

Qatar Academy Doha

Athletic Program Handbook 2019 20



Near East Schools Activities Conference

**Welcome to the Qatar Academy Doha
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.

This 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 compete with high levels of sportsmanship and integrity. 'Falcons code is fair play all the way'!

Our core communication tool is our [Athletics & Activities Site](http://bit.do/qadactivities) (go to bit.do/qadactivities) and we will continue to improve and refine this. Please use our site regularly and familiarise your parents with it.

This is the sixth year of NESAC and the last two years have been very difficult due to the blockade and decreasing programme participation by QAD students. There are many benefits for our students in being part of NESAC and this year we have decided to remain in the conference and participate as much as possible. For the first time in three years we are hosting an event on site, Speech & Debate in late March, which is very exciting! We will also host the JV Football tournament in Sportcamp Greece again and look forward to sending competitive teams to all the NESAC events we are able to attend. All participants in the programme should strive to make the NESAC roster and the tournaments are the natural climax and finish of our respective seasons.

With your help, cooperation and support, the 2019-20 athletic & activities seasons will be 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.
- Student's, 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 to 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 QAD 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. Teams must line up and shake the opposition and officials hands.
- 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)
- Doha 6 Basketball Leagues (U19 & U16 Boys & Girls)
- Qatar Foundation School Sports Association

3.2 NESAC (Near East Schools Activities Conference) Members

1. American Community School Beirut - ACSB
2. American International School Kuwait – AISK
3. American School Kuwait – ASK
4. International College Beirut - IC
5. Qatar Academy Doha – QAD
6. Universal American School Dubai - UASD

*these are official ‘invitation schools’ interested in joining our conference in the future;

GEMS Academy Abu Dhabi (GAA) and American International School Abu Dhabi (AISA)

4. Coaches, Season & Tournament Calendars

4.1 Coaches for the current year

Sports Team Coaches 2019-20			
Volleyball			
Team	Position	Coach	Contact: @qf.org.qa
Boys MS U14-12	Head	Andrew Harris	aharris
	Asst.	Blake Hanna	bhanna
Girls MS U14-12	Head	Junaid Hussain	jhussain
	Asst.	Reyes Botella	rbotella
Girls Junior Varsity *	Head	Miller Green	migreen
Boys Junior Varsity *	Head	Yasser Ibrahim	yibrahim
	Asst.		
Boys Varsity *	Head	Othman Al Omar	oalomar
	Asst.	Richard Watson	rwatson
Girls Varsity *	Head	Redempta Ndirangu	rndirangu
	Asst.		
Football			
U12 Boys	Head	Aboubacar Diakite	abdiakite
U13 Boys	Head	TBA	
U14 Boys	Head	Blake Hanna	bhanna
U14-12 Girls	Head	Miller Green	migreen
Girls Junior Varsity *	Head	Laurel Jordan	ljordan
	Asst.		
Boys Junior Varsity *	Head	Miller Green	mgreen
	Asst.		

Girls Varsity*	Head	Matthew McCormack	mmccormack
	Asst.		
Boys Varsity *	Head	Michael Sarmeinto	msarmiento
	Asst.		
Basketball			
Boys U13/12	Head	TBA	
Boys U14/13	Head	Usman Jamil	ujamil
Girls U14-12	Head	TBA	
Girls Junior Varsity*	Head	Chris Eng	ceng
	Asst.		
Boys Junior Varsity*	Head	Usman Jamil	ujamil
	Asst.		
Boys Varsity*	Head	Sebastian Kasiuk	skasiuk
	Asst.	Oskar Kasiuk	okaisuk
Girls Varsity *	Head	Chris Eng	
	Asst.		
Track & Field			
Sprints	Head	Jannie Kruger	jkruger
Long Jump	Head	Don Wilson	dwilson
High Jump	Head	Bernice Ferdinand	bferdinand
Throws	Head	TBA	
Long Distance	Head	Laurel Jordan	ljordan
Badminton			
Varsity	Head	TBA	
Junior Varsity	Head	TBA	
U14-12	Head	TBA	
Table Tennis			
All Ages	Head	TBA	
NESAC Activity Coaches 2019-20			
Academic Games			
Varsity & Junior Varsity	Head	Jason Maraku	jmaraku
	Asst.	Nicole Scott	nscott
	Asst.	Brett Scott	bscott

Band & Choir			
All Ages - Band	Head	Hector Moy	hmoy
	Asst.	TBA	
All Ages - Chior	Head	Hector Moy	hmoy
Speech & Debate			
Varsity & Junior Varsity	Head	Lynette Winnard	lwinnard
	Asst.	TBA	

