2024-2025 HANDBOOK

Founded 2024

Table of Contents

History **5**
Mission **5**
Philosophy and Objectives **5**
GAAC Membership **5**
Membership Requirements and Participation **6**
Participation **6**
GAAC Membership Application **7**
Financial Requirements and Expectations **8**
GAAC Leadership Organization **8**
GAAC Archives **9**
Responsibilities of the Athletic/Activities Directors **9**
Yearly Meetings: **10**
Voting Procedure **10**
Change Process **11**
Venue Changes **11**
GAAC Events: **12**
Calendar **13**
Event Organization and Considerations for Hosting **13**
Event Coordination Timings: 13
Factors important to hosting an event: 14
Team Accommodation 14
Facilities 14
Host School responsibilities during the Event **15**
Medical Considerations 15
Concussion protocols 16
Weather and Safety Considerations 16
Heat Index Policy 16
AQI Policy 17
Lightning Policy 17
Conduct & Discipline **17**
GAAC Statement of Sportsmanship 17
Codes of Conduct 17
Child protection 18
Student Conduct/Expectations 18
Flagrant or Unsportsmanlike Conduct 19
Rules Infraction 19
GAAC Disciplinary Procedures 20

Event Organization **21**
Food & Beverage Requirements 21
Timekeepers & Scorekeepers 22
Coach/Sponsor Meeting: 22
Opening Ceremony 22
Program 23
Match Scheduling Guidelines 23
Tournament Game Schedule Guidelines 23
Uniform 23
Game/Match Format 24
Protest/Grievance 25
Awards & Awards Ceremony 26
Sportsmanship Award (Team) 27
Volleyball **28**
Rules 28
Rule Exceptions 28
Net Height 28
Referees 28
Substitutions 28
Libero: 29
Playing Actions: 29
Replacement of Libero: 29
Replacement of Injured Libero: 29
Tie Breaker: 30
Football **31**
Rules 31
Cards 31
Rules Exceptions 32
Playing Time 32
Team and Roster Sizes 32
Substitutions 32
Facilities 32
Uniforms 32
Mercy Rule 32
Officials 32
Injury Rule 33
Tie Breaker Procedure for Soccer 33
Tiebreaker for Playoff and Championship Games 33
Basketball **34**
Rules 34
Rule Exceptions 34

Rosters 34
Facilities 35
Special Equipment 35
Uniforms 35
Officials: 35
Tie-Breaking Procedures for Basketball 35
Badminton 36
Rules 36
Participants 36
Seeding 36
Format 37
Reserve player 37
Tournament tie-breakers 37
Referees 38
Facilities 38
Gameplay 38
Track & Field 39
Rules 39
Rule Exceptions 39
Special Equipment 40
Specific Rules 40
Track Events 41
Schedule 42
Scoring 42
Individual Medals 43
Swimming 43
Rules 43
Timing / Results 44
Entries: 44
Events 44
Starts, Strokes & Turns 44
Scratching 45
Uniforms 45
Point Scoring: 46
Awards 46
Individual Medals: 46
Appendix 1: Tournament Templates 47
Appendix 2: Travel Letter Template 48

History

GAAC is an acronym for Gulf Athletics & Activities Conference and such an organization is made up of like minded International schools. It is an elite athletic conference in the GCC region, founded in 2024.

Mission

Our schools are committed to being members of an inclusive community that values effective communication, encourages supportive collaboration, celebrates diversity and builds bridges through:

- ❏ Academic and Intellectual Pursuits
- ❏ Sports Competitions
- ❏ Cultural Arts Conventions

Philosophy and Objectives

We believe the purpose of GAAC is to provide the pursuit of excellence in all activities, and develop the students physically, mentally, emotionally and socially in an inclusive environment.

- Students should be required to maintain academic standards within each member school's handbook.
- Participation is a privilege, not a right.
- Students must learn to abide by rules, regulations, and decisions associated with the particular activity.
- There must be a mutual respect for all.
- Participation helps develop character, cooperation, and the values that lead to global citizenship.

GAAC Membership

Membership of the GAAC organization shall be:

- ACS International School, Doha Qatar (ACS)
- ISL Qatar, International School of London, Doha Qatar (ISL Qatar)
- GEMS American Academy Qatar, Doha Qatar (GAAQ)
- AUS, American United School, Kuwait (AUS)
- UAS, Universal American School, Kuwait (UAS)
- ASB, American School of Bahrain, Manama, Bahrain (ASB)
- GIS, GEMS International School, Dubai, UAE (GIS)
- AISR, American International School, Riyadh, Saudi Arabia (AISR)

Membership Requirements and Participation

Member school's obligations to the GAAC organization are as follows:

- Promote the philosophy of the organization.
- Participate fully in all core events in both boys and girls activities
- Comply with and support all GAAC board decisions.
- Enforce the GAAC rules and regulations.
- The athletic/activities director and superintendent/headmaster of the chairing school attend both the Fall and Spring meetings (virtually or in person).
- Pay annual dues by/at the first annual meeting of the new academic year.

GAAC membership is limited to a maximum of eight (8) member schools. If a school should leave, GAAC will open the search for new membership. GAAC will actively recruit new member school applications. Intent to withdraw from GAAC should be given in written notice prior the the fall meeting the year before exiting the league.

When a school is identified as not meeting minimum membership requirements, the issue will be brought forward for review and consideration by the GAAC Board.

Participation

- Participation in GAAC events is limited to member schools. The exception to this will be that guest schools may be invited to participate upon unanimous approval from the conference.
    - Protocol for adding additional teams to an Activity Tournament
        - In some cases it may ease the organization of a tournament to add additional teams outside of the limits set for each Activity.
        - The host school has the first priority to add one additional team and does not need to inform the other schools in advance.
        - If a second team is needed or the host school cannot field an additional team the Tournament Director must contact all schools involved and ask who can and wants to field an additional team.
        - If more schools can field additional teams than needed then one school should be picked at random from those applying.
        - The additional team or teams competing will not be “ghost” teams; they will be counted into the tournament standings/results, but will not be counted toward league standings or overall awards.
- Participation shall be limited to full-time students who fall within the Varsity (age of under 19 by the 1st of September of the current school year) age requirements.
- A student shall be considered ineligible for the school year if he or she has attained the age of nineteen (19) by the 1st of September of the current school year.
- A student participant in any GAAC event must be a student in good standing who has not gained admission to the school because of being recruited for the purpose of athletics or activities.

- Roster sizes and Chaperone Guidelines will be as follows:

ACTIVITY	Max		Min	
	Boys	Girls	Boys	Girls
Volleyball	12	12	8	8
Swimming (Invit)/Age Division	6	6	N/A	N/A
Soccer	18	15	15	11
Basketball	12	12	12	7
Badminton	8	6	8	6
Track and Field	6	6	N/A	N/A

GAAC requires that all participating schools follow the health and safety standards of each school. It is recommended that a minimum of 2 chaperones travel with each team/group. Every school should have a designated “administrator in charge;” and when possible, this person should not be one of the leaders of the activity.

Exception for athletic events: a minimum of 2 chaperones will be sent from each school unless you send less than 10 students, in which case you will still need to have a minimum of two chaperones.

GAAC Membership Application

A school may apply for membership in GAAC in the preceding academic year of requested membership through the President (Chairing School). Membership requests may be accepted at any time throughout the year, as outlined in the following procedure:

1. Submission of the GAAC Membership Application.
2. Applications will be reviewed by the GAAC Council and GAAC Board.
3. Applying schools may be visited by an GAAC representative during the application process.
4. Schools that meet the criteria for membership and have the support of the GAAC Board will be invited to present at the Spring GAAC Meeting.
5. Invited schools will give a 20-minute presentation by the Head of School and the Athletic/Activities Director followed by 20 minutes of questions from the GAAC Executives.
6. Successful schools will be invited to a one-year probationary membership to GAAC.

Financial Requirements and Expectations

- All financial communication will be conducted in US dollars.
- All transactions to the treasurer's school will be received in the equivalent of US dollars in local currency and include necessary transfer fees.
- The treasurer's school will maintain a central fund through the use of a financial ledger inclusive of annual dues and any additional deposits due to miscellaneous fees, surplus deposits, and fines.
- The treasurer's school will produce invoices for all transactions and expenditures to ensure transparency in the collection of dues/fees.
- US $2000 equivalent annual membership fee will be submitted to the treasure school on or before the Fall Meeting.
- Individual event entry fees are set as follows and are inclusive of the boys' and girls' teams: Basketball, Football, Volleyball and Badminton = $150 per participant and coach; Invitational events will be independent of set fee.
- Event fees will be paid by wire transfer or by cash on arrival at the host school. Wire transfers are due at least 10 days before the event.
- Host schools will track expenditures for each event and make available a financial report to all participating schools.
- Launch Awards/Medals and event costs beyond the participation fees collected will be the responsibility of the host school.
- Any excess balance on collected entry fees will be returned to the GAAC General Fund.
- Financial expectations for events hosted on neutral sites will be handled the same as events hosted on a member school's campus.
- The chairing school will maintain the subscription for the GAAC G-Suite account.
- At the end of a Treasury school's tenure, a financial update will be provided to the new Treasury school at the spring meeting and it will be approved by all GAAC heads and schools. Any remaining GAAC funds will be transferred to the new Treasury school within 10 days of the close of the spring meeting.

GAAC Leadership Organization

GAAC Executives:

1. Chairperson: superintendent/headmaster of nominated member school
2. President: activities/athletics director from the same school as the chairperson
3. Treasurer: elected in the spring meeting of the previous year from a different school to that of the chairperson/president.

GAAC Board:

The superintendents/headmasters of the member schools.

