

# **STUDENT ATHLETE HANDBOOK**



**2025-2026**

# TABLE OF CONTENTS

<b>LETTER FROM THE SENIOR DIRECTOR</b>	<b>2</b>
<b>CORONAVIRUS CRISIS AND EMERGENCY RESPONSE</b>	<b>3</b>
<b>INTRODUCTION</b>	<b>3</b>
<b>PHILOSOPHY OF THE ATHLETICS PROGRAM</b>	<b>3</b>
<b>ATHLETIC ACTIVITIES AT THE UNIVERSITY OF BALAMAND</b>	<b>4</b>
<b>CATEGORIES OF PARTICIPATION</b>	<b>4</b>
- Category One – Sponsored Intercollegiate Sports	4
- Category Two – Fitness, Recreation and Wellness Activities	5
- Category Three – Intramural (IM) Sport	5
- Category Four – Club Sports:	6
<b>ATHLETIC STUDENT-PARTICIPANT SELECTION GUIDELINES</b>	<b>6</b>
- Academic Achievement	6
- Character	6
- Athletic Ability	6
<b>ELIGIBILITY</b>	<b>6</b>
- Medical	6
- Academic	7
- Performance and Sporting Achievements	7
<b>ELIGIBILITY VERIFICATION</b>	<b>7</b>
<b>ATHLETIC TEAM GUIDELINES</b>	<b>7</b>
- Academics	7
- Diet	8
- Eligibility	8
- Multi-Sport Athletes	8
- Equipment and Facilities	8
- Sportsmanship Conduct	8
- Game Procedures and Conduct	9
- Health and Hygiene	9
- Practice	9
- Outside UOB Competition	9
- Team Travel	9
- Disciplinary Guidelines	10
- Sport Specific Rules	10
<b>INTERNATIONAL TEAM TRAVEL</b>	<b>10</b>
<b>INJURIES</b>	<b>11</b>
- Preventative Treatments	11
- Intercollegiate Athletic Injuries	11
<b>INSURANCE</b>	<b>12</b>
<b>SUBSTANCE ALCOHOL AND TOBACCO USE POLICY</b>	<b>12</b>
- Illegal Drugs	13
- Alcohol	13
- Tobacco	13
<b>ATHLETIC PARTICIPATION PHILOSOPHY</b>	<b>13</b>
<b>ATHLETICS COACHES DUTIES</b>	<b>14</b>
- Scouting	14
- Monitoring and Evaluation	14
<b>ATHLETIC SCHOLARSHIP</b>	<b>14</b>
- Selection Guidelines	15
- Application Process	15
- In order to maintain	15
- In case of injuries	15
- Conflict of Interest	16
<b>VARSITY TEAM SPECIFIC GUIDELINES</b>	<b>16</b>
<b>APPENDIX A (SANCTION/ APPEAL)</b>	<b>17</b>
<b>APPENDIX B (FORMS)</b>	<b>18</b>
<b>APPENDIX C (JOB DESCRIPTIONS)</b>	<b>25</b>

## LETTER FROM THE SENIOR DIRECTOR OF ATHLETICS, WELLNESS, AND RECREATION



**Ghaleb Halimi**

*Senior Director*

*For Athletics, Wellness, and Recreation*

It gives me the honor and pleasure to welcome you all, new and current students. We are excited to have you back on campus to get ready for an exciting year of sports at the University of Balamand. Our program is founded on the philosophy of providing a wide range of activities and programs to meet the various needs and demands of our student population. We are committed to providing a safe, non-threatening, and inclusive environment that is respectful of all beliefs, identities, experiences, and backgrounds. We strive to treat every student-athlete and any member of our community fairly on a campus free of harassment and discrimination.

The primary purpose of this Handbook is to serve as a foundational guide for all program operations and to provide the basic information that would normally be disseminated through routine informal or formal communications that include guidelines related to a variety of different programs. This Handbook will seek to provide a wide range of answers to commonly asked questions and will support the operation and management of a consistent, efficient, and well-organized educational sports program and recreation facility, within the mission of the University.

## CORONAVIRUS CRISIS AND EMERGENCY RESPONSE

The COVID-19 pandemic brought unexpected challenges to universities around the world. In response, the University of Balamand acted quickly and responsibly to protect the health of its students, staff, and faculty. The Office of Athletics, Wellness, and Recreation worked hard to adjust and find new ways to support student-athletes during this difficult time.

Even when sports activities had to pause or change, we stayed focused on keeping you active, engaged, and healthy. We provided safe options for exercise, followed all health guidelines, and continued to encourage a positive, balanced lifestyle.

Looking ahead, we remain prepared for any emergency. Whether it's a health crisis or another unexpected event, our commitment to your safety and well-being will always come first. For updates and important notices, please check the University website regularly.

"Staying healthy and active is always possible — even during tough times."

*"The University gym might be closed, but coronavirus doesn't have to keep you from your workout."*

## INTRODUCTION

The primary purpose of this Handbook is to serve as a foundational guide for all program operations and to provide the basic information that would normally be disseminated through routine informal or formal communications. It includes guidelines related to the variety of different programs. While it is difficult to fully answer all questions or to address every situation, it is intended that the Handbook will seek to provide a wide range of answers to commonly asked questions and that it will support the operation and management of a consistent, efficient, and well organized educational sports program and recreation facility, within the mission of the University. It is the responsibility of each Student Athlete to read and understand all the information contained in this Student-Athlete Handbook and refer to the Student Handbook and University Catalogue when necessary. The Senior Director of Athletics, Wellness, and Recreation should be contacted if assistance in interpreting this information is necessary. The office of Athletics, Wellness, and Recreation administrators are located in the Hariri Gymnasium (email: [athletics@balamand.edu.lb](mailto:athletics@balamand.edu.lb), ext. 1717 / 1711 / 1712).

## PHILOSOPHY OF THE ATHLETICS PROGRAM

**MISSION:** The Sports program is based on the philosophy of providing a wide range of sports activities and programs. Sports strive to encourage an active and positive lifestyle throughout a student's life. The Office of Athletics, Wellness, and Recreation at UOB provides services in concert with the mission of the University which is best characterized by the goal of accessibility. The athletics activities are accessible to students of all skills, abilities, and interests. The Facilities provide an extra-curricular environment that will enrich learning and personal growth. In providing this learning environment, the program places emphasis on the academic success of Student Athletes, the fair and equitable treatment of women and men, the principles of fair play, amateur and semi-professional athletics competition, and the health and welfare of Student-Athletes.

**GOALS:** At the forefront, the mission of the Sports Program is to emphasize, advocate, and promote the concept of (1) "opportunity to participate for all"  
2) to accommodate student sport and fitness interests,  
(3) create and maintain an enjoyable educational sport and fitness atmosphere,

- (4) foster a sense of spirit, enthusiasm, and pride in the University and for physical activity as part of a routine balanced lifestyle, and
- (5) promote the image and reputation of UOB in Lebanon, throughout the region, and beyond.

## **ATHLETICS ACTIVITIES AT THE UNIVERSITY OF BALAMAND**

The University of Balamand presents Varsity Teams in: Volleyball (Men & Women), Soccer Men, Futsal (Men & Women), Basketball (Men & Women), Track and Field (Men & Women), Tennis (Men & Women), Table Tennis (Men & Women), Swimming (Men & Women), Badminton (Men & Women), Handball (Men), and Rugby (Men).

