

UNIVERSITY OF **BALAMAND**

HANDBOOK FOR UNIVERSITY SPORTS STUDENT-ATHLETE

ACADEMIC YEAR 2013 - 2014



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PURPOSE OF THE HANDBOOK

This Handbook for University Sports has been developed for Student-Athletes to provide pertinent information about the athletic activities of the Varsity Teams at the University of Balamand. It is our hope that this information will answer many questions that you may have as a UOB Student-Athlete and help ensure that you have a positive Student-Athlete experience. **It is the responsibility of each Student-Athlete to read and understand all the information contained in this Handbook for University Sports and refer to the Student Handbook and University Catalogue when necessary.** The Director of Athletics should be contacted if assistance in interpreting this information is necessary. The offices of the Athletics Department administrators are located on the Ground Floor of the Hariri Gymnasium (email: athletics@balamand.edu.lb, ext. 1711 / 1712).

PHILOSOPHY OF THE ATHLETICS PROGRAM

The University of Balamand Athletics Department provides services in concert with the mission of the University and the underlying mission of the Office of Student Affairs. These are best characterized by the goal of accessibility. The athletic activities' mission is to be accessible to students of all skills, abilities and interests, and to provide an extra-curricular environment which 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 and amateur and semi-professional athletics competition and the health and welfare of Student-Athletes.

ATHLETIC 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), squash (men + women), handball (men), martial arts (men + women), rugby (men) and parkour (men + women). Other sports activities include bootcamp, aerobics and fitness, body-building and Yoga.

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 Stadium and the tennis courts of the new athletic complex serve as the headquarters for the athletics programs on the main campus in El-Koura.

STUDENT-ATHLETE RESPONSIBILITIES

As a member of an Athletic Varsity Team at the University of Balamand, you are expected to respect the following guidelines:

1. Represent the University of Balamand with exemplary behavior.
2. Maintain eligibility:
 - Academic** with regard to cumulative average, class load, and credits earned (refer to the University Catalogue for criteria).
 - Medical** history and proof of NSSF (for Lebanese students) or insurance (for international students).
 - Follow policies and procedures concerning conflicts between classes and practices and contests.
3. Assume responsibility for assigned equipment and sports facilities. Practice equipment and sports facilities should be kept clean and in good condition. Lost or damaged items will be billed to the Student-Athlete.
4. Participate in coach and program evaluations.
5. Follow the Athletics Department specific team policies and regulations.
6. Attend all informational meetings and eligibility meetings with the Director of Athletics.
7. Follow guidelines on conditioning and injury care as recommended by the Physiotherapist (clinic located in the Hariri Gymnasium basement).

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

ELIGIBILITY

In order to join a Varsity Team, the Student-Athlete is requested to submit a Varsity Team Application Form (refer to Appendix B) to the Coach at the beginning of each academic year. Eligibility will be first based on medical and academic standing, and then on performance and achievements as follows:

Medical: The Dean of Student Affairs, 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. Priority is given to full-time students.
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 curtail their participation in the Varsity Teams.

Performance and Sporting Achievements: 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 try-outs scheduled at the beginning of each semester.

ACADEMIC PRIORITY

UOB believes that Student-Athletes are students first and that academic commitments will in most cases have priority over athletic activities. Student-Athletes are expected to attend classes and adhere to the attendance policy outlined by their professors.

Practice Sessions: Classes **always** have priority over any practice session.

Contests: 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 Director of Athletics to seek an official excuse for absence and present it to the Instructor; refer to Appendix B), 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.

Academic Monitoring: One of the most important goals of the Athletics Staff at the University of Balamand is to see every Student-Athlete graduate. In order to assist in the transition from high school to college, the Dean of Student Affairs, in partnership with the Dean of Admissions and Registration and the Faculty, will be monitoring the academic status of each Student-Athlete regularly during the year. Both formal (reports, transcripts, etc.) and informal (e-mail, phone calls) means will be used. All information gathered by the Dean of Student Affairs regarding a Student-Athlete's academic progress will be kept strictly confidential.

PRACTICE SESSION GUIDELINES

Timing: The coaching staff will make every effort to schedule practice sessions at times that will allow most of the team members to attend and this may result in different practice session times on different days of the week. When necessary, practices may be scheduled early mornings or late evenings. Student-Athletes should not skip classes to attend a practice session if there is a time conflict. **Student-Athletes must attend class in such a situation.**

Training between semesters and during holidays: 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 form in Appendix B) 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 Dean of Student Affairs.

