

# **ACS KNIGHTS**



**ATHLETE HANDBOOK  
2017-2018**

**American Community School Beirut**

**ACS**  
BEIRUT

## **MISSION STATEMENT**

ACS empowers students to solve problems with creativity and integrity, to lead well-balanced lives, and to serve Lebanon and the world community with understanding and compassion.

## **IDENTITY STATEMENT**

ACS is an accredited, not-for-profit, independent and secular American college preparatory school serving a multi-cultural international student body. ACS provides internationally-enriched, standard-based curricula, preparing students for the International Baccalaureate, the Lebanese Baccalaureate, and the American college preparatory diplomas.

# PARTICIPATION GUIDELINES

ACS believes that, in order to cultivate well-balanced, university-ready students, a robust co-curricular program is an essential element. Our co-curricular program offers athletic, artistic, service, intellectual and experiential learning opportunities that complement and build upon the academic learning in the classroom. We are further privileged in that several co-curricular experiences take place internationally, exposing students to culture, peoples and travel that themselves enhance the learning.

While we do see co-curricular programs as one of the fundamental pillars in the high school and encourage students to participate, they are complimentary to academics and not in lieu of them. Our larger philosophical ideal is that students learn to engage and manage the demands of co-curricular activity with academics and larger social-emotional development. Indeed, representing ACS as a participant in co-curricular programs is both a privilege and a challenge as it asks students to demonstrate independence, organization and determination in fulfilling our co-curricular expectations in addition to ongoing academic requirements.

## **PARTICIPATION AND HEALTH SCREENING**

- Students not attending school on a particular day may not practice or play on that day.
- Students not attending school the day of an extra-curricular or co-curricular practice, function, event and/or departure for a trip will result in immediate forfeiture of participation.
- In the event of international travel, students not in school on the day of travel will neither travel, nor participate but must bear all financial costs.
- In the event of local trips, events, functions, competitions or practices, students will not be eligible to participate.
- In the event of a student not attending school on Friday, they may be excluded from practices, matches, or games over the weekend.
- Students with an unexcused absence the day of or before a school trip may be excluded for more than a calendar year from all school sponsored events.
- Students returning from international or local events are expected to attend school the day following their return from any international or local event if they arrive back at school before 11:30 p.m. Should students not return to school following international or local events as per these parameters, they may forfeit future participation, travel and/or consideration for awards/honors.

# EMERGENCY PROCEDURE

## **Remain calm and establish scene safety and immediate care of the student. (RICE)**

If on campus before 4:00 p.m. during the week call nurse and then athletic director. For incidents after 4:00 or weekends call emergency driver and then athletic director.

If off campus notify local staff to begin their emergency procedures and call the athletic director.

Notify the parents of an injured student before the end of the day.

If a student has to be transported to the hospital an ACS faculty member must accompany the student. (Nurse/AD/coach)- An adult will always stay with the team.

An adult will stay with the injured student until his /her parents arrive.

## **EMERGENCY CONTACT NUMBERS**

**Nurse Nada Halawi 03-866011**

**Nurse Nadine Mattar 03-543487**

**Red cross 140**

**Athletic director: 70612308**

**School nurse office extension: 1111 or 1122**

## **CHAMPS FUND**

ACS is committed to student health and safety and we will continue to partner with AUBMC and the Champs Fund to provide Heart Scans for all students in grades 12-6. The cardiac screening includes a doctor's assessment, blood pressure, vital signs check, and an electrocardiogram (EKG).

A pre-participation exam is a must for all children who are participating in PE /Athletic activities or competitive sports.

# TEAM SELECTION & ATTENDANCE

In order to meet the above, participation in co-curricular activities requires the following and a student can be removed from a sport or activity at any time if they fail to meet the following criteria:

- Student will be actively enrolled in ACS.
- Student will not be on Academic Probation.
- Student will not be on the Traveling Hold List.
- Student will obtain the permission of the school and their parents
- Student will fulfill the Attendance Rule described below
- Students will be able to participate on the Varsity Teams while in grades 11 and 12, not be over 19 on September 1<sup>st</sup> of the participating year, or have the physical and social skills to be successful. Students will be able to participate on the Junior Varsity Teams while in grades 9 and 10, not be over 16 on September 1<sup>st</sup> of the participating year, or have the physical and social skills to be successful. Other age requirements may apply to specific tournaments.
- Middle School students can participate in High School teams and clubs if they have the academic, behavioral, and physical ability to perform at that level. This practice is discouraged and the student will need the permission of the Middle School Principal.
- Elementary Students cannot participate in Middle School or High School teams or clubs without the permission of the Athletic Director and the Elementary School Principal.
- Coaches and sponsors reserve the right of final selections for all High School teams and clubs. Middle School teams and clubs operate under a no cut philosophy.
- Student will attend all practices unless specifically excused by the coach.