The Varsity Teams participate in tournaments organized by the University of Balamand and other universities in Lebanon as well as tournaments organized by the Lebanese Federation for University Sports. They also participate in international sports tournaments.

The Varsity Teams utilize a number of on-campus and other public and private venues for practice and competition. The Hariri Gymnasium, the Philip Saliba Field and the Outdoor Tennis courts of the new athletic complex serve as the headquarters for the athletics programs on the El-Koura campus.

## **CATEGORIES OF PARTICIPATION**

It is not feasible to fund every student's interest. Therefore, to meet as many of our student interests as possible the Sports program emphasizes four categories of participation for students with varying levels of funding.

### **A. Category One – Sponsored Intercollegiate Sports:**

A sponsored intercollegiate sport may be defined as one where there is physical activity and spirited competition with other universities in an ongoing and organized manner. Intercollegiate athletics is highly competitive in nature and therefore is restricted to the elite athlete, a smaller number of student participants, or junior varsity programs established with exceptionally popular sports. The program will provide unique and talented men and women students the opportunity to develop and excel in their sport of choice. A highly competitive intercollegiate sports program for elite student-athlete will and should continue to promote a positive image of UOB throughout Lebanon, the Middle East, and the globe.

**Funding** – This category is fully funded by the Office of Athletics, Wellness, and Recreation for equipment, uniforms, home and regional competition, and coaching staff.

#### **Current Sponsored Sports in this Category**

- Men and Women's Soccer
- Men and Women's Basketball
- Men and Women's Futsal
- Men's Rugby (Program under evaluation)
- Men and Women's Volleyball
- Men and Women's Arm Wrestling
- Men and Women's Badminton
- Men and Women's Handball
- Men and Women's Track and Field
- Men and Women's Tennis
- Men and Women's Table Tennis
- Men and Women's Padel
- Men and Women's Squash

Status Requirements – Sports in this category must (1) have sufficient local university competition, (2) have the established minimum number of participants for the sport at all times, and (3) be highly physical in nature. Additionally, the academic standards of the student participants and a high level of competitiveness must be maintained.

International Travel Experience – elite UOB student-athletes will have the opportunity to represent the university in other regions of the Middle East and Europe. Students have represented themselves well and the tradition is one to be continued. It has also been an excellent educational experience for young men and women and is a highlight of the elite phase of the UOB sports program. Only teams and individuals who qualify and who will represent UOB at the highest level of the competition shall be selected for this unique experience. Within the allocated budget it is also possible that teams may travel to different regional locations in the same year. This flexibility in scheduling will further enhance the name and image of UOB to a wider international audience in multiple locations, which is and should be one of the objectives of the international travel experience. International team travel will also be closely coordinated with the Alumni and Development Offices so that a university-hosted social event may be conducted with selected alumni and/or donor or potential donor guests and selected student-athletes and University Sports staff and administration.

#### **B. Category Two – Fitness, Recreation, and Wellness Activities:**

Other Wellness and sport or recreational activity may be defined as one that may or may not include physical activity or competition with other universities, and/or may be focused primarily on the recreational and/or fitness benefits of participation. Some examples in this category might include aerobics, parkour, yoga, bodybuilding, martial arts, snow skiing excursions, sea kayaking, sailing, hiking, one or several-day competitions (challenges), clinics, summer camps, and health or fitness educational programming such as health awareness workshops.

Funding – Except for some University Sports sponsored events, the funding in this category will primarily be limited to promotion. This effectively will be a “pay to play” operation. The details and cost for each youth sport, fitness, or educational activity will be clearly outlined and defined. For example, those who wish to participate in aerobics or dance, or any other similar instruction will need to pay a fee proportionate to the number of participants for the cost of the instructor. The Office of Athletics, Wellness, and Recreation will assist with promoting the activity and possibly some minor expenses if necessary.

Status Requirements – There is no minimum number of requirements to be maintained, but the activity must be approved by the Office of Athletics, Wellness, and Recreation and must be for UOB students and/or employees. Instructors, Advisors, or Coaches in this category must adhere to all UOB and the Office of Athletics Wellness, and Recreation policy.

International Travel Experience – In rare instances, the International travel experience may be possible for the elite and exceptionally talented student in this category.

#### **C. Category Three – Intramural (IM) Sport:**

At many universities, IM can be as or more popular among students than the intercollegiate athletic program. A successful IM program involves league competition over a long period of time that eventually culminates in playoffs and an ultimate IM champion for that sport. This type of program has the potential to reach a wide range of students and faculty alike. The program will be primarily in the evening but could include day and weekend activities as well.

**Funding** – The funding for the IM program will be from The Office of Athletics, Wellness, and Recreation and used primarily for championship award tee shirts and promotion of the events.

#### **D. Category Four – Club Sports:**

Groups with an interest in a specific sport not already offered by The Office of Athletics, Wellness, and Recreation may request that their sport be adopted as a club team. The criteria for a club sports team to be recognized as a varsity or junior team is a two-year process. New club sports and participation is enthusiastically encouraged in that it is one of the primary goals of the Office of Athletics Wellness, and Recreation is to meet student needs by saying “yes” to their initiatives. Thus, if there is sincere interest in an activity, it will emerge with the students who have the fortitude to follow through with the two-year process of converting a club team to varsity or junior status.

**Funding** – There will be no Office of Athletics, Wellness, and Recreation funding for the initiation of new club sports, including coaching which is required. However, during the two-year probation period, club teams will be advised and monitored by the Office of Athletics, Wellness, and Recreation staff and may receive some limited financial support.

### **ATHLETIC STUDENT-PARTICIPANT SELECTION GUIDELINES**

While it is the philosophy to allow all students to try-out for the various sports teams, the coach will always make the final decision as to who will be on a team roster. Athletic participation is still a privilege and a place on a team must be earned. The following are some basic guidelines that Coaches may utilize when selecting team members:

**Academic Achievement** – The most important reason a student should attend UOB is to receive an education. They must be a serious student. This will enhance the University’s credibility and also ensure that the time spent training and developing a student participant has not been wasted.

**Character** – Students who are good citizens will do much to enhance relationships with the faculty and the community.

**Athletic Ability** – Coaches need to know if the student possesses the appropriate specialized skills & fundamentals of the related Sports, to be effective in the sport.

### **ELIGIBILITY**

To join a Varsity Team, the Student-Athlete is requested to submit a Varsity Team Application Form (refer to Appendix B) to the Team Coach at the beginning of each academic year or apply online at:

<https://forms.balamand.edu.lb/VarsityTeam/> Eligibility will be first based on medical and academic standing and then on performance and achievements as follows:

**Medical:** The Senior Director for Athletics, Wellness, and Recreation, in close coordination with the Dean of Admissions and Registration and the attending physician in the infirmary, has the right to check the medical report completed by a licensed physician and approve or disapprove his/her eligibility to participate in Varsity Teams.

**Academic:** To be eligible for participation in intercollegiate athletics practice sessions and competitions, a Student-Athlete must meet the requirements listed in each of the following areas (refer to University Catalogue).

1. **Enrollment:** Must be a registered student. (FSUL RULES in case of Graduated students in the fall semester apply).
2. **Good Academic Standing:** Must maintain good academic standing, which means a cumulative average above 70 for undergraduate students and above 80 for graduate students. Student-Athletes may still compete if placed on academic warning or probation for one semester but should know that they may be leading themselves toward academic suspension which will end their participation in the Varsity Teams.

