



**ALL DAY**

**ALL KNIGHT**

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## HANDBOOK PREFACE

- Students and parents are to familiarize themselves with the handbook, code of conduct and department protocol in order to ensure the safety and well-being of all participants and to prevent any misunderstandings during the course of the school year.
- Prospective participants are reminded that the sports/activities are competitive, designed to serve those students who meet, and continue to meet, high standards of skill, performance, self-discipline, sportsmanship and conduct.
- Student athletes are always required to strive and maintain academic excellence.
- Students are to be aware that participating on an ACS sports team is a **privilege, not a right**.
- It is understood that athletes and athletic programs are an important partner in the educational process. Very few of our athletes will be participating in team sports after their high school careers; they must take something with them other than ability. What they take with them will depend on their coach. High standards, fair-play, discipline, protocol and clear expectations will allow our students to have a positive learning experience.

## MISSION, PURPOSE & PHILOSOPHY

### ACS Mission Statement

ACS empowers students to:

- Solve problems with creativity and integrity
- Lead well balanced lives
- Serve Lebanon and the world community with understanding and compassion

### American Community School Beirut Athletic Program – Purpose

- The purpose of our After-School Program at the American Community School Beirut is to foster the social, emotional, physical and moral development of the student participant.
- All participants will be expected to display the proper ideals of sportsmanship, ethics and respect in their conduct.
- Participation in the after school program is a **privilege** and those who participate must represent the American Community School Beirut community positively.
- Together, coaches, participants, parents and athletes love learning and are committed to excellence in all that we do!

### American Community School Beirut Athletic Program – Philosophy

The extracurricular athletic program is vital to the educational, physical, emotional and ethical development of a student. The athletic program plays an important role in the life of the ACS student. Athletic activities support the academic mission of the school.

- ACS sport promotes a high level of integrity, commitment, cooperation, responsibility, accountability, self-control and self-discipline from its students and coaches.
- ACS sports are competitive, designed to serve those students who meet, and continue to meet, high standards of skill, performance, sportsmanship and conduct.
- Students have the opportunity to improve personal fitness and motor-skill levels, and the development of social, emotional and mental attitudes.
- Coaches have the opportunity to achieve a wider scope of educational and developmental goals through the additional learning opportunities that occur when working with students in extracurricular activities.
- Student athletes are to represent themselves, parents, their team, coaches, school parents and with the highest level of respect and integrity. Teammates are to hold each other accountable and be role models for all, young and old.
- It is not now, nor has it ever been, the Athletic Department's policy to win at all cost.
- All students are welcome and encouraged to participate—provided they are willing abide by all rules and regulations of the Athletic Department.
- Participating on an ACS Knight sports team is a **privilege**, not a **right**.

The ACS Athletic Program is an important partner in the educational process of students. Very few of our athletes will be participating in team sports after their high school careers; therefore they must take something with them other than ability. What the athletes take with them will depend on their coach and team experience. High standards, fair play, discipline, sportsmanship and clear expectations will allow our students to have positive experiences in sport and representing not only as an ambassador of ACS, but an ambassador for the athletes teammates, coaches, school community and parents.

## **CODES OF CONDUCT**

### **Athletic Codes of Conduct**

- Participants are expected to conduct themselves in such a manner as to reflect credit on themselves, ACS and the school community.
- Participants will be positive role models in the school. Appropriate language, respectful behaviour and responsibility must be reflected in all the participants' actions.
  - I cooperate with my coach, my teammates & my opponents
  - I applaud all good plays (of my own team & that of my opponent)
  - I work hard for my team and give 100%
  - I treat all players as I would like to be treated
  - I always respect the official's' decision
  - I always compose myself
  - It's fun to be around my team, my coach and me

