



ACADEMIC and CULTURAL ENRICHMENT (ACE) CHARTER

CHARTER AND GUIDELINES FOR HOSTING

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Expectations of Member Schools Regarding ACE

Schools that are currently comprehensive members of ACAMIS are entitled to participate in ACE. Members are encouraged to:

- Appoint a volunteer staff member to the role of ACE Representative (See role below)
- Support the school's ACE representative by providing funding for him/her to attend the ACE Annual General Meeting at the Spring Leadership Conference where planning for the next year is done
- Host an ACE event within a three-year rotation
- Send student groups to participate in academic or cultural events.

Host School Expectations

The Host School is expected to care for the safety and security of all participating students as if they were their own. ACAMIS events that involve a visit or stay at an ACAMIS member school are considered to be field trips by the participating school. Therefore, these events come under the rules and guidelines of each sending school. To limit host school liability, it is the responsibility of each participating school to verify that all participants from their school are covered adequately with accident and travel insurance as required by law. While at the event students are subject by advance written agreement with students and parents to follow ACAMIS rules as well as their own school's rules. During the event, ACAMIS' rules take precedence.

Inclusiveness

ACAMIS is a membership organization that is inclusive in all of its operations, regardless of race, color, religion, ethnicity, ancestry, marital status, gender or sexual orientation.

Transgender Statement

ACAMIS supports the opportunity for transgender students to participate and compete in athletics and all other activities. Our values are grounded in a concern for each student's unique needs and an appreciation of the importance of feeling that one belongs. Our association therefore prioritizes the active inclusion of all students at all levels of sport and activities, including transgender students. ACAMIS acknowledges that transgender and nonbinary students face unique challenges with respect to feelings of belonging and identity that are different to those of their cisgender peers. We believe that restricting their participation in inter-school events only exacerbates a sense of isolation and affects self-image. Our clear expectation is that all students are treated equally and with dignity and respect.

Sexual Harassment

ACAMIS is committed to maintaining a professional and collegial work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere which prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical or arising from work assignments out of the office, at ACAMIS-sponsored functions and events, or elsewhere, is unacceptable and will not be tolerated.

Membership

Schools that are currently comprehensive members of ACAMIS are eligible to participate in ACE events.

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1. Introduction

The following guidelines pertain to hosting ACE ACAMIS events. Guidelines for these are set by individual schools and distributed to participating schools not less than four weeks prior to the event. Descriptions of each event can be found at:

<https://www.acamis.org/student-activities/academic-cultural-enrichment-ace-events>

2. Purpose of ACE

ACE is designed to provide a forum for ACAMIS member schools' Creative Arts directors, academic teachers, and other interested parties to better meet the aims and purposes of ACAMIS regarding academic, cultural, and creative arts education. The aims and objectives of ACE shall be to:

- Give students the opportunity to engage in creative experiences in different environments.
- Allow students to participate in a variety of non-athletic enrichment activities.
- Provide students a safe environment in which to express themselves through academic and cultural activities.
- Encourage collaboration among member schools, students, and teachers.
- Allow students to experience being a part of a collaborative process.
- Give students the opportunity to travel with their peers.
- Foster interaction with students from other schools and strengthen or develop friendships.

3. ACAMIS ACE Philosophy

The ACAMIS Academic and Cultural Enrichment is focused on participating and learning from unique structures and events that lead to the growth and development of students (and staff) in ACAMIS member schools. It is important that each ACAMIS member school, including the Head of School and the wider school community recognise and agree that:

- ACE participation is first and foremost for the academic, personal, social and emotional benefits that it can provide.
- The satisfaction at the end of the event comes from knowing that you've tried your best and that participation as well as winning or losing can be an important learning experience.
- Success comes in different ways for different teams and winning is not the only success factor.
- An ethic of fair play should be a cultural norm in ACAMIS competitions and events. A 'Winning at all costs' approach is not appropriate in an ACAMIS event.
- Rules should be viewed as an important part of maintaining fairness in a competition. Coaches, chaperones and participants should not look to exploit rules, but rather always play within the spirit of the rule.
- The opponent is not the enemy. They offer us an opportunity to learn and to demonstrate our ability, determination and class.
- We treat everyone with respect. This includes our own team members, the opponents, officials, and spectators.
- Coaches and spectators should remain positive and supportive of the participants. Criticising a referee or judge or celebrating a mistake of the opposition does not

contribute to the growth of our athletes. We celebrate our successes and learn from our mistakes.

