



Sports Handbook

2020-2021 School Year

Dalat International School

Athletic Department

Tanjung Bungah

11200 Penang, Malaysia





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A Message from the Athletic Director

Dear Student-Athletes, Coaches, & Parents,

I would like to welcome you to another year of athletics at Dalat International School, whether this is your first year at Dalat or if you have been here for quite some time. Long before our halls are filled with students, many of them come back in early August to prepare for the

season ahead. We have dedicated and gifted student-athletes who will go out onto the playing field, play their best, and bring glory to God through their efforts.

Dalat is proud to field teams that encourage participation among our students while also striving for excellence in competition. Athletics are a large part of the total development of a well-rounded student, teaching the student-athlete life lessons in; teamwork, self-confidence, motivation, resiliency, and time management.

The core values of our program are that “we would be willing to commit, give our best, be willing to grow, and have fun all for the glory of God. I encourage each one of us, players, coaches, parents, and fans to adopt this motto not only in athletics, but in our walk as students, parents, and Christ-followers. Whether winning or losing, we want to support our teams and bring honor to God through our actions. Athletics are an excellent opportunity for an expression of our beliefs. Let’s all work together toward that goal this year.

Please do not hesitate to contact me should you have any questions. The coaching and athletic staff greatly appreciate your support and looks forward to working with you this school year.

Sincerely,

J.J. Davis

Athletic Director





Mission, Vision & Values

School Mission Statement

Education for life from a biblical worldview.

Athletic Department Mission Statement

Respect ourselves through hard work, Represent the school through example, Honor God in everything.

Athletic Department Biblical Purpose

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”
Colossians 3:23

Athletic Department Core Values

The core values of Dalat Athletics embrace not only being a student-athlete, but all walks of life. From being a student, a son or daughter, and even our personal relationship with Christ. Before one can achieve any of these Core Values one must “Be Willing”, to make a conscious choice to invest in this specific area. Through dedication and with time those who follow these core values will give themselves the best opportunity to be successful not only in the realm of athletics, but in gaining an *Education for Life*.

Be Willing:

To Commit (SOS-Relationship)

The athlete will commit to not only the team but to whatever it takes to get better in that sport, understanding that sacrifices will need to be made for the betterment and success of themselves and the team.

To Giving Your Best (SOS-Scholarship)

The athlete will give their best effort not only in games but in practices and all aspects of the sport on and off the field. Effort can be shown not only in how we play and train, but how we treat others and respect one another when winning and losing.

To Growth (SOS-Discipleship)

The athlete will go into each season, game and practice with an open mind searching to learn and get rid of old ways or bad habits. The athlete will look for opportunities to grow and better themselves, physically, mentally, emotionally, and spiritually.



To Enjoyment (SOS-Relationship)

The athlete will enjoy the opportunity they have been given. This can only truly happen after the other three values have been met to the best of their ability. Fun is playing a game knowing that you have given everything you can to represent yourself, your team, your school, and God himself.

For the Glory of God!



Glossary of Abbreviations & Terms

ACSC: Asia Christian Schools Conference

AD: Athletic Director

JV: Junior Varsity

MEW: Missions Emphasis Week

MS: Middle School

MSSPP: Majlis Sukan Sekolah Pulau Pinang, Local schools sports governing body

PSAC: Penang Sports Athletic Conference, Local international school conference.

SEW: Spiritual Emphasis Week

SMT: School Management Team

u13: Under 13 years of age

u15: Under 15 years of age

Volunteer Coach: Non-staff member that is coaching.

X-Block - 3:10-3:50 activity period



Major Rule Changes for 2020-2021

- Per Season Trip limit raised from 2 trips to 3 trips for teams that do not have an ACSC Tournament (Rugby), or lack of local competition (Track & Field, Girls Soccer)
- ACSC Attendance Requirement - Updated participation requirements for ACSC team members
- Quitting Policy - Guidelines for students that withdraw from a team.
- Injured Student-Athlete - Clarified expectations of students that suffer minor and major injury in regards to participation.
- Lost/Damaged Uniform - Added financial penalty for students that lose or damage their uniform by neglect.

POLICY & PROCEDURES

General Sports Info and Schedules

Seasons

Sports will be divided into designated seasons during the school year. Games, practices, and official team training may not take place outside of the dates determined by the athletic director. Seasons may vary from year-to-year depending on tournament schedules and events, but will generally be determined by the ACSC conference tournaments. Junior varsity and middle school seasons will follow the PSAC calendar.

Sport Seasons & Offerings:

SEASON	DATES	SPORTS OFFERED
Season 1	August - Mid-October	Boys Soccer: Varsity, JV, u13 Boys Volleyball: Varsity, JV, MS *Boys Softball Girls Soccer: Varsity, JV, u13 Girls Volleyball: Varsity, JV, u13 *Girls Softball
Season 2	November - Mid-February	Boys Basketball: Varsity, JV, MS, u13 Boys Rugby: Varsity *Boys Softball: Grade 8-12 *Boys Tennis: Grade 7-12 Girls Basketball: Varsity, JV, MS, u13 Girls Basketball: Varsity, JV, MS, u13 *Girls Softball: Grade 8-12 *Girls Tennis: Grade 7-12
Season 2/3 Combo	January to April	Track & Field: Varsity, JV
Season 3	Mid-February to May	Boys Soccer: u15 Girls Soccer: Varsity, u15

*denotes a club sport

Track & Field season will overlap Seasons 2 & 3 because of the timing of the ACSC meet in Mid-March. One-sport exceptions will apply to both seasons.

Tournaments

Hosting/International Tournaments

Tournaments are scheduled several months in advance and are submitted by the athletic director to the Calendar Committee for approval. In the event that the Calendar Committee is not in session, tournaments will be submitted to SMT for approval.



ACSC Tournaments

Hosting athletic director and/or tournament director are to follow the guidelines instituted by the ACSC Board of Directors. Specific guidelines for tournament hosting are located in the ACSC Handbook.

PSAC Tournaments

PSAC tournament hosting duties will be determined at the annual meeting in the spring. Dalat should expect to host/organize several tournaments/events in a year.

MSSPP Tournaments

Participation is determined by the athletic director and approved by the appropriate principal due to the unpredictability and schedule conflicts of tournaments.

Practices

Time

Practices are generally scheduled between the time slots of 4:00-5:30 pm and 5:30-7:00pm. All practices must conclude by 7:00 pm on school days. No practices are scheduled on Tuesdays between 4:00-5:30 pm for teams that are coached by staff members required to attend staff meetings. Teams led by volunteer coaches may practice in addition to captain-led conditioning sessions.

Extended Weekends

Coaches should avoid scheduled practice on holidays and long weekends. Days off are scheduled for rest and recovery. Seek approval from the athletic director for practices on holidays and long weekends.

Varsity Sports

Teams may practice up to four (4) days a week including Saturdays. Each practice may be up to two (2) hours in length. If a team plays a game during the week, players must be allowed a day off, in addition to Sunday, therefore a team cannot play/practice more than five (5) days in a week.


Junior Varsity & Middle School

Teams should not exceed three (3) days of play/practice in a week. Recommended number of practice days is two (2) per week. Practices should be no more than two (2) hours in length.

Schedules

The athletic director will work with coaches to set practice schedules before each season. Varsity teams will be given priority in the event of a scheduling conflict. Game schedules should be arranged by the athletic director in close communication with coaches. Games cannot be scheduled less than 24 hours in advance.

- The athletic director will send out a weekly practice schedule according to games and other events that may disrupt the schedule.

- 
- The game schedule will be shared in a document accessible to all staff members, coaches, students, and parents
 - Games take priority over conflicting practices.

SEW/MEW

SEW/MEW are special parts of the purpose of Dalat and therefore will receive special consideration. Games will not be scheduled during SEW/MEW and every effort should be made to allow students to attend. To best accommodate student attendance at SEW/MEW practices should end by 5:00 pm on SEW/MEW days. If a home or away tournament is scheduled during SEW/MEW week, teams will be allowed to play.