## **PARTICIPATION, ROLE MODELS, ELIGIBILITY & HEALTH**

### **Participation**

- Participation in the Athletic Program is a privilege that is earned by maintaining both acceptable academic achievement in the classroom and exhibiting the qualities of **respect** and **responsibility**.
- Participation in ACS events will be extended only to those who meet the standards of eligibility established by the host organization (e.g. NESAC/ISTA/MUN) and the school.
- All students have the privilege to participate, however the school is not required to allow participation unless the student meets and maintains the criteria discussed in this handbook.
- Perspective participants are reminded that the sports/activities are competitive, designed to serve those students who meet, and continue to meet, high standards of skill, performance, self-discipline, sportsmanship and conduct.
- Students may be provided with two strands of sport in which to participate (when possible). Students can participate in the Intramural and/or tryout for the competitive strand.
  - **Intramural/Developmental Program** – Skill level development and intramural matches will be the focus. This program is developed for the student that just wants to participate not at the competitive level, and/or is not able to dedicate themselves to the increased commitment at the competitive level.
  - **Competitive Program** – Increased level of student expectations, responsibilities, commitment, attendance, dedication, travel, housing, skill and behaviour are required. Coaching staff will determine roster.

### **Role Models**

- All students who become members of an ACS athletic team are expected to be positive role models for the entire student body of ACS.
- All athletes are to display the utmost in maturity, self-discipline and positive role modeling at all times.
- AC Knights are expected to have exemplary participation, behaviour and dedication in all Physical Education classes.

### **Eligibility**

- Students that choose to participate in the competitive program must meet all of the following eligibility requirements
  1. **Attendance** – athletes are not to exceed their specific allowed absences
  2. **Academic** – athletes are expected to be working to their potential, keeping up with homework, assignments, attending extra help if needed,
  3. **Ambassadorship** – athletes are to demonstrate their ability to represent ACS, their coach, team, parents, community and country in a positive manner
  4. **Service** – athletes are to fully participate in their teams' service project (when applicable)
  5. **Physical Education work ethic** – athletes that are selected to represent ACS are expected to be a leading example of dedication, determination and effort in their physical education classes. **Athletes that do not fulfill this expectation may forfeit their athletic participation.**

### **Health, Nutrition & Safety**

- All students are to maintain a healthy lifestyle during their sport season.
- Students should do the following:
  - Get plenty of sleep
  - Eat breakfast, lunch and dinner
  - Drink plenty of water
- Jewelry
  - Is **NOT** to be worn for safety purposes
  - Earrings that can not be removed from ears must be covered by tape

### **Supplements**

- Athletes are to refrain from using protein supplements, glutamine, creatine or any muscle Enhancing product.
- These items can be dangerous to a young person's body.
- These items should only be used if prescribed by a medical doctor.

## TEAM SELECTION, ATTENDANCE

### Team Selection

- The Middle School Athletic & Activities program maintains a “no-cut” policy and will do its best to accommodate everyone.
- The High School Program has a select number of slots depending on the sport. Athletes may be required to go through a tryout process.
  - The following guidelines will be used in selecting teams:
    - The student’s skills & potential
    - The student’s ability to travel
    - the number of practice sessions attended
    - Commitment and attitude
    - The student’s academic achievement
    - The number of available positions on the team
- Team Roster
  - Official quantity of players for NESAC tournaments
- Practice Roster
  - Coaches may select additional students—over and above the permitted NESAC guidelines for each team—in order to produce a Practice Roster
  - A student athlete may be moved from the Practice Roster to the Team Roster if a student on the Team Roster becomes ineligible
  - Students who are placed on the Practice Roster are considered to be a part of the team and therefore follow all rules and regulations that apply, however, they may not be eligible to travel
  - Students can be dropped from the team due to poor attitude, unsportsmanlike behaviour, lack of effort, not showing for practice
  - Once the coach selects his/her team, the names of the players will be sent to the Athletic Director who will then check the academic status and the discipline record of the students

### Attendance

- **Practice Time**
  - Athletes on all teams (except Cross Country) are expected to be at practice during the set practice time, as well as, all weekend/day games/tournaments
- **Absenteeism**
  - Students that are absent from the school day may not participate in after school athletic activities on the day of their absence.
    - Exception - unless students are on a school-sponsored trip, excursion, project or activity.
  - Students and parents are asked to make every effort to schedule medical appointments, family trips, makeup assignments, projects, tests, etc., around team practice/game times.
  - Contact the Athletic Director if your situation is not covered above
- **Absent from Practice**
  - **Absences - *There are no excused absences in Athletics. Students are either present or absent with or without reason. See Administrative Excused***
    - Athletes will be provided with a number of “absences”, they can use during their season. This will allow an athlete to manage his or her own absences.



