



STUDENT LIFE & LEADERSHIP HANDBOOK



2021/22

Lahore American School

TABLE OF CONTENTS

WELCOME

Page 4

BUFFS STUDENT LIFE & LEADERSHIP PHILOSOPHY

Page 5

We Believe That

The Athletic Program

Co-Curricular Activities (CCA's)/After School Activities (ASA's)

Student Leadership

LAS' Statement of Fairplay, Sportsmanship and Inclusion

Spectator Code of Conduct

Social Media Guidelines

STRUCTURE, SEASONAL OFFERINGS, ADULT SUPERVISION & STUDENT SAFETY

Page 8

Seasonal Offerings

Adult Supervision & Child Protection

Medical Coverage

Thunder & Lightning Guidelines

Heat Index Guidelines

Air Quality Guidelines

STUDENT PARTICIPATION

Page 10

Students that sign up to a Student Life program will:

Late/No-show to a Student Life Program

Quitting a Student Life Program

Sign Ups & Schedule Information

How to Create/Lead/Assist a Student Life Program as a Student

Student Eligibility

Transportation

STUDENT LEADERSHIP PROGRAM

Page 15

Student Committees

COACHES/SPONSORS INFORMATION

Page 16

Being part of the Team- Coaches job description

Prerequisite Courses

Pre-Season

On Going

General/Ethical

End of Season

Duty of Care

Additional Practices & Games

Promoting Your Activity

Team Selection Guidelines

Uniforms

Stipends

Per Diems

Keys & Access

TRAVELLING for EVENTS

Page 19

Prior to Travel

Day of Travel

At the Airport

On The Airplane

Meeting the Host School & Host Family Pick Up

During The Trip

Departure Day

Returning to School

AWARDS

Page 24

Criteria for Awards Selection

RESOURCES

Page 25

Emergency Contact Numbers

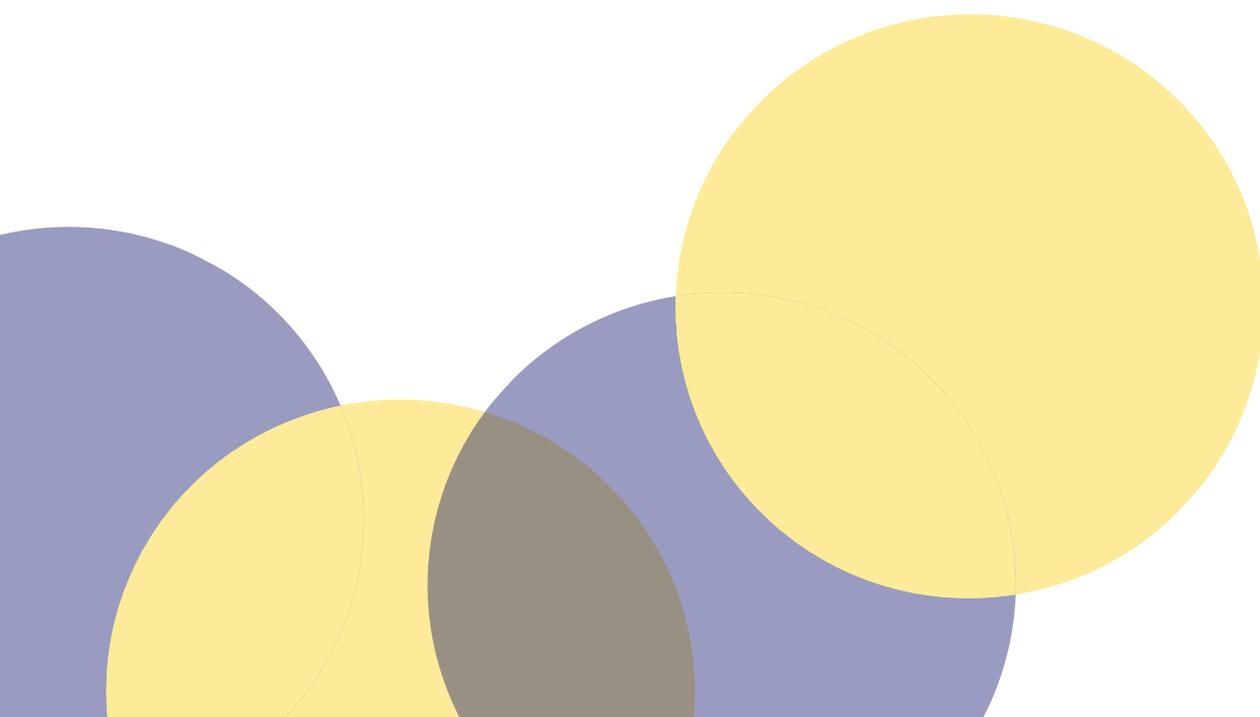
First Aid and Emergencies

Coaches Travel Checklist

SAISA Website

SAISA Handbook

LAS Coaches Handbook



WELCOME

Dear LAS Community,

The Student Life & Activities Program (SLA) includes Athletics, Co-Curricular Activities and Student Leadership. The purpose of this program is to promote and supplement the regular curricular of the school.

