

Qatar Academy Doha

Athletic Program Handbook 2017 18



NE SAC

Near East Schools Activities Conference

Welcome to the Qatar Academy Athletic & NESAC Program

The Athletic Department would like to welcome back all teachers, students, athletes, fans and parents to an exciting, promising and challenging year for our Qatar Academy Athletics & Activities Program.

We are pleased to 'relaunch' this updated handbook as the core guide of our organisation and systems for the action packed 2017 18 school year. The handbook clearly outlines our policies and procedures. As athletes representing Qatar Academy Doha you have clear responsibilities to make the necessary commitment to your training, be positive role models re your effort in class, maintaining strong grades and competing with high levels of sportsmanship and integrity. 'Falcons code is fair play all the way'!

*Our core communication tool is our **Athletics & Activities Blog** (qaathletics.blogspot.com) and we will continue to improve and refine this. Please use our blog regularly and familiarise your parents with it.*

This is the fourth year of NESAC and last year was the first that we competed in all events with our attendance at Forensics & Debate. All participants in the programme should strive to make the NESAC roster and the tournaments are the natural highlight and finish of our respective seasons. This year we have the unfortunate crisis in the Gulf and it will present challenges to NESAC. We will be aiming to maintain as many planned events as possible, any events QAD cannot attend we will be looking hard to set up an alternative for our squads to compete in.

With your help, cooperation and support, the 2017-18 athletic & activities seasons will be very successful.

Respectfully,

*Mr. Stephen Walker
Athletic Supervisor*

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Athletic Program

1. Mission & Philosophy

1.1 Qatar Academy Doha Athletic Program – Mission

To offer a variety of competitive and fun student focused extracurricular athletic program that emphasizes lifelong values of fair play, sportsmanship, teamwork, fitness, dedication, integrity, and friendship that reflect the cultural diversity of Qatar Academy. The athletic program embraces the multicultural uniqueness of the national and international student-body and fosters school spirit through athletic initiatives at Qatar Academy Doha.

1.2 Qatar Academy Athletic Program – Philosophy

The Qatar Academy Doha Athletic Department believes that an extracurricular athletic program is vital to the educational, physical and emotional development of a student. The athletic program plays an important role in the life of the QAD student. Athletic activities support the academic mission of the Academy.

- Sport promotes a high level of integrity, commitment, cooperation, responsibility, accountability, self-control and self-discipline from its students and coaches.
- Students, who participate in a sport, will have the opportunity to improve personal fitness and motor-skill levels, and the development of social, emotional and mental attitudes.
- Coaches in interscholastic sports have an 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.
- Coaches are expected to produce teams that are fully aware of the correct rules, protocols and sports etiquette expected from a well-disciplined team.
- One hundred percent effort is expected from all athletes at all times.
- 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 in the Academy's sports program—provided they are willing abide by all rules and regulations that are written in the Athletic Program handbook.
- 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 a QA 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.

A singular capacity for invigorating campus life

Participation in our programmes will assist our athletes and activity participants to develop the IB Learner Profile attributes of; Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers (Courageous), Balanced & Reflective.

1.3 Environmental Policy

- QAD Athletics Department supports sustainability.
- In philosophy we do not support single use plastics. We will not supply drinking water in these bottles.
- Athletes are responsible for purchasing and using their own multi-refill bottles at our trainings and events.
- Our gyms (MPH & GFG) have water stations where drinks may be taken directly. At tournaments water will be provided in large containers and athletes are responsible for bringing their own multiple use bottles.
- We support the efficient use and care of all of our resources.

2. Code of Ethics

2.1. Code of Conduct for Players

- Falcons Code is fair play all the way.
- Respect for the opposition, teammates and the contest is essential.
- All participants must conduct themselves with honour, dignity and integrity at all times.
- All participants will act as positive role models.
- Put downs & negative support are not acceptable.
- All players must congratulate the opposition after the contest.
- The decisions of the officials must be accepted at all times.
- Players must fully commit to training and performing to their best ability at all times.
- Students involved in multiple activities must negotiate an excused absence (ie MUN & NESAC sports) which is confirmed by the Athletics Supervisor after consultation with coaches/lead teachers.
- All participants must be punctual and organised with uniforms and equipment.
- Athletes are responsible for their studies/homework and maintaining their academic eligibility requirements.
- Athletes accept seriously the responsibility and privilege of representing the school and be a positive role model in and out of the classroom.

2.2. Code of Conduct for Coaches

The school expects coaches to:

- Uphold the honor of the teaching profession in all relations with students, colleagues, coaches, administration and the public.
- Always set a good example for fans and participants to follow, exemplify the highest moral and ethical behavior
- Remember that the athletic area is a classroom with moral and educational obligations required at all times
- Officiate games in the manner you would expect games to be officiated for yourself.
- Enforce penalties for students and athletes who do not follow sportsmanship standards.
- Review the code of ethics with the team and use its principles as a coaching tool.

The athlete expects coaches to:

- Prepare them for the highest level of competition and inspire them to do-their-best and compete fairly.
- Arrive on time and be prepared for their coaching session (an organized coach will earn the respect of his/her team).
- Treat all players on the team with an equal amount of respect, dignity and fairness.
- Pay careful attention to the physical conditioning of all players.

Sportsmanship demands coaches to:

- Prohibit the use of foul language, unfair play and unsportsmanlike behavior from their players.
- Respect the final decision of the officials and display the utmost in sportsmanlike behavior as role model for all players, parents, fans and students.
- Teach athletes to win by legitimate means only.
- Officiate games according to the rules and be fair and honest to both teams.