- Participants should be encouraged to understand that it is a privilege to represent their school and to do so in the best manner possible both in and out of competition/event.
- Coaches and chaperones have a responsibility towards the welfare of the student-athletes in their care. In particular, coaches should:
 - a. be a positive role model with regard to their behaviour towards their participants, other schools' participants, parents, coaches, chaperones and officials
 - b. be an ambassador for their school through their behaviour and actions as a coach
 - c. be responsible for, and maintain, the health and safety of their participants whilst in their care
 - d. find an appropriate balance between the desire to win and the need to ensure that all participants gain a positive learning experience.
- ACE Representatives have an overall responsibility for supporting and developing this philosophy across their school.
- ACE Representatives, as representatives of ACAMIS, should communicate the importance of supporting this philosophy above any interest of their own school's desire to win.

4. Role of School ACE Representatives

The role of the ACE Representative is to serve as a liaison between the ACAMIS organization, specifically ACE, and their school in order to be aware of opportunities for students and to facilitate communication about ACE activities and appropriate staff representatives. The responsibilities of the ACE Representative are as follows:

- Communicate the role and responsibilities of ACE to the faculty and staff at the school.
- Facilitate advanced planning and disseminate important information regarding ACE events to the appropriate parties within their school.
- Advocate for ACE within their school by soliciting administrative, staff and parent support to host and send students to ACE events.
- Communicate directly with both the appointed Regional ACE Representative and the ACE Chair.
- Assist teams of teachers hosting ACE events by providing appropriate communication and documents (NOTE: ACE Representatives are not expected to organize and lead ACE events at the school, but are expected to help with submitting event proposals to ACAMIS ACE Leadership at the AGM or via the ACE Event Proposal Form).
- Work with the Regional ACE Representative to encourage collaboration among regional ACE members.
- All ACE Representatives are strongly encouraged to attend the annual ACE general meeting during the ACAMIS Spring Leadership Conference in order to foster further collaboration and innovation among member schools

5. Spectator Guidelines

Host school students, staff and parents should be encouraged to attend ACAMIS Events to enliven spirits of participation for everyone. In this age of social media, schools should take special steps to remind students of their responsibilities when using social media and what they post. Derogatory statements of any kind about schools, participants, chaperones, coaches, and referees are not acceptable. Anyone found posting offensive messages or video clips will be removed from the tournament and referred to the appropriate school

representatives as soon as possible. We also cannot allow spectator behaviour to control the event. To avoid an event being controlled by the audience and allow participants to enjoy the event, despite any upset caused by a negative posting, the tournament should proceed to conclusion. The incident will be recorded, and the appropriate school will be informed of the details for their action with the offender.

6. Cultural Events Calendar

The Cultural Events' dates are established and confirmed by the designated ACE representative of each comprehensive member school at the ACE Annual General Meeting held at the ACAMIS Spring Leadership Conference, to be held this year on March 20-21, 2026 at AISG.

The ACE Events Calendar can be found on at:

- <https://www.acamis.org/student-activities/academic-cultural-enrichment-ace-events>

7. Cultural Conventions Guidelines

7. 1 Cultural Conventions Event Format

Cultural Convention format and duration is at the discretion of the host school. The format may include specialty and elective workshops in performing and/or visual arts.

Chess Events
Model United Nations
Math Olympiad
Literature Day
Primary Art Day

A one-day event for Beijing/Tianjin schools (or equivalent elsewhere). Students attend 2 workshops in either/or visual and performing arts.

Duration:

The duration of events may vary based on the nature of the event. Some ACE Events may only be scheduled for one or two days and may be specific to cities. E.G. Elementary Art Day (Beijing and Tianjin Schools). Single day events should allow sufficient time for participants to travel home at the end of the day.

Multi-day events merit extra consideration and ACAMIS has additional guidelines for multi-day events. The schedule below is an example of a schedule for a multi-day event:

Cultural Conventions:

Day One (Thursday):

- Participants travel to host school.
- Welcome / Orientation events scheduled on Thursday afternoon/evening.

Day Two (Friday):

- Workshops/Rehearsals etc. (Day)

Day Three (Saturday):

- Workshops/Rehearsals etc. continue. (Day)
- Performances and Presentations (Evening)

Day Four (Sunday):

- Participants travel home

Other ACE Events

Day One (Thursday):

- Participants travel to host school.
- Welcome / Orientation events scheduled on Thursday afternoon/evening.

Day Two (Friday):

- Competition/games etc. (Day)

Day Three (Saturday):

- Competition/games etc. (Day)
- Presentations (Evening)

Day Four (Sunday):

- Participants travel home

NB. Some ACE Events may only be scheduled for one or two days and may be specific to cities. E.G. Elementary Art Day (Beijing and Tianjin Schools).

7.2 Communication

Communication with schools is essential for the smooth running and preparation of ACAMIS ACE Events. Communication should be conducted via email or by phone when necessary.

Communication regarding Cultural Events should be made not less than three (3) months prior to the event date.