GAAC Council:

The activities/athletics directors of the member schools

Council Members:

GAAC President:
The GAAC president shall be an Activities/Athletics Director elected for a 2-year term at the Spring General Meeting and shall

- Prepare all agendas for and chair all Council meetings of the GAAC
- Initiate emergency procedures
- Prepare an agenda for the Board.
- Coordinate procedure for venue change.
- Keep and distribute minutes of all meetings of the GAAC Council.
- Maintain the updated GAAC Handbook and make sure the latest non- editable version is available on the GAAC Drive.
- Document and archive annual hosting and participation data.
- Procure necessary GAAC Plaques & Banners
- Assist the chairperson in preparing the agenda.

GAAC Archives

The GAAC President shall collect the following documents and place them in the GAAC Google folder:

- GAAC Meeting Minutes
- Site Reports
- Other archival memorabilia such as event programs, and photos could also be collected, especially if they are in digital form
- GAAC Google Drive must be utilized for Rosters and Evaluation form

GAAC Treasurer:

- Maintain financial records. (In GAAC, the account is kept at the Treasurer school)
- Prepare GAAC budgets
- Collect all GAAC dues.
- Administer all GAAC funds.
- Prepare a report to the Board and Council at the AGM along with providing receipts and uploading copies into the conference folder.

Responsibilities of the Athletic/Activities Directors

- Communicate all GAAC-related information to member schools (NOTE: All inter-school communications should go through ADs regarding any GAAC-related matter).
- Recommend agenda items to the GAAC Board.
- Host GAAC events (see specific sections of the Handbook).
- Supply each GAAC host with typed school roster forms and travel information at least three weeks before each event.
- Provide all event directors with medical release forms for every student traveling to an event.
- Distribute post-event meeting minutes and site reports, to GAAC Council members.
- Communicate event results among all GAAC schools during the event.
- Review GAAC developments with heads and principals of GAAC schools.

Yearly Meetings:

AD's will be scheduled to meet together 3 times/year with 2 in-person meetings and 1 virtual meeting.

Beginning of year AGM:	ADs only (in-person)	Within the first 3 weeks of school
Half year Check-in:	ADs only (virtual)	Beginning of January
End-of-year AGM	ADs (in-person) + Heads of Schools (virtual)	Will be added to final tournament of the year.

The GAAC Council:

This group is the only group that can propose policy changes and meets for the Annual General Meetings in the fall and in the spring.

- Entertain and discuss ideas for changes in the basic format of annual activities.
- Finalize the tournament sites and calendar dates for all GAAC events.
- Accept the minutes of the previous GAAC Council Meeting.
- Consider agenda items for the meetings.
- Make recommendations for changes in rules or procedures for final approval at the spring meeting.
- Consider changes in the GAAC Handbook.
- Review site reports and minutes from all tournaments/events.

The GAAC Board:

The GAAC Board will approve handbook changes, new members, membership requirements and any budgetary items and/or items of potential change in philosophy through communication of the Council Members.

Voting Procedure

Prior to the Spring annual meeting, the AD has a responsibility to liaise with their respective school regarding voting direction. The AD will then vote for their respective school at the annual meeting. In the event of a tie the Chairperson shall cast the deciding vote. The Chairperson will keep all other school heads abreast of information at their own discretion.

- Each Full Member school shall receive one vote.
- Voting shall be by roll call.
- A majority vote shall be required to pass or defeat a proposal.
    - Sport/activity rule changes require a simple majority vote to change, all other changes need ⅔ majority vote
- When adding a new GAAC member or a change in membership status, a unanimous vote is required.

- To adopt a new GAAC activity or to change the basic nature of an existing activity, a unanimous vote is required. Following this, the Board will give the final approval.
- Tie-breaker: Chair will have final vote.

Change Process

Normal Change:
Any proposed changes or recommendations to existing GAAC rules must go through the president of the Executive Council. The GAAC Board, or representing Head of School, must be involved with any agenda items concerning budget or philosophy. Proposed changes must be shared at least 3 weeks before the next meeting.

Emergency Procedure:
In extraordinary circumstances, the president of the GAAC Board may institute an emergency procedure by a unanimous vote of the GAAC Board at a time other than the Fall or Spring Meetings.

Venue Changes

1. When the head of a host school indicates that the local city/country situation requires a venue change, there will be a league-wide notification immediately.
2. Any principal/head can initiate, through the GAAC president, a question about the safety of a hosting site.
3. The head of the school where the GAAC president is located will be responsible for assessing the feelings first of the host school head and the other heads on the issue of a venue change.
4. Before voting in favor of a venue change, heads of GAAC schools are required to speak to the head or designated head of the host school.
5. The heads of the traveling schools will vote to decide to keep the original venue or to change to the backup site.
6. The heads of each of the traveling schools will be expected to cast a vote. 7. It will take a simple majority vote of the heads of traveling schools participating in that event to make a venue change.
7. If the vote is to remain with the original site, then the other schools will send the best teams they can assemble or not attend at all.
8. Each year, a backup school will be designated at the time the sites are decided upon. This should be the previous year's host school.

GAAC Events:

GAAC Core	GAAC invitational Sports/Events	GAAC Launch Sports
● Basketball ● Badminton ● Football ● Volleyball	● Swimming ● Track & Field/Cross Country	● Golf ● Tennis
		● Robotics ● Band/Choir ● MUN ● Academic Games

GAAC core sports/events are those which define the minimum expected commitment of GAAC schools. Attendance and participation in these core activities are mandatory and necessary for continued membership. Only GAAC member schools may participate in core sports/events.
Attendance of four (4) GAAC schools will constitute an official GAAC event. (i.e. official records are archived, team and individual medals are presented, and the event is conducted by the GAAC Handbook).

SCORING SYSTEM

Total points are indicated by a boys and girls team combined (Core Boys teams = 16 points)

	Core				Invitational		Launch	
	Volleyball	Basketball	Football	Badminton	Swimming	Track & Field	Tennis	Golf
1st place	32	32	32	32	16	16	8	8
2nd place	28	28	28	28	14	14	7	7
3rd place	24	24	24	24	12	12	6	6
4th place	20	20	20	20	10	10	5	5
5th place	16	16	16	16	8	8	4	4
6th place	12	12	12	12	6	6	3	3
7th place	8	8	8	8	4	4	2	2
8th place	4	4	4	4	2	2	1	1

**** Note that each school will be awarded with the points corresponding with their final ranking on each event despite any ghost teams. Positions and scores earned at the event remain regardless of ghost team finishes.*

Calendar

The full academic year is covered under the GAAC calendar. At the Spring Meeting, a draft schedule of events will be created and finalized. The directors of school athletics and activities will communicate digitally in order to finalize the tentative schedule.

Unless there are calendar conflicts, such school or national holidays, it is advised that event weekends adhere to the timetable below for planning considerations.

First Season (September-November) (2nd or 3rd week of November)	**Second Season** (November-February) (End of January or First week of February)	**Third Season** (February-April) (3rd or 4th week of April)
Varsity Volleyball (core)	Varsity Soccer (core)	Varsity Badminton (core)
Varsity Swimming (invitational)	Varsity Basketball (core)	Varsity Tennis (launch)
Band/Choir (invitational)	MUN (invitational)	Varsity Golf (launch)
		Track & Field/CC (invitational)
		Academic Games (invitational)

Event Organization and Considerations for Hosting

Event Coordination Timings:

4 weeks before event	Initial confirmation to participate
2 weeks before event	Student numbers confirmation (Invoices will be sent)
1 week before event	Final rosters due

Factors important to hosting an event:

- Community involvement (spirit-parents-students-staff)
- Boost to host school's program
- Control of facilities
- Tournament logistics
- Costs
- Camaraderie among participating teams
- Travel distance/time to off-campus facilities

Team Accommodation

- Students must be housed in pairs or larger groups
- No student should be housed as a single or paired with students from other schools.
- Boys and girls cannot be housed in the same room and every effort will be made to keep gender separate floors.

Facilities

Minimum facilities (for hosting a full tournament)

Sport	Requirement
Volleyball	2 Courts
Swimming	25 m Pool
Soccer	2 Pitches 11-side (9-side for girls)
Basketball	2 Courts
Badminton	6 Courts
Track & Field	200 m or 400 m Track and Field Event Area

Two schools of the same country can be used to fulfill this requirement, as well as appropriate rental facilities.

Host School responsibilities during the Event

- The tournament director must also refrain from the use of alcohol and/or illegal drugs while he is hosting visiting students.
- Host School will provide a meeting space for coaches/advisors meeting at the beginning of each GAAC event (For example, Thursday evening or Friday morning).
- Host school will provide the following at all GAAC events:
    - Water
    - medical personnel
    - food options - for purchase- for the duration of the event
- Coach/advisors hospitality area – with refreshments, computer and phone access
- Emergency contact information for all students and adults
- Host school will provide all official balls and equipment for tournaments.
- Host School will provide emergency medical personnel on site for the duration of the GAAC event. Visiting schools will bring their own 1st aid kits.
- Host schools may use students as volunteers (working score tables etc.), however all student volunteers should be supervised by adults.
- Host schools do not reserve the right to change rules for tournaments and events at the coaches meeting.
- Live streaming of tournaments is not and should not be an expectation of a host school. If a school does stream some of its entire tournament, it is at total discretion of the host school. The GAAC community understands that each school is different and has different capabilities in this area.

