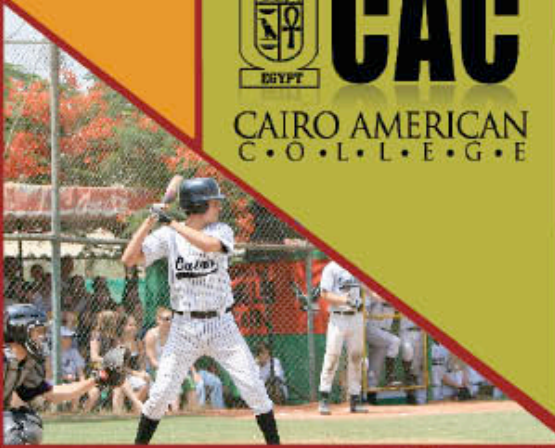




CAC

CAIRO AMERICAN
C • O • L • L • E • G • E



Competitive
ATHLETICS
Handbook

Policies, procedures,
& practical advice for parents



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CAIRO AMERICAN C • O • L • L • E • G • E

Dear CAC Athletes and Parents,

The Athletic Handbook has been designed to give the CAC student-athletes and their families a better understanding of the policies, procedures, responsibilities and expectations involved with participation in the Middle and High School athletic programs.

CAC offers one of the finest athletic programs among the international schools of the East Mediterranean and Europe, and has a long and outstanding history of competitive athletics. The CAC athletic program is highly respected for its many successes as well as the quality of its student-athletes.

As you read this handbook, you will find that we have high expectations for our athletes, and we take great pride in winning and success; however, it does not “condone winning at any cost”. We strongly discourage any and all pressures which might tend to neglect good sportsmanship. We recognize the values student-athletes gain from participation in a well-organized high quality athletic program, and we are dedicated to developing excellence in sport.

Our success can also be measured by the high level of student participation and the positive enthusiasm of the students and the community for the program. Participation in competitive athletics can add an extra dimension to the educational experience and we wish this experience to be as satisfying as possible for both the athlete and the parent.

In addition to CAC school policies, our athletes are also governed by the policies of the ISST, EMAC and CISSA tournament organizations. These factors contribute to the intricacies that are necessary for the operation of the program.

We are affiliated to three major associations: the International Schools Sports Tournament (I.S.S.T.), and the East Mediterranean Activities Conference (E.M.A.C.), and we compete locally with Cairo area schools in the Cairo International Schools Sports Association (C.I.S.S.A.). The I.S.S.T is fundamentally a Varsity organization, with EMAC providing JV competition, while CISSA is for both JV and Middle School teams.

This handbook is produced in the spirit of continuing to develop the highest standards and improving upon our recent success, and we hope this will clarify any questions you may have about the athletic program at CAC.

Yours sincerely,

Kenneth A. Macaulay
Athletic Director

Athletic Department Philosophy

Cairo American College athletic department philosophy supports the mission statement of the college and contributes to the overall educational program. It is our firm belief that a well-conducted competitive athletic program, based on sound educational principles and best practice, significantly aids the development of every student-athlete.

We believe in offering interscholastic athletic participation opportunities to as many students as possible, striving for broad participation and competitive excellence, whilst encouraging the highest levels of sportsmanship and fair play. We believe that the welfare of the student-athlete is our prime concern – physically, academically, and emotionally. In addition, the development of positive social attitudes is paramount and the under-riding objective of the athletic department philosophy.

Statement of Sportsmanship

The purpose of the Athletic Department at CAC is to provide a venue for students to compete in an environment that is safe, challenging, professional, and educational. Each athlete is given the opportunity to demonstrate his or her best athletic ability while maintaining a spirit of respect and cooperation with fellow athletes from various backgrounds.

Each sport offered at CAC involves students and adults in their different roles: these include the athletes, coaches, sports officials, and spectators. All those involved in the event are expected to uphold the same spirit of respect and cooperation. This spirit is demonstrated by fair play among athletes, positive encouragement from coaches, impartial judgments from officials, and respectful enthusiasm from spectators. The behavior of the adults is crucial to the successful educational aspect of the CAC athletic program.

The adults act as models for our athletes. Therefore, behavior that is disrespectful or degrading to the CAC standard of sportsmanship jeopardizes the purpose of the Athletic Department, and most of all, jeopardizes the quality of the experience for our athletes.

