



**AMERICAN
INTERNATIONAL
SCHOOL IN EGYPT**

AIS MAIN CAMPUS

COACHES' HANDBOOK



PANTHERS

★★★ AMERICAN INTERNATIONAL SCHOOL IN EGYPT ★★★

**Academics & Athletics
Partners For Educational Excellence**



INTRODUCTION

This Handbook has been prepared to assist in guiding all coaching staff in the successful performance of their assigned tasks and provide a statement of the philosophy of interscholastic athletics for the American International School in Egypt. While carrying out your coaching assignment, we request and require that you always act for the best interest of all and every student in your team.

It is hopeful that students will try-out for whichever teams interest them. It is our responsibility to encourage a player to have the best record he/she can achieve in academics and athletics by growing a little each day, always seeking the limits of his/her capabilities.

The safety, welfare and well being of the student athletes are one of our primary responsibilities. Each member of the Athletic Department has the responsibility to train students in sportsmanship, motivation, self-discipline, loyalty, leadership, extra effort, and winning attitude. Team sports are uniquely designed to teach young people how to work together to accomplish a positive result. Our programs provide outstanding opportunities for personal growth. We must remember that we are ONE department with ONE common philosophy and must act as such.

Abdul Dannawi
Athletic Director



AMERICAN INTERNATIONAL SCHOOL ATHLETIC DEPARTMENT MISSION STATEMENT

The AISE Community is committed to a comprehensive athletic program that achieves excellence for all involved.

Beliefs:

1. Athletics complements, supports, and extends the overall learning experience.
2. Every person who expresses an interest in school sponsored athletic activities is provided opportunities for involvement.
3. A successful athletic program needs the cooperation and support of teachers, students, parents and the entire AISE school community.

Core Values:

Sportsmansh ip	Discipline	Pride	Responsibilit y
Respect	Character	Participation	Accountabili ty
Commitmen t	Communicat ion	Performanc e	Work Ethic
Dedication	Integrity	Selflessness	Leadership

Athletic Department Goals:

1. Endeavor to develop an attitude of good sportsmanship and moral character, while creating a winning attitude.
2. Encourage athletes to achieve and maintain their highest academic potential.
3. Teach while endeavoring to develop knowledge of game techniques, strategies, rules and team cohesion.
4. Formulate training methods that will help develop proper nutrition and organic strength to efficiency necessary for performance safety and future health.

Athletic Department Objectives:

1. Strive for excellence in coaching skills and techniques by staying informed of innovations.
2. Teach and abide by the rules of the game. Demonstrate respect of officials and workers.



3. Build and maintain an ethical relationship, a harmonious working atmosphere, and cooperative spirit with coaches, administration, students, parents, and staff.
4. Encourage team members to achieve to their full potential.
5. Strive to provide a safe environment for athletes through proper supervision, warning of potentially dangerous acts, and conducting drills and assignments properly in practice and competition.
6. Recognize the realistic needs of the program in equipment care, inventory, requests and purchase

ATHLETIC OFFICE

Athletic Director

The primary responsibility of the Athletic Director is the administration and supervision of the interscholastic athletic program at the American International School in Egypt. The Athletic Director oversees the operation of the athletic program and is responsible for all league schedules, transportation, game officials, and athletic facilities. He/She selects and supervises all coaches, evaluates the athletic program and the athletic staff and participates in budget preparation for the athletic program.

Coaches:

Coaching leadership should be of quality and should provide athletes with examples of exemplary behavior. Measurement of leadership success should not only be measured in terms of the tangible evidence of the victories and defeats. Instead character, courage and integrity should be major objectives of the athletic program.

All Coaches shall be responsible to the Athletic Director for the total operation of their respective sports programs. Coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. Coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the Athletic Director.

Coaches:

- Represent the school in interscholastic activities.
- Work within the framework of the goals of the school, the policies and procedures of the Athletic Department, and the regulations of CISSA and OASIS
- Strictly enforce eligibility rules. Exhibit proper and exemplary behavior at all times.



- Select teams fairly.
- Consider athletics as part of the total educational program, encouraging athletes to work to their maximum ability with both academics and athletics.
- Are entirely responsible for the guidance of students in their charge

Coaching expectations & responsibilities:

Rapport: A coach must be able to develop good rapport with numerous individuals, such as professional staff, officials, fellow coaches and the parents of his/her players.