Medical Considerations

1. Each host school shall have adequate medical aid facilities for air-conditioned personnel will be available at the host school throughout every event. In addition, there will be a designated person at the host school to assist and accompany students requiring off-campus medical assistance.
2. Each host school will have a vehicle with a driver and stretcher at all sites (locations).
3. The host school shall alert the medical facilities in the area that may be used in emergencies about the upcoming GAAC student activities.
4. Teams must be sure to bring extra uniforms and have protective supplies such as rubber gloves and face masks in the first aid kits.
5. A player required to leave the field of play because of a bleeding injury or blood on the uniform, may be substituted for and re-enter the game at the referee's beckoning. Both the injured player and the substitute shall be exempt from the normal substitution restrictions.
    a. For any situation other than precautionary check-ups, the parents of the injured student must be contacted.
    b. If the parents cannot be contacted, then the student may not continue playing, even if a doctor gives permits
    c. The final determination for the athlete being able to play falls under the responsibility of the administrator in charge of the host school. Medical professionals and parents need to be contacted.
    d. Student medical release forms will be available at the event site each day of the event.

Concussion protocols

A concussion is a traumatic brain injury caused by a blow to the head, such as, “getting your bell rung” or a “ding”. All those involved must understand that you cannot see a concussion and that symptoms can show up directly after the injury or may not show up until days or weeks after the injury has occurred. If an athlete has suffered a blow to the head please look out for the following symptoms that can be reported by the athlete. Be aware if the symptoms worsen over time, and if that is the case, please seek medical attention.

- Headache or pressure on the head
- Nausea or vomiting
- Dizziness
- Double or blurry vision.
- Concentration or focus problems
- Feelings of sluggishness

Any athlete who has suffered a blow to the head in practice, or in a competition should seek medical attention right away, and their respective coach and school should keep the athlete out of action.

- Seek medical attention right away
- Keep the athlete out of play until cleared medically
- Tell coaches of any previous concussions

How can we as an association, coaches, and educators prevent concussions? GAAC shall expect all of its coaches in the following sports: basketball, soccer, and volleyball

- Ensure that the coach follows rules of safety and the rules of the sport
- Ensure that athletes wear the proper protective equipment. This equipment should fit properly and be properly maintained.
- Take the online NFHS Concussion course
- Carry a card (laminated) outlining precautions, symptoms
- Understand and carry out practice and play back rules

Play back protocol for all GAAC athletes: Progression to the next step occurs only after the athlete has no symptoms for 24 hours, any signs of symptoms the athlete should stop activity and rest.

Weather and Safety Considerations

Heat Index Policy

The heat index cut-off for playing outdoor games is set at 45 Varsity games. Games to be modified at 35+ to include more water breaks and rests in shade and/or air-conditioned rooms. Any host site regulations with lower temperature thresholds supersede GAAC temperatures.

AQI Policy

The AQI cut-off for playing an outdoor sport will be 200. Readings will be based on the host school policy regarding the source of their data/reading of the current AQI. Modifications to outdoor sports can be made by the host school starting at 150. Modifications may include shortening games, increasing rest periods, moving athletes indoors during downtime, and offering a break midway through each half in soccer.

Lightning Policy

Games should be postponed if lightning is present within 16 km (10 miles) and wait 30 minutes with no thunder or lightning to resume play. Host school to determine the method of monitoring (e.g. Weather APP, 30 minutes from the last thunderclap, etc.).

Conduct & Discipline

GAAC Statement of Sportsmanship

GAAC athletes are given the opportunity to demonstrate her/his best athletic ability while maintaining a spirit of respect and cooperation with fellow athletes from various international backgrounds. Each event involves students and adults in their roles as athletes, coaches, sports officials and spectators. All those involved in the event are expected to uphold the same spirit of respect and cooperation. This spirit is demonstrated by fair play among athletes, positive encouragement from coaches, impartial judgments from officials and respectful enthusiasm from spectators. The behavior of the adults is crucial to the successful educational aspect of the tournament. The adults act as models for our athletes. Therefore profanity, deliberately making noises that distract and interfere with the performance of a competing athlete, the condemnation of coaches or officials, or any behavior that is disrespectful or degrading to the GAAC standard of sportsmanship, jeopardizes the purposes of the GAAC organization and, most of all, jeopardizes the quality of the experience for the athletes. As the event ensues, we ask that all of our parents, coaches, officials and athletes keep this vision of our purpose in mind.

Codes of Conduct

The following codes of conducts are to be displayed and visible at all GAAC athletic events.

Student Athlete Code of Conduct

A. Play by the rules.
B. Be respectful to all officials, coaches, opponents, and spectators.
C. Exhibit good sportsmanship throughout the competition.
D. Be an appropriate ambassador.
E. Respect the rights, dignity and worth of all participants regardless of their gender, ability, or cultural background.

Adult Code of Conduct (Parents, Spectators, Coaches, Officials)

A. Cheer in a positive manner.
B. Respect the official's decision.
C. Do not interfere with the competition.
D. Keep off the playing area.
E. Be courteous and respectful.

Failure to comply with this code of conduct could result in ejection.

Child protection

Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development.

We as AC/ADs are committed to our schools being a safe haven for all students. As such, we support the following statements and policy directions for all our GAAC schools

- We support background screening for all community members such as employees, and volunteers who have direct contact and unmonitored supervision with students.
- We support the adoption of a clear Code of Conduct by each member school governing expectations and behavior for all personnel working with students.
- We support education programs for students and employees on personal safety and abuse prevention.
- We support the development of clear and comprehensive Child Protection Policies by each of our member schools.

All GAAC AC/ADs and Coaches must report suspected incidents of child abuse or neglect whenever the person involved has reasonable cause to believe that a child has suffered, or is at significant risk of suffering abuse or neglect. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate AC/AD, Principal, Director, to the respective Embassy, to the appropriate child protection agency in the home country, and/or to local authorities.

In the case of an employee reported as an alleged offender, GAAC will assist the schools involved in a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority.

Student Conduct/Expectations

Curfew Time:

1. **10:00PM**. Upon completion of each day's scheduled events, the participants must return directly to the hotel.
2. **NOTE:** If the final GAAC activity ends after or less than one hour before the established curfew time on any night, the curfew will then be one hour after the end of that activity.

Curfew Checks:

1. Curfew checks of all participants, including host school participants, will be made by each school each night of the event to enforce the curfew. The event begins upon arrival at the host school. Decisions regarding curfew calls for late arrivals will be made at the discretion of the event director. Coaches must speak to all the participant(s) to verify that the participants are accounted for.

Flagrant or Unsportsmanlike Conduct

A student or coach, disqualified from a contest for flagrant or unsportsmanlike conduct, is suspended from interscholastic competition for no less than the next competitive event (not less than one complete game or meet). For a second offense the individual will be disqualified for the remaining games and tournaments in that season.

If a player is involved in a fight, he/she is ejected from that game and the next game. A second altercation will result in the player being ejected from the tournament. Threatening or making aggressive contact with an official is an automatic ejection from the game and the tournament Whenever a player is disqualified he will change out of uniform but remain on the team's bench for the duration of the penalty. Whenever a coach is disqualified he will leave the gym for the duration of the penalty. The coach will be replaced by the assistant coach or supervisor listed on the tournament official team roster. The final decision will be made by the tournament director.

Rules Infraction

If any problem should occur about the behavior of any student participant during any GAAC activity or the behavior of any visiting student during their stay in the host city, the following procedures will be enforced:

a. The host school Event Director and senior administrator of the activity will be notified of the behavioral problem.
b. The student's coach/sponsor will be notified of the behavioral problem.
c. The director of the activity will then determine what action will be taken about the student(s) participation in the activity. Courses of action available to the director of the activity are included but not limited to:
    i. The problem or situation is not of sufficient magnitude to merit disciplinary action.
    ii. The student(s) will be allowed to continue participating in the activity with a formal report of the problem or situation being made in writing by the director of the activity and mailed to the administration of the student's school.
    iii. The student(s) will not be allowed to participate further in the activity.
    iv. In extenuating circumstances, the student(s) may be sent back to their school at their expense.
    v. A student in possession or having used alcohol, tobacco, or illegal drugs will be excluded for one calendar year from GAAC events including the same activity the following year.
    vi. A student committing a major curfew will be excluded for one calendar year

from GAAC events including the same activity the following year.

vii. If at any time a student is suspended from further involvement in an event, then the only results affected will be those happening after the infraction. All pre-infraction results will stand.

viii. Consequences will be carried over if the student transfers to another GAAC school.

ix. The Tournament Director's decision is final.

d. The coach/sponsor of the student(s) may not set aside any disciplinary action taken by the director of the activity but may supplement the director's action in any way he/she deems appropriate and in accord with his/her own school's established procedures or philosophy.

GAAC Disciplinary Procedures

All GAAC coaches/sponsors must enforce the rules and regulations.

If there is a suspected rules infraction the host event director will confer, investigate, and make a decision on whether the infraction actually occurred. The decision will go directly to the Activities/Athletic Director and respective division principal of the school involved, who in turn will impose the specific penalties as listed in the GAAC Handbook.