STRUCTURE OF THE CAC SPORTS PROGRAM

I.S.S.T.

The International Schools Sports Tournament (I.S.S.T.) is arguably the premier International School athletic conference in the world. Most of our varsity teams and some of our junior varsity teams compete in ISST. Typically this is only for the season-concluding tournament as we rarely have friendly weekend competitions with our distant conference rivals.

We compete in the following ISST Tournaments:

- Varsity Boys' Soccer and Varsity Girls' Soccer
- Varsity Boys' Volleyball and Varsity Girls' Volleyball
- Varsity Boys' Basketball and Varsity Girls' Basketball
- Varsity and Junior Varsity Swimming, Boys' and Girls'
- Varsity and Junior Varsity Track & Field, Boys' and Girls'
- Varsity Boys' Baseball
- Varsity Girls' Softball

ISST Full Member Schools are as follows:

ACS Cobham International School, England (COB)
ACS Hillingdon International School, England (HIL)
American International School, Tel Aviv (AST)
American School of Paris (ASP)
American International School of Zurich (ZUR)
Cairo American College (CAC)
Munich International School (MIS)
St. John's International School, Waterloo, Belgium (STJ)
TASIS, England (TAS)
The American International School, Vienna (AIS)
The American School in London (ASL)
The American School in The Hague (ASH)
The Frankfurt International School (FIS)
The International School of Brussels (ISB)
Vienna International School (VIS)
Zurich International School (ZIS)

Other Sport member schools are as follows:

American Community School, Athens (ATH)
Bonn International School (BON)
British School of Brussels (BSB)
British School of the Netherlands (BSN)
British School of Paris (BSP)
International School of Dusseldorf (DUS)
International School of Hague (ISH)
The International School of Geneva (GEN)

The ISST handbook is available in the Athletic Director's office.
ISST website – www.issts.org.

E.M.A.C.

The Eastern Mediterranean Activities Conference (E.M.A.C.) is the dominant athletic and activities conference in the Middle East. Most of our junior varsity teams and some of our varsity teams compete in EMAC. Again, this tends to be for season-concluding tournaments only.

We compete in the following EMAC Tournaments:

- Junior Varsity Boys' Volleyball and Junior Varsity Girls' Volleyball
- Junior Varsity Boys' Soccer and Junior Varsity Girls' Soccer
- Junior Varsity Boys' Basketball and Junior Varsity Girls' Basketball
- Junior Varsity Boys' Softball and Junior Varsity Girls' Softball
- Junior Varsity and Varsity Cross Country, Boys' and Girls'
- Varsity Wrestling, Boys' and Girls'
- Varsity Tennis, Boys' and Girls'
- Middle School Festival

EMAC Full Member Schools are as follows:

American Community School, Abu Dhabi (ACS-AD)
American Community School, Amman, Jordan (ACS-A)
American International School, Kuwait (AISK)
American School of Doha, Qatar (ASDQ)
American School of Dubai (ASD)
American School of Kuwait (ASK)
Cairo American College, Cairo (CAC)
Dubai American Academy in Dubai

Other member schools are as follows:

American British Academy, Oman
American Community School, Beirut (ACS-B)
British International School, Cairo (BISC)
Schutz American School, Alexandria (Schutz)

The EMAC handbook is available in the Athletic Director's office.

C.I.S.S.A.

The Cairo International Schools Sports Association (C.I.S.S.A.) was established in 2004 to provide competition for boys and girls at the Under-14 Middle School level and Under-16 Junior Varsity levels in Basketball, Soccer and Volleyball in Cairo. For others, it provides an opportunity to arrange friendly matches with local competition.

ATHLETIC TEAMS AND CLASSIFICATION

CAC athletic teams are classified as follows:

Varsity	Water-polo, Tennis, Volleyball, Soccer, Cross Country, Wrestling, Basketball, Swimming, Track and Field, Baseball and Softball.
Junior Varsity	Volleyball, Soccer, Wrestling, Basketball , Water-polo and Softball.
Junior Teams	Cross Country, Swimming and Track and Field.
Middle School	Soccer, Basketball, Volleyball and Sports Festival.

ATHLETIC AGE / GRADE ELIGIBILITY

CAC complies with the eligibility standards set by the International Schools Sports Tournament (ISST) and the Eastern Mediterranean Activities Conference (EMAC), in addition to the CAC High and Middle School eligibility policies.