This handbook has been prepared for use by all school stakeholders- coaches, administrators, students and parents. It clearly defines all policies and procedures related to being part of the SLA program. By agreeing to be a part of the SLA program, you have accepted the responsibility to familiarise yourself with the contents of this document and to comply with all policies and procedures.

The benefits of sport and activities go far beyond the physical and mental development of students- they also include social development in the areas of teamwork, dedication and self-esteem. Students learn a great deal in the classroom, however some of their most precious memories are built through their involvement within the co-curricular environment. While winning is an important goal at LAS, it is not our only objective. We believe that developing core skills such as integrity, leadership and sportsmanship are equally as important, and are essential benchmarks for a successful year.

Thank you for being a part of this important program at LAS. We look forward to the many learning opportunities available to students, coaches and parents and a successful, productive and fun year together.

JAMES HENDERSON

Athletic Director



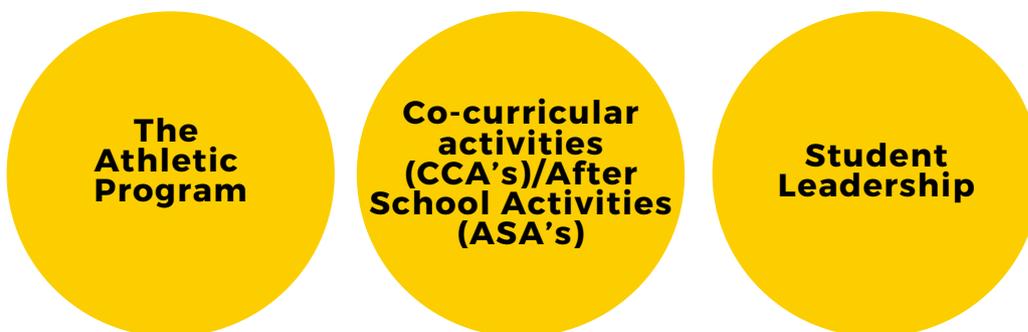
BUFFS STUDENT LIFE & LEADERSHIP PHILOSOPHY

The Buffs student life program is designed to enhance student learning outside the classroom environment, in a way that supports the taught curriculum and supports student growth. It is an opportunity for students to showcase their extra talents outside of academics. Participants in this program should be role-models for the rest of the student population.

WE BELIEVE THAT

- 1** Co-curricular activities should complement and support the taught curriculum so that all students have opportunities to enjoy balanced, varied and holistic learning experiences at school.
- 2** The program should be inclusive so that every student has the opportunity to become involved and extend their learning beyond the traditional classroom.
- 3** Coaches, students, and parents should model the school's core beliefs and student profile.

We have 3 areas that we include in our student life program:



THE ATHLETIC PROGRAM

The athletic program at LAS includes all the competitive sports and teams. LAS is a SAISA member school, competing against 9 other international schools across the South East Asia region. The purpose of SAISA is to promote and coordinate regional professional development activities, academic and cultural festivals, athletic tournaments, and other events deemed appropriate by the member schools. The website (<https://saisaleague.com/>) provides more information.

CO-CURRICULAR ACTIVITIES/AFTER SCHOOL ACTIVITIES

The Co-Curricular Program should purposefully support and extend the taught curriculum and give every student the opportunity to participate in sport or other activities. The activities also aim to drive and support the mission and beliefs of the school.

STUDENT LEADERSHIP

The Student Leadership Program should provide a voice and empowerment of students by:

Providing opportunities for Student Leadership, Student Voice, and Student Action across the whole school.

Overseeing the facilitation of Student Coaches and the Captain's Committee.

Using the Athletic Program and ASA's Program as vehicles for Student leadership.

Promoting and supporting student-led initiatives.

LAS' STATEMENT OF FAIRPLAY, SPORTSMANSHIP AND INCLUSION

- Provide opportunities for students to participate and compete in an environment that is safe, challenging, professional and educational.
- Students are given the opportunity to demonstrate his/her best abilities/skills while maintaining a spirit of respect and cooperation with fellow students from various international backgrounds.
- Each sport, activity or leadership opportunity involves students and adults in their roles which include the participants, coaches, officials and spectators. All those involved are expected to uphold the core values of LAS.
- Core values can be demonstrated by fair play among participants, positive encouragement from coaches, impartial judgments from officials and respectful enthusiasm from spectators.
- The adults and students in attendance act as role models for our participants. Therefore profanity, distracting noises, actions that interfere with students' performance, condemnation of coaches/chaperones/sponsors, or any disrespectful or degrading behavior will not be tolerated at any time.