NOTE: If the coaches are found condoning the violation of the rules by team members or behaving improperly, they are to be reported to their respective AD and Superintendent/Head of School

Rules Infraction:

1. If any problem should occur with regard to the behavior of any student participant during any GAAC activity the following procedures will be enforced:
    a. The host school Tournament Director and senior administrator of the activity will be notified of the behavioral problem.
    b. The student's coach/sponsor will be notified of the behavioral problem.
    c. The director of the activity and the coach/sponsor of the student(s) concerned will strive to determine all facts relative to the situation, consult the Standard Statement of GAAC Rules, confer, and attempt to reach a common understanding of the problem and situation.
    d. The director of the activity will then determine what action will be taken with regard to the student(s) participation in the activity. Courses of action available to the director of the activity are included but not limited.
        i) The problem or situation is not of sufficient magnitude to merit disciplinary action.
        ii) The student(s) will be allowed to continue participating in the activity with a formal report of the problem or situation being made in writing by the director of the activity and mailed to the administration of the student's school.
        iii) The student(s) will not be allowed to participate further in the activity.

iv) A student in possession or having used alcohol, tobacco, or illegal drugs will be excluded for one calendar year from GAAC events including the same activity the following year.
v) If at any time a student is suspended from further involvement in an event, then the only results affected will be those happening after the infraction. All pre-infraction results will stand.
vi) Consequences will be carried over if the student transfers to another GAAC school.
vii) The Event Director's decision is final.

e. The coach/sponsor of the student(s) may not set aside any disciplinary action taken by the director of the activity, but may supplement the director's action in any way he/she deems appropriate and in accord with his/her own school's established procedures or philosophy.

Event Organization

Where possible GAAC events will begin on Thursday morning and will end on Saturday afternoon (2.5 days). Visiting schools should be scheduled to arrive Wednesday evening, and depart on Sunday at a reasonable hour. Every effort is made to have the tournament conclude by 3pm on Saturday.

Event Director - Someone other than one of the participating coaches or a Site Director whose responsibility should be to run the event and have no coaching responsibilities.

Administrator - The host school must have an administrator available and on call for all events.

Food & Beverage Requirements

The host school of all GAAC events will coordinate and make available the following:

1. Accessible water stations near the playing venue for all sports
2. Food and Beverages are available for purchase during the event, inclusive of the dietary needs of all participants (e.g. vegetarian options).
3. Coach's/Director's hospitality room with snacks and drinks available.
4. A final banquet dinner for participants inclusive of the dietary needs of all participants (e.g. vegetarian options).
5. All event meals provided to competitors by the host school will at the minimum consist of a main item, a small salad, fruit, and a bottle of water or juice. Additional food will be made available for purchase.

Officials & Referees

Sport	Minimum for GAAC Event
Basketball	2
Volleyball	2
Boys Soccer	2 (3 recommended)
Girls Soccer	1 (2 recommended)

Timekeepers & Scorekeepers

For each GAAC event/contest the host school will be required to fill the necessary table official roles.

Coach/Sponsor Meeting:

1. The Athletic Director at each GAAC event cannot have coach and venue responsibilities. However, given the differing circumstances at each member school, the administrator-in-charge may act as an assistant coach, but not the head coach.
2. The primary responsibilities of the administrator-in-charge are to look after the health and safety of all participants under his/her care, coordinate with the host school on any issues or infractions concerning participants, be present at all tournament/event events, and attend the coaches/sponsors meetings.
3. A coaches'/sponsors' meeting is to be held before the event to discuss the local ground rules, clocks, format, or any other specifics of the event. All schools must be represented at this meeting chaired by the host AD. *No rule changes are to be entertained or discussed at this meeting.*
4. At the initial coaches' meeting, the individual responsible for the post-event meeting will be identified so that participants may propose/discuss items of concern for the post-event meeting. **NOTE:** The Head Official and Site Directors should attend this meeting and be briefed on GAAC rules before the event.
5. A coaches'/sponsors' meeting is also to be held after the event

Opening Ceremony

Each event host must include an opening ceremony to their GAAC event. It is recommended to include the following:

1. Principal's Message (delivered by principal/Head of School)
2. GAAC Philosophy
3. Rules (campus, GAAC, tournament)
4. Tournament Itinerary
5. Team & Player information
6. Game Schedule
7. Important Contact & Emergency Procedure
8. Awards Format

Program

Each event shall provide a program that should contain the following information:

1. Master schedule includes times, venues, opponents, uniforms, etc.
2. Including participants, name, grade, nationality, playing numbers, captains, coaches names, school colors, mascot
3. GAAC rules for the events
4. Arrival and departure details
5. Event contact phone numbers including after-hours and meeting venue numbers for emergency purposes and visiting coaches' contact numbers
6. Special information where appropriate
7. Special host customs and procedures
8. General information
9. Transportation schedules
10. Score sheet
    a. An electronic bracket & game information must be available for all coaches and AD's throughout the tournament

Match Scheduling Guidelines

1. A team cannot play the last game at night and the first game in the morning.
2. A team cannot play the last game in the morning and the first game in the afternoon.
3. No team should play the first game in the morning more than twice.
4. In scheduling GAAC team sports tournaments, each GAAC school's combined boys/girls teams shall have an equal number of home and away games during the round-robin portion of the tournament.

Tournament Game Schedule Guidelines

1. If two playing fields/courts are used for a tournament and one is of better quality, the gender having the featured final of the tournament will be assigned to the better field/court for three of the five round-robin rounds, but not for the consolation round.
2. The featured teams (last game of the tournament) alternate each year. In even school years (e.g. 2023-2024), the girls are the featured team, and in odd school years, (2024-2025) the boys are the featured team. The championship games should be, whenever possible, played one at a time to showcase the matches.
3. In the spirit of GAAC, in all events and tournaments fifth-round matches will be played regardless of standing. No forfeits will be allowed.
4. Whenever possible, teams from the same school must not be scheduled to play at the same time.

Uniform

The **home** team will be named **first** in the program and will wear the lighter colored uniform. This includes all uniforms for Football, Volleyball and Basketball.

School	Colors	Mascot
AUS - American United School - Kuwait	MAROON/BLACK	HEAT
UAS - Universal American School - Kuwait	BLUE/WHITE/SILVER	EAGLES
ACS - International Schools, Doha Qatar	RED/BLUE/WHITE	WOLVES
ISL - International School of London, Doha, Qatar	BLACK/WHITE/YELLOW	FOXES
GAAQ - GEMS American Academy, Doha Qatar	RED/NAVY	RAPTORS
AISR - American International School Riyadh, Saudi Arabia	BLUE/YELLOW	EAGLES
ASB - American School of Bahrain, Bahrain	BLUE/YELLOW/WHITE	EAGLES
GIS- GEMS International School, Dubai, UAE	BLUE/WHITE	JAGUARS

Game/Match Format

For competitions in **Soccer, Volleyball, and Basketball: Pool Play (See template Appendix 1)**

STAGE 1:

Group A	Group B
TEAM 1	TEAM 5
TEAM 2	TEAM 6
TEAM 3	TEAM 7
TEAM 4	TEAM 8

⇓

1v2	5v6
3v4	7v8
1v3	5v7
2v4	6v8
1v4	5v8
2v3	6v7

STAGE 2:

TOP FIELD	SHIELD
1st - 1st GP A	1st - 3rd GP A
2nd - 1st GP B	2nd - 3rd GP B
3rd - 2nd GP A	3rd - 4th GP A
4th - 2nd GP B	4th - 4th GP B

⇓

1	1 v 4	3	1 v 4
2	2 v 3	4	2 v 3

STAGE 3 (FINALS)

TOP FIELD:

1	W1 v W2	1st/2nd PLACE
2	L1 v L2	3rd/4th PLACE

SHIELD:

3	W3 vs W4	5th/6th PLACE
4	L3 vs L4	7th/8th PLACE

Awards:
Overall: 1st, 2nd, 3rd
Shield: 5th

Protest/Grievance

1. Differences in opinion or interpretation of rules and regulations that may arise during an GAAC inter-school activity will be handled by the host school's Tournament Director. The Event Director will consult rule books, GAAC By-Laws, and all parties involved, including officials, to resolve the matter as soon as possible while all parties are in attendance at the activity site. The activities/athletic director of a school may submit a letter to the conference Chairperson if questions concerning GAAC By-Laws remain after an activity. Any questions submitted will be discussed at the next GAAC meeting.
2. The Event Director of any GAAC Event is expected to inform the Chairperson of GAAC as soon as possible should any major problems and/or incidents arise during the Event via the Tournament Evaluation Form and will include it in the site report.
3. Following an GAAC tournament/event, in the case of a complaint being submitted to the GAAC Chairperson, the Chairperson will investigate the incident as necessary and take action deemed appropriate, including suspension of the tournament, and/or the tournament results and awards, until the matter can be addressed at the next full GAAC meeting. At that meeting, the schools involved in the disciplinary matter will be required to submit a report and/or present an explanation to GAAC members. The GAAC membership has the authority to decide on appropriate action. Unresolved issues involving a possible one-year ban from GAAC for an GAAC participant(s) will be brought to the attention of the Heads Ad Hoc Committee for resolution.

Enforcement:

1. All GAAC coaches/sponsors, including those of the host school must enforce the rules and regulations.
2. If there is a suspected rules infraction, the host Event Director will consult the handbook, investigate, and make a decision on whether the infraction actually occurred. The decision will go directly to the coach/sponsor, who in turn will impose specific penalties as listed in the GAAC Handbook.
3. If the event director's decision is appealed, the event director will confer with the administrator-in-charge who will consult the handbook and act as an arbiter who is unbiased and will determine penalties to be imposed.
4. ***If this is a serious infraction, the administrator-in-charge and/or event director will inform the GAAC President and head(s) of the participating school(s), in writing, with the reasoning for the decision based on the GAAC handbook and rules of play.**
5. **NOTE:** If the coaches are found condoning the violation of the rules by team members or behaving improperly, they are to be reported to their respective AD or the high school principal.

<u>Final Activity:</u>

All participating students, coaches and sponsors are required to attend and remain until the end of the final activity on Saturday night. All schools' coaches/sponsors have the responsibility to provide additional supervision (i.e. groups or team activities and/or earlier curfew on Saturday night).

Awards & Awards Ceremony

The host school shall organize an awards assembly on the final night that will begin as close to the end of the event as possible.