The CAC Athletic age/grade eligibility policy is as follows

Varsity	Students in Grades 9 - 12 only.
Junior Varsity	Students in Grades 8 and above , who are under 16 years of age, as of September 1 of the academic year in which they are competing.
Junior Teams	<u>ISST Swimming and Track and Field:</u> Students that are 12, 13 or 14 years of age on September 1 of the academic year in which they are competing. <u>EMAC Track and Field + Cross Country:</u> Students that are 11, 12, 13, 14 or 15 years of age on September 1 of the academic year in which they are competing.
Middle School	Open to all students in grades 6, 7 and 8; however, an 8 th grade athlete that has played on a JV team may <u>not</u> play on the MS team of that same sport.

Student-athletes may only play on one sport team per season.

ACADEMIC ELIGIBILITY

The Athletics and Activities programs at Cairo American College play an important role in the lives of CAC students. The programs are designed to aid in the total educational development of all students involved.

Eligibility requirements for CAC athletics and activities are as follows:

1. Academic Standing

To stay in good academic standing, all students must maintain a grade point average of 2.0 or higher and have no failing quarter grades. Good academic standing is required for students who wish to participate in athletic, performing arts and activity co-curricular programs.

2. Participation

Eligibility to participate is based on each quarter's report grades. In order to participate in athletic, performing arts and activity co-curricular programs, students:

- Must have a minimum of a 2.0 grade point average and have no failing grades on the last quarter report. First quarter eligibility is based on the fourth quarter grades of the previous year.
- May not exceed the minimum attendance requirement due to travel. It is the student's responsibility to monitor whether traveling will jeopardize his/her ability to meet the 85 percent minimum attendance requirement, calculated per semester.
- A student may not withdraw from a course in order to travel.
- A student with unexcused absences in any class will not be considered for a waiver from the minimum attendance policy.
- Students participating in athletic, activity or performing arts events hosted by CAC must meet the Travel Eligibility requirements outlined above.
- Because of travel arrangements, visas, housing and commitments to affiliated organizations (ISTA, ISST, EMAC etc.) if quarter grades are published within 15 days of a tournament, festival or conference, students will be able to participate regardless of their academic standing.

ATTENDANCE POLICY FOR STUDENT-ATHLETES

The following are regulations concerning school attendance and participation in sporting events. Requests for exceptions must be brought to the attention of the Athletic Director **before** competitions (or travel) begin:

- Athletes must attend all classes the day of a game, or until the designated time of departure in the case of an away game.
- If the departure time for an away competition is before the school day begins the athlete must have attended school the previous day.
- Athletes must attend school on Thursday to be eligible for competitions on the weekend.

Athletes suspended from school may not participate in practices or competitions until they are reinstated into their regular classes.

TIME COMMITMENTS FOR STUDENT-ATHLETES

Participation in competitive team sports involves a considerable time commitment on the part of athletes. Practices are held after school (or sometimes before school) and often on the weekend. Generally speaking, varsity teams practice five times per week (Sunday, Monday, Wednesday, Thursday, and Saturday) for ten weeks while JV teams practice four times per week for eight weeks. Middle school teams usually have three practices each week for seven weeks. All schedule details are determined in advance in each team's schedule with minimal changes throughout the season.

Practice commitments are reduced during times of examinations. Students selected to teams are expected to attend every practice and game. They cannot miss any more than 10% of the sessions and expect to remain with the team. If athletes must miss a practice or game, they are expected to notify the coach ahead of time if possible.

Missing a practice because of a forthcoming test is not an acceptable excuse. The sports schedule is produced well in advance. It is the students' responsibility to plan their homework and study schedule around their commitment to their team and team mates.

Students participating in sports will miss valuable class time, due to travel commitments for ISST and EMAC competitions. The faculty are aware of sports schedules and will help students balance their academic program with their sports participation. However, the onus is on the student to advise teachers in a timely manner of their pending absences, to collect homework assignments, to arrange for make-up tests, to borrow class notes from classmates, and to generally keep up with all aspects of academic responsibility.

TEAM SELECTION PROCESSES

ISST and EMAC guidelines restrict the number of player permitted on a team. As a result, it is usually necessary to have try-outs and team selections. The approximate dates for try-outs are the first two or three sessions of the season. Specific dates, locations and other relevant information will be available the week before try-outs begin, when athletes are expected to sign up for the sport on one of three days during lunch. These sign-up days will be advertised in the morning announcements to remind potential athletes.