Week of Rest

The athletic director will try to schedule a sports break between seasons. Usually this will be one week of no team practice. The week can have team meetings to get player signups, discuss tryouts, etc. This will allow students to catch up on work after end-of-the-year tournaments and get a physical break.

Character Development

Coaches are encouraged to incorporate a character development aspect to their teams. This can be a daily devotion before practice, discussion based on a theme for the season, or simply being intentional in situations as they arise. Coaches must be purposeful about developing their athletes spiritually through sports. Prayer before games is essential. Prayer before practice is strongly encouraged. Character development is a primary goal for interscholastic sports at Dalat.

Attendance

Varsity and JV athletes are required to attend all practices. Unexcused absences are subject to discipline from head coaches. Continued absences are grounds for removal from the team.


Tournament Participation

Varsity and JV students are required to attend all tournaments that their team participates in. Tournaments are scheduled and communicated well in advance to allow for adequate planning. Tournaments outside of Penang and ACSC Tournaments are required for all players to attend. Choosing not to attend an ACSC Tournament will be seen as quitting the team.

Quitting

One of the core values of Dalat athletics is commitment, additionally participating in a sport is ultimately the choice of the student. Schedules and financial requirements will be communicated well in advance to give the student and parents the information needed to understand the level of commitment required.

After teams have been selected students will have one (1) calendar week to decide their level of commitment to the team. Withdrawing from a team within that time period will



allow for coaches to replace that player and will go without consequence. Withdrawing after one (1) week will be considered quitting and have the following consequences.

- Middle School students will be ineligible to join all extra curricular groups (sports, drama, etc...) for the remainder of that sport season plus one additional season. Eighth grade students quitting a Season 3 sport will be ineligible for the remainder of their eighth grade year and Season 1 of their Freshman Year.
- High School students will be ineligible to join all extracurricular groups (sports, drama, etc...) for one (1) calendar year plus the remainder of that season. For example, if an 11th grader quits a Season 1 sport they will be ineligible to join a sport for the remainder of their 11th grade year in addition to season 1 of their 12th grade year.

Injuries

There is an inherent risk of injury when participating in interscholastic sports that can vary in severity and effect. It is the responsibility of the student to continue their commitment to a team despite the injury. The student's daily participation may vary based upon the severity of the injury.

- Students suffering a season-ending injury are strongly encouraged to remain fully committed to team activities as either a manager or as an encouraging teammate. Participation in the ACSC Tournament will be optional, but must be decided at the time of purchasing tickets. Injuries suffered after tickets being purchased will follow refund guidelines. Students that decide, due to the injury that they must withdraw from the team will remain ineligible for the remainder of the current season, but will be able to participate in the following season.
- Students suffering an injury with a recovery time within the current season are to remain active members of the team and attend all team practices, games, and events. Rehabilitation and doctor appointments should be made on "off days". Students that choose to leave the team despite the chance to come back before the end of the season will be deemed ineligible for one (1) calendar year, plus the remainder of that season.

One-Sport Rule

Student-athletes may not play more than 1 varsity and/or club sport per season. This is to limit student activity and increase focus on specific sports and dedication to teams.

*If a player only trains off campus in a sport, i.e. Chinese Swimming Club, Penang Tennis Club, that player can compete in local events in that sport and play an additional sport, provided that the player practices with only one Dalat team.

Sports Awards

Following the completion of all sporting events and presented at the annual Sports Award Banquet the following awards will be given. Nominees must participate for the duration of the season and final tournament to be considered for awards.



Participation Pins

Student-athletes will receive a sport pin for their full participation in a varsity sport. Students must participate for the duration of the season and the final tournament to be eligible.

Team Individual Awards

Three individual awards will be given for each varsity team. Student-athletes are nominated by their respective varsity coaching staff and confirmed by the athletic director. Coaches may seek the input of their team members for nominations, but this is not required. Student-athletes must participate for the duration of the season and final tournament to be considered for team awards. Awards recipients will receive an additional pin or star with the designations Most Improved Player (MIP), Sportsmanship Award (SA), and Most Valuable Player (MVP).

- Most Improved Player: Presented to the student-athlete that has shown the most improvement of skill and/or character over the course of the season. This might or might not show up on the scoresheet, but can be seen in their overall contribution to the team.
- Sportsmanship: Presented to the student-athlete that has shown a consistent respect for competition, coaches, teammates, opponents, and officials. Encourages others through examples of Christlike character in the realm of sport.
- Most Valuable Player: Presented to the student-athlete that has provided the most valuable contribution and leadership throughout the season to the team's overall performance.

Athlete of the Year

Nominees are selected by their respective varsity coaching staff along with the input of the athletic director. The athletic director will select the Male and Female of the Year winners to be submitted to the Awards Committee for final confirmation. Recipients will receive a plaque with the appropriate designation.

- Athlete of the Year: Given to a male and female athlete in grades 10-12 that has participated in two or more sports and has shown excellence in their contribution to the athletic program over the course of their varsity career. This athlete must have shown leadership abilities on and off the field of play and demonstrated a Christlike example to their teammates.

Dalat Club Sport Guidelines & Policy

Sport Evaluation

The athletic director will evaluate all sport offerings annually and will determine which sports will be offered by the department the following year based on the use of the [Sports Evaluation Form](#). Sports will be evaluated on the following indicators:

- Costs
- Available Competition
- Student Interest
- Facility
- Development Program
- Coaching Availability
- Alignment with Dalat and High School Vision
- Cost/Benefit to the Dalat Community

Based on the evaluation results, sports will be placed into categories that will determine their status for the following year.

Varsity

The sport is thriving in the evaluation areas. The sport meets or exceeds the Dalat Athletics standard for varsity sports. Varsity sports are guaranteed by the school. The school will find coaches and resources to ensure the program operates for the following year.

Varsity Probation

The sport is showing concerning signs based on the evaluation. The AD will closely monitor the program to determine its future status. Sports can receive this status through both declining indicators and rising indicators.

Club

Club sport offerings will depend on available coaches, student interest, and school resources. If these cannot be met at a minimum level, the club sport will be cancelled for the season. Club sports that show consistent growth in interest and availability of competition over several years may be considered for Varsity status. Club sports will be scheduled to give Varsity sports priority in facilities usage.

Open Gym

These sports are casual and do not require a commitment from students. A staff sponsor or coach must supervise an Open Gym sport. Generally, these sports will meet once a week in a pickup-style training session. These sports will not play outside games and must stay on campus for all training sessions.

Sport Offerings

2020-2021 SPORTS	SEASON 1	SEASON 2	SEASON 3
Varsity	Soccer Volleyball	Basketball Rugby Track & Field	Track & Field
Club	Softball	Tennis	Rock Climbing

			Softball
Open Gym	Ultimate Frisbee	Ultimate Frisbee Volleyball	Badminton Basketball Futsal Ultimate Frisbee Volleyball

Note - Club sports will follow the Sports Handbook policies. Below are additional guidelines for club sport operations. Any policies not listed below will default to the Sports Handbook.

Club Sports

Organization Duties

The club team sponsor or coach will assume primary responsibility for the operations of the club. The coach should be in regular communication with the AD. This includes the following:

- Finding opponents & setting up games
- Communication with parents, students, teachers
- Equipment
- Jerseys
- Booking facilities with the athletic director
- Team logistics
- Transport
- Facility set up/tear down & basic care
- Safety

The athletic director will work with the club sponsor/coach to schedule practices and games on Dalat facilities. The athletic director will enter athletes into PowerSchool for club activity credit. The athletic department will keep club team waiver forms on file. Club team rosters will be included in Athletic Department participation numbers. See Scheduling below.

Club Operations

Athletes may attend 1 practice/game per week for a Season 3 sport while participating in Track. This must be approved by the HS Principal prior to the 3rd season. In the event of a schedule conflict, track will take priority in all cases. Grades, attendance, extracurricular activity levels and other factors will be considered.

