

St. Paul American School – Beijing Athletics Program



Athletic Handbook



Dear Student Athletes and their Parent/Guardians:

Welcome to St. Paul American School Athletics!

Many academic associations refer to extra-curricular activities as the “other half of education”. Interscholastic athletics is one of the most visible and important of the extra-curricular activities a school offers. Participation in athletics can and should be a significant contributor to the physical, psychological, and emotional development of our young people. It is expected that SPAS will provide our student athletes with a well-organized, well-administered program in order that they are able to grow, mature and develop while engaging in wholesome, competitive athletic programs. A student should be able to achieve individually while working as part of and for the good of the team.

Participation in interscholastic athletics is a privilege.

Therefore, while SPAS has the responsibility to provide a program of excellence; our student-athletes have the responsibility to represent themselves, their families, their school, and community in a manner reflective of the standards of the school and the expectations of the parents, the administration, and the coaching staff. This Handbook is designed to spell out the expectations of all members of our Athletic Community.

The SPAS athletic program competitions follow the rules and regulations of The BASE Athletic League. This Handbook is a reflection of the rules of this organization, as well as the SPAS philosophy of athletic competition.

Please review the Handbook, including the Code of Conduct and Training Rules, very carefully. Please sign and return the attached conduct and athletic release forms included in this handbook. All student-athletes will be held under the SPAS code of conduct during their entire season. Please keep the Handbook as a reference for future use. If you have any questions or comments on this Handbook or on any aspect of our athletic program, please free to contact Majkel Popovic (Athletic Director) at majkel.popovic@stpaulamerican.org.

Sincerely,

Majkel Popovic
Athletic Director
St. Paul American School
Member, Beijing Area Sports Exchange (BASE)

BEARS Athletics
Mission Statement

The Mission of the SPAS Athletic program is: To pursue excellence in sport through dedication, diligence, and teamwork to reach the maximum potential of every student athlete while demonstrating integrity and sportsmanship as student representatives of St. Paul American School.

Principals of SPAS Bears Athletics

It is our belief that interscholastic athletics provide students with a model of life itself: opportunities exist for lessons in responsibility, fair play, cooperation, concerns for others, leadership, respect for authority, good citizenship, loyalty, continuous learning experiences, health and wellness, and acceptance of the differences among individuals. While we believe that the desire to win is admirable, and that winning is an integral part of development of each student, winning is not itself the sole measure of success. Of considerably greater importance is the development of each person who participates in interscholastic athletics; the opportunities for individuals to reach their potential and experience the lessons previously mentioned should be the focal point of our athletic program. Sacrificing individual goals for team goals is indeed paramount to this concept. Thus, the athletic program should be focused on the welfare of the student and the potential for growth as a result of participation on a team.

The interscholastic athletic program:

- Is conducted so that physical welfare and safety of participants are protected and fostered.
- Is regarded as an integral part of the total educational program and conducted so that it is worthy of such regard.
- Is subject to the same administrative supervision as the total educational program and its code of conduct.

Student Athlete Sportsmanship Program

Responsibilities:

- Learn and understand the rules of your sport. Play hard; play to win but play fairly within the rules.
 - Maintain self-control. Do not allow your temper to distract you from the fundamentals of good sportsmanship.
 - Respect your opponent. Never taunt. Congratulate him/her at games end. Acknowledge good play.
 - Respect the integrity and judgment of officials. Never question the decision of an official.
 - Be an example for your school, teammates, and opponents.
 - Conduct yourself as a representative of the District and hold yourself to the highest standards of conduct, demeanor, civility and sportsmanship.
 - Treat each other and athletes from other teams with respect and civility. Any student observing a student being harassed or discriminated against by another student, athlete or staff member shall report this information immediately to a teacher, the Principal, the Student Affairs Director, the Athletic Director or the Academic Affairs Director.
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Penalties:

- A player who is disqualified from a contest for unsportsmanlike behavior by an official is prohibited from playing in the next regularly scheduled contest.
- A player who strikes or otherwise physically assaults an official will be subject to an extended suspension from athletic competition. A physical confrontation with an official is any incident in which a player either strikes, bumps, or otherwise physically intimidates an official prior to, during, or after a contest or game.