The culminating event and location are to be determined by the host school and maybe the championship game, an activity such as a massed band or a dinner, and the award assembly. The “dignity” and quality of the final awards assembly are important to round-robin and student participants.

All-GAAC Selections:

In the spirit of GAAC goals, coaches are to designate their quota of “All-GAAC” selections directly to the Tournament Director after their final round-robin game. Coaches may amend their previously submitted All-GAAC selections after their final game. The formula used for All-GAAC selections guarantees representation from every school attending. NOTE: The group selected is an “All-GAAC” and not an All-Star team.

A standardized GAAC All Conference certificate is available on google drive.

Each All-Conference award winner should receive a unique all-conference certificate. Add names to Google Drive for record keeping.

Sport	All-Tournament Team Roster Size	# of athletes per overall place
Volleyball	12	1st - 3; 2nd - 2; 3rd - 2; 4th - 8th - 1 each
Soccer	12	1st - 3; 2nd - 2; 3rd - 2; 4th - 8th - 1 each
Basketball	12	1st - 3; 2nd - 2; 3rd - 2; 4th - 8th - 1 each
Badminton	12	1st - 3; 2nd - 2; 3rd - 2; 4th - 8th - 1 each

Individual Place Medals:

Gold	Max	Silver Max	Max	Bronze	Max	Trophies	Total
Swimming	90	Swimming	90	Swimming	90		270
Badminton	16	Badminton	16	Badminton	16		48
Track/Field	102	Track/Field	102	Track/Field	102		306
Soccer	32	Soccer	32	Soccer	32	1 Boy/1 Girl Gold	96
Volleyball	24	Volleyball	24	Volleyball	24		72
Basketball	24	Basketball	24	Basketball	24		72

NOTE: When ties occur in an individual medal event, the medal award for a position will be made based on the number of places above the awardee, e.g. if there are two for first, the next award would be the third place award; if two tie for second, the next award will be for fourth place. This will apply to all events, both athletic and non-athletic.

Sportsmanship Award (Team)

Each participating team will submit their input through a form (template available in Supporting Documents Folder) for the Sportsmanship Certificates. Teams do not submit input for their team. The Tournament Director will tabulate the votes and determine the winner by a simple point tally. In case of a tie, the coaches will cast a follow-up vote between the tied teams to decide the winner.

Volleyball

Rules
Rules approved by the FIVB.

Rule Exceptions

Maximum of 12 players per team.

Net Height
Varsity Girls 2.24m/Varsity Boys 2.43m

Referees

- Minimum of 2 referees for all volleyball matches.
- After the coin toss, the winner (eventual first serving team) gets full use of the court for 4 minutes to practice setting and spiking while the other team warms up on the court sides. The other team then takes the court for hitting practice for 4 minutes while the first uses court-side space for warm-up. Two minutes of warm-up are given to both teams to practice serving simultaneously.
- Each set is played to 25 (“rally” scoring) with the third set, if necessary, played to 15 and each match is the best of 3 sets. Should a match require a third set, teams will change sides when the first team reaches 8 points. This is not a timeout. Play resumes immediately with the players taking the same position they held prior to the switch, and the same team serves. Timeouts are 30 seconds. Each team is allotted 2 timeouts per set.

Substitutions

A maximum of 8 substitutions will be permitted per team per set, using F.I.V.B. Rules with one change. These substitutions may be made all at once or during separate legal interruptions. A starting player may leave the court twice in one set but may only enter the set in their previous position in the lineup. A substitute may enter the court twice in one set for any starting player, but

may only be replaced by the same starting player.

Example:

1. Starter Smith is replaced by Jones - first substitution
2. Jones is replaced by Smith - second substitution
3. Smith is replaced by Jones - third substitution
4. Jones is replaced by Smith - fourth substitution
5. This is the maximum number of substitutions allowed in one game at one position.

Libero:

The Libero must be recorded on the score sheet before the match in the special line reserved for it. His/Her number must be added on the line-up sheet on the first set. The specific rules for the Libero player are as follows:

The Libero must wear a different color uniform, shirt or jacket in contrast to the other members of the team.

Playing Actions:

1) The Libero is allowed to replace any player in a back row position.
2) He/She is restricted to perform as a back row player and is not allowed to complete an attack hit from anywhere (including playing court and free zone) if at the moment of contact the ball is entirely higher than the top of the net.
3) He/She may not serve, block, or attempt to block.
4) A player may not complete an attack hit from higher than the top of the net, if the ball is coming from an overhand finger pass by a Libero in the front zone. The ball may be freely attacked if the Libero makes the same action from behind the end zone.

Replacement of Libero:

1) Replacements involving the Libero are not counted as regular substitutions. They are unlimited
but there must be a rally between two Libero replacements.
2) The Libero can only be replaced by the player whom he/she replaced.
3) Replacements can only take place at the start of each set after the second referee has checked the starting line-up, while the ball is out of play, or before the whistle for service.
4) A Libero may only enter or leave the court by the sideline in front of his/her team bench between the attack line and the end line.

Replacement of Injured Libero:

1) With the previous approval of the first referee, an injured Libero may be replaced during the match by any player who is not on the court at the moment of the injury. The injured Libero may not re-enter to play for the remainder of the match.
2) The player designated to replace an injured Libero must remain as a Libero for the remainder of
the match.

Tie Breaker:

If two or more teams are tied at the end of the preliminary round, the following criteria will be applied, in order:

1) The team having the best ratio of won/lost games, considering games between tied teams, will be ranked higher. (Head to Head)
2) The team having the best ratio of won/lost sets; considering matches played between the tied teams, will be ranked higher. (Sets won/lost)
3) The team having the best ratio of points for/against, considering matches played between the tied teams, will be ranked higher. (points for/against)
4) As determined by the Organizing Committee (e.g. toss of coin) prior to the start of the tournament.

Follow this sequence:

When two teams are tied, the tie-breaking criteria are applied one after the other until the tie has been broken. When three or more teams are tied, the tie-breaking criteria are applied one after the other until one team is clearly first or last among the tied teams. After this stage in the tie-break, if other teams remain tied, return to the first stage of the tie-breaking procedure.

Facilities: Indoor courts are mandatory.

Football

Rules

1. All matches will be played by FIFA rules unless specifically stipulated below.
2. Each player MUST wear protective shin guards.
3. Each player must wear a numbered shirt.
4. Players are not permitted to play with a hard cast even if it is wrapped in plastic or other materials.
5. Players should refrain from wearing jewelry, scarves, and hats.

Cards

1. Red Cards - A player receiving a red card for any lesser offense will be suspended from participating in the current game and the following game. Any player shown a Red Card for violent conduct or dissent will be excluded from taking any further part in the tournament.
2. Any player receiving 3 yellow cards in different games will be suspended for the match following the third yellow card.
3. The yellow card count will be reset at the start of the finals except receiving a second yellow or red card in the last round-robin game.
4. yellow=1 point red=2 points - 6 points or 2 red cards per game = immediate loss of game - 10 total points or 3 red cards through pool play = immediate removal from tournament. Points to reset after the group stage. 6 point in playoff = immediate loss

Rules Exceptions

Playing Time

All games are 2 x 25 minute halves with a 5-minute half-time break.

Team and Roster Sizes

1. Varsity Girls are 9 on the pitch with a 11 minimum / 15 max roster.
2. Varsity Boys are 11 on the pitch with a 14 minimum / 18 max roster.

Substitutions

1. Unlimited substitutions are permitted for each game.
2. Players are allowed to re-enter games as many times as needed.
3. Either team may only substitute on goal kicks, corner kicks, free kicks or throw-ins once the referee allows it.

Facilities

A minimum of two fields are required if five or more teams are competing. Grass or Astroturf fields are mandatory.

Recommended Field and Goal Size

Field sizes for girls should be approximately 45 x 60 meters. The goal size is 8’ x 18’ (2.44m x 3.66m). For female games, on a full size pitch this equates to goals should be brought to the 18 yard box lines.

Field sizes for boys should be approximately 50 x 90 meters. The goal size is 8’ x 24’ (2.44m x 7.32m).

Uniforms

1. Each team must try to have a home and away set of jerseys (light and dark sets)
2. Unless other arrangements are made, the home team will wear light-colored jerseys.
3. During tournaments the higher seeded team will be the home team.

Mercy Rule

In the unlikely event of a mismatch performance between two teams, the maximum goal difference in a game will officially be recorded as + 5 goals.

Officials

1. Minimum of 2 officials are required for boy’s matches and a minimum of 1 official for girl’s matches.
2. Qualified officials should referee all games and must use the tournament language of English with a 3 referee-system whenever possible.

Injury Rule

If an official stops the play for an injured player, or if the athlete requires/receives attention, the injured player will be required to leave the playing field until the next stoppage of play.

Tie Breaker Procedure for Soccer

If two or more teams are tied at the end of the preliminary round, the following criteria will be applied, in order:

1. The team having the best ratio of **won/lost games**, considering games **between the tied teams**, will be ranked higher.
2. The team having the best **goal differential**, considering all games played **between the tied teams**, will be ranked higher. (max 5 goals differential per game)
3. The team having the best ratio of goals **for,** considering **between the tied teams** played during the round will be ranked higher. (max 5-goal differential per game)
4. The team having the best **goal differential**, considering **all games** played, will be ranked higher. (max 5 goals differential per game)
5. The team having the best ratio of goals **for,** considering **all games** played during the round will be ranked higher. (max 5-goal differential per game)
6. The team having the best ratio of goals **against,** considering **all games** played during the round will be ranked higher. (max 5-goal differential per game)
7. If all the above criteria cannot call a winner then a **coin toss** will be used to determine a winner.
8. When two teams are tied, the tie-breaking criteria are applied one after until the tie has been broken.
9. When three or more teams are tied, the tie-breaking criteria are applied one after the other until all the tied teams have ranked.