LAS asks that all of our athletes, parents, coaches, officials and spectators keep these statements in mind when representing the school.

SPECTATOR CODE OF CONDUCT

Spectators that attend games should be aware of the following:

DOS	DONT'S
Show respect for officials and players	Enter the playing area for any reason
Cheer for our team, not against the opponent	Verbally abuse match officials
Applaud good play	Verbally abuse players
Verbally support in a positive manner	Verbally abuse other spectators
Enjoy the event and remember children are playing for their enjoyment	Use Inappropriate language
Encourage others to support	Participate in actions which may cause insult, discrimination or humiliation

If spectators are found to be in breach of the above conduct statements they will be dealt with by the tournament director. This could lead to expulsion from a single game or banning from the campus on game days.



STRUCTURE, OFFERINGS, SUPERVISION & SAFETY

SEASONAL ADULT STUDENT

LAS is a member of SAISA (South Asian Inter-Scholastic Association) and as educators committed to the ideal of realizing the full potential of each student, we believe the fundamental aim of SAISA is to promote the values of collaboration, creativity, sportsmanship, and fair and ethical competition. Through SAISA we promote and coordinate regional professional development activities, academic and cultural festivals, athletic tournaments, and other events as deemed appropriate by all member schools.

SEASONAL OFFERINGS

SAISA seasons are scheduled to be as follows but may be canceled or amended depending on the Covid-19 situation within the region.

Season 1	October 28, 29, & 30, 2021
Season 2	February 10, 11, & 12, 2022
Season 3	April 20, 21, & 22, 2022

Final recommendations will be made by the AD's at the start of September to decide on the format of SAISA seasons, with some innovative ideas regarding virtual activities being developed as well if needed.

ADULT SUPERVISION & CHILD PROTECTION

All teams and activities will have a lead coach/teacher and may also have an assistant. Most of our coaches/chaperones/sponsors are LAS employees, however we may use local experts when a position cannot be filled by an LAS employee in certain circumstances. If local experts are used, their credentials will be thoroughly checked before they are allowed to become part of the Student Life team. In their capacity, all coaches and lead teachers report to the Athletic Director. Queries or concerns from students/parents should be answered by the team/activity leader, unless they are not able and then should be passed to the Athletic Director.

For SAISA events and other local competitions encompassing overnight stays, LAS will always provide at least two adults for every trip depending on the number of students. All other CCA's, ASA's and Student Leadership activities will have at least one adult supervisor.

MEDICAL COVERAGE

All lead coaches are given a first aid kit to keep with them during practice and competitions, both on or off campus. For events on campus, the school nurse can be made available when needed. Every lead coach for sports teams also has to go through training in concussion and head injury management, heat illness prevention and sudden cardiac arrest response before they can take up their position. Coaches should also have basic First Aid training.

THUNDER & LIGHTNING GUIDELINES

Whether activities can start/continue is decided upon by the Chief of Security and/or the Superintendent's Office dependent on the situation.

HEAT INDEX GUIDELINES

The Heat Index = Temperature + Humidity

Whether activities can start/continue is decided upon by the Chief of Security and/or the Superintendent's Office dependent on the situation.



AIR QUALITY GUIDELINES

The Heat Index = Temperature + Humidity

Whether activities can start/continue is decided upon by the Chief of Security and/or the Superintendent's Office dependent on the situation.

Air Quality Index (AQI) Values	Levels of Health Concern	Meaning
When the AQI is in this range:	..air quality conditions are:	...in terms of outdoor events:
0 to 50	Good	Air quality is considered satisfactory, and air pollution poses little or no risk.
51 to 100	Moderate	Air quality is acceptable; however, there may be a moderate health concern for a very small number of people.
101 to 150	Unhealthy for sensitive groups	Although the general public is not likely to be affected at this AQI range, members of sensitive groups may experience health issues. Coaches will adjust practices where necessary.
151 to 200	Unhealthy	Everyone is more at risk to some adverse health effects and members of sensitive groups may experience more serious effects. Outdoor activities will be moved indoors where possible and coaches will adjust practices to reduce any high intensity activity involved.
201 to 300	Very Unhealthy	This would trigger a health alert signifying that everyone may experience more serious health effects. No outdoor activities at all.
301 to 500	Hazardous	This would trigger a health warning of emergency conditions. No outdoor activities at all.

STUDENT PARTICIPATION

PARTICIPATION AND SELECTION TO LAS STUDENT LIFE PROGRAMS IS A PRIVILEGE, NOT A RIGHT.

When a student participates in a program at LAS, he/she is a representative of our school. In order to be successful, an LAS student must place the highest priority on health, academics, training and core values. All students participating are not only representing their team and school, but also themselves, their coach/lead teacher, their teammates/group and their families. Behaviour and commitment should be at the highest level always.