TRAVEL

The Varsity Teams participate in inter-universities tournaments within the country throughout the year and in international tournaments once a year. Transportation for inter-university tournaments is provided by the University (free of charge) by bus and Student-Athletes and Coaches are required to use the 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 Director of Athletics. Should a situation arise that requires a Student-Athlete and/or Coach to drive their own vehicle upon the request of the Director of Athletics, they will be reimbursed for the cost of travel as per the Policy for Transport at the University.

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.

Dress Code: Student-Athletes and Coaches of the travel party are expected to dress in a manner that represents the University in a positive way. Coaches should have specific dress requirements for their team members.

Conduct: 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 Dean of Student Affairs or his assistant, the Director of Athletics 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").

Alcohol/Tobacco/Drugs: 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.

Safety: 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 Athletics Department.

INJURIES

The University of Balamand has a certified Physiotherapist on the staff specialized in athletic health care and injuries. Specifically, the Physiotherapist is responsible for prevention, evaluation, treatment and rehabilitation of athletic injuries. The University of Balamand has a Physiotherapy Clinic on campus 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 sport 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:

- The Student-Athlete must notify both the Coach and the Physiotherapist when an injury occurs. If the injury occurs away from campus in absence of the Physiotherapist, the Student-Athlete and Coach should report it to the Physiotherapist as soon as possible.
- 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.
- A Student-Athlete cannot return to training or competition until he/she has been released by the Physiotherapist, or if appropriate, the attending physician.
- 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 Director of Athletics, who will facilitate submitting the claim (see insurance section below).

- In case of severe injuries that occur after working hours and require immediate hospitalization, the Student-Athlete, Coach or Physiotherapist should immediately contact the Director of Athletics.

INSURANCE

It is compulsory that all Student-Athletes have 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.

Claims: 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).

GENERAL ATHLETICS PROGRAM INFORMATION

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:

A Student-Athlete should submit a separate Varsity Team Application Form for each sport and sort it out by choices (e.g., which sport is high priority for him). In case of conflicts in timing of training and competitions for these sports, priority should be given to the sports selected as first choice.

Withdrawals: 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. If the Student-Athlete desires to participate in another intercollegiate sport, he/she should sub-

mit an application form to the Director of Athletics for this purpose. The Director of Athletics 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: Student-Athletes have access to a variety of training and athletic equipment and are requested to comply with the check-out of equipment procedure as directed by the Coordinator for Sports Facilities in the Athletics Department. 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.

Sportsmanlike Conduct: The University of Balamand expects sportsmanlike conduct from all Student-Athletes at all practice sessions and athletic contests. Unsportsmanlike 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 (also listed in Appendix A).

ALCOHOL/TOBACCO/DRUGS POLICY

The athletics program 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 drugs 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. It is strongly recommended that Student-Athletes refrain from alcohol, tobacco and illegal drugs consumption during the semester. Student-Athletes are subject to the legal sanctions of Lebanese law as well as standards of conduct and University sanctions (as outlined in the Student Handbook) concerning illicit drugs and alcohol. Coaches, in consultation with the Director of Athletics, may have more restrictive team policies such as dismissal from the team.

Alcohol: The University of Balamand is an alcohol-free campus. Students should not consume alcohol during any activity in which students represent the University on or off campus.

Tobacco: The University of Balamand prohibits smoking in all hallowed halls e.g. classrooms, hallways, corridors, atriums, classrooms, cafeterias, lounges, on-campus dormitories, etc. Smoking is only permitted in designated outdoor areas. Moreover, the athletics program prohibits the use of any tobacco product by Student-Athletes during any team function (practice sessions, games, trips), and by all Student-Athletes in the gymnasium and on athletics fields or courts. Violations will result in disciplinary action up to and including suspension from the team.

Additional information on the Non-Smoking policy enforced by the Lebanese Law 174 can be retrieved from the website: www.tobaccocontrol.gov.lb

Illegal Drugs: Possession or use of any illegal drug by Student-Athletes is strictly prohibited. For further information about the University's alcohol and drug policy, refer to the Student Handbook.

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 (refer to 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 other.
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 Student Affairs 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





(LIMITED USE)

Office of Student Affairs

Athletics Department

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: _____

Office of Student Affairs



Athletics Department

SPORTS VARSITY TEAMS

PARTICIPANT RELEASE WAIVER FORM

1. Participants agree and commit to abide by the directives provided by the Athletics Department representative(s).
2. Participants shall strictly comply at all times with all signs posted throughout the Gymnasium premises.
3. The Office of Student Affairs and the Athletics Department management reserve the right to refuse admittance to or expel from the Gymnasium premises any person failing to comply with any of the applicable regulations or directives.