NESAC Sport* , To Be Announced (TBA)

4.2 Sports Seasons for the current year

Season One				
Volleyball	Varsity (U19) Boys/Girls	5-9 November	NESAC	IC, Beirut
JV & V Season:	JV (U16) Boys/Girls	6-10 November	NESAC	AIS, Abu Dhabi
(25 Aug. - 10 Nov.)	U14 Boys	25 September	QUESS	AKIS, Doha
U14-12 Season:	U14 Girls	24 September	QUESS	AKIS, Doha
(1 Sept. - 30 Oct.)	U13 Boys	30 September	QUESS	QAD, Host
	U13 Girls	2 October	QUESS	QAD, Host
Swimming -shifting to delivery by H20				
Season Two				
Basketball				
JV & V Season:	Varsity (U19) Boys/Girls	*12-16 February	NESAC	IC, Beirut
(11 Nov. - 16 Feb.)	JV (U16) Boys/Girls	6-10 February	NESAC	UAS, Dubai
U14-12 Season:				

(16 Feb - 16 April) U14-12 Boys/Girls		1 March. - 16 April	QUESS	Various
Football				
JV & V Season	JV/Varsity Boys QF League		QF League	QAD & ASD
(3 Nov. - 16 Feb.)	Varsity (U19) Boy/Girl	*5-9 Feb.	NESAC	ASK, Greece
	JV (U16) Boy/Girl	12-16 Feb.	NESAC	QAD, Greece
Season 3				
U14-12 Football Season:				
(26 Jan. - 9 Apr.)	U14-12 Boys/Girls	.	QUESS	Various
Track & Field				
All Ages Season:	All Ages Boys	16 March	QUESS	ASD
(23 Feb. - 25 Apr.)	All Ages Girls	9 March	QUESS	ASD
	JV/V Boys/Girls	*22-25 April	NESAC	ACS, Beirut
Badminton				
All Ages Season:	JV/V Boys/Girls	13-17 March	NESAC	UAS, Dubai
(16 Feb. to 16 April)	All Ages Girls	17 March	QUESS	MIS, Doha
	JV/Varsity Boys	27 March	QUESS	MIS, Doha
	U14-12 Boys	20 March	QUESS	MIS, Doha
<i>*Dates and location subject to change due to current blockade</i>				

4.3 NESAC events for the current year 2019 20

Event	Dates	Host	Schools Competing
JV & V Academic Games	7-10 November	American International School Kuwait	ACSB, AISK, ASK, IC, QAD, UASD
Swimming	7-8 November	GEMS American Academy Abu Dhabi	ACSB, AISK, ASK, IC, GAA, UASD
JV Volleyball	6-10 November	American International School Abu Dhabi	ACSB, AISK, ASK, IC, GAA, UASD
Varsity Volleyball	5-9 November	International College	ACSB, AISK, ASK, IC, QAD, UASD,
Varsity Football	5-9 February	ASK (venue Sportcamp Greece)	ACSB, AISK, ASK, IC, QAD, UASD
JV Basketball	5-9 February	Universal American School Dubai	ACSB, AISK, ASK, IC, UASD, GAA
JV Football	12-16 Feb	Qatar Academy Doha (venue Sportcamp Greece)	ACSB, AISK, ASK, IC, QAD, UASD
Varsity Basketball	12-16 Feb	International College	ACSB, AISK, ASK, IC, QAD, UASD
Band & Choir (JV & V)	6-8 March	American Community School Beirut	ACSB, AISK, ASK, IC, QAD, UASD
Speech & Debate (JV & V)	26-29 March	Qatar Academy Doha	ACSB, AISK, ASK, QAD
Track and Field	22-25 April	American Community School Beirut	ACSB, AISK, ASK, IC, QAD, UASD
Badminton (JV & V)	21-25 April	GEMS American Academy Abu Dhabi	ACSB, AISK, ASK, IC, UASD, GAA

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 and remain below the number of allowable absences 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 Managebac. This provides 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 (may be extended). Coach will then name the practice roster and all participants will sign the player contract and return the requested NESAC information, permission form and deposit.
- The Coach is in-charge of selecting the team and deciding on the number of players on the practice roster. Participants may be cut. From this group the coach selects the final NESAC roster with non-travelling reserves a minimum of five 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 but all prior visas are the families responsibility.
- Athletic Office will assist where possible with the process of securing a prior visa **but this remains the family responsibility.**
- 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 athletic site and posted on the AO noticeboard, 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	18	14
Varsity Football	18	14
JV/Varsity Badminton	10	10
JV Basketball	12	12
Varsity Basketball	12	12
Track and Field	48	
Band and Choir	20	
JV/Varsity Academic Games	20	
Speech & Debate	20	