This communication should include:

- Registration Form (See Appendix 4 for Model Registration Form)
- Student Participation Agreement (Appendix 2)
- ACAMIS Code of Conduct for student/parent signature (Appendix 3)
- Request for workshop leaders (if applicable)
- Event format
- Event itinerary
- Accommodation information
- Transport arrangements
- Family/Spectator Visitor Information (if applicable)
- **Clearly stated deadlines for return of registration forms**
- Other relevant information.

7.3 Expectations for the Host School

Host schools are encouraged to provide the following items for ACAMIS ACE Events:

T-Shirts (Optional)

All Cultural Event participants should be provided with an event T-shirt with information including but not exclusive to:

- Host School name
- Event Name and date
- Participating schools
- Design of T-shirts is at the discretion of the host school.

Transport

Transport should be provided to and from airport / train / ferry station for all visiting participants.

Transport should also be provided to and from the event venue and accommodations, depending on the host school location. This may be by public transport, private car or taxi.

Participant Numbers

The maximum number of participants per school is set at the discretion of the host school.

Programme

A program of the event should be provided for middle and high school events. The program should include but not be exclusive to:

- Welcome message
- ACAMIS rules
- Event itinerary
- Event format
- Participating schools
- Participants' name list
- Map of host venue
- Emergency contact details

Food / Beverages

Breakfast should be provided by the host family.

Lunch should be provided for all participants by the host school on each day of the event.

Evening meals should be provided by the host family with the exception of Cultural Conventions day three when dinner must be provided by the host school.

Drinks should be made available at all times during the event.

Host schools should check for allergens and special dietary requirements when arranging catering and meals.

Accommodations

Depending upon size of event, the host school may offer to provide home stay housing to all visiting participants and staff. Visiting schools may choose to arrange their own hotel accommodation for participants and/or staff at their own expense.

Staff Meeting

A staff meeting should be scheduled for day one of the event to discuss any relevant matters with all visiting staff.

Staff Dinner or Breakfast

A staff dinner should be provided for all visiting staff on day two or three of the event.

Staff Hospitality Lounge

Where possible, an area for staff to relax (away from the event area) and get a hot beverage should be provided for the duration of the event.

Participant Information Package

All participants should be provided with an information package which includes:

- Name badge
- Host school address (in English and Chinese)
- Program
- Accommodation information
- Transport information
- ACAMIS T-shirt (Optional)
- Catering information
- Emergency contact details

Staff Information Package

All staff should be provided with an information package which includes:

- Name badge
- Host school address (in English and Chinese)
- Program
- Accommodation information
- Transport information
- ACAMIS T-Shirt (Optional)
- Catering information including staff dinner information
- Emergency contact details
- Staff meeting agenda

Medical Support

First Aid station with basic medical supplies such as ice and bandages must be provided by fully qualified first aid staff at all times during the event.

School Banners

School banners (in appropriate school colors) should be displayed for the duration of the event. (Appendix 3. School banner colors.)

Opening Event

The host school is encouraged take the opportunity to showcase aspects of their Arts program for opening events and ceremonies, when possible.

Equipment and materials

The host school is expected to provide all required art materials, sheet music, non-transportable instruments and equipment. E.G. Piano, kit, amplifiers etc.

Post-Event Documentation and Feedback

Host schools should complete the ACAMIS Event Follow-Up Form (Appendix 7) and submit it to ACAMIS Operations. Host schools are also encouraged to share photos and videos, along with a descriptive blurb, so the event can be documented on the ACAMIS ACE Webpage.

Schools are also encouraged to share any additional planning materials with ACAMIS for the benefit of future hosts:

- Copies of promotional and media materials
- Planning documents, agendas, checklists, timelines
- Rubrics, coaching packets, ordering forms, etc.

7.4 Expectations for Participating Schools

Each visiting school is expected to provide at least one workshop leader for the duration of the Cultural Conventions.

The staff to student ratio of visiting schools should be one to ten.

Visiting staff and students are expected to be in attendance at events at all times.

Visiting schools must meet all deadlines specified by the host school. If these are not met the host school has the right to decline entry to events or workshops.

Payment / Participation Fees

Payment of participation fees for all events is to be made to the host school. Payment arrangements for fees are at the discretion of the host school and are intended only to cover hosting costs. All payments should be made at least a week before departing for an event.

Participation fees vary according to the type and length of an event, but no more than 800 RMB per participant may be charged for up to three days. Events longer than three days may require a supplement of 250 RMB per day. This does not apply to student trips/excursions where cost estimates will be shared before sign-up. Host schools should perform a cost analysis for events and include the cost in the announcement of the event to all member schools along with the appropriate registration forms found in the addendum of these guidelines.

The participation fee covers the costs for workshop presenters, meals, referees, judges, banners, awards and other items. Costs for transportation or accommodation (when hotels are used) are normally borne by the participant.