By completing and submitting this form, I, the undersigned (name):

_____ ID # _____, member of the

following team: _____

give permission to UOB to release information about me to media and other agencies in fulfillment of the requirements to participate in the UOB athletics program. This will include but not be limited to press releases, biography information and photographs. As a team participant, I further release UOB and its representatives from any and all liability and damages of whatsoever nature direct or indirect that may arise to me or to my heirs as a result of my participation in the athletics program and further undertake to ensure that no claim will be lodged against UOB, its board members, its officers, its staff by third parties as a result of my participation.

This will cover all UOB organized activities, both on campus and off campus.

In WITNESS WHEREOF I have this day signed this release and undertaking.

Signature: _____

Date: _____

Office of Student Affairs

Athletics Department



(LIMITED USE)

Excuse for Absence from Classes

Attending Team: _____ 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 Athletics Department.



Office of Student Affairs

Athletics Department

International Trips

Selection Criteria

To qualify for travel:

1. Students should have clear academic status with regard to cumulative average and registered credits. The Dean of Student Affairs will check the academic status of the student with the Dean of the Faculty the student is enrolled in and the Dean of Admission and Registration for eligibility.
2. Students should also have a clear financial record. The Dean of Student Affairs will check with the Director of the Office of the Comptroller for eligibility

Selection: 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.*



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. Should be submitted to the Athletics Department 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 and Date: _____

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

Name	ID #	Signature

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Status: Approved Disapproved (reason) _____ - _____

Athletics Coordinator: _____ Signature & date _____

Deans of Students: _____ Signature & date _____



Office of Student Affairs

Athletics Department

Sports Coach - Job Description

1. It is the responsibility of the Coach to form the team, recruit students, and sustain the team's continuity throughout the year. A minimum number of students for each activity is required for the team to be formed. Failure to maintain the minimum number will result in disbanding the team, cancelling the activity, and dismissing the coach.
2. Conducting practice sessions and developing a training plan including warm-ups, fitness, basic strategies and techniques.
3. Assuming full responsibility for the conduct of the team.
4. Recording attendance for games and practice sessions and presenting them to the Athletic Office at the end of every month.
5. Ensuring that policies and regulations are fully explained to all Student-Athletes and that they are then distributed to and signed by each of them.
6. Supervising the issue, use, return, cleaning, listing and storage of equipment, uniforms and supplies. Assuming responsibility for assigned equipment and sports facilities and ensuring that they are kept clean and in good condition.
7. Locking of all facilities (doors, closets, lockers) after training sessions, games and matches, and ensuring that equipment is returned to its designated location.
8. Supporting and adhering to the Athletics Department policies, regulations and decisions, both in practice and in spirit.
9. Establishing positive relationship with coaches from other teams/universities, athletes, parents and members of the local community.
10. Conducting a mandatory meeting with Student-Athletes to explain the criteria for selection of the varsity team members, international trips participants, etc.
11. Submitting equipment and supply requests to the Coordinator for Sports Facilities at the beginning of each semester.
12. Submitting a team roster to the Coordinator for Sports Activities with photos.
13. Submitting a request for the varsity teams' official kit to the Director of Athletics according to the specified schedule.
14. Reporting results after each match of a tournament to the Director of Athletics via SMS, e-mail, or other means

15. Providing photos of games and tournaments within 24 hours of the scheduled event.
16. Notifying the Director of Athletics or the Coordinator for Sports Activities of any cancellation of games or practice sessions (at least 24 hours prior to the scheduled time).
17. Administering first aid as required and reporting all serious injuries to the Director of Athletics and the Physiotherapist. In case of injury, insurance forms are to be filled out only following referral by the Physiotherapist. In case of severe injuries occurring after working hours and requiring immediate hospitalization, the Coach or Physiotherapist should immediately contact the Director of Athletics.
18. Ensuring that Varsity team members assist in the preparation of fields or courts prior to practice sessions and games (net, equipment, score board, balls, etc.)
19. Attending all meetings called by the Director of Athletics and/or Dean of Student Affairs.
20. Assisting in other required duties by the Office of Student Affairs whenever necessary.
21. Serving as a role model for the team members by adopting a positive attitude and refraining from the use of abusive language.
22. Avoiding the use of cell phones while conducting practice sessions and games (except for emergencies) and requiring the same from the team members.
23. Not assuming the role of psychotherapist in the case of severe problems with team members. Such problems should be referred to the Counseling Center by the Director of Athletics.

