

**American International School
in Abu Dhabi**

United Arab Emirates



**ATHLETIC DEPARTMENT
COACHES' HANDBOOK
2018 / 2019**

COACHES' HANDBOOK

Revised September 2018

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PHILOSOPHY OF ATHLETICS
THE AMERICAN INTERNATIONAL SCHOOL OF ABU DHABI

The purpose of the Interscholastic Athletic Program at AISA is to promote the Physical, Mental, Moral, Social and Emotional wellbeing of the student. We aim to foster a culture of Responsibility, Integrity and Respect in our whole AISA community. Participants in the program will be expected to display the proper ideals of sportsmanship, ethical conduct, and fair play; to show respect to opposing teams, fellow players, coaches and all officials.

Athletic competition helps students to attain their full potential as unique, valuable individuals. Athletics provide students with the opportunity to develop physical fitness, a sense of fair play, expose them to team work and a sense of belonging and common good. It is a constructive and positive use of leisure time.

OBJECTIVES OF THE ATHLETIC PROGRAM

- To provide students with the opportunity to develop advanced and specialized athletic skills; to achieve a high level of fitness; and to increase their knowledge of game strategies, tactics, and rules.
- To promote sportsmanship, stability, and meaningful social concepts through participation in athletics.
- To help students learn to respect and value necessary and responsible authority.
- To help students learn to accept criticism in the context in which it is given and use it as a tool for self-improvement.
- To help students acquire an increased measure of self-discipline, as well as understanding its value in pursuit of certain clearly defines goals.
- To field teams which are skilled, dedicated, disciplined, and motivated.
- To develop a working atmosphere in which relationships between coach and athlete, and having pride in representing the school can be enhanced.
- To always try to provide qualified coaches for all athletic activities.
- To provide adequate equipment and facilities.
- To provide a diverse program for AISA students.

TEAM PARTICIPATION LEVELS

The AISA student body from grade 6 – 12 is divided into 3 separate categories:-

- The Under 14's program this serving the Middle School, for students aged 14 or younger as of Sept 1st of that school year
- Junior Varsity, for students aged 16 or younger as of Sept 1st of that school year.
- Varsity, for students aged 16 and older.

Due to the present size of AISA's active student body the following will apply, unless athlete age dictates otherwise:

Grade 8 students will be eligible to try out for the Junior Varsity Program.

For a grade 8 student to be on a Junior Varsity team they must be considered to be a starter or first off the bench.

Grade 6 & 7 will be eligible to try out for a JV team if there are not sufficient students in grade 8 – 10 to complete a team AND if the student is considered to be first off the bench.

Grade 10 students will be eligible to try out for the Varsity Program.

For a grade 10 student to be on a Varsity team they must be considered to be a starter or first off the bench.

(Swimming, Track and Field, Cross Country)

In the absence of an Under 14 program for a particular JV activity/team, Middle School students will be considered for that JV activity/team where necessary.

In the absence of an Elementary program for a particular U14 activity/team, Grade 4 and 5 students will be considered for that Under 14 activity/team where necessary.

AISA ATHLETIC AWARDS

AISA Athletics wishes to reward students at the end of each academic year for their contribution to the school through sport. The following awards are presented:

- Participation Recognition – Awarded to students who completed participation requirements for any given sport team
- Team Most Valuable Player – Awarded to students who were identified by the team coach as having contributed the most towards the team success.
- Team Most Improved Player – Awarded to the player identified by the team coach as showing significant improvements to their social & emotional investment to the team and their athletic performance.
- Grade Level Most Valuable Player – Awarded to students who were identified by the Athletic Director as having contributed to the overall school success in athletics in each grade
- Athlete of the Year – Awarded to the students who were identified by the Athletic Director as having contributed to the overall school success in athletics. Grade 11 and 12 students only.
- Golden Falcon Award – Awarded to the Emirati students who were identified by the Athletic Director as having contributes to the overall school success in athletics.
- Parent Award in Academic and Athletic Excellence – Awarded to students who participated in at least two athletic activities in the year, and maintained a GPA (above 3.5) in the same year. Grade 11 and 12 students only.

