

2023-2024 AASCA EVENTS MANUAL



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Chapter 1: General Guidelines for All AASCA Events

SECTION 1. STUDENT PARTICIPANT ELIGIBILITY

- Students registered as full-time scholars from seventh through twelfth grade, and up to 19 years of age at an AASCA member school will be eligible to participate in AASCA events. If a student turns twenty before or during the event, he/she (may) **will** not participate.
- Exceptions: in Track & Field, Swimming and Tennis all participants must be at least 11 years old on the first day of the competition **and** be enrolled in sixth grade.
- For individual sporting events, as opposed to team sporting events, the student's age on the first day of the competition is used to calculate the category.
- All student participants must be in good conduct and academic standing according to the guidelines established by each member school.
- Schools not holding current AASCA membership **will** not participate in any AASCA event.

SECTION 2. FEES AND REGISTRATION

2.1. Fee Structure:

- Basketball: \$600 per team
- Track & Field: \$400 per category (8 or more athletes)
 - \$50 for 1-3 athletes
 - \$200 for 4-7 athletes
- Soccer: \$1,000 per team
- Swimming: \$300 per category (8 or more athletes)
 - \$50 for 1-3 athletes

- \$150 for 4-7 athletes
- Tennis: \$400 per category
- Middle School Sports Festival: \$700 per school
- Volleyball: \$600 per team
- Knowledge Bowl: \$500 per team
- Drama: \$600
- Leadership: \$500
- Science Fair: \$500 per school for up to 5 projects

2.2. Registration:

- Each school that registers for an AASCA event must do so a minimum of thirty days prior to the event. Payment in full must be made upon registration and is non-refundable within thirty days of the event. No school may register more than one team per gender. The student roster will be provided to the host school, along with payment, and will be signed by the general director. Athletic directors must use the registration form approved in the athletic directors' meeting 2019.
- Petitions to change division: schools wishing to apply to change division from the Pacific to the Atlantic division must formally state their intention to petition for all AASCA tournaments **after 2022-2023 school year**. For more details, see the **Atlantic and Pacific Divisions Resolution** approved at the AASCA General Directors' meeting on May 4, 2019.
- Fees payment. Each school pays the fees by transfer. The paying school must assume the transfer fees.

SECTION 3. COMMUNICATION BETWEEN AASCA SCHOOLS

- The general director of the hosting school will determine the event director for any AASCA event. The event director shall not be involved in coaching or any other supervision role. The event director shall plan the technical organization of the event and ensure that this plan is accomplished. He/she shall direct the interaction among all the participating schools in the event.
- The athletic director/activities coordinator/or other designee of the host school will establish communication in regards to the events, schedules, travel arrangements, lodging, transportation, etc. The school invitations must be sent out to the schools' general directors with a copy to the middle/high school principals and the athletic directors.
- The initial information sent to the participating schools must include the names, **telephone numbers**, the email addresses of all those involved in the development of the event. All this information will also be given to the AASCA webmaster to be posted on the AASCA site. The school invitations must be sent out to the schools' general directors and high school principals, as well as the athletic directors in the case of sporting events.
- During AASCA events, host schools **should** use a Google drive for keeping event records, handbooks, statistics, and other communication. It is important to note

that if there are discrepancies between the information in the drive and this policy, this policy supersedes.

SECTION 4. ORGANIZATION OF AASCA EVENTS

Co-hosting AASCA events (With Atlantic and Pacific Division this point is no longer needed, should be deleted)

- *This is a recommendation, not mandatory. AASCA members from the same country may co-host the tournaments to share costs and organization duties, especially if all the tournaments are going to be unified. Tournaments are larger with more teams and games; therefore, they are more expensive. Few small schools are capable of organizing the tournaments on their own.*
- *Example: a tournament in El Salvador would be co-hosted by EA, CISS, PS & Maya. The division of expenses could be 40% EA and 20% each CISS, PS & Maya.*
- *Schools would also work together as a committee to share the organization duties. This would also help to unify schools from the same country as they work together.*

4.1. Duration of Events

- Under no circumstances will an event be scheduled where students miss more than three school days. For example, a three day event may take place on Thursday, Friday, and Saturday with travel days on Wednesday and Sunday.

4.2. Coaches/Advisor Informative Meeting

- Monday before the event, an orientation meeting will take place. This meeting will be presided by the host school's coordinator of the event (i.e. athletic director/activities coordinator). It is required that the host school's administrator in charge, coachreferees, readers, etc. attend this meeting. The purpose is to clearly present the rules, schedules, procedures, transportation and to answer any questions that might arise in relation to the event.
- During this meeting no changes will be made to the organization and/or rules of the event. It is recommended that this meeting take place simultaneously with the student icebreaker activity.

4.3. Icebreaker Activity

- The host school shall organize an ice breaker activity for all student participants the night before the event takes place. The purpose is to create an environment of friendship and fraternity. At the end of the activity students will be provided with snacks and drinks. A similar activity may be organized for the coaches before their informative meeting.

4.4. Official Language for AASCA Events

- Opening and closing ceremonies must be conducted in English. Information meetings, such as the coaches meeting, may be conducted in Spanish (when English is needed the host school must provide a translator/translation).

SECTION 5. SAFETY AND SECURITY AT AASCA EVENTS

5.1. Medical Assistance

- The host school will provide access to a certified nurse or doctor. In case an ambulance and/or medical assistance is required, each school will cover the cost of this service. All the locations where the events are held must have a school nurse, medical assistance and/or first aid. If necessary, hospital emergency services will be contacted. Only site supervisors may call for ambulance assistance. All the hospital and medical bills will be paid by each school and not the host school. It is required that all AASCA events participants be covered by medical or accident insurance. An emergency fund is also recommended for traveling teams/groups.

5.1.1. Medical Assistance Availability

- The host school shall provide access to a school nurse, medical assistance and/or first aid on-site for initial assessment and treatment. A certified nurse and doctor shall also be on site in case of serious injury beyond the assessment and treatment capacity of the school nurse, medical assistance and/or first aid provider.

5.1.2. Assessment/Treatment

- Any participant injuries will be initially assessed by the medical assistance and/or first aid providers on-site, and then will be referred to the certified nurse and doctor as needed.

5.1.3 Head Trauma

- In the case of any head trauma (i.e. any direct blow to the head and/or shearing force occurrence, such as whiplash, which may cause hemorrhage, edema, fracture, concussion, and/or diffuse axonal injury), the injured participant must be referred immediately to the certified nurse or doctor.

5.1.4. Insurance and Ambulance/Hospital

- It is required that all AASCA event participants are covered by **their own school's** medical or accident insurance, and/or **personal** medical or accident insurance. An emergency fund is also recommended for traveling teams/groups. In case an ambulance and/or medical assistance is required, the injured participant's school will cover the cost of this service. Furthermore, if necessary, hospital emergency services will be contacted. Only site supervisors may call for ambulance assistance, and must do so on the direction of the certified nurse or doctor. All the hospital and medical bills will be paid by the injured participant's school; in turn, the injured participant's school will be reimbursed by the respective medical/accident insurance.

5.2. Security

- Each host school is committed to providing a safe environment, taking the appropriate measures according to the specific security needs and will report security arrangements and safety recommendations to the participating schools prior to the event.

5.3. Consumption of Alcohol, Tobacco (and the like) & Drugs (vaping included)

- All AASCA students events are alcohol, tobacco, and drug free. All students, faculty, staff, coaches that have custodial or supervisory duties are not allowed to consume alcohol, tobacco or drugs during AASCA events, including on campuses, in hotels, and while traveling to and from events.

SECTION 6. AASCA EVENTS HOST SCHOOLS

6.1. Responsibilities of the AASCA Host School

- Attend the **HS** principal's meeting the previous year when calendar is being made; in order to host an event, the **HS** principal must attend the **HS** principal's meeting and offer to host.
- Planning and communication.
- Implementation and facilitation.
- Financial management of the event.
- Live streaming of the games/events is optional and is not required by the host school.
- Submitting a **Financial** written report to the AASCA President. (**Use official form**)

6.2. Responsibilities of the AASCA Host School Administrator in Charge

- For each AASCA event, the general director of the host school should appoint the host school administrator in charge (usually the athletic director or secondary principal).
- The host school administrator in charge will be responsible for:
 - Answering all inquiries, questions, protests, etc.
 - Handling all disciplinary infractions in consultation with other school administrators.
 - Making immediate decisions in case of emergencies.
 - Assigning additional administrators if the event takes place in different facilities/locations. An administrator must be designated for each venue. They will have the same responsibilities and authority as the host school administrator in charge.
- The Host School General Director and High School Principal must be present, or at least on campus, for the entire event.

SECTION 7. PARTICIPATING AASCA SCHOOLS

7.1. The Administrative Representative of the Attending School

- For AASCA athletic events, each attending school must send another person besides the coach and athletic director in order to serve as an administrative representative. In non-athletic events, the school must designate an administrative representative who is a staff member from the school. The administrative representative is defined as a member of the professional staff of the school, assigned by the principal and or general director, who is not directly involved in the event. This representative administrator will be in charge of the school's delegation, including accompanying parents.

7.2. Chaperones of Participating Schools

- Each participating school must have chaperon **(es)** to supervise the students at the events.
- These chaperones can be: the representative administrators, coaches, or others.

Participating schools will stay at their own cost, preferably at the hotels designated (**suggested**) by the host school.

Chapter 2: Athletic Events

SECTION 1: GENERAL ASPECTS FOR ALL ATHLETIC EVENTS

1.1. Rules, Competition Format and Number of Teams for Athletic Events

- For all AASCA events, when applying international federation rules and policies, the rules and policies in place before September of that current school year will be used.
- Host schools will assure that the participating schools will play a minimum of four and a maximum of six games during an AASCA athletic event.
- Teams must play a minimum of one game and a maximum of two games per day.
- All semifinals will be played in a cross format, when possible.
- Boys and girls championship games will alternate annually. Girls will play the championship game first in every year ending in an odd number. Boys will play their championship game first in every year ending in an even number.

1.2. Student safety, hydration and nutrition:

- Sports-appropriate glasses will be the only eyeglasses authorized to be used in the basketball, soccer and volleyball competitions.
- The host school will provide water and hydrating beverages for the players and coaches at the playing sites.
- The host school has to have easy access to some type of food, school cafeteria or fast and nutritious food booths.

1.3. The Opening Ceremony

- The opening ceremony must be conducted in English, limited to 45 minutes or less and will take place either on the evening of the traveling day or the day after, where each participating school will be recognized. During the entrance, the teams will proceed in alphabetical order by country, with their respective school banner. The host country will be at the end and the host school will be last. The flags of each country will be on display in a visible area at all times during the tournament. The Central American Anthem (La Granadera) will be played followed by the National Anthem of the United States of America. The AASCA

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Athletic Vision and Mission Statements will be read. These statements must also be displayed in a visible area in all the facilities where the competition takes place. Participants will take the AASCA Sportsmanship Oath in English, as follows:

Please stand up, raise your right hand and repeat the following sentence after me:

I pledge to participate in the ___(INSERT OFFICIAL NAME OF AASCA EVENT)___ with honour, with dignity, and with honesty. I will respect and follow the rules and regulations established by AASCA and display a true spirit of sportsmanship and fair play.

1.4. The Closing Ceremony

- A closing ceremony must be conducted in English and will be organized to recognize participation and accomplishments. All teams must be present. This ceremony will be a social/cultural event where HEALTHY SNACK will be offered to all the participants.

1.5. Game Schedule and Playing Format

1.5.1. Game Schedules

- In volleyball, basketball and soccer every team must have a minimum of three hours between the ending of one game and the beginning of the next one. Additionally, no soccer games will be scheduled between noon and 2 PM.

1.5.2. Playing Format

CRITERIA

- All teams must play a minimum of 4 and a maximum of 6 games.

GROUP HEADS

Starting in 2019/2020, the organizing committee for the soccer, basketball and volleyball tournaments will form as many groups as necessary placing as head of groups the best teams from the previous year and the host teams. Details are provided below:

GROUPING

There will be as many bowls as the number of groups necessary to accommodate all the participating teams. Distribution of bowls will be as follows:

- Bowl # 1. Group heads: the best ranked teams from the previous tournament + the host school.
- Bowl # 2. The best ranked schools from 6th to 10th from the previous tournament.

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- Bowl # 3. The best ranked schools from 11th to 15th from the previous tournament.
Bowl # 4. The best ranked schools from 16th to 20th from the previous tournament. Any school (team) that had not participated in the previous tournaments will be included in bowl # 4 automatically.
- Bowl # 5. This bowl will contain letters from "A" till necessary, as many as the number of groups needed.
- Bowl # 6. This bowl will contain numbers from 1 till necessary, as many as the number of schools per group needed. 3. All the bowls will be empty assigning each institution to each of the groups. 4. All the balls will be taken out from each bowl before proceeding to the next one.

TOURNAMENTS

- **4 teams:** 1 group of 4. Semifinals and finals. 5 games each team. 10 games total.
- **5 teams:** 1 group of 5. Semifinals and finals. 5th place team plays JV. 5-6 games each team. 15 games total.
- **6 teams:**
 - Option 1: 2 groups of 3. All teams advance to 6-team tournament (8-team tournament format) with seeding based on group phase. #1 teams advance to semifinals. Quarterfinals, semifinals and finals. 4-5 games each team. 13 games total.
 - Option 2: 1 group of 6. #1 vs. #2 for first place. #3 vs. #4 for third place. Etc. 6 games each team. 18 games total.
- **7 teams:**
 - Option 1: 2 groups of 3 and 4. Top 3 teams in each group advance to 6team tournament (8-team tournament format) with seeding based on group phase. #1 teams advance to semifinals. Quarterfinals, semifinals and finals. Last team in 4-team group plays JV team. 4-5 games each team. 17 games total.
 - Option 2: 1 group of 7. #1 team is champion, #2 team is second place, etc. 6 games all teams. 21 teams total.
- **8 teams:** 2 groups of 4. Top 2 teams in each group advance to 4-team tournament to determine places 1-4 . Bottom 2 teams from each group advance to 4-team tournament to determine places 5-8 . 5 games each team. 20 teams total.
- **9 teams:**
 - Option 1: 3 groups of 3. Top 2 teams in each group advance to 6-team tournament (8-team tournament format) to determine places 1-6 . Other 3 teams play round robin to determine places 7-9 . 4-5 games each team. 19 total games.
 - Option 2: 2 groups of 4 and 5. Top 2 teams in each group advance to 4team tournament to determine places 1-4 . Bottom 2 teams from each group advance to 4-

team tournament to determine places 5-8 . #5 team from 5-team group plays JV team. 5-6 games each team. 25 games total.

- **10 teams:**

- Option 1: 3 groups of 3, 3 and 4. Top 2 teams in each group advance to 6-team tournament (8-team tournament format) to determine places 1-6. Top 2 teams based on “average” of the 3 #1 teams, advance to semifinals. Quarterfinals, semifinals and finals. Bottom 4 teams play in 4-team tournament. Semifinals and finals for places 7-10. 4-6 games each team. 23 games total.
- Option 2: 2 groups of 5. Top 2 teams in each group advance to 4-team tournament to determine places 1-4 . A1-B2 and B1-A2 semifinals. Winners play in final. Losers play for 3rd place. Next 2 teams from each group (3rd and 4th places in groups) advance to 4-team tournament to determine 5-8 places. A3-B4 and B3-A4 semifinals. Winners play for 5th place. Losers play for 7th place. #5 teams from each group play for 9th place. 5-6 games each team. 29 games total.