8. Digital Event Guidelines

Digital ACE events extend the aims and purpose of ACE into formats that allow all ACAMIS member schools to participate regardless of geography, travel cost, or scheduling constraints. The aims of digital events are consistent with the broader ACE mission and shall be to:

- Give students the opportunity to engage in creative and academic experiences that develop their skills and confidence.
- Allow students to participate in enrichment activities that showcase their skills and creativity.
- Provide a safe and fair environment in which students can express themselves and be recognised for their efforts.
- Encourage collaboration and a sense of community among member schools, students, and teachers across the ACAMIS network.
- Foster interaction with students from other schools through shared creative endeavor.

8.1 Digital Event Format

The following guidelines pertain to the hosting of ACAMIS ACE digital events. A digital event is any competition or festival in which student work is created and submitted electronically, without the need for in-person travel to a host school. Digital events occur at the national level and are not specific to one region. Examples of digital events include:

1. Virtual Student Film Festival
2. Digital Art Competition
3. Photography Competition
4. Chinese New Year Greeting Card Challenge

Categories and Age Groups

Events should be divided into age groups to ensure fair competition across the range of student development. The following structure is recommended:

- Junior: Grades K–5
- Middle: Grades 6–7
- Upper Middle: Grades 8–9
- Senior: Grades 10–12

Not all events need to include all age groups. Host schools should confirm which age groups are appropriate for their specific event during the Planning Phase. Categories — for example, Landscape, Figure, Abstract, 3D Modelling, and Animation — should also be confirmed during the Planning Phase and communicated clearly in all promotional materials from the outset.

Each digital event is led by a designated host school and coordinated with the support of Regional ACE Representative(s) and ACAMIS Operations.

8.2 Expectations of Host School

The host school is responsible for the overall planning, promotion, administration, and follow-up of the digital event. The host school should appoint a lead Event Coordinator who serves as the primary point of contact for all participating schools and for ACAMIS Operations throughout the event cycle.

The host school is expected to:

- Propose their event and outline basic details by June using the ACAMIS ACE Event Proposal Form.
- Form an internal planning committee no later than September of the academic year in which the event takes place.

- Confirm all event details - including theme, categories, age groups, submission deadline, and results date - with ACAMIS Regional Representatives and ACAMIS Operations before promotion begins.
- Distribute a media pack to all ACAMIS member schools not less than three months prior to the submission deadline.
- Establish and test a submission platform before promotion begins.
- Determine who will evaluate submissions and prepare a judging rubric before the submission deadline.
- Communicate clearly and promptly with all participating schools throughout the event.
- Issue recognition/award materials to all participating students and schools following the event.
- Submit a completed Event Follow-Up Form to ACAMIS Operations upon conclusion of the event.

Planning Committee

The host school is responsible for forming an internal planning committee to spearhead the event. This committee should be established no later than September of the academic year in which the event takes place. At minimum, the committee should include a lead Event Coordinator and one additional staff member. If possible, the following roles are recommended:

- Event Coordinator (lead teacher): overall management, communications hub, and final decision-maker on all event matters.
- Communications Lead: responsible for creating and distributing the media pack, managing WeChat group posts, and sending email communications to ACE representatives. This role is well suited to the school's ACE Representative Liaison, as it eliminates redundancy, though it is not a requirement.
- Submissions Manager: responsible for setting up and monitoring the submission platform and compiling entries after the deadline. Responsible for communicating with participants about results.
- Judging Coordinator: responsible for recruiting judges, distributing rubrics and submissions, and collecting and tallying scores.

In smaller schools, roles may be combined. The important thing is that responsibilities are clearly assigned in advance so that no single aspect of the event is left without a named owner.

Event Timeline

- The following is a **recommended** timeline for a digital competition with a promotion window beginning in October and a submission deadline in January, with results announced at or around the ACAMIS Arts Conference in March. Host schools should adapt this timeline to fit their specific event calendar and confirm all key dates with ACAMIS Operations during the planning phase.
- **Planning Phase (August – September)** Confirm event details with ACAMIS Operations, form the planning committee, establish the submission platform, prepare the judging rubric, and confirm prizes and recognition materials.
- **Promotion Phase (October – December)** Distribute the event poster and media pack to all ACAMIS member schools not less than three months prior to the submission deadline. Send reminder communications at four weeks, two weeks, and one week before the deadline.

- **Submission Period (October – Deadline)** Monitor the submission platform regularly and respond promptly to questions from participating schools. Compile all entries after the deadline.
- **Judging Phase (January – February)** Distribute anonymised submissions and rubrics to judges. Tally scores and prepare recognition materials.
- **Results and Celebration (March)** Share results with all participating schools and issue recognition materials. Submit winning works to ACAMIS Operations for the ACE website. Complete and submit the Event Follow-Up Form.