2.3. Code of Conduct for Parents and Fans**The school expects parents and fans to:**

- Conduct themselves as mature role models, supporting the team in a positive manner.
- Respect the decisions made by the game officials and tournament personnel.
- Cheer for their team whether they are successful or not successful and use phrases that are positive and uplifting.
- Never “boo” the visiting team or cheer when the opposition makes a bad play or performs poorly.
- Recognize outstanding performances on either side of the playing court

The athlete expects parents and fans to:

- Support the players, team, and coach regardless of the outcome of the match.
- Cheer in a positive manner at all times during the game.
- Not interfere with the coaching, officiating or practice routine of any team.
- Support the athletes with enthusiasm and composure.

Sportsmanship demands parents and fans to:

- React in a positive manner to a coaching or officiating decision that may seem questionable.
- Display only sportsmanlike behavior.
- Treat visiting teams with respect.
- Cheer for both teams during the player introduction and at the end of the match.

2.4. NESAC Code of Conduct

- The use of tobacco, drinking of alcohol, or use of illegal drugs will not be allowed during the tournament/activity, and if travelling while travelling to and from the tournament or activity.
- Any sightseeing or travel in the host city will be done only with the permission of the host school and the coach/sponsor.
- Hotel arrangements made by a host school are not to be changed by any participating student, coach or sponsor of a visiting school. Such hotel arrangements will be changed only in emergency situations and only by the tournament or hotel director.
- Visiting students will be in their own hotel room no later than the 10:00pm curfew hour set by NESAC or as soon as possible after a scheduled activity is completed – whichever is later. The Tournament Director may list an earlier curfew time.
- There will be no attendance of parties, unless school affiliated, permission granted, and chaperoned.
- All laws of the host country will be adhered to.
- Any unusual circumstances or problems which occur during the tournament/ activity MUST be reported as soon as is possible to either the host school or visiting coach/sponsor.
- Any serious breach of the above will result in the student being sent home as soon as practical at the parent's expense and the loss of all awards, and the student will not be eligible for any new activity in NESAC for a minimum period of six weeks.
- 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.
- If any violation of the above occurs, the Host Administrator-in-Charge will communicate the details of the violation, in writing, to the Guest Student's Chief Administrator.

3. Sports Leagues & Associations

3.1 QAD is part of the following activities, conferences and sports leagues

- NESAC (Near East Schools Activities Conference)
- QUESS (Qatar United English Speaking Schools)
- QF Schools Football Leagues (U19 & U16 Boys)
- ASD Invitational Basketball Leagues (U19 & U16 Boys & Girls)
- QAD has a close sporting relationship with ASD with fixtures arranged across all sports during the year

3.2 NESAC (Near East Schools Activities Conference) Members

1. American International School Kuwait – AISK
2. American School Kuwait – ASK
3. GEMS World Academy Dubai – GWA
4. Qatar Academy Doha – QAD
5. Universal American School Dubai - UASD
6. Currently Accepting Applications

4. Coaches, Season & Tournament Calendars

4.1 Coaches for the current year

Sports Team Coaches 2017-18			
Volleyball			
Team	Position	Coach	Contact: @qf.org.qa
Boys U14-12	Head	Glen Clafferty	@gclafferty
	Asst.	Alisha Dufour	@adufour
Girls U14-12	Head	Jason Eagan	@jegan
Girls Junior Varsity *	Head	Tobin Jarman	@tjarman
	Asst.	Brenda Boehlke	@bboehlke
Boys Junior Varsity *	Head	Othman Al Omar	@oalomar
	Asst.	Yasser Ibrahim	@yibrahim
Boys Varsity *	Head	Andrew Glenville	@aglenville
	Asst.	Andrew Harris	@aharris
Girls Varsity *	Head	Liz Chaffee	@echaffee
	Asst.	Oliver Blundell	@oblundell
Swimming			
Girls	Head	Ruth Spracklan	@rspracklan
	Asst.	Rebecca Blundell	@rblundell
Boys	Head	Chris Wade	@cwade
	Asst.	Waylon Yong	@wyong
Football			
U12 Boys	Head	Abo Baker	@abaker
U13 Boys	Head	Mohammad Abuhmaidan	@mabumaidan
U14 Boys	Head	Paul Wright	@pwright
U14-12 Girls	Head	Michael Sarmiento	@msarmiento

Girls Junior Varsity *	Head	Katie Allen	kallen
	Asst.	TBA	
Boys Junior Varsity *	Head	Boubacar Thiombiano	bthiombiano
	Asst.	Luke Jones	ljones
Girls Varsity*	Head	Matthew McCormack	mmccormack
	Asst.	Jacqie Nowak	jnowak
Boys Varsity *	Head	Oliver Blundell	oblundell
	Asst.	Chris Wade	cwade
Basketball			
Boys U13/12	Head	Sebastian Kasiuk	skasiuk
Boys U14/13	Head	Oskar Kasiuk	okasiuk
Girls U14-12	Head	Alisha Dufour	adufour
Girls Junior Varsity*	Head	Alisha Dufour	adufour
	Asst.	Tobin Jarman	tjarman
Boys Junior Varsity*	Head	Oskar Kasiuk,	okasiuk
	Asst.	TBA	
Boys Varsity*	Head	Sebastian Kasiuk	skasiuk
	Asst.	David Gray	dgray
Girls Varsity *	Head	Jason Maraku	jmaraku
	Asst.	Elizabeth Kennedy	ekennedy
Track & Field			
Sprints	Head	Jannie Kruger	jkruger
Long Jump	Head	Don Wilson	dwilson
High Jump	Head	Bernice Ferdinand	bferdinand
Throws	Head	Desirey Webdale	dwebdale
Long Distance	Head	Tobin Jarman	tjarman
Badminton			
Varsity	Head	Luke Jones	ljones
Junior Varsity	Head	Dwayne Smith	dsmith
U14-12	Head	TBA	
Netball			
All Ages - Girls	Head	Rebecca Blundell	rblundell
Table Tennis			