They can be used for medical, sick, homework, extended-day, tests, travel, etc.

- Middle School = 2 absences per season
- High School = 3 absences per season
- Athletes that miss their 4<sup>th</sup> practice are not eligible to travel (*may vary due to the length of season*)
- Athletes must inform their coach (preferred communication dependent on the coach) if they are going to miss a practice, prior to the practice (*asking a fellow athlete to tell the coach is not acceptable*).
- o **Academic Absences**
  - Athletes are asked to be responsible students and refrain from using practice days for make-up exams, labs, projects, incomplete homework.
  - Students that are absent from practice, or arrive late, choose to use one of their Excused Absences.
- o **Administrative Excused Absences**
  - Athletes may request additional absences (administrative excused absence) for extenuating circumstances (death in family, visa issue, cancelled flights, etc.)
  - Students who overextend their extracurricular commitments **may** be granted an administrative excused absence for extreme circumstances (band performance, MUN, Drama, etc.)
  - Administrative Excused Absences must be pre-approved by the Athletic Director and the Coach and do not guarantee a position on the team upon return
- o **Sick and in School**
  - Students that attend school are expected to attend practice and contribute in any manner possible
  - Students that attend school, but do not attend practice, are considered absent
- **Dropping a Sport**
  - o After team & practice rosters are determined, students who drop (quit) their sport/team will jeopardize their future eligible for sport participation in subsequent and future sport seasons.
  - o Students can apply for reconsideration (see section on **Reconsideration**)

## **VIOLATIONS, ELIGIBILITY RECONSIDERATION & SUPPORT**

### **Violations:**

- Administration (Athletics Director, Coach, Principal, and/or School Director) will review the circumstances surrounding a 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
- Travel Restrictions due to a high number of 'R's must also go under the appeal process.

### **Reconsideration:**

- Students that find themselves ineligible due to academics, participation or discipline issues may apply for Eligibility Reconsideration.
- **Eligibility Reconsideration** includes a personal statement and signatures of the Athletic Director, Coach and Parent.
- A committee consisting of the Athletic Director, Coach and/or Principal/Vice-Principal, will review the eligibility petition.
- Eligibility Reconsideration forms are available from the Athletic Director.

### **Athletic Department Academic Support**

- Athletics can be a means of providing positive reinforcement for student athletes in order to improve in the classroom.
- Teachers can request coaches to assist in motivating the student athlete with issues regarding the completion of homework and assignments to behavioural issues.
- Teachers can rely on the support of the coaches and athletic program to improve classroom performance of student athletes through the following possible means:
- Coaches can mentor student athletes to complete homework assignments and prepare for tests.
- The Athletic Director will make the final determination in a student's eligibility status after informing the administration.

## TRAVEL

### Standard Statement of Travel

- The “Standard Statement of Travel” Form will be provided to those athletes who are asked to be a part of the travel team. This form will include:
  - Destination
  - Dates of Travel
  - Estimation of cost
- When the form has been returned, most, if not all, travel arrangements will be completed by the athletic office.
- Parents will be held financially responsible for any travel expenses from that point forward. This includes, but not limited to, any cancellation fees that may occur.
- Note: Any cancellation within 24 hours of the time of departure will incur the full price of the trip.

### Confirmation of Travel

- Once all the travel and accommodation arrangements have been organized, the student and parents will be given a “Confirmation of Travel” form. This form will contain the overall cost of the trip, flight and hotel information, and the cost breakdown of expenditures.

### Travel Rosters and Commitment to Host Schools

- Coaches will select a team roster within the first one -three weeks of the season
- Team rosters will be fixed upon confirmation of air travel with the airline and ACS’s commitment to the host schools.
- A travel roster will be fixed 4-5 weeks prior to tournament date (this timeline may vary depending on the requirements of the host school and length of season).
- After the travel roster has been fixed, students can be removed from the trip up until the departure of the team due to discipline related issues, or for extremely poor academic effort in class and blatant disregard for their academic responsibilities.

### Student Athlete Travel Expectations

- ACS athletes will follow all international travel & host protocols as stated in the conference handbooks. Where there is a conflict, or no policy, ACS students will follow the ACS protocols.

