

OASIS ACTIVITIES CONFERENCE (OAC)

LEAGUE HANDBOOK

General Protocols and Guidelines

Fall Meeting

6 Sept 2014



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OASIS Activities Conference

Articles of Association

Philosophy

The OASIS Activities Conference (OAC) is dedicated to designing, implementing and promoting superior athletics and activities events through inter-school collaboration and leadership initiatives among its member schools and student participants. The OASIS Activities Conference further aims to encourage membership, up to 10 members, of regional schools who qualify while concurrently facilitating, as necessary, conference expansion.

Goals

OASIS Activities Conference sponsors activities in order to pursue the following goals:

- ✓ Enhance and expand the learning of the classroom.
- ✓ Provide opportunities for students to experience public performance, cooperation, competition, teamwork, and interaction with fellow students and athletes.
- ✓ Enhance student pride and identification with friends and school.
- ✓ Increase student morale and motivation for achievement and skill development in the academic, physical, and social realms
- ✓ Elevate the standards of good sportsmanship and encourage the growth of good citizenship.
- ✓ Enhance the development of a positive self-image in each student.
- ✓ Increase student experience in meeting challenges and coping with success and failure.
- ✓ Provide a reflection and feedback component in order to maximize learning and growth.
- ✓ Provide guidance in the individual's selection of activities in which they participate in order to meet life-long as well as immediate needs of students.

Name

The name of the organisation will be "OASIS Activities Conference" (OAC).

OAC Members

Member Schools

Al Bayan Bilingual School, Kuwait

American Community School, Beirut

American International School, Abu Dhabi

American International School, Egypt

Amman Bacculaureate School, Jordan

Riffa Views International School, Bahrain

Universal American School, Dubai

American International School, Jeddah

Member of OASIS Since:

2014 (Founding)

2014 (Prospective Member)

Membership

Membership Requirements

1. Pay annual membership dues no later than the September meeting of \$1000.00 in cash only. There will be a \$50.00/month fine for late fees.
2. Abide by the rules and regulations of the OASIS Activities Conference Handbook.
3. Are willing and able to stay in hotels, at their own expense, for all events.
4. Are able to host at least one student-related event per year, and willing to host another if necessary.
5. Send a minimum of one representative to the fall planning meeting, winter planning meeting, and one representative and a Senior Administrator or designate to the spring planning meeting.

Membership Review

At the conclusion of each school year all member schools will undergo a membership review. Schools will be evaluated on the below Membership Review Checklist. Schools not meeting their obligation will be put on probation for 1 year. This will be in writing from the Conference Chairman addressed to the relevant school's Athletic/Activities Director. Should a member school not meet their responsibilities for 2 consecutive years their membership will be revoked in writing from the Conference Chairman addressed to the relevant school's Athletic/Activities Director.

A new applicant school voted into the league will remain as a Prospective Member for the first year. Upon review, if the school fulfills all membership requirements, the school will be granted full membership.

If a situation arises which the member schools consider to be beyond the control of the school involved and which causes the school not to meet the above minimum criteria, the OAC Membership may vote to maintain that school's membership status. Each situation will be reviewed on an annual basis at the Spring Meeting.

Membership Review Checklist

- Membership fee received before Winter OASIS Meeting.
- School complies completely with OAC Handbook.
- School fulfills the requirement to Host* an OAC event.
- School sends an Athletic/Activities Director (or representative) to the Fall, Winter and Spring meetings, and a Senior Administrator or designate to the Spring meeting.

*Hosting refers to facilitating an event on campus, or arranging for the hosting for a tournament at an alternate venue and running the tournament at the venue.

Executive Council

The Executive Committee, elected at the Spring Meeting, will be made up of representatives from the Full Member schools only, with their term of office lasting one academic year.