- **11 teams:**

3 groups of 3, 4 and 4. Top 2 teams in each group advance to 6-team tournament (8-team tournament format) with seeding based on group phase. Top 2 teams based on “average” of the 3 #1 teams, advance to semifinals. Quarterfinals, semifinals and finals for places 1-6. Bottom 5 teams play in 5-team tournament (8-team tournament format). Top 3 teams receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 7-11. 4-6 games each team. 27 games total.

- **12 teams:**

- Option 1: 3 groups of 4. Top 2 teams in each group advance to 6-team tournament (8-team format with byes) with seeding based on group phase. Top 2 teams based on “average” of the 3 #1 teams, advance to semifinals. Quarterfinals, semifinals and finals for places 1-6. Bottom 2 teams in each group advance to 6-team tournament (8-team tournament format) with seeding based on group phase. Top 2 teams based on “average” of the 3 #3 group teams, advance to semifinals. Quarterfinals, semifinals and finals for places 7-12. 5-6 games each team. 32 total games.
- Option 2: 2 groups of 6. #1 teams from each group play for Championship. #2 teams from each group play for third place. Etc. 6 games each team. 36 games total.

- **13 teams:**

- Option 1: 4 groups of 3, 3, 3 and 4. #1 teams from each group and the top 3 #2 teams based on “average” advance to a 7-team tournament to determine places 1-7. Top #1 team based on “average” gets bye to semifinals. Quarterfinals, semifinals and finals. The other 6 teams are ranked 1-6 based on record then “average” to play in a 6-team tournament (8-team tournament format). Top 2 teams receive a bye to the semifinals.

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Quarterfinals, semifinals and finals for places 8-13. 4-6 games each team. 31 games total.

- Option 2: 4 groups of 3, 3, 3 and 4. Top 2 teams in each group advance to an 8-team tournament. Quarterfinals, semifinals and finals for places 1-8. #3 teams from each group form a group of 4 to play round robin for places 9-12. #4 team plays JV. 4-6 games each team. 34 games total.

14 teams:

- Option 1: 4 groups of 3, 3, 4 and 4. #1 teams from each group and the top 3 #2 teams based on "average" advance to a 7-team tournament (8-team tournament format) (Gold Division) to determine places 1-7. Top #1 team based on "average" gets bye to semifinals. Quarterfinals, semifinals and finals. The other 7 teams (Silver Division) are ranked 1-7 based on record then "average" to play in a 7-team tournament (8-team tournament format). Top #1 team based on "average" gets bye to semifinals. Quarterfinals, semifinals and finals for places 8-14. 4-6 games each team. 36 games total.
- Option 2: 4 groups of 3, 3, 4 and 4. Top 2 teams in each group advance to an 8-team tournament. Quarterfinals, semifinals and finals for places 1-8. The other 6 teams play in a 6-team tournament (8-team tournament format). The third place teams from the two groups of 4 receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 9-14. 4-6 games each team. 37 games total.

● **15 teams:**

4 groups of 3, 4, 4 and 4. Top 2 teams in each group advance to an 8-team tournament (Gold Division). Quarterfinals, semifinals and finals for places 1-8. The other 7 teams (Silver Division) are ranked 1-7 based on record then "average" to play in a 7-team tournament (8-team tournament format). Top #1 team based on "average" gets bye to semifinals. Quarterfinals, semifinals and finals for places 8-15. 4-6 games each team. 42 games total.

● **16 teams:**

4 groups of 4. Top 2 teams in each group advance to an 8-team tournament (Gold Division). Quarterfinals, semifinals and finals for places 1-8. Bottom 2 teams in each group advance to an 8-team tournament (Silver Division). Quarterfinals, semifinals and finals for places 9-16. 6 games each team. 48 games total.

● **17 teams:**

5 groups of 3, 3, 3, 4 and 4. #1 teams from each group and the top 3 #2 teams based on "average" advance to an 8-team tournament (Gold Division) to determine places 1-8. Quarterfinals, semifinals and finals. The next 5 teams are ranked 1-5 based on record then "average" to play in a 5-team tournament (8-team tournament format) (Silver Division). Top 3 teams receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 9-13. Quarterfinal loser plays JV for 4th game (if necessary) and finishes 13th. The final 4 teams are ranked 1-4 based on record then "average" to play in a 4-team tournament (Bronze Division). Semifinals and finals for places 14-17. 4-6 games each team. 42 (or 43) games total.

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- **18 teams:**

- Option 1: 6 groups of 3. #1 teams from each group and the top 2 #2 teams based on “average” advance to an 8-team tournament (Gold Division) to determine places 1-8. Quarterfinals, semifinals and finals. Next 4 #2 teams from each group plus top #3 team based on “average” play in a 5-team tournament (8-team tournament format) (Silver Division). Top 3 teams receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 9-13. Quarterfinal loser plays Bronze Division quarter final loser in exhibition game for 4th game and finishes 13th. Last 5 #3 teams play in a 5-team tournament (8-team tournament format) (Bronze Division). Top 3 teams receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 14-18. Quarter Final loser plays Silver Division quarter final loser in exhibition game for 4th game and finishes 18th. 4-5 games each team. 41 games total.
- Option 2: 6 groups of 3. #1 teams from each group and the top 2 #2 teams based on “average” advance to an 8-team tournament (Gold Division) to determine places 1-8. Quarterfinals, semifinals and finals. Next 4 #2 teams from each group plus top #3 team based on “average” form a group of 5 to play round robin for places 9-13 (Silver Division). Last 5 #3 teams form a group of 5 to play round robin for places 14-18 (Bronze Division). 56 games each team. 50 games total.

- **19 teams:**

6 groups of 3, 3, 3, 3, 3 and 4. #1 teams from each group and the top 2 #2 teams based on “average” advance to an 8-team tournament (Gold Division) to determine places 1-8. Quarterfinals, semifinals and finals. Next 4 #2 teams from each group plus top 2 #3 team based on “average” play in a 6-team tournament (8-team tournament format) (Silver Division). Top 2 teams receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 9-14. Last 4 #3 teams plus #4 team play in a 5-team tournament (8-team tournament format) (Bronze Division). Top 3 teams receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 15-19. Quarterfinal loser plays JV for 4th game (if necessary) and finishes 19th. 4-6 games each team. 45 (or 46) games total.

- **20 teams:**

6 groups of 3, 3, 3, 3, 4 and 4. #1 teams from each group and the top 2 #2 teams based on “average” advance to an 8-team tournament (Gold Division) to determine places 1-8. Quarterfinals, semifinals and finals. Next 4 #2 teams from each group plus top 2 #3 team based on “average” play in a 6-team tournament (8-team tournament format) (Silver Division). Top 2 teams receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 9-14. Last 4 #3 teams plus the 2 #4 teams play in a 6-team tournament (8-team tournament format) (Bronze Division). Top 2 teams receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 15-20. 4-6 games each team. 50 games total.

- **21 teams:**

- 6 groups of 3, 3, 3, 4, 4 and 4. #1 teams from each group and the top 2 #2 teams based on "average" advance to an 8-team tournament (Gold Division) to determine places 1-8. Quarterfinals, semifinals and finals. Next 4 #2 teams from each group plus top 3 #3 team based on "average" play in a 7-team tournament (8-team tournament format) (Silver Division). Top team receives a bye to the semifinals. Quarterfinals, semifinals and finals for places 9-15. Last 3 #3 teams plus the 3 #4 teams play in a 6-team tournament (8-team tournament format) (Bronze Division). Top 2 teams receive a bye to the semifinals. Quarterfinals, semifinals and finals for places 16-21. 4-6 games each team. 55 games total.

- **22 teams**

6 groups of 3, 3, 4, 4, 4 and 4. #1 teams from each group and the top 2 #2 teams based on "average" advance to an 8-team tournament (Gold Division) to determine places 1-8. Quarterfinals, semifinals and finals. Next 4 #2 teams from each group plus top 3 #3 team based on "average" play in a 7-team tournament (8-team tournament format) (Silver Division). Top team receives a bye to the semifinals. Quarterfinals, semifinals and finals for places 9-15. Last 3 #3 teams plus the 4 #4 teams play in a 7-team tournament (8-team tournament format) (Bronze Division). Top team receives a bye to the semifinals. Quarterfinals, semifinals and finals for places 16-22. 4-6 games each team. 60 games total.

- **23 teams:**

6 groups of 3, 4, 4, 4, 4 and 4. #1 teams from each group and the top 2 #2 teams based on "average" advance to an 8-team tournament (Gold Division) to determine places 1-8. Quarterfinals, semifinals and finals. Next 4 #2 teams from each group plus top 4 #3 team based on "average" play in an 8-team tournament (Silver Division). Quarterfinals, semifinals and finals for places 9-16. Last 2 #3 teams plus the 5 #4 teams play in a 7-team tournament (8-team tournament format) (Bronze Division). Top team receives a bye to the semifinals. Quarterfinals, semifinals and finals for places 17-23. 4-6 games each team. 66 games total.

- **24 teams:**

6 groups of 4, 4, 4, 4, 4 and 4. #1 teams from each group and the top 2 #2 teams based on "average" advance to an 8-team tournament (Gold Division) to determine places 1-8. Quarterfinals, semifinals and finals. Next 4 #2 teams from each group plus top 4 #3 team based on "average" play in an 8-team tournament (Silver Division). Quarterfinals, semifinals and finals for places 9-16. Last 2 #3 teams plus the 6 #4 teams play in an 8-team tournament (Bronze Division). Quarterfinals, semifinals and finals for places 17-24. 6 games each team. 72 games total.

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1.6. Referees and Judges

- The referees' board must be headed by a competent and accredited referees association and must include at least four referees.
- Soccer: Three on the field (the referee and two linesmen) and the fourth official. Four total.
- Basketball: Two on the court, the scorekeeper and the timer. Four in all. For the Finals, three court referees may be used per the Host School's budget.
- Volleyball: Two on the court (first referee, the second referee) and a scorekeeper. Three in all. Two line judges must be added for Championship games.
- Track and Field: Judges must be certified by the national or international track and field federation (World Athletics). They may be assisted by local coaches or PE teachers, but the judges are responsible for officializing the results NOT the coaches or teachers. In each discipline/event there must be at least two certified judges that will be in charge of the event. They may be assisted by coaches or teachers. More information is provided in the Track and Field section.
- The referees will rotate after each game.
- The referees will give a report at the end of the game. Coaches will request the site delegate for a copy of the officials' report immediately after the game is over. It is the responsibility of the host Athletic Director to ensure the accreditation and quality of the referees and their knowledge of all the AASCA rules and guidelines.
- In order to help referees to perform better and also to assign the best ones possible for matches, ADs agreed that coaches will evaluate the refs' job in writing. A meeting should take place on Thursday and Friday night after all matches of the day are over to go over the evaluations. The head of the refs will assign the refs for the following day and one of the facts to be considered will be the evaluations on coaches by ADs. The tournament director will supervise the meeting.

1.7. Warm-up Time

- It's expected that the players under the supervision of the coaches do a 15 minutes warm up. For practicing purposes, teams at each goal, will be able to use the official playing field for at least 10 minutes prior to the beginning of the game.

1.8. Punctuality

- If a team is not on time to begin the game, there will be a 15 minute waiting time before declaring the forfeit. Nevertheless, in case of unexpected emergencies, the Appeals Committee will review the case to determine whether the game might be rescheduled or not.

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1.9. Fair Play, Sportsmanship, Protests, and Sanctions

1.9.1. Fair Play

- Games must always be held according to the following rules and regulations of the AASCA schools:
- Each school's Administrator in charge is responsible for the actions of the spectators, coaches or players from their respective school.
- Fans and teams are prohibited to use artificial noisemakers such as: drums, trumpets, maracas, whistles, etc.
- Actions of spectators, coaches, or other students that distract the athletes and decrease their performance will not be tolerated.
- Athletes, coaches, and delegates must use appropriate language.
- Athletes, coaches, and delegates must respect the referee's decisions.
- Spectators are not allowed to be behind or near the basket or goal. May only be in designated spectator areas.
- Spectators and players may not bring country flags onto the premises.

1.9.2. Sportsmanship

At the beginning and at the end of a game, all the players and coaches will shake hands. This is a time to wish each other good luck or thank the opponents for the opportunity to play, regardless of the outcome.

- There will be a Sportsmanship trophy and medals for players for one girls' and one boys' team. At the end of each game, the referees and the field delegates will evaluate both teams based on the assessment form developed by ADs (available at the appendix section of this handbook).
- The winners will be the teams that accumulate the highest score in the case that all teams have played the same number of games; otherwise it will be determined by ratio (percentage). Example: team A played 3 games and scored 10 points of a possible 12 (83%) and team B played 4 games and scored 14 points of possible 16 (88%).
- In case of a tie, the team with the lowest score of technical fouls, yellow/red cards, etc. wins regardless of the number of total games played. If this doesn't break the tie, all the tied teams will receive a trophy.
- The host AD is responsible for updating and displaying the tally of the Sportsmanship evaluation of referees and field delegates as often as possible throughout the day to guarantee transparency of the most important award of AASCA sports events. Using the Google Drive and WhatsApp are considered best practices.
- For Track and Field the Technical Director and the Meet Director will monitor the discipline of the athletes and a Sportsmanship commission formed by officials will evaluate the teams and athletes, since in this sport fewer incidents or attitudes are reported as unsportsmanlike in relation to other sports.

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1.10. Behavior Guidelines, Disciplinary Measures, Protests, and Sanctions

1.10.1. External Athletic Association Guidelines used by AASCA

Each AASCA sporting event will be played in accordance to AASCA rules and regulations which have been adapted from the following outside associations:

- Soccer: FIFA
- Basketball: FIBA
- Volleyball: FIVB
- Track & Field: WORLD ATHLETIC WA
- Swimming: FINA

1.10.2. Discipline and Appeals Committee

- Made up by the high school principal or the host school administrator in charge and two administrators in charge from other participating schools.
- They will meet only and exclusively upon receiving a game protest form (available on the AASCA webpage) or to review any disciplinary problems that have occurred within or outside the court/field/etc. in relation to game rules and never to overrule a judge's call.
- The representatives of the schools involved in any of the issues will not participate in the resolution.
The recollection of the coaches and the referees will be asked and taken into consideration as necessary.
- The ejection of a player due to a fight or aggression to an opponent will result in expulsion from the tournament.
- All resolutions made by this committee are accepted as final.

1.10.3. Sanctions

- The following additional guidelines and sanctions form part of the rules and regulations of AASCA tournaments, hoping that they will never need to be applied. All athletes, coaches and spectators must conduct themselves with respect, responsibility, and honesty following the AASCA Honor Code.