7. Travel Protocol

7.1 Responsibilities:

- All student athletes & NESAC activities participants must electronically sign-up on managebac 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.
- A team meeting will be held as soon as the practice roster is named. A NESAC information and permission form will be distributed-this must be returned signed by parents with the requested passport copy and additional information. A deposit must also be paid direct to the AO so that airfares can be secured as early and at the lowest price as possible.
- 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 where possible with securing prior visas, students will be contacted early to provide the required information. However prior visas remain the responsibility of each family.
- There will be a team and parent meeting with the High School Principal, chaperones and the Athletic Supervisor called at least two weeks before travel to confirm the organisation, rules and expectations of each trip. Students and parents will sign a trip behavioural contract.
- 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 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).Room service/deliveries cannot be made after curfew.
- Students may only swim in the hotel pool under the direct supervision of either qualified hotel pool staff or a QAD chaperone.
- 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, athletes family are encouraged to come and support the tournament.
- Only the same gender can be in team hotel rooms of QAD rooms only ie no going into any other teams rooms. Groups can meet in hotel public areas.
- Parents are welcome to travel and support the team but they are expected to not stay in the same hotel as the team or take their son/daughter out of any organised tournament event
- 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 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 expected to have valid 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.
- QF also provides cover for all international trip participants-parents would have to reclaim any expenses incurred.
- 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.
- 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 regarding 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 on 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 'professional' 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, Wear regular school 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 Noticeboard
- 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 or directly inform the trip leader.
- 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.
- Coach is to take traveling first aid-kit supplied by the AO
- Coach also takes a local trips form & local trips risk management form(signed) supplied by the AO
- If any serious injury occurs, coach contacts parents directly to coordinate care (Athletic Supervisor must also be informed).
- All usual school rules apply. Students must meet the highest behavioural standards at all times as they are representing QAD.

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 Breach of Code of Conduct

- Students who breach our code of conduct, depending on the level of the action will be dealt with either internally by the Coach or the AS. Consequences may be an informal/formal warning/suspension from fixture/s or withdrawal from the team.
- Higher level ill-discipline will be dealt with by Administration.
- The code applies to all occasions when the team are together-team practice sessions, travel and fixtures.

8.4 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 Student Sports 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 off 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 make a highly significant personal contribution to their sports.

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

- Should compete in at least two U19 sports during the year
- Contribution to each team and skill level displayed in each sport during the season
- The winner may be a single sport specialist athlete

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 Fighting Heart Award

This award recognises the athlete whose performance and dedication to his/her specific sport is by far and away most exemplary. This is an award for the rare student who is the first to practice and the last one to leave, this athlete inspires others to be the best they can be, and this athlete is a role model for all athletes at QAD. Athletes eligible for this award must display - to an outstanding degree - the traits of sportsmanship, dependability, desire to excel, respect, cooperation and loyalty.

10.8 Outstanding Outside Achievement Award

This award recognises the year's most outstanding athletic achievement by a QAD athlete in an 'outside' athletic event. Candidates must be highly respected in the school community for sportsmanship, desire to excel, cooperation and loyalty.

Other criteria for selecting candidates for the most outstanding outside achiever include:

- Level of achievement, team/s represented, titles, awards won

- This is typically a recognition of excellence in one sporting area.
- The area/s of achievement or either not available at school, or the athlete is performing at a higher level than is available at school.

10.9 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.

10.10 Sports & NESAC Award Ceremony

At the conclusion of all the NESAC seasons an award ceremony will be held in either the QAD Auditorium or Visitors Centre. All participants are encouraged to attend to support their team mates and the ceremony. Parents will be invited and are most welcome to attend. The date for the ceremony has not yet been set but it will most likely be early April.