**Performance and Sporting Achievements: (Team Members Selection)** In general, it is the right of all students to join and train with the Varsity Teams. However, key players will be selected by the Coaches during the tryouts scheduled at the beginning of each semester.

## **ELIGIBILITY VERIFICATION**

1. Coaches will submit a list of participating student-athletes to the Senior Director of Athletics, Wellness, and Recreation by November 1 annually.
2. The Senior Director of Athletics, Wellness, and Recreation or designee will evaluate each individual to determine eligibility status.
3. To be eligible a student must not have reached his/her 24<sup>th</sup> birthday and be currently registered as a UOB student. If the player graduates during the fall semester, he/she is entitled to continue the season with the team.
5. Coaches will be notified in writing of the eligibility status of students within 72 hours.
6. Students on official team rosters are NOT allowed to withdraw from sports without first informing the Senior Director of Athletics, Wellness, and Recreation, and the Coach.
7. Students on the official university team rosters participate in their respective programs and must be enrolled at the University.

## **ATHLETIC TEAM GUIDELINES**

The information/guidelines listed below will serve as a foundation for student-athletes participating in UOB sports programs. As a member of an Athletic Varsity Team at UOB, you are expected to respect the following guidelines:

**Academics** - Students should choose to attend UOB primarily to receive a quality education. They must maintain good study habits and attend all of their classes. Students should organize their time well and the conflicts between academics and athletics will be minimal. When a Student-Athlete is required to miss a class to attend an athletics contest, he/she should not be penalized for this absence. However, it is the responsibility of the Student-Athlete to notify each Instructor in advance of the absence (submit an Excuse for Absence from Classes Form to the Office of Athletics, Wellness, and Recreation to seek an official excuse for absence and present it to the Instructor; refer to Appendix C), to make necessary arrangements for missed assignments, quizzes, and exams and to seek ways to compensate for the missed class content. There will be cases (e.g., guest lectures, field trips, etc.) where it



will be imperative that the Student-Athlete attend the class rather than attend the athletics contest. Returning home late after an away contest is not an acceptable excuse for missing a class the following morning. Students should also be prepared to make up the work missed.

**Diet** - Eating properly will help ensure health and durability during a long athletic season. As a general rule, dietary supplements and special meals are normally not necessary. The Athletic Therapist or UOB nutritionist should be consulted in situations where diet is a concern.

**Eligibility** – Annually, student participants will be informed about the basic eligibility rules necessary to compete on a sports team at UOB by the Senior Director for Athletics, Wellness, and Recreation, who will monitor and ensure the guidelines, are being followed by each team.

**Multi-Sport Athletes** - The University of Balamand encourages multi-sport participation by Student Athletes who have the skills and desire to participate in more than one intercollegiate sport.

Multi-sport athletes are required to follow these guidelines:

1. A Student Athlete should submit a separate Varsity Team Application Form for each sport; In case of conflicts in the timing of training and competitions for these sports, priority should be given to the sports selected as first choice.
2. A Student Athlete has the right to withdraw from a Varsity Team at any time during the year. However, he/she should advise the Coach at least one week ahead of time.
3. If the Student-Athlete desires to participate in another intercollegiate sport, he/she should submit an application form to the Office of Athletics, Wellness, and Recreation for this purpose. The Senior Director of Athletics, Wellness, and Recreation will discuss the issue with the Coach of the team that the Student-Athlete used to play in and the Coach of the team that he wants to join prior to approval.

**Equipment and Facilities** - Student-Athletes have access to a variety of trainings and athletic equipment and are requested to comply with the check-out of equipment procedure as directed by the Facility Attendant in the office of Athletics, Wellness, and Recreation. The Student Athletes or coaches should fill in a “List of Borrowed Equipment” form and are responsible for any equipment that they check out. Lost or damaged items will be billed to the Student-Athlete. Students must take care of the equipment issued to them. Practice equipment should be worn and cleaned daily and game equipment be given special attention. UOB teams should present an image of being well organized, neat, self-disciplined, and of the highest quality students

**Sportsmanship Conduct** - The University of Balamand expects sportsmanship conduct from all Student-Athletes at all practice sessions and athletic contests. Unsportsmanship behavior will not be tolerated in any form and will result in disciplinary action as listed in the section on “Sanction” in the Student Handbook. If a Student-Athlete is qualified for the Athletics Scholarship and does not show sportsmanship conduct, he will be immediately disqualified (also listed in Appendix A).

**Game Procedures and Conduct** - A reasonable set of guidelines for contest procedures and conduct for home and away games are as follows:

1. Bench Decorum - When on the bench students should exhibit appropriate decorum and remember that they are representatives of the UOB athletic program and the University.
2. Fighting/Badgering - It is not permissible for UOB student-athletes to engage in fighting or badgering (trash talk) either during an athletic contest or afterward. Students who engage in fighting or cause an incident that creates fighting will be immediately

suspended or dismissed from the sports program. Additional disciplinary action may also be taken by the University.

3. Locker room - Locker rooms should be kept neat and clean at all times. Clean-up after a contest, especially when a guest at another university.
4. Officials - Students should never challenge officials either from the bench or while on the field/court. In fact, students should be courteous, even after a "bad call." No doubt, the same officials will be seen many times throughout a season and in future seasons. Positive behaviors will be remembered.
5. Pre-game workouts - During a pre-game workout, captains may be in charge. It is recommended that student participants not engage in conversations with fans, friends, parents, etc. during the pre-game, game, or post-game until released by the Coach after the contest has concluded. Neither students nor coaches should ever respond to or recognize negative comments from people viewing the contest.
6. Sportsmanship/Negative Gestures - It is expected that UOB student-athletes will represent the University and our athletic teams with the highest level of integrity and sportsmanship. Students should NEVER make disparaging comments or gestures to opponents, teammates, coaching staff, or officials. Even after the contest has ended, student-athletes should reflect a positive attitude that illustrates the above. Behavior and sportsmanship from UOB students is expected to be exemplary at all times.

**Health and Hygiene** - A basic problem with students participating in sports always seems to be limited rest. We encourage students to organize their time to include sufficient rest. They should avoid sharing fluids with others. This is a primary cause of "team" sickness. Continuous eating of "junk food," will also take its toll on the system. We encourage students to drink plenty of fluids.

**Practice** - Student participants should be prepared to attend all practice sessions and to be on time. When injured, a good procedure is to have students attend practice and continue to learn by observing. The general procedure should be that when a student must miss practice his/her position on the team may be altered, to accommodate someone who is present. Upon return, a student should be challenged to earn the position back. During practice, it is expected that students will give their very best effort at all times. If a student is asked to leave practice, he/she should plan to return for the next practice session. If asked to leave a second time, Coaches should decide whether to allow the student to continue to participate.

In order to provide sufficient time to condition and prepare for contests, it may be necessary for Student-Athletes to train between semesters, during holidays, and during the summer semester. In such cases, the Coaches will work with the Student-Athletes on submitting a Request for Extended Training (refer to the form in Appendix D) to the Athletics Department at least a week ahead of time for this purpose. The request should be signed by more than 70% of the Varsity Team Members and should be approved by the Senior Director of Athletics, Wellness, and Recreation.