Documentation and Handover

Host schools should complete the ACAMIS Event Follow-Up Form (Appendix 7) and submit it to ACAMIS Operations. Winning student submissions and information should be shared in order to be posted on the ACAMIS ACE Webpage.

Schools are also encouraged to share any additional planning materials with ACAMIS for the benefit of future hosts:

- The total number of submissions received, broken down by school, category, and age group.
- The judging rubric used.
- Copies of all promotional materials produced, including the poster and media pack blurb
- Copies of promotional and media materials
- Planning documents, agendas, checklists, timelines
- Lessons learned and recommendations for future host schools

8.3 Communication with Schools

Communication regarding digital events should be made not less than three months prior to the submission deadline. The initial communication to all member schools should include:

- The event media pack
- The submission deadline and instructions for how to submit
- The event's Academic and AI Integrity Policies (if applicable)
- Clearly stated deadlines for all required actions
- Contact information for the host school Event Coordinator

WeChat announcements should be posted in the ACE Representative WeChat Group by the host school's ACE Representative. For email distribution, the host school should contact their Regional ACE Representative, who can forward the media pack and promotional materials to member schools.

Media Pack

The media pack should include the event poster, a short blurb suitable for newsletters and WeChat posts, the submission deadline and link, and contact information for the Event Coordinator.

Event Poster

The poster should include the event name and year, host school name and logo, ACAMIS logo, theme, age groups and categories, submission deadline, submission instructions (including a QR code where possible), contact details, and any special rules. Posters should be in a digital format suitable for WeChat and email. Example posters are available from ACE Regional Representatives or ACAMIS Operations upon request.

8.4 Submissions, Judging, and Awards

Submissions

Submission Platform

The host school should establish a clear, accessible, and well-documented submission process before promotion begins. Recommended options include a Microsoft Form with file upload capability, Padlet, or a platform such as Jotform or WeTransfer for large files. The submission platform should be tested thoroughly before launch to ensure it is accessible from China-based networks.

Required Submission Information

Each submission should collect the student's first name and grade level, the name of the student's school, the category entered where multiple categories exist, and the submitted file in the required format. Since ACAMIS will share student work online, consent for the publication of winning works on the ACAMIS ACE website should also be collected as part of the submission form, in line with the photograph and media release provisions of the existing ACE Student Participation Agreement (See Appendix 2: Student Participation Agreement).

For competitive events, it is also **recommended to** consider adding some of the following requirements for submissions in competitive events to ensure fairness:

- List of the digital platforms and programs used to create the work
- Citations of any reference artworks used
- Agreement that the work being submitted meets the event's Academic Integrity or AI policy (if applicable)

Accepted File Formats

Accepted file formats should be specified clearly in all event materials. Specifications should include resolution requirements for images, maximum file size, and duration for recordings/video.

Judging

Who Should Judge

Judges should have relevant expertise in the creative discipline being assessed and should have no direct conflict of interest. **Where possible**, judges should not assess work submitted by students from their own school. Suitable judges may include relevant teachers from non-participating ACAMIS schools; professional artists, filmmakers or designers from the local community; alumni of ACAMIS schools with relevant creative backgrounds; or faculty from universities or arts colleges with expertise in the relevant discipline. Judges should be recruited during the Planning Phase, before the submission window opens, so that they are briefed and committed well in advance.

Practical Guidance for Judges

The host school should provide judges with a clear timeline and expectations. Judges should receive the judging rubric in advance so they can familiarise themselves with the criteria. Where possible, student names and school names should be removed from file names before distribution to judges, to reduce unconscious bias. A minimum of two judges per category is recommended. An odd number of judges is recommended for tie-breaking purposes.

Judges should be formally thanked upon conclusion of the event. A signed letter of appreciation from the host school or from ACAMIS Operations (available upon request) is recommended.

Judging Rubric

A judging rubric must be created by the host school during the Planning Phase, before the submission window opens. The evaluation criteria should be shared with all participating schools at the time of event launch so that students are aware of the criteria against which their work will be assessed. The rubric should also be provided to judges alongside submissions.

Academic Integrity and Artificial Intelligence Tools Policy

All digital events, especially competitive ones, hosted under the ACAMIS ACE framework are recommended to include a clearly stated Academic and AI Integrity Policy, and relevant consequences for the violation of the policy. While this is optional, it is strongly recommended. The exact policy, requirements, and consequences are at the discretion of the host school. This policy must be communicated to all participating schools at the time of launch and should be included in the submission form so that students and their teachers are aware of it at the point of entry.

Originality

For artistic competitions, all submitted works must be substantially and originally created by the student. Host schools reserve the right to request additional references, explanations, or source material if a submission is suspected of violating the event's Academic and AI Integrity policy. It is recommended that host schools disqualify submissions in which student work contains plagiarism or appropriates from another creator without credit. Exact expectations and procedures will vary by event. Host schools should be clear about this expectation and the consequences for participants whose work is suspected to have violated their established policy.