First Offense: Verbal Warning

- A simple verbal warning will be given to the team, coach, fans and/or group that commit an infraction to the AASCA protocol for the first time. One verbal warning to one of the spectators is enough for the rest of spectators for the same school, and one verbal warning to one of the players or to the coach is enough for the rest of the team.

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Second Offense

- Consequences in case of a Second Offense by the Same Group:
- The spectators, coaches or players will be asked to leave the premises. If the situation continues, the game will be played without spectators.
- Any player, coach or assistant coach that is ejected from the game, must automatically leave the athletic venues and will receive a one game suspension from playing or coaching in the next scheduled game. The penalties may increase depending on the type of the infraction, and after reading the referees report.

1.10.4. Extreme Disciplinary Measures

- In case that a participating student needs to be sent back to his/her respective school or country and is facing a definite participation suspension from the tournament due to inappropriate behavior, the decision will be made by the General Director of the host school, after obtaining definite facts and evidence.

1.10.5. Protests

- The protest form will only be filled in case of a misinterpretation of the sports rule or if there is a variation in the AASCA protocol.
- Step 1: The coach must ask his athletic director or administrator in charge to notify one of the referees that the game will be played under protest.
- Step 2: The protest form (available on the AASCA webpage) must be completed and handed to the host school administrator or representative no later than two hours after the game is over.
- Note: Sports videos or any other technological resource will not be taken into account to defy a judge's call. Please see the Track & Field section allowable video usage in this sport.

1.11. Awards at Athletic Events

1.11.1. Banner Specifications

- All banners awarded in AASCA competitions must be uniform in size and design. Uniformity of the banners is required for quality and esthetic purposes in order for them to look proper when they are displayed at the school.
- Dimensions: 98 cm width x 150 cm height finishing at a point at the bottom.
- Colors: host school colors.
- Logos: must include the tournament and AASCA logos.
- Must list the division (Atlantic or Pacific) and place of finish. Ex: "Atlantic Division" and "Champions," "Second Place" and "Third Place."
- "Boys" and "Girls" are the proper terms to use for the categories. Ex: "Boys Champion" or "Girls Second Place."
- Must include dates, location and name of the host school.
- Materials: Polyester-Oxford or similar. No canvas.
- Printing: sublimated.
- It is recommended to use the company SPADD in Guatemala or Macadepro (MACA) in El Salvador to make the banners.

1.11.2. Awards for Soccer, Basketball, and Volleyball

- A banner will be handed out to each of the teams that finish first, second and third place per gender.
- A Certificate of Participation will be given to all the players, coaches, administrators, chaperones and delegates of each team. E-certificates are acceptable as well.
- A Sportsmanship Trophy and medals for players will be awarded to one female and one male team that best represent the fair play and sportsmanship values. The selection will be done through an assessment form with points system done by the referees and the field delegates after the games. If teams play different amounts of games, averages will be used. The trophy will have a maximum height of 20 inches and an approximate value of \$100 dollars. The medals with a maximum price of \$5 dollars.
- Medals will be awarded to the players, coaches and administrators of the first three placed teams. The medals with a maximum value of \$5 dollars.
- Most Valuable Player Award for each team with a medal of a maximum value of \$5 dollars each. The criteria to select the players will be: leadership, teamwork, character, service, passion and dedication. Each coaching staff will select one player from his/her own team.
- All Star Team with a medal of a maximum value of \$5 dollars each. Two players per team will be chosen for the All Star Team. The following criteria will be used: performance, excellence, sportsmanship and discipline. Each coaching staff will select two players from his/her own team.

1.11.3. Awards for Track & Field

As of 2017 cross country is one more event of the track and field competition. Only the individual race **and the relay** race from CC will earn points. The **co-ed 6 x 1K** CC relay races will be only for medals, not for points. Separate team winners and banners for CC will not be awarded.

Overall Team and Event Awards

- The top three boys and top three girls teams in the overall team standings in each category will receive a first, second or third place banner and each participant, coach and administrator will receive a medal (\$5 max value). 12 banners will be given out: six for **14U** and six for **19U**. Girls and boys.
- A certificate of participation will be given out to each athlete, coach, administrator, chaperone and administrative delegate.
- MVPs of each team will receive a medal. Max value \$5. Criteria for choosing will be: leadership, teamwork, character, service, passion and dedication. One MVP per category and gender, per school.
- A "Sportsmanship" trophy will be awarded to the winning teams in each category and a medal for each team member. Four trophies in total.

Individual and Relay Awards

- The top three individuals of each event will receive a medal.
- For the relay races the top three teams will be recognized with medals for each of the four runners in each team.
- Individual awards and relays will be given out during the day.

1.11.4. Awards for Swimming

Team Awards

- The top three schools in the overall team standings will receive a banner and each swimmer will receive a medal. 12 banners will be given out: 6 for **14U** and 6 for **19U**. Girls and boys.
- A certificate of participation will be given out to each athlete, coaches, administrators, chaperones and administrative delegates.
- A "Sportsmanship" trophy will be awarded to the winning team and a medal for each team member. Girls and boys.

Individual Awards (Given out at some point during the 1st and 2nd day of competition)

- Medals will be awarded for first, second or third places of each event (**including relays**).
- "Major FINA Points Result Trophy" (one female and one male athlete).
- MVPs of each team will receive a medal. Criteria for choosing will be: leadership, teamwork, character, service, passion and dedication. One per gender per school.

1.11.5. Awards for Tennis

Team Awards

- The top three schools in the overall team standings will receive a banner and each swimmer will receive a medal. 12 banners will be given out: 6 for 14U and 6 for 19U. Girls and boys.
- A certificate of participation will be given out to each athlete, coaches, administrators, chaperones and administrative delegates.
- MVPs of each team will receive a medal. Criteria for choosing will be: leadership, teamwork, character, service, passion and dedication. One per gender per school.
- A "Sportsmanship" trophy will be awarded to the winning team and a medal for each team member. Girls and boys.

1.12. Report and Final Memory

- Once the event has finished, the AD of the host school will request the visiting ADs or administrative representatives to fill in the tournament evaluation format. The final statistics and standings of the tournament, including the names of the MVPs and the names of the All Star team will be sent to all the ADs of the participating schools and the AASCA AD president.
- In addition, the event report summary form should be presented by each principal no later than fifteen days after the end of the event.

1.13. Forms Available on the AASCA Webpage

- The following is a list of forms and other documents mentioned throughout this Manual. These are available for use in PDF format on the AASCA webpage:
 - AASCA Code of Conduct: Coaches, Parents & Athletes
 - AASCA Code of Conduct: Coaches
 - AASCA Game Format
 - AASCA Evaluation Form
 - AASCA Protest Guidelines & Codes of Conduct Players
 - AASCA Pre-Game Protocol
 - AASCA Recommendations
 - AASCA Tournament Checklist
 - AASCA Sportsmanship Rubrics for Captains
 - AASCA Sportsmanship Rubrics for Referees

SECTION 2: SOCCER

- The tournament will be managed by the AASCA regulations and the FIFA rules according to the following guidelines.

2.1. Number of Players and Playing Time

- Each team may register a maximum of 20 and a minimum of 14 players.
- Coaches are responsible for ensuring that every student plays a reasonable amount of time during the tournament.

2.2. Official Game Ball

- The games will be played with a FIFA approved #5 (leather or synthetic leather) ball. The brand and model of the ball that will be used in the tournament must be notified at least one month prior to the event.

2.3. Field Dimensions and Locations

- Every effort should be made to obtain the best facilities possible. AASCA soccer fields should be a minimum of 80 meters long and 45 meters wide. The field dimensions and locations will be reported to the participating schools one month prior to the event.

2.4. Game Time, Tied Games and Penalty Kicks

- Both boys and girls games will consist of two thirty (30) minute halves with a 10minute halftime.
- Group phase games will end in a tie if teams are tied at the end of regulation.
- Starting the 2019-2020 school year no match in soccer will go to extra time. If a match is tied at the end of regulation and a winner must be determined (elimination games), as soon as the match ends, penalty kicks will take place.
- In case of penalty kicks in elimination games the coach can choose any 11 players from the whole team including those who were not on the field at the end of the game. Only these 11 players can participate. It should be noted however, that any player serving a suspension following a red card, accumulation of two yellow cards or any form of ejection in the previous or current game would not be allowed to participate.

2.5. Players Roster

- Before the beginning of each game, the first referee or the appropriate delegate will receive the team's roster. In addition to the player's names and uniform numbers, the roster must have the names of the coach, the assistant coach and the attending administrator.

2.6. Uniforms

- Each team must have two sets of uniforms, one with the school colors and another one (dark or light) properly numbered from 00 to 99.
- All players must wear shin guards, high socks. Metal Soccer cleats will not be allowed.
- The player assigned as team captain must wear a badge that identifies him as such. The badge must be worn on one the sleeves of his shirt.

- The home teams may choose their uniform color. The team listed at the left side in the games schedule will be considered the local school; consequently the other team must use a different uniform color.

2.7. Point System

- Each team will receive 3 points for a win, 1 point for a tie and 0 points for a loss or a loss by forfeit.

2.8. Tiebreaker procedures

- The following tie breaking options will be used in case of a tie during the qualifying phase in these order:
 1. Winner of head to head match.
 2. When 3 or more teams are tied, goal difference divided by the number of games played amongst the tied teams will be used.
 3. Goals scored amongst the tied teams divided by the number of games played.
 4. Least number of red cards throughout the qualifying phase.
 5. Least number of yellow cards throughout the qualifying phase.
 6. A coin toss.

2.9. Substitutions

7. Reentry of players is allowed.
8. Substitutions can be done in any situation as long as the ball is not in play.

2.10. Special Rule for Female Players

9. The players are allowed to receive the ball with their arms crossed or parallel to their chest, as long as the arms and elbows are against the torso.

2.11. Special Hydration Rule for Large Schools

10. In games scheduled between 10:00 a.m. and 12:00 p.m. a **two**-minute water break will occur at the 15th minute of each half. In cases of extreme heat and when the coaches of both teams agree, this rule may be applied to games played outside of this time frame. The **two** minute water break will be added to regulation time.

2.12. Card Accumulation during the length of the Tournament

- The accumulation of three yellow cards received in different games will result in a suspension for the next game. **No amnesty.**
- The ejection of a player (by direct red card or accumulation of two yellow cards) will result in a suspension for the next game.
- If an ineligible player participates in a game, the game will count as a loss with a score of 2-0.

2.13. Special Weather Conditions

- In case of rain or any other unpredictable situations that do not allow the beginning or conclusion of a game, due to time constraints, it cannot be rescheduled. However it is necessary to have a game result which will be determined as follows:
- If the game is canceled before the conclusion of the first half, the score will be eliminated and penalty shots will be taken according to the FIFA rules.
- The winner will be awarded a 2-0 win for the statistical records. The goals scored by the penalty shots will not count to determine the highest scorer. The 2-0 score will count in case of a tie-break situation.
- If the game was canceled after the conclusion of the first half, the score at that time will be considered the final score of the match.

2.14. Statistics

- The FIFA statistics format will be used. The Statistics Committee will record the daily game results on both divisions. A copy will be given or sent electronically to all the coaches and ADs on the evening and/or the next morning of each competition day with the following information:
 - Scored goals
 - Accumulation of yellow and red cards
 - Suspended games
 - Partial teams standings
 - Partial standing on the sportsmanship award

SECTION 3: BASKETBALL

- The tournament will be managed by the AASCA regulations and the FIBA rules according to the following guidelines.

3.1. Number of Players and Playing Time

- Each team may register a maximum of 12 and a minimum of 8 players.
- Coaches are responsible for ensuring that every student plays a reasonable amount of time during the tournament.

3.2. Official Game Ball

- The games will be played with a leather or synthetic leather ball, approved by FIBA. The boys will play with a # 7 ball and the girls with # 6. The host school will inform the participants the brand and model of the ball that will be used during the tournament at least **one month** prior to the event.

3.3. Courts and Locations

- Every effort should be made to obtain the best facilities possible.

3.4. Game Time

- The games will consist of four periods of ten minutes running time: the clock must be stopped on the last two minutes of the first and second period; and the last three minutes of the third and fourth period. Note: In the championship games, the clock will be stopped according to the FIBA Rules.
- Play Intervals will be distributed as follows:
 - Two minutes between the first and second period
 - Five minutes between the second and the third period
 - Two minutes between the third and fourth period
- If the score is tied at the end of the playing time of the fourth period, the game will continue with as many extra periods of four minutes as necessary to break the tie. The fouls continue to accumulate.
 - The game clock must be stopped:
 - In case of an injured player
 - During free-throws
 - When the judges see fit
 - During the timeouts
 - When a ball goes out of bounds far away
 - During overtime, when the official blows the whistle
 - Note: When final games are played, the clock will be stopped as the FIBA rules and regulations require.

3.5. Timeouts

- Each team will be granted two timeouts in the first half (periods 1 and 2) and three during the second half (periods 3 and 4). The unused timeouts may not be carried over to the next half or to the extra periods. During each extra period, the teams will be granted one time out for every extra period played.

3.6. Shot Clock

- The shot clock must be used during all the games; it will be managed by the fourth referee. At the schools and courts that don't have one, the referee using a megaphone will call the time every 5 seconds: 15, 10 and 5, until the shot clock expires.

3.7. Special Rule for Team Winning by 30 or More Points

- When a team is winning by 30 or more points, it must retreat and play zone defense. If a coach does not follow this rule he/she will receive a verbal warning. If he/she continues to ignore this rule an unsportsmanlike technical foul will be given to the team. If these actions continue, the team will automatically lose the game and the coach will receive a one-game suspension.

- The scoring clock will be turned off for the remaining time of the game. If a manual scoreboard is being used, this must be either taken out or be put in 0-0.

3.8. Uniforms

- Each team must have two sets of uniforms, one with the school colors and another one (dark or light) properly numbered from 00 to 99, except number 69. The local teams may choose their uniform color. The team listed at the left side in the games schedule will be considered the local school; consequently the other team must use a different uniform color.

3.9. Point System

- Each team will receive 2 points for a win, 1 point for a loss, 0 points for a loss by forfeit.

3.10. Tiebreaker procedures:

- Teams will classify according to their win-loss records.
- If there are two teams in the classification with equal points, the result(s) of the game(s) between the two teams involved will be used to determine the placing.
- If there are more than two teams in the classification with equal points, a second classification will be established, taking into account only the results of the games between the involved teams.
- If at any stage of this procedure the number of teams with equal points is reduced to only two teams, the procedures above will be applied.
- If in the second classification there are still teams with equal points, the points scored average will be used to determine the placing, taking into account only the results of the games between the involved teams.
- If there are still more than two teams with the same points scored average, the placing will be determined using the points scored average from the results of all their games played in the group.
- If at any stage of this procedure the number of teams with equal points is reduced to a tie still involving more than two teams, the procedure above is repeated.
- Points scored average will always be calculated by division.
- Exception: If only three teams take part in a competition and the situation cannot be resolved following the steps outlined above (the points scored average by division is identical), then the total points scored will determine the placing.