#### Travel Expectations:

- Students are not permitted to separate from their team
- Students will travel to and from ACS with the group
- Upon arrival at the destination, under no circumstances will a student be permitted to be picked-up by relatives or friends
- All school rules, and the drug and alcohol policy are in effect for the duration of the trip.
- Should a serious violation of the school rules occur during the trip, the student may be sent home. A school official will notify the parents. The expense of the trip will be borne by the student’s parents.
- The trip will be continuously supervised. However, there will be occasions when students will be on their own (e.g.; when with host families, in hotel rooms, at various locations on campus, etc.). School rules remain in effect whether or not the Coach/Chaperone is present

### Hotel Expectations for Students

- Prior to departure from ACS, students will be informed of their rooming assignments.
- All Athletes will follow the same curfew and rules as explained by their chaperones. All curfews and rules are to be implemented and enforced in the exact same manner, for all teams, regardless of age or gender.
- At the end of the day's events, when teams return from their sport venue, a team/coaches meeting will be organized in order to set the rules and curfew for the remainder of the evening. Here are some rules that are to be explained to your athletes...
- Under NO circumstances are ACS students permitted to:
  - Leave the Hotel (without chaperone accompaniment).
  - Change rooming assignments.
  - Leave the Hotel with family and/or friends (Family and friends can meet ACS student athletes at Hotel and visit in lobby).
  - Travel in non-approved vehicles.
  - Order "pay-per-view" movies, make "long-distance" phone calls.
  - Bill/charge any items in the Hotel to your hotel room account. All items in the Hotel are to be paid in cash.
  - Order/consume alcoholic beverages, cigarettes or other drug related items.

### Travel Apparel

- All traveling students will have the opportunity to a hoodie. This item will be a part of the travel uniform. The athletic department may provide athletic pants.
- **High School**
  - The entire team can travel in one of the following options:
    - **Sport Option:** ACS Hoody, Blue ACS Polo/t-Shirt, Athletic team pants
    - **Formal Option:**
      - Boys team: Collared shirt with tie, suit jacket (optional), business slacks/trousers/pants (no jeans), shoes and socks.
      - Girls team: dresses, skirts, blouses (without words), business slacks/trousers, formal dress footwear.

### HOSTING

- Athletes/Teams are expected to always be Ambassadors of ACS during hosted activities/athletic events.
- While there is an advantage to being "home," all teams are expected to participate in the event for its entirety (including social events, awards ceremonies, and any other duties that may come with hosting).
- The ACS Student and Athletic Handbooks apply at all times.
- See above "Travel" Section for expectations that may also apply for Hosting Teams.

## APPAREL, PRACTICE KIT

### Practice Apparel

- All students are to wear the practice shirt or and all other official ACS practice wear.
- All clothing should not be revealing and worn in a respectful manner.
- Students who wear a hijab are required to use those especially made for sport.
- Safety gear is **mandatory** for each specific sport. Students that do not wear proper the mandatory safety gear are not permitted to participate in drills:
  - o Sport goggles or contacts instead of glasses.
  - o Soccer: socks and shin guards.
  - o Volleyball: knee pads.
  - o Rugby: mouthguards.

### Personalized Team Clothing/Team Items

- Personalized clothing items are restricted to items that are worn out of the competitive environment. Typically, such clothing items may include t-shirts, casual tops or pants.
- All personalized clothing will be created and ordered through the Athletic offices and will be purchased by the AD office 3-4 weeks prior to each NESAC tournament.
- Students and/or parents will receive an email to purchase various items.