Artificial Intelligence Tools

Host schools must state explicitly in their event materials whether AI-generated or AI-assisted content is permitted. The choice of policy is left to the host school and should reflect the educational aims of the event. Whichever policy is chosen, it must be communicated clearly to all participating.

Below are examples of AI policies:

Option A – AI Prohibited

Appropriate when the event aims to assess unaided student creativity and technical skill with digital tools.

Suggested language:

"This competition does not permit the use of AI image-generation or AI content-creation tools (such as Midjourney, DALL-E, Adobe Firefly's generative fill, or similar) in any part of the submitted work. Submissions found to contain AI-generated content will be disqualified. Students are encouraged to use their own creative vision and the manual capabilities of their chosen digital platforms."

Option B – AI-Assisted with Disclosure

Appropriate when the event wishes to allow AI as a supporting tool while keeping student creative intent at the center.

Suggested language:

“AI tools may be used in a supporting capacity — for example, to generate reference textures, suggest colour palettes, or assist with background elements — but the core creative concept, composition, and execution must be the student’s own original work. Any use of AI tools must be declared on the submission form, including which tools were used and how. Submissions that use AI tools without disclosure will be disqualified.”

Option C – AI Permitted with Full Disclosure

Appropriate when the event explicitly embraces AI as part of the creative medium being explored.

Suggested language:

“AI-generated and AI-assisted content is permitted in this competition. However, all use of AI tools must be declared on the submission form. Students should describe the AI tools used, the prompts or inputs provided and explain the creative decisions they made in directing and refining the AI output. The judges will consider the student’s creative direction and intent as part of the judging criteria.”

Regardless of which policy is chosen, **it is recommended that all submissions should list the digital platforms and programs used to create the work, and should cite any reference artworks, photographs, or source material used, including fan art references.**

Copyright

Students must not submit work that infringes on the copyright of others. The host school and ACAMIS are not liable for copyright infringements in submitted works. Submissions found to violate copyright may be disqualified at the discretion of the host school.

AwardsRecognition of Participants and Winners

Host schools should plan their recognition strategy during the Planning Phase.

Student Recognition

The host school is strongly encouraged to ensure all students who submit an entry receive some form of recognition regardless of placement. The following structure is recommended:

- First, Second, and Third Place (per category and age group): a named certificate acknowledging the placement.
- Honourable Mention (optional): a named certificate for noteworthy entries that did not place.
- Participation Certificate: issued to all other submitting students. A digital blank template can be shared with participating schools to complete on their own.

School Recognition (Optional but Encouraged)

Every school that submits at least one entry should receive a School Participation Certificate. The host school should include a full participant list organised by school when communicating results.

Public Recognition of Winners

- ACAMIS ACE Website: Winning submissions should be sent to ACAMIS Operations for posting online. Ensure consent for publication has been collected through the submission form.

Host schools may choose additional forms of recognition, including (but not limited to):

- Online award ceremonies
- Displaying finalists at the ACAMIS Arts Conference

APPENDIX 1: ACADEMIC AND CULTURAL ENRICHMENT (ACE) CHARTER

1. Name & Parent Organization

The name of this activity group shall be Association of China and Mongolia International Schools Academic and Cultural Enrichment, hereinafter referred to as ACE. ACE is an organization under the Association of China and Mongolia International Schools (ACAMIS) and is in all matters subject to the constitution, by-laws, rules and regulations. As an activity group within ACAMIS, ACE itself has no independent or legal status. Any and all decisions are therefore subject to review by the Executive Director and the approval of the ACAMIS Board of Directors.

2. Purpose

ACE is designed to provide a forum for ACAMIS member schools' Creative Arts directors, academic teachers, and other interested parties to better meet the aims and purposes of ACAMIS in regard to academic, cultural, and creative arts education. The aims and objectives of the ACE shall be to:

- Give students the opportunity to experience new endeavors.
- Allow students to participate in a variety of non-athletic enrichment activities.
- Allow students a safe environment in which to express themselves.
- Encourage collaboration among member schools, students, and teachers while allowing students to experience the thrill of being a part of a collaborative process.
- Give students the opportunity to travel.
- Foster interaction with students from other schools and develop bonds of friendship.

3. Membership

Schools that are currently members of ACAMIS are considered members of ACE. Members shall be encouraged to:

- Designate an ACE representative who does not also hold the position of Athletic Director or ACAMIS Athletics Coordinator to communicate and coordinate ACE activities with appropriate school staff.
- Support each school's appointed ACE representative by providing funding for attendance at the ACAMIS Annual General Meeting held during the Spring Leadership Conference.
- Host at least one event every three years when asked.
- Send participating groups to cultural conventions and other ACE events.

4. Dues

There will be no dues outside of the ACAMIS Annual Membership Fee.