All Ages	Head	TBA	
Activity Coaches 2017-18			
Academic Games			
Varsity & Junior Varsity	Head	Jason Maraku	jmaraku
	Asst.	Nicole Scott	nscott
Band & Choir			
All Ages - Band	Head	Ben Tomczak	btomczak
	Asst.	Paul Wright	pwright
All Ages - Choir	Head	Caleb Doyle	cdoyle
Forensic & Debate			
Varsity & Junior Varsity	Head	Lynette Winnard	lwinnard
	Asst.	TBA	

NESAC Sport* , To Be Announced (TBA)

4.2 Sports Seasons for the current year

Volleyball				
Varsity (U19) Boys/Girls	1-5 November	NESAC	ASK, Kuwait	
JV & V Season:	JV (U16) Boys/Girls	1-5 November	NESAC	QAD, Host
(27 Aug. - 5 Nov.)	U14 Boys	7 November	QUESS	AKIS, Doha
U14-12 Season:	U14 Girls	8 November	QUESS	AKIS, Doha
(10 Sept. - 8 Nov.)	U13 Boys	5 November	QUESS	QAD, Host
	U13 Girls	6 November	QUESS	QAD, Host
Swimming				
All Age Groups (27 Aug. - 14 May)	Junior Varsity & Varsity	16 Oct. (Girls) 17 Oct. (Boys)	QUESS	ASD, Doha
		*8-11		
	JV & V Boys/Girls	November	NESAC	UASD, Dubai
	U14-12 Girls	13 May	QUESS	AKIS
	U14-12 Boys	14 May	QUESS	AKIS
Season 1 Awards		Week of November 12th		QAD

Basketball				
JV & V Season:	Varsity (U19) Boys/Girls	*7-11	NESAC	UASD, Dubai
(12 Nov. - 4 Feb.)	JV (U16) Boys/Girls	7-11 November	NESAC	ASK, Kuwait
U14-12 Season:				
(26 Feb. - 17 May)	U14-12 Boys/Girls	4 Mar. - 15 May	QUESS	Various
Football				
JV & V Season	JV/Varsity Boys QF League		QF League	QAD & ASD
(12 Nov. 4 Feb.)	Varsity (U19) Boy/Girl	*31 Jan. - 4 Feb.	NESAC	GWA, Dubai
	JV (U16) Boy/Girl	31 Jan. - 4 Feb.	NESAC	QAD, Host
U14-12 Season:				
(7 Jan. - 22 Mar.)	U14-12 Boys/Girls	7 Jan. - 22 Mar.	QUESS	Various
Season 2 Awards		Week of February 18th		QAD
Track & Field				
All Ages Season:	All Ages Boys	7 March	QUESS	QLA
(11 Feb. - 15 Apr.)	All Ages Girls	12 March	QUESS	AKIS
	JV/V Boys/Girls	*12-15 Apr.	NESAC	GWA, Dubai
Badminton				
All Ages Season:	JV/V Boys/Girls	11-15 Apr.	NESAC	ASK, Kuwait
(11 Feb. to 7 May)	All Ages Girls	29 April	QUESS	MIS, Doha
	JV/Varsity Boys	30 April	QUESS	MIS, Doha
	U14-12 Boys	7 May	QUESS	MIS, Doha
Season 3 Awards		Week of April 22nd		QAD
<i>*Dates and location subject to change due to current blockade</i>				

4.3 NESAC events for the current year

Event	Dates	Host	Schools Competing
JV Volleyball	1-5 November	Qatar Academy	AISK, ASK, GWA, QA, UASD, 6th?
Varsity Volleyball	1-5 November	American School Kuwait	AISK, ASK, GWA, QA, UASD, 6th?
JV & V Academic Games	2-5 November	American International School Kuwait	AISK, ASK, GWA, QA, UASD-6th?
Swimming	9-12 November	Universal American School Dubai	AISK, ASK, GWA, QA, UASD, 6th?
JV Football	31 Jan - 4 Feb	Qatar Academy	AISK, ASK, GWA, QA, UASD, 6th-ACSQ
Varsity Football	31 Jan - 4 Feb	Gems World Academy	AISK, ASK, GWA, QA, UASD, 6th-ACSQ
Band & Choir (JV & V)	31 Jan - 4 Feb	Gems World Academy	AISK, ASK, GWA, QA, UASD, 6th?
Varsity Basketball	7-11 February	Universal American School Dubai	AISK, ASK, GWA, QA, UASD, 6th?
JV Basketball	7-11 February	American School Kuwait	AISK, ASK, GWA, QA, UASD, 6th?
Track and Field	12-15 April	Gems World Academy	AISK, ASK, GWA, QA, UASD, 6th?
Badminton (JV & V)	11-15 April	American International School Kuwait	AISK, ASK, GWA, QA, UASD, 6th?
Forensics & Debate (JV & V)	19-22 April	Universal American School Dubai	AISK, ASK, GWA, QA, UASD, 6th?

5. Student Eligibility Requirements

- All students who attend QAD are potentially eligible and encouraged to participate in our programmes
- The Falcons Spirit is based on personal growth through active learning, fundamentally being a positive contributor to our community whilst behaving well and achieving academic success.
- We encourage a balanced approach to activities, do not overcommit but set high standards and complete a top job of everything you do!