### Uniform Replacement Fee

- Student athletes will be assigned a number uniform for the season.
- Students are responsible to return their uniforms at the end of each season.
- The replacement cost for a lost kit will be charged the replacement fee of the uniform, creasing and shipping charges. As well as any additional expenses attributed to the return of the uniform:
  - o **Jerseys: \$100.00 USD**
  - o **Shorts: \$50.00 USD**
  - o **Rain Jackets: \$100.00 USD**
  - o **Rain bottoms: \$50.00 USD**
  - o **Warm-up Tops: \$100.00 USD**
  - o **Warm-up Pants: \$50.00 USD**

## RECOGNITION

### **a. Middle School, Junior Varsity & Varsity Awards/Recognition**

- Please be advised, athletes failing to live up to their responsibilities as defined in this document, and athletes failing to abide by the training rules, may be denied an athletic award, even if they satisfy the performance standards described above. A student that has completed a sport season does not automatically qualify for an award.
- Each coach may recognize up to two athletes from their team.
- A coach may choose to recognize only one athlete or none.
  - **1. Coaches Award (MS/HS)**
    - This award recognizes the athlete making a unique contribution to his or her sport in terms of overall excellence in character development and performance as per their coaches open criteria.
  - **2. Fighting Heart (MS/HS) (in place of No Guts No Glory)**
    - This award recognizes the athlete whose performance and dedication to his/hers specific sport is by far and away most exemplary.
    - This is an award for the rare student who is the first to practice and the last one to leave, this athlete should inspire others to be the best they can be, and this athlete should be a model for all athletes at ACS.
    - Athletes eligible for this award must display—to an outstanding degree—the traits of sportsmanship, dependability, desire to excel, respect, cooperation and loyalty.
    - This award may not be awarded for each or any sport in any given year. It is a rare award for a rare and special individual.
  - **3. Knight Spirit and Sportsmanship (MS/HS) In place of Most Valuable Player**
    - This award recognizes a student athlete that has gone above and beyond in supporting their own team and their opponents. Leading the way is displaying friendship, respect for their opponents, recognizing great plays and applauding opponents. We are looking for the athletes that play hard against a stronger team, plays with understanding against a weaker team, and is able to encourage his/her team to spread the sportsmanship.
    - This award may not be awarded for each or any sport in any given year. The student athlete must fit the criteria.
  - **4. Perfect Attendance (MS & HS)**
    - This award recognizes the athlete who has a perfect attendance record for all official practices and games. Injured athletes attending practice are still eligible.
    - However, any excused or unexcused absences will count against the student. This award recognized 100% commitment, no excuses .

### **b. The Spirit in Sports Award (MS): one male and one female**

This award does is presented on an annual bases and should only be presented to an athletes who fits the following criteria.

- This award recognizes the year's most outstanding male and female athlete.
- Athletes eligible for this award must display--to an outstanding degree--the traits of sportsmanship, dependability, desire to excel, respect, cooperation and loyalty.
- Their behaviour at the school must be exemplary.

- All prospective athletes are to maintain above-average grades and make a highly significant personal contribution to their sport(s).
- This athlete must participate in a minimum of two U14 sports.
- He/she must be an outstanding-to-exceptional physical athlete.
- He/she must have an above-average mental understanding of all aspects of how the game is played and should be played.

**c. Junior Knight Award (HS – Grade 9 or Grade 10): one male and one female**

This award is presented on an annual bases and should only be presented to an athletes who fits the following criteria.

- Excels in more than one sport.
- Demonstrates outstanding dedication, leadership, and sportsmanship.
- Coaches' comments regarding their maturity, dependability, sportsmanship, fair play, self-discipline, and respect for peers, coaches, officials and opponents.
- The coaches and Athletic Director, subject to approval of the High School Principal, make the final decision.

**d. Knight Award (HS – Grade 11 or Grade 12): one male and one female**

This award is presented on an annual bases and should only be presented to an athletes who fits the following criteria.

- Excels in more than one sport.
- Demonstrates outstanding dedication, leadership, and sportsmanship.
- Coaches' comments regarding their maturity, dependability, sportsmanship, fair play, self-discipline, and respect for peers, coaches, officials and opponents.
- The coaches and Athletic Director, subject to approval of the High School Principal, make the final decision.

**e. Blair Harcourt Award**

This 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.
- Demonstrates leadership skills, good sportsmanship, and athletic talent and have a courteous and genteel attitude.

**f. Farah Family Athletics and Leadership Award**

This award is given 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.



## Confirmation of Reading and Understanding the Handbook

I have read the handbook and understand my responsibilities, obligations and commitments to be an Athlete at ACS and to remain in good standing on my team(s).

Team Name: \_\_\_\_\_ Coach Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**Please Return to Your Coach**