STUDENTS THAT SIGN UP TO A STUDENT LIFE PROGRAM WILL:

1

Maintain academic standards throughout the activities season. Any work missed as a result of commitment to the co-curricular activities program must be completed in a timely manner.

2

Accept the responsibility and privilege of representing/participating for the school and community.

3

Demonstrate a cooperative attitude and spirit of goodwill.

4

Be on time for all practices, rehearsals and games.

5

Treat opponents/peers and officials with the respect that is due to them as fellow competitors/participants/authoritative leaders.

6

Excused absences from practices, meetings, performances and games are to be cleared with coaches/leaders in advance.

7

Exercise self-control at all times, accepting decisions and abiding by them. Decisions by coaches are made for the good of the team.

8

Follow all reasonable requests made by coaches/leaders.

9

Submit all forms required for each activity before deadlines.

10

Be responsible for any uniforms/equipment distributed by the school.

LATE/NO-SHOW TO A STUDENT LIFE PROGRAM

Just like class during the school day, students are expected to turn up on time for practices, meetings, rehearsals and games. Coaches and leaders give up their time to plan these sessions and supervise these programs, so it is only respectful to inform your coach beforehand if you will be late or unable to make a session

UNEXCUSED ABSENCE

A student will be considered “unexcused” when he/she fails to notify the respective coach or advisor either in person or by email 24 hours in advance or by break time of the date of absence. Students must do this in person themselves. Use of a friend/teammate to inform the coach/advisor is not acceptable. Reasons for absences must be genuine and satisfactory to miss sessions.

LATE

Coaches and advisors will deem what “late” will be for their respective teams/clubs and will give out consequences to late students accordingly. Each coach may have different rules, so make sure you are aware of your individual coach’s expectations.

REPEAT OFFENCES OF LATENESS OR UNEXCUSED ABSENCES CAN LEAD TO THE FOLLOWING PROCEDURES TAKING PLACE:

- 1 Warning from respective team coach or leader
- 2 Suspension from team/activity for upcoming games or competitions. Student would meet with the Athletic Director and respective team coach/advisor
- 3 Removal from Team decided by the Athletic Director

QUITTING A STUDENT LIFE PROGRAM

Quitting a sport or activity is a serious matter. Students will be given a grace period of 2 weeks from the start of a season to switch or remove themselves from an activity or sport. Following this student must:

Write to the program coordinator/coach to explain the rationale for leaving the activity.

Students will not be eligible to compete or participate in other teams or activities during the remainder of the season and may lose privileges of participating in future teams and activities, depending on the personal circumstances of quitting a team.

On occasion a student may find it necessary to drop from a team or activity for good reason. If this is the case, the following procedure should happen:

- Consult with the head coach/activity lead
- Head coach/advisor reports the situation to the Athletic Director
- Immediately return all school issued equipment and uniforms.
- Any injuries, sickness, excused absences or travel restrictions must be reported to the team's coach immediately. In the case of injury, coaches should be prepared to help find proper medical care. Emergency numbers are carried by all coaches and sponsors and a first aid kit is carried by every coach.

SIGN UPS & SCHEDULE INFORMATION

The information concerning after school activities will be sent out to students and parents at the start of the upcoming semester. The available sports teams will be announced at the start of every season. Students and parents will receive this information directly into their inbox and there will also be posts on social media accounts regarding sports teams.

Due to the compact nature of sports seasons and activities, there may be overlaps or conflicts in the schedules. If students wish to participate in more than one sport or activity they will need to make sure that they do not have conflicts in their schedule.

HOW TO CREATE/LEAD/ASSIST A STUDENT LIFE PROGRAM AS A STUDENT

My hope is that we have students who not only compete in sports events or activities, but show a passion for creating their own events, leading other students or assisting a head coach/activity lead. There are many factors behind a successful program and partaking in these roles will show students the other side of the student life program. Students that are interested in organizing or helping to run an activity should:

1

Meet with the Athletic Director to discuss the activity/sport.

2

Provide a write up of the activity that can be shared in the seasonal program information

3

Assist the Athletic Director with advertising and getting students interested in the activity/sport.

4

Those wanting to be assistants should: speak to the leader of the specific program they are interested in assisting with and ensure that they will be available for all meetings of that specific group. It is up to the program leader whether they require a student assistant.