Skill levels will be objectively assessed during tryouts. Coaches also consider factors, such as fitness, attitude, leadership, spirit etc. when evaluating candidates. Team selection will be posted promptly following the final try out session. Athletes who do not make the team are encouraged to discuss areas of improvement with the coach so that they might qualify for the team in the next season. Alternatively, they are encouraged to become actively involved in another way, perhaps as a team manager or score/stats keeper.

It is the goal of the athletic department to permit maximum involvement at the Middle School level. Though we are restricted in the numbers that may compete in the CISSA tournaments, some teams have greater flexibility to include more athletes in training sessions and in friendly matches that take place earlier in the season.

A frequent point of discussion is the timing of the declaration of the "travel team". For all ISST and EMAC tournaments, the travel team will be announced 4 weeks before the date of departure.

HOUSING

All athletes will be housed by families of the host school for the duration of the ISST and EMAC tournaments. ISST and EMAC rules and regulations are enforced.

In certain circumstances due to early flight departures it maybe necessary to stay in a hotel on the final night.

Housing is reciprocal. CAC athletes are required to house during tournaments hosted by CAC.

As part of its membership to ISST and EMAC, CAC is obliged to organize and host large tournaments sometimes requiring over 220 beds, therefore we call upon every family of CAC student-athletes to assist.

A Booster Club housing coordinator is appointed for each tournament.

UNIFORMS

Team uniforms are issued to each team member and are the responsibility of the student-athlete.

CAC Warm ups – will be issued to all traveling teams for ISST and EMAC competitions.

Care – It is important that CAC teams are always well presented and if the white, for example, has become grey the presentation is poor. Please take care when washing uniforms. Wash in cold water, hang to dry and do not wash with other clothes that may effect the color.

Team Appearance – All CAC teams must look like a team! Team uniforms should only be worn during competition. Team uniforms are not to be used for practices. Non-uniform clothing is not permitted. Other sweatshirts, t-shirts, sweatpants, and caps are not permitted.

Return – Uniforms are collected after the last game of the season and returned to the school by the coach. If the uniform is not collected, please ensure that it is washed and returned to the coach within one week of the end of the season. Records of uniform numbers are kept by the athletic office.

TRAVEL

Travel arrangements for CAC teams are made by the Athletic Director. Details of travel arrangements are provided to the student-athlete and parents at the pre-travel meeting.

The trip itinerary letter includes the cost of the trip, flight times, emergency numbers, transportation arrangements, reminders, game schedules and recommended hotels for traveling parents.

The athletic office is not responsible for parent travel, transportation or hotel arrangements.

TRAVEL DRESS

All CAC student-athletes are expected to travel in smart dress to and from tournaments.

The CAC travel suit top must be worn with the following dress code:

Boys - Shirt and tie, trousers, shoes.

Girls - White blouse, slacks or skirt, shoes.

Jeans, flip-flops, are not permitted and student- athletes must adhere to the High School dress code as follows:

Shirts and blouses must cover the shoulders. Skirts are to be no shorter than mid-thigh.

For girls, no cleavage should be seen when wearing shirts.

Hats and caps are not permitted.

ATHLETIC AWARDS

Athletic award ceremonies take place approximately one week after the end of each season i.e. November, March and June. Student- athletes are required to attend.

The following awards are presented by the coaches at each season awards ceremony:

1. ***Most Valuable Athlete***- the player that demonstrates over the course of the season the highest standards of competitive excellence and that has made the most significant contribution to the success of the team. He/she must have demonstrated intense, consistent effort while enjoying the competitive nature of sport. The player must have played with poise, composure and confidence, demonstrating emotional control without losing competitive effort.
2. ***Most Improved Player***- the player that clearly demonstrates the most significant improvement during the course of the season in terms of ability. His / her skill level and technique will have progressed to a higher level and his / her contribution to the team will have noticeably improved.

END OF SEASON AWARDS

Varsity / Junior Varsity Letter

When a student earns his/her first Varsity or Junior Varsity letter, the student will receive the actual letter, a certificate and a pin designating the sport in which it was earned. For every subsequent letter earned, regardless of sport, the student will only receive the pin and certificate.