8th Graders may be considered for a club sport if roster numbers are low, at the coach's discretion. The 8th grade exception policy from the sports handbook must be followed. Roster spots must be reserved for high school students. Individual sports (tennis/rock climbing) may consider taking grades 7-8 on the team with approval.



Coach Checklist

New coaches must complete the following Coach Checklist to receive necessary training and preparation for athletics at Dalat.

- Non-staff head coaches must be fully vetted through the HumanResources department and complete the coach checklist.
- Waiver forms & medical release forms must be signed by all students on the team prior to the first game.
- Activity pins will be given to each club team member at the Sports Awards Ceremony. Club sports will not name individual awards (MVP/Sportsmanship/Most Improved).

Practices may not exceed 3 per week. Saturday practice is discouraged and must get special approval from AD and/or HS principal.

Student absences per club sport may not exceed 2 per season for any class.

Scheduling

Sport Offerings - The athletic director will decide which sports will be offered prior to the upcoming school year. Students and coaches may request a new sport for consideration.

Seasons - Club sports must operate within a designated sport season as determined by the athletic director. The season will mostly depend on available facilities. The start and end dates must be clearly communicated in advance by the athletic director. The athletic director will set the practice schedule prior to the season. Individual sports may be considered for season crossover as approved by the athletic director. In the event of season crossover, practices may not exceed 1 per week.

Cancellation - If a club sport cannot meet the minimum requirements, the club will be cancelled for the season. The club coach will be allowed aone (1) week into the season to find enough resources. If the requirements cannot be met, the club will be cancelled after the first week of the season.

MSSPP - all MSSPP tournaments must be approved by SMT due to their highly disruptive and flexible nature.

Events - All scheduling will follow athletics policy in terms of holidays, weekends, SEW/MEW.

Funding

Funding for club teams will be considered a secondary priority for the athletic department. The athletic director will include club budgets in the annual department budget and disseminate funds at his/her discretion. Students should be prepared to pay for equipment, jerseys, transportation or other fees associated with the club team. Club teams can purchase their own jerseys but must follow Dalat uniform guidelines. All jersey designs must be approved by the athletic director prior to purchase. All other apparel policies still apply.



Open Gym/Field (Offseason Training)

Open gym is used by varsity coaches to develop athletes' skills, conditioning and exposure to a sport. In order to improve our sports program, the athletes need an outlet throughout the year to work on their skills. Open gym is an optional venue for athletes who are self-motivated to improve. Open gym is used to gather athletes to compete in MSSPP competitions (see more below).

Dates & Times

- Open gym/field will be scheduled to not interfere with other sport and school activities.
- The sport would be decided by the season. Open gym/field sports must be an off-season sport.

Management

- Varsity coaches are responsible for providing oversight for open gym/field. At least one coach/staff member must be in charge at all times and that person is responsible for equipment, safety, opening/closing facilities and adhering to open gym/field policy.
- Drills and organization during open gym must be run by appointed athletes. Coaches will designate their team captains to run drills and take on a leadership role as part of a character development program.
- Coaches are not allowed to directly work with their teams. Coaches can guide team captains on drills and concepts to ensure they are being run properly and bad habits are not formed.
- Open Gym is a group training session. Individual training is not allowed by coaches, parents or staff. This is to create a non-obligatory setting where kids feel no pressure to attend every week.
- If a coach cannot attend open gym/field, or is not interested in offering off-season training, a staff replacement can be appointed. Or open gym/field can be cancelled week-to-week if no one is available to manage.

Athletes

- All student-athletes are welcome at Open Gym. Athletes are not required to be current members of a school team in order to train. This will provide a good opportunity for students to improve and possibly make the team next season.
- Seniors can train as well, but are not allowed to compete in games/tournaments because they will not contribute the following season.
- Students participating must be in appropriate apparel, wearing a school uniform will not be permitted.



MSSPP

- Open Gym provides a venue to gather players to compete in MSSPP. Varsity coaches are responsible for registering their team and competing in games.
- The approach to MSSPP is intended for game experience to benefit next season.
- Seniors will not be allowed to participate because they will not contribute the following season. Player selection will be at the varsity coach's discretion, keeping the next season in mind.
- Athletes currently playing a varsity sport are not permitted to compete in off-season games or tournaments. MSSPP tournaments are optional and as such a varsity coach is allowed to decline the opportunity.

SECTION II – Team Goals

Varsity


The Varsity level at Dalat is considered the most competitive and requires a maximum commitment from players. Players are expected to commit to a varsity sport, by attending all practices, games, & tournaments and working hard to improve during the season. Winning is the primary goal at the varsity level. Playing time is not guaranteed and is given in the team's best interest. Players will be chosen based on their skill, potential and ability to help the team win. Character development should be accomplished in conjunction with trying to win championships. Sportsmanship and fair play is an expectation at this level.

Junior Varsity

The Junior Varsity level is meant to continue to develop athletes for the varsity level. Athletes should be committed to their sport at this level, but may still be deciding which ones to pursue at the next level. Athletes should learn how to work hard in practice and devote themselves to improving as individuals and as a team. Playing time should be shared among all the players, but neither even nor guaranteed. Winning is important at this level in addition to athlete development. JV teams are intended to be feeder programs for the varsity level so coaches should do their best to prepare their players for the next level.

Middle School

Middle School teams should create a fun and enjoyable environment for the kids. Coaches should strive to instill a love of the game and an understanding of the rules. Fair play and sportsmanship are essential lessons to be taught at this level. Playing time is shared, but not guaranteed. Middle School teams represent Dalat, therefore should strive to be competitive and represent the school to the highest level. Some players on the team may not be prepared to play at this level. The coach will decide which players



will suit up for games based on their preparedness to compete. Building competitive teams is a primary goal along with player development and sportsmanship.

SECTION III – Eligibility

Age Limits

Varsity

Student-athletes in grades 9-12 are eligible for varsity sports. On rare occasions, 8th grade students also may play on varsity teams with the approval of the athletic director in consultation with the high school and middle school principals and parents of the student-athlete. ACSC rules require athletes to be 19 or under on the first day of an ACSC tournament. They are also limited to only 4 years of high school eligibility. Athletes can play varsity more than 4 years if they make the varsity team as an 8th grader.

Junior Varsity

Junior Varsity teams can take athletes in grades up to 11th, but primarily grades 9-10.

Middle School

Middle School is composed of MS and U13 teams. Middle school teams are primarily intended for Grade 8 students. U13 teams are primarily intended for Grade 7 students.

Swimming


The swim team can take athletes in grades 1-12. Swimmers must be able to swim 100M freestyle without stopping. The swim team is not for swimming lessons. Young swimmers must be able to handle themselves in the water or else it becomes a safety hazard. Swimmers can be removed from the team if the coach deems them unprepared for the rigors of swim practice. *(This team is currently not offered for the 20-21 School year)*

Tennis

Tennis can take athletes from ages 10-18 provided they qualify for MSSPP competition. The tennis team is not for tennis lessons. Athletes are expected to play at a high enough level to work on tactics and winning techniques, in addition to basic skills. Tennis players can be removed or not accepted onto the team if a coach deems them unprepared or unqualified to compete at the MSSPP level.

Academic Ineligibility

- Athletes are declared ineligible under one of the following circumstances. 1) a quarter and/or semester F in any class 2) below 2.0 GPA
- In the case of a student-athlete's sudden dip in grades, struggling with time-management, or causing concern academically in the counseling department, the counseling department will approach the coach and athletic director regarding the student-athlete in question. Together, they will devise a plan to help the student-athlete improve academically, which may involve a week's break from team activities or similar solutions.

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- Coaches can monitor students throughout the season to help avoid academic probation. Coaches must send rosters to the counseling office at the start of the season to help monitor students' academic progress.
 - Academic probation is in place until the student-athlete is removed by school administration.

NOTE: Ineligibility is defined as removal from practice, games and all activities related to the team.