3.11. Team Fouls

- A team is in a team foul penalty situation when it has committed four team fouls in one period.
- All subsequent player personal fouls committed on a player not in the act of shooting shall be penalized by two free throws.

3.12. Statistics

- The FIBA statistics format will be used. The statistics Committee will record the daily game results on both divisions. A copy will be given or sent electronically to all the coaches and ADs on the evening and/or the next morning of each competition day.

SECTION 4: VOLLEYBALL

- The tournament will be managed by the AASCA regulations and the FIVB rules, according to the following guidelines.

4.1. Number of Players

- Each team may register a maximum of 12 and a minimum of 8 players.
- Coaches are responsible for ensuring that every student plays a reasonable amount of time during the tournament.

4.2. Official Game Ball

- The games will be played with an official multi-color ball MIKASA approved by the FIVB. The host school will inform the participants the brand and model that will be used during the tournament at least one month prior to the event.

4.3. Courts and Locations

- Every effort should be made to obtain the best facilities possible.

4.4. Uniforms Each team must play with their respective uniform, preferably with the school colors and properly numbered from 00 to 99 and the same color and length for socks. In order to be properly recognized, the “libero” player has to wear a different contrast color uniform from the one the rest of his/her teammates wear.

4.5. Sets per Game

- All games will be played to win two sets out of three.
- Each set will have a total of 25 points, with the two point difference rule. In case of a tie, the final set will be played up to 15 points, also with the two point difference rule. Time outs on the normal sets will be awarded when one of the teams reaches 12 points. Each time out will last a total of one minute. At any time during the decisive set, each team may be granted two 30 seconds time-outs. Each team will use their 2 respective time-outs any time they wish to do so.

4.6. Point System

- Each team will receive 2 points for a win, 1 point for a loss, and 0 points for a loss by forfeit.

4.7. Tiebreaker Procedures

- The following tie breaking options will be used in case of a tie during the qualifying phase:
- When two teams are tied in points, the winner of the head to head match.
- When three or more teams are tied in points, the set differential between the tied teams proceeds.
- If the tie persists, review the point differential only between the tied teams.

4.8. Statistics

- The FIVB statistics format will be used. The statistics committee will record the daily game results on both divisions. A copy will be given or sent electronically to all the coaches and ADs on the evening and/or the next morning of each competition day.

SECTION 5: TRACK & FIELD

- The tournament will be managed by the AASCA regulations and World Athletics rules along with the following guidelines.
- Since 2017, cross country (CC) is one more event of the Track & Field competition. Only the individual race and the 4 x 1K relay from CC will earn points. The CC co-ed relay races will be only for medals, not for points. Separate team winners and banners for CC will not be awarded.
- The protest procedure is established in the regulation of the WA (Article 146). Only official videos (if the host has video cameras) that show the reason for the protest may be accepted by the officials or appeals committee as to assist in making a decision. Each school is only allowed two (2) protests per category during the event.
- Details not specified in the present manual will be solved by the organizing committee.

5.1. Number of Athletes

- Track & Field (including CC): Each team may register a maximum of 15 athletes per category and per gender.
- Schools can compete with a mixed (co-ed) team; however they will compete within the boys division.
- Each participant will be able to participate in 5 individual events and in two relay races (track and field and/or cross country).

5.2. Categories

- Eligibility will be based by age on the first day of the event.
- U15 Boys and Girls (11 to 14 years old).
- U20 Boys and Girls (15 to 19 years old).
- Section 1, Student Participation Eligibility, explained in Chapter 1 of this manual has precedence above anything.

5.3. Awards

- Boys U15 Champion, Second Place, Third Place. 15 students max.
- Girls U15 Champion, Second Place, Third Place. 15 students max.
- Boys U20 Champion, Second Place, Third Place. 15 students max.
- Girls U20 Champion, Second Place, Third Place. 15 students max.

5.4. Scoring to Determine Overall Team Placing

- Each athlete will receive points according to the table below.
- The school who earns the most points will be the overall champion. There will be a male and female team champion for each category.

PLACE	POINTS
First	9
Second	7
Third	6
Fourth	5
Fifth	4
Sixth	3
Seventh	2
Eighth	1

5.5. Events, Location, Description of Competition

- The length of AASCA running tracks shall be 400 meters and the different venues where field competitions take place must comply with the minimum standards according to WA.

- For the cross country events, the host school will make any effort to guarantee the best courses possible. The minimum distance of the course must be one kilometer and the trails must have at least 3 to 4 meters of width. The starting line should be wide enough so that all equipment can be placed without problem. For more information on guides to organize the CC course refer to Article 250 in the WA manual.
- The host still will be responsible for providing descriptions for events, location, courses, competition, competition system, and activities schedule.

5.6. Cross Country Events

- Three types of races will take place: individual, co-ed relay race (3 girls and 3 boys), and relays (4 athletes per team).
- In the relay races, schools can register only one team.

Individual Race

- All the runners, by gender, compete at the same time. The female division runs 2k for 15U and 3k for 20U while the male division runs 3k for 15U and 4k for 20U.

4 x 1000 Relays

- Each runner will run 1k.
- Athletes will carry a baton which will be passed on from one runner to another in the exchange zone (20 meters).

6 x 1000 Co-ed Relays

- Each team will be formed by 3 boys and 3 girls.
- Each runner will run 1k
- Each team's coach or delegate will determine the relay legs order.
- Athletes will carry a baton which will be passed on from one runner to another in the exchange zone (20 meters).
- The mixed relay will be for medals only, not points.

5.7. Track & Field Events

- Each school can register a maximum of 4 athletes per event.
- In the relay races, schools can register only one team.
- Individual and relay awards will be given out during the day.

EVENTS AND IMPLEMENT WEIGHT REQUIREMENTS

EVENTS	U-15		U-20	
	BOYS	GIRLS	BOYS	GIRLS
SPRINTS	80 mt	80 mt		
			100 mt	100 mt
	150 mt	150 mt		
			200 mt	200 mt
	300 mt	300 mt		
		400 mt	400 mt	
	600 mt	600 mt		
		800 mt	800 mt	
RELAYS	4 X 100 mt	4X100 mt	4X100 mt	4X100 mt
	4 X 400 mt	4X 400 mt	4X 400 mt	4X 400 mt
MIDDLE & LONG DISTANCES	1,200 mt	1,200 mt		
			1,500 mt	1,500 mt
	2000 mt	2000 mt		
		3,000 mt	3,000 mt	
CROSS COUNTRY	3k	2k	4k	3k
CC TEAM RELAYS	4 X 1k	4 X 1k	4 X 1k	4 X 1k
CC COED RELAYS	6 x 1k	6 x 1k	6 x 1k	6 x 1k
HIGH JUMP	yes	yes	yes	yes
LONG JUMP	yes	yes	yes	yes

JAVELIN THROW	600 Gr.	500 Gr.	700 Gr.	500 Gr.
DISCUS THROW	1 Kilo	1 Kilo	1.5 Kilos	1 Kilo
SHOT PUT	4 Kilos	3 Kilos	5 Kilos	3 Kilos

5.8. Rosters

- Prior to the technical meeting, the organizing committee will provide to each participating school the athletes rosters including: competitor’s number, birthdate, grade level, each athlete’s events, list of coaches, administrators and other members of the delegation. Everything will be checked and upon the technical meeting’s ending, confirmation is expected (or notification of changes).
- Once the competition is underway, only athlete withdrawals are accepted. Adding athletes or events will not be permitted.

5.9. Uniforms

- Each team will wear the team uniform of its school keeping in mind the uniform policy of AASCA and WA.

5.10. Timing System

- If possible, Cross Country and Track & Field competitions may use Photo Finish in order to timely and accurately produce results.
- In the case of Photo Finish, stopwatches will be used as a back up. • If no Photo Finish, stopwatches will be the official timing system.

5.11. Call Room and Arrival Time

- All athletes are required to report to the call room prior to their event wearing the approved school uniform/number.
- Before getting in the competition area, one call will be made so athletes report themselves. This call will be made one hour before the event.
- Athletes who do not report on time may not enter the competition or participate. Only extraordinary cases, such as traffic, may be reviewed by the Technical Delegate and Meet Director for approval or denial of participation. • Athletes will enter the competition zone as follows:

N°	Event	Call time for athletes
1	Sprints	15 minutes before
2	Middle-distance	10 minutes before
3	Relay races	15 minutes before
4	High and long jumps	30 minutes before
5	Throws	30 minutes before
6	Cross Country	10 minutes before

- Athletes who did not comply with the above guidelines will be disqualified.
- If an athlete is competing in a field event and is called to a track event, this athlete will be allowed to do their track event and then return and complete their field event without penalization (all pending tries). Recovery times established by WA will be respected.
- In the field events, only five athletes advance to the final stage.

5.12. Equipment Specifications

- All the equipment used during the competitions must comply with the weight and Regulations of the WA.
- Athletes will be permitted to use their own equipment (discus, javelin and shot) if they inform their delegate about this and these are presented to the meet organizers 24 hours in advance for approval.
- Personal approved implements may be used by all athletes throughout the event.

5.13. Competition Format

- The event will last three days and according to the availability of facilities. Enough rest should be taken into account for athletes who compete in the morning (cross country) and the afternoon/evening (track) sessions. There must be a minimum of three hours between the ending of one and the beginning of the other.
- In order for athletes to have their best performance and enough rest, the following recommendations should be followed.

SCHEDULE	THURSDAY	FRIDAY	SATURDAY
MORNING	CROSS COUNTRY 3k y 4k Individual Races	CROSS COUNTRY Male and Female Relays	CROSS COUNTRY Co-ed Relay Races Recreational Races
AFTERNOON/ EVENING	TRACK AND FIELD 100 Meters Qualifying Round and Finals 800 Meters Finals Long Jump Shot Put	TRACK AND FIELD 200 Meters Qualifying Round and Finals 1500 Meters 4x100 Relays High Jump Discus Throwing	TRACK AND FIELD 400 Meters Finals 3000 Meters 4x400 Relays Javelin

Important: The host school is entitled to make modifications to this schedule in order to accommodate situations specific to each host city such as elevation, heat and humidity, among others.

5.14. Officials and Event Personal

- Must be officials certified by the national or international track and field federation (ITF). They may be assisted by local coaches or PE teachers, but the officials are responsible for officializing the results NOT the coaches or teachers.
- In each discipline/event there must be at least two certified officials that will be in charge of the event.
- The Meet Director, the head official of the entire event, receives all the results and makes them official to be published later.
- The complete list of meet officials is as follows:

- Technical Delegate: may be the athletic director or head track coach. Will be the technical coordinator and.
- Meet Director: head official and coordinator of all the officials. Will be the link between the officials and school organizer. Responsible for officializing all the results and sending them to the Meet Secretary.
- Call Chamber official and 2/3 assistants.
- Departures official and 2/3 assistants. ○
Fotofinish official and 2 assistants.
- 4 Stopwatch/Track officials and 3 assistants.
- 2 officials for each field event and 4/5 assistants.
- 1 Meet Secretary and 2 assistants: responsible for receiving, reviewing and publishing the results.
- 1 or 2 announcers to report results to the general public.

SECTION 6: SWIMMING

- The tournament will be managed by the AASCA regulations and the International Swimming Federation (FINA) rules, according to the following guidelines.

6.1. Maximum Number of Swimmers

- 6 girls and 6 boys per age category (Team Total: 48).

6.2. Pool Dimensions and Location

- Every effort should be made to obtain the best facilities possible. ●
At least 25m pool with at least 5 lanes.

6.3. Categories

- Eligibility will be based by age on the first day of the event.
- U15 Boys and Girls (11 to 14 years old).
- Divided into sub-categories 11-12 and 13-14 ● U20 Boys and Girls (15 to 19 years old).
- Divided into subcategories 15-16 and 17-19
- Section 1, Student Participation Eligibility, explained in Chapter 1 of this manual has precedence above anything.

6.5. Events

100 meter relay (for 13 and under)	Individual Medley	Male and Female
200 meter (14 and older)	Individual Medley	Male and Female
50 meter	Freestyle	Male and Female
200 meter	Freestyle	Male and Female
4 x 50 meter	Medley Relay*	Male and Female
50 meter	Butterfly	Male and Female
100 meter	Freestyle	Male and Female
50 meter	Backstroke	Male and Female
50 meter	Breaststroke	Male and Female
4 x 50 meter	Freestyle Relay*	Male and Female
4 x 50 meter	Freestyle Relay-Exhibition Only	Mixed, open category, doesn't score but is awarded with medals.

* Scoring relays: relays score double points. Four swimmers of the same age category must form a scoring relay (only 1 per school). In an exceptional case when an older age group relay within the same division is incomplete (i.e. a school has only 3 swimmers in this category) ONE swimmer of the same gender from a younger age category can move up to fill the gap in the older age category. An athlete cannot compete in a relay in their own age category and then be a supplement swimmer in an older age category.

Suggested order of events

Thursday	Friday	Saturday
*100 Backstroke	200 Freestyle	100 Freestyle
50 Butterfly	*100 Butterfly	200 Individual Medley (U14 and older)
100 Breaststroke	50 Backstroke	50 Breaststroke
50 Freestyle	100 Individual Medley (U13 and under)	4 x 50 Medley Mixed
*4 x 50 Medley	4 x 50 Freestyle Mixed	
4 x50 Freestyle Relay		

6.6. Scoring (Hy Tek Standard Points)

PLACE	6 lanes pool - top 12 qualify		5 lanes pool - top 10 qualify	
	FINAL A POINTS	FINAL B POINTS	FINAL A POINTS	FINAL B POINTS
1ST	15	6	13	5
2ND	13	5	11	4
3RD	11	4	9	3
4TH	9	3	7	2

5TH	8	2	6	1
6TH	7	1		

- 4 x 50 Freestyle Mixed Open Relay does not score, but places 1-3 are awarded with medals
- 200m freestyle, 200m individual medley and the 100m individual medley are scoring timed finals events to be held only during the morning sessions.
- A swimmer can compete in all 7 individual events and relays of his/her age category (no limit in participation).
- Co-Ed relays may be formed as exhibition but will not be scored.
- Only the top three swimmers from each school will earn points in each event. • There is no limit to the number of events a swimmer may swim.

6.7. Rules and Regulations

- FINA rules for strokes and turns will be used and enforced.
- All swimmers must report to the Call Room at least fifteen minutes prior to their event.
- If the swimmer submits an entry time, this must be his/her recent confirmed official result in this particular event.
- Morning heats will be seeded in accordance with the submitted entry times. Athletes with faster times are seeded in the latter heats, athletes with slower times or no times will be seeded in the prior heats.
- Hy-Tek's meet manager software is used during the tournament.
- Any challenges to posted results and disqualifications must be made to the host Athletic Director within 15 minutes of posting. • Swimwear used must be FINA approved.

6.8. Awards

The top three schools in each division (by the sum of accumulated points) will receive a banner. Total 12 banners are as follows:

- Boys U15 Champion, Second Place, Third Place. 12 students max. • Girls U15 Champion, Second Place, Third Place. 12 students max.
- Boys U20 Champion, Second Place, Third Place. 12 students max.
- Girls U20 Champion, Second Place, Third Place. 12 students max.