Perfect Attendance Pin

This award is given to the athlete who has a perfect attendance record for official practices and games. Injured athletes should continue to attend practices to remain eligible for this award. Any absence, excused or unexcused, negates the possibility of receiving this award.

Note that any practice during an official holiday must be considered optional and will not count as an absence for those athletes unable to attend.

Champion Pin

This award is given to all tournament participants of a team that wins a championship. Note in sports such as swimming, cross country and track and field, it is awarded only to the specific level e.g. Junior Varsity Swimming that wins a title. It is not applicable should CAC win an overall team championship in these sports.

Captain Pin

The coach of each team may present a maximum of two captain pins. The selection of captain(s) may be done by the coaches or with input from the athletes.

Participation Award

This award is given to recognize the individual who took part in an athletic endeavor but did not meet the requirements to receive a letter.

FINAL SEASON AWARDS

The following awards are presented at the final season awards ceremony of the year:

Scholar Athlete Awards

These awards are given to student-athletes that have lettered in at least two sports over the course of the year and have achieved highest honors at least twice in the first three quarters, with no less than high honors at any time. The recipients will receive a scholar athlete plaque and pin.

Most Promising Male and Female Athlete

The coaches select the 9th or 10th grade student-athlete, one male and one female that show the greatest potential for future success based upon their performances of the school year. Winners of this award will receive a plaque and will have their name recorded on a larger plaque that remains in a school trophy case.

Male and Female Athlete of the Year

The Varsity coaches select the outstanding male and female athletes of the year. Nominees must participate in at least two Varsity teams. Nominations are submitted with supporting evidence to the athletic director and coaches vote by ballot to determine the winners. Proxy votes are not considered.

The recipients will receive a plaque and will have their name recorded on a larger plaque that remains in a school trophy case.

Scholar Athlete of the Year

This is awarded to a graduating student-athlete who has participated in a minimum of two sports seasons and, in addition to excellence in athletics, has consistently maintained an outstanding academic record. Again, the coaches select the winner who will receive a plaque and a scholarship award of \$1,000.

Wib Smith Award

Dedicated to the memory of Wilber “Wib” Smith, beloved coach, teacher and Athletic Director of Cairo American College. In Coach Smith’s name, CAC honors a graduating senior athlete who demonstrates through fair play and team spirit the willingness to learn and the desire and effort to excel. The coaches select the Wib Smith award winner. The recipient will receive a plaque and a scholarship award of \$1,000.

BOOSTER CLUB

The CAC Booster Club is open to all parents of students involved in the CAC athletic and activities program e.g. MUN, ISTA, and EMAC activities.

The group meets on the 2nd Tuesday of each month.

Further details can be found on the athletic website – www.cacegypt.org

CONTACT INFORMATION

Athletic Office 02-2755-5416 or 02-2755-5417

Athletic Director Mobile 012-319-8432

APPENDICES

Appendix -1	Blue Card
Appendix -2	ISST Rules and Guidelines
Appendix -3	EMAC Rules and Guidelines
Appendix -4	Rules for CAC Student-Athletes during CAC hosted events

ATHLETIC DEPARTMENT - BLUE CARD

CAIRO AMERICAN COLLEGE

Parental and Student Approval Form/Athletic Code Housing/Medical/Emergency Information

Student Name: _____
(Last, First) (Please print)

Parent/Guardian Name: _____
(Last, First) (Please print)

SECTION 1: CERTIFICATION OF PHYSICAL CONDITION

My signature (at the bottom of the blue card) is to certify that my son/daughter has recently (within the last two years) had a physical examination and was judged by a physician to be physically fit to participate in the activity he/she is trying out for. A current physical is on file in the CAC Health Office.

SECTION 2 - PERMISSION

PERMISSION TO PARTICIPATE AND HOUSING OBLIGATIONS

My signature (at bottom of card) indicates that **my son/daughter has permission to participate in the CAC Athletic Program as a member of an athletic team**. The school is not liable for injuries incurred while the student is participating in the athletic program or the cost of medical care resulting from any injuries.

I release Cairo American College and its representatives from responsibility for all costs on my behalf and I give permission for the above named student to receive immediate medical attention by a physician while the student is in attendance at an athletic contest or practice.

I also understand that my son/daughter's athletic involvement requires that we participate in the reciprocal housing program necessary to conduct the school sports activities and tournaments.