School Absences

- Coaches are responsible for alerting teachers, principals and the main office of player absences from class due to an athletic event.
- Students must fill out the student absence form and turn it in to the front office to be allowed to attend a tournament or event. Online classes must be treated the same way, but will be handled by the E-Learning Coordinator.
- Sports trips are considered school-sponsored absences. They will be treated like all school-sponsored absences where students have the same number of days missed to make up work. [See Student and Parent Handbook]
- Per the Student and Parent Handbook, students are allowed to take 3 major trips per year (defined as 2+ nights).

Team Selection Guidelines


Each sport program should be viewed as a development pipeline. Players work their way up the pipeline, improving at every level to prepare for varsity. Players should generally play within their age group until they are ready for varsity. Moving players up and down will create age group conflicts for various competitions and potentially create waves of talent that lead to participation vacuums. Playing together as an age group is a philosophical approach intended to foster team cohesion, consistent quality and maximum participation.

Varsity Team

- Select the best athletes available
- Use some form of objective tryouts with a ranking system that can help justify player selections.
- 8th grade players can attend tryouts only from an invite from the varsity coach. Invites are given after consultation with JV coaches regarding player potential and skill level. 8th graders should only be considered if they are going to be contributors to the team.

Junior Varsity Team

- Tryouts are performed either simultaneously or after the completion of varsity tryouts.

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- Select the best players in grades 9-10. Juniors may be considered if they show potential to contribute at the varsity level.
 - JV teams must fill all roster spots, and may consider taking extra players for development purposes.
 - Roster priority is grade 9-10 students. Athletes in grades 7-8 can supplement the roster if all spots are not filled by high school students. Grade 7-8 students should be selected for JV based on ability, physical size to handle the rigors of high school sports and maturity.

U15 Soccer Team

Dalat fields U15 soccer teams in PSAC primarily to boost the league and maintain quality at the PSAC level despite the season falling outside of the typical soccer season. The U15 category does not apply to any other sport in Dalat Athletics. The soccer program uses it as a development tool and varsity prep.

- All players must meet the age guidelines according to PSAC rules (August 1st)
- First priority for the team is grades 8-9 and grade 7 students too old to play U13.
- If the roster is not full, the top grade 7 students can be selected based on feedback from their U13 coach and the U15 coach.
- Coaches may not add grade 7 students in order to make a 2nd or B-Team.

Middle School Teams (MS & u13)

- Middle School teams are generally intended for Grade 8 students. Empty roster spots can be filled by the top Grade 7 players.
- U13 teams are generally intended for Grade 7 students. Empty roster spots can be filled by the top Grade 6 players.

SECTION IV– D-League

The D-League is the developmental league at Dalat for students in grades 5-6. The D-League is organized through the Middle School X-Block program, but is operated by the athletic department as part of the development pipeline.

Program Goals

Mission Statement

Develop student-athletes in the fundamentals of team sports through participation and competition.

Vision Statement

Build foundations for active lifestyles and careers as student-athletes.



Program Structure

Structure

- The school year will be divided into 3 seasons. Each season will offer a different sport that students may participate in.
- Sports will be selected to create minimal conflict with facilities and coaching duties.
- Fall – Basketball; Winter – Soccer; Spring – Volleyball
- Seasons will consist of one practice per week during X-Block. All teams will play games on Friday from 3:30-5pm.
- Coaches can be Dalat staff, or qualified parents as determined by the athletic director or D-League Coordinator.

Teams

- All students in grades 5-6 are eligible to participate.
- Signups will take place with X-Block registration for Season 1. Signups for Seasons 2 & 3 will take place independently.
- Cost is RM40 per person, per season. Cost includes team jersey and referee fees.
- Students will be divided into equal, co-ed teams.
- Roster sizes (recommended)
 - Basketball – 7
 - Soccer – 10
 - Volleyball – 8

Rules

- Sports will follow modified rules and guidelines to fit the participant level.
- Attendance is required for practices and games.
- Team jerseys and proper attire is required for participation in games.
- All Dalat Athletics codes of conduct apply (Coach/Student/Parent).
- Playing time should be equally shared.

Procedures

- Coaches should email thier teams (students/parents) once per week with updates and schedules.
- Parents should be encouraged to attend games and support the team.



SECTION V - SAFETY

Heat Illness Prevention

The heat illness policy is intended to provide general guidelines for preventing, assessing and treating heat-related illness in athletes.

Heat Index

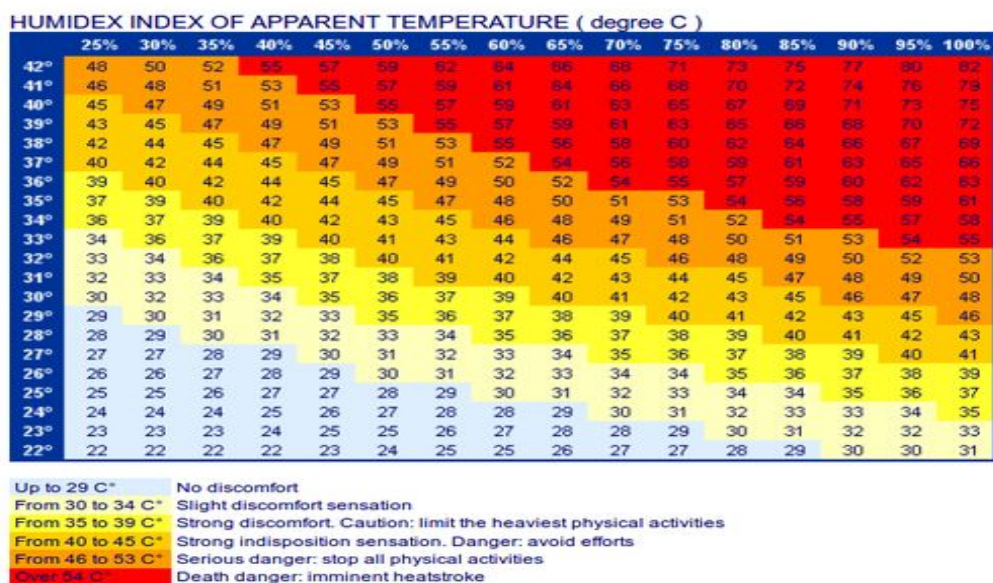
Heat index is a statistic that combines temperature and humidity. It is intended to show what conditions “feel like” for the body. With the high humidity levels in Malaysia, the heat index is a more comprehensive number for addressing heat illness.

Procedure

Coaches should follow procedure for preventing, identifying and dealing with heat illness in athletes.

- Check the heat index level on Dalat’s Intranet page before practice or games.
- Based on heat conditions, take into consideration two factors 1) danger levels 2) significance of practice/game
- Significance of practice/game: Major sporting events like soccer tournaments cannot be cancelled due to heat under normal circumstances. Coaches and the tournament director should be aware of heat conditions and make changes to the format to account for it like shorter halves, periodic water breaks, fewer games, etc. Minor sporting events like a practice or friendly matches can be delayed, postponed or cancelled if conditions warrant it.
- Coaches are responsible for monitoring heat index levels and responding according to procedure. The Athletic Director has the ability to make an overriding decision for each sports team.
- Coaches must remember all athletes respond differently to heat. Weight, fitness level, acclimatization and general fitness are factors to consider.
- Practicing or playing in direct sunlight will receive the maximum level of heat index levels. Tennis courts and cement can increase temperatures by 10-15 degrees.
- 32-40: Heat exhaustion, heat cramps & sunstroke possible with prolonged exposure and/or physical activity. Provide unlimited fluids and monitor athletes for signs & symptoms of heat illness.
- 40-51: Heat exhaustion, heat cramps & sunstroke likely, and heatstroke possible. Provide unlimited fluids & take more breaks, consider altering practice so it is less strenuous, doing indoor work or practice in the shade.
- 51 & above: Sunstroke & heatstroke highly likely, practice in the shade, indoors and heavily reduce strenuous activity. Be on high alert for signs of heat illness and address them immediately.