TOURNAMENT PARTICIPATION

3 SEASONS ACTIVITIES

AISA competes in the following tournaments

Organized by Oasis Athletics Conference (OAC) &

Junior Emirates Athletics Conference (JEAC)

(<http://www.oasisactivitiesconference.com>)

SEASON 1

Under 14 Girls Volleyball	Under 14 Boys Volleyball
Under 14 Girls Swimming	Under 14 Boys Swimming
JV Girls Volleyball	JV Boys Volleyball
JV Girls Swimming	JV Boys Swimming
JV Academic Games	
Varsity Girls Volleyball	Varsity Boys Volleyball
Varsity Girls Swimming	Varsity Boys Swimming
Varsity Academic Games	
Junior (G4/5) Soccer	Junior Swimming (G2-5)

SEASON 2

Under 14 Girls Basketball	Under 14 Boys Basketball
Under 14 Girls Football	Under 14 Boys Football
JV Girls Basketball	JV Boys Basketball
JV Girls Football	JV Boys Football
Varsity Girls Basketball	Varsity Boys Basketball
Varsity Girls Football	Varsity Boys Football
Junior (G4/5) Track & Field	Junior Swimming (G2-5)

SEASON 3

Under 14 Girls Badminton Under 14 Boys Badminton

Under 14 Girls Track Under 14 Boys Track

JV Girls Badminton JV Boys Badminton

JV Girls Track JV Boys Track

Varsity Girls Badminton Varsity Boys Badminton

Varsity Girls Track Varsity Boys Track

Junior (G4/5) Basketball Junior Swimming (G2-5)

COMPETING SCHOOLS

OASIS Activities Conference

(OAC)

Universal American School - Dubai	UAS	Scorpions
American International School - AD	AISA	Lions
Al Bayan Bilingual School – Kuwait	BBS	Bulldogs
American International School – Egypt	AISE	Panthers
American International School – Jeddah	AISJ	Falcons
Amman Bacculaureate School – Jordan	ABS	Stallions
Riffa Views International School – Bahrain	RVIS	Dolphins
GEMA American Academy – Abu Dhabi	GAA	Wildcats

ATHLETIC / ACTIVITY CODE

It is an honor to represent AISA, not a right. This privilege may or may not be granted to prospective athletes.

- **LOYALTY TO THE TEAM**

Because our athletic events are team sports, each team member has an obligation to the team to abide by the rules and to play fair. What one player does, affects everyone else on the team. Should a suspension occur, not only has the athlete let himself/herself down, but has let the team down as well

- **ACADEMIC ELIGIBILITY**

It is the student's responsibility to meet the requirements of the AISA Academic Eligibility Policy. (page 22)

- **STUDENT CONDUCT AND BEHAVIOR**

Students are expected to conduct themselves at all times in such a manner as to reflect credit to, themselves, AISA and the School Community.

Behavior and or conduct that is not in the best interest of the school, which occurs within the activity setting and or outside the parameters of the activity situation may constitute grounds for suspension or dismissal from the team, and/or future athletic teams and activities. It may also have repercussions with regard to athletic awards depending on the seriousness of the offense.

Students must abide by all the laws of the United Arab Emirates and the laws of the countries we visit

If the offense is such that a player is dismissed from the team/activity they will:-

- Forfeit all awards associated with that sport/activity.
- Forfeit the right to reimbursement of trip expenses.
- Be sent home from the event if possible and any additional cost covered by the parents.
- Be ineligible to participate in the next league activity.

- **USE OF ALCOHOL, TOBACCO (Shisha) ILLEGAL SUBSTANCES / CURFEW VIOLATIONS.**

It is recognized that the use of these products is detrimental to one's health, especially to the health of children. The AISA rules clearly prohibit the use of these products during school-sponsored activities. Students caught violating these rules will be dismissed from the team/activity immediately.

Breaking curfew on trips or during events is a serious matter.

If a student violates these rules during an International) event/activity they will:-

- Be dismissed from the team/activity.
- Be ineligible to participate in activities for a period of 12 months including the same event.
- Be sent home from the event if possible and any additional costs to be covered by the parents.
- Forfeit the right to reimbursement of trip expenses associated with the event.
- Be referred to the School Counselor to discuss the matter.
- Forfeit any awards associated with that sport/activity.

In addition to the above repercussions the student may be suspended from representing the school and his/her actions will mean they are ineligible to be nominated for any end of year athletic accolade.

- **ATTENDANCE**

Attendance at practices and games is mandatory. A student must be present at a minimum of 85% of practices/games in order to be considered a member of the team and eligible for travel, tournament play, or any athletic awards.

Athletes should be made aware of the consequences of missing more practices than permitted during the season. The coach may see fit to modify the number of practices missed and will inform the athletes.

In addition it is mandatory that students be in school on days of games, trips and the day before and after an athletic trip / tournament.

- **TEAM TRAVEL**

All athletes are required to travel to and from out-of-town games with the team in school-arranged transport and be dressed appropriately as outlined by the Athletic Director. Permission to return home with their parents after an away game may be granted on an individual basis.

- **SCHOOL EQUIPMENT**

Athletes will be issued the best possible equipment. Each athlete will assume responsibility for this equipment and will be assessed for any lost or damaged equipment. Equipment issued to the athlete will be worn or used only when participating in interscholastic events. Failure to return all equipment promptly at the end of the season may result in the forfeit of all awards for that sport.