Code of Conduct for Spectators

- Spectators are an important part of the games and are encouraged to conform to accepted standards of good sportsmanship and behavior.
- Spectators should at all time respect officials, visiting coaches, players and cheerleaders as guests in the community and extend all courtesies to them.
- Enthusiastic cheering for one's own team is encouraged.
- Booing, whistling, stamping of the feet, and disrespectful remarks shall be avoided.
- There will be no ringing of bells, sounding of horns or other noisemakers at indoor contests during play. Anyone who does not abide by this rule will be asked to leave the premises.
- Pep bands or school bands, under the supervision of school personnel, may play during time outs, between periods, or half time. Bands must coordinate play as not to interfere with a cheerleading squad on the floor or field.
- The throwing of debris, confetti, or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.
- Spectators should encourage each other to observe courteous behavior. Improper behavior should be reported to the school authorities.
- Spectators will observe the rules of the local school concerning smoking and drinking consumption, littering, and parking procedures.
- Spectators will respect and obey all school officials and supervisors at athletic contests.
- Spectators shall not intimidate, harass or discriminate against any person based on actual or perceived race, color, creed, national origin, religion or religious practices, age, gender, gender identity or expression, sexual orientation or disability on school grounds or at school athletic events.
- A spectator that enters the playing field or strikes/physically assaults an official/coach/or athlete will be subject to an extended suspension from the athletic director.

Student Age Eligibility for Athletics

Students will be eligible for participation in the age categories of the BASE-League. The following is the BASE policy. The U16 league is open to all students who are at or under the age of 16 years old as of September 1. The U19 league is open to all students who are at or under the age of 19 years old as of September 1. Different sports will be held in their respective seasons throughout the year. When a student reaches the maximum age of 16, they will only be eligible for the U19 league. After they have turned 19, the student is no longer eligible for the athletic program at SPAS. We will allow a maximum of only 2 students above the U16 requirements to play on a team. If a student transfers from another school, they cannot participate in an athletic sport event against their previous school until the next season unless opposing school states otherwise.

Transportation

Transportation to and from away contests will be provided by SPAS. During any away trip, coaches must be accompanied by at least one Chinese speaking assistant.

Injuries

Injuries-In athletics, injuries are common. Any injury that needs medical attention should be reported to the school nurse and must include a completed accident form. Minor scrapes or bruises do not need to be reported. At all practices and games, coaches are required to have a medical kit provided by the school nurse that includes basics needs and emergency contact numbers. If a student athlete goes down in a game setting and any injury is suspected such as a fracture, concussion, sprain, or any injury beyond what could be seen on the surface, coaches are required remove the student-athlete for the remainder of the game to protect the safety and health of the student. Students with suspected injury will only be allowed to return to play if professional medical personnel are present (Such as a certified athletic trainer or school nurse) and clear the student athlete as fit to return to play. Students with a suspected injury sustained during practice will not be allowed to return until cleared by the school nurse or doctor. In the instance of a major injury or illness such as but limited to heat exhaustion, fractures, breathing troubles, chest pain, dislocations, etc., coaches will follow the emergency action plan listed below:

- 1) Stop game or practice activity immediately
- 2) Ensure the safety of the injured athlete- (Clear the area) - Players must move to the sidelines and wait.
- 3) Contact School nurse and assigned Chinese speaker on call. Student athletes may also help contact nurse. If EMS is needed dial 120.
- 4) Contact parents
- 5) Once the injury is assessed, an assistant can accompany the athlete to the hospital if the injury occurs. Coaches must stay with the team.
- 6) Complete accident report and submit to school nurses for insurance purposes.

Risk Factor in Sports

Participation in interscholastic sports is a very rewarding experience. However, as with any sport competition, there is a certain risk of injury. Each sport has its own activities which can lead to injury, and the danger involved can vary from sport to sport. The nature of athletic injury can run from minor injuries, such as bruises and scrapes, to more serious injuries, such as fractures, dislocations, and concussions. SPAS Private School is committed to providing as safe an environment for participation as possible. We strive to keep our fields, gymnasiums and equipment in excellent condition. Parents/guardians should notify the coach of illness or injury and make the Athletic Director aware if they feel the student is using unsafe equipment. It is our top priority to provide quality care for our student athletes.