Cooperation: The school expects the highest level of cooperation by all coaches. Coaches must work cooperatively with the school Athletic Director, administration, staff, team and parents.

Discipline: Every athletic team requires a high level of discipline among coaches and players. In this regard, the implementation of discipline and the attitude with which it's implemented is the coach's responsibility.

Supervision: Coaches must be physically present during all activities related to practice and competition. Coaches must specify locker room expectations and remain in the general area until all athletes have departed



Transportation: Student conduct on buses should always be defined and controlled. Students who ride the bus to a contest should be required to return on the bus unless parents personally contact the coach.

Coaching Techniques

1. Use sound and acceptable teaching practices; run well-organized practice sessions.
2. All athletes should be taught fundamentals as an educational progression:
i) Simple to complex ii) Known to unknown
3. Construct a well-organized game plan.
4. Develop a sound system for equipment accountability, including uniforms.
5. Keep assistant coaches well informed as to what is expected. Cooperate fully with maintenance staff, transportation staff and other similarly involved in the overall program.

Team Management

Players language	Discipline for misbehavior	Attendance at practices and games
Behavior at practices and games	Behavior when traveling	Dress when practicing, competing,
Interactions with officials	Locker room behavior	Protecting valuables
Safety guidelines	Visitors at practice	Dress when traveling

Practice Plan

Date	Time Sequence of Activities			New Skills - Points of Emphasis
Practice Objectives	Warm-up Procedure			Cool-down
Equipment Needed	Practice of previously taught skills			Coach's Comments
Practice Activities	Practice Situations	Under	Competitive	Evaluation of Practice

Good introduction includes:

Get the team's attention	Arrange the team so all can see and skill and hear	Name the
Give a reason for learning it		



TEAM SELECTION

Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport and the rules of the game

Varsity Teams:

Coaches of Varsity teams will select for their teams those players who can compete competitively at the Varsity level. The ultimate goal of a Varsity team is to be as competitive as possible. In most game situations not all players will have the opportunity to play. When looking to promote players to the Varsity level, overall player development should be considered along with the potential for team success.

Junior Varsity Teams:

Junior Varsity coaches will make greater efforts than Varsity coaches to get team members adequate playing time. They must balance their wish to build a winning team with the need to develop hard-working players who will contribute to the Varsity level in the future. Playing time in competitive sports it's never equal among players, however, coaches should try to attract as many athletes as possible to the sport.

Middle School Teams:

Middle School coaches will make greater effort to get team members adequate playing time. At the Middle School level, the main focus is to develop an interest in the sport by attempting to attract as many athletes as possible to the sport.

Selecting a Team:

Choosing the members of athletic teams is the sole responsibility of the coaches.

Coaches will base their decisions on the following:

- Student-Athlete Skill Ability
- Responsibility & Attitude / Teamwork
- Long range interests of the program
- Particular needs of the team & players

Team Captain:

The captain of the AISE athletic team should:

- Assume leadership & initiate dialogue among the team members and build team unity.
- Set good example & display good character. Follow all training & team rules.
- Help motivate the team. Lead by example & be a trouble -shooter for the coach without intimidating teammates. Consult with the coach about players and playing time.

Coach / Athlete / Parent Problems:

Every coach is expected to follow procedures that allow for the due process of a student- athlete. Be sure to document problems - date, time, witness, problem, and attempted solution.

Speak with the athlete concerning the problem. At the appropriate time contact the parents to make them aware of the concerns. Let them know of the problem, the attempts to solve, and the possible disciplinary measure to follow if the problem persists.

Notify the Athletic Director of major problems if your instinct tells you the problem will reach the administrative level.

Heat exhaustion and heat stroke:

Practices and competitions are frequently conducted in very warm and humid weather. Under such conditions, special precautions must be observed to avoid cramps and heat fatigue, heat exhaustion and/or heat stroke.

As coaches we need to be aware of how to prevent heat-related sickness during preseason practice. Dehydration is the main problem associated with exercising in hot weather. Thus, continuous fluid replacement is essential to maintain normal physiological function.

Appearance:

Individual grooming standards for all athletes will be set by the head coach of each sport. Each coach should keep his grooming standards on paper.