**Once the first tie is sorted out then the process goes back to step 1. 6) As determined by the Organizing Committee (e.g. extra game, toss of a coin, etc.) before the start of the tournament.

Tiebreaker for Playoff and Championship Games

1. Extra-time consists of 2 x 5-minute halves, with a 2-minute interval, and the teams changing ends at half-time. If still tied, penalty shots will be taken. 2) Penalty kicks will be taken by five players (who were playing at the end of the game) from each team. A coin toss will determine which team kicks first. The referee will record the shooting order with the penalty kicks alternating between teams.
2. If a tie still exists after these five kicks, “sudden death” penalty kicks are taken by players other than those who have already taken one and were part of the team that finished the game. After all 11 have kicked it goes back to the original order

Basketball

Rules

FIBA rules will be followed in all competitions. The rules can be found at: [FIBA Official Basketball Rules]

Rule Exceptions

1. Uniform numbers from 0-99 may be worn.
2. No Shot clock will be used during competition.
3. All games will consist of 4 X 8-minute stop time quarters.
4. Each overtime period will be 4 minutes.
5. After the initial overtime period has concluded and both teams are still tied, it will be sudden death- first team to score a point wins.
6. There will be a 2-minute break between each quarter and a 5-minute break at half-time.
7. When the score differential reaches 20+ points in the *second half*, the clock will continue to run, except on time-outs and free throws. If the score comes back under 20 points, the game resumes as normal.
8. When a team is up by 20+ points in the *second half*, the leading team is not allowed to full-court press.
9. If a player or coach receives 2 technical fouls, he/she is ejected from that game and the next. If a player receives 2 ejections, he/she is ejected from the tournament.

Rosters

1. One week prior to the competition, the coach must submit a complete roster to the scorer's

table. Thereafter, the scorer will use that complete roster, and the coach will provide the starting line-up.
2. Rosters shall consist of a minimum of 7 players and a maximum of 12 players.
3. 2 coaches and 1 manager may accompany the team and sit on the bench. Only one of these coaches may stand and address the refs during the game. The other coach and the manager must remain seated on the bench and not address the officials at any time.
4. Managers must be identified as such on the roster sheet.

Facilities

1. Team benches are required to be located on the same side of the court as the scoring table.
2. A minimum of one standard *indoor* court is required if 5 or more teams are competing. Indoor courts are mandatory.

Special Equipment

1. A good quality leather or composite leather ball (NFHS or FIBA approved) must be used for all games.
2. A 28.5 (size 6) women's ball is used for all girl's games.

Uniforms

1. Each team must have a home and away set of jerseys (light and dark sets)
2. Unless other arrangements are made, the home team will wear light-colored jerseys.
3. During tournaments the higher seeded team will be the home team.

Officials:

1. Referees who may have a conflict of interest should not officiate games.
2. Officiating assignments for games is the sole responsibility of the host school.
3. There will be a minimum of 2 officials for all games.

Tie-Breaking Procedures for Basketball

If two or more teams are tied at the end of the preliminary round, the following criteria will be applied, in order:

1. **HEAD to HEAD:** The team having the best ratio of won/lost games, considering games between the tied teams, will be ranked higher (head to head).
2. **POINTS AGAINST VS:** The team having the best ratio of points for/against, with a maximum of 20 points differential considering all games played between the tied teams, will be ranked higher.
3. **POINTS AGAINST OVERALL:** The team having the best ratio of points for/against, with a maximum of 20 points differential considering all games played during the round will be ranked higher.

If after all tie breakers have been exhausted, a coin flip will be used to determine the tie break.

Badminton

Rules

All IBF rules and regulations are in force with the following GAAC modifications. The host school will inform the traveling schools which shuttles will be used during the competition at least 6 weeks before the event. The new IBF scoring with rally points has been adopted by GAAC.

Participants

1. Minimum 6 players, Max 8 players per team. The 8th player would be an alternate in case of injury.
2. 2 coaches per team; 1 coach per team per school will be allowed on the court
3. Coaches are allowed to coach from coaching areas only, however, it should not stop play. The TD has the authority to regulate appropriate coaching behavior. Coaching is considered to be communication, advice, or instruction of any kind, audible or visual to a player. Coaching will be allowed at the end of ends.
4. If a player forfeits a second match in the tournament, the TD has the right to exclude them from all future play except for academic reasons, e.g. SATs

Seeding

1. Players will be seeded by their schools, and equivalent seeding paired up for matches. It is stressed that this system depends upon the integrity of the coaches in ranking their players.
2. Players will be seeded by their schools 1 - 8 and players may participate in both singles and doubles matches during the tournament (but not within the same match). The players you

are fielding for each round of matches must be declared at set times shared by the TD. It is stressed that this system depends upon the integrity of the coaches in ranking their players.

a. The TD, with the assistance of a technical advisor, can change the seedings of a team if deemed that an AD seeded their team incorrectly. Additionally, if the TD feels a team intentionally did not seed their team accurately then it will be discussed with the ICCS committee and discussed at the AGM, and that school will be put on probation for the following year in that sport.
b. Seeding will be submitted and verified by the AD of the school to the TD on the Monday preceding the tournament and the TD will email the seedings to all other competing schools. The TD, with the assistance of a technical advisor, can change the seedings of a team if deemed that an AD seeded their team incorrectly. Additionally, if the TD feels a team intentionally did not seed their team accurately then it will be discussed with the SEASAC Committee and at the AGM and that school will be put on probation for the following year in that sport. Seedings will be posted on the tournament notice board and subsequently adhered to.

Format

The order of play will be Singles 1, Singles 2, Singles 3, Doubles 1, Doubles 2. All matches must be played and forfeits are not allowed to happen. Coaches must declare at the beginning of the match if a player is injured and they must use their reserve (following the substitute player rules).

In an 8-team competition, the following ICCS format will be employed:

- 2 Pools of 4, creating quarter-final playoff games
- Winners of QF will advance to the semi-finals in the main competition (CUP)
- Losers of QF will move to the semi-finals in a consolation competition (PLATE).
- Cup competition will ultimately create final rankings 1-4 and Plate competition will complete rankings 5-8

Reserve player

Schools may take a reserve player that can play #3 singles or #2 doubles at any time in the tournament from one match to another but not in the middle of a match. In the case of an injury seeding will be moved up accordingly (e.g., #2 moves to #1 if #1 is injured). Injured players are eligible to play again in the next match at the original seeding as long as they do not miss more than 2 matches throughout the tournament. The reserve player cannot play in the first match of the tournament.

Tournament tie-breakers

- head to head
- total sets won among the tied teams
- total games won among the tied teams points won (if possible)
- Once a tie break has been resolved additional ties will be resolved in the same format using the same sequence of procedures beginning with the head-to-head result.

Referees
A qualified badminton referee should be present throughout the event.

Facilities
1. Scoreboards are mandatory on all courts
2. Greater time and space should be allotted to play-off games and finals in particular so that students can watch these games.

Gameplay
1. Coaches need to be proactive in monitoring the calls made by their players and the opposition. If there are any issues the coaches are to contact the TD to possibly assign a neutral umpire.
2. If a player forfeits a match, during play, it will be the discretion of the TD to allow that player to continue.

Track & Field

Rules

Issues not directly addressed in the handbook should be resolved using the Olympic standards.

Rule Exceptions

1. The maximum number of participants is 6 per gender/per age group (36 total).
2. All Track entries must be submitted in Team Manager format only. Any other format will not be accepted.
3. Each school may enter 3 participants in each event and each athlete may enter a total of 6 events, including the relays.
4. All athletes must check in with the officials at each of their events, either personally or through their coaches, not by sending another athlete. An athlete who has not checked in to an event before the first flight/heat begins will not be eligible to compete in that event.
5. Athlete substitutions must be made before the first event of that day's competition except the relays. Relay substitutions may take place up to the final call of the event. All substitutions need to be reported to the official scores table by a team coach. The athlete being substituted may only do this if he remains under the 5-event limit. No substitutions will be allowed into event finals.

<u>Conflict of Events:</u>

1. A rules/appeals/protests committee will be available at the meeting. This committee will consist of:
    a. Meet the Director and/or Assistant.
    b. Head Official of the event in question (Track or Field, whichever is appropriate).
    c. Two coaches selected by the Meet Director who are not involved in the direct circumstances.
2. The Meet Director must be notified by a coach, not an athlete, of a complaint within 15

minutes of an event being completed.

Special Equipment

	Varsity Boys	Varsity Girls	JV Boys	JV Girls	U14 Boys	U14 Girls
Shot	**5kg**	**3kg, 4kg**	**4kg**	**3kg**	**3kg**	**2kg**
Discuss	**1.5kg**	**1kg**	**1kg**	**1kg**	**1kg**	**1kg**

Specific Rules

Shot Put / Discus / Long Jump / Triple Jump

1. Each athlete should be allowed three, unmeasured, practice jumps/throws before the field competition begins.
2. Each athlete will be permitted one throw/jump in each of the first three flights. The order of throwing/jumping will be drawn by seed times (computer)
3. The top six qualifiers will be permitted three further attempts; one in each of the final three flights. The order of throwing/jumping is determined by the placing in the preliminary flights: 6, 5, 4, 3, 2, and 1.
4. All six throws/jumps will count towards the final placing.
5. In the event of a tie, the next best jump or throw will decide the standings for all places.
6. Take-off zone for U14 should be 7m back from the edge of the pit.