ATHLETIC CODE OF CONDUCT AND TRAINING RULES

Participation in interscholastic athletics at SPAS is a privilege. This participation should elicit great pride among all school and community members. Part of the responsibility that goes with the participation in school sports is the need to maintain appropriate standards of behavior. Therefore, the following are standards of behavior which must be maintained in order to remain eligible for participation in athletics at SPAS. The signature of both the student athlete and a parent/guardian indicates that each are aware of the expectations. Before a student athlete is permitted to participate on an athletic team, both the student athlete and the parent/guardian **must** sign the athletic code of conduct agreement form and return it to either a coach or the athletic director. (This form can be found at the back of this handbook or may be obtained from a coach or athletic director.)

General Code

Violations of these general rules will result in suspension from athletics. Suspensions will vary depending on what violations occurred. The athletic director and student affairs director will conduct an extensive investigation to determine the length of suspension.

- Profanity will not be tolerated.
- Students must wear school athletic uniform in all competitions.
- Students will always treat teammates with respect.
- Students will represent SPAS with honor and dignity.
- Students will always use good sportsmanship.
- Uniforms must be worn as they were designed. Students wearing clothing in addition to school uniform, for temperature reasons, must wear them under the school uniform.

Attendance and Tardies

Absence

Absence from school is not acceptable. Absence on a school day indicates the student cannot participate in either practice or games on that day.

Tardiness

Student-athletes **must** be in school by the start of Period 4 to be eligible to participate in a contest that day. When a student-athlete accumulates four un-excused tardies or absences,

he/she becomes ineligible for the next scheduled competition. Examples of an excused absence can be found in the student handbook.

Academic Eligibility

Generally speaking, participation in Interscholastic Athletics has a positive effect on academics' performance. It is the belief of Saint Paul American School that parents, coaches, teachers and student-athletes form a partnership in development of the whole child. Therefore, all parties will work together to ensure the athletic and academic success of the student-athlete.

Policy

- The Athletic Director will proactively monitor student athlete progress in order to provide early support and intervention if necessary.
- A student placed on academic probation **could be** ineligible to compete in athletic games until he or she is removed from the academic probation list.
 - Academic probation occurs when student grades show an “F” in one subject;
 - shows a “D” in two or more core subjects or;
 - Students have less than a 2.0.
- The Help Center list is run every week. Athletes who appear on the Help Center list will receive a three-week athletic-academic probation. Their academic progress will be monitored once a week. Students with one “F” will follow a three-week grade monitoring plan. If an athlete is on the list after the three weeks, they must remain out of competition and practice for the next probationary three-week period.
 - Week 1: Eligible for games and practices but **MUST ATTEND SUPERVISED STUDY HALL** in the school building.
 - Week 2: Athlete must attend help center and may be asked to attend a separate study hall.
 - Week 3: Athlete must sit out of athletics games and practices for the next three weeks.
- Students showing two “F’s” will automatically be ineligible for games/practices and must also attend help center.
- If a student cheats or plagiarizes in a class, the administration has the authority to suspend the student from participating in the next regularly scheduled contest.
- If a student acquires an excess of referral forms, the administration has the authority to suspend the student from participating in the next regularly scheduled contest. (1 referral could equal 1 contest missed)
- If a student receives internal or external suspension from school, the student cannot participate in the scheduled contest of that day.
- If a student receives OSS, they will miss the same amount of days when they return. (5 Days OSS=5 Days Missed upon return). This includes games and tournaments. Student is not allowed in attendance when servicing this punishment.

Student-Athlete Behavior

A student-athlete represents the school community, and the privilege of being a member of a school team must be earned and maintained. Therefore, the following rules are established so that student-athletes understand the value of participation in interscholastic athletics and as a reminder that inappropriate behavior is punishable by suspension or removal from a team at the discretion of the principal and athletic director.

Suspension from Participation in Athletics

The following are examples but not limited to, reasons that may result in the suspension of a student-athlete. The length of suspension is at the discretion of the Athletic Director and Student Affairs Director.