Heat Index & Discomfort Chart



Symptoms & Treatment

HEAT DISORDER	SYMPTOMS	TREATMENT
Heat Cramps	Painful cramping usually in the legs or abdomen. Heavy perspiration, nausea	Move to a cool, shady area. Firm gentle massage to cramp. Have athlete drink at least 4 oz fluid every 15 minutes
Heat Exhaustion	Dizziness, headache. Normal temperature possible. Weakness & fatigue. Heavy perspiration, nausea. Cold, pale, clammy skin.	Move to a cool shady area. Loosen clothing, fan athlete. Have the athlete drink at least 4 oz every 15 mins. Apply wet, cool cloth to neck, forehead and underarms.
Heat Stroke	Hot, red and dry skin. Absence of sweating. Rapid, strong pulse. Nausea/vomiting. Confusion, incoherent speech. Possible seizures. Possible loss of consciousness. Body temperature ranges from 102F to 106F.	Call Nurse Jan, medical emergency. Move to a cool or air-conditioned area. Loosen clothing, fan athlete. Cool with cool bath or sponging. Take temperature if possible. Lie student flat on back with feet elevated. If vomiting, turn on the side. Do not give fluids if unconscious, confused or seizing.

Concussion Procedure

Pre-Season

Prior to each varsity season, all athletes will take a baseline concussion test conducted by the school nurse or a coach who has taken the NFHS concussion course.

- Each varsity team will use an iPad to conduct the tests with the app CARE: Concussion Assessment & Response Sport.
- This same iPad should be taken to all games and available during practice as well.

- Athletes must take a baseline test after a possible concussion according to the Return-To-Play procedure.

JV and Middle School teams will follow the concussion protocol except for the baseline testing.

Suspected Injury (Heads Up)

When a player is sustains a blow, knock or jolt to the head, follow the “Heads Up” 5-step Action Plan:

1. Remove the athlete from play.
2. Ensure the athlete is evaluated by a qualified healthcare professional immediately as soon as possible during or after the event. **(RED FLAGS: If any red flag is present, the athlete should be taken to the hospital)**
3. The school medical professional is responsible for diagnosing a concussion based on three levels:
 - a. Definitely NO concussion (athlete is free to return to play at coach’s discretion)
 - b. Possible concussion - athlete is removed from play for 24 hours and monitored for symptoms. After 24 hours, the athlete will be re-evaluated and classified into:
 - i. No symptoms - athlete may be cleared to play
 - ii. Symptoms exist - athlete enters concussion protocol
 - c. Concussion confirmed based on reported symptoms (athlete enters the protocol, athlete can seek a 2nd opinion at hospital)

IF concussion is possible or confirmed:


4. Inform the athlete’s parents/guardians about the possible concussion and give them information on school concussion procedures.
5. Keep the athlete out of play for at least 24 hours after the injury. Tournament medical staff must declare the athlete symptom-free and give the OK to start the return-to-play procedure.

NOTE: Coaches and parents are not permitted to diagnose a concussion or make decisions related to a player’s activity level. The tournament medical professional will make that decision. Players can get a second medical opinion at a hospital by a doctor. At this point, the doctor’s diagnosis will take precedent and be used to determine future action.

*Medical staff is defined as a certified nurse, physician or athletic trainer/therapist

Return to Play Procedure

Once an athlete no longer displays signs or symptoms of a concussion (see list below) and after 24 hours from the injury, he or she is eligible to be cleared to start the Return-To-Play Procedure by the school medical professional. If athletes are cleared to start the Return-To-Play Procedure, a medical professional should oversee the following concussion protocol to test an athlete’s readiness for full contact activity. Each step should be completed in a 24-hour period by a coach. Athletes may not complete more



than one step per 24 hours. Athletes should complete each step without pain, discomfort or other concussion symptoms. If symptoms return during the return-to-play procedure, the athlete must discontinue all activity immediately and restart the process after a re-evaluation by a medical professional.

- Pre-test – Varsity athletes must take a concussion baseline test. Athletes must reach 90% of baseline score to advance through the protocol.
- Step 1 - Light aerobic exercise for 5-10 minutes on an exercise bike or light jog. No weight lifting, resistance training or other exercises.
- Step 2 – Moderate aerobic exercise for 15-20 minutes at moderate intensity in the gym or field.
- Step 3 – Non-contact training drills, pre-game warmup.
- Step 4 – Full contact practice or training.
- Step 5 – Full game play.

Recognition & Management

If an athlete exhibits any signs, symptoms or behaviors that make school medical professionals, coaches or parents suspicious of a concussion, the athlete must be removed from play and begin the ACSC concussion protocol. Sustaining another head injury after a concussion can lead to worsening symptoms, increased risk for further injury, and, rarely, death.

Signs Observed by Coaching Staff

- *Loss of consciousness, “blacking out” (even if brief)
- *Seizure
- *Increasing sleepiness
- *Worsening headache
- *Persistent vomiting
- Dazed or stunned appearance
- Confusion about assignment or position
- Forgetful, for example, doesn’t follow instructions
- Uncertainty of game, score or opponent
- Clumsy movements
- Slow response to questions
- Mood, behaviour or personality changes
- Inability to recall events prior to hit or fall
- Inability to recall events after hit or fall

*RED FLAGS



Symptoms Reported by Athlete

- Headaches or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Emotions of “not feeling right” or “feeling down”

Outdoor Basketball Court Safety & Protocol

Even after court renovations in 2019, the outdoor basketball court at Dalat becomes slippery and dangerous when wet with rain. The roof does not fully cover the surface, so rain falls on the two ends near the hoop. When the wind blows, nearly half the court gets wet. Follow the protocol in the respective scenarios.

Rain in the Forecast

- Prepare an alternate schedule for games/tournaments that only uses the gymnasium.
- Monitor conditions throughout the day.
- Tournament director must make the decision to move all games indoors and activate the alternate schedule.

Light Rain


Only the gray area of the court is slightly wet. The playing surface is completely dry. Rain is not streaming onto the playing surface at this point.

Recess & School Activities

- Reduce activities on the court to stationary or non-active.
- Elementary and middle school supervisors must enforce rules when rain starts.
- Administration will enforce protocol during high school lunch and other periods throughout the day.

Sports Activities

- For team practice, coaches should alter activities to stay within the playing area.
- Warn players to stay off the gray area.
- Use towels to wipe water off the playing surface if necessary.

- 
- Coaches should be prepared to move practice indoors if water begins to enter the playing surface.
 - Tournament director must warn both coaches of slippery conditions in the gray area, actively monitor the conditions, be prepared to activate the alternate schedule and move games indoors.

Heavy Rain

Keep the lightning policy in mind. Rain is falling hard and pooling on the playing surface. Wind is blowing rain onto the playing surface. Mist could make the entire court slippery and dangerous.

Recess & School Activities

- Move all activities off the outdoor court.
- Elementary and middle school supervisors must clear the court, send kids to proper shelter.
- Administration will enforce protocol during high school lunch and other periods throughout the day.

Sports Activities

- Tournament director or event manager for sports must stop the game and move indoors or make appropriate adjustments.

After Rain

When the rain has completely stopped, clouds have cleared, and the forecast looks promising.

- Play can resume on the court when the playing surface is dry.
- Supervisors can use squeegees to clear excess water off the court, but the surface will not be dry for 15-20 minutes.

SECTION VI – Uniforms & Facilities

Misuse

Dalat's facilities and equipment are important and intended to last for multiple years. Misuse of school facilities and equipment will not be tolerated. Athletes are expected to maintain and protect school property pertaining to their sport, which includes set up, tear down, and proper storage.

- The athletic department can issue discipline according to facility/equipment rules. Repeated violations are subject to discipline that may involve access bans and/or fines.



Uniforms

Colors

The official colors of Dalat athletics are blue, navy, yellow gold and white. All uniforms and team gear must be a combination of those. The individual shades of blue are subject to coach or athletic director's discretion. White uniforms must have gold/blue trim and numbers. Black and grey may be considered as the base for an alternate jersey with blue or gold trim.