STUDENT ELIGIBILITY

LAS encourages all of its students to be part of the Student Life program. LAS values holistic education and expects its students to be contributors to the school as a whole. Whilst sport and co-curricular interests are important, we recognise the importance of academic studies and therefore we expect our students to meet high academic standards before they can be part of a team. Students must organise their time to meet the combined demands of co-curricular activities/sports practices, games and extra sessions. Most research suggests that students who are active in co-curricular programs tend to do better in the academic classroom and vice versa. Students that wish to be part of the LAS Student life program must follow the guidelines below:

- Earn a minimum 75% average and maintain a 75% average or higher for any subsequent quarters which occur during the season. Evidence of this will be obtained quarterly from the Registrar.
- No failing grades in the previous quarter.
- Maintain a grade greater than or equal to 60% in all classes during the SAISA season. (Grade check cards, most recent Plus Portal reports, quarter grades, and semester grades all apply up to Monday of the week before travel.)
- If a student's grade goes below 60%, they will be withheld from practice and taken off the travel roster until the grade is above 60%.
- Maintain excellent attendance and punctuality. Evidence of this will be obtained daily from the Main Office.
- Students absent from school will not be allowed to practice or play that day or weekend (for Friday school days).
- Note that if a student accumulates a combination of 5 tardies and/or absences during a SAISA season it will result in removal from a SAISA team. Absences will only be excused by the Athletic Director with appropriate documentation submitted on the day of return to class.
- Practice times are generally Mondays, Wednesdays, and Thursdays after school. Early morning and Saturday practices may be added if approved by the Athletic Director.

Students who do not meet the requirements, but still wish to participate, will be looked at on a case by case basis.

TRANSPORTATION AFTER PRACTICES/GAMES/MEETINGS

Students that sign up for any Student Life program must make their own arrangements for getting home:

Students can be picked up by their parents/driver. Parents and drivers must be there to collect students once events have finished. Persistent failure to have a parent/driver collect a student on time may lead to the removal of the student from their program.

Students that usually walk home will be permitted to walk home. This must be clearly communicated to the coach at the start of each season and approved by the Athletic Director.

STUDENT PROGRAM

LEADERSHIP

The student life program encompasses not only sport and co-curricular activities, but also student leadership. We at LAS understand that not everyone who enjoys these activities wants to participate, some students prefer to lead or assist. So we are introducing 3 new opportunities for student involvement in the program. Students who opt to take part in these opportunities must be committed to their roles and attend all practices and sessions unless with good reason., just as if they were participating in sports teams.

STUDENT COMMITTEES

CAPTAINS COMMITTEE

For students who are to be captains/leaders of sports teams or activities. Students will meet to discuss what a good leader does and be the spokesperson for their activity once seasons start. Link between the student athletes and the Athletic Director.

STUDENT COACH ASSISTANTS

For students who are interested in coaching a specific sport and would like to help out as a student assistant coach. These students will work specifically with their designated coach and team.

STUDENT-LED PROGRAMS

For students who would like to lead an activity and offer their expertise in a specific field to other students. This may include officiating sports, leading after school activities or clubs or organising specific events on campus.



COACHES/SPONSORS INFORMATION

Being a coach is one of the most important roles in a team and can come with many responsibilities and challenges, but can also provide some of the most rewarding experiences. The below information will cover some of the responsibilities and rewards of coaching with LAS. This is the basic information needed, more information is available in the Coaches Handbook.

BEING PART OF THE TEAM- COACHES JOB DESCRIPTION

Teachers that get involved in the student life program of the school should...

- Align themselves and students with the mission and philosophy of the program
- Enhance achievement and growth in students
- Educate through participation
- Be a positive influence on students and be their role model
- Teach core values and lifelong transferable skills

SPORTS COACHES: [HTTPS://DOCS.GOOGLE.COM/DOCUMENT/D/1IZo44H3A4VWI7w0KULWAIEV5MMcZVCB](https://docs.google.com/document/d/1IZo44H3A4VWI7w0KULWAIEV5MMcZVCB)

PREREQUISITE COURSES

SPORTS COACHES (this includes all activities that have a sport component)	ACTIVITIES COACHES (this includes all activities that are run at the school)
Up to date school sponsored First Aid course	Up to date school sponsored First Aid course
Attend the pre-season meeting	Attend the pre-season meeting
NFHS First Aid Course	NFHS First Aid Course
NFHS Concussion & Heat Illness Courses	
OPTIONAL	
NFHS Engaging Effectively with Parents Course	NFHS Engaging Effectively with Parents Course
NFHS Coaching Courses	NFHS Coaching Courses

PRE-SEASON

Coaches must liaise with the Athletic Director regarding:

- Pre-season meeting attendance
- Team roster requirements and limitations for your sport
- Equipment usage
- Weekly & Season Schedule - Duration, Times & Days
- Issuing uniforms or other related items
- Reading of Coaches Handbook and returning the signed coaches page

ON GOING

- Ensure good, timely communication with students, parents, faculty and Athletic Director.
- Ensure that adult supervision occurs for the entire duration of all Student Life programs- that is until students have left campus with their transportation.
- Plan and conduct meaningful, educational or skill-based sessions.
- Foster and facilitate positive peer to peer and student to adult communication.
- Collect, store and care for equipment during and after programs.
- Keep clear records of all uniforms and equipment given to students.
- Keep clear records of attendance on your roster.
- Help the Athletic Director to ensure all deadlines for trips are met by students.
- Model the LAS Core Values at all times.
- Help with the preparation and organization of local school and international school interaction, including tournaments, friendlies and awards.