**Outside UOB Competition** – Students must consult with Coaches before participating in any outside competition. Students will become immediately ineligible if they participate under an assumed name. While the athletics administration allows students who participate on teams outside of UOB to also participate on UOB athletic teams, it must be clearly understood that sponsored sports at UOB are first and foremost for students who are dedicated to participating on UOB teams. Dedicated means rarely missing practice and/or competition sessions. Only those students who consistently attend practice and competition sessions shall be allowed to continue to participate on UOB teams. More than two such sessions missed per month could constitute dismissal. Coaches are expected to monitor student attendance closely and accurately report results to the Senior Director of Athletics, Wellness, and Recreation monthly.

**Team Travel** - When traveling, particularly in a group, everyone needs to be prepared and on time for bus, air, or taxi travel as well as meetings, meals, and any other travel-related

commitments. A good procedure is to follow the trip itinerary closely. Dress should always be neat and appropriate for the occasion. Traveling can be a very fatiguing experience because of the elements of sitting and waiting. A curfew, (established by the Senior Director of Athletics, Wellness, and Recreation) or designee while traveling, is expected to be strictly adhered to.

**Disciplinary Guidelines** - All student participants are expected to follow a reasonable training routine. This includes sufficient rest, diet, and appropriate behavior. Students shall be informed that substance abuse/misuse of any type will not be allowed and will be immediately reported to the Senior Director for Athletics, Wellness, and Recreation.

**Sport-Specific Rules** - Coaches MUST submit a copy of their sport-specific rules to the Senior Director of Athletics, Wellness, and Recreation not later than 2 weeks after the start of the initial team practice. It is expected that team-specific rules will be clearly explained to team members early in the season.

***Failure to comply with the Athletics Department policies and regulations may lead to the sanctions listed in Appendix A.***

## **INTERNATIONAL TEAM TRAVEL**

The international travel experience has two primary functions. First, to reward student-athletes who have participated diligently in the sports program from the beginning of the fall semester through the spring. Second, to promote a positive image and enhance the reputation of UOB to other regions of the Middle East and beyond. The Senior Director of Athletics, Wellness, and Recreation and Coaches must ensure that only students who have satisfied the participation criteria and have the appropriate level of athletic talent are selected for this unique educational experience.

Some other specific guidelines are:

1. While student participants need to assist in the payment of some trip expenses, every attempt must be made to keep student costs to a minimum, with no student being asked to contribute more than 50% of the individual cost. In rare instances, and with the permission of the Coach and Senior Director for Athletics, Wellness and Recreation, students who were not selected to travel may be allowed to participate by paying their full cost to travel.
2. No student, who is on the official team roster, may be denied the opportunity to travel due to insufficient personal funds.
3. Only students who have attended 90% of all scheduled practice and/or competition sessions will be allowed to participate in the international trip, regardless of their ability. On rare occasions, exceptions may be made by the Senior Director of Athletics, Wellness, and Recreation for students with unusual circumstances.
4. Behavior and sportsmanship during the travel experience are expected to be exemplary at all times. All members of the travel party are expected to conduct themselves in an appropriate manner during travel and at the site of the contest. The supervising Athletics Staff (e.g., the Senior Director for Athletics, the designee, and the Coaches) is responsible for enforcing appropriate conduct. In case of misbehavior, the sanctions listed in the Student Handbook should be applied (you may also refer to Appendix A for "Sanction").

5. The use of alcohol, tobacco, or illegal drugs by Student-Athletes, Coaches, or any other member of the travel party throughout the duration of any athletics trip is strictly forbidden.
6. Transportation for inter-university tournaments is provided by the University by bus and Student-Athletes and Coaches are required to use the University bus. In case a Student-Athlete or coach cannot use the bus, the Student-Athlete should advise the Coach and the Coach should advise the OAWR. The University will not assume any responsibility for any accidents that may occur on the road when the Student-Athlete or Coach drives his/her own vehicle.
7. When overnight lodging is involved (international tournaments), Student-Athletes are not permitted to leave the hotel unless they are with a member of the coaching staff or have received permission from the coaching staff to do so. Parental consent is also necessary for international travel. This waiver form may be obtained from the Office of Athletics, wellness, and Recreation.
8. Participating students must submit a Waiver Release Form. Appendix B for “Forms”

## **INJURIES**

UOB has a certified Physiotherapist on the staff specialized in athletic health care and injuries. Specifically, the Physiotherapist is responsible for the prevention, evaluation, treatment, and rehabilitation of athletic injuries. The University of Balamand has a Physiotherapy Clinic on campus (Hariri Gymnasium) equipped with the necessary modalities and equipment used for the treatment and rehabilitation of athletic injuries.

The Physiotherapist maintains a current medical file on all Student-Athletes. Student-Athletes are not allowed to participate in any game or sports activity until this file includes an annual pre-participation medical exam from a licensed physician, a complete medical history, and medical insurance coverage information.

### **Preventative Treatments:**

If a Student-Athlete requires taping or other treatment before practice sessions or contests, he/she should report to the Physiotherapy Clinic early enough to allow for this treatment prior to the start of the session or contest. Some treatments may require a special appointment with the Physiotherapist.

### **Intercollegiate Athletic Injuries:**

If a Student-Athlete is injured, the following procedures apply:

1. The Student-Athlete must notify both the Coach and the Physiotherapist when an injury occurs. If the injury occurs away from campus in the absence of the Physiotherapist, the Student-Athlete and Coach should report it to the Physiotherapist as soon as possible.
2. After the Physiotherapist assesses the injury, the Student-Athlete will be released for participation, prescribed a treatment/rehabilitation program, or referred for further medical care. Student-Athletes must follow the Physiotherapist's directions for athletic injuries, including any prescribed treatment/rehabilitation program.

3. A Student-Athlete cannot return to training or competition until he/she has been released by the Physiotherapist, or if appropriate, the attending physician.
4. If further medical care is required, the Physiotherapist will make all referrals. The UOB Athletics Program only has accident insurance coverage for its Student-Athletes (not health insurance). Accident insurance covers injuries that occur during University training sessions, activities, and competitions on and off campus. A claim for coverage of medical treatment (accident insurance) must be signed by the Physiotherapist and submitted to the Senior Director for Athletics, Wellness, and Recreation, who will facilitate submitting the claim (see insurance section below).
5. In case of severe injuries that occur after working hours and require immediate hospitalization, the Student-Athlete, Coach, or Physiotherapist should immediately contact the Senior Director for Athletics, wellness, and Recreation.

## **INSURANCE**

It is compulsory that all Student-Athletes have National Social Security Fund (NSSF) for Lebanese students or medical insurance coverage for international students. The University of Balamand accident insurance policy only provides coverage for athletic injuries up to the limit imposed by the insurance company. It is important and recommended that the Student-Athletes join an insurance plan to supplement the basic policy.

The following procedure should be followed to ensure claims are processed expediently:

- After being referred by the Physiotherapist, the Student-Athlete should seek medical treatment as soon as possible in accordance with procedures defined by their primary insurance coverage. The Student-Athlete should only be referred to hospitals that are recognized by the insurance provider. In case of severe injuries with incurred expenses that exceed the limit of the Accident Insurance Provider, the claim should be referred to NSSF for Lebanese students or the medical insurance provider for international students.