**As a member of an ACS team I agree to fulfill the following responsibilities:**

**1. BE A POSITIVE TEAM MEMBER.**

I will never criticize a teammate. I will lead others by trying to be the most enthusiastic and industrious member of the team. I will accept criticism from my advisor as a compliment, use it to improve and never offer excuses. If I have a concern I will deal with it maturely.

**2. BE PREPARED.**

I will be ready for all practices and tournaments, cell phone turned off and no gum. Unexcused lateness affects the whole team and will not be tolerated by my teammates or coaches.

**3. STAY ON TOP OF GRADES AND MY BEHAVIOR IN CLASS.**

If I am having difficulties I will inform my advisor / counselor and get help.

**4. BE COMMITTED TO YOUR TEAM.**

If I have a valid reason for not attending a practice I will let my coach know well in advance. Three unexcused absences will mean that I am not a committed team member.

**5. BE A PROUD REPRESENTATIVE OF ACS.**

I will follow appropriate behavior expectations at all times. No foul language, good sportsmanship and I will keep emotions under control.

**6. BE AT MY PHYSICAL AND MENTAL BEST.**

I will try to improve every day. I will give my best effort in everything I do. I will not do anything to jeopardize my performance such as smoking, possession/use of drugs/alcohol, or not getting enough rest. Violating this aspect of code can result in team dismissal.

# VIOLATIONS, ELIGIBILITY RECONSIDERATION & SUPPORT

## VIOLATIONS

- Administration (athletics director, coach, principal) will review the circumstances surrounding any major violation.
- The outcome of this review may result in a student being excluded from all activities for the remainder of the season, semester or school year.
- Depending on the circumstances, a student may also be suspended or excluded from school.

## OTHER TYPES OF VIOLATION

While assessments are designed to guide students towards improvement, students who receive a total of FOUR “Rarely” (R) marks from more than just one class may face the following consequences:

- Placed on Traveling Hold List, which means that s/he will be denied participation or attendance in all school sponsored trips, athletic teams, or activity clubs until the following grading period. (Semester or Mid-term)
- Student may appeal this placement by submitting the following to the Dean of Students and the Athletic and Activity Director within one week of notification.
- A typed contract signed by each teacher in which an “R” was issued with specific rules and stipulations that the student will complete during the appeal time line.
- The appeal timeline is 3 cycles from the date submitted.
- During the appeal the student may continue to participate at the discretion of the parents, coaches, and administration.  
If at any point the student is not compliant with the contract or fails to complete the contract during the 3 cycle limit; the student’s appeal will be denied and the student will be returned to the Traveling Hold List and be removed from all athletic teams or activity clubs.
- Additional criteria that will be considered at the time of the appeal will be current and past GPA, history of Learning Behavior outcomes, attendance, and tardiness.
- Participation in international trips that have already been confirmed during the first 3 cycles of a semester will be decided by the administration.

# TRAVEL

Students may have the opportunity to travel with athletic teams up to three times per academic year if their parents sign the **Statement to Travel Form**.

- This form includes trip destination, dates and estimated total cost of the activity. All arrangements are made based on these signed commitment forms (housing, hotel, plane bookings, visas, team rosters, etc.).
- Withdrawal from this commitment two weeks or less from the dates of travel may result in a one year travel ban from the date of the trip
- Students that are placed on Academic Probation or the Traveling Hold List after they have turned in the Statement to Travel may not be permitted to travel

## STANDARD STATEMENT OF TRAVEL

The following statements are to inform ACS parents of the expectations and consequences of behavior during school sponsored travel.