GENERAL/ETHICAL

- Ensure that all participants consistently model the LAS Core Values and our Fairplay & Sportsmanship philosophies.
- Shall promote the entire activities program of the school and direct their program in harmony with the total school program.
- Shall be aware that they have a great influence on the education of their participants.
- Enforce school/organisation rules and behavior code when travelling/hosting.
- Shall avoid the use of tobacco and alcohol products when in contact with students.
- LAS forbids teachers/sponsors to consume alcohol when on any school trip with students.

END OF SEASON

- Provide face to face feedback to the Athletic Director (within 1 week of the season ending).
- Collect all uniforms or equipment from students and hand back to AD (within 1 week of the season ending),
- Write an article for the next Friday Flash (include photographs).
- Download all event photographs onto the shared Google Drive folder.
- Complete the Awards Form and Season Overview documents found in the Coaching Handbook.
- Organize your time to be available for the end of year celebration/awards evening.

DUTY OF CARE

- Make sure that students are accounted for when your activity begins and regularly maintain checks throughout the activity.
- Ensure that students behavior in changing facilities is responsible and acceptable.
- Supervise students with equipment set up and putting away at the end.
- Ensure that students have departed the schools facilities/have a way to get home before leaving. (All students waiting for pick up should be at the front of the school, not inside the building). Everyone should leave the school building together.

ADDITIONAL PRACTICES & GAMES

- Additional practices are only permitted after agreement by the Athletic Director. While I appreciate you taking the time to put on extra practices, we need to be mindful of facility usage by other Student Life programs too and that students may also be involved in these other programs..
- The Athletic Director must make all necessary security arrangements to allow access to facilities at the agreed times.
- Any additional practices must be presented as voluntary to all participants in the sport/activity.
- Games will usually be scheduled during a practice session or on the weekend. Games will not interfere with other Student Life programs or take practice facilities from other teams.
- Friendly tournaments or extra games may be arranged midway through the season, on the weekend. So make sure you are also available if this situation arises.

PROMOTING YOUR ACTIVITY

LAS coaches and activity sponsors should be prepared to work alongside the Athletic Director to promote their activity to the school population. This could include:

Approaching members to join.

Creating posters or flyers.

Attending the Student Life Program Assembly.

TEAM SELECTION GUIDELINES

Final team selections must be communicated to the Athletic Director by the set deadlines. This is very important for the purpose of making travel arrangements for teams/groups. Failure to do so may put your teams travel plans in jeopardy.

UNIFORMS

Students are to wear their LAS uniforms during all events and games when they are representing the school. If students do not bring their uniform with them, they will not be eligible to participate.





STIPENDS

LAS pays a stipend to coaches/sponsors for after school activities in line with the Faculty Handbook policies (please refer to the policies in the handbook or the Athletic Director for more information).

Stipends are processed following the completion of the end of season checklist and will be paid on the following month's salary.

PER DIEMS

LAS also pays coaches/sponsors Per Diems for trips away from Lahore in line with the Faculty Handbook policies (please refer to the policies in the handbook or the Athletic Director for more information). These Per Diems will be paid before travel.

KEYS & ACCESS

Access to storage rooms, changing rooms and other generally off-limits areas are by request only. The Athletic Director will provide access to these areas for coaches/chaperones only, with the understanding that they will supervise any activity occurring in these locations. Failure to supervise these areas sufficiently may result in not being able to utilise these areas for future sessions.

TRAVELLING FOR EVENTS

All travel arrangements will be organized by the Athletic Director and Visa & Travelling Coordinator. Travel arrangements are scheduled based on a number of factors and are not negotiable by coaches, chaperones, students or parents. During the school year, SAISA sponsors eleven (11) varsity sports conventions, a music convention and an arts convention comprising 10 schools from seven countries, so logistically we cannot change schedules for individuals..

INFORMATION PRIOR TO TRAVEL

Parents and students must adhere to both SAISA rules and regulations and the LAS Code of Conduct to be eligible for travel.

MIDDLE SCHOOL PARTICIPATION IN SAISA TEAMS WITH OVERSEAS TRAVEL

All students in middle school are invited to participate in all MS SAISA events hosted in Pakistan. Middle school students in grades 7 and 8 having proven competitive athletic talent may be allowed to travel to overseas SAISA events at the discretion of the Athletic Director and Principal. In order to have time to organize flights and visas, a student must record a qualifying time/distance that is better than the 5th place time/distance from the previous year's overseas SAISA event within the first two weeks of practice.



SAISA COSTS

In cases of a student's SAISA travel being canceled or cut short, the student will be held financially responsible for all fees paid, as well as for any costs associated with changing flights or other unrecoverable charges. This will include students who are:

- pulled from a team for academic or disciplinary infractions prior to the trip;
- involved in inappropriate student behavior on a trip; and/or
- removed from a team or trip at the parents' request, or quitting a team*

*Students who quit or drop out from any SAISA team must do so by informing the coach and Athletic Director, in writing.

