



**AMERICAN
INTERNATIONAL
SCHOOL IN EGYPT**

• AIS WEST CAMPUS

LYNX HANDBOOK



Student-Athlete Handbook

**Academics & Athletics
Partners For Educational Excellence**



INTRODUCTION

This booklet is designed to inform student-athletes and their parents of the philosophy, goals, rules, policies and procedures that help continue the tradition of competition at AISE. Upon reviewing the contents, the student-athlete and his/her parents/guardians should sign the attached contract and submit it to the Coach before their second tryout/practice. Failure to do so will exclude the student-athlete from participating in any team. Participation in athletics is a privilege that carries varying degrees of commitment, responsibility, sacrifice, and honor. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the athletic department and administration as well as rules that are specific to each sport offered. Athletes represent their school, their student body, and their community. It is the athlete's duty to conduct himself/herself in a manner that is becoming of the athlete, his or her family, and AIS Egypt community.

THE LYNX PHILOSOPHY

The AISE Athletics and Activities Department will encourage students to engage in a wide range of after school activities, prepare them to compete and perform to the best of their ability and inspire them to have a lifelong passion for sports and the arts.

SPORTSMANSHIP & CITIZENSHIP

All AISE student-athletes are expected to consistently demonstrate the highest levels of sportsmanship and behavior whenever they represent the school. Specific violations of the above include actions, such as fighting, theft, use of improper language, and misuse of school facilities and/or equipment. Participation in athletics is an extension of the total educational experience that may help student-athletes to realize optimum physical and intellectual growth and develop a true understanding of self, which in turn permits the development of respect and empathy for others. We expect that you will never speak to an official unless your coach has asked you to respectfully address a specific issue. Your conduct on the floor/field will be exemplary; this means you do not draw attention to yourself or embarrass your team, coach, or school. Coaches will remove players who cannot demonstrate excellence in this significant area.



ELIGIBILITY RULES

All students are eligible to participate provided they meet all standards as established by the American International School, the CISSA & OASIS Conferences, or other Associations.

AGE

All students must be the appropriate years of age as follows:

- Junior School sports: Under ten & U11 years as of September 1st (U10&U11)
- Middle School Sports: Under fourteen years as of September 1st (U-14)
- Junior Varsity Sports: Under sixteen years as of September 1st (U-16)
- Varsity Sports: Under twenty years as of September 1st (U-19)

A student who is or shall be over the appropriate years of age before September shall be ineligible for interscholastic competition in that sport. *(A few sports might have a different policy; please check with the Athletic Office)*

ACADEMIC STANDING

Harmony between athletics and educational goals must be consistent at all times. Cooperation must be extended to all classroom teachers and academic grades must be maintained. Students who have high standards in the classroom are the students that can be relied upon to achieve their goals in athletics. Student-athletes are expected to perform at the highest level they are capable of academically. All AISE student-athletes will maintain a “passing” level in core subjects. Failing work demonstrates an inability to handle the load of being a team member as well as a student.

ACADEMIC REVIEW

Tier 1 & Tier 2: Students in these groups must complete weekly grade checks. This grade check should be completed by the student and submitted to each coach every Thursday afternoon. Students should have no F’s to be eligible the following week.

Tier 3: Students, who are in Academic Review Tier 3 group, could participate in sports only the first semester of each academic year. Tier 3 students should complete weekly grade checks, and have no F’s to be eligible the following week.



BEHAVIOR

All student-athletes representing AISE are expected to follow all guidelines stated in the student-athlete handbook and the MS/HS Handbook. Any behavior that is deemed unacceptable by a coach, teacher, or administrator will result in disciplinary actions that may include suspension or removal from the team.

PHYSICAL EDUCATION PARTICIPATION

Student-athletes are expected to demonstrate leadership and cooperation in their classes. Teachers should know that they can count on them. Student-athletes should always demonstrate a high level of citizenship and do their best at all times. All student-athletes will be expected to dress and participate in their normal PE lesson on the day of the competition. On the day of a game/competition, his/her participation in PE may be limited if permission is granted by the PE teacher

ARRIVING LATE &/OR MISSING ACTIVITY

Teamwork is necessary for success on any team in any sport and is expected from our student-athletes. Athletes should remain at all team practices, meetings and games/matches for the duration of the contests. This helps foster a cohesive environment and furthers the philosophy that all team members are of equal importance. All student-athletes are required to be on time for all scheduled team activities. Any exceptions must be arranged with the Coach in advance. The Coach will be responsible for administering any disciplinary actions.