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 Contract

Qatar Academy Doha Athletic Program – Falcons Player Contract 2019 20



Student Name: _____ Team: _____

1. I affirm that I will make a full commitment to attend all team trainings and fixtures for the season. Unexplained absence; 1-coach warning-2 Athletic supervisor warning-3 removed from team.
2. If I cannot attend for a genuine reason I will let the coach know before the training session (in person, via email or sms).
3. I affirm that I will follow the Falcons Code of Conduct & I will exhibit the highest levels of respect and sportsmanship at all trainings and fixtures.
4. I affirm that I am responsible for knowing and meeting eligibility requirements across attendance, behaviour & academic standards as set by QAD.
5. I affirm that I will exert effort to maintain a high level of academic achievement and as a student athlete will maintain respectful behaviour at all times.
6. I affirm that I am responsible to follow all team and Athletic Department protocols (as set out in detail in the Athletic Handbook) regarding the systems and organisation of my sport for the 2019 20 season.

7. I affirm that if I quit or was dismissed from a team I will not be permitted to play any other sport that season and may be prohibited from participating in a team for the remainder of the year.
8. I affirm I am responsible for turning in any QAD centrally supplied team uniform at the end of the season. If I fail to do this I agree to pay QAR350, failure to do so means I for fit future participation.
9. I affirm that once selected to the NESAC travel team, that I will fully meet the financial and administrative requirements in order to travel.
10. I agree with this code of conduct and accept responsibility and any sanctions imposed by Coaches and/or the Athletic Supervisor if I fail to meet these standards.

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.

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
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.
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

4. NESAC Travel Contract



Athletics and Activities Statement of Rules & Travel Expectations

At QAD, we believe that individuals are able to achieve personal excellence and balance in all aspects of their lives. Through sport and activities, we believe students are provided with opportunities to connect with the world around them. We believe that everyone has rights and responsibilities and that we are all accountable for our actions.

Eligibility and Expectations

Near East Schools Activities Conference (NESAC) Events

The following expectations apply to all students from all NESAC Competing schools for both activities and athletics

- a. 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.
- b. Any sightseeing or travel in the host city will be done only with the permission of the host school and the coach.
- c. Hotel arrangements made by the school are not to be changed by any participating student, parent or coach. Hotel arrangements will be changed only in emergency situations and only by the tournament or Activities/Athletic director.

- d. All participants, including the host school, will observe the curfew hour set by NESAC (U14/Junior Varsity/Varsity 10:00pm), or as soon as possible after a scheduled activity is completed – whichever is later. The Tournament Director may list an earlier curfew time.
- e. Students may only attend events and activities with permission and supervision from coaches.
- f. All laws of the host country will be adhered to.
- g. Any unusual circumstances or problems which occur during the tournament/ activity MUST be reported as soon as possible to either the host school or visiting coach.
- h. Any serious breach of the above will result in the student being sent home as soon as practically possible at the parent's expense with the loss of all awards. In addition, the student will be excluded from participation in NESAC events for one academic year, including the same activity the following year.
- i. 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.
- j. *Students must be in attendance at school the full day the group departs for the tournament **and** the full day after the group returns from a NESAC event. Students missing school due to illness must present a doctor's note. Failure to attend school after a NESAC event will result in an office assigned detention.



QAD Travel Expectations

The following expectations and guidelines are in addition to the NESAC and QAD Activities Rules. All these rules must be adhered to for the duration of your international tournament or event.

a. **Misbehavior**

Students **may** be sent home if any violation is committed. The severity of the consequences will be decided upon by the coaches, athletic director, high school administration and if need be the school director.

1. Students must be in and stay in their respective rooms by curfew unless under the direct supervision of their coaches (10:00pm for all athletes)
2. Room service may not be delivered after curfew.
3. Students must be respectful and mindful of others while travelling on airplanes and buses. Professional Dress is expected for all athletes when leaving Doha.

b. Level 3/4 Misconduct

These are behaviours so serious that they may result in expulsion should, they have occurred at school. Students **will** be sent home immediately if any Level 3 /4 misconduct is committed.

1. Students are not permitted to enter the room of the opposite gender at any time.
2. Students may not leave the activity area (campus or event venue) unless accompanied by a coach.
3. Students are not permitted to use public transportation (taxis included). Situations may be planned at the direction of the supervisor where public transportation may be used.
4. Students may not use any tobacco, vaping device, alcohol, shisha, or illegal drugs.

Parents will be notified by the school and travel arrangements arranged by the school and confirmed with parents. All costs for travel will be the responsibility of the parents. Students will be supervised until departure in the host country. Pick-up from airport is a parent responsibility.

If it is not possible to book a direct flight, a parent may be required to travel to the destination to bring their child home.

[student name]

I _____, have read and understand the above rules and the expectations that pertain to them. I will adhere to these rules and the directions of coaches and supervisors while travelling for all international tournaments or events.

Parent Signature

Date

Student Signature

Date