If the student has been selected as part of the travel SAISA team, the above financial responsibilities for SAISA costs/incurred costs will apply.

PERMISSION AND TRAVEL ON SAISA AND OTHER SCHOOL-SPONSORED TRIPS

Any student participating in a school-sponsored field trip must have written permission and must obtain the permission in compliance with the procedures indicated by the Secondary Principal, teacher or sponsor of the trip involved.

- All students on field trips will use the transportation provided by the school unless otherwise approved.
- Students involved in rule infractions may be prohibited from attending out-of-town and off campus field trips at the discretion of the Secondary Administration.

- Absence or tardiness beyond the designated time will not exempt the student from the school's Attendance Guidelines.

DAY OF TRAVEL

- Arrive at the designated departure point 20 minutes before the scheduled departure time.
- Collect all students' passports. Please check the photo page of the passport to check that they have their own passport (and not another family member) and that the passport is valid (not expired) and has any necessary visa needed for the trip.
- If a student forgets their passport or brings the wrong passport then immediate arrangements must be made for the delivery of the passport to school (if time permits). If time does not permit then arrangements must be made for the passport to be brought directly to the airport.
- Chaperones/coaches should check each other's passports.
- Instruct all students to put their belongings on the bus.
- Trip leaders must ensure that the group leaves at the scheduled time. If a student is 5 minutes late then call parents to check the situation. If needed, wait another 5 minutes before calling parents to explain that the student should be taken directly to the airport. With bus trips we can be more flexible.
- Any decision to depart (by bus or airplane) without a student due to passport issues or late arrival must be made in conjunction with the Athletic Director.
- Before departure you must ensure that all students have all their belongings.

AT THE AIRPORT

- Check that all students have all their belongings when leaving the bus.
- Stay together as a group. One chaperone/coach should lead the group when moving around the airport and the other should trail (Especially at customs and security).
- You may allow students some 'free time' in groups at the airport. However, the following rules must be set in advance:
 - there is a clear meeting place and meeting time (the time set must ensure that you have extra time to deal with any unforeseen circumstances).
 - Students are grouped in threes or fours and must stay with that group.
 - Before a group of students are allowed free-time in the airport teachers/coaches must have a working mobile phone number of two students in the group.
 - Keep checking the flight status on the screens.
- Bags must NEVER be left alone. There must always be a minimum of 1 teacher looking after bags in the meeting location. Students must not be left alone in charge of bag supervision.
- The group must go to the departure gate as soon as it is open.



ON THE AIRPLANE

- Ensure that the seating allocation is satisfactory.
- Ensure that at least one teacher/coach is seated behind the group (preferably in aisle seat) to monitor student behavior.
- Actively monitor behavior of students throughout flight.
- Continue the lead/trail process as you leave the plane. Check that all student baggage has been taken

MEETING THE HOST SCHOOL & HOST FAMILY PICK UP

- As you enter the arrivals hall look for a member of the host school that will be waiting for you (they may have a sign that reads SAISA or the name of our/their school).
- Check all students have their possessions before leaving the airport.
- Text Athletic Director informing of safe arrival.
- Stay with team members until all have been collected by host families.
- Ensure that all students have the school mobile phone number to ensure direct contact if needed.

DURING THE TRIP

- All students on trips will use the transportation provided by the school unless otherwise approved.
- Call your students each night before 10pm. You should ask to talk directly with at least one of the students.
- Each morning ask students about their host family experience. Check with them about their sleeping arrangements and also their meals.
- Have a team meeting before and after each game (sports) or at the end of the day (activities).
- Coaches/Chaperones are expected to be at the tournament/event site until completion of the event.
- Ensure that all students understand the following day's schedule.
- Coaches/Chaperones are expected to take a selection of photos that may be used in school publications and on awards evenings.
- If there are any injuries that require a visit to a doctor or hospital, the Athletic Director must be informed immediately. One chaperone/coach MUST accompany the student. The Athletic Director will inform the parents.
- If a student requires to be kept in hospital and as a result a flight would be missed, a coach/chaperone must remain also. The Athletic Director will make all necessary adjustments to flights and hotels.
- If a student/students are acting inappropriately on a trip then the incident/s must be reported to the Athletic Director immediately.
- Students may NOT leave the sports venue during a tournament without the supervision of an LAS coach/teacher.



DEPARTURE DAY

- Please apply all steps which are listed for outward journey.
- All parents will be asked to collect students at the School campus after all trips (unless other arrangements have been made with the approval of the Athletic Director ahead of time).
- At least one chaperone/coach must remain with students until they have all been safely collected.