## **SUBSTANCE AND ALCOHOL/TOBACCO USE POLICY**

The Athletics Department at the University of Balamand has a responsibility to promote the health and well-being of Student-Athletes. In view of the fact that alcohol, tobacco, and illegal drug consumption has been proven to be detrimental to general health, academic, and athletic performance, Student-Athletes are encouraged to exercise self-discipline and self-awareness in their alcohol consumption. The use of alcohol, drugs, inhalants, or other illegal or controlled substances among Student Athletes interferes with the proper climate for learning and undermines the environment both for the users and non-users as well. No participants of any UOB sports/athletic program may use, possess, consume, manufacture, sell, service, deliver or distribute alcohol, drugs, inhalants, or any other illegal or controlled substances at any time. This policy includes activities on campus, off campus, or at any other function, location, or time. Violation of this policy is subject to the legal sanctions of Lebanese law as well as standards of conduct and University sanctions (as outlined in the Student Handbook) and may also result in suspension or dismissal from the team.

The Coach shall investigate incidents and report the results to the Senior Director for Athletics, Wellness, and Recreation. Depending on the occurrence, the Office of Athletics, Wellness, and Recreation shall report the matter for further action.

**Illegal Drugs** - Possession or use of any illegal drug by Student-Athletes is strictly prohibited. Students using illegal drugs will be immediately dismissed from the sports program and reported to the appropriate university administrative offices such as the counseling center as well as other community agencies. The Senior Director of Athletics, Wellness, and Recreation must be immediately informed in writing of the incident. After appropriate rehabilitation, the student may be allowed to return to the sports program only with the permission of the Coach, and Senior Director for Athletics. On a second occurrence, the student-athlete will be permanently dismissed from the sports program at UOB.

**Alcohol** - The use of alcohol at any time will not be tolerated. Student-athletes using alcohol will be suspended if the incident occurred while the student-athlete is under the direct supervision of the Coach, such as a road trip. The incident must be immediately reported in writing to the Senior Director for Athletics. For a first occurrence, reinstatement to the sports program is at the discretion of the Coach and the Senior Director for Athletics. For a second incident of the above, the student-athlete will be suspended from the sports program and may only be reinstated with the approval of the Senior Director for Athletics. Approval will only be considered if the student-athlete is actively engaged in a community alcohol rehabilitation program. On a third occurrence, the student will be dismissed from the sports program.

**Tobacco** -The use of any tobacco product is not permitted at any time while a student-athlete is actively engaged in the athletic program at UOB. Student-athletes using tobacco during any team function (practice sessions, games, trips) will be disciplined by the Coach, and the incident immediately be reported in writing to the Senior Director for Athletics, Wellness and Recreation. At the discretion of the Coach and the Senior Director for Athletics, Wellness, and Recreation, second or third offenders may be suspended or dismissed from the sports program.

## **ATHLETIC PARTICIPATION PHILOSOPHY**

While the mission of the athletic program is to provide a quality sports and recreational programs for as many students as possible, it must always be remembered that participation in extra-curricular activities, whether it be recreational or competitive athletics remains a privilege that students must continue to earn through appropriate training and behaviors.

When working with students, UOB coaches are expected to focus on FIVE primary educational and fitness goals at all times:

- (1) Development – Coaches have an obligation to assist students to develop emotionally, mentally, and physically, by emphasizing and teaching the basic fundamentals of their respective sport.
- (2) Conditioning – Student-athletes want to work hard and be safely “pushed” to a higher level of training.
- (3) Positive Reinforcement – Most student-athletes know what their strengths and weaknesses are. Students want to be told what they need to do to improve on and how they can become better at what they do.
- (4) Image – Coaches and student participants should always remember that they are ambassadors of UOB and the athletic program in every way and at all times. Illustrating respect for officials, opposing teams, faculty, and the UOB community is expected. Coaches and student participants must be positive role models and represent the University and sports program with the highest level of integrity and professionalism.
- (5) Fun – Youth, at all levels of education, want to participate in sports to have fun, even though they may not openly admit it. Coaches, in their intense desire to succeed,

sometimes also forget the concept of fun. It's okay to have fun in your sport as a coach and as a student participant!

## ATHLETICS COACHES DUTIES

Athletics Coaches should also play a key role in the scouting/selection/evaluation process. Their duties and responsibilities are as follows:

**Scouting:** Athletics Coaches should be able to spot highly skilled athletes through the national Teams, Clubs, High Schools, etc. In such a case, they should inform the Senior Director of Athletics, Wellness, and Recreation about the athlete, his/her background, and current status. The Senior Director of Athletics, Wellness, and Recreation will raise a recommendation to the Financial Aid committee and upon approval, the athlete will be contacted for an interview. During the interview, the athlete should present supporting documents as listed in the first paragraph above (*In Order to Qualify*).

The Senior Director of Athletics, Wellness, and Recreation will work closely with Athletics Coaches in scouting players during High School and Clubs tournaments. Athletic Coaches may be requested to attend certain games in order to spot highly skilled players. The player will be contacted by the Senior Director of Athletics, Wellness, and Recreation to inform him about the Athletics Scholarship program.

Selected students will be entitled to the Athletics Scholarship (for the amount allocated by the University) during their first semester of enrollment. To maintain the Athletics Scholarship during the following semester.

**Monitoring and Evaluation:** Athletics Coaches should assume full responsibility for monitoring and evaluating the performance of Varsity Team members who received Athletics Scholarships throughout their enrollment. This includes technical performance as well as disciplinary, subordination, communication, and team spirit. Their duties should consist of the following:

1. Inform the Office of Athletics, Wellness, and Recreation about the role of the Student-Athlete in the Team (position on the court)
2. Assist the Student-Athlete in submitting his/her application for qualifying and maintaining the Athletics Scholarship. That includes:
  - Recommendation letters
  - Record of performance and game statistics
  - Attendance (trainings and games)
  - Evaluation of the fitness level (in coordination with the fitness trainer)
  - Record of behavior, subordination, and collaboration
  - Monitor progress
  - Identify key players in varsity teams (students with outstanding performances other than national, first-division, and second-division players)
  - Record of injuries (medical doctor and physiotherapist) and fitness exams (Physical education Lab)

## ATHLETICS SCHOLARSHIP

The University of Balamand (UOB) offers *Athletic Scholarships* for Student Athletes who are eligible to be Varsity Team members. The main objective of the Athletic Scholarship program is to provide talented students who play sports the opportunity to study at UOB and compete in university sports.

## SELECTION GUIDELINES

Scholarships are awarded to Undergraduate Students Only if:

1. Enrolled as regular full-time students with a minimum of 12 credits. Exceptions are made for graduating students who did not fulfill their academic requirements.
2. Applied for Financial Aid and are in a clear academic standing with a semester average above 75.
3. Students are players or potential players of UOB Varsity Teams for the same academic year.
4. Committed to the Varsity Teams (lack of attendance will lead to canceling the scholarship).
5. Students read, understood, and accepted to comply with the policies and procedures listed in the “Student Athlete Handbook”

## APPLICATION PROCESS

Students should submit the following documents to the Office of Athletics, Wellness, and Recreation:

1. An application form for the Athletic Scholarship program (refer to Appendix B) or apply online: <https://forms.balamand.edu.lb/AthleticScholarship/>
2. Letter from the Club stating that the Student Athlete plays for the club; noting the level of the Club and the level of the player.
3. Identification Card (original) from the Sports Federation/Club (if available).
4. Medical reports for any health problem are signed by a physician and UOB infirmary.
5. Resume of his/her Sports career (Profile – Video Tape – Achievements).
6. Letter of recommendation from UOB varsity coach or the Office of Athletics, Wellness, and Recreation.