EQUIPMENT & UNIFORMS

Most uniforms are assigned to student-athletes for the duration of the sports season. It is the responsibility of the student-athlete to maintain that uniform in the same condition in which it was received. Any damage to or loss of uniform will be considered the direct financial responsibility of the student-athlete responsible for its care. This cost must be paid before participating in any other sport or the season is over. The uniform should be returned to school within 4 days after the student stops participating with the team. The



student-athletes must only wear the team uniform during the games/matches or other team activities that have been announced by the coach. The student-athletes are not allowed to wear the team uniform during the PE lessons and other school activities, or outside of the school.

SMOKING / ALCOHOL & DRUG USE

The use of alcohol, tobacco, and controlled dangerous substances, including steroids is an extremely serious health issue. Also at issue is the interdependency of team members and coaches, which requires that all student-athletes be mentally and physically prepared to give their best effort. If the student-athlete violates these expectations it will result in disciplinary actions that will include suspension or removal from the team.

PARENT'S CONSENT FORMS

Each student must have on file in the AISE athletic director's office the Parent's Consent Form which has been properly signed by the athlete and his/her parents. The form must be properly completed indicating that the student is physically able to participate.

ATHLETIC EMERGENCY MEDICAL TREATMENT WAIVER

The form must be completed and returned for a student to be eligible for athletic participation. The signature of a parent and athlete indicates that each has read, understood, and agrees to abide by the stated policies. This form must be filled out completely, signed by the student-athlete and a parent/legal guardian, and turned in to the athletic office.

PRE-SEASON MEETINGS

At the beginning of each sport season the athletes are asked to attend a general session meeting with the coaches of their sport to be informed of specific rules, policies, and procedures that pertain to that particular sport.

QUESTIONS AND ANSWERS

Questions and concerns regarding any aspect of the athletic program should be discussed with an athlete's coach. If there is no coach available, the questions and concerns should be directed to the Athletic Office.



By signing the consent forms and trying out for a team, parents give permission to their kids to travel outside the country, on school-sponsored trips if selected, and understand that they are responsible for trip payments and any cost for visas that the child might need. They also understand and agree that if the child does not travel due to absence, injury, parental decision, or school disciplinary or other action they are responsible for all traveling costs &/or penalty fees that are incurred. Refunds, whenever possible, will take place once the trip is over and all expenses are covered.

AIS Standard Statement of Rules

- The use of tobacco, alcohol, or use of illegal drugs will not be allowed. If a student-athlete violates these expectations, it will result in disciplinary actions that will include suspension or removal from the team. The Coach/Athletic Director/School Principal will be responsible for administering disciplinary actions
- All laws of the host country will be adhered to.
- Any sightseeing or travel in the host city will be done only with the permission of the tournament director and the coach/sponsor.
- All participants must follow the curfew set by their school's athletic director while attending an OAC event. Suggested curfew times are Junior Varsity 10 p.m, Varsity 10.30 p.m.
- Any unusual circumstances or problems during games & tournaments must be reported as soon as possible to the tournament director as well as the coach/sponsor.



TRAVEL

On trips, athletes represent the school, community, and the athletic program. Athletes will act in an acceptable manner when traveling and will conduct themselves in a manner that is above reproach; appropriate dress will always be stipulated by the coaching staff. Equipment and facilities will be respected and cared for just like personal equipment. Any breaking, defacing, or theft will result in disciplinary action.

We have read, understood, and agreed to abide by the rules and procedures, which are stated above.

Student Name: _____

Student Signature: _____

Father/Guardian Signature: _____

Mother/Guardian Signature: _____

Date: _____

OAC Standard Statement of Rules

1. The use of tobacco, drinking of alcohol, or use of illegal drugs will not be allowed during the tournament/activity or while traveling to and from the tournament or activity.
2. All laws of the host country will be adhered to.
3. Any sightseeing or travel in the host city will be done only with the permission of the tournament director and the coach/sponsor.
4. Hotel arrangement is the responsibility of the visiting school; the hosting/tournament director should suggest up to 3 hotels to participating schools but cannot be held accountable regarding each hotel.
5. All participants must follow the curfew set by their school's athletic director while attending an OAC event. Suggested curfew times are Junior Varsity 10 p.m, Varsity 10.30 p.m.