A Sportsmanship trophy will also be awarded to one team in each division (total of 4 trophies). A sportsmanship medal is also awarded to each Sportsmanship winner team member.

SECTION 7: MIDDLE SCHOOL SPORTS FESTIVAL

7.1. Registration

- Only 15 schools will be allowed to participate on a first come, first served basis. The fee is \$700 per school.

7.2. Athletes From Each School

- Minimum of athletes per team: 8
- Maximum of athletes per team: 15
- Each student has to have the aptitude and abilities to play the four sports: volleyball, basketball, soccer and track.

7.3. Distribution of Athletes Per Grade Levels

- Minimum of three and maximum of 7 per grade level

7.4. Coaches

- Each delegation has to be accompanied by a minimum of three adults: the AD or administrative representative and two PE teachers who can easily manage the four sports.

7.5. Tribes Formation

- Tribes will be formed based on the number of participants of each school.
- According to the information provided by the participating school, tribes will be formed randomly and a color for each tribe will be assigned.

7.6. Registration Form

- This should be submitted at least three weeks prior to the event and must include:
 - Students Full name
 - Grade level
 - DOB
 - Weight
 - Height
 - Add a note for those who are goalkeepers (soccer), setter (volleyball)
 - Indicate if a student has special needs or accommodations
 - Teachers and AD's full names

7.7. Arrival Day

- All delegations must be present on Wednesday at the assigned time by the Organizing Committee.
- First part. Students and teachers of each tribe get acquainted.
- Second part: Icebreaker activity for students and Technical meeting for teachers and ADs.

7.8. Facilities

- They must be in compliance with the minimum established by AASCA.

7.9. Equipment

- Each tribe will receive two jerseys according to the assigned color. There must be a number on both sides of the jersey.
- Students will wear their assigned jersey and the PE shorts from their institution for the entire tournament.
- Basketball and running: players should wear appropriate shoes.
- Soccer: the use of shin guards and socks (length that cover the shin guards) is required.
- Volleyball: knee pads are highly recommended.

7.10. Scheduling

- Each team will have at least 45 minutes between the end of one match and the beginning of the second match of the day.
- The host school will do everything possible to give as much time for resting. • The sequence of the four sports will be determined by the host school.

7.11. Warm-up Time

- It's expected that the players under the supervision of the coaches do a 15minute warm up.
- For practicing purposes, teams at each goal, will be able to use the official playing field for 5 minutes prior to the beginning of the game.

7.12. Awards

- A certificate of participation will be given out to all athletes, coaches, administrators, chaperones and administrative delegates.
- A medal will be handed out to every participant. Everyone will be called by tribes.
 - A banner of participation will be handed out to each participating school.

7.13. Playing Formats

7.13.1. Volleyball

- Sets per game
 - All games will be played to win two sets out of three.
 - ○ First and second set will have a total of 15 points, with the two point difference rule.
 - 二 ○ In case of a tie, the final set will be played up to 11 points, also with the two point difference rule.
- Substitutions
 - Each team must have three substitutions every 5 points.
- Height of the net
 - 2:20 mt for both girls and boys.
- Game ball
 - Mini volleyball certified by FIVB.
- Referee
 - One per game

7.13.2. Basketball

- General
 - Full court pressure is prohibited.
- Game time and clock
 - Four 6-minute quarters.
 - One minute break between 1st and 2nd quarters and 3rd and 4th quarters.
 - Three minutes break at half time
 - The game clock must be stopped:
 - In case of an injured player.
 - During free shots.
 - When the judges see fit.
 - During the time outs.
 - When a ball goes out of bounds far away.
 - During overtime, when the official blows the whistle.
 - During the last 60 seconds of 2nd and 4th quarters.
 - One 45-second timeout per period per team.
 - In case of a tie, two minutes of overtime will be played.
- Playing time of participants
 - 1st quarter: All sixth graders reinforced by some 7th graders.
 - 2nd quarter: Seventh graders who did not play in the 1st quarter reinforced by some eighth graders.
 - 3rd quarter: Eighth graders who did not play in the 2nd quarter reinforced by any other 6th or 7th grader.
 - 4th quarter: Free (any combination of grade level).
- Height of the rim
 - 3:05 meters (regulation)
 - ● Game ball
 - Official #6 basketball certified by FIBA.

- Officials
 - One on the court and one at the table.

7.13.3 Soccer (7v7)

- Field
 - Width of an official soccer field.
- Game time
 - Two halves of 12 minutes each.
 - Four-minute halftime break.
- Playing time of participants
 - 1st half: All sixth graders reinforced by some seventh graders.
 - 2nd half: Seventh graders who did not play in the 1st half reinforced by eighth graders.
- Goals
 - The distance between the posts is 6 meters and the distance from the lower edge of the crossbar to the ground is 2 meters. ● Game ball
 - Official #4 soccer balls FIFA approved.
- Referees
 - One per game

7.13.4. Track & Field

- General
 - Every participant must participate in at least one of the running events.
 - In the 60 meter dash and the mile races, there will be heats per grade levels.
- Events
 - Mile (1609 meters): maximum six runners; minimum four runners per tribe.
 - 60 meter dash. maximum six runners; minimum four runners per tribe.
 - Sprint Relays: four runners per tribe.
- Track officials
 - One “starter.”
 - One “finish” per lane.
- Mile Officials
 - One “starter.”
 - Two “finish” with the support of teachers/coaches throughout the course.

SECTION 8: TENNIS

- The tournament will be managed by the AASCA regulations and the International Tennis Federation (ITF) rules, according to the following guidelines.

8.1. Number of Participants

- Minimum two, maximum three players per category.

8.2. Courts and Location

- Every effort should be made to obtain the best facilities possible.

8.3. Categories

- Eligibility will be based by age on the first day of the event.
- U15 Boys and Girls (11 to 14 years old).
- U20 Boys and Girls (15 to 19 years old).
- Section 1, Student Participation Eligibility, explained in Chapter 1 of this manual has precedence above anything.

8.4. REGLAMENTO DE COMPETENCIA AASCA TENNIS

DE LAS REGLAS GENERALES:

-ARTICULO 1.

En este Torneo AASCA se aplicará en primer término las normativas del reglamento general y actualizado y en forma supletoria, se aplicará la normativa de la Federación Internacional de Tenis *ITF*.

-ARTICULO 2.

Todo jugador que participe en un Torneo AASCA tendrá que conocer el reglamento de competencia, disciplina y conducta del evento. En ningún caso se podrá alegar desconocimiento de dicho reglamento y código de conducta.

-ARTICULO 3.

En la sede que se lleve a cabo un torneo de Tenis AASCA, habrá un Referee designado y calificado por el comité organizador del Torneo, quien actuará como autoridad final en la sede del Torneo en lo que refiere a la aplicación del reglamento y el código de conducta establecido por AASCA. El Referee tendrá a su cargo la programación de los juegos de la sede respectiva y deberá tomar las decisiones oportunas para el correcto desarrollo de los juegos.

DE LOS DELEGADOS EL TORNEO:

-ARTICULO 4.

El organizador del Torneo designará los delegados que considere convenientes quienes tendrán las siguientes obligaciones:

1. Velar por el cumplimiento del presente reglamento y código de conducta.
2. Apoyar al referee en las labores que sean encomendadas.
3. Participar en la elaboración de las evaluaciones de los jugadores(as) del torneo.
4. Velar por el cumplimiento de los protocolos de Bioseguridad del Torneo.

DE LAS INSCRIPCIONES:

-ARTICULO 5.

Para participar en los torneos AASCA el estudiante deberá cumplir con todas las disposiciones reglamentarias en lo referente al rendimiento académico, disciplinario y de conducta. Ningún estudiante podrá participar en el torneo sin no está en cumplimiento con las disposiciones reglamentarias respectivas del torneo.

-ARTICULO 6.

Las instituciones que participen en los Torneo AASCA deberán cumplir con el costo de participación según regulaciones AASCA, el cual deberá serles comunicado previamente por el organizador del evento.

-ARTICULO 7.

Las categorías participantes en los Torneos AASCA pertenecientes a High School U19 y Middle School U14 en las ramas femenino y masculino.

Cada estudiante deberá inscribirse en la categoría que le corresponde según su grado académico. Para la categoría de High School (HS) solo podrán participar los estudiantes que cursan los grados 9no, 10mo, 11vo o 12mo año y con año de nacimiento según regulaciones por la ITF. En la categoría Middle School (MS) solo podrán participar los estudiantes que cursen los grados académicos 6to, 7mo y 8vo año y con año de nacimiento según regulaciones de ITF.

-ARTICULO 8.

El periodo de inscripción para los torneos AASCA serán determinados por el manual AASCA y comité organizador e informado a los miembros de la Asociación mediante una invitación formal con los requerimientos técnicos necesarios mediante correo electrónico y vías de comunicación necesarias.

La inscripción al Torneo AASCA se realizará directamente ante el Director Atlético de la institución organizadora o la persona designada para tales efectos y el comité organizador emitirá una lista de aceptación de las instituciones participantes y comunicará a todos los participantes por la misma vía de correo electrónico.

DE LA ELABORACIÓN DE LAS LLAVES:

-ARTICULO 9.

Únicamente serán incluidos en las llaves de los torneos AASCA a los estudiantes cuyas solicitudes de inscripción se hayan recibido por el comité organizador en tiempo y regulaciones que solicita el comité organizador.

-ARTICULO 10.

Las llaves serán elaboradas por el Referee mediante un sorteo. Las llaves se publicarán antes de dar inicio el torneo en el congresillo o por lo medios informativos necesarios de la sede y circuladas por correo electrónico a los Directores Atlético y/o entrenadores de las diferentes delegaciones.

-ARTICULO 11.

Formato de Juego:

El torneo de Tenis AASCA será jugado bajo el formato que establece este reglamento o los que los organizadores consideren apropiados según las distintas categorías y la cantidad de participantes inscritos para cada torneo.

DEL LUGAR Y HORARIOS DE JUEGO:

-ARTICULO 12.

Los partidos del Torneo de Tenis AASCA tendrán que ser jugados en el lugar o sede que determine el organizador. No podrán ser jugados en otra sede salvo la autorización del Referee.

El Referee realizará la programación de los partidos según la disponibilidad de canchas pudiendo programar los juegos a partir de las 8:00 am de ser necesario.

-ARTICULO 13.

Todos los juegos del y Torneo AASCA Tennis se celebrarán en canchas abiertas o techadas o cualquier superficie de acuerdo a la disponibilidad de canchas y a criterio del organizador. El partido que se inicie en determinada superficie deberá finalizar en la misma cancha, salvo que el Referee decida trasladar el partido a otra cancha, pero siempre dentro de las mismas instalaciones y en misma o similar superficie. El cambio de sede deberá ser autorizado por el referee.

-ARTICULO 14.

En caso necesario, un jugador podrá jugar un máximo de tres partidos por día siempre y cuando sean un máximo de dos partidos de sencillos. Si el partido tiene una duración de una hora o menos de juego, habrá descanso de 30 minutos: luego de un partido de una hora y treinta minutos de juego, el descanso será de 45 minutos. Si el juego tiene una duración de más de una hora treinta minutos de juego el descanso será de una hora.

Estos tiempos de descanso se aplicarán salvo que el jugador afectado este de acuerdo en reducirlos.

-ARTICULO 15.

La suspensión de un partido por razones de falta de luz natural, lluvia u otro evento de fuerza mayor, solamente podrá ser ordenada por el Referee a cargo del evento y en las regulaciones que determine la *ITF*. Atrasar el inicio de un partido por evento de fuerza mayor solo podrá ser autorizado por el Referee del evento.

DE LAS REGLAS DE JUEGO:

-ARTICULO 16.

Los Torneos de Tennis AASCA se jugarán bajo la modalidad de equipos. Los equipos que se enfrenten entre sí, lo harán en series de tres partidos de singles y un partido de dobles.

Los torneos se podrán jugar en formatos Round-Robin (Todos contra todos) en uno o más grupos o en llave de eliminación directa, dependiendo del número de equipos participantes y de las canchas disponibles para el evento.

En caso de empate entre dos equipos, la mejor posición se definirá a favor del equipo que haya ganado el partido directo; en caso de empate entre más equipos, la mejor posición se definirá con base al número total de sets ganados, menos el número total de sets perdidos, dividido entre el total de sets jugados. Para estos efectos el DEFAULT o WALK-OVER equivale a un marcador de dos sets a cero con un marcador de 6/0, 6/0. Si persiste el empate se aplicará lo mismo, pero con los "GAMES" y si aún persiste el empate, los equipos serán Co-campeones, o CoSubcampeones, etc.

IMPORTANTE:

El organizador del y Torneo AASCA Tennis se reserva la facultad de aplicar la modalidad de juego más adecuada para la realización del evento acorde a la cantidad de equipos y participantes en cada categoría y rama.

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Notas:

- La categoría U14 Boys, se jugará a dos de 3 sets, muerte súbita 6 iguales, sin ventajas. De jugarse un tercer set, se definirá con una muerte súbita a 10 puntos.
- La categoría U19 Boys, se jugará a un set a 8 puntos, 7 iguales, muerte súbita a 7 puntos, sin ventajas.
- Las categorías U14 y U19 Girls, se jugarán a un set a 8 puntos, 7 iguales, muerte súbita a 7 puntos, sin ventajas -ARTICULO 17.

Los equipos en las ramas masculino y femenino en ambas categorías, deberán estar conformados por un máximo de tres jugadores y un mínimo de dos jugadores por equipo. Todos los jugadores de un equipo deben participar en al menos uno de los 3 partidos de cada serie. El incumplimiento de esta disposición reglamentaria conlleva a la descalificación inmediata del equipo salvo que medie caso fortuito o fuerza mayor.

-ARTICULO 18.

Todos los juegos comenzarán a la hora programada en las llaves oficiales y se aplicara el WALK-OVER después de 15 minutos si el jugador no está listo en la cancha de tenis para iniciar sus partidos. La hora oficial será la del reloj del Referee. Es responsabilidad del comité organizador proporcionar los horarios correctos de cada juego. Es responsabilidad del equipo participante, coach y jugador estar atentos al horario establecido para cada juego.

-ARTICULO 19.

Cuando se esté jugando un Torneo AASCA Tennis se observarán las siguientes reglas:

1. El jugador que está sirviendo tiene la obligación de llevar el marcador, por lo que antes de servir en cada punto tienen que cantar en voz alta el marcador, con claridad y suficiente fuerza para ser escuchado por el contrincante.
2. Cuando la pelota durante el juego es larga o ancha, el jugador que recibe debe cantarla claro y fuerte y deberá levantar el dedo índice hacia arriba. Como señal de "FALTA".
3. Cada jugador cantará su lado, en caso de discusión y de no haber acuerdo entre ambos jugadores, el jugador que canto la bola recibirá el punto.
4. Cuando la pelota está en juego, los jugadores cantarán las pelotas que salen de su lado y harán la señal "AFUERA" en la forma indicada en el punto dos.