**In order to maintain** the Athletic Scholarship, Student Athletes should:

- Maintain good academic standing with a cumulative average above 75.
- Maintain a good disciplinary record with the coach, teammates, referees, and Athletics Department staff.
- Attend team training, friendly games, and official games.
- Participate in International Tournaments as specified in the “*Student Athlete Handbook*”.
- Assist and participate in activities organized by the Office of Athletics, Wellness, and Recreation (social, cultural, workshops, lectures, seminars, etc.).
- Give the University the right to use his/her image (Photos, Videos...) for advertising and promotion purposes.
- Be willing to sit for a medical screening, and an Anti-doping test once requested by the Office of Athletics, Wellness, and Recreation without prior notice.

**In case of injuries,** the following procedures apply:

- The Athletic Scholarship will remain active for an academic year as long as the student fulfills the following responsibilities:
  - ✓ Provide a detailed medical report to the Office of Athletics, Wellness, and Recreation signed by a physician and UOB infirmary.
  - ✓ Consult and follow up with the Assigned Physiotherapist on a weekly basis. The Physiotherapist will submit his recommendations to the Office of Athletics, Wellness, and Recreation.



- ✓ Attend the training sessions and games of the Varsity Team.
  - ✓ Maintain an academic average as indicated above.
- If a Student-Athlete is injured during a personal event, the scholarship will remain active for the semester that the Student-Athlete is enrolled in as long as he/she fulfills the responsibilities listed in the previous section (above).

## **CONFLICT OF INTEREST**

Recipients of the Athletic Scholarship should give priority to the trainings and games of the University of Balamand. However, the Student-Athlete can request permission for absence in the following cases:

1. If the Student-Athlete has an exam scheduled during the same date and time (priority is given to academics).
6. If the Student-Athlete is on a National team and is participating in a game or training camp (local or international), then it is recommended that absences from trainings should be based on an official request from the Lebanese Sports Federation. The Student-Athlete should present an official "Permission for Absence Form" with supporting documents to the Office of Athletics, Wellness, and Recreation at least 72 hours in advance. (refer to Appendix B)
2. If the Student-Athlete is a first or second-division club player and is participating with his/her club, in a game, and conflict occurs in trainings, the Student-Athlete can attend the training of his/her club as long as the absences from the trainings of the Varsity Team per semester do not exceed 1/6 of the total number of training hours for First Division players and 1/3 of the total number of training hours for Second Division players. The Student-Athlete should present an official "Permission for Absence Form" with supporting documents to the Senior Director of Athletics, Wellness, and Recreation at least 72 hours in advance.

The Selection Committee for the Athletic scholarship determines the amount of needed scholarships per year according to an approved budget by the University Administration. It is also important to mention that failed and repeated courses during the semester are not covered by the scholarship. Dependents of current Faculty and Staff are not entitled to this scholarship.

## ***Varsity Team Specific Guidelines***

In addition to the policies and regulations outlined in this handbook, each team may have specific rules that pertain to its members. These rules may include required dress codes, alcohol and tobacco-free policies, mandatory team study sessions, and curfews.

While every effort is made to provide accurate and current information, the University reserves the right to change, without notice, statements in this Student-Athlete Handbook, the Student Handbook, University Catalogue, and other publications concerning rules, policies, fees, and other matters. In cases where a discrepancy in information exists between various University publications, the information contained in the Student Handbook or University Catalogue will prevail.

***Participating students must submit a Waiver Release Form (Appendix B).***

# APPENDIX A

## SANCTION

Any of the following sanctions may be imposed on a Student-Athlete or a team through due process:

1. **Written/Verbal Warning** - A written/verbal warning issued to a student by a faculty/staff member/coach that his/her behavior is inappropriate, this being noted in the student's file.
2. **Disciplinary Probation** - An official notice to a student that his/her behavior is in serious violation of University policies and regulations. Continued enrollment depends upon the maintenance of satisfactory behavior during the period of probation. When probation is imposed as a sanction, the student should be advised of the consequences of violation of probation, e.g., suspension or expulsion. During the probation period, the student is deprived of University privileges, e.g., student work, financial aid, assistantship, and others.
3. **Suspension** - Termination of a student's privilege to attend the University for a period of time specified in an order of suspension. This includes the termination of campus visiting privileges.
4. **Expulsion** - Permanent termination of a student's privilege to attend the University. This includes the termination of campus visiting privileges.

## APPEAL

An appeal against disciplinary action should be made in writing to the Office of Athletics, Wellness, and Recreation within 48 hours of notification of the disciplinary hearing. The student will be notified in writing of the decision within a reasonable amount of time from receipt of the appeal request.

## **APPENDIX B**

### **(FORMS)**



## Varsity Team - Application form

Attending Team: \_\_\_\_\_ Academic Semester: \_\_\_\_\_

Name: \_\_\_\_\_ I.D #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Home #: \_\_\_\_\_

Nationality: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Previous and Current Teams (Clubs or Schools): \_\_\_\_\_

Position on Field or Court: \_\_\_\_\_

Sporting Achievements: \_\_\_\_\_

Previous Injuries: \_\_\_\_\_ BLOOD TYPE: \_\_\_\_\_

Any Diseases: \_\_\_\_\_

Any Allergy: \_\_\_\_\_

Person(s) to notify in case of emergency:

	Name	Mobile #	Home #
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Special medical concerns: \_\_\_\_\_

Why do you want to join the Varsity Team? : \_\_\_\_\_

Priority Team (if more than one team selected): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# University of Balamand

*Office of Athletics, Wellness and Recreation*

## PARTICIPANT RELEASE FORM *FOR VARSITY PLAYERS*

1. The Office of Athletics, Wellness and Recreation, at the University of Balamand assumes no liability for injuries, accidents, or damages arising from the use of UOB Sports premises, facilities and/or services. The Office of Athletics, Wellness and Recreation is not responsible for the personal property of participants at any time.
2. Due to the strenuous nature of some activities, participants must consult with their physicians concerning fitness to participate.
3. Participants agree and commit to abide by the directives provided by The Office of Athletics, Wellness and Recreation representative(s).
4. Participants shall strictly comply at all times with all warning signs posted throughout the UOB Sports premises.
5. The Office of Athletics, Wellness, and Recreation management reserves the right to refuse admittance to or exclude from the Sports premises any person failing to comply with any of the applicable regulations or directives.

I agree to abide by all The Office of Athletics, Wellness, and Recreation rules. I recognize and am aware that during my attendance at and participation in activities at UOB, certain risks and dangers may occur, including, but not limited to, hazards inherent to the sport in which I will be training, preparing or competing, negligence, or other careless acts and omissions by other participants, spectators or the sponsors; and hazardous or dangerous conditions of facilities and grounds. Recognizing the possibility of physical injury associated with sports activities, I hereby release, discharge, and/or otherwise indemnify UOB, its trustees, officers, agents, and employees against any losses, expenses, claims, demands, and legal actions of every kind and character resulting from my use of the UOB premises or facilities.