RESPONSIBILITIES OF THE ATHLETES

- Athletes are expected to attend all practices and games. If they are unable to attend a practice or game they must inform their coach in person unless they are absent from school.
If an athlete does not fulfill the attendance requirements he/she may be ineligible to travel and or forfeit any awards related to that sport.
- Team members are to be at practice and games on time and ready to play.
- Students must be in school on days of practice, games, trips and the day after returning from an athletic trip/tournament.
- Students must be in school on the day of a game to be eligible to compete.
- When students travel to a game out-of-town they are to abide by the dress code outlined by the Athletic Director and travel on transport arranged by the school. Permission to return home with their parents after an out-of-town game may be granted on an individual basis.
- At practice, players are to be dressed out in acceptable uniform. Shirt, shorts and the correct footwear. No Vests for boys or girls. Specific attire may be introduced by the coach. Game uniform is not acceptable for practices.
- Players are to show respect to their coach, their fellow team players, opponents and all officials.
- Team members should be prepared to help with games for other teams. Table officials, line judges etc.
- Players are responsible for the equipment they use and should treat it correctly. They are to help ensure all equipment is returned after a practice or game including their uniform.
- It is the responsibility of the student to ensure that they meet the AISA Academic requirements for eligibility to participate in an activity.
- Students must abide by all the laws of the United Arab Emirates and the laws of the countries we visit.
- The use of ALOCHOL, TOBACCO (Shisha), and ILLEGAL SUBSTANCES is clearly prohibited. Any player found to be using these substances will be dismissed from the team immediately.
Athletes are expected to conduct themselves at all times in such a manner as to reflect credit on themselves, AISA, and the School Community. Behavior and/or conduct that is not in the best interests of the school, which occurs within or outside the athletic setting may constitute grounds for suspension or dismissal from the team.

If the above rules are violated including and the offense is such that a player is dismissed from the team the player will:-

- Forfeit all awards associated with that sport.
- Forfeit the right to reimbursement of trip expenses.
- Be sent home from the event if possible and any additional costs covered by the parents.
- Be ineligible to participate in any OAC activity for a period of 12 months including the same activity.
- Be ineligible to be nominated for any Individual AISA Athletic Award.
- Be referred to the School Counselor to discuss the matter.

If the offense warrants it, the student will be suspended from representing the school and will be ineligible for any end of year athletic accolade.

- An athlete who quits after being recognized as a team member may not join another activity until that season is over.

- Each student must have his/her parent sign the ATHLETIC CODE, MEDICAL RELEASE and PARTICIPATION CONCENT before he/she can participate.

ATHLETIC DEPARTMENT PERSONNEL

Elliott Bloom

Office
Mobile
Email

Athletic Director

ext. 2840
050-9516617
ebloom@aisa.sch.ae

Coaching Staff

2018/2019

2019/2020

Varsity Boys Volleyball	Alen Dzaferovic	_____
	Elliott Bloom	_____
Varsity Girls Volleyball	Stepanie Simpson	_____
JV Boys Volleyball	Justin Cumbee	_____
	John Fisher	_____
JV Girls Volleyball	Ashley Kremer	_____
	Shauna Leeson	_____
U14 Boys Volleyball	Max Bissell	_____
	Karim Abdelsalam	_____
U14 Girls Volleyball	Chantel Hill	_____
	Angela Edgar	_____
Varsity Boys Football	Max Bissell	_____
Varsity Girls Football	Caina Healey	_____
JV Boys Football	Elliott Bloom	_____
JV Girls Football	Katie Taylor	_____
U14 Boys Football		_____
U14 Girls Football	Katee Van Campen	_____
Elementary Football	Rory O'Connor	_____
	Brian Dooley	_____
Varsity Boys Basketball	Matthew Grady	_____
Varsity Girls Basketball	Justin Cumbee	_____
JV Boys Basketball	Brent Ostos/John Fisher	_____
JV Girls Basketball	Halgan Ahmed	_____
U14 Boys Basketball	Ben Raymond	_____
U14 Girls Basketball	Aaron Aalooch	_____
	Emma Zeiler	_____
Elementary Track	Lisa Munro	_____
Elementary Basketball	Jarrod Brown	_____

Swimming	Caina Healey	_____
	Maureen Healey	_____
	Nick DeJong	_____
Track and Field/Cross Country	Tibbett Merusi	_____
	Caina Healey	_____
	Amy DeJong	_____
Badminton	Alen Dzaferovic	_____
	Elliott Bloom	_____
	Katee Van Campen	_____

COACHING DESCRIPTION AND SUMMARY

Head Coach

The Head Coach of an AISA athletic team will be held to a high standard of professionalism. The Head Coach will be evaluated during the season and will work closely with the Athletic Director to ensure a successful program. All Head Coaches must be approved by the Athletic Director.