5. Officer

A. ACE Chair: The ACE chair will be nominated by members at the AGM and appointed by the ACAMIS Board.

B. Regional Representatives: Regional representatives will be determined by ACE representatives at the AGM. Regional representatives support the ACE Chair in communicating and facilitating regional ACE events.

6. Meetings

An Annual Meeting of ACE shall be held each year at the ACAMIS Spring Leadership Conference. Special meetings may be called at the discretion of the ACAMIS Board of Directors provided Member Schools are notified of such a meeting not less than fifteen (15) days prior to the meeting date.

7. Voting

All decisions concerning ACE will be by a majority vote of those member representatives who attend the ACE AGM. All votes shall be designed to provide the ACAMIS Board of Directors with recommendations of an advisory, non-binding nature. Suggested changes to the Charter will be submitted to the Executive Director for consideration before being reviewed and approved by the ACAMIS Board of Directors.

8. Amendments to Articles

These articles may be amended or altered by a simple majority vote of the members present and voting at the annual meeting as long as such amendments do not alter Article 5. Changes should be proposed and voted on at the Spring meeting of ACE representatives and then considered by the Board of Directors at their **June** meeting in order to be placed into effect for the next school year.

9. Divisions

There will be:

- I. A Pan China Division for High/Secondary Schools.
- II. A Northern, Southern and Central Division for Middle Schools.
- III. Other Pan China Cultural Events.
- IV. Other Regional Middle School Cultural Events.

10. Event Sizes

The maximum number of participants per school is set at the discretion of the host school.

11. Event Fees

Payment of entry fees for all tournaments/events:

- A maximum of 800 RMB per participant may be charged for events up to three days in duration.
- The total event hosting costs are divided among participating schools.
- Payment arrangements for fees are at the discretion of the host school.

For further information or inquiries about hosting or these guidelines, contact ACE Chair, Virginia Lee, virginia.lee@isnsz.com.

For information about ACAMIS or membership, contact Operations Manager, Alexa Wang, operations@acamis.org.

APPENDIX 2: STUDENT PARTICIPATION AGREEMENT

Student's Name _____ Student's Age _____

Student's Date of Birth (MM/DD/YY) _____ Student's Mobile # _____

Parent's/Guardian's Name _____ Mobile Phone# _____

Allergies _____

Medications _____

Special Dietary Needs _____ Yes _____ No _____

If yes, then please specify: _____

Special requests or instructions you would like the chaperone to follow during your child's stay:

During the field trip, while in the care of chaperones from your school, your child must follow ACAMIS rules and those of your school to ensure his/her overall safety and well-being. ACAMIS events are undertaken as a voluntary field trip from the student's school whose field trip guidelines require that each participant has appropriate medical insurance as a condition of enrolment in the school. Thus, neither ACAMIS nor the host school is responsible for medical care for any accident or injury during the event. In signing this release form, the above-mentioned parties acknowledge that their family medical insurance applies to these sports/events and they have no basis to claim for medical care or legal recourse for any physical accidents that may take place during the course of the sports events.

Student Name _____ Signature _____

Parent's/Guardian's Name _____ Signature _____

Photograph Release:

I agree to allow the school and ACAMIS to reproduce an image of my child (photo, video, etc) in public relations materials or publications (brochures, web pages, etc) for non-commercial purposes.

Parent's/Guardian's Name _____ Signature _____

Date _____

To participate in an ACAMIS event, each participant must complete this participation form and give it before departure to their chaperone who will have the forms available while at the host school.

APPENDIX 3: RULES FOR ACAMIS EVENTS

1. The use of tobacco, drinking of alcohol, or use of illegal drugs will not be allowed during travel or while in the host city during the period of time covered by the ACAMIS activity. *(Consequence: suspension from immediate and further participation and student's principal notified. A second offence in the same school year will result in exclusion in all ACAMIS events for one school year including the same event the following year.)*
2. When students are in a hotel, they may not leave the hotel without permission of their own chaperone/coach. *(Consequence: disciplinary action at the discretion of the lead chaperone.)*
3. Students are expected to be in areas designated by the event chaperones at all times. Students are not permitted to enter hotel rooms other than the one to which they were assigned by their home school. Students wishing to meet and mix with students assigned to other rooms may do so only in public areas as designated by chaperones.
(Consequence: disciplinary action at the discretion of the activity organizer and lead chaperone.)
4. Students are required to return to their assigned rooms no later than 10pm; no guests from other rooms are permitted. Curfew ends in the morning at the time hotel breakfast begins or when the tournament director indicates.
(Consequence: suspension from immediate and further participation and student's Principal notified. A second offence in the same school year will result in exclusion from all ACAMIS events for one school year including the same event the following year.)
5. As with any field trip, participating schools assume full responsibility to oversee the appropriate allocation of students to hotel rooms, taking into consideration factors such as relative ages, gender orientation, and friendships, including possible romantic relationships. Any unusual circumstances or problems that occur during the stay in the host city will be reported as soon as possible to the host school and lead chaperone/coach.
6. In the event of any accident or injury the lead chaperone/coach has permission to deal with the situation. Should they be unable to contact the parents or guardians, they may make emergency decisions on the recommendation of medical practitioners. The parent's signature below grants permission to the lead chaperone/coach to make such emergency decisions.