I hereby give my consent to The Office of Athletics, Wellness and Recreation to take photographs, video recordings, and/or sound recordings of myself in documenting the activities and also give permission to use the negatives, prints, motion pictures, video/audio recordings, or any other reproduction of the same for educational and promotional purposes in manuals, on flyers, on the world wide web, or in other publications.

Name of participant: \_\_\_\_\_

ID #: \_\_\_\_\_ Varsity Team : \_\_\_\_\_

Name of Guardian if Participant is Minor : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### *Excuse for Absence from Classes*

Attending Teams: \_\_\_\_\_ Academic Semester: \_\_\_\_\_

Name: \_\_\_\_\_ I.D #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

1. Class (Code): \_\_\_\_\_ Instructor in Charge: \_\_\_\_\_

Date of the Class: \_\_\_\_\_ Time of the Class: \_\_\_\_\_

2. Class (Code): \_\_\_\_\_ Instructor in Charge: \_\_\_\_\_

Date of the Class: \_\_\_\_\_ Time of the Class: \_\_\_\_\_

3. Class (Code): \_\_\_\_\_ Instructor in Charge: \_\_\_\_\_

Date of the Class: \_\_\_\_\_ Time of the Class: \_\_\_\_\_

Reason for Absence:      Game ☐      Other \_\_\_\_\_

Date of Absence (D/M/Y): \_\_\_\_\_

Time of Absence (From/To): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NB. This form should be submitted at least 48 hours before the scheduled class to the Office of Athletics, Wellness and Recreation.*



**Request For Extended Training**

*To be completed by Varsity Team members and students enrolled in other sports activities for training between semesters, during holidays and during the summer semester. To be submitted to the Office of Athletics, Wellness and Recreation at least a week ahead of the required date of extended training.*

Activity: \_\_\_\_\_

Requested date and time of training: \_\_\_\_\_

Total number of days and hours requested: \_\_\_\_\_

Name of Coach: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

**Varsity Team Members (at least 70% of the students should sign this request)**

Name	ID #	Signature

**For Official Use Only**

Status: ☐ Approved ☐ Disapproved

Reason of Disapproval: \_\_\_\_\_

Office of Athletics Wellness and Recreation: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

Senior Director of Athletics Wellness and Recreation: \_\_\_\_\_

Signature & Date: \_\_\_\_\_



## International Trips

### Selection Criteria

To qualify for travel:

1. Students should have clear academic status with regard to cumulative average and registered credits.
2. Students should also have a clear financial record. The Senior Director for Athletics, Wellness and Recreation will check with the Director of the Office of the Comptroller for eligibility.

Selection criteria: Coaches should provide a score of 1 (low) – 10 (high) for each criterion. The purpose of the international trip is not only to win medals, but more importantly to enrich the varsity team members' skills and expose them to other cultures.

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Criteria: score (1– 10)

- |   |       |
|---|-------|
| 1. Attendance – Training Sessions                             | _____ |
| 2. Attendance – Games   | _____ |
| 3. Discipline and subordination                               | _____ |
| 4. Performance and competitiveness                            | _____ |
| 5. Team building spirit                                       | _____ |
| 6. Seniority: How many years with the team and did not travel | _____ |
| 7. Team position wanted (please state position)               | _____ |

Total Score:

*\*In case of equal scores, priority will be given to senior students.*





## **PARTICIPANT RELEASE FORM**

### **FOR VARSITY PLAYERS INTERNATIONAL TRIP**

To: The Office of Athletics, Wellness, and Recreation

I, the undersigned, the student \_\_\_\_\_ registered at the University of Balamand, under No. \_\_\_\_\_ and the participant in the trip organized by the Office of Athletics, Wellness, and, Recreation to Athens- Greece, between the 8<sup>th</sup> of April, 2024, and the 15<sup>th</sup> of April, 2024 inclusive:

1. Pledge to pay 50 % of the cost of the trip specified by the comptroller's office which does not include the cost of food and drink for the duration of the trip. Please note that the 50% paid by the athletes and the 50% paid by the University are Non-Refundable.
2. I have also taken note that a travel insurance policy is included in the expenses of the trip, according to the request of the concerned embassy in Beirut and in accordance with the specifications required by it, and therefore I lift full responsibility from the university as well as from the organizing body collectively or as individuals, for any emergency resulting from a direct or indirectly about the flight.
3. I accept to bear the cost of booking the travel ticket, booking accommodation in the hotel, and the entry visa fee in case it was not granted by the embassy for any reason.
4. I agree and commit to abide by the directives provided by The Office of Athletics, Wellness, and Recreation representative(s) During the Trip.
5. I also accept any decision taken by the organizing body against me resulting from lack of discipline or from non-full compliance with the instructions given by the supervisors of the trip, including returning me to Lebanon before the end of the trip.
6. I agree to abide by all The Office of Athletics, Wellness, and Recreation rules. I recognize and am aware that during my participation in the International Trip at, certain risks and dangers may occur, including, but not limited to, hazards inherent to the sport in which I will be competing, negligence, or other careless acts and omissions by other participants, spectators or the sponsors; and hazardous or dangerous conditions of facilities and grounds. Recognizing the possibility of physical injury associated with sports activities,
7. **I hereby release, discharge, and/or otherwise indemnify UOB, its trustees, officers, agents, and employees against any losses, expenses, claims, demands, and legal actions of every kind and character resulting from my participation in the International Trip.**
8. I hereby give my consent to The Office of Athletics, Wellness, and Recreation to take photographs, video recordings, and/or sound recordings of myself in documenting the activities and also give permission to use the negatives, prints, motion pictures, video/audio recordings, or any other reproduction of the same for educational and promotional purposes

Name of participant: \_\_\_\_\_

ID #: \_\_\_\_\_ Varsity Team : \_\_\_\_\_

Name of Guardian if Participant is Minor : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **APPENDIX C**

## **(JOB DESCRIPTIONS)**



## **JOB DESCRIPTION**

<b>JOB IDENTIFICATION</b>			
<b>JOB TITLE :</b> Athletics Coaches		<b>PREPARED BY :</b>	Office of Athletics, wellness and Recreation
<b>REPORTING TO:</b>	Senior Director for Athletics, wellness and Recreation or his Assistant	<b>DIVISION:</b>	Office of Athletics, wellness and Recreation
<b>JOB LOCATION :</b> Gymnasium		<b>POSITION:</b>	Part time

### **BASIC FUNCTIONS / PURPOSE:**

Coaches should assume full responsibility in monitoring and evaluating the performance of Varsity Team members. This includes technical performance as well as disciplinary, subordination, communication and team spirit. They should also play a key role in the scouting and selection Team member.

### **1. DUTIES PERFORMED:**

- a. Athletic coaches instruct and work with athletes to prepare them for competition.
- b. Coaches help athletes to play their best individually or as a team in sports
- c. They are experts on the rules, strategies, and techniques of their sports.
- d. Coaches must also know about sports equipment, physical fitness, and safety.
- e. The first task for most coaches is to pick the players for a team.
- f. Selecting players involves knowing how to put together a balanced team, how to recognize potential athletic ability, how to find and attract good players.
- g. Coaches at all levels look for players by scouting or sending out scouts to watch players on other teams
- h. After a team is formed, coaches help the athletes work out plays and strategies that suit their talents.
- i. Coaches must also prepare players mentally for competition, since it is important for athletes to have the right frame of mind so they can perform to the best of their abilities.
- j. Coaches are often responsible for many administrative tasks.
- k. They may maintain supplies and equipment,
- l. Reserve playing facilities, and schedule practices.
- m. Coaches must keep track of whether their players' grades are high enough to make them eligible for school teams.