This responsibility will be met in cooperation with the CAC Athletic Director and Housing Coordinators, possibly in a season other than the one in which my son/daughter participates. **If this housing requirement is not met, then your son/daughter will not be eligible to be considered for CAC traveling teams.**

I have read and am aware of the contents of CAC's Athletic Code signed by my son/daughter.

PERMISSION TO TRAVEL

Additionally, if chosen to represent CAC on a traveling team, I agree (by my signature at the end of the card) to allow my son/daughter to travel with the team and I will pay the full airfare not later than two weeks before the departure date. I understand that my son/daughter, once selected as part of the team, is committed to all practices, season games and end of season tournaments, both home and away from CAC.

SECTION 3: EQUIPMENT/UNIFORM FINANCIAL RESPONSIBILITY

Each athlete at Cairo American College is responsible for all athletic equipment and uniforms issued to him/her by the Athletic Department. This equipment is for use **only** during practice and/or competition in the sport for which it was issued. It is not to be worn or used at other times unless instructed by the coach. It is the responsibility of the athlete to return all equipment and uniforms issued to them upon completion of the sport season. If equipment or uniforms are stolen, lost, damaged or not returned, **the athlete will be held responsible for the total replacement cost (including shipping) of the item(s).**

SECTION 4: CAC's ATHLETIC CODE

1. **Student Conduct and Behavior:** Athletes are expected to demonstrate personal integrity as indicated by CAC's five bedrock values of honesty, trust, fairness, respect and responsibility. They must abide by all the EMAC and ISST conduct and curfew rules on all athletic trips (including home tournaments).

2. **Eligibility:**

a) **Academic Standing**

To stay in good academic standing, all students must maintain a grade point average of 2.0 or higher and have no failing quarter grades. Good academic standing is required for students who wish to participate in athletic, performing arts and activity co-curricular programs.

b) Participation

Eligibility to participate is based on each quarter's report grades. In order to participate in athletic, performing arts and activity co-curricular programs, students:

- Must have a minimum of a 2.0 grade point average and have no failing grades on the last quarter report. First quarter eligibility is based on the fourth quarter grades of the previous year.
- May not exceed the minimum attendance requirement due to travel. It is the student's responsibility to monitor whether traveling will jeopardize his/her ability to meet the 85 percent minimum attendance requirement, calculated per semester.
- A student may not withdraw from a course in order to travel.
- A student with unexcused absences in any class will not be considered for a waiver from the minimum attendance policy.
- Students participating in athletic, activity or performing arts events hosted by CAC must meet the Travel Eligibility requirements outlined above.
- Because of travel arrangements, visas, housing and commitments to affiliated organizations (ISTA, ISST, EMAC etc.) if quarter grades are published within **15** calendar days of a tournament, festival or conference. Students who were previously eligible can continue to participate regardless of their academic standing in the next quarter.

The student must also ensure that travel with a team does not cause him/her to exceed the maximum number of allowable days missed in any one class. Please refer to the Student/Parent Handbook for a more detailed explanation.

3. **Attendance:** Attendance at all practices and games is mandatory. Up to 10% of the season's sessions can be missed, but only for good reason (illness, family emergency). The coach should be notified before the practice session if an athlete will not be able to attend. In addition, athletes are expected in school on days of games, trips, and the day after returning from an athletic trip.

4. **Personal Health: The use of tobacco products and the use of alcohol are harmful to athletic performance.** Any athlete caught using or being under the influence of tobacco or alcohol at any school-sponsored activity (including all sport trips, home games or practices, field trips or other school functions) will be immediately removed from that team for the remainder of the season.

5. **Drugs:** CAC prohibits the use, possession, sale, or distribution of illegal drugs (or legal drugs used in an abusive manner), drug paraphernalia or alcohol on campus and on any school-sponsored trip or activity. If an athlete is suspected of violating this policy, it will be reported to the administration for investigation. If verified, the athlete will automatically be removed from the team for the remainder of the season. In addition, he/she may be barred from participation in athletics for the remainder of the school year. This decision will be made by the Athletic Director.

If a violation occurs during an away athletic trip, the coach will take the most appropriate action.

This would include, but is not limited to one of the following:

1. Notify the parents and place the athlete on the next available flight to Cairo at the athlete's expense.
2. Remove the athlete from the host school housing and place him/her in the coach's hotel at the athlete's expense.
3. Allow the athlete to remain on the trip but not take part in the activities.