Changing teams:

Whether being cut or by being dismissed, an athlete's membership on a team can be altered. While we at AISE want to promote participation, we also want to safeguard fairness and an ethical approach with regard to all coaches and teams. In order to achieve all of the above objectives, the following guidelines will be used:

1. Any player cut from a squad during tryouts is free to immediately try out or



join another team.

2. Any player quitting a team must get approval from the Athletic Director before joining a second team. All obligations such as returning uniforms and equipment must also be completed before joining the second team.
3. Any player dismissed from a squad must get the approval of the Athletic Director before joining a second team.
4. The Athletic Director will mediate all problems when an athlete changes teams. The Athletic Director will have the final decision.

DISCIPLINE

Off the field, in the locker room, on the field: players must play as a single unit at all times.

POSITIVE ATTITUDE & UNSELFISHNESS

Teams win more with players who are coachable, not necessarily with players who are the most talented. During the game, unselfishness means sharing playing time, shots, etc. Coaches must prepare players well to increase their chances of winning every game. Players must utilize all team members to help them improve their skills.

COMMUNICATION

It's a given that coaches and players must understand one another. A great coach has the ability to teach, prepare, make during-the-game adjustments, and maximize player potential. Players and coaches need to effectively discuss any problems in order to overcome difficult situations.



TITLE: Head Coach & Assistant Coach of Athletic Team

QUALIFICATIONS: Valid Teaching &/or Coaching Certificate
Possess a sound knowledge of their
sport Appropriate experience

REPORTS TO: Athletic Director

STIPEND: Head Coach:
Assistant Coach:

SUPERVISES: Athletic teams as well as staff, team members, and
everyone involved with his/her team. Helps out with
organizing Athletic events & Tournaments

JOB GOAL: Help each participating student to strive to achieve an
increased level of skill, an appreciation for the values of
discipline and sportsmanship, and an increased level of
self-esteem

*Do not commit to a sport and book something on practice/game/tournament
dates.*

*Expect to have weekend fixtures other than your tournament dates.
Remember that a tournament is not vacation; you are there to chaperone and
make sure the players are looked after.*



PERFORMANCE RESPONSIBILITIES

- 1) Support and enforce policies, rules, regulations, and philosophies of the athletic department and school.
- 2) Attend meetings appropriate to the sport and job responsibilities.
- 3) Assist Athletic Director in checking eligibility of athletes as well as other paperwork.
- 4) Encourage good sportsmanship.
- 5) Serve as a positive role model.
- 6) Be responsible for cleaning, inventory and care of equipment used in the sport.
- 7) Allow no one to participate without proper paperwork.
- 8) Keep records and results of all athletic contests and submit those records at the conclusion of the season to the Athletic Director.
- 9) Submit a written report after every game/tournament
- 10) Make recommendations for awards to be presented. Take part in conducting other tournaments and athletic recognition programs.
- 11) Supervise team members during practice and game sessions.
- 12) Be a communicator with athletes and parents. Keep appropriate information confidential.
- 13) Organize practice sessions and teach rules, techniques, and fundamentals of the sport. Use time, equipment, and personnel wisely.
- 14) Expect teams to behave in a manner that represents the school properly.
- 15) Select team members through performance criteria.
- 16) Evaluate when applicable, staff members working within the particular athletic program.
- 17) Responsible for teaching and demonstrating good moral conduct, high values, following of training rules, respect, and proper language. Work with the Athletic Director in disciplining those students who breach such standards.
- 18) Display leadership within their respective program.



TERMS OF EMPLOYMENT

Length of position will be determined by the practice seasons and scheduling by the Athletic Director.

HEAD COACH JOB RESPONSIBILITIES:

- 1) Coordinate the total program with the aid of the Assistant Coach. Assign duties, develop a working relationship, and give guidance to all on the coaching staff. Develop individual and team objectives.
- 2) Know rules and rule exceptions governing your sport.
- 3) Attend 100% of all scheduled practices, games and tournaments.
- 4) Assume responsibility for paperwork that is accurate and turned in on time.
- 5) Assist Athletic Director with games scheduling.
- 6) Encourage all students to participate in our athletic program.
- 7) Conduct tryouts for the team and select personnel. Counsel and motivate individual athletes. Instruct team in conditioning, fundamentals, and team strategies. Set rules for players' behavior, dress, and appearance that is in accordance with school policy.
- 8) Communicate with parents concerning problems after reporting to the Athletic Director.
- 9) Issue, care for, and collect equipment and uniforms. Transport equipment to game site and back.
- 10) Keep locker rooms, equipment rooms, and playing facilities orderly.
- 11) Plan and supervise invitational tournaments and assist in hosting sponsored tournaments including those of different sports.
- 12) Keep accurate individual and team records.
- 13) Report game results in a timely fashion.
- 14) Develop an evaluation system for awards: provide Athletic Director with award winners for awards programs.
- 15) Evaluate the season and make recommendations for next year.