5.1 Eligibility Requirements

Students must meet the following requirements to be eligible to participate. Participation of ineligible students shall result in individual and team sanctions, including forfeits for the team.

1. All students must maintain acceptable academic standing (or a 24 point total for Grades 11 & 12) and not earn any grade of 3 or less in more than 2 classes, an EPA of 5 or better and remain below the number of allowable absence per year as per the Qatar Academy Doha Attendance Policy.
2. Students who find themselves not meeting any one of the above expectations or who are currently on report or contract to their grade level leader or administration will undergo a review process determining their eligibility to participate on school teams or any other extra-curricular activity.
3. All students must act as positive role models in and out of class. Any negative behavioural issues could jeopardize participation.
4. All students must remain in Good Standing according to the Qatar Academy Doha Attendance Policy.
5. **Students must attend all of their scheduled classes in order to participate in a practice or contest that day.**
6. If a student wishes to participate in more than one sport per season, they must fill out an [application form](#) and the head coaches of each sport and the Athletic Supervisor will decide if the student may participate in both sports.
7. Students who have reached the age of 16 prior to September 1 of the academic calendar are ineligible to participate in Junior Varsity competition.

8. If a student has exceeded their annual allotment of 50 In School Event periods, they will not be eligible to travel with the team if the event requires the student to miss any school (students can appeal for special permission to the High School Principal to travel if they have exceeded the ISE 50 days).
9. Students must maintain consistent training attendance, failure to meet this requirement will lead to expulsion from the team and possible future sanctions.
10. 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.

6. Team Selection

6.1. Signing Up & Team Selection

- All participants must sign-up electronically on the Sports Sign-Up tab of the Athletic Blog. This provides important information and the initial practice roster for the coach.
- All players are expected to be available for the NESAC tournament. Coach can retain players who are not available at his/her discretion.
- All potential participants must attend the first week try outs. Coach will then name the practice roster and all participants & their parents/guardians will sign and return the player contract.
- The Coach is in-charge of selecting the team and deciding on the number of players in the practice roster. Participants may be cut. From this group the coach selects the final NESAC roster with non-travelling reserves a minimum of four weeks before the tournament (reserves move into travelling team if anyone on NESAC roster becomes ineligible).
- Any school issued uniforms will be issued to the Coach who will distribute to players. It is then each player's responsibility to have a clean uniform for each fixture and to return this uniform immediately to their coach after their final competition
- Athletes who do not return an issued uniform will have to pay for a replacement (QR350) and will not be eligible to participate in future programmes until this payment is made.
- Athletic Office will identify & contact any potential NESAC roster participants who would require a prior visa to assist with an application.
- Athletic Supervisor is in-charge of checking each player on the roster for NESAC travel eligibility
- Any player identified as ineligible to travel may make an appeal to be allowed to travel
- NESAC roster students must return the Trip Form and make the payment to the cashier by the indicated deadline. No student can travel if payment is not made prior.
- Students selected for international trips must complete the [Pre-Arranged Absence Assignment Contract](#) with their teachers two weeks before travel. This must be sighted & checked by the AO in the week before travel.
- Students on the practice roster are eligible for awards.
- A student that drops below 75% participation can be removed from the team.

- Students are expected to start practice at the advised start time and not leave until the practice is completed.
- All students on the practice roster are expected to attend the end of season awards ceremony.
- Practice details are published weekly on the blog, Tuesdays are now locked down for all Faculty professional meetings. The AO may offer some activities on Tuesdays, otherwise no regular team practices, extracurricular events will occur.
- The following chart represents the team size restrictions determined by NESAC (Coach may choose to take a smaller group);

ACTIVITY	BOYS (Max)	GIRLS (Max)
JV Volleyball	12	12
Varsity Volleyball	12	12
JV/Varsity Swimming	12	12
JV Football	16	13
Varsity Football	16	13
JV/Varsity Badminton	10	10
JV Basketball	10	10
Varsity Basketball	10	10
Track and Field	48	
Band and Choir	20	
JV/Varsity Academic Games	16	
Forensics	20	

7. Travel Protocol

7.1 Responsibilities:

- All student athletes & NESAC activities participants must electronically sign-up on the athletics blog prior to season starting for respective teams. This collects important core information including availability for the NESAC tournament.
- Students who are selected for a Varsity (U19) or Junior Varsity (U16) team are required to travel if they are a member of a team that has travel commitments to NESAC member schools.
- An early information form will be posted on the Athletic Blog with event details and estimated costs.
- The trip form with all final information will also be posted and a hard -copy sent home.
- This must be completed and returned to the AO by the due date.
- The AO will assist with securing prior visas, students will be contacted early to provide the required information.
- There will be a team meeting with chaperones and the Athletic Supervisor in the week before travel to confirm the organisation, rules and expectations of each trip.
- The QAD international trip chaperone policy is 8:1 plus 1, if the group is mixed gender, there must be a chaperone from each gender. Each trip will have a designated Trip Leader.
- Parents can make an appointment with the Athletic Supervisor to discuss any aspect of the international trips.
- All travelling students and staff must provide the AO a passport copy for the airline booking.
- Two weeks before the trip all student participants must meet with their teachers to confirm a plan for catching up any missed work/assignments/assessments. All travelling must complete a **Pre-Arranged Absence Assignment Contract** and have this checked by the AO.

7.2. Expectations:

- Students are not permitted to separate from their team.
- Students will travel to and from QAD with the group (parents may choose to pick up direct from the airport on return but the chaperones must be notified).