Varsity Tracksuits

Dalat Athletics values consistent appearance and professional dress. Varsity sport teams are the face of the school and the Athletic Department. They should represent both to the highest degree. All varsity athletes are required to purchase a tracksuit that must be worn during travel. This is a one-time purchase. The same tracksuit may be worn for all varsity sports. The Athletic Department will order tracksuits on a seasonal basis.

Practice Apparel

Individual teams may not purchase their own practice shirts or team apparel. The Athletic Department will design standard apparel on an annual basis, typically a dri-fit shirt with Dalat Athletics and logo. Student-athletes may purchase the apparel to wear at practice or team events/travel. Parents or coaches are not permitted to purchase separate apparel for a team in order to avoid perceived bias among teams. Apparel must be consistent with Dalat school colors.

Coaches

Coaches are encouraged to wear the provided Dalat Athletics coaching shirts.

Game Jerseys

Game jerseys are purchased by the school and therefore the property of Dalat. The coach with the approval of the athletic director will design all uniforms. The game uniform must include "Dalat" as the team name and may utilize the athletic logo and "Eagles" as a player name if desired. Game jerseys may not display the names of the student-athletes.

Uniforms are loaned to the student for the season and are intended to only be worn for games. Students should not wear their game uniform to PE class, practice, or out of school activities. Students that lose or damage their uniform will be charged the cost to replace it.

Font

The official font of Dalat Athletics is "Freshman."



Logo

The official Dalat Athletics logo may not be altered in any way. It may be used as part of designs, like a soccer shield. The Official Dalat logo is available in .jpeg and .png formats from the athletic director.

Storage

Teams will be provided official school game uniforms for games and tournaments. Coaches may choose to store all the uniforms throughout the season, or distribute them and collect at the end of the season.

Sponsors

Sponsors may be displayed on a uniform, but in an unobtrusive location like a sleeve. [Sponsors must be in accordance with the Development Office & Booster Club Corporate Sponsorship Policy]

SECTION VII– Travel

Chaperones

Every sports team must have a Dalat staff member of the same gender for travel outside of Penang. This person can be a coach or other Dalat staff member appointed by the athletic director or coach as official chaperone. Travel expenses for chaperones will be paid for by the school. The school will pay for up to two coaches/chaperones per team.

- Parent coaches can be the designated chaperone if they complete the volunteer coach vetting process through Human Resources and complete the coaching checklist.


Vehicles

Teams should use the school vans when possible for travel. In the case a bus or plane is more practical and cost-efficient, the athletic director will make arrangements with the school. Reservations for vans must be made through the athletic director. Vans can be reserved up to 6 months in advance, reservations are on a first-come first-serve basis.

- Any costs associated with transportation within Malaysia, not including school vehicles, will be shared by the participating players.

Trip Limits

Dalat sports teams are allowed to take a maximum of 2 overnight trips during a season. For a varsity team, usually this means one trip to Kuala Lumpur and the ACSC tournament. This is intended to reduce school-sponsored absences and allow for increased academic continuity.



Exceptions will be made for 3 overnight trips in the case of varsity teams that do not have an ACSC tournament (Rugby) and teams that lack sufficient local competition (Track & Field and Girls Soccer).

Drivers

Van drivers must be limited to school staff members and those approved by the school director.

- Parent drivers – Parents may drive players to a game or tournament. Coaches must be notified in advance and must give consent. Parents must be licensed drivers with valid vehicle insurance.
- Players must notify their coach if they wish to return from a match or tournament with their parents.

Overnight Travel

When traveling for an extended period of time the school will arrange for housing and transportation for student-athletes and coaches. Teams should abide by the following guidelines.

Room Assignments

- Athletes will be placed in rooms of 2-4 people of similar age.
- If an athlete in 6th grade wants to travel, he/she must be accompanied by a parent in a separate hotel room. At least two 6th grade teammates of the same gender may share a hotel room adjacent to coaches.
- Coaches may not share hotel rooms with athletes.
- Coaches must enforce the travel guidelines listed below. Coaches can exercise discretion based on tournament schedules and other factors.

Transportation Rules

Students must be courteous and respectful and abide by all airline/bus/ferry rules.

Documents

Documentation is required for extended travel. If traveling within Malaysia a student ID will suffice. If traveling overseas the student must be sure to have a minimum of 6 months validity on your passport prior to departure.

Hotel/Lodging Etiquette

Follow guidelines and expectations of the hotel. Respect other hotel guests as you walk through the common areas and are in your room. Be respectful of the facilities and leave the room in good shape.



Going Out

Athletes may not leave the hotel without a coach, or a coach's direct permission. Athletes must be in groups of 3 minimum. At least one athlete must have a coach's phone number in case of emergency.

Attire

School guidelines still apply, if in doubt athletes should check with a coach. Wear proper shoes as needed.

Snacks

Athletes can provide their own snacks or bring personal cash to purchase at nearby mini-marts.

Electronics

Athletes cannot guarantee the safety of electronics in hotel rooms. Cell phones should be turned off during activities. If athletes need to do online school work, they should inform the coach. Athletes are expected to abide by guidelines of the school's digital citizenship policy.

Curfew

Athletes must be in their rooms by 10:00 pm, or the time set by the coach depending on event schedule. All electronics and lights must be turned off by 10:30 pm. No athletes are allowed in the rooms of the opposite gender at any time. Group activities should take place in a common area or room designated by the coach. Failure to abide by curfew guidelines will result in immediate notification of parents and school principal.

Flights

- Passport information may be disseminated only to Dalat staff or those approved by the School Management Team (SMT).
- On flights where checked luggage is not included in the tickets, the school will not pay for checked luggage. Players and parents may add checked luggage if they wish, but it will be at their expense.
- Players must wear matching Dalat shirts, preferably with a collar, while traveling via air.
- For all tournaments involving a flight, teams must travel with at least \$300 USD as emergency funds.
- Teams must travel via air with copies of the medical insurance forms (from Finance) in case of injury, hospital visits, prescriptions, etc.
- All players and parents must sign a medical release form prior to the season. Coaches must bring these signed forms on trips outside of Penang.



Travel Cost Subsidy Program

To increase the travel opportunities for student athletes the Dalat Athletic Department will subsidize part of the overall trip cost along with the following guidelines. The school will front the costs for the trip, then the Finance Department will charge parent accounts for their share of the costs. Installment plans may be arranged, but cannot overlap January 1 because students may potentially leave the school in the middle of a payment plan.

Travel Restrictions

Sports-Related Injury

If an athlete suffers an injury while participating in a team-related practice or game that renders the athlete unable to compete, the athlete will not be allowed to travel (exception - see below).

- The school will cancel the flight and tournament fees if possible. The school and athlete will split the cancellation fees. If flight and tournament fees cannot be cancelled, the school will pay up to RM500 of the cost but no more than 50 percent. The rest must be paid by the athlete.
- If the athlete is physically capable of traveling, he/she may travel as a team manager with the coach's approval and must pay 100 percent of the travel costs.

Non-Sports Injury or Related

If an athlete suffers an injury from a non-team activity that renders the athlete unable to complete, the athlete will not be allowed to travel.


- The athlete must pay 100 percent of the travel and tournament costs.
- School Suspension/Probation - If an athlete is unable to compete due to academic suspension/probation, the athlete is responsible for 100 percent of the travel costs.
- The school will make a reasonable effort to cancel the flight and tournament fees. The athlete will be responsible for 100 percent of the cancellation fees.

Visa Rejection

Athletes are responsible for acquiring the visas necessary for travel. If an athlete cannot get a visa for travel, he/she will be responsible for 100 percent of the travel costs. The school will make a reasonable effort to cancel the flight and tournament fees.

Illness

If an athlete is ill or has a fever of 101 F (38.3C) or higher on the day of travel, the athlete must have a note from a medical professional declaring the athlete fit to travel and not contagious.

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- If a student is not permitted to travel due to illness, the school will pay up to RM500 of the travel costs but no more than 50 percent. The rest must be paid by the athlete.