- Excessive tardiness as outlined in section entitled “Attendance” in this handbook.
- Ejection from a contest by an official, coach, or athletic director for unsportsmanlike or other inappropriate behavior.
- Internal or external suspension from school by the school administration, (a student athlete may not participate in practice or a game on the day of suspension.)
- Actions punishable by the school administration which occurs outside the normal school day but while the student-athlete is involved in his/her sports season.
- Vandalism of school property at any time.
- Referrals received for behavior in school may result in punishment athletically, “Loss of Privileges” will result in contests missed.

Traveling Policy

- Students are responsible for their actions while traveling with SPAS. Students throwing objects out the bus windows, leaving the group without permission, or vandalizing property will be held responsible for all damages incurred and will be subject to suspension.
- All students must have medical records and emergency contact information on file with the school.
- Sportsmanship must be maintained at all competitions; home and away.

Hazing

When membership or participation in any athletic team is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised or completely undermined. Moreover, such activities can endanger the safety of student-athletes. Because the SPAS Private School is committed to providing a safe and orderly environment that promotes respect, civility and dignity for all members of the school community, hazing is strictly prohibited. The term “hazing”, as used in this Code of Conduct, means any conduct or methods of initiation into any student organization or body, whether on public or private property, before, during or after school hours, which willfully or recklessly endangers the physical or mental health of any student or other person, or which is reasonably likely to cause harassment, intimidation, physical, emotional or psychological harm, including embarrassment or loss of human dignity, to another person.

Such conduct shall include, but not be limited to the following:

- whipping, beating, branding, or any other physical assault;
- forced exposure to weather or the elements;
- forced consumption of food, liquor, beverage, drug or any other substance
- any forced activity which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation;
- forced total and/or partial nudity at any time;
- forced wearing or carrying of any obscene or physically burdensome or embarrassing article;
- forced transportation and intentional abandonment of any person or member at any location;
- any type of personal servitude performed for actives which is demeaning and/or of personal benefit to the active members;
- forced assignment of “pranks” such as stealing, painting objects, or harassing other organizations, institutions or activities; or
- Calling or assigning prospective teammates demeaning names.

No hazing activities will be tolerated under any circumstances. Members of the SPAS School community may not participate or be involved in hazing activities. Any member of the school community involved in such activity shall be subject to disciplinary action for violation of this policy. Consent of the victim of hazing shall not be available as a defense to any prosecution of hazing under this Code of Conduct. Whoever knows that another person is the victim of hazing and is at the scene of such a hazing shall, to the extent that the person can do so without danger or peril to himself/herself or others, report such activity to an appropriate official as soon as reasonable possible. Any person who knowingly and unreasonably fails to report hazing activity shall be guilty as an accomplice in such activity. Employees who fail to report an incident of hazing may be subject to disciplinary action.

Tobacco/Drugs/Alcohol Substance Abuse Policy

*The athletic director will conduct an extensive investigation to determine the consequences of the student athlete's actions. Disciplinary consequences for all infractions listed below will be enforced in and out of season throughout the 12-month calendar year.

Suspension:

- 1.) The following are examples of, but not limited to, reasons that will result in a student athlete temporary suspension from the athletic program:
 - A. Attending a party where pupils are consuming or are in possession of alcohol and/or drugs.
 - B. Providing a venue, facility, or place (hosting) where a student-athlete or person other than the host provides alcohol and/or drugs that is being consumed.
 - C. Posting of pictures (knowingly or unknowing) on the Internet insinuating use of drugs/Alcohol.
- 2.) The following are examples of, but not limited to reasons that will result in a student athlete being removed from the athletic program for the remainder of the sport season:
 - A. Using or possession of tobacco products of any kind on or off campus.
 - B. Using or possession of Alcohol products of any kinds on or off campus.
- 3.) The following are examples of, but not limited to reasons that will result in a student athlete being removed from all sports for the remainder of the school year and forfeit any opportunity for athletic awards for that season:
 - A. Providing a venue, facility, or place (hosting) where drugs and/or alcohol are provided by the host and are being consumed by students (under aged pupils).
 - B. Use or possession of drugs, synthetic marijuana, alcohol products either on or off school grounds.
 - C. Use or possession of drugs, synthetic marijuana, alcohol products in a school vehicle.
 - D. Selling drugs, alcohol, or other illegal substance on or off school grounds.