- Upon arrival at the destination, under no circumstances will a student be permitted to be picked-up by family members, relatives or friends.
- All school rules, the Athletic Program policy and the drug and alcohol policy are in effect for the duration of the trip.
- Students must abide by all site rules at the host schools venues.
- Students must not leave the team hotel or any designated boundary ie mall on visit unless directly approved and accompanied by a trip chaperone.
- Students must be in their hotel rooms by the NESAC curfew time of 10.00pm.
- At curfew chaperones will check all rooms, room is tidy, all students are present. Lights are to be out by 10.30pm. No student can leave their room after curfew unless it is an emergency situation.
- No students can change their rooming assignments unless approved by the Trip Leader.
- No students are permitted to travel in non-authorized vehicles. Students must travel with a chaperone at all times.
- Students are personally responsible for any additional spending at the hotel (eg phone use, room service).
- Students must apply on the Trip Form if they wish to make a family visit during the tournament. This has to be agreed by the Trip Leader on satisfaction that the visit can be made without negatively impacting on the core programme. Visitations are not encouraged, family are encouraged to come and support the tournament.
- Only the same gender can be in team hotel rooms. Groups can meet in hotel public areas.
- The Coaches/Chaperones have ultimate authority during the trip.
- If an infraction of the rules is committed during the trip, the coach/chaperone will write a full report and present it to the administration and Athletic Supervisor. Disciplinary action will reflect the seriousness of the infraction.
- 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 trip will be continuously supervised. However, there will be occasions when students will be on their own (e.g.; within the Mall if visited, in hotel rooms, at various locations on campus, etc.). School rules remain in effect whether or not the Coach/Chaperone is present.

7.3 Travel Costs:

- Parents are responsible for all direct student NESAC expenses. This is mainly the airfare and hotel stay costs (share twin basis). This is also any visa costs and a modest amount of personal spending required on these trips. Breakfast, wireless and laundry are all part of the room rates, the host will provide lunches and the final banquet evening meal.
- Signing the trip form commits parents to paying for these trips. **All payments are non-refundable.** The only possibility of a refund is if a suitable replacement can be found.
- QF supports these trips by paying the entry fees and all costs associated with sending staff chaperones to each event.

- Travel costs must be paid to the cashier (Primary school 'spine' location) by the due date. No travel is permitted if payment is not made.

7.4 Medical Care & Treatment

- Any medical issues are declared on the trip contract form. All participants are cross-checked with the school nurse to confirm any medical, dietary issues.
- All tournament events will have specialist first response medical care on site (nurse, first-aid specialist)
- Travelling groups will take a first-aid kit and chaperones are responsible for the welfare of all travelling students.
- All chaperones are encouraged to hold current first-aid certificates.
- All students should submit evidence of medical insurance cover in the trip package. If students have their own insurance cards they should travel with these.
- Any student that requires hospital treatment will be accompanied by a chaperone the entire time.
- Parents are responsible for paying any fees incurred and reclaiming on their insurance.
- Parents will be called to make any payment via their credit card over the phone. If no parent can be contacted the QAD Director will make payment via school credit card and this must be paid back by the family concerned.
- Parents of any students who require hospital/GP medical treatment must be contacted and informed of the welfare of the student by the Trip Leader.
- Parents will be informed if chaperones have a high level of concern re the welfare of any students on trips.

7.5. Travel and Attendance at School:

If the plane arrives late, students do not have to attend school until 10 hours after landing. It is the Trip Leaders responsibility to inform students of the time they are to be in school.

Trips usually return on a Sunday, returning students do not have to attend classes this day.

7.6. Dress and Grooming

We currently do not have a specific travel uniform but are working toward establishing one.

As an interim measure all students are expected to travel in smart attire or National dress.

- No jeans (of any colour) or shorts, collared shirt for boys. Dress slacks or long skirts, blouses with sleeves for girls.
- No **flip-flop** sandals, No **T-Shirts**, No shirts that show the midriff, No **athletic/sport/running** shoes.
- On the return from tournaments, all students are to wear the tournament t-shirt.
- If the trip departs after school, all students are to wear school uniform to all of their classes that day.

- On the field students are responsible for presenting in the correct QAD uniform.

7.6. Local Trip Protocols

- All students travelling to QAD fixtures in Qatar must meet the QAD eligibility policy requirements.
- Coach's name team selections prior to each trip, these are posted on the Athletics Blog
- Transport is arranged for local fixtures, leaving from, and returning to QAD.
- Before the trip, ideally a minimum of 3 days, parents will receive an sms informing them of the trip with travel details.
- It is also the responsibility of the QAD student to inform their parents of trip details.
- Parents must contact the AO before the trip if they intend to pick up their son/daughter direct from the venue, rather than back at QAD.
- Students must travel in authorised transport (usually QF transport buses, or similar outsourced transport providers).
- Travelling students must abide by the QAD travel policy, seat-belts must be used, no standing on bus transport is permitted.
- In extreme cases, parents may be directly contacted to approve of any other transport arrangements.
- Team coach/trip chaperone is in charge of the students at all times.
- All usual school rules apply. Students must meet the highest behavioural standards at all times as they are representing QAD.