Financial Assistance

In the event that an athlete needs financial assistance to attend a team event, usually traveling to a tournament, the athlete and his/her family must apply to the Finance Department. Dalat Alumni donate to a scholarship fund that has a limited amount of funds available. When funds are depleted, scholarships are no longer available.

- Coaches are not permitted to pay for an athlete. A coach may donate money to the Booster Club or the Athletic Department that is intended for scholarships, but the funds will be used at the athletic director's discretion.

Homework

- Coaches are encouraged to schedule at least one study hall per day in an overnight athletics trip.
- Coaches should also be intentional about free time and taking advantage of the cultural experience by sightseeing and doing team activities.
- iPads may be taken for schoolwork. Wifi may or may not be available during trips so students and teachers must be made aware.
- Coaches are encouraged to lead a Bible study during overnight trips.

Coaches

The coach is directly responsible to the athletic director for:

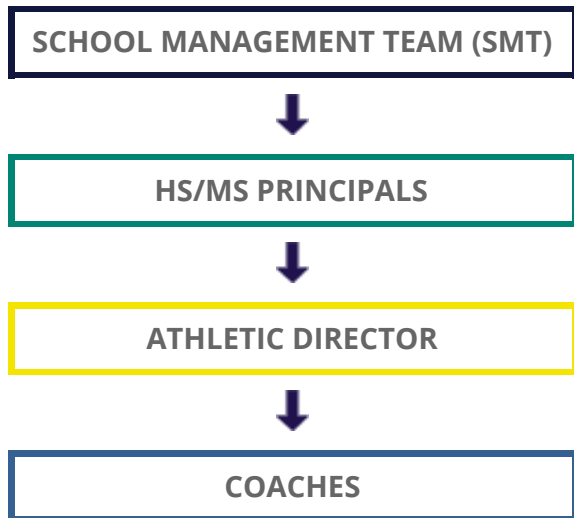
- Modeling a God-honoring example to his or her students.
- Holding tryouts and deciding on rosters.

SECTION VIII – Player Conduct

- No foul or abusive language will be tolerated.
- Players are representing Dalat International School and Christ at all times and thus must act in a manner that reflects positively on both.
- Student-athletes will adhere to the school's dress code at all times during travel.
- Players in possession of drugs, alcohol or tobacco products, or players engaging in sexual activity will immediately be prohibited from playing in the event, removed from the team, and will be subject to disciplinary action by the school's administration.

SECTION VIII – Decision Making

Dalat International School abides by the following hierarchy when making decisions regarding the athletic department.



SECTION IX– Job Descriptions

COACH

The coach is directly responsible to the athletic director for:

- Modeling a God-honoring example to his or her students .
- Holding tryouts and deciding on rosters.
- Preparing for, scheduling and supervising athletic events in his or her sport in close communication with the athletic director.
- Supervising and caring for equipment and uniforms for that sport.
- Making announcements regarding the team on DISCourse.
- Communicating with parents by informing them of dates/times and seeking permission for trips.

ATHLETIC DIRECTOR

The athletic director is responsible to the high school and middle school principal for:

- Determining what athletics will be available to the students.
- Appointing coaches and advising them of their expectations.
- Coordinating and communicating athletic schedules and events to the Dalat community.
- Acquiring, maintaining, and supervising the use of athletic equipment.

- 
- Scheduling practices for athletic teams.
 - Determining and managing a budget for athletics with input from participating coaches.
 - Evaluating facilities and providing recommendations for the security, safety, and proper use of those facilities.
 - Providing services for the professional development of the coaching staff.
 - Implementing and evaluating awards procedures in athletics and making recommendations to the awards committee.
 - Organizing and chairing sports council meetings.
 - Traveling to at least one (1) ACSC conference tournament every year as a school representative.
 - Holding a position on the Executive Committee of the Dalat Athletics Booster Club.
 - Attending all ACSC meetings

SECTION X– Coaching Assignments

Dalat Staff members will be given priority if they are capable of:

- Improving team members' skill and understanding of the game
- Adhering to and actively upholding the Dalat International School sports philosophy and policies
- Presenting a Christ-like role model for the student

In the event that no staff member is available to coach a team/club, Dalat will advertise the need & will select an interested individual who meets the school's coaching requirements, the same as for a staff member. A staff member must be involved with the team if the head coach is not on staff at Dalat. Non staff members must adhere to the Coach's Code of Conduct, see Appendix B.

Coach Removal

Coaches are volunteers and their service is appreciated. They may be removed at the discretion of the athletic director and administration.

Coach Checklist

New coaches must complete the following Coach Checklist to receive necessary training and preparation for athletics at Dalat.

- Register for new account on www.NFHSLearn.com
- Complete NFHS coaching course Heat Illness Prevention (35 mins)
- Complete NFHS coaching course Sportsmanship (25 mins)

- Complete NFHS coaching course Creating a Safe and Respectful Environment (30 mins)
- Read Sports Handbook
- Read, sign and be expected to uphold Coach's Code of Conduct
- If a non-staff coach, complete Volunteer Vetting Packet, return to Human Resource Manager
- Recommended reading – The Talent Code by Daniel Coyle; Toughness by Jay Bilas

SECTION XI – Student-Athlete Conduct

This section is for situations where a Dalat International School athlete displays a difficulty managing emotions and actions during the course of any sporting event. It is assumed that each player:

- has parental or dorm parent support/guidance
- is familiar with the Student Athletic Code Form
- is familiar with Dalat School's Sports Philosophy & Policies, including player conduct & sportsmanship.

Level 1

- Coach handles situation – verbal discussion, warning
- Mainly comments towards self
- Lighter comments/actions: verbal or physical, implied or actual toward players, coach(es) or official(s)

Level 2

Coach may handle, but reports incident to athletic director & principal

- Stronger comments towards players, coach(es) or official(s)
- Stronger more visible actions towards players, coach(es) or officials

Consequence: warning, removal from game, misses next game

Level 3

Coach must refer incident & player to athletic director & HS Principal

- Physically or verbally challenging players, coach (es) or official(s)
- Visibly experiencing extreme difficulty with authority
- Physical or verbal abuse

Consequence: Student is banned from sports for the remainder of the school year.



Sports Probation

Sports Probation (assigned by the principal after student has reached level 3 & possibly even level 2 above)

A student who does not adhere to Dalat's athletic code and sportsmanship policy may face discipline and or be placed on athletic probation. Athletic probation holds the student to an even higher standard of sportsmanship and any behavior not in accordance with that could result in the student not being allowed to participate in athletics for the rest of the quarter, semester, or year. One or more of the following may be included in the athletic probation requirements:

- The development of a personal guideline of acceptable sportsmanship behavior which might include the athlete crafting his/her own "philosophy of sports". This can be done with the help of appropriate adults and then submitted to the sports council.
- The athlete will meet regularly with a designated advisor/coach to discuss progress as well as developing a set of steps to for the athlete to manage their behavior in the athletic arena.
- Periodic review dates set to see how the athlete is doing and to make any necessary modifications to the probation.

Suspension (by principal, residence supervisor, director)

- The student is not to attend classes for a period of time.
- Make-up work may or may not be allowed. This should be clearly stated at the time discipline is administered.
- Any student who has been suspended may not participate in extracurricular activities, including intramurals, during the suspension.
- Conditions for reinstatement and continuance should be clearly stated at the time the discipline is administered



APPENDIX A

Coach's Code of Conduct

The welfare, safety and positive athletic experience for students is important to Dalat International School. This includes valuing athletes, regarding them positively and treating them with respect and care. Having a common set of expectations will serve to protect coaches and athletes and enhance the sports environment at Dalat. Coaches are expected to interact with athletes in a mature, capable, safe, caring and responsible manner with a high level of accountability. Coaches should expect to give and receive feedback from the athletic department to maintain a high level of professionalism and integrity.

