a negative way
3. Address a game official for any reason
4. Swearing in any language
5. Taunting, harassing, or distracting a player during a game (e.g. during a free-throw or penalty shot)
6. Enter the field of play during a game\*\*

\*Excessive in this context is any behavior that carries on past an initial outburst.

\*\*With the exception being an injury to the child of a spectator

ISSAC understands that being a part of sports can be exciting, heartbreaking, and frustrating. However, we strongly believe that the above standards will help ensure that a positive environment is maintained throughout a tournament. With this in mind, if a spectator repeatedly chooses to behave in a way that is harmful to the environment of the game, the following consequences will be enforced.

*Verbal Warning:* A verbal warning will be given after a spectator's first misconduct. A warning is to be communicated to the spectators AD and it will be the responsibility of the AD to communicate to the spectator. Any further warning at any point during the remainder of the tournament will result in a written warning.

*Written warning:* Any offense following the initial verbal warning will result in a written warning to be given by the ISSAC chair to the AD, who will then communicate this to the offending spectator. This *written warning* will be kept on file for a period of one calendar year. The spectator will also be warned that any further offence during any point in the tournament will result in his/her removal from the game.

*Removal from the game:* Any offense following the initial written warning will result in another written warning being assessed and the offending spectator will be removed from the game.

*Removal from the tournament:* Any spectator who accumulates three written warnings will be barred from attending the remainder of the tournament.

*IN THE CASE OF EXTREME MISCONDUCT (e.g. a threat of violence, excessive aggressive behavior, harassing or yelling at an opposing player, etc. steps can and will be skipped)*

### *Coaches Misconduct Policy*

IISSAC recognizes that coaches care deeply for their players and that their number one job as a coach is to look out for their safety and well being. With this in mind it is understandable that they react strongly to injustices (real or perceived). However IISSAC also recognizes that coaches must act as highly visible role models to players, other coaches, and spectators on how to deal with adversity and frustration. With this in mind coaches are held to a higher standard than a spectator.

Specifically:

1. A coach should minimize excessive\* yelling or angry outbursts.
2. Any interaction with a referee should refrain from negative or aggressive behavior and/or confrontational language.
3. A coach should not address another coach, player, or spectator in a negative or confrontational way.
4. Swear words (in any language) should never be used towards anyone at any time.
5. A coach should not enter the field of play to address a referee during play.
  - a. It is acceptable to approach a referee during a timeout, or during an official play break (e.g. halftime)
6. Any violence (or threat of violence) towards any participant at any time will result in immediate removal from the game

\*Excessive in this context is any behavior that carries on past an initial outburst.

\*\*Please note misconduct is NOT LIMITED to the general guidelines listed above\*\*

A coach that is found in violation of these rules will be subject to the following consequences.

*Verbal Warning.* A verbal warning will be given after a coach's first misconduct. A warning is to be communicated to the coaches AD and it will be the responsibility of the AD to communicate to the coach. *The coach will be advised that any further warning at any point during the remainder of the tournament will result in a written warning.*

*Written warning:* Any offense following the initial verbal warning will result in a written warning to be given by the IISSAC chair in the presence of the AD (if possible) and the coach. This *written warning* will be kept on file for a period of one calendar year. The written warning will result in the coach's immediate removal from the game during which the written warning is given.

### *Removal from Coaching*

Any coach who is removed from a game for behavioral reasons will not be able to coach the game immediately following their removal.

*Removal from the tournament:* Any offense following the first written warning will result in a second written warning and the coach being suspended for the remainder of the tournament.

Please note, that removal from the tournament is seen as a last resort and IISSAC will not take this action unless it is clearly necessary.

IN THE CASE OF EXTREME MISCONDUCT (e.g. a threat of violence, excessive aggressive behavior, harassing or yelling at an opposing player, etc. steps can and will be skipped)

### **Extreme Misconduct, Repeated Misconduct, Appeals**

#### Extreme misconduct

In the case of extreme misconduct (e.g. a threat of violence, excessive aggressive behavior, verbal abuse towards an opposing player, etc.) steps can and will be skipped. Any person who commits an act of extreme misconduct will be immediately suspended from the tournament, asked to leave the premises, and will not be allowed to return or participate in any further IISSAC tournaments without approval from a majority of IISSAC schools.

#### Written warning accumulation

##### *Coaches*

Any coach who accumulates 3 written warnings in a calendar year will be bared from attending or participating in any further IISSAC competitions for one calendar year from the date of the 3<sup>rd</sup> written warning.