- If for any reason my student is unable to attend, I will be responsible for all incurred cancellation costs or the full cost the purchased reservations or fees that cannot be recovered.
- I will be responsible for all travel documentation including passport renewals, visas, and residency documentation. A.C.S. will attempt to help with the process when possible.
- My student will follow the rules and regulations of the A.C.S. Student Handbook and adhere to the laws of the host country. Please note that the behavioral expectations outlined in the Student Handbook apply to all school events in which your student is representing A.C.S.
- My student, while traveling will wear an ACS track suit or a blazer, dress slacks, or appropriate length skirt, white dress shirts, and necktie for males.
- My student will be dropped off and picked up at ACS for transportation to the airport.

- Individual students may not be dropped off at the airport or picked up from the airport.
- My student will not use tobacco, alcohol, or illegal drugs regardless of the social norms.
- My student will not leave the hotel or host's home, sightsee, or travel in the host city without permission of the coach/sponsor.
- My student will follow all curfew rules. Coaches/sponsors will make curfew checks NIGHTLY. Recommended curfew times: MS = 9:30pm, JV = 10:00pm, V = 10:30pm
- My student, under no circumstances, will change their housing arrangements without permission of the activity host director and the coach/sponsor.
- My student will report any unusual circumstances or problems, which occur during travel as soon as possible to the coach/sponsor or Activities and Athletic Director.

Consequences for rule violations may include but are not limited to the following:

- The student may be removed from the sport or activity, sent home at the parents' expense, and or excluded for more than a calendar year from all school sponsored events

Each student will be issued travelers insurance while traveling as part of a school activity. This plan covers only emergency medical expenses and does not cover "high risk" activities, which are expressly excluded in the insurance plan. Details of the plan can be obtained through the Business Office. If a student experiences a medical emergency while engaged in a "high risk" activity not covered by our insurance, parents will be responsible for his or her medical expenses. ACS reserves the right to demand the clearance from a medical professional before a student can depart on school travel.

- Parents are required to cover the costs associated with a traveling event once they have signed the Statement to Travel. This holds true even if your student is not able to travel with the team for the following reasons, but not limited to, academic or behavioral concerns, family emergencies, or illness.

## **TRAVEL RULES & APPAREL**

### **DRESS CODE**

When traveling as an ACS representative, sloppy dress is not tolerated. Students are expected to wear a clean zipped up ACS Track Suit or a blazer, navy or gray dress slacks, and appropriate length dark skirts for females, white dress shirts, and school necktie for males. Sandals or flip flops are not acceptable while traveling. When not competing, students must be dressed appropriately, as they would at ACS.

### **DISCIPLINE / RULES OF TRAVEL**

When participating in any ACS-sponsored trips ALL ACS or conference rules apply, including meeting curfews and even if social norms allow certain behaviors.

### **GENERAL**

All ACS students traveling on school-sponsored trips will travel to and from the trip destination with the group. Students traveling on school-sponsored trips must have their tickets booked with the group. Requests for student's tickets to be booked independently by parents in order to take advantage of free tickets, frequent flyer schemes, courtesy discounts, etc. will not be accepted.

### **FINANCIAL OBLIGATION**

Students are responsible for the cost of airfare, visas, hotel (if not housed in host school homes) and the entry fees for some of the individual events. Payment shall be made out to American Community School at Beirut in the form of a check or money order in US dollars. All moneys must be turned in to the business office cashier by the stated deadlines.

Once the deadline has passed, NO REFUNDS will be given.

### **PRE-ARRANGED ABSENCE**

Students are expected to be in class each school day. When traveling on a school trips students must communicate with their teachers and principal a cycle in advance with the Pre-Arranged Absence

## **APPAREL**

Students will be provided with 2 uniforms for official game days, they are responsible for having them on game days and need to take both uniforms during travel.

1. ACS uniforms can only be worn during ACS sponsored competitions.
2. All female athletes wearing the hijab need to have a sport hijab to participate in sport activity
3. All athletes that wear corrective glasses need to have sport glasses to participate in athletic activities
4. Final return date of uniforms is set at one month after the season is over.
5. Non-return of a uniform will result in non-issue of ACS report cards and other official documents. Students who damage or fail to return uniforms will be billed for replacement costs and processing.