Procedures for dealing with infractions:

- A. The Coach or sponsor will make a full report in writing to the Athletics or Activities Director (whichever is appropriate) immediately upon return from the trip during which the infraction occurred.
- B. The Athletics or Activities Director will inform the division principal immediately. The principal will then inform the student's parents that an inquiry is underway.
- C. A review board composed of the Athletics Director, the Activities Director, the HS Principal, the HS Assistant Principal and the coach or sponsor will convene as soon as possible to review the reported infraction and decide on the action to be taken.
- D. Each meeting will follow the agenda listed below:
 1. Statement of the issue
 2. Student's response
 3. Questioning of student
 4. Questioning of sponsor/ coach
 5. Discussion with sponsor and student (student excused after)
 6. Group discussion
 7. Decision
 8. Student and parents notified of outcome

I understand and accept that these guidelines and procedures are the rules governing the student-athlete during the time of participation, commencing with the first try-out and continuing until the conclusion of the season.

Student Signature: _____

Parent/ Guardian Signature: _____

(Confirming Sections 3 and 4)

(Confirming Sections 1, 2 and 3)

Date: _____

Date: _____

ISST RULES

These regulations shall be followed by all students participating in tournaments and other athletic events organized by the International Schools Sports Tournament (ISST). Any student who participates in an ISST event agrees to obey the regulations.

1. Students shall obey all instructions given them by their host parents and their coaches as if these instructions were given to them by their own parents. This applies to all activities, irrespective of location, undertaken during the period of the tournament or competition.
2. Smoking, any other use of tobacco, the drinking of alcohol, and the use of drugs are not permitted.
3. Housing arrangements made by the responsible official of the host school may not be changed.
4. Students must be in the home of the host parent by the curfew hour set by the school.
5. Neither host families nor students may negotiate changes to the ISST regulations for students with respect to curfew, housing arrangements, the use of tobacco, alcohol or drugs or any other rules or provisions set forth by the host school.
6. These regulations apply to all students; both those from the host school and those visiting, throughout the duration and, for visiting students, apply also during the journey to and from the site of the event.

Violation of these regulations will be reported to the responsible ISST official and to the student's Head teacher.

Name of student

Signature of student

Date

Signature of Parent/Guardian

CAC Student Name: _____
(please print)

EMAC RULES

- 1. The use of tobacco, drinking of alcohol, or use of illegal drugs will not be allowed during travel or while in the host city during the period of time covered by the EMAC activity.**
- 2. Any sight seeing or travel in the host city will be done only with the permission of the host family and the coach/sponsor.**
- 3. Under no circumstances will housing arrangements be changed without permission of the host school and the knowledge of the coach/sponsor.**
- 4. Visiting students will be in the home of the host family no later than the curfew hour set by the Tournament Director or as soon as possible after a scheduled activity is completed - whichever is later.**
- 5. All laws of the host country will be adhered to.**
- 6. Any unusual circumstances or problems which occur during the stay in the host city will be reported as soon as is possible to either the host school or visiting coach/sponsor.**

We have read, understand, and agree to abide by the rules stated above.

Parent Signature

Student Signature

Date

Date

ISST RULES FOR CAC STUDENTS- ATHLETES DURING EVENTS HOSTED IN CAIRO

These regulations shall be followed by both visiting student-athletes and CAC team members participating in tournaments in Cairo and other athletic events organized by the International Schools Sports Tournament (ISST).

Any student who participates in an ISST event agrees to obey the regulations.

1. Smoking, any other use of tobacco, the drinking of alcohol, and the use of drugs are not permitted. CAC "Blue Card" rules and regulations are in effect throughout.
2. Parties, dances or other large social gatherings will not be scheduled without the knowledge and consent of the Tournament Director. Team dinners can be arranged via the coaching staff or host families.
4. CAC athletes must be in their own home by the tournament curfew hour as follows:
Wednesday + Thursday + Friday = 22.00hrs. Saturday = 22.30hrs.
5. CAC students may not negotiate with visiting students changes to the ISST regulations for students with respect to curfew and housing arrangements.
6. CAC students should note that the ISST regulations also apply to them, throughout the tournament.

Violation of these regulations will be reported to the responsible ISST official and to the team coach and may result in suspension from tournament play and could lead to further sanction by the CAC High School administration.

Name of student

Signature of Student

Date

Signature of Parent/Guardian