Head Coach Job Description

Functional Title: Head Coach

Department: Athletics

Notes:

Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

Relationships:

Reports to: Secondary Assistant Principal and Athletic Director

Oversee: Students

Internal Contacts: Secondary Principal
 Secondary Assistant Principal
 Athletic Director
 Office Staff

Summary Statement:

To carry out all policies of the school’s athletic program as directed by the administration and in compliance with the International Schools Activities Conference (ISAC) and the Oasis Athletics Conference (OAC) of which we are a member. The Head Coach’s role will fall under the supervision of the Secondary Assistant Principal and the Athletic Director and is to carry out the assigned responsibilities in connection with a particular sport.

Responsibilities:

- ☒ Manage, organize and administer all aspects of the particular sport (practices, games, developing team rules, coaches meetings, etc...).
- ☒ Be responsible for conducting team practices and player training and development.
- ☒ Competent knowledge of the basic skills and fundamentals necessary to coach at the level assigned.
- ☒ Supervise and monitor student-athlete's welfare and academic progress throughout the academic year.
- ☒ Communicate with parents pre-season, in-season, and post-season.
- ☒ Meet with the Athletic Director for pre-season goals and post-season reflection and evaluation meetings.
- ☒ Attend and participate in all athletic meetings set forth by the Athletic Director.
- ☒ Follow the rules and regulations set forth in the AISA Athletic Handbook.
- ☒ Attend all OAC tournaments and events where appropriate.
- ☒ Update the Athletic Director with results from league games at least 24 hours after conclusion of games.
- ☒ Work with the Athletic Director to ensure the upkeep and protection of all equipment assigned to the sport team.
- ☒ Keep a detailed inventory of equipment, uniforms, etc...
- ☒ Make a conscientious effort to maintain good standing with other schools while at events or contests.
- ☒ Supervise all student-athletes during overnight trips and travel to contests.
- ☒ Responsible for acquiring a team photograph taken in a professional manner, which will be used for the end of year sports memorabilia book and yearbook.
- ☒ Responsible for acquiring photographs from practice, tournaments, events, that may be used for the end of year sports memorabilia book or the yearbook.
- ☒ Submit up to date rosters to the athletic director prior to contests, tournaments, events.
- ☒ Assist in the organizing and running of OAC and EAC tournaments and games.
- ☒ Aid in submitting and collecting student-athlete permission forms for any particular travel, tournament, game, contract, and travel waivers.
- ☒ Set-up a google classroom for parents and players.
- ☒ Communicate all events through the google classroom.

Assistant Coach

The Assistant Coach of a UAS athletic team will be held to the same high standard of professionalism as the Head Coach. The Assistant Coach will work closely with the Head Coach to ensure a successful program. All Assistant Coaches must be approved by the Athletic Director.

Assistant Coach Job Description

Functional Title: Assistant Coach

Department: Athletics

Notes:

Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

Relationships:

Reports to: Assistant Principal, Athletic Director and Head Coach

Oversee: Students

Internal Contacts: Secondary Principal
 Secondary Assistant Principal
 Athletic Director
 Office Staff

Summary Statement:

To carry out all policies of the school's athletic program as directed by the administration and in compliance with the International Schools Activities Conference (ISAC) and the Emirates Coast Conference (ECC) of which we are a member. The assistant coach's role will fall under the supervision of the Secondary Assistant Principal, the Athletic Director, and the Head Coach and is to carry out the assigned responsibilities in connection with a particular sport designated by the Head Coach.

Responsibilities:

- ☐ Assist with team practices and player training and development.
- ☐ Should have competent knowledge of the basic skills and fundamentals necessary to coach at the level assigned.
- ☐ Make suggestions and recommendations that will help the program.
- ☐ Assist in the supervision and monitoring of student-athlete's welfare and academic progress throughout the academic year.
- ☐ Attend all OAC tournaments and events where appropriate.
- ☐ Assist the Head Coach to ensure the upkeep and protection of all equipment assigned to the sport team.

☒ Make a conscientious effort to maintain good standing with other schools while at events or contests.