RETURNING TO SCHOOL

Students are expected to be in school the day following a SAISA event or other school-sponsored activity. They must return to school on the first school day following their return to Lahore unless they arrive after 10 pm.

- Students arriving back from school-sponsored trips may be permitted to come to school the next day later than usual if their arrival was delayed to a late hour (i.e. past 10 pm). This will be determined by the sponsor of the trip and the Secondary Principal.
- It is the responsibility of the supervisor of the trip to advise the students at the airport (or school) as to what time they must report to school the next day and also to inform the attendance office and the Secondary Principal.
- Students who are absent the day following an event may be ruled ineligible for participation in the next SAISA event or other activity by the Athletic Director and/or Principal and may lose their opportunity to make up missed work.
- Students must collect and complete assignments/tests for the classes they will miss prior to the event/ trip. Evidence of this will be a completed Official Absence Homework Form.

MAKE-UP WORK FOR SAISA/SCHOOL SPONSORED ACTIVITIES

Students who miss school days due to participation in SAISA or other school-sponsored activities are granted:

- One day to make up missed work per day of official absence.
- A maximum of three days to make up work per event.
- Tests may be given after an event participant has returned to school for one full day.



AWARDS

Students involved in SAISA activities and sports will be eligible for awards at our end of year awards evening, which will take place once all seasons have been completed. In order for students to receive an award they must be in good standing academically, behaviourally and attendance wise.

Awards typically include Athlete of the Year, Most Valuable Player, Most Improved Player, Most Coachable Player, Rising Star, Team of the Year and Coach of the Year. The awards are decided by the coaches/sponsors in collaboration with the Athletic Director.

CRITERIA FOR AWARDS SELECTION



Athlete of the Year

Given to the most outstanding athlete in a particular year. It is awarded to the student that has contributed greatly to the Student Life program across the whole year. They will have shown exemplary sportsmanship, school spirit, teamwork and leadership in multiple sports throughout the year.



Most Valuable Player

Given to the athlete on your team that has been a key asset to your program. This athlete is highly skilled, hard working and has excellent teamwork skills. This person is an inspiration to their teammates by always demonstrating a positive attitude, sportsmanship, school spirit and modelling the LAS Core Values consistently.



Most Improved Player

This is awarded to the athlete that starts out the season with lower skills, knowledge or lower confidence than the rest of their teammates. Over the course of the season they go on to exhibit growth in their skills, knowledge or confidence, so that they are integral to the teams dynamic.



Most Coachable Player

This is awarded to the student whom the coach felt was the most dedicated and enthusiastic to learn and improve. This student is always on time for practices, never complains about being asked to do something and takes criticism or suggestions on board to improve performance and knowledge.



Rising Star

This is awarded to students in the lower grades of High School (Grade 9 or 10) who over the next couple of years could become the MVP of the team with dedication, commitment and the ability to learn from their coaches. This person is well skilled, hard working, has excellent teamwork skills and is eager to improve.



Team of the Year

This is awarded to the team that over their season performed the best and were not only highly skilled and competitive but showed great togetherness, team spirit and worked for each other. This team epitomized the values and philosophy of the Student Life program.



Coach of the Year

This is awarded to the coach that went above and beyond for their team and showed great commitment to their students. All students will have enjoyed working with this coach and will have improved their skill levels and teamwork skills.

RESOURCES

EMERGENCY CONTACT NUMBERS

NAME	POSITION	CONTACT NUMBER
James Henderson	Athletic Director	03008492764
Blake Rodabaugh	Secondary Principal	03008416473
Lt. Col. Shahzad Mir	Chief of Security	03214684802
Dr. Robert Fielder	Superintendent	03018461225

FIRST AID AND EMERGENCIES

1. Remain calm and stay with the athlete.
2. Have someone contact an Ambulance (115) and tell you that they are on their way.
3. Contact parents letting them know which hospital their child is being transported to.
4. Call the Athletic Director informing him about what's happening.
5. Complete and submit an accident/injury report to the school nurse.
6. Provide a written report to the Principal and the Athletic Director.
7. Coaches should carry with them a packet which has the students' contact numbers.
8. In the case of an emergency please also notify the AD.

COACHES TRAVEL CHECKLIST

<https://docs.google.com/document/d/1zcJ045G0trbJBUs2WgwJ19D3eStSM8Fcim2I87x8yXs>

SAISA WEBSITE SAISA LEAGUE

SOUTH ASIAN INTERSCHOLASTIC ASSOCIATION

<https://saisaleague.com/>

SAISA HANDBOOK

https://docs.google.com/document/d/1c6WhKpapamL_ccU1JQFNFTW6AgNkfXE41_Ly5y8iyfk

COACHES HANDBOOK

<https://docs.google.com/document/d/1V5NDn3x4F9KJJhq4eAHtxI6fTI-ExVh->

STUDENT LIFE &
LEADERSHIP
HANDBOOK
2021-22