ASSISTANT COACH JOB RESPONSIBILITIES

1. Display loyalty to the Head Coach
2. Assist and support the Head Coach and work with hem/her as directed by the Head Coach.
3. Assume control of the team in the absence of the Head Coach.
4. Attend 75% of all scheduled practices, games and tournaments.
5. Supervise athletes as directed by the Head Coach.
6. Make recommendations to the Head Coach regarding team members, game plans, and development of total program.
7. Assist Head Coach in conducting practices, meetings, and contests.
8. Be responsible for proper use, care, and storage of equipment.
9. Supervise players in the locker room, training room, and on road trips.
10. Inform Athletic Director or Head Coach of any unusual event within sports activity.
11. Strive to improve coaching through athletic workshops.
12. Help plan and supervise invitational tournaments and assist in hosting sponsored tournaments including different sports.
13. Know rules and rule exceptions governing your sport.
14. Assume responsibility for paperwork that is accurate and turned in on time.
15. Assist Athletic Director with games scheduling.
16. Encourage all students to participate in the athletic program.
17. Plan and supervise invitational tournaments and assist in hosting sponsored tournaments including those of different sports.
18. Keep accurate individual and team records.
19. Report game results in a timely fashion.

INFORMATION FOR COACHES/ASSISTANT COACHES OFFICIALS

All coaches are encouraged to work with the Athletic Director in the selection and hiring of officials. Officials should always be treated with the utmost respect by coaches and participants. In the absence of officials, please be ready to officiate games.

PRACTICE ATTENDANCE

While it is acceptable practice to encourage student athletes to schedule all appointments during times that will not conflict with practices and competitions, this can never be construed to mean that such appointments should be scheduled during instructional time.



RELEASE FROM CLASS

There are only a few times or reasons for student-athlete to miss class. Excused release from a class is handled through the HS/MS office.

EVALUATION

All Head Coaches will be evaluated by the Athletic Director. The Head Coach of each team will evaluate his/her assistants.

OASIS / CISSA RULES; RULES OF THE GAME

It is imperative that all coaches be familiar with the by-laws and rules specific to their sport. Any questions should be referred to the Athletic Director.

Pre Season

1. **Discuss your team's goals and objectives with your athletes** Items you will discuss should include the following:

1. OASIS CISSA & AISE Athletic Policies.
2. Team rules on attendance, behavior, and appearance.
3. Warn of potential injuries and methods to avoid problem areas.
4. Care and use of equipment and uniforms.
5. Promote the AISE Athletic Booster Club.
6. Practice dates, times, locations, and transportation.
7. Share all game schedules.
2. **Team Rosters** - submit before first game. Please list Name, Date of Birth, Grade, Position and Uniform Number. NOTE - Notify athletic office immediately of any additions or deletions to the roster. This list is used to check eligibility, medical forms, tournament roster, and awards list.
3. **TEAM RULES** - Submit to the Athletic Director a list of extra training rules and any other disciplinary procedures you might have that are not listed in the student/athlete handbook.
4. **EMERGENCY MEDICAL FORMS** - Each athlete who is a member of a team must have an emergency medical card on file. Head Coaches must have this info with him /her at all times.

During Season

1. **PRACTICE SCHEDULES** - Adhere to schedule. Get athletes out of practice on time.
2. **BUS SUPERVISION** - Be sure that team clean out the bus after use. Students



must always be seated while the bus is moving. Noise level must be controlled. Let Athletic Office know if bus arrives late.

3. **PRACTICE PLANS** - "Good coaching is good teaching." Always have a structured plan.
4. **TOURNAMENT ENTRY FORMS** - Please complete forms as specified in directions. Check to see that you have not left anyone off, check the spelling of names, and check tournament standards.