5. En caso de "FALTA" en el servicio y de "FUERA" durante el juego, si el jugador no canta la bola se presume que no existió "FALTA" o "FUERA".
6. En los cambios de lado, habrá un máximo de 90 segundos de descanso, con la excepción de que después del primer juego de cada set y durante la muerte súbita, los jugadores se moverán de lado sin descansar cuando corresponda.
7. Un máximo de 20 segundos transcurrirá entre puntos. Si el primer servicio es falta, el segundo servicio será efectuado sin demora.
8. Ningún jugador abandonara la cancha sin autorización del Referee ya que podría ser descalificado inmediatamente.
9. Los jugadores están autorizados a una salida al baño al terminar cada set.
10. El calentamiento no excederá los 10 minutos por juego.

-ARTICULO 20.

En los Torneos AASCA Tennis está permitido el recibir consejos o instrucciones verbales, señales durante cada descanso y cambios de lado y cancha, si y solo si provienen del entrenador de cada equipo quien para ello podrá estar presente en un lugar de la cancha designado para tales efectos al estilo Copa Davis y Fed Cup en donde estarán en todo tiempo el capitán o entrenador dentro de la cancha y no podrá dar instrucciones si esta fuera de la misma.

CODIGO DE CONDUCTA

El presente código de conducta se aplicará en todos los Torneos AASCA Tennis y su finalidad es mantener un comportamiento justo, razonables y respetuosos conforme el espíritu del deporte por parte de los jugadores que participan en dichas actividades por ello los jugadores tendrán que conocer su contenido. Se entenderá incluidas dentro de este código de conducta las regulaciones y conductas de la Federación Internacional de Tennis *ITF* respectivos aplicables a torneos juveniles.

-ARTICULO 1.

Durante los partidos de Tennis, la aplicación de este código estará a cargo del Referee o Monitores encargados del evento.

DE LA VESTIMENTA:

-ARTICULO 2.

El jugador que viole las reglas respecto a la vestimenta será requerido a cambiar su vestimenta por el Referee y deberá de hacerlo inmediatamente, de lo contrario perderá su partido por "DEFAULT".

2.1- Uniformes, cada equipo deberá aportar sus respectivos uniformes preferiblemente con los colores de cada escuela. Los equipos deben considerar traer al menos dos juegos de uniformes.

2.2-No está permitido jugar con camisetas que incumplan el reglamento de juego ITF o que no sean aquellas del fabricante de ropa deportiva hechas para jugar Tennis; no es permitido licras, shorts no adecuados, camisas de vestir, camisetas de algodón sin cuello, excepto aquellas que sean otorgadas como camisetas conmemorativas del evento y sean las oficiales para el Torneo; además pantalones o pantalonetas largas, zapatos que no sean Tennis, durante el calentamiento y desarrollo del juego. Si exista duda, el jugador deberá consultar al Referee. El uso de Sweater, chaquetas o buzos solo se permitirá durante el calentamiento.

-ARTICULO 3.

El siguiente sistema de penalización se utilizará para las infracciones al código de conducta durante los partidos de Tennis.

1. Primera Infracción: Advertencia
2. Segunda Infracción: Pierde de un punto.
3. Tercera y posteriores Infracciones: Pierde un "GAME" o "SET".

El Referee podrá decretar la pérdida definitiva del partido "DEFAULT" por una sola infracción o código de conducta, si la gravedad de la falta así lo amerita.

-ARTICULO 4.

Infracciones a los siguientes puntos serán considerados violaciones al código de conducta y sus sanciones están estipuladas en cada una de ellas.

1. PUNTUALIDAD: El jugador que no se haya reportado con el referee a más tardar quince minutos luego de la hora programada para su partido o que no esté preparado para iniciar el partido a más tardar quince minutos luego de la hora programada, perderá por "DEFAULT" WALK-OVER.

2. DEMORAS NO RAZONABLES: Después del periodo de calentamiento y durante

el juego, durante los cambios de lado de cancha o finalización de un punto e inicio del otro o demora intencional entre primer y segundo servicio. Se sancionará bajo el sistema de penalización. Para ello, se tomará en cuenta los periodos de tiempo establecidos por la **ITF** para cada caso concreto. Si el jugador excede en el tiempo concedido, el Referee aplicara en primera instancia la advertencia y luego la sanción de pérdida de un punto por cada 20 segundos adicionales de atraso.

3. **ABANDONO DE LA CANCHA:** Se podrá otorgar una autorización para ir al baño, en caso de sencillos masculinos y femeninos. En dobles, serán dos autorizaciones; si los dos jugadores del mismo equipo abandonan la cancha al mismo tiempo, ese abandono se tendrá como uno de los dos permitidos, y si los jugadores realizan un abandono en momentos diferentes, cada abandono se tendrá como uno de los permitidos.

4. Las salidas al baño deberán ser al finalizar un set.
El abandono de cancha para cambio de prendas de vestir, en mujeres, se hará únicamente al finalizar el set.
El abandono de cancha sin autorización del referee resultara en "DEFAULT".

Comité de Disciplina y Apelaciones.

Este importante comité estará conformado por nuestro Director General anfitrión y dos administradores de otros colegios. Se reunirán única y exclusivamente si reciben un formulario de protesta de partido (Disponible en el sitio web AASCA), o para entender cualquier problema disciplinario que se haya suscitado dentro o fuera del campo/cancha/etc. En relación a las reglas del juego y nunca sobrepasar el dictamen del árbitro.

Los representantes de los colegios involucrados en cualquier situación no participarán en la resolución.

La memoria de los coaches y árbitros será solicitada y tomada en cuenta según sea necesario. Todas las memorias hechas por este comité serán tomadas como finales.

Sanciones

Los siguientes lineamientos y sanciones forman parte del reglamento AASCA, con la esperanza que nunca deberán ser aplicados...todos los entrenadores, atletas,

espectadores y personal especial involucrado deberán comportarse en todo momento con respeto, responsabilidad y honestidad, siguiendo el código de Honor y Disciplina de AASCA.

Procedimiento:

1. Primera ofensa: Advertencia verbal.

Se dará una simple advertencia verbal a todo el equipo, coach, espectadores, fanáticos y/o grupo que cometa una infracción al protocolo de AASCA la primera vez. Una advertencia verbal a uno de los espectadores es suficiente para el resto de los espectadores del mismo colegio y una advertencia verbal para uno de los jugadores o el entrenador es suficiente para el resto de su equipo.

2. Segunda ofensa

En caso de una segunda ofensa por el primer grupo; se solicitará a los espectadores, entrenadores o jugadores que se retiren de las instalaciones, si la situación continua, se jugará el partido sin espectadores. Cualquier entrenador, jugador, asistente o personal especial que sea expulsado del juego deberá automáticamente retirarse de las instalaciones deportivas o en caso de fútbol de las graderías y perímetro del lugar. Así mismo recibirá la persona expulsada una expulsión automática para la siguiente contienda deportiva agendada. Las penalizaciones podrán aumentar dependiendo del tipo de infracción y después de leer el reporte arbitral y delegado.

3. Medidas Disciplinarias Extremas:

En caso que un estudiante visitante deba ser enviado de vuelta a su respectivo colegio o país, la decisión será tomada por el Director General del Colegio anfitrión en cuanto a una suspensión definitiva del Torneo debido al comportamiento inapropiado, después de obtener los hechos definitivos y la evidencia necesaria.

4. Protestas

El formulario de protesta solamente será llenado en caso de una mala interpretación de alguna regla deportiva o si hay una variación en el protocolo de AASCA Tennis & Swimming 2020.

A. Paso No. 1: El/La Entrenador(a) deberá solicitar a su Director Atlético o Administrador que notifique al árbitro que el partido será jugado bajo protesta.

B. Paso No. 2: Debe completarse el formulario de protesta (Disponible en el sitio web de AASCA) y ser entregado al administrador o representante del colegio anfitrión no más de dos horas después de que termine el partido. Observación: Ni

videos ni ningún otro tipo de recursos tecnológicos serán tomados en cuenta para desafiar el dictamen arbitral.

5. Premios:

Se proporcionará certificado por participación a todos los jugadores, coaches, administradores y delegados de cada equipo e institución.

Se entregará BANNER:

A todos los equipos que logren los tres primeros lugares.

Se entregará certificado a todos los estudiantes-deportistas participantes.

Se entregarán medalla:

A los equipos que logren los tres primeros lugares en la rama masculina y femenina.

Se entregará trofeo al Espíritu Deportivo:

Al mejor equipo femenino y masculino U14 y U19, esta elección será hecha mediante el sistema de puntos que acumularán durante cada partido y controlada por los delegados y jueces respectivamente.

Se entregará medalla al MVP:

A un jugador seleccionado de cada equipo masculino y femenino U14 y U19. Los criterios para seleccionar estos resultados serán mediante liderazgo, trabajo en equipo, carácter y moral, servicio, pasión y dedicación. Este valioso jugador será escogido por su equipo y cuerpo de entrenadores.

Natación Trofeo FINA:

Para la disciplina de natación se entregará Trofeo a la mejor marca FINA masculino y femenino.

SISTEMAS DE JUEGO TENNIS: Se enviará a las escuelas participantes por el Comité Organizador y se usará de base la cantidad de equipos que competarán.

Chapter 3: Student Activities

SECTION 1: KNOWLEDGE BOWL

The AASCA Knowledge Bowl competition is a fast-paced quiz on academic knowledge between two teams at a time. At each Knowledge Bowl there is a Varsity Division,

typically for 11th and 12th graders, and a Junior Varsity Division, typically for 9th and 10th graders. The same rules apply to each division. In order for a school to host the Knowledge Bowl event, they must have participated in the event the previous year.

1.1. Competition

Each team is composed of five members, four of whom play in any match. One of the four players is designated as the captain for the match. There are no substitutions during a match.

Each participating school MUST bring their buzzer system for use during the event.

Ice breaker activities and the coaches' meeting will occur on a Wednesday evening.

One coach accompanies the team, sitting in a designated place behind the team. Audience members are permitted, but the room must remain silent at all times during the match. Only students who are enrolled at schools of participating teams are allowed to observe qualifying matches. Students from other schools who are not competing in that specific match are not allowed to observe other schools' matches. Semi-finals and finals are open to students from all schools participating in the tournament.

Each match requires 100 pristine questions (plus or minus ten, depending on the speed of the reader and other factors). Tournament questions should be provided in sealed envelopes from the provider. Question packets may not be opened, photocopied and then resealed at the school.

A schedule for Knowledge Bowl matches with numbered slots/schedule will be created by the host school and then numbers for those slots will be drawn by coaches at the coaches' meeting.

In the event a match ends in a tie, toss-up questions of sets of five will continue to be read until one team emerges as the winner.

If ten or more teams participate, each team is placed in a group with 5 or more teams, according to the number of teams participating. Each team competes against each of the other teams in its group with a minimum of 3 games on Thursday, 3 on Friday and 2 on Saturday. Then they are ranked according to results. After the opening round of matches, teams enter the playoff round and compete across groups, according to the standings, in Quarterfinals, Semifinals, Consolation Matches, and the Championship Matches. Matches may only occur during a normal 8 hour day (a normal adult work day...for example 8AM until 4PM)

In the event of a tie between teams in the standings, the following tiebreaker system is used to determine which team earns the higher place:

- 1st tiebreaker – Head-to-head competition result
- 2nd – Total points scored against all tied teams

3rd – Total points scored against all teams in the competition

1.2. General Physical Set Up

Each match takes place in a medium to large classroom. Each of the two competing teams has its own table, facing the reader with its back to any seating provided for audience. The team tables are angled towards each other enabling team to see each other. The tables are set up with four individual buzzers which identify the player who is the first to signal by automatically locking out all other buzzers.

Seated at the front and center of the team tables is the reader's table. The timekeeper is seated beside the reader. The scoreboard is behind the reader and in clear view of the teams, coaches and audience. Each table has a supply of pencils and paper, and if necessary for audibility, one microphone is set on each of the three tables – for each team and for the reader.

1.3. Roles

The Knowledge Bowl Administrator is the designee of the host school, and is responsible for:

- Providing schedule of matches and appropriate rooms
- Organizing a coaches' meeting prior to competition to review all protocols and rules
- Providing appropriate questions for each round of matches, to be delivered to readers in sealed envelopes
- Ensuring that there are trained readers, timers and scorekeepers for each match
- Ensuring that match results are reported and standings are kept up to date during the course of the tournament, and that all are posted and accessible to all teams
- Convening an advisory committee of disinterested coaches to deliberate on any protests
- Readers/scorekeeper/timekeepers should have sufficient training before the tournament, preferably during the coaches' meeting. Host schools will create a powerpoint presentation outlining duties and guidelines to be followed by readers and timekeepers. This informational powerpoint should be shared with participating coaches before the tournament to ensure clarity.
- Additional question packets should be provided by the host school. At least three extra rounds worth of questions are suggested. This expectation should be included in the event budget process.

The match reader is responsible for:

- Reminding everyone in the audience to turn off cell phones, and remain silent throughout the match
- Removing any violators of this rule from the room
- Identifying the coaches of the teams in competition

- Reminding participants of rules and procedures
- Hesitation Rule: After buzzing in, students will have two seconds to answer. If the reader suspects that more than two seconds have elapsed, then the timekeeper should be consulted. If both determine that hesitation has occurred, then the answer is considered incorrect and play continues. This expectation should be included in the training for both readers and timekeepers.
- Judging acceptable answers when an answer is not exactly as specified, when they feel confident to do so. Readers may ask, "Can you be more specific" if a student answer seems correct but is not exactly the given answer from the question packet.
- Calling upon coaches to consult about acceptable answers when there are doubts
- Reviewing team challenges. The number of challenges per game should be discussed and agreed upon during the coaches' meeting. 3 failed challenges per game per team is a suggested standard. Only coaches are allowed to submit a challenge. A team captain can request a challenge via their team coach.
- Reviewing coach's challenges (limit three in any match) ● Insure the AASCA pledge is to be read before each match.
- Vote with other readers for a sportsmanship award.
- Team members must remain seated until the score is tallied and reported after the conclusion of the match. Only the reader may excuse the participating students once the official score has been announced.
- Access to cellphones is not allowed for scorekeepers during the match.
- Time keepers may use a cellphone to record time and determine hesitation.

The Team Captain is responsible for:

- Answering all rebound and bonus questions for the team
- Requesting a challenge through their coach to a decision of the reader

The Team Coach is responsible for:

- Sitting in the competition room in designated place behind team
- Modeling sportsmanship
- Training team captain
- Ensuring participants know rules and procedures
- Issuing a coach's challenge when absolutely necessary, up to a maximum of three times per match
- If the final scoring sheet is signed by the coaches there will be no consideration of any protest. Coaches who plan to protest the outcome of a match should not sign the score sheet.

1.4. Areas of Knowledge

Each match will consist of a variety of questions covering the following areas of knowledge.

- Language: English, Grammar and Usage, Literature of the World
- Science: Biology, Geology, Earth Science, Chemistry, Astronomy, Physical Science
- Social Studies: World History, US History, Geography, Government, Current World Events, Psychology, Economics, Philosophy, Logic
- Mathematics: Geometry, Algebra, Pre-Calculus, Calculus
- Fine Arts: Music, Art and Drama

It is very important that there be consistency in the question categories. Sports, entertainment and pop culture questions are excluded. Categories and questions are limited to the areas of knowledge above, which should be common to students of all AASCA Schools.