GUIDELINES FOR COACHES

- Coaches should first of all consider themselves teachers. Their main objective is to build healthy men and women, and the development of the skills of their sport. Winning is secondary. Unless the coach makes a worthwhile contribution to the total education process he or she is not fulfilling their obligation.
- By both action and words coaches should encourage and educate their athletes.
- Coaches are directly responsible for upholding the rules and guidelines of the Athletic Department. Information regarding the Athletic Code, traveling rules, curfew hours, etc. must be made clear to the students from the very beginning.
- Coaches are charged with the responsibility for all facets of team supervision, preparation for and during interscholastic competition, and any administration work required by the Athletic Director.
- Coaches are responsible for solid team discipline and healthy teamwork among team members.
- Coaches should exercise concern over players' academic progress and other areas, which might affect performance or eligibility.
- Coaches should set the example for their team in regard to respect for authority. Decisions by officials should be accepted without any display by word or act, even if the coach disagrees with the decision. They should, by all means, get an explanation / clarification but their conduct should not in ANY WAY bring disgrace to them, the team or the school.
- Coaches should respect the rights and feelings of opposing coaches and at all times be courteous. At the same time they must expect the same of their team in regard to their opponents.
- Coaches should instill in athletes the attitude that they must be good citizens on and off the field (before, during and after the game) and while traveling.
- Coaches must refrain from the use of profanity or any derogative remarks and see that their team also avoids their use.
- Coaches should accept as part of their responsibilities the counseling of the athletes and if necessary discuss situations with the Athletic Director and or the School Counselor.
- While chaperoning overnight trips, coaches must be prepared 24 hours a day to handle any situation which may arise concerning the welfare of the team or its individual members. Any activity which may take place during periods of time when a coach is not directly supervising the team must not in any way prevent the coach from reacting in a fully competent and professional manner regarding any team or individual situation that may arise.
- Coaches are responsible for the proper care of all equipment used during practices, games and its return at the end of the season.

RESPONSIBILITIES OF COACHES

- Junior Varsity / Varsity teams will practice a maximum of 4 times a week. Games / Tournaments maybe organized outside the 4 practice sessions.
The practice sessions will be generally 1 to 1 ½ hours per session.
- All practice schedules will be coordinated and approved by the Athletic Director before the season begins. Coaches unable to attend a scheduled practice are required to find a substitute or to schedule a make –up practice if possible. In either case, the Athletic Director must be notified before the change is made. However, every effort must be made to adhere to the approved schedule.
- The OAC Handbooks are available in the Athletic Directors’ Office. Coaches must be familiar with the Tournament Rules and Regulations if their team is competing in the OAC.
- Be prompt in meeting arrangements at practices sessions, at games, and at meetings. Expect and demand the same response from your athletes.
- It is a MUST that daily attendance records are kept throughout the season. These records will be submitted to the Athletic Director at the conclusion of the season, or upon request during the season.
- Coaches must maintain an updated current team roster throughout the season.
- Begin and end practice sessions on time so as to not infringe on other teams gym or field use.
- Be present at the end of practices and games to supervise athletes and care for equipment. The coach is responsible for all equipment used during practice.
- Be prepared to assist in refereeing, scoring etc. at local and OAC competitions.
- Be prompt in meeting DEADLINES (Team roster etc.) established by the Athletic Director.
- Arrange a classroom substitute when traveling with a team during school hours.
(Contact the HS Secretary or Vice-principals to organize this.)
- Submit a full season report, a list of awards to be presented to their athletes and nominations for major AISA awards (See awards section) along with any team photographs to the Athletic Director.
- Attend coaches’ meetings and Awards Ceremonies.

GENERAL INFORMATION FOR COACHES

Coaching Agreement

- At the start of the academic school year Head Coaches and Assistant Coaches will be announced by the Athletic Director. Before the start of their season Head Coaches and Assistant Coaches will need to sign an AISA Athletics Coaching Agreement.
- Compensation stipends for coaching duties will be issued upon completion of coaching duties.

Team Selection

- When a Head Coach is selecting a team, two areas should be assessed to help determine the best fit for a specific team. The two areas are:
 1. Skill ability – skill execution, positional play, game strategy
 2. Attitude – teamwork, desire, sportsmanship, follows AISA athletic guidelines and requirements, etc...

Team Captains

- Team captains are an important part of an athletic team. Each Head Coach has the choice to use a team captain or not. If a team captain is chosen by the Head Coach the team captain should be:
 - A leader who sets an example on and off the playing field.
 - A mediator between players and coaches.
 - A positive role model for younger student-athletes.
 - A good representative for the team during assemblies, pep rallies, etc...
 - A motivator before, during, and after practices and contests.

Rosters

- Once the team has been selected the Head Coach (with help from the Athletic Director) is responsible for completing an EAC roster form including student-athletes full name as it appears on the passport, grade, birthdates and passport country.
- EAC roster forms need to be completed one (1) week prior to the first scheduled fixture and submitted to the Athletic Director.
- EAC roster forms need to be certified with a school stamp and Head Coaches are responsible for showing certified EAC roster forms to opposing teams when asked.
- Any changes to an EAC roster must be communicated with the Athletic Director as soon as possible and within three (3) days prior to a contest.
- OASIS roster forms need to be completed and submitted to the Athletic Director five (5) weeks prior to the start of the OASIS tournament.