7.7. Local First Aid/Medical Care

- A school nurse is on duty to 3pm each school day.
- The coach is responsible as the first responder for the safety and care of the team.
- First aid kits are in the Physical Education and Athletic Offices. Ice and ice-packs are in the AO storeroom outside the MPH. Posters in the gyms and storerooms display all key contact numbers. After-school hours the QF Clinic ph44541242 or 44541244 (Student Centre, Education City) is open to 3.30pm weekdays, (closed Fridays & Saturdays)).
- The QF ambulance is always on call, 4454-0999 or 5556-0752.
- In the event of any more serious injury that requires expert medical assistance, parents will be informed immediately. Any student that needs to go to hospital must be chaperoned by QAD staff.
- First aid/nursing staff will be on hand throughout all hosted NESAC tournaments.

8. Breach of School Rules/Discipline

8.1 School Rules

- Any breach of any school rule while participating in a sporting activity may disqualify students from participation in the activity, and result in loss of travelling privileges
- A student removed from a team for cause, or reprimanded for a violation of the QAD school policy and/or this handbook while representing the school may have his/her eligibility discontinued for future events
- A student that skips a class, a day of school-in whole or in part-will be immediately suspended from all athletic activities with the AS to review future eligibility.

8.2 Breach of Attendance Rule

- Athletes must inform their coach-in person-if they are going to miss a practice. If out of school an sms or email should be sent to inform the coach.
- A student that does not inform his/her coach of his/her absence from practice will have the following action taken-first offence (coach gives warning)-second offence (AS informed and meets with athlete, possible suspension from the team)-third offence (permanent removal from the team with no appeal).
- Students who have excessive absences or have dropped out of (quit)_a previous sport may not be eligible for future programme participation.
- Students who over extend their extra-curricular commitments have to negotiate with coaches/lead teachers to be granted an excused absence. The AS must be informed.

8.3 Suspensions

- A student, who receives a suspension while participating in a sport activity, may be immediately suspended from his/her team.
- A student that is suspended from school for any Level 3 discipline related issues may not be eligible to participate on a school team for the remainder of the school year.

9. Student Leadership Organisation

9.1 Sports Executive Council

This is the student leadership group that meet weekly with the AO to assist with the overall organisation and successful implementation of the programme.

Students can apply to be selected onto this committee at the end of the prior year. The AO will select the successful candidates . The committee positions of President, Vice-President and Secretary will be appointed by the AO early in the school year. Ideally this group will include ambassadors for each NESAC sport offered in our programme.

This group will be joined by respective NESAC team captains during their regular seasons.

SEC Objectives

- Provide our students the ability to directly input and improve their sports programme.
- Provide organizational, leadership and event management opportunities for a range of senior students.
- To help foster an atmosphere of collaboration and shared pride in our community.
- To initiate the set-up of an athletics alumni of past QAD athletes
- To assist with the encouragement and management of QAD volunteers who will complete a range of tasks for C&S and CAS hours
- Especially target mobilizing the school community to fully support NESAC Tournaments that we host, including selecting and organizing a range of student volunteers and hosts.
- Direct input into organizing the three season NESAC Sports Awards
- Assist with the evaluation of sports seasons by some players from every team
- Provides the opportunity to deliver new student driven initiatives

9.2 Sports & Event Volunteers

All members of the QAD community can potentially join this service as action group to volunteer their time and expertise to assist with the practical running of all programmes and especially competitive fixtures and hosted tournaments (NESAC). Students can sign-up to join this group and they will then apply/volunteer for advertised positions. Examples of tasks are- scoring games, photography, DJ events, managing teams, assisting coaching, event management, event ambassadors.

10. Athletics/NESAC Awards

10.1 Middle School & NESAC Awards

Please be advised participants 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 award, even if they satisfy the performance standards described below.

10.2 Most Valuable Player (MVP)

This award recognizes the athlete making the greatest contribution to his or her sport in terms of overall excellence in performance.

10.3 Most Improved Player (MIP)

This award recognizes the athlete whose performance indicates the greater degree of improvement during the season.

10.4 Coach's Award

Recipients are chosen by the Coaches based on a number of important factors. Among these are leadership, attitude, effort, performance, and attendance. Recipients embody excellence both on and on of the pitch; they give 100% at practices, demonstrate great responsibility; and they respect the sport, their fellow athletes, and their coaches.

10.5 Athletes of the Year

This award recognises the year's most outstanding male and female athletes. Candidates must be highly respected in the community for sportsmanship, desire to excel, cooperation and loyalty. All prospective athletes of the year are to maintain above-average grades and make a highly significant personal contribution to their sports.

Other criteria for selecting candidates for the male & female athletes of the year include:

- Must compete in at least two U19 sports during the year
- Skill level displayed in each sport during the season

10.6 Scholar Athlete of the Year

The scholar-athlete award recognises a member of the senior class in recognition of his or her high level of achievement in the classroom and exemplary performance in athletic activities during his or her four years in high school, grades 9-12.

Criteria for selecting candidates for scholar-athletes award include:

- Earning accumulative GPA of 5.5 or above.
- Participation in a minimum of four U19 teams during their junior and senior years.

The scholar-athlete is then selected from the list of candidates on the basis of earning the highest score using the following criteria:

- Highest cumulative GPA.
- Attendance at practices, games and team meetings.
- Total number of sports.
- Leadership position held, (team captain etc.).
- Coaches comments regarding their maturity, dependability, sportsmanship, fair play, self-discipline, and respect for peers, coaches, officials and opponents.
- The coaches and Athletic Supervisor, subject to approval of the High School Principal, make the final decision.

10.7 Special Awards

A special award may be presented to specific people or groups who have made a significant contribution to the QAD athletic & activities programmes through their interest, support and actions.

10.8 Award Ceremonies During the Year

At the conclusion of the NESAC season, team captains, in consultation with coaches and the Athletic Office will organise the end of season celebration and awards ceremony.