**Uniforms will be picked up from the athletic office and returned once the season is over.**

# AWARDS

Middle School Participation Patches are sport specific and given to students who complete the Middle School Athletic Season as a member of the team.

## **GRADE 9**

Graduation Year and Participation Patches are sport specific and given to students who complete a season as a member of an athletic team during their 9<sup>th</sup> grade year.

## **Grade 11 & 10**

Participation Patches are sport specific and given to students who complete a season as a member of an athletic team during their 10<sup>th</sup> and 11<sup>th</sup> grade year.

## **Grade 12**

Senior Medals are sport specific and given to students who complete a season as a member of an athletic team during their 12<sup>th</sup> grade year.

## **Varsity Athletes**

Varsity Letters are given to athletes that complete a season as a member of a Varsity Team.

The **Spirit in Sports Award** is awarded a male and a female middle school athlete for outstanding school spirit, sportsmanship, and participation in athletics.

The **Junior Knight Award** is awarded to a male and female athlete in the 9<sup>th</sup> or 10<sup>th</sup> grade who excels in more than one sport and demonstrates outstanding dedication, leadership, and sportsmanship.

The **Knight Award** is awarded to a male and female athlete in the 11<sup>th</sup> or 12<sup>th</sup> grade who excels in more than one varsity sport and demonstrates outstanding leadership, dedication, and sportsmanship.

The **Blair Harcourt Award** is an award is given by the Harcourt family in honor of their son who attended ACS in the 1970's. The award is given at graduation to a senior who shows athletic and academic distinction. Academic Distinction – GPA of 3.3 (to be reviewed) or higher from grade 10 to the first semester of the senior year. Athletic Distinction – The recipient must be an athlete and be actively involved in a varsity team; the sport need not be school based only. The recipient must demonstrate leadership skills, good sportsmanship, and athletic talent and have a courteous and genteel attitude.

The **Farah Family Athletics and Leadership Award** is awarded to a senior with athletic distinction that excels in the athletic program at ACS, demonstrates sportsmanship, leadership, commitment to athletic accomplishments and uses those skills to better the school and in the community.

The **All-Academic Team certificate** is awarded to high school students that maintain a 3.3 G.P.A. or higher in core academic classes during their athletic season.

# CALENDAR OF EVENTS

## FALL SEASON

DATE	SPORT OR ACTIVITY	LOCATION	Conference
Sept 16	Rugby	AUB	LRUF
Sept 29	Swim Meet - Local	ACS/IC, Beirut, Lebanon	Local
Sept 30	Cross-Country	Horsh Beirut	Local
Oct 6	MS Volleyball	Parent/Teacher v. MS Team	Local
Oct 3-8, 7-12	IB Theater TaPS Workshop	London, England	TaPS
Oct 20	Rugby	AUB	LRUF
Oct 20	MS Volleyball	Parent/Teacher v. MS Team	Local
Oct 21	5K Community Run - XC	Horsh Beirut	Local
Oct 24-26	IB Theater/Drama Festival	London, UK	ISTA
Oct 27	Swim Meet - Local	ACS/IC, Beirut, Lebanon	Local
Oct 28	Rugby	AUB	LRUF
Oct 30 – Nov 4	Spirit Week & Pep Assembly	ACS Beirut, Lebanon	Main Gym
Nov 2-4	Volleyball - Local	ACS / IC / AUB	Local
Nov 10	MS Volleyball	Parent/Teacher v. MS Team	Local
Nov 9-11	Rugby	Abu Dhabi, UAE	
Nov 10-12	JV Volleyball	AIS-A, Abu Dhabi, UAE	OAC
Nov 10-12	Varsity Volleyball	RVIS, Bahrain	OAC
Nov 10-12	Swim Meet – HS	GAA, Abu Dhabi, UAE	OAC
Nov 16-19	Cross-Country	Tbilisi, Georgia	CEESA
Nov 18	Rugby	AUB	LRUF
Nov 29	Fall Sports Awards	Main Gym	
Dec 7-10	Academic Games	Dubai, UAE	OAC
Dec 15-16	Fall Play	MS Auditorium	