Parent Meeting

- The Head Coach can decide if they feel it necessary to hold a parent meeting. However, if a parent meeting is held the meeting can prove to be very useful and important. The parent meeting is an opportunity for the Head Coach to be pro-active with athletic department and team rules and expectations. The parent meeting should be held early on in the season, before the first contest. It will be the responsibility of the Head Coach to determine a date and time. The Head Coach must notify the Athletic Director once a date and time has been established.

- Sample Agenda for Parent Meeting:
 - Welcome
 - Introduction of Coaches
 - Athletic Handbook review
 - Team and Coaching Philosophy
 - Team Rules
 - Expectations of Coaches, Student-Athletes, and Parents
 - Collection of Team Fees (if applicable)
 - Thank you

Uniforms

- Team uniforms will be provided by the AISA athletic department. Coaches will be responsible for distributing uniforms and making note of uniform numbers, under supervision of the Athletic Director. Some exceptions to this might occur if the Athletic Director approves student-bought uniforms.
- For travel made by bus or airplane the team members and coaches are expected to dress up. Teams should be identified by an agreed upon dress code i.e. khaki pants with an AISA Lions Travel Shirt for the boys. Input from the team members and coach is encouraged, so that it is a team decision.

Contests & Tournaments

- Home Contest – Coaches and team members will be responsible for aiding in the set up of the facility prior to the visiting team arriving.
- Away Contest – Head Coaches are required to travel with a first aid kit, Permission to Travel Waiver forms, Student-Athlete Accident Report forms, and EAC roster form. Additionally, coaches should be aware of their Emergency Plan for Serious Injury. All forms will be kept on file in the Athletic Director’s office for pick up by the coach prior to travel.
- OASIS Tournaments – Head Coaches are responsible for the following:
 - Complete OASIS travel roster five (5) weeks prior to scheduled travel date and submit a list of all traveling team members.
 - Advise traveling student-athletes to bring with them two (2) color passport photos, if required a completed visa application form, letter of No Objection, color copy of visa & passport page, color copy of parent sponsor visa & passport page by the second week of the season.
 - Distribute OASIS Trip Informational letter (received from Athletic Director) to student-athletes and parents.
 - Distribute and collect Extended Absence Form at least two (2) weeks prior to scheduled departure from all traveling student-athletes.

Transportation

- Depending on the location of contests or tournaments student-athletes may have to leave school at varying times of the day. Teachers, administrators, and attendance officer will be notified of dismissal times for student-athletes and coaches.
- If a contest is at home student-athletes will not be permitted to leave school early.
- If a contest is at an Abu Dhabi school, student-athletes will be permitted to leave class at 14:30pm and will depart on the team bus at 14:40pm from outside the gym (when applicable).
- If a contest is at a Dubai based school student-athletes will be permitted to leave class at 14h00pm and will depart on the team bus at 14h10pm from the back of school (when applicable).
- It is the responsibility of the Head Coach to take attendance before departure for all travel trips and notify the Athletic Director if someone does not travel.

- It is the responsibility of the coaches to monitor student behavior while on the team bus. Additionally, trash and personal belongings should not be left on the team bus after use.
- Coaches are responsible for informing students to call their parents when departing from a contest to ensure timely pick-up upon arrival. Additionally, coaches are responsible for communicating with the team bus driver for when they would like to leave the contest. *It is advised for coaches to save the bus drivers cell phone number*
- Under no circumstances should a team bus stop at alternative locations to drop off student-athletes. A coach needs to be with student-athletes until all parents have arrived to pick up their children.
- Provided there is a signed Permission to Travel Waiver on record with the head coach before the student-athlete leaves the away contest the student-athlete will be permitted to travel with their family from the away contest.
- Any transportation concerns should be submitted to the Athletic Director as soon as possible. For all emergencies the Head Coach should notify the Athletic Director as soon as possible. If the Athletic Director cannot be reached the Secondary Assistant Principal should be notified.

Evaluations

- Coaches' evaluations will be conducted by the Athletic Director during the season. The purpose of the coaches' evaluation is to insure expectations and requirements are being met and to better the program through observations so student-athletes will benefit.