Awards ceremonies will be held the week after season ends for all NESAC participants;

- **Season one- Academic Games, Volleyball & Swimming (week of 12 November)**
- **Season two- Band & Choir, Basketball & Football (week of 11 February)**
- **Season three- Badminton, Debate & Forensics, Track & Field (week of 22 April)**

***This year will feature a new award ceremony to be held on April 22. This will recognise outstanding contributions to our wider extra-curricular programmes. Six of these will be our higher awards from the Athletics programme and further awards will be made from our NESAC activities. It may be called 'Pride of QAD' Awards Evening and will be held in the Awsaj Auditorium.**

11. Athletic Supervisor's Discretion

- For any scenarios that are not covered in the Athletic Department Handbook or occurring outside the scope of the Athletic Department Handbook, the Athletic Supervisor (through consultation with administration) will develop policy (as needed) and will make the final decision
- For any scenarios that a senior administrator cannot be contacted for consultation, the Athletic Supervisor has authority to make administrative decisions

Appendix

1. Player/Parent Contract

Qatar Academy Doha 2017-18 Student Athlete/Parent Contract

Qatar Academy Doha Athletic Program – Philosophy

The Qatar Academy Athletic Department believes that an extracurricular athletic program is vital to the educational, physical and emotional development of a student. The athletic program plays an important role in the life of the QAD student. Athletic activities support the academic mission of the Academy and the development of the IB Learner Profile attributes.

Registration, Tryouts & Season Timeline

Prior to the start of each sport's tryout week, all interested athletes must sign-up for the team through the QA Athletics blog. Athletes will not be allowed to tryout unless they are on the team's official register.

The first week of each season will be a dedicated tryout period. Athletes that do not attend the tryout will not be considered for the team's selection. At the end of the week the coaches will name their practice squad.

Once a practice team has been selected, each participant must indicate whether or not they will be available for NESAC travel at the end of the season. 4 weeks prior to the NESAC competition, a travel team will be selected.

Student Eligibility Requirements

Students must meet the following requirements to be eligible to participate. Participation of ineligible students shall result in individual and team sanctions, including forfeits for the team.

1. All students must maintain acceptable academic standing (or a 24 point total for Grades 11 & 12) and not earn any grade of 3 or less in more than 2 classes, an EPA of 5 or better and remain below the number of allowable absence per year as per the Qatar Academy Doha Attendance Policy.
2. Students who find themselves not meeting any one of the above expectations or who are currently on report or contract to their grade level leader or administration will undergo a review process determining their eligibility to participate on school teams or any other extra-curricular activity.
3. All students must act as positive role models in and out of class. Any negative behavioural issues could jeopardize participation.

4. All students must remain in Good Standing according to the Qatar Academy Doha Attendance Policy.
5. **Students must attend all of their scheduled classes in order to participate in a practice or contest that day.**
6. If a student wishes to participate in more than one sport per season, they must fill out an [application form](#) and the head coaches of each sport and the Athletic Supervisor will decide if the student may participate in both sports.
7. Students who have reached the age of 16 prior to September 1 of the academic calendar are ineligible to participate in Junior Varsity competition.
8. If a student has exceeded their annual allotment of 50 In School Event periods, they will not be eligible to travel with the team if the event requires the student to miss any school (students can appeal for special permission to the High School Principal to travel if they have exceeded the ISE 50 days).
9. Students must maintain consistent training attendance, failure to meet this requirement will lead to expulsion from the team and possible future sanctions.

Travel Requirements

International Events

Once a student has been selected to the NESAC travel team, they are expected to fully meet the financial and administrative requirements in order to travel. Each athlete and their parent/guardian will be required to sign a Parent Release Form 4 week prior to the travel date. Each student will be expected to individually finance their flight, accommodation and other expenses for each trip. **Should the student pull out of the trip after being selected for the team [including academic ineligibility], and the team is unable to fill their spot, they will still be financially responsible for their flight and accommodation.**

Athletes are responsible to know and abide by the NESAC code of conduct.

Local Events

Students must travel with the team to any local competitions. Should a parent want to pick up their student directly from the competition, they must contact the coach before the start of the competition. A student may not be granted an excuse by contacting their parent by phone during or after the competition.

Dismissal From or Quitting a Team

In the event that an athlete has been selected to a team and their membership is terminated, he/she is ineligible to participate in any other sport during that season and may be prohibited from participating in a team for the remainder of the year.

Similarly if an athlete voluntarily quits the team, he/she is ineligible to participate in any other sport during that season and may be prohibited from participating in a team for the remainder of the year. Both of the above scenarios are under the discretion of the Athletic Supervisor.

Team Uniforms

Each athlete is responsible for their team uniform. They are required to wear a clean, complete uniform for competition. No uniforms will be distributed on the day of a competition should the student forget theirs. At the end of the season they are to return their school issued uniform back to the coach immediately after their final competition. Failure to return issued uniform (in full-or part) will result in a uniform replacement fee of QR350 being charged. Failure to pay this charge will make the student ineligible for all future participation.

General Discipline, Policies and Procedures

The rules, policies and procedures addressed in this contract does not cover everything that is listed in the Athletics Handbook. It is the responsibility of each student and parent/guardian to review the full Athletic Handbook and be held accountable for its contents and requirements.

Furthermore, this contract and the Athletics Handbook does not cover every possible infraction. Any infractions that are not listed will have consequences based on the discretion of the Coach, Administration and Athletic Supervisor.

Student Name: _____ Advisory: _____

Parent and Student-Athlete: Review this contract carefully, complete information as requested, affix signatures, and return the completed contract/permission form to the school.