We have read, understand, and agree to abide by the rules that are stated above.

Signature of student's parent/guardian

Signature of student

Date

To participate in an ACAMIS event, each participant must complete this participation form and **give it before departure to their chaperone** who will have the forms available while at the host school.

APPENDIX 4: MODEL REGISTRATION FORM

ACAMIS CULTURAL CONVENTION REGISTRATION FORM (Host School Name) (Event date) (School address and contact details)

General Contact Information

Name of participating school:	
Address of participating school:	
Name of Head of School:	
Convention contact person:	
Email address:	
Phone number:	

Student Information

Total number of students attending:	
-------------------------------------	--

	Name	Age	Gender	Nationality	Specialty Area (including any instrument played)	
1.						
Elective Choice 1:		Elective Choice 2:		Elective Choice 3:		
Any special dietary requirements?						
Any special medical needs?						
T-shirt size: (please tick)		☐ S	☐ M	☐ L	☐ XL	☐ XXL

	Name	Age	Gender	Nationality	Specialty Area (including any instrument played)
1.					
Elective Choice 1:		Elective Choice 2:		Elective Choice 3:	
Any special dietary requirements?					
Any special medical needs?					
T-shirt size: (please tick)		☐ S	☐ M	☐ L	☐ XL ☐ XXL

	Name	Age	Gender	Nationality	Specialty Area (including any instrument played)
1.					
Elective Choice 1:		Elective Choice 2:		Elective Choice 3:	
Any special dietary requirements?					
Any special medical needs?					
T-shirt size: (please tick)		☐ S	☐ M	☐ L	☐ XL ☐ XXL
Name of Home Stay partner:					

Questions:	
1. Arrival time, flight / train /ferry number?	
2. Departure time, flight / train/ ferry number?	
3. Staff housing preference: hotel, or making own arrangements?	
4. Staff T-shirt sizes:	
5. Additional questions and concerns?	
6. Attending staff members names:	

Send to: virginia.lee@isnsz.com

APPENDIX 5: ACAMIS VISITING SCHOOL EVALUATION SHEET

Date:

Host:

Event:

Your evaluations will help to further improve the quality of such events.

Information:

The information provided by the host school, both prior to and at the event	Worked Well	Possible Improvements

Hotel:

The housing arrangement in terms of suitability for visiting teams	Worked Well	Possible Improvement

Transport:

The transport provided by the host school, both to & from airport & to and from event facilities	Worked Well	Possible Improvement

Facilities:

The facilities used for the event	Worked Well	Possible Improvement

Meals, water etc:

The quality of meals, snacks etc provided for competitors/coaches	Worked Well	Possible Improvement

Events / officiating:

The quality of events and the respective quality of officiating	Worked Well	Possible Improvement

General Comments:

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Your Name and School:	
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APPENDIX 6: ACAMIS EVENT BUDGET SUMMARY

Event Name:	
Event Organizer(s):	
Person submitting report:	
Event Date:	
Event Venue(s):	
Registration Fee charged:	
Event Receipts (including donations):	
Item:	Amount:
Item:	Amount:
Event Expenses:	
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Item:	Amount:
Total Receipts:	Comments:
Total Expenses:	Comments:
Event Balance:	
What changes or comments (regarding the budget) would you suggest for next year?	
Other Comments:	

Please complete and forward this form to:

Alexa Wang: operations@acamis.org

APPENDIX 7: ACAMIS EVENT FOLLOW-UP FORM

Name of the Event:	
Host School:	
Organizer/Coordinator:	
Name of ACE Event:	
Structure of the Event (Individual, team, core sport):	

Date	Activities
-------------	-------------------

Participants:

ACAMIS Member School Name	Number of Student Participants
EVENT FEEDBACK:	

Please complete this form and forward to: virginia.lee@isnsz.com

APPENDIX 8: ACAMIS INCIDENT REPORT

In the event of a disciplinary matter or student accident or injury, it is important that a report detailing the circumstances be recorded and a copy sent to the ACE Chair and the ACAMIS Executive Office. This will help to protect all parties should the incident be contested afterward.

Host School	Name of Event	
Date of Event	Date and Time of Incident	
Description of the Incident		
Action Taken		
Who was contacted		
Printed Name of Person Filing Report	Signature of Person Filing Report	Date

Send to: virginia.lee@isnsz.com