High Jump

1. The order of jumping will be drawn by seed times from the meet manager (lowest to highest).
2. The officials will notify the competitors when there is: one minute, 30 seconds, and 10 seconds remaining for the completion of the jump. If the jump has not been completed before two minutes have elapsed, the attempt will be counted as failed.
3. All jumps must be completed within two minutes of the competitor being called by the officials.
4. A competitor who wishes to “pass” in any round must signal their intention to “pass” at the time their name is called by the officials.
5. A competitor who leaves the high jump event to compete on the track must enter the High Jump event at the height of the bar upon their return. The bar will not be lowered. The first absence when called will count as a “pass”, and subsequent absences will be recorded as “failed attempts”.
6. A competitor is eliminated from the high jump event when three successive “failed attempts” have been recorded, regardless of the height at which the third successive “failed attempt” is recorded.
7. A competitor who is absent when called during the round of the high jump, but returns before the last competitor in that round has been called by the officials, may upon checking in with the officials, take their attempt at the end of that round.
8. The event will be held on an all-weather surface; athletes may wear spiked shoes.
9. Starting heights for High Jump should be:

U14	U16/U19
1.10M	1.20M

10. The bar should be raised by 5cm after each successful round of jumps is completed.
11. When down to the final 6 competitors, the bar should be raised by 3cm.

Count back:

In the event of a tie, the following procedure will be used to determine final placing:

1. The competitor with the lowest number of jumps at the height at which the tie occurs shall be awarded the higher place.
2. If still tied, the lowest total number of failures up to and including the height last cleared will be counted.
3. If still tied: For First Place, athletes will have one jump at the previous height cleared.
4. If a tie still exists for First Place, the Head Field Judge will raise or lower the bar to an announced height, until the tie is decided. Competitors must jump at each height until the tie is decided.
5. If a tie exists at any other place other than First Place, it will remain a tie. The points for the positions will be added together and split between the athletes. For example, if there is a tie for Second Place, there will be no Third Place finisher, the points for second and third will be combined and split between the two athletes that tied. 8 points plus 6 points combined is 14 points, so each would be awarded 7 points for second place.

Track Events

1. The following events will be run in heats: 100m, 200m, 400m.
2. The 800m race will be run in lanes until the breaking line past the first turn.
3. All lanes will be drawn by lot (computer) in advance of the meeting by the meeting director. The draw will be done the same way for all Track and Field events, heats, and flights.
4. In all the events run in heats, the six fastest times will qualify for the six places in the final.
5. The 800m, 1500m, and 3000m races will be raced as finals only. 6) In finals, lanes will be decided as follows:
   - Lane 1 2 3 4 5 6
   - Seed 5 3 1 2 4 6
   - Seeding will be by time. If heat times are equal, then placing in a heat will decide seeding.

Calls:

1. First Call is 20 minutes before event;
2. Second Call is 10 minutes before event; and
3. Final Call is 2 minutes before the event.

Lanes:

1. In the events that are run in lanes, all athletes must stay in their lanes at the end of the race until cleared to leave by the Head Timer.

2. Athletes will be instructed by the Clerk of the Course/Bullpen manager before the race. Once they have been assigned to a lane or position on the track, they must stay there until receiving the starter's orders.

Starts:

1. For these events, 4 x 100m, 4 x 400m, 100m, 200m, and 400m, there will be three commands by the starter: "Take Your Marks" and" Set" Gun!
2. For the 800m, 1500m, and 3000m events, the races will begin as a waterfall start.
3. In all 100m, 200m, and 400m events, athletes must start from a crouch position (starting blocks are optional).

Overtaking:

1. All athletes must ensure that when overtaking they do not cut in front of the runners behind.
2. Turn judges will be looking for infringements and athletes may be disqualified for obstruction.

Relays

1. Heats will be run in the 4x100m and 4x400m relays if more than six scoring teams are competing.
2. Athletes from the JV level may move up to complete a Varsity Relay team, but Varsity athletes may not compete down. A JV athlete cannot compete for both JV/Varsity relays in the same event.
3. A runner who drops a baton in a relay exchange is not disqualified if it is picked up without impeding any other relay team in adjacent lanes and the recovery does not lessen his/her running distance.

Schedule

The track and field competition is a two-day event. The track events should follow this order. Any modification to the order of track events must be communicated to all competing schools at least 30 days before the event.

Day 1	***Day 2***
3000 m ii. 100 m trials iii. 400 m trials iv. 200 m trials v. 4 x 400 m relay	1500 m ii. 100 finals iii. 400 finals iv. 200 finals v. 800 finals vi. 4 x 100 relay

Track events take priority over field events. If an athlete has a conflict he/she needs to check in with the field event to let them know of the conflict. This can also be done by a coach. Those events include- shot, discus, long jump, triple jump, and high jump.

Scoring

1. Only the track and field events listed in section 5 can be scored and counted towards the official competition
2. Scoring for each event (except relays) is as follows- 1st- 10 points, 2nd- 8 points, 3rd- 6 points,

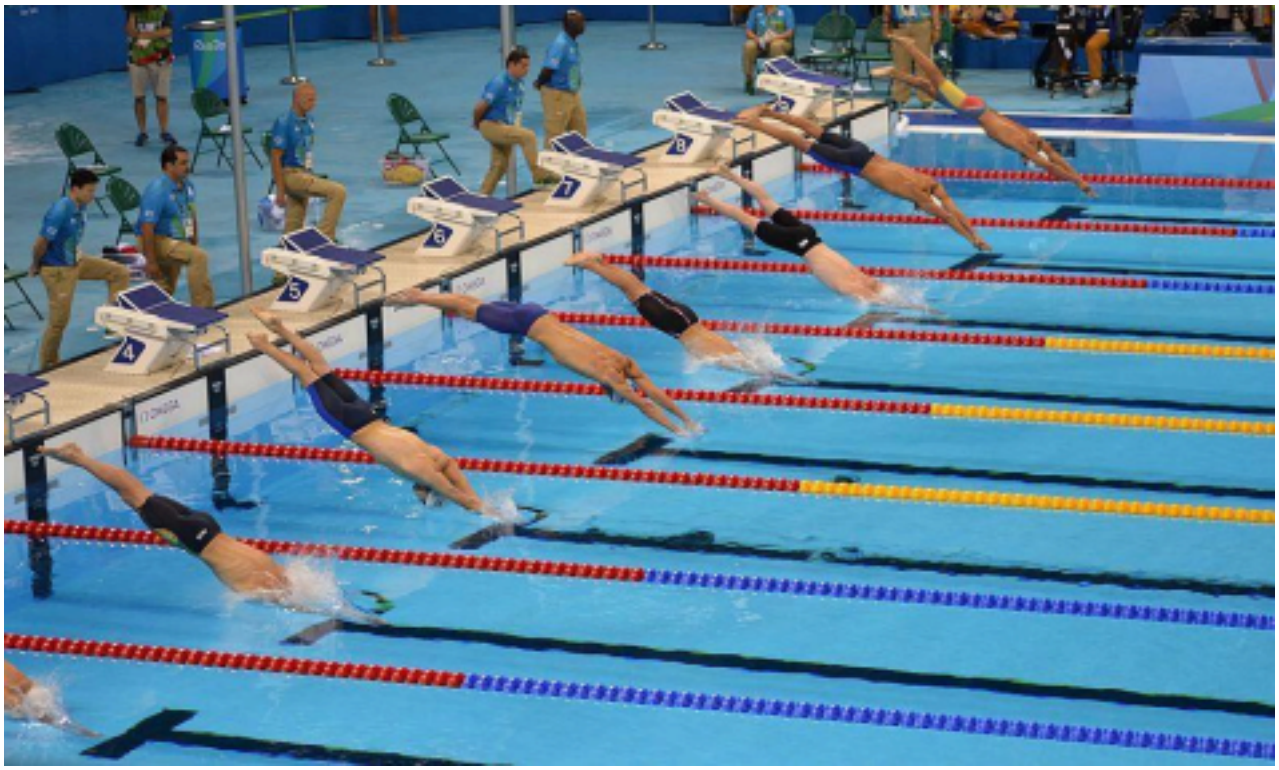
4th- 4 points, 5th- 2 points, 6th- 1 point

3. Scoring for relays is as follows- 1st- 15 points, 2nd- 12 points, 3rd- 10 points, 4th- 8 points, 5th- 6 points, 6th- 4 points
4. The host school should send out the event results to all participating schools as soon as possible not to exceed two weeks after the event 5) The host school will update the GAAC Track and Field Records spreadsheet following the meet and will email it to the GAAC Chairman and competing schools within two weeks of the event's conclusion.

Individual Medals

Participants receive a medal for 1st, 2nd, and 3rd place finishes for each event and in each category.

Swimming



Rules

1. Varsity Boys and Varsity Girls (under 19 on Sept. 1)
2. All competitions will be run in accordance with FINA Swimming Rules unless specifically stipulated below.
3. The Meet Referee has final authority on the conduct of the meet.
4. No deck entries will be allowed.
5. No additional heats will be created to accommodate additional swims.
6. Events will not be reseeded.
7. Coaches are required to monitor their swimmers at all times.
8. During warm-ups, swimmers are required to enter the water feet first. 9. No shoes are to be worn inside the Swimming Pool Area.

Timing / Results

1. Manual Timing
2. 1 Timer/Lane.
3. All events will be Timed Finals.

Entries:

1. Each school may enter a maximum of three (3) competitors in each individual event and one (1) team in each relay.
2. Each swimmer may compete in a maximum of six (3) individual events plus two (2) relay events.

3. A seedtime must be provided for all swimmers entered in an individual event.
4. The deadline for entries is 1 week prior to the start of the meet.