Stipulations: The student-athlete and his or her parent/guardian have received and read the Student Contract. Based on this information, the student and parent/guardian understand and stipulate to the following:

1. I/We understand the eligibility regulations required for participation.
2. I/We affirm that the student has satisfied all of the eligibility requirements.
3. I/We affirm that the student will exert effort to maintain a high level of academic achievement.
4. I/We, as a participant or spectator, will exhibit a high level of sportsmanship at contests.
5. I/We will follow appropriate procedures in communicating concerns to coaches.
6. I/We affirm that the student will abide by all team and participation standards.
7. I/We affirm that the student will not use, nor be in the vicinity of illegal drugs, alcohol, and tobacco.
8. I/We affirm that the student will abide by the NESAC code of conduct

Permission to Participate:

I/We hereby authorize and consent to our child's participation in the QAD Athletics Program.

I/We understand that the sport(s) in which our child will be participating is potentially dangerous, and that physical injuries may occur to our child requiring emergency medical care and treatment.

I/We assume the risk of injury to our child that may occur in an athletic activity.

I/we agree to release and hold harmless the Qatar Academy Doha School, its members, the Superintendent of Schools, the principal, all coaches, and any and all other of their agents, servants, and/or employees and agree to indemnify each of them from any claims, costs, suits, actions, judgment, and expenses arising from our child's participation in interscholastic and NESAC athletics.

I/We hereby give our consent and authorize the Qatar Academy Doha School and its agents, servants, and/or employees to consent on our behalf and on behalf of our child, to emergency medical care and treatment in the event we are unable to be notified by reasonable attempts of the need for such emergency medical care and treatment.

Please affix signatures below and return to the Athletics Department.

_____	_____	_____
Print Parent or Legal Guardian Name	Signature of Parent or Legal Guardian	Date
_____	_____	
Signature of Student	Date	

2. Pre Arranged Absence Assignment Contract

Pre-Arranged Absence Assignment Contract

This procedure applies to all students attending Qatar Academy Doha and their eligibility to participate in extracurricular activities.

Student Name: _____ Date(s) of Absence: _____ Activity: _____

Qatar Academy Doha believes that extracurricular activities, those pursued in addition to the normal course of study, play a vital role in the development of community and provide opportunities to enhance learning in a variety of settings. Involvement in school sponsored activities may result in students being absent from school for extended periods of time. The Assignment Contract provided students and faculty an opportunity to develop a plan that reduces the impact of absences upon teaching and learning.

Students who will miss class due to participation in school sponsored activities are required to meet with their teachers prior to the departure date to discuss assignments, make up assignments and due dates. Both student and teacher will sign the Assignment Contract understanding commitments and a reasonable timeline for submission of work to be missed. Students are also expected to keep up with Google Classroom sites to keep current while away.

Class	Teacher	Upcoming Assessment	Learning Activities to be Completed (filled out by Student)	Deadline	Teacher Signature
Arabic / French / Spanish					
Art/Drama /Film/Music					
Design					
English					
Humanities					
Islamic / Culture Studies					
Maths					
PHE					
Qatari History					
Personal Project					
Science					

Guidelines:

1. The forms are to be distributed **two weeks prior** to date of absence.

2. Students are expected to meet the contracted deadlines, as well as be prepared and in class immediately before **and** after the activity.
3. Students who fail to attend class before or after the event are deemed to be not meeting their obligations and will be subject to disciplinary action.
4. Students will retain this original form, with a copy given to the coach/sponsor for collating **2 days prior** to date of absence.
5. Coaches/Sponsors are expected to receive forms from 100% of their students. Students must be sent away from extra curricular practices until the form is signed.
6. In case of disputed agreements between students and teachers before leaving for the event, coaches / sponsors will return all completed forms to the Athletic/Activities office, which will retain the contract for **two weeks** after the event is completed.

Students returning to the country on **night flights** after participating in school--sponsored trips need not report to school until 10 hours after the plane lands in Doha. It is the responsibility of the administrator in charge of the trip to advise the students at the airport of the time they must report to school the next day. This trips administrator will also inform the high school office of the designated time. Absence or tardiness beyond this time may result in a student being ineligible to participate in the next trip or activity. All students have the option to attend school earlier, but it is not expected.

Student Signature

Parent Signature



Pre-Arranged Absence Assignment Contract

Student Name: _____ Date(s) of Absence: _____ Activity: _____

Qatar Academy Doha believes that extracurricular activities, those pursued in addition to the normal course of study, play a vital role in the development of community and provide opportunities to enhance learning in a variety of settings. Involvement in school sponsored activities may result in students being absent from school for extended periods of time. The Assignment Contract provided students and faculty an opportunity to develop a plan that reduces the impact of absences upon teaching and learning.

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Class	Teacher	Upcoming Assessment	Learning Activities to be Completed (filled out by Student)	Deadline	Teacher Signature
Group 1:					
Group 2:					
Group 3:					
Group 4:					
Group 5:					
Group 6:					
TOK:					

Guidelines:

1. The forms are to be distributed **two weeks prior** to date of absence.
2. Students are expected to meet the contracted deadlines, as well as be prepared and in class immediately before **and** after the activity.
3. Students who fail to attend class before or after the event are deemed to be not meeting their obligations and will be subject to disciplinary action.
4. Students will retain this original form, with a copy given to the coach/sponsor for collating **2 days prior** to date of absence.
5. Coaches/Sponsors are expected to receive forms from 100% of their students. Students must be sent away from extra curricular practices until the form is signed.
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Student Signature

Parent Signature