Appealing a Suspension/Dismissal

If a student-athlete chooses to appeal a suspension or dismissal, a request for appeal must be made in writing to the athletic director. The athletic director will inform the principal and student affairs director of the desire for appeal and call a meeting with the student-athlete, and his/her parents. Also attending this meeting will be the athletic director, student affairs director, the principal, and the respective sports coach. After the appeal is heard, the members of the meeting will render a consensus decision within five (5) school days. The student athlete will remain ineligible for competitions until the entire appeal process is complete.

Quitting a Team

A student-athlete at SPAS is in an advanced Physical Education Student. Because of this, once a student joins a sports team, he/she is committed for the season to participate in their sport. At the end of each season which is one quarter of the year, the student-athlete will have the choice to play another sport or transfer into regular PE. Students who "quit" the team will be treated the same as a student who refuses to participate in class and may be failed from the course.

Individual Team Standards

Often a coach will develop standards for a specific team. These standards may come in the form of responsibilities, requirements, expectations, and penalties for violations. They will reflect the standards of this handbook as well as attendance at practices and games, expected behavior at practices and games, and other issues not specifically covered in this handbook. Student athletes and their parent/guardian should become familiar with the standards of each coach when they begin participating in each sport.

Athletic Code of Conduct Agreement Form

The Athletic code of conduct agreement form states that student-athletes and parents have read and understand all the rules, guidelines, and expectations listed in the Athletic Handbook, as you can find on our website (www.stpaulamerican.org/content/news-forms#documents) . All students and parents of students must sign and return these forms to the athletic director at SPAS prior to each athletic season.



Athletic Code of Conduct and Athletic Release Form

Code of Conduct

I understand that in order to actively participate in the SPAS Athletic Program, I must uphold the Code of Conduct and Training Rules, as well as other guidelines, listed in the Athletic Handbook (www.stpaulamerican.org/content/news-forms#documents). I agree to keep these rules and guidelines as long as I am participating in the athletic program for the current school year. Failure to do so will result in suspension or the deserved consequence stated in the Athletic Handbook (www.stpaulamerican.org/content/news-forms#documents).

I _____ understand and agree to the above statement.

Signature: _____ (Student)

Date: _____

As parent/guardian of my child, I understand the rules and guidelines they must uphold while participating in the SPAS Athletic Program. I agree to uphold the Code of Conduct for Spectators while attending any and all of the contests my child is involved in. I agree to stand behind this Code of Conduct and the Athletic Handbook (www.stpaulamerican.org/content/news-forms#documents) and to encourage my child to uphold them and do their best.

I _____ understand and agree to the above statement.

Signature: _____ (Parent/Guardian)

Date: _____

Athletic Release Form

I _____ (students name) understand that by participating in Athletic competition, there are inherent risks. By signing this form, I assume all the risks involved in participating in all SPAS athletic events and agree to take no legal action against the school, the coaching staff, or SPAS affiliated personnel for injuries sustained during practice or competition.

Signature: _____ Date: _____

I _____ (Parent/Guardian) understand that by participating in Athletic competition, there are inherent risks. By signing this form, I assume all the risks involved in participating in all SPAS athletic events and agree to take no legal action against the school, the coaching staff, or SPAS affiliated personnel for injuries sustained during practice or competition.

Signature: _____ Date: _____

ATHLETE EMERGENCY CONTACT FORM

Athlete Name: _____

Sport: _____

Advisor: _____ Advisor Phone #: _____

Personal Contact Info:

Home Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Emergency Contact Info:

(1)
Name _____ Relationship _____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Work Telephone # _____ Employer _____

Emergency Contact Info:

(2)
Name _____ Relationship _____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Work Telephone # _____ Employer _____

I have voluntarily provided the above contact information and authorize SPAS and its representatives to contact any of the above on my behalf in the event of an emergency.

I choose not to furnish any emergency contact information to SPAS at this time.

Signature _____ Date _____