# CALENDAR OF EVENTS WINTER/SPRING SEASONS

DATE	SPORT OR ACTIVITY	LOCATION	Conference
Jan 19-20	MS Play	MS Auditorium	Local
Jan 26-29	HS Theater Festival	Zurich, Switzerland	ISTA
Jan 22-26	Spirit Week & Pep Assembly	ACS Beirut, Lebanon	Main Gym
Feb 1-3	JV Soccer	Ayia Napa, Cyprus	OAC
Feb 1-3	Varsity Soccer	Ayia Napa, Cyprus	OAC
Feb 3	Ultimate Frisbee Tournament	AUB Green Field	Local
Feb 15-17	MS Basketball and Football	UAS, Dubai, UAE	OAC
Feb 16-18	LEBMUN	AUB, Beirut, Lebanon	Local
Feb 22-25	IB Theater/Drama Festival	Zurich, Switzerland	ISTA
Feb 28 – Mar 4	AMIS Choir Festival	Berlin, Germany	AMIS
March 1-3	JV Basketball	ABS, Amman, Jordan	OAC
March 1-3	Varsity Basketball	AISE, Cairo, Egypt	OAC
March 7	Winter Sports Awards	Main Gym	Main Gym
March 12-16	MS WWW	Multiple Locations	
March 14-18	AMIS Band Festival	Seoul, Korea	AMIS
March 23	Track Meet - Local	ACS Beirut, Lebanon	Local
Mar 23-24	Spring Play	US Auditorium	ACS
Mar 23-24	Youth Badminton Circuit	ACS Beirut, Lebanon	Local
*Mar 23-24*	MS Theater Festival	Muscat, Oman	ISTA
March 26-29	Spirit Week & Pep Assembly	ACS Beirut, Lebanon	Main Gym
April 19-21	Track and Field Meet	Manama, Bahrain	OAC
April 19-21	Tennis Camp/Tournament	Loutraki, Greece	SportCamp
April 19-21	Badminton	ABS, Amman, Jordan	OAC
April 27-28	Youth Badminton Circuit	ACS Beirut, Lebanon	Local
April 27	Track Meet - Local	ACS Beirut, Lebanon	Local
April TBD *	Tennis - Local	ACS Beirut, Lebanon	Local
May 6-13	HS WWW	Multiple Locations	
May 16	Spring Sports Awards	ACS Beirut, Lebanon	Main Gym
May TBD *	Tennis - Local	ACS Beirut, Lebanon	Local
* Tentative *			





## MEDICAL RELEASE FORM

This form will be signed and returned to the Athletic Office or your student will not be allowed to travel to the listed school sponsored event. By signing this form, you are stating that the student listed is fit to travel and, besides the contracted emergency medical travel insurance, ACS is released of all liability due to medical expenses and subsequent complications throughout the duration of the travel event.

STUDENT'S NAME

Passport #

Date of birth (MM/DD/YY)

Age

Nationality

Home Phone #

Parent's Business Phone #

Father's Name

Mother's Name

### MEDICATION

List any medication(s) that your son/daughter will be taking while traveling:

1. ....
2. ....
3. ....

Please inform us of any medical problems or allergies that we should be aware of:

1. ....
2. ....
3. ....

### AUTHORIZATION FOR MEDICAL TREATMENT

We, the undersigned, .....  
Parent/Guardian  
do hereby authorize an empower the sponsor, coach, chaperone, or  
ACS designee to make any and all decisions concerning the medical  
and/or surgical care of our child .....  
Student's name

All hospitals, clinics or other similar facilities, as well as all doctors, nurses, medics, paramedics or other medical personnel may rely on the decisions and authorizations of sponsor, coach, chaperone, or ACS designee concerning whatever medical care or treatment, including surgical procedures, they deem necessary for our child.

EXECUTED THIS DAY OF .....  
Today's date

EFFECTIVE FROM THE TIME OF DEPARTURE TO ARRIVAL BACK TO ACS.

Father's Signature

Print Father's Full Name

Mother's Signature

Print Mother's Full Name

# CONFIRMATION

OF READING & UNDERSTANDING THE HANDBOOK

TEAM NAME

COACH NAME

PARENT NAME

STUDENT NAME

PARENT SIGNATURE

STUDENT SIGNATURE

**PLEASE RETURN TO YOUR COACH**

**ACS**  
BEIRUT

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