Post Season

1. **AWARDS LISTS** - Fill in names in alphabetical order, and list grade level. Be sure to list any awards you will be presenting during the banquet. Be sure to list honors received by your athlete. Check certificates before banquet to be sure names are spelled correctly and everyone has received their award.
2. **END OF SEASON RESULTS** - Submit summary of season statistics. Notify office of any records that have been established. Turn in score books at all levels. Information is due one week after the last contest.
3. **EVALUATIONS** - Head coaches with the assistance of the Athletic Director are to complete an evaluation form for all coaches under the supervision of the Head Coach. Forms are due two (2) weeks after the last season contest.

Coaches serving as Tournament Directors/Supervisors:

DUTIES FOR FACILITY

Entrance doors or gates unlocked not earlier than one hour prior to beginning of contest.

Scorers' bench properly set up.

Proper lighting turned on.

Seating set up to accommodate crowd.

DUTIES FOR WORKERS

Locker room and playing area checked for proper lining, cleaning, cutting, sweeping, marking, etc.



Safety or protective mats, pads, etc. set up.

Restrooms unlocked.

Practice field neat, goal up, signs in place.

Proper chairs, tables, change, signs, charts, punchers, tickets, etc.

Timers, scorers, announcer, ushers, chain crew, judges, and other help on duty at least fifteen minutes before the contest.

Hands outs, programs, and sign-in- sheets put at the gate

DUTIES FOR SCORER'S BENCH

Scoreboard controls installed and power on.

Stop watch available.

Scorebook available for scorekeeper.

DUTIES FOR OFFICIALS

Purchase orders signed.

Provided with refreshments.

Microphone hooked up and amplifier on.

Space available for visiting team's scorer and timer.

Air horn available.

Given game ball.

Facility clean.

DUTIES FOR VISITING TEAM & BENCH

Locker room is clean, neat, and dry.

Proper gates and doors unlocked.

Ice, water, coolers, dispensers available as needed. Benches, tables, etc. in place.

GENERAL

Keep non-participants off playing area and away from ends of gym.



Make sure entrances and exits do not become congested with observers.

Make sure there is enough food/water/juice for visiting teams to purchase

Patrol halls, restroom area, etc.

Any other duties described by the Athletic Director

Coaching Expectations:

Be Punctual:

Attend all practices. Practices start at 3:20 and goes until 5:00. Be on time! Never cancel or change practice time/day unless you discuss it with the Athletic Director.

Be Positive:

Don't yell and scream at the players or the officials. Act as a proper role model. If there is a problem notify the Athletic Director.

Be Organized:

Keep an accurate record of players' names, cell phone numbers, bus drop off points, uniforms and documents which need to be signed by parents.

Information:

Provide athletes with all information well in advance; tournament dates, passport deadlines, practice schedules. Keep all deadlines.



COACHING APPLICATION

Name: _____ Cell Phone: _____

AISE Teacher: ☐ Yes ☐ No Subject: _____

List Coaching Positions Desired

- (1) SPORT: _____ Coaching Qualifications: ☐ Yes ☐ No
- ☐ BOYS ☐ HEAD COACH ☐ ASSISTANT COACH LEVEL: ☐ MS ☐ JV ☐ V
- ☐ GIRLS ☐ HEAD COACH ☐ ASSISTANT COACH LEVEL: ☐ MS ☐ JV ☐ V
- (2) SPORT: _____ Coaching Qualifications: ☐ Yes ☐ No
- ☐ BOYS ☐ HEAD COACH ☐ ASSISTANT COACH LEVEL: ☐ MS ☐ JV ☐ V
- ☐ GIRLS ☐ HEAD COACH ☐ ASSISTANT COACH LEVEL: ☐ MS ☐ JV ☐ V

List sports you participated and coaching qualifications:

List coaching experiences and coaching achievements:

Outline briefly your philosophy of HS & MS Athletics. Explain factors you feel are crucial to a quality athletic program:

Explain your philosophy as it applies to (1) Sportsmanship (2) Winning (3) Discipline:

DO YOU HAVE A VALID FIRST AID CERTIFICATE? ☐ NO ☐ YES ISSUED BY: _____

Return to the Athletic Office / Director—Do Not Write Below This Line

Assignment:	Position:	From:	To:	Date:	Signature:



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