- n. Professional and college team coaches work for profit-making organizations and are consequently under pressure to deliver winning teams.
- o. The main responsibility of all coaches, however, is to their players. They must put the players first, a task that involves, for instance, being able to determine when a fatigued player should be removed from a game or how much time an injured player needs to recover. A team physician often helps with these decisions.
- p. Coaches help players perfect their abilities, keep them fit to compete, and teach them to put forth their best effort under the pressure of competitive play.
- q. Attending all meetings called by the Senior Director of Athletics, Wellness and Recreation.
- r. Assisting in other duties as requested by the University Officials.

## **2. WORK CONTACTS:**

He/she works closely with the Assistant to the Senior Director of Athletics, Wellness and Recreation coaches, students, colleagues and, other campus constituents and visitors.

## **3. INDEPENDENCE OF OPERATION:**

Reports to the Senior Director of Athletics, Wellness, and Recreation or his Assistant. Works according to established policies, procedures, and standards related to the use of the fitness area and equipment.

## **4. PHYSICAL EFFORT**

Physical effort involving 100% of work time

## **5. MINIMUM REQUIREMENTS:**

- a. Preferably bachelor's degree in sports or related field.
- b. Coaches to be certified from their respective Federations.
- c. Certification in cardiopulmonary resuscitation (CPR) is always helpful.
- d. Good knowledge in Safety and First Aid.
- e. Coaches should have varsity or professional playing experience.
- f. Coaches should possess tremendous sense of motivation and a love of the game.
- g. Coach must have good communication and supervisory skills.
- h. Coaches should have the ability to make decisions under pressure.
- i. Coaches should be mature, and self-confident.



## Coach Evaluation Form

Coaches Name: \_\_\_\_\_

Team: \_\_\_\_\_

Date: \_\_\_\_\_

Our coaches at UOB are continually striving to improve their skills in order to provide the best they can for our students.

The numbered ratings are as follows:

1=Poor      2=Needs Improvement      3=Satisfactory      4=Good      5=Excellent

If the question does not apply, please leave blank.

- |  |           |
|--|-----------|
| 1. Do you look forward to practice?  | 1 2 3 4 5 |
| 2. Does the coach give you a specific are to improve upon?                       | 1 2 3 4 5 |
| 3. Does the coach make practices fun for you?                                    | 1 2 3 4 5 |
| 4. Do you feel good about the practice when you leave?                           | 1 2 3 4 5 |
| 5. Is the coach approachable?  | 1 2 3 4 5 |
| 6. Does the coach motivate you in a positive way?                                | 1 2 3 4 5 |
| 7. Does the coach promote team cohesiveness and good sportsmanship               | 1 2 3 4 5 |
| 8. Do you show a pattern of improvement  | 1 2 3 4 5 |
| 9. Does the coach conduct himself/herself in a professional manner at all games? | 1 2 3 4 5 |
| 10. Does the coach communicate well with all players?                            | 1 2 3 4 5 |
| 11. Does the coach arrive on time for games and practices?                       | 1 2 3 4 5 |
| 12. Does the coach leave the session unattended?                                 | 1 2 3 4 5 |
| 13. Do you feel that overall the coach has made your experience a positive one?  | 1 2 3 4 5 |
| 14. Overall, how would you rate your coach?                                      | 1 2 3 4 5 |

Comments may be noted. They will be shared ANONYMOUSLY with the coach as appropriate

Player's Name (Optional): \_\_\_\_\_



## **JOB DESCRIPTION**

<b>JOB IDENTIFICATION</b>			
<b>JOB TITLE :</b> Team Manager		<b>PREPARED BY :</b>	Office of Athletics, wellness and Recreation
<b>REPORTING TO:</b> Team Coach		<b>DIVISION:</b>	Office of Athletics, wellness and Recreation
<b>JOB LOCATION :</b> Courts and Fields		<b>POSITION:</b>	Voluntary Non paid

### **BASIC FUNCTIONS / PURPOSE:**

Team managers are responsible for the day-to-day activities and guidance of their team members. It's a voluntary job, and are selected by the players, the coach and the approval of Office of Athletics, Wellness, and Recreation

### **1. DUTIES PERFORMED:**

- Implement team goals or objectives as determined by the Office of Athletics, Wellness, and Recreation
- Supervise, train or guide team members on court and off court
- Mediate any interpersonal issues between the players and the Office
- Inspire and motivate team members
- Provide effective feedback to coach and office
- Utilize technology effectively especially with social media channels
- Be knowledgeable about each team members job role

### **2. WORK CONTACTS:**

He/she works closely with the coaches, student Athletes and colleagues.

### **3. INDEPENDENCE OF OPERATION:**

Reports to the Team Coach. Works according to established policies, procedures, and standards related to the use of the fitness area and equipment.

#### **4. PHYSICAL EFFORT**

Physical effort involving 100% of work time

#### **5. MINIMUM REQUIREMENTS:**

- a. Be self-motivated
- b. Be player oriented
- c. Be trustworthy and efficient
- d. Have prior managerial experience
- e. Have excellent interpersonal skills
- f. Have effectual time and project management skills
- g. Be able to make responsible and effective decisions
- h. Be able to work on own initiative.
- i. Be able to communicate efficiently – both written and verbally
- j. Be able to meet targets and handle a high pressure environment
- k. Be able to lead and manage teams.



## **JOB DESCRIPTION**

<b>JOB IDENTIFICATION</b>		
<b>JOB TITLE :</b> Team Captain	<b>PREPARED BY :</b>	Office of Athletics, wellness and Recreation
<b>REPORTING TO:</b> Team Coach / Team Manager	<b>DIVISION:</b>	Office of Athletics, wellness and Recreation
<b>JOB LOCATION :</b> Courts and Fields	<b>POSITION:</b>	Voluntary Non Paid

### **BASIC FUNCTIONS / PURPOSE:**

Captain is the player who steps up and demonstrates leadership skills, both on the court and off the court. The team captain takes the responsibility to lead his teammates. He acts as the head of the team on the court. He thinks and acts for the betterment of the whole team, and not for his benefit alone.

### **1. DUTIES PERFORMED:**

- a. He enforces positive thinking
- b. He recognizes his teammates' skills.
- c. He utilizes his teammates' abilities
- d. He ensures unselfish ball handling
- e. He steps up when needed
- f. He creates a harmonious working relationship
- g. He takes time to know his teammates personally and mentors his teammates

### **2. WORK CONTACTS:**

He/she works closely with the coaches, student Athletes and Team Managers.

### **3. INDEPENDENCE OF OPERATION:**

Reports to the Team Coach and the Team Manager. Works according to established policies, procedures, and standards related to the use of the fitness area and equipment.



#### 4. PHYSICAL EFFORT

Physical effort involving 100% of work time

#### 5. MINIMUM REQUIREMENTS:

- a. He's a Team Leader
- b. He is an Organizer
- c. Be trustworthy and efficient
- d. Be able to make responsible and effective decisions