Recent AASCA Knowledge Bowls have featured questions from Academic Hallmark www.greatauk.com. The hosting school is advised to use this recommended source for questions.

1.5. Method of Questioning

A match will consist of “toss-up,” “rebound” and “bonus” questions asked by the reader. The reader first reads a toss-up question with any member of either team eligible to answer.

If a buzzer sounds the reader stops reading and looks towards the player who buzzed in. The recognized player must provide an answer without consultation or hesitation. If the answer given is correct the team earns points and is given a bonus question in which consultation is permitted.

If the answer given is incorrect the reader will re-read the question (if necessary) as a “rebound” question for the other team. If the second team answers correctly points are earned, and the reader continues with the next toss-up question.

If no buzzer sounds on a toss-up question the timer allows ten seconds (or thirty seconds for a question which requires calculations) after the reader finishes reading and then calls “time.” The reader continues to the next toss-up question.

The reader will not re-read any question unless he/she feels that the question was mis-read or if there is a rebound on the question.

Answers to bonus and rebound questions are given by the captain only.

1.6. Scoring

At the end of the match, the team with the highest number of points is declared the winner. Points are added or subtracted as follows:

- First person to operate the switch and answer toss-up correctly: **+ 2 points** ●
- First person to operate the switch and answer toss-up incorrectly: **- 1 point**
- Opposing team with correct answer to rebound: **+ 1 point**
- Opposing team with incorrect answer to rebound: **0 points**
- Correct answer to bonus question: **+ 3 points**
- Incorrect answer to bonus questions: **0 points**

1.7. Time Limits

A match will last for thirty minutes. At the conclusion of that time, the “lightning round” of the match begins, consisting of five toss-up questions and the corresponding bonus questions for any correctly answered toss-up or rebound.

Toss-up and bonus questions have a ten-second time limit (or thirty second time limit for a question that requires calculations) for any individual on either team to buzz in. The time begins when the reader has finished reading the question.

Rebounds have half the time for consultation before the reader asks the captain for an answer.

1.8. On Dealing with Protests

The reader must be prepared to address questions or challenges from the captain or coach. The reader is authorized to make decisions about the validity of an answer, or the enforcement of rules. In the event that there is a challenge from the captain or coach, the reader, at his/her discretion, convene quietly with both coaches to see if an agreement can be reached on how to proceed (accepting or rejecting an answer, deciding to throw out a question, etc.) If agreement is reached, which is always the goal, match play continues.

In the event an agreement cannot be reached, the reader is authorized to make the decision he/she deems appropriate, and the coach may decide to protest the result of the match.

The reader may also call upon the Knowledge Bowl administrator to serve as the arbiter in a dispute or protest. The administrator is responsible for quickly convening an advisory committee of coaches from teams not involved in the match, to examine the point of contention. The group consults with one another and checks recognized sites or sources to reach a decision on a question. In the end, the Knowledge Bowl administrator issues a final decision that each team must recognize and play may continue.

All AASCA Knowledge Bowl participants, students and adults alike, are expected to demonstrate sportsmanship and fair play at all times, and recognize that sometimes there are decisions that not all agree upon. In the end, fair play and the bonds of friendship are the more important goals of AASCA, and we conduct ourselves in competition with this in mind.

SECTION 2: LEADERSHIP AND SERVICE CONFERENCE (MIDDLE SCHOOL AND HIGH SCHOOL)

2.1. Philosophy and Goals

The Leadership Conference should be a gathering of top students from each participating AASCA School. The leader of National Honor Society, Student Government, and Class Officers and sports team should be among those attending. The approach which has been the most successful has been one in which, given the very talented young people assembled, we take advantage of the group dynamics.

The conference must include a community service project, and if students are to be disbursed to different locations, then it must be communicated to participants at the time of invitation.

The following are some of the goals that might be achievable:

1. To understand the nature of groups.
2. To understand the importance of communication.
3. To understand the qualities of leadership in order to better use them in school and community settings.
4. To learn new problem solving and decision making skills.
5. To make new friends with students from similar schools in order to provide the foundation of a peer network.
6. To have a rewarding and fun experience.

2.2. Student Teams

The host school will determine how many participants may be invited and will communicate this as part of the invitation. Accompanying chaperones must speak English since the conference content is delivered in English.

2.3. Leadership Activity Format

The leadership program to be presented is the individual choice of the Host School. It is recommended that the school select a unifying theme to guide planning. The goal is to create an atmosphere, in which the students are actively involved, generate ideas they can take back to their own schools, and gain a greater understanding of their own leadership qualities and skills. Content will be delivered in English. If any workshops or guest speakers only speak Spanish, simultaneous translation must be provided. The following are suggestions on how to achieve this:

- Keynote speakers
- Facilitated workshops
- Team oriented exercises that in the end demonstrate positive and negative leadership qualities

- Small groups (6-10 participants), medium sized groups (15-25 participants) and large groups (all participants from the entire event) should be utilized such that students learn the dynamics of each.

SECTION 3: DRAMA

3.1. Number of Participants and Event Enrollment Guidelines

- A maximum of fifteen students are allowed per school, including cast and crew members. Each school must participate in a minimum of two of the following events: One Act Play, Monologues, Short Scenes and Improvisation.
- Each school may enter only 1 One Act Play. It is not mandatory to participate in this event. The members of each school are responsible for following the AASCA guidelines, as well as other specific guidelines provided by the host school. Exceptional behavior is expected during rehearsals and performances.
- The host school requires a complete and detailed list of cast and crew members, theater advisor, director and titles of performances.
- Participants must present material they have not previously used in an AASCA Drama Festival.

3.2. Events

3.2.1. One Act Play

- The One Act Play must run at least TWENTY (20) MINUTES and not more than FIFTY (50) MINUTES.
- Each school is responsible for providing its own stage crew, including stage hands and stage manager, if necessary. The host school will provide a limited number of students in order to assist, on stage, each delegation.
- The curtain call is not counted as part of the time allowance.
- Each One Act Play will receive one scheduled rehearsal on the auditorium.
- The maximum duration of this rehearsal will be ONE HOUR AND TWENTY MINUTES.
- The focus of the One Act Plays should be on acting.
- The set, costumes and lighting design must be kept simple.
- The host school could provide some basic elements (tables, chairs, boxes, utensils, etc.) to complement the scenery. Participant schools must submit a request in advance, no later than three weeks before the event, for these elements, in order to check if the host has them in storage.

3.2.2. Monologues

- Each school may enter up to four (4) monologues.
- Monologues must run at least THREE (3) MINUTES and no more than SIX (6) MINUTES.

- Monologue material must be memorized. Minimum props and simple set is allowed.

3.2.3. Scenes

- Each school may enter a MAXIMUM OF TWO (2) scenes with a MAXIMUM OF SIX (6) ACTORS per scene. Each scene must run at least FIVE (5) MINUTES and no more than FIFTEEN (15) MINUTES. The focus of the scenes preparation should be on the acting. Scenery, props and costumes should be kept simple.

3.2.4. Improvisations

- Each school may enter ONE (1) IMPROVISATION TEAM of FIVE (5) ACTORS.
- A variety of standard theatre games can be used at the discretion of each participating school.
- Additional improvisation games will be proposed to each team during the actual performance, using the suggestions that other schools may make during the technical meeting of theater advisors.
- The participation of each Improvisation Team will have a minimum duration of FIFTEEN (15) MINUTES and no more than THIRTY (30) MINUTES.

3.3. Sets

- Each participating school is responsible for providing particular set pieces and props.
- All staging requirements, including floor plans and arrangements for pre-building and touch-ups for set preparation ahead of scheduled rehearsal time, must be submitted to the host technical director, no later than three weeks before the event.
- Stage props and scenery must be kept simple. The host school can provide available items such as tables, chairs, boxes, utensils, etc. Participant schools must submit a request in advance (no later than three weeks before the event) for these elements, in order to check if the host school has them in storage.
- Other specific needs should also be communicated to the hosting technical director, no later than three weeks before the event.

3.4. Lights and Sound

- General stage lighting will be set for all productions. All productions must submit a lighting plot (distribution map of lamps according to each corresponding lighting design), which includes areas and color washes. The host school will arrange the lighting these plots as references.
- Each production will be allowed to adapt the available lights if previous notice is given to the hosting technical director. The position of the lights may be altered only in very specific cases. The final decision of moving the lamps relies exclusively at the discretion of the hosting technical director.

- The host school will supply: full sound system (PA), stage lighting, sound and light operators. All light and sound operation is under the responsibility of the host school.
- Pre-show ambient and/or mood music or sound may be used, and will be counted as part of the scheduled time.
- Schools will be held responsible for malfunction of damage to the sound equipment or stage lighting caused by their participation.
- A group of host school students will be available to support the rehearsals and presentations (stage managing, lights, sounds, etc.)

3.5. Guidelines

- Each participating school is responsible for sending a copy of its scripts for the One Act Play, the Monologues and the Short Scenes to the drama director in charge at the hosting school no later than three weeks before the event.
- Choice of material (content and use of appropriate language) is the responsibility of the participating schools administration. It is expected that content will be appropriate for all students. Inappropriate language, smoking, gunshots, love scenes are not allowed.
- Latecomers will not be allowed in the auditorium during a performance.
- All school delegations are expected to participate in the full program of activities. Each school is asked to provide a brief commentary about the One Act Play to be included in the festival program no later than two weeks before the event.
- The decisions of the judges are final.

3.6. Judges

Judges will be knowledgeable professionals with theater training and experience. Every effort will be made to provide an impartial panel of judges with no affiliation to the host school or attending schools. The judges will use the following score sheets will be used for the purpose of evaluating each performance:

Judge's Critique Sheets Monologues

- **Name Actor:**
- **Name of Play and Author:**
- **Description:**
- **Time: Minimum-3 min, Maximum-6 min.** Two(2) points must be deducted for every 15 seconds the performance exceeds the maximum time allowed and or for every 15 seconds under the minimum time required.
- **Time Up: _____ Time Down: _____ Total Running Time: _____**
- **Observations on Performance Material:** Sometimes an actor does the best she/he can with given text and still the overall effect is lacking because of

material. Please note any concerns you might have about the choice of material i.e. too difficult, inappropriate, weak characters Etc. This will serve as useful feedback for the teachers/directors as well as those who have written their own material

- **TOTAL POINTS FROM FRONT:** _____
- **MINUS TIME DEDUCTION:** _____
- **FINAL POINT TOTAL:** _____

Criteria	Score (5 excellent-1 poor)	*Comments
Volume/ Projection		
Articulation/ Diction		
Vocal Characterization		
Physical Characterization		
Blocking/Usage of Stage Space		

Pace		
Energy		
Focus/ Concentration		
Memorization/ Preparedness		
Impact (Degree to which the performance was compelling, entertaining, moving, etc.)		
TOTAL POINTS		Gold (46-50) Silver (40-45) Bronze(34-39)

- *please include comments to clarify why points were given or taken away

Judge's Critique Sheets Short Scenes

- Names(s) Actor(s):

- **Name of Play and Author:**
- **Description:**
- **Time: Minimum- 5min, Maximum- 15min.** Two(2) points must be deducted for every minute the performance exceeds the maximum time allowed and or for every minute under the minimum time required.
- **Time Up:_____ Time Down:_____ Total Running Time:_____**
- **Observations on Performance Material:** Sometimes an actor does the best she/he can with given text and still the overall effect is lacking because of material. Please note any concerns you might have about the choice of material i.e. too difficult, inappropriate, weak characters Etc. This will serve as useful feedback for the teachers/directors as well as those who have written their own material
- **TOTAL POINTS FROM FRONT:_____**
- **MINUS TIME DEDUCTION:_____**
- **FINAL POINT TOTAL:_____**

Criteria	Score (5 excellent-1 poor)	*Comments
Volume/ Projection		
Articulation/ Diction		
Vocal Characterization		

Physical Characterization		
Blocking/Usage of Stage Space		
Pace		
Energy		
Focus/ Concentration		
Memorization/ Preparedness		
Impact (Degree to which the performance was compelling, entertaining, moving, etc.)		

TOTAL POINTS		Gold (46-50) Silver (40-45) Bronze(34-39)
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- *please include comments to clarify why points were given or taken away.

Judge's Critique Sheets One Act Play

- **Name(s) Actor(s):**
- **Name of Play and Author:**
- **Description:**
- **Time: Minimum- 20min, Maximum- 50min.** Two(2) points must be deducted for every minute the performance exceeds the maximum time allowed and or for every minute under the minimum time required.
- **Time Up: _____ Time Down: _____ Total Running Time: _____**
- **Observations on Performance Material:** Sometimes an actor does the best she/he can with given text and still the overall effect is lacking because of material. Please note any concerns you might have about the choice of material i.e. too difficult, inappropriate, weak characters Etc. This will serve as useful feedback for the teachers/directors as well as those who have written their own material
- **TOTAL POINTS FROM FRONT: _____**
- **MINUS TIME DEDUCTION: _____**
- **FINAL POINT TOTAL: _____**

Criteria	Score (5 excellent-1 poor)	*Comments
Volume/ Projection		

Articulation/ Diction		
Vocal Characterization		
Physical Characterization		
Blocking/Usage of Stage Space		
Pace		
Energy		
Focus/ Concentration		
Memorization/ Preparedness		

Impact (Degree to which the performance was compelling, entertaining, moving, etc.)		
TOTAL POINTS		Gold (46-50) Silver (40-45) Bronze(34-39)

- *please include comments to clarify why points were given or taken away.

Judge's Critique Sheets
Improvisation Team Name(s)

Actor(s):

Criteria	Score (5 excellent-1 poor)	Comments*
Chivalry		
1. Accepting: Actors accept information and action from each other.		
2. Sharing: Actors share responsibility and attention in the scene. Actors include one another.		

Invention		
1. Decision Making: Actors make decisions about character, relationship, situation in order to move the scene forward. Actors find effective and creative ways to show and tell decisions.		
2. Reaction: Actors react in character to each other's decisions		
Performance		
1. Volume/Articulation: Actors can be heard and understood.		
2. Positioning: Actors do not block other actors or close off to audience.		
3. Concentration: Actors remain in character and focused		
4. Using of Acting Tools: Actors use voice and movement options to act character, emotions and situations.		
5. Challenge Accomplished: Improvised material addressed and honored given rules.		
TOTAL POINTS		

- *please include comments to clarify why points were given or taken away

3.7. Awards and Recognitions

- Each participating school will receive a participation award.
- Each participating student will receive an individual certificate.
- Each participating school will receive the criteria for the different categories of the Drama Festival.

-

Judges will prepare for adjudication by reading the provided written texts. Schools that do not submit the written texts will not be considered for adjudication. There is no grace period in terms of time.

- Participants in all events will be penalized for overtime/undertime.
- Medals for overall rating will be awarded to all participants who meet the criteria in the different categories: Gold Medal standard, Silver Medal standard, Bronze Medal standard, Honorable mention

3.8. Technical Committee and Teacher Staff

- Any problems which result during the festival will be solved by the Technical Committee formed by the Hosting School's General Director, High School Principal/Assistant Principal, and Theater Staff designation for the festival.