##### *Spectators*

Any spectator who receives five written warnings in a calendar year will be bared from attending or participating in any further IISSAC competitions for one calendar year from the date of the 5<sup>th</sup> written warning.

#### Refusal to vacate the game and/or tournament

If a situation should arise that a coach or spectator refuses to vacate the game and/or tournament the game official will stop the game and the offending person will be asked to remove themselves from the premises. The offending person is deemed the responsibility of the school that they are there to "support". Coaches are expected to assist in any way possible to ensure that the offending person leaves the field of play peacefully. If the adult does not leave the venue, then play will remain suspended and the offending adult's school will be suspended from competition until they have left the venue. The offending individual may not return to the venue unless they submit an appeal and said appeal is granted.

#### Appeals

Any coach or spectator who is the recipient of any official disciplinary action (e.g. written warning, removed from a game, barred from future IISSAC events) may make an appeal to the IISSAC board. This must be done using the official "Appeals Form" located in the appendix of the IISSAC Handbook and must be done within 48 hours of being notified of said disciplinary action (for a written warning or removal from a tournament) or during the length of a suspension (in the case that the offending party has been banned from attending future IISSAC tournaments). The IISSAC AD's will review the appeal within 24 hours and will choose to uphold, reject, or adjust the disciplinary action depending on the situation.

## IISSAC Written Warning Form (Spectator)

Name \_\_\_\_\_

Date \_\_\_\_\_

The above named individual has been assessed an official written warning. Any further written warning, and the above named individual will be removed from the game in which they receive said written warning. The above named individual will be removed from the tournament should they accumulate three (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)

Date \_\_\_\_\_

The above named individual has been assessed their second official written warning and has been removed from the game in which they received said written warning. The above named individual will be removed from the tournament should they accumulate three (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)

Date \_\_\_\_\_

The above named individual has been assessed their third official written warning and has been removed from the tournament as they have accumulated three (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)

## IISSAC Written Warning Form (Coach)

Name \_\_\_\_\_

Date \_\_\_\_\_

The above named coach has been assessed an official written warning. Any further written warning, and the above named individual will be removed from the game in which they receive said written warning. The above named individual will be removed from the tournament should they accumulate two (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)

Date \_\_\_\_\_

The above named individual has been assessed their second official written warning and has been removed from the tournament as they have accumulated three (in total) written warnings.

Signed \_\_\_\_\_ (AD)

Signed \_\_\_\_\_ (Tournament Director)

Signed \_\_\_\_\_ (IISSAC Chair)

## IISSAC Disciplinary Appeals Form

The IISSAC Disciplinary Appeals Form can be used by a spectator or coach to protest any of the following disciplinary actions:

1. An official Written Warning
2. Suspension from a game
3. Suspension from a tournament

*If you have been suspended from a tournament for extreme misconduct you MUST submit an appeals form prior to being allowed to attend any IISSAC tournament.*

Name, School, and Position (Spectator/Coach)\_\_\_\_\_

Disciplinary Action you are appealing (see above)\_\_\_\_\_

Date said action occurred\_\_\_\_\_

In the space below, please explain why you believe that your assessed disciplinary action should be reviewed. (You may attach a separate sheet if needed)

What action are you requesting occur? (please circle one)

Allowed back into the (current) IISSAC tournament

Allowed to attend a future IISSAC tournament

The prescribed disciplinary action be stricken from the records

To lodge an official complaint about said action

Signed\_\_\_\_\_Date\_\_\_\_\_

Signed (School AD)\_\_\_\_\_Date Received\_\_\_\_\_

*Your appeal will be reviewed by all IISSAC member AD's within 24 hours of the chair receiving a completed appeals form.*

## IISSAC Board Review Form

Name of person submitting an appeal \_\_\_\_\_

Date said appeal was administered \_\_\_\_\_

*Action requested (circle – ensure it is the same as on appeal form)*

- Allowed back into the (current) IISSAC tournament
- Allowed to attend a future IISSAC tournament
- The prescribed disciplinary action be stricken from the records
- To lodge an official complaint about said action

*Action Taken*

- None, the action stands
- Allowed back into the (current) IISSAC tournament
- Allowed to attend a future IISSAC tournament
- The prescribed disciplinary action be stricken from the records
- To lodge an official complaint about said action

Comments:

Signed (BAIS) \_\_\_\_\_

Signed (BALI) \_\_\_\_\_

Signed (BIS) \_\_\_\_\_

Signed (SIS) \_\_\_\_\_

Signed (Wesley) \_\_\_\_\_

Signed (Chair) \_\_\_\_\_