The areas which will be evaluated are:

1. Professionalism
 - Instructs athletes in drills, techniques, strategies which aid in the development of each student-athlete.
 - Demonstrates knowledge of the game.
 - Acts in a professional manner while coaching.
 - Uses appropriate language during practices and contests.
 2. School Related
 - Maintains good records (travel waivers, score sheets, travel attendance)
 - Takes an active role in helping student-athletes to be successful in the classroom (grade checks, sport sponsored study halls).
 3. Community & Parent Relationships
 - Demonstrates good sportsmanship during practices, games, to officials, coaches, opposing players, etc...
 - Communicates information to parents in a timely manner.
 4. Other Responsibilities
 - Promotes safety at all times at practices and contests.
 - Assist in the organization, logistics, running of an OASIS or EAC contest or tournament.
 - Promote among student-athletes and coaches a good sense of Team and team membership.
 - Develops an emergency plan for practices and contests and is able to utilize if needed.
- Head Coaches will complete a pre-season goals setting meeting prior to the start of their season. The Athletic Director will meet with the Head Coach to discuss the pre-season goals prior to the start of the season.
 - Head Coaches will complete an end of season self reflection form after their season has ended. The Athletic Director will meet with the Head Coach to discuss the end of season self reflection form post-season.

End of Season

- Statistics - Keeping records of how each sports team fairs during the season is an important part of an athletic program. Therefore, at the conclusion of each sport season the Head Coach is required to submit an End of Season Statistics form to the Athletic Director. The End of Season Statistics form will aid in the organization of the yearbook, newsletters, end of year sports banquet, etc...
- Uniforms – Coaches should remind student-athletes to hand in washed uniforms to the Athletic Director.
- Photographs/Summary – Coaches should submit photographs taken throughout the season. Additionally, Coaches should submit a summary article of the season which will be used for the yearbook and/or the Sting.

ELIGIBILITY and TRAVEL POLICY

The following eligibility guidelines will be applied to all extra-curricular activities.

1. A student will be considered eligible to participate during the quarter if they are not on academic or social probation in that quarter. Middle School students, and High School students on Level 1 of academic probation may participate, but may not travel or otherwise miss class time to participate in the activity.
2. If a student is declared ineligible, the time period involved will be from the day the report cards are issued until the last day of the quarter.
3. A student receiving an incomplete in a course will be on probation until work is made up and the quarter grade determined unless the absence is excused and the work is completed in a reasonable amount of time. Probation means that a student may participate in practice but not in games or performances.
4. Students on probation for disciplinary reasons (see Social Probation) or placed on probation at any point in the quarter become ineligible.
5. Class attendance is mandatory the day before and the day following any extra-curricular activity. Participation in extra-curricular activities is an additional responsibility that should not conflict with the student's primary academic responsibilities.
6. Absences due to school sponsored trips count toward the total absences for the quarter. (For further clarification regarding absences, see "Class Attendance").
7. Students eligible to travel will be grades 6 – 12.
8. In deference to students of host schools and to show sensitivity to different cultures, students will not be allowed to travel on a school sponsored activity while having hair dyed unnatural colors (green, blue, purple, orange etc.).
9. If a student has been recognized as a full team member of a sports team / activity and then quits or is released for disciplinary reasons he/she may not join another activity during that season.

Eligibility Policy

- AISA Athletics uses two factors and determining the eligibility of students to take part in competitive sports, Academic Eligibility and Attendance Eligibility.
- A student-athlete's eligibility will be determined during each of the reporting periods in the secondary school. These are;

Progress Reports – Late September

Report Cards – End of Quarter 1

Progress Reports – Early December

Report Cards – End of Quarter 2

Progress Reports – Middle March

Report Cards – End of Quarter 3

Progress Reports – Late May

Report Cards – End of Quarter 4

- The academic eligibility of students at the start of academic year is determined by their last quarter grade of the previous year.
- If a student does not meet the Eligibility conditions for attendance or a specific subject they will be put on the Probation List. Students on probation may not travel for any games away from school and may not participate in any tournaments while on probation. Students on probation MAY attend practices and take part in home games.
- If a student does not meet the Eligibility conditions for attendance or for a specific subject on two consecutive occasions, they are ineligible for any AISA Athletic activity until the next reporting period. Should the reason for their initial ineligibility be resolved at the next reporting period, the student may participate again.

Academic Eligibility

- AISA students are expected to maintain the highest possible grades in academics.
- Should a student receive a grade below 70% (69 and below) for any subject during a reporting period, that student does not meet the Academic eligibility conditions.

Attendance Eligibility

- AISA students are expected to always attend class.
- Should a student be recorded as having three (3) unexcused absences from classes, or school days at a reporting period, that student does not meet the Attendance eligibility conditions.
- Should a student be recorded as having five (5) late to classes at a reporting period, that student does not meet the Attendance eligibility conditions.