- 6. There will be no attendance of parties unless are school affiliated, permission is granted, and chaperoned.
- 7. Any unusual circumstances or problems, that occur during the tournament/ activity, must be reported as soon as possible to the tournament director as well as the visiting coach/sponsor.
- 8. Any serious breach of the above will result in the student being sent home as soon as practical at the parent's expense with the loss of all awards. In addition, the student will be excluded from participation in OAC events for one academic year, including the same activity the following year.
- 9. If any of the above rules are violated, the participant's school administration will also determine consequences according to school and Board policies, taking into consideration the seriousness of the infraction, the degree of involvement, and past history.
- 10. If any violation of the above occurs, the tournament director will communicate the details of the violation, in writing, to the Guest Student's School Director.

We have read, understood, and agreed to abide by the rules and procedures, which are stated above.

Student Name: _____

Student Signature: _____

Father/Guardian Signature: _____

Mother/Guardian Signature: _____

Student Name: _____

(as in passport FIRST NAME MIDDLE NAME LAST NAME)

Date of Birth: (D)____ / (M)____ / (Y)____ Student AISE I.D: _____ Grade: _____

Nationality: _____ Passport Number: _____

Passport Expiry Date: (D)____ / (M)____ / (Y)____ Other Passports Held:



Father's Name: _____

Father's Cell Phone: _____

Mother's Name: _____

Mother's Cell Phone: _____

PARENTAL/GUARDIAN PERMISSION

The above-named student has my permission to participate in the AISE School Athletic program. I declare that my child is physically fit and able to participate fully in the activity or sport. In the event of an injury or accident involving my child, I understand that I will be informed as soon as possible. If I cannot be contacted, I authorize the coach/sponsor or other authorized representative of AISE to act on my behalf. I give my child permission to travel outside the country on school-sponsored trips and understand that I am responsible for trip payment and any cost for visas that my child might need. I also understand that if my child does not travel due to absence, injury, parental decision, or school disciplinary action I am responsible for all traveling costs &/or penalty fees that are incurred. Refunds, whenever possible, will take place once the trip is over and all expenses are covered. My child will attend all scheduled practices, games, OASIS/CISSA-sponsored events and tournaments, and other additional events arranged by the coach. If my child cannot attend any event related, we are responsible for informing the coach before the absence.

Student Name: _____

Student Signature: _____

Father/Guardian Signature: _____

Mother/Guardian Signature: _____

Date: _____



STUDENT/PARENT CERTIFICATE AND CONSENT

- A. I/we acknowledge that the participant is assuming a certain risk of being injured and that even with the best coaching and strict observance of rules; injuries are still a possibility in organized athletics. On rare occasions, these injuries can be severe and sometimes fatal.
- B. I/we acknowledge that AISE does not carry medical insurance for participants and forever release the corporation, coaches, staff, owners, facility, and equipment owners, and other related parties from the responsibility or liability for insurance deductibles, medical expenses, and/or other damages incurred by my child, while participating, or traveling to the related activity.
- C. I/we authorize responsible school personnel to oversee or provide emergency medical care to a participant in the event of an injury or in the event the parent/guardian cannot be reached in a timely way.
- D. The undersigned does further understand and agree that as the Parent(s)/Legal Guardian(s) of _____, all costs arising out of and resulting from the emergency treatment shall be paid by the Parent(s)/Legal Guardian(s) and that the Principal, Athletic Director, Coach or Assistant Coach, Department of Athletics, AISE and its administrators and elected officials, jointly and severally are hereby released of any expenses and liability of any kind resulting from said emergency medical treatment.
- E. I/we have read the information published in the AISE, OASIS, and CISSA Athletic Handbooks and understand and agree to comply with the rules and regulations as stated.
- F. I/we understand the rules and regulations will be in effect for all athletes as long as they are students at AIS Egypt..
- G. I/we understand that the Athletic Handbooks may be updated.

MEDICAL INFORMATION:

Please list any Medical Conditions & Allergies that we should be aware of:

MEDICATION

School representative may administer the following ANALGESIC and/or BEE STING MEDICATION:

Medication:	YES	NO
Aspirin	_____	_____
Acetaminophen (Tylenol or generic)	_____	_____
Anti-inflammatory (Cataflam, Voltaren)	_____	_____
Ibuprofen (Advil, Nuprin, Motrin or generic)	_____	_____
Diphenhydramine HCl/Benadryl by mouth if stung by a bee or wasp	_____	_____

I/we _____ give consent for emergency medical treatment of my/our child in my/our absence. I/we also consent to the release of medical information facts concerning our/my child, to school staff and emergency medical staff for the care and safety of my child.



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an  **Esol Education** school

Father/Guardian Signature: _____

Mother/Guardian Signature: _____

Date: _____