3.9. Theater Advisors Meeting • The Theater Advisors' technical meeting will be held Thursday morning while the icebreaker activity for the actor also takes place.

SECTION 4: MUSIC FESTIVAL

4.1. Overview

- The Music Festival is open to no more than 35 students per school, enrolled in music classes in AASCA schools. This includes concert band, choirs and orchestras. Directors may choose to perform as a choir, band, or orchestra, and/or with soloists and ensembles.
- Generally speaking, honor bands, choirs, and orchestras will not be evaluated the same as everything else falling under the Solo and Ensembles category. The intent of this festival is to showcase the efforts of each of the various formal music education programs across AASCA. Students who are not enrolled in regular music classes will not be allowed to participate. Music educators are responsible for verifying the enrollment status of their performers.
- *Solo & Ensembles*: Intended to showcase individual musical accomplishment as soloist, or as duos, trios, quartets, etc. Performers will be given a 10 minute time slot. All performances will be professionally adjudicated for a festival rating unless the directors requests to perform "for comments only." Only one piece need be prepared ranging from 1-5 minutes in length. The additional time is provided for the adjudicator to work one-on-one with the performer (or group) and to offer constructive criticism. This category is also open to chamber ensembles.
These small groups generally feature only one musician per part and conductor.
- Each conductor/director must review the Performance Criteria with his/her students prior to the Festival. These criteria will serve as rubrics for the adjudication of points for every performance.
- The Activities Director of the host school must plan and send an itinerary of the festival to all schools no later than 15 days prior to the festival.

4.2. Sample Itinerary

Wednesday

- Arrival Day for all participants – Check Into Hotels
- Music Directors Meeting 5:00 – 5:30 p.m.
- Ice Breaker 5:00 –6:00 p.m.
- Opening Ceremony 6:00 – 7:00 p.m.
- First rehearsals: Honor Strings Orchestra, Band, Choir 7:15 - 8:30 p.m.

Thursday

- Honor groups rehearsals 8:15 – 10:00 a.m.
- Solo & Small Ensemble 10:15 – 11:45 a.m.
 - Lunch 12:00 – 1:00 p.m.
- Solo & Ensemble 1: 15 – 3:00 p.m.
- Honor groups rehearsals 3:15 – 5:15 p.m.
 - Dinner 5:30 – 6:30 p
- Solos & Small Ensemble Concert 7:00 p.m.

Friday

- Honor groups sectionals 8:15 – 9:15 a.m.
- Honors groups rehearsals 9:30 – 11:30 a.m.
- Lunch 12:00 – 1:00 p.m.
- Large Group 1:30 – 5:30 p.m.
- Participants return to hotels 5:45 p.m.
- Dinner on their own

Saturday

- Dress – rehearsal honor groups 9:00 – 11:00 a.m.
 - Lunch 11:15 – 12:15 p.m.
- Participants return to hotels 12:30 p.m.
- Pick – Up at hotels 4:30 p.m.
- Dress – rehearsal Honor groups 5:00 – 6:30 p.m.
- Final Concert 7:15 p.m.

4.3. Performance Criteria Quality of Sound

- **“Superior” performance level:** Tone quality: Achieves superior tone quality. Tone is well focused, full, open, resonant, consistent, and uniform in color, texture and sonority at all times. Utmost clarity is achieved. Intonation: instruments are tuned well. Melodic and harmonic intonation is superior. Ability to control difficult tuning situations is well-developed. Excellent control of pitch in all registers. Superior listening and adjusting skills. Blend/Balance: Superior blend and balance is maintained at all times, both within and between sections. Tonal blend is

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uniform and consistent. Extremes in register and volume do not detract from superior blend and balance. Quality is characteristic of the best ensemble sound. Superior listening is demonstrated at all times.

- **“Excellent” performance level:** Tone quality: Excellent tone achieved at most of the time. Lapse
- And problems are infrequent, usually caused by the most demanding musical passages. Individual problems are minor and quickly corrected. Tonal color, focus and timbre are uniform, consistent and well-controlled, though sometimes adversely affected in extremes of volume and range. Total clarity achieved most of the time. Intonation: Instruments are tuned well. Melodic and harmonic intonation is very good. Problems sometimes occur in range and volume extremes and difficult passages and situations, but are short of duration and/or quickly corrected. Listening is very good, with good ability to correct most problems. Blend/Balance: Excellent blend and balance established and maintained most of the time. Tonal blend is almost always uniform and consistent. Balance between and within sections is very good most of the time. Problems occur only during the most difficult passages and are usually in short duration. Lapses are infrequent and generally minor. Characteristic ensemble sound fully achieved most of the time. Overall listening skills are well-developed.
- **“Good” performance level:** Tone Quality: Good basic approach demonstrated. Focus is often good
- Uniform texture and color is demonstrated in less demanding passages. Harshness and distortion are problems at upper volumes and registers. Fuzziness and/or lack of resonance are problems at softer volumes. Breath support or bow control is generally good, although not always maintained. Intonation: Instruments tuned relatively well. Intonation is often good, but with inconsistencies. Less demanding melodies, intervals and harmonic structures are performed successfully. Wide intervals, octaves, unisons are performed with partial success. Listening is good; attempts are made to correct obvious problems. Blend/Balance: Good blend and balance, though at times sections and/or individuals tend to dominate the sound. Less demanding passages have good blend, balance and voice relationships. Problems occur during extremes in volumes, and/or range, dynamic changes, dense harmonic structures, etc. Clarity

is good but sometimes lacking. Good characteristics ensemble sound usually achieved. Good overall listening skills demonstrated.

- **“Fair” performance level:** Tone Quality: Basic understanding of tone quality concepts not yet developed throughout the ensemble. Less demanding melodies are intervals demonstrate good tone production. Volume and register extremes not controlled well, often harsh. Focus and resonance achieved occasionally. Uniform of color and texture is weak. Breath support and/or bow control is often weak and inconsistent. Intonation: Instruments are somewhat in tune. Melodic and harmonic intonation is inconsistent. Difficult intervals and harmonic structures are major intonation weaknesses. Individual and sectional intonation problems are seldom corrected. Blend/Balance: Blend and balance sometimes achieved during less demanding passages. Faster, louder and higher passages are not well-balanced. Individual performers and/or sections tend to dominate the ensemble’s sound most of the time. Good characteristic ensemble sound seldom achieved. Listening and attentiveness are inconsistent; often neglected.
- **“Need Improvement” Performance level:** Tone Quality: Little understanding of basic concepts of tone production. Poor air support, embouchures or bow control and contribute to tone that is thin, airy, dull. Harsh at upper volumes and registers, fuzzy at lower volumes and registers. Intonation: Instruments not tuned well. Melodic and harmonic intonation is weak. Few attempts are made to correct problems.
- Blend/Balance: Blend and balance between and within sections not achieved most of the time. General listening skills not yet developed.

4.4. Performance Criteria: Technique

“Superior” performance level: Rhythm/precision: Superb control of pulse, tempo and rhythmic

- patterns. Ensemble cohesiveness is outstanding at all times. Precision and clarity are exemplary.
- Flaws, if any, are very minor and quickly corrected. Articulation/Bowing: Outstanding
- And comprehensive knowledge of articulation/bowing styles and techniques is demonstrated at all times.
- Wide variety of articulation/bowing played with excellent consistency and uniformity. Facility:
- Technical facility is superb. Superior flexibility and dexterity exhibited by the entire ensemble. Only
- minor flaws happened during the most demanding and complex passages. Concentration is superior, creating an extremely solid, polished performance.
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“Excellent” performance level: Rhythm/precision: Rhythmic accuracy and precision are excellent.

Pulse and tempo are under control most of the time; lapses are infrequent and usually happen in more difficult situations. Clarity and ensemble cohesiveness is excellent most of the time.

Articulation/Bowing: Articulation/bowing technique is well developed. Thorough knowledge of

- articulation/bowing styles is demonstrated. Uniformity is very good with weaknesses only shown by
- individual performers during complex passages. Facility: Technical facility is well developed. Manual dexterity is excellent. Flexibility is quite good. Difficult passages are well played with
- only minor flaws. Excellent concentration. Performers respond to director very well.

“Good” performance level: Rhythm/precision: Rhythm accuracy, precision, note accuracy and

- understanding of subdivisions good much of the time. Performers demonstrate good awareness of
- pulse and tempo although problems occur occasionally and may be difficult to overcome. Rhythmic
- patterns are interpreted correctly and uniformly most of the time. Problems occur with finer details of
- more complex rhythmic patterns and structures. Ensemble cohesiveness is good most of the time.
- Articulation/Bowing: Articulation/bowing technique and style are good most of the time Styles
- performed uniformly much of the time, but lack complete consistency and accuracy. Complex
- articulations lack clarity and control. Facility: Technical facility is good most of the time. Problems ad
- breakdowns occur during difficult passages. Performers demonstrate a good degree of flexibility and
- dexterity. Correct technique usually demonstrated by many performers. Concentration is good but
- occasionally inconsistent. Performers pay attention to the director much of the time.

“Fair” performance level: Rhythm/precision: Basic rhythmic accuracy demonstrated in simple

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- passages, although rapid or complex passages are weak. Rhythmic uniformity is inconsistent quite
- often. Precision achieved in simple passages. Pulse not always controlled; tempos not maintained at
- all times. Articulation/Bowing: Articulation/bowing technique is correct some of the time.
Articulation/bowing Styles are accurate and uniform some of the time. Facility: Technical facility is fair. Flexibility and dexterity are persistent problems. Faster, more complex passages tax players beyond their ability. Good technique is demonstrated by some performers.

Concentration seems to drift.

“Needs improvement” performance level: Rhythm/precision: Rhythmic accuracy and precision are

- weak. Articulation/Bowing: Articulation/bowing technique not yet developed. Poor clarity and
- accuracy. Articulation/bowing styles neglected most of the time. Facility: Technical facility is poor
- dexterity is undeveloped. Knowledge of fingering. Concentration is poor. Very little attention to the • director.

4.5. Performance Criteria: Musicality

“Superior” performance level: Interpretation/Style: Thorough and stylistically valid interpretation at all times. Uniformity of style is consistent at all times. Performers exhibit a

- thorough understanding of styles, tempos and interpretation, and successfully communicate
- this knowledge throughout the performance. Phrasing: Phrasing is always natural and uniformly performed by all sections and individuals. Expression: Clear, meaningful and
- expressive shaping of musical phrases at all times, Expression is natural, sensitive and highly
- effective. Communication is superior throughout. Sensitivity: Superior demonstration of use
- of artistic subtleties. Sensitivity is achieved throughout the performance. Dynamics: Superior
- dynamics range with excellent control of all levels. Thorough use of all dynamics levels with
- communicated artistic performance.

“Excellent” performance level: Interpretation: Good uniform and meaningful

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- interpretation most of the time. Some passages may be lacking in interpretation, but do not
- detract considerably from an otherwise excellent performance. Style is good most of the
- time, seldom rigid or mechanical. Stylistic accuracy is good and consistent most of the time.
- Tempos are consistent and stylistically accurate most of the time. Phrasing: Phrasing is through and natural most of the time. Uniformity of phrasing is consistent throughout most of the performance. Expression: Expressive shaping and contouring of phrases and passages is very good with only occasional lapses. Expression is seldom mechanical or contrived.
- Communication is very good most of the times. Sensitivity: Excellent use of accents, stress,
- rubato and flexibility in phrasing to create a free-flowing performance most of the time. Good
- demonstration of skills necessary to transcend mechanical aspects creating artistic results
- most of the time. Dynamics: Good use of dynamics throughout the performance with some
- lack of dynamic control. Good “ff’s” and “pp’s”, but full dynamic range is not completely
- explored. Overall communication of musical ideas is very good.

“Good” performance level: Interpretation/Styles: Meaningful and uniform interpretation

- some of the time. Style is good some of the time, but can often be rigid and mechanical.
- Stylistic accuracy is demonstrated at times. Tempos are consistent and stylistically accurate
- some of the time. Phrasing: Phrasing is basic, uniform and somewhat consistent some of the
- time although not always natural; often mechanical. Expression: Dynamic shaping and
- contouring of phrases is sometimes apparent. Communication is occasionally good, but with
- many lapses. Sensitivity: Good use of accent and stress at times, but not always consistent.
- Some demonstration of ability to perform beyond technical and mechanical aspects to create an
- aesthetic product. Dynamic: Some successful attempts at basic dynamic variation though

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- limited is scope and range. Lower dynamic levels not well-used. Upper dynamic levels not
- always performed tastefully. Performers demonstrated some knowledge of artistic concepts,
- but with incomplete success.

“Fair performance level: Interpretation/Styles: Little meaningful interpretation of

- musical passages. Style is undeveloped and inconsistent. Tempos are inconsistent. Phrasing: Mostly mechanical and non-musical. Very little uniformity. Expression: Some attempts at

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expressing melodic lines, but with rigid, mechanical and uncomfortable results.

Sensitivity:

Little use of accents & stress. Little ability to perform beyond technical and mechanical

- aspects of music. Dynamics: Some attempts at altering dynamics, but with limited range.
- Dynamics changes not well controlled and lack uniformity. Little communication of musical
- ideas.

“Needs improvement” performance level: Interpretation/Styles: Very little meaningful

- interpretation. Phrasing: No uniformity in phrasing. Expression: Expression is most non-existent.
- Sensitivity: Lack of confidence is overriding any attempts at a sensitive performance. Dynamics: Very little use of dynamics.

4.6. Performance Criteria: Other factors

“Superior” performance level: Choice of Music: Literature performed is appropriate for

- the festival and aesthetically pleasing. Programming is both effective and of varied styles and
- periods. Music Performed challenged the group musically and intellectually. Yet is within
- their capabilities given musical skills demonstrated. Appearance: Appearance is uniform and
- neat. Group approaches and exits the performance area in a prideful, poised and orderly
- manner. Individuals remain focused and confidently attentive throughout the event.

“Excellent” performance level: Choice of music: Literature performed is appropriate to the festival and aesthetically pleasing, but programming lacks varied because of stylistic issues, such as variety in time-period or form. Most of the music performed is within the

- capabilities of the group given musical skills demonstrated. Appearance: Appearance is
- generally uniform and neat. Group approaches and exits the performance area generally in a
- prideful, poised and orderly manner. Most individuals remain focused and attentive ● throughout event.

“Good” performance level: Choice of music: Not all literature performed is appropriate

- to the festival because of difficulty level for group and/or style of music selected.
- Appearance: Appearance of some individuals distracted from the group. Some individual lost

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- focus and attentiveness to the event at hand.

“Fair” performance level: Choice of music: Most of the literature performed was not

- appropriate to the festival because of difficulty, lacks stylistic contrast or not appropriate for festival performance.
- Appearance: Appearance, lack of focus and attentiveness measurably distracted from the performance.

“Needs improvement” performance level: Choice of music: A general impression of lack of pride emanates from the group because of appearance or complete lack of focus and attentiveness to the event at hand.