APPENDICES

EXPECTATIONS OF THE STUDENT-ATHLETE

Athletes are expected by the school to:

- Fulfill their commitment by attending all practices and games, while giving the coach immediate notice if unable to do so.
- Show that it is a privilege to represent their school by:
 - Maintaining a respectable appearance at all times while representing the school.
 - Treating visiting teams, spectators and officials as honored Guests.
 - Faithfully completing schoolwork as practical evidence of their loyalty to school and team.
 - Abiding by 'there is no place in school athletics for drugs (smoking/ alcohol)'.

Athletic expectations are to:

- Maintain a high degree of physical fitness.
- Be fair at all times, no matter what the cost.
- Believe in the honesty and integrity of opponents and Officials.
- Play the game for the game's sake
- Accept gracefully the decisions of the officials

Athletes are expected to model Sportsmanship by:

- Recognizing and applauding the efforts of teams or opponents regardless of colour, race or creed.
- Giving opponents full credit when they win and learn to correct their faults from their defeats.
- Playing hard to the limit of their abilities. Real athletes never give up, quarrel, cheat, bet or show off.
- Accepting both victory and defeat with pride and compassion.

EXPECTATIONS OF THE PARENTS

Athletes are expected by the school to:

- Be supportive in their child's athletics.
- Be aware of the commitments that both they and their child are taking on by being part of a team.
- Ensure their child is living up to the commitment they have made.
- Be aware of practice and game schedules.

- Treat visitors and teams honored guest in their facilities.
- Respect the decisions of the officials.
- Inform the school of any physical disability or ailment that may affect the student athlete.

- Teach their child to respect the rules resolve conflicts peacefully.
- Make playing to the best of one's ability more important than wins and losses.

Athletic expectations are to:

- Be a positive influence on the child's development.
- Realize that the game is played for fun, but a commitment to improving as an individual and a team has been made by both player and parents.
- Support other team members, coaches and all officials, both minor and game.

Athletes are expected to model Sportsmanship by:

- Cheering positively and with a respect for the game.
- Allowing the coaches to coach and officials to officiate without interference.

SEASON FEEDBACK FORM

Coach/es:

Team:

Please identify the names of students who should get recognition for participating in your team:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please identify the names of students who should get recognition for being a team captain:

Please identify the name of the student who should get recognition for being the team MVP for the season:

Considering all the teams in the EAC league, where would you rank your team on ABILITY in the season? (1ST to 8th)

Do you feel like your team performed to their potential in the EAC?

Strongly Agree

Agree

Disagree

Strongly Disagree

If you disagree please give a possible reason why you think so

If applicable. Considering all the teams in the OASIS Championship, where would you rank your team on ABILITY? (1-8)

Do you feel like your team performed to their potential in the OASIS?

Above Potential

To Potential

Below Potential

Please give a possible reason why you think so

Considering the AISA Athletics mission regarding Integrity, Respect and Responsibility, as well as results achieved, which team (any age group/gender) would you pick as the team of the season for your sport?

American International School in Abu Dhabi Athletic Department

COACHES HANDBOOK SIGN-OFF FORM

As a coach at AISA one of your obligations is to read, understand and adhere to all the philosophies, statements, responsibilities and procedures stated in the American International School Athletic Department Coaches' Handbook.

Coach's Signature of Acknowledgement

I have read and understood the American International School's Athletic Department Coaches' Handbook and agree to abide by the provisions contained therein.

(Coach Signature)

(Date)

(Athletic Director Signature)

(Date)

****A signed copy of this form must be kept on file in the office of the Athletic Director. ****

ATHLETIC COMPETITION/INTERNATIONAL TRAVEL MISSING WORK

(GREEN FORM)

Trip Name / Description:	
Coaches involved:	
Trip Dates/ Number of School days missed:	
Student Name:	

Directions (for student): Discuss with each teacher(s) any assessments, projects, or homework that you will miss and their respective due dates. It is your responsibility to clearly communicate with your teacher(s) about any work that you will miss during the length of the athletic trip/competition.

Teachers: Please discuss with the student any assessments, projects, or homework the student may miss while representing the school at the event. Please note this is not a permission form for you to sign, it is a way the students can keep track of what missing work they need to complete while on the trip.

*** It is the expectation that all deadlines are met by the agreed date***

Teacher (Class)	Upcoming Assessments	Notes (ie. Due dates, outstanding work, homework, etc.)	Teachers Note & Initial
IB Requirements (Gr. 11/12 only)			
2.			
3.			
4.			
5.			
6.			
7.			

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____

****Please submit completed form to the Head Coach by the established deadline. ****



American International School in Abu Dhabi

Athletic Department

Coaches' Handbook 2014-2015

Athletic Director: James Holloway

Secondary Principal: Joe Ravesi

Secondary Assistant Principal (Boys Side): Omar Ugalde

Secondary Assistant Principal (Girls Side): Joycelyn Spears

School Director: Gareth Jones