Coaching

- Encourage and praise an athlete's efforts publicly, but correct and discipline privately.
- Meet in private with an athlete of the opposite gender only in the presence of an assistant coach of the same gender.
- Strive to maintain age-appropriate expectations and be realistic of the athlete's other responsibilities like family and academics.
- Exercise wisdom and caution in sharing confidential issues with athletes, i.e. teammate performance, award candidates, starting lineups.
- Keep a professional relationship with players that are adult-athletes, not peer-peer.
- Be aware of and avoid favoritism or special treatment.
- Treat athletes with respect, dignity and kindness. Refrain from harsh criticism, excessive blame and hurtful, vindictive and shaming comments.
- Incorporate Biblical values and spiritual truths in coaching athletes.

Communication

- Communicate frequently with parents and dorm parents regarding practice schedules and trips.
- Communicate in advance with the respective principals regarding athletes missing class and leaving school for games, tournaments, etc.
- Communicate expectations to athletes at the beginning of the season regarding practice time and absence policy.
- Work with the athletic director to schedule games, practices and tournaments.
- Work with the guidance office regarding an athlete who is struggling academically.



Behavior

- Limit protests and discussions with referees, and always keep them respectful.
- Guard against negative comments toward other coaches, players, teams, MSSPP and its organizers, fans and parents.
- Honor schedules set by host schools when traveling. Show respect and appreciation for their efforts during the event and before departure.
- Uphold Dalat's moral values and serve as a positive school representative in interactions with other schools, teams and officials.
- Consider yourself a role model and seek to behave above reproach.



APPENDIX B

Parent Code of Conduct

Dalat Athletics values parent involvement and attendance at sporting events. It's important that the supporters are held to the same high standard of behavior to which we hold our coaches and student-athletes during competition. Parents and supporters are expected to abide by the following code of conduct. Violations, especially repeated and/or egregious in nature, may be subject to removal from the athletic event.

- Be supportive, of both teams
- Be positive, toward both teams
- DO NOT talk to officials at any point. That is the sole responsibility of the coaches.
- Model good behavior. We teach our athletes about life. How to deal with adversity (bad calls), how to respect those in authority (coaches, officials), and how to show self-control in pressure-filled environments. Help us teach these lessons by modeling this behavior for the athletes.
- Integrity is ALWAYS more important. Titles are forgotten. Integrity lasts forever.
- Nobody's perfect. Officials, coaches, players will make mistakes. Don't take it personally. They are trying their best.
- Have fun!

APPENDIX C

Lightning Policy

Lightning strikes to individuals are rare but can be deadly. Between 2008 and 2016, Malaysia reported 110 deaths and 131 injuries due to lightning. Malaysia has the 3rd highest lightning activity in the world behind Indonesia and Colombia. Lightning is especially frequent from April-May and September-October. Both peak periods of time are during outdoor sport seasons at Dalat International School. Thus, precautions must be taken to ensure the safety of players, coaches and spectators at sporting and outdoor events.

When a Sky-to-Ground lightning strike is detected within 2 miles, all participants in an outdoor activity must take shelter. Recommended shelters on campus include the gym, Harbor or Middle School area. At College General, teams must take shelter in vehicles or the college structures up the hill and consider returning to campus. At other school campuses, coaches must identify proper shelter. The event organizer, coach or ranking administrator must make the decision and initiate the evacuation from outdoor facilities. If possible, an announcement will be made to the event participants explaining the decision and how it will proceed. See "Announcement" below.


Safe Shelter

- A safe location is any substantial, frequently inhabited building. The building should have four solid walls (not a dug out), electrical and telephone wiring, as well as plumbing, all of which aid in grounding a structure.
- The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
- It is not safe to shower, bathe, or talk on land line phones while inside of a safe shelter during thunderstorms (cell phones are OK).

Lightning Detection Method

FLASH-TO-BANG:

To use the flash-to-bang method, begin counting when sighting a lightning flash. Sheet lightning (cloud-to-cloud) and ground strikes pose the same risk and should be treated equally. Counting is stopped when the associated bang (thunder) is heard. 5 seconds = 1 mile. For example, a flash-to-bang count of thirty seconds equates to a distance of six miles. Lightning has struck from as far away as 10 miles from the storm center. **If thunder is heard within 10 seconds (2 miles away), all outdoor activity must be suspended and participants must seek shelter. Wait at least 20-30 minutes after the last 2-mile lightning strike before resuming activity.**



Coaches and supervisors should use discretion to postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest, (irrespective of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.

Announcement

Attention ladies and gentlemen, unsafe weather conditions have been detected. The National Severe Storm Laboratory recommends that during thunderstorms people should take shelter inside buildings such as a classroom, gymnasium or place of business. Inside a vehicle with a solid metal roof should be a safe alternative. If you are unsure of the appropriateness of your automobile please seek shelter indoors immediately.

Appendix D

Haze Policy

Due to the recent haze in the air, we want to inform the community of Dalat International School's haze policy. We are monitoring the air quality numbers and will make adjustments to activities based on the readings.

The air in Penang is generally clean and clear. Periodically the Air Pollution Index (API) does creep up into unhealthy levels, usually in September and October. When that happens Dalat uses these Malaysian Ministry of Education guidelines and input from other local schools and agencies including the Department of Environment, local media, etc. An important indicator will be the Air Pollution Index (API) and action will be taken according to the API levels with the following guidelines:


Haze Policy Guidelines

API LEVEL	DECISION GUIDELINES
0-100	School activities take place as normal
100-150	Restriction of activity for high risk students & staff. Restrictions for ES students (limiting of activities) Possible cancellation of afterschool activities
150-200	Outdoor activities limited or cancelled for all students
200-225	No outdoor activities - children kept indoors possible school closure
Above 225	School closed and all activities cancelled

The school uses the API readings provided by the closest API reading station to the school. The API readings measure five different pollutants in the air that can be harmful to humans. Four of them are carbon monoxide, ozone, nitrogen dioxide and sulfur dioxide. The fifth one is a measuring of particulate matter (what you see) in the air. The API is calculated using averages for some of the pollutants but not for others. The API is not an average of these five pollutants, but instead is a reading that indicates the highest pollutant at that time. This means you can have a high API reading and possibly minimal haze (particulate matter) or the other way around. It also means that there may be a delay from the time the haze levels rise or fall to the time when the readings indicate the need to take action. For this reason, decisions must also include the head of school's best judgment and common sense as current conditions in Penang may not be fully represented by the API index published in the media.

Dalat has put into place the following policies:

- When school is cancelled, we will not require students to make up the attendance later in the semester or the year. We have a fixed graduation date and a full activities calendar that create difficulties in allowing for make-up days.

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- To make sure that the curriculum does not completely stop on haze days, students may be asked to do work or assignments while at home.
 - Because weather conditions may change dramatically in 24 hours, we will not decide to close for more than one day at a time.
 - The MOE directives are part of the decision to close, but are not the only aspect of the decision made by Dalat. The MOE must consider the fact that many of their schools have open air classrooms when making their decision. We, like most international schools, have air conditioned classrooms. For this reason, some international schools will decide to continue school even when there is an MOE directive to close.

If Dalat decides to have classes, and parents feel that the conditions are just not suitable for their child, they may choose to keep their child home that day. We understand that parents have different comfort levels with the haze and want to respect all parents in doing what they feel is best for their child.

When we do close school, Dalat has put into place the following procedures:

- Dalat will communicate to parents via email and SMS by 7:00 pm regarding school closing the next day. We understand that parents need to make arrangements regarding child care for the next day and so the decision will be made based on the information we have prior to 7:00 pm.
- An email will be sent by 9:00 am on the “haze day” to students (in MS and HS) by their teachers with any assignments or activities to do for the missed school day. HS and MS students are therefore required to check their emails by 9:00 am on a “haze day.” ES students will have an email sent to their parents explaining any possible activities they should do during the day.
- Any assignments given earlier in the week (prior to the haze day) and due on the day(s) following the “haze day,” can still be required by the teachers. If there is any doubt, students should clarify with their teachers via email and not make other assumptions.
- The students will not be asked, or required, to come to campus for any assignment or to collect textbooks.

Helpful Links

- [Department of Environment](#)
- [API – Wikipedia](#)
- [Regional Haze Situation](#)
- [How API is Calculated](#)