Events

1. 50m Butterfly
2. 50m Back
3. 50m Breast
4. 50m Freestyle
5. 100m IM
6. 100m Freestyle
7. 4x50 IM Relay
8. 4x50 Freestyle Relay

Starts, Strokes & Turns

Starts: When there is dual confirmation of a false start by the referee and starter, the swimmer is disqualified from the event.

Butterfly: The stroke requires that both arms simultaneously pull backward under the water and then simultaneously recover over the water. The kick requires that both legs and feet move up and down simultaneously in the vertical plane. Scissors, breaststroke and alternating up and down movements of the legs are not permitted. The turn requires a simultaneous two-hand touch with shoulders horizontal. The finish requires completion of the required distance and contact with the finish end with both hands simultaneously and shoulders horizontal.

Backstroke: The body shall remain on the back to the degree the shoulders do not turn over beyond the vertical plane except while executing a turn.

Rolling onto the stomach before completing a one-lap race, or on the finish, is cause for disqualification.

Breaststroke: The stroke requires both hands be pushed forward from the breast simultaneously on, above or under the surface of the water. Elbows must remain under the water. Butterfly recovery is not permitted. There shall be no sculling with the hands at the end of the arm stroke.The kick requires the feet be drawn up with the knee bent. The feet

must be turned outward during the propulsive part of the kick. All movement of the legs and feet shall be simultaneous and in the same horizontal plane. No scissors, flutter or downward butterfly kick (developed from a flexing and extending of the knee) is permitted. The turn requires a simultaneous two-hand touch with shoulders horizontal after which any manner of turn is permitted. The finish requires contact with the finish end with both hands simultaneously and shoulders horizontal.

Freestyle: The turn requires that some part of the swimmer's body contact the end wall. The finish requires completion of the required distance and contact with the finish pad by any part of the swimmer.

Individual Medley: The order of strokes for the Individual Medley is:

1. Butterfly
2. Backstroke
3. Breaststroke
4. Freestyle

4x50m IM Relay: The order of swimmers for the 4x50m IM Relay is:

1. Backstroke
2. Breaststroke
3. Butterfly
4. Freestyle

Scratching

1. Swimmers scratching from an event creates major difficulties with program re-scheduling and running the meet on time and can give swimmers an unfair advantage over competitors. Therefore scratching swimmers from events is strongly discouraged and coaches are integral in supporting this.
2. There are two distinct types of scratching:
    a. *Voluntary*: where a swimmer refuses to swim a race for any reason other than an injury.
    b. *Involuntary*: where a swimmer has an injury that prevents them competing in their scheduled event(s).
3. A voluntary scratching will prevent the swimmer from swimming in any other race for the remainder of the day.
4. No substitutions can be made for a scratched swimmer.

Disqualification

Disqualification slips shall be delivered directly to the coach of the swimmer in question. Appeals must be lodged in writing with the Meet Director within 10 minutes following delivery.

Uniforms

It is required that swimmers from each school compete in a uniform swimsuit and swim caps (where caps are chosen to be worn). In addition black suits may be worn by an individual and be accepted as team uniform.

Point Scoring:

The point scoring system is as follows:

Place	Individual	Relay 6 Lanes
1st	7	14
2nd	5	10
3rd	4	8
4th	3	6
5th	2	4
6th	1	2

Awards

Overall Champions in each division will receive a 1st place trophy at the GAAC Championships.

Individual Medals:

Participants will receive a medal for 1st, 2nd and 3rd place finishes for each event, in each division at the GAAC Championships.

Appendix 1: Tournament Templates

2 Day - 8 team pool play

Time/Game #	Court 1	Results	Time/Game #	Court Two	Results
9:15/G1	1v2		9:15/G2	5v6	
10:30/G3	3v4		10:30/G4	7v8	
11:45/G5	1v3		11:45/G6	5v7	
13:00/G7	2v4		13:00/G8	6v8	
14:15/G9	1v4		14:15/G10	5v8	
15:30/G11	2v3		15:30/G12	6v7	

Time/Game #	Court 1	Results	Time/Game #	Court Two	
9:15/G13	T1v T4		9:15/G14	T2 v T3	
10:30/G15	S1 v S4		10:30/G16	S2 v S3	
11:45/G17			11:45/G18		
13:00/G19 (3rd/4th Place)	TL1 v TL2		13:00/G20 (7th/8th Place)	SL3 v SL4	
14:15/G21 (5th/6th Place)	SW3 v SW4				
15:30/G22	TW1v TW2				

Appendix 2: Travel Letter Template

Travel Policy

Purpose

This policy has been developed to ensure the effective coordination and management of overseas travel for students traveling to Kuwait, while they are the guests of American United School during the swimming meet. This policy sets out requirements that must be adhered to when school groups travel overseas.

Purpose:

To ensure the health and safety of students, faculty, and chaperones during international travel under the auspices of American United School.

Guidelines:

All international travel must be approved by the Director of the visiting school before travel. Faculty or staff members who take students abroad shall ensure that each student under their supervision provides all of the necessary travel documents at least three weeks before travel. Any student who fails to produce the necessary paperwork within the time frame stated, will immediately be barred from travel with the possible forfeiture of any previous down payment.

1. **Insurance Coverage**. All students traveling abroad must be covered by health insurance for the duration of their travel. The policy shall include coverage of illness and accidents, with no declination for pre-existing medical problems. If a student is not adequately insured, the travel rights of the student will be revoked, with the possible forfeiture of any previous down payment.

2**. Student Health Information**. This confidential form requires disclosure of health and/or disability information; grants permission to American United School to contact specified person(s) in the event of illness or emergency, and authorizes the provision of medical treatment overseas under emergency conditions.

3. **A Consent to Release Information form**, which authorizes American United School to contact a student's family to discuss personal matters, including financial and medical issues, in the event of illness or emergency.

4. An Agreement and Release which includes a waiver of liability and a statement of student responsibilities while abroad.

5. Travel Warnings: Overseas travel will not be approved by the Director of the school to countries or areas where a U.S. Department of State Warning is in effect. Travel warnings for individual countries and announcements for particular regions are available at http://travel.state.gov/travel/warnings.html. Evidence (which can be electronic) of registration with the State Department identifying the countries where travel will occur. See https://travelregistration.state.gove/ibrs/ui/. Health information from the U.S. Centers for Disease Control on specific destinations is available at http://www.cdc.gov/travel/. As well as the World Health Organization at http://www.who.int/ith/ and the U. S. Department of Agriculture at http://www.aphis.usda.gove/travel/. If policies adopted by the School are in conflict with the applicable Minnesota law, the provisions of the

6. To the Traveler: As a necessary precaution to protect American United School, we ask that you read carefully and indicate with your signature that you understand and will comply with all of the statements on this document. If you are under the age of 18, your parent or guardian's signature is also required.

1. Participants pledge to conduct themselves in a manner that will reflect favorably on American United School.

2. Participation in the above program is voluntary and may involve risks relating to or arising from international travel.

3. Participant understands that there are risks inherent in travel to another country, and acknowledges that s/he has been apprised of such risks (to the extent that such risks are known to American United School) and agrees to assume all risks and responsibility for health, safety, and property while participating in this program.

4. Participant releases American United School, their officers, trustees, employees, and agents from any liability, damage or claim of any nature arising out of, or in any

5. Participant agrees to be responsible for any damage or liability incurred as a result of any illness or accident

6. Participants may suffer, including the costs of any medical care not covered by insurance, or any injury or damage to any person or property of others which Participant may cause, or for any financial liability or obligation which Participant may personally incur while participating in the program.

7. Participant understands that American United School reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions, or in the interest of the group with which the Participant is traveling or collaborating.

8. Participant understands and agrees to be subject to the laws of the host country.

9. The participant also acknowledges and understands that should legal problems develop with any foreign nationals of the host government, the Participant will attend to the matter personally, with personal funds. American United School is not responsible for providing any assistance under such circumstances.

10. The participant agrees to be responsible for all medical and related expenses incurred while participating in the overseas travel.

11. Other Conditions of Participation Submission of Required Forms:

- Participant agrees to submit all required forms by the deadline.
- Travel and Accommodation: Participant acknowledges and agrees to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, sickness, weather, strikes or other unforeseen causes.
- Participant acknowledges and understands that American United School assumes no liability whatsoever for any loss, damage, destruction, theft, or the like to the participant's luggage or personal belongings, and certifies that Participant has retained adequate insurance or has sufficient funds to replace such belongings.
- Participants is solely responsible for securing any necessary immunizations before departure. All services and accommodations are subject to the laws of the country in which they are provided.

I have carefully read this form before signing it.

—----------
Signature Date Parent/Guardian's

—----------
Signature (required if the participant is under 18 years of age) Date

To the Participant:

Complete this form and review it with your physician during your physical examination. The information provided by you and your physician(s) will remain confidential.

1. Are you in generally good physical condition? (If no, explain) Yes No

2. Have you ever been, or are you currently being treated for any psychological or emotional Yes No
(If yes, have your physician or counselor attach a note of explanation)

3. Do you have any other ongoing emotional or physical conditions (including eating disorders) Yes No that might require treatment abroad, or that might be exacerbated by the stress caused by changes in culture, climate, diet or exercise? (If yes, list and indicate recommended treatment)

4. Do you have any allergies, reactions to medications and/or dietary restrictions? (If yes, explain) Yes No

5. Are you currently taking any medications? (If yes, list medication, dose, and ailment) Yes No

6. Have you had any major injuries, diseases, or ailments in the last five years? (If yes, explain) Yes No

7. Person to notify in case of emergency, illness or accident:

—----------