Chairperson Responsibilities

1. Chair conference meetings.
2. Answer correspondence, provide leadership, resolve grievance issues, and interpret and update the Handbook.
3. Circulate by the following to schools one month before the scheduled meeting:
 - a) Meeting Agenda
 - b) Details of vacancies arising in the executive meeting.
 - c) Reminder to submit proposals/ nominations.
4. Send schools a notice of properly submitted proposals/ nominations at least 30 days before a scheduled meeting.
5. Send schools a notice of major issues and solicit a response at the next scheduled meeting.
6. Keep detailed records to show which schools hosted, or were willing and able to host.
7. Keep detailed records to show which schools participated, which schools participated with less than the minimum amount and which schools withdrew from an event.
8. Coordinate and provide updated materials in the handbook for all events.

Secretary Responsibilities

1. Update and circulate annually to all member schools, a list of current member schools with names, addresses, phone numbers and email addresses of key personnel.
2. Update the website.
3. Serve as custodian of the handbook.
4. Keep up with event reports, results, etc.
5. Record, print and circulate minutes of conference meetings to all member schools two weeks after the meetings.

Treasurer Responsibilities

1. Collect annual dues.
2. Collect tournament financial reports after each event has been completed.
3. Record, print and circulate the OAC financial report to all member schools at each of the league meetings.

By-Laws

Dues

Member schools must pay annual membership dues of US \$1000.00 per school at the Fall Meeting. Dues must be paid to the conference Treasurer at, or before, the Fall Meeting.

Visiting schools must pay tournament fees of US \$100.00 per participant on or before the start of the specific tournament.

Participation: Levels — Eligibility

All conference activities are conducted at the Junior Varsity and Varsity levels.

When Junior Varsity and Varsity seasons in the same activity occur during different times of the school year, a student may participate at both levels. Students may not participate at both levels in Swimming, Track and Field and Badminton. Students may not participate at both levels in any activity where the levels occur at the same weekend and venue.

Junior Varsity:

JV is limited to students who are under 16 years old on the first of September of the current school year.

Varsity:

Varsity is limited to students who are under 20 years old on the first of September of the current school year. A student may not participate after graduation from the twelfth (12th) grade.

Proposals

1. For a proposal to change the Articles of the Association or its By-laws to be considered by the organisation, the written proposal using the correct format must be received by the Chairperson no later than 30 days prior to any scheduled meeting. That proposal must then be circulated by the Chairperson to all member schools at least 14 days in advance of either meeting.
2. A proposal to change the Articles of Association or By-Laws properly in advance, may only be passed with 2/3rds approval of full member schools.
3. If circumstances arise where it is not possible to give the 30 day notice, members may elect to consider a proposal to change the Articles of Association or By-Laws submitted at a meeting by unanimous approval of those eligible to vote at the meeting. Any such proposal must be submitted in writing to the Chair of the meeting and copies circulated to the members prior to any discussion of, or vote on, the proposal. The vote for such a proposal must be passed by unanimous approval of those eligible to vote at the meeting.
4. A meeting of the organisation may elect to consider proposals not affecting the Articles of Association or By-laws by approval of 2/3rds of those eligible to vote at the meeting.

Protest/Grievance Procedures

Differences in opinion or interpretation of rules and regulations that may arise during an inter-school activity will be handled by the host school's Event Director. The Event Director will consult rule books, league 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 league By-Laws still remain at the conclusion of an activity. Any questions submitted will be discussed at the next meeting.

The Event Director is required to inform the Chairperson as soon as possible should any major problems and/or incidents arise during the Event via the Event Evaluation Form.

Following an event, in the case of a complaint being submitted to the 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 meeting. At that meeting, the schools involved in the disciplinary matter will be required to submit a report and/or present an explanation to the Executive Council. The Executive Council has the authority to decide on appropriate action. Unresolved issues involving a possible one year ban will be brought to the attention of the Executive Council for resolution.

Awards

Team Awards

(Volleyball, Soccer, Basketball, Swimming, Badminton, Cross Country and Track & Field)

A trophy will be awarded to the Varsity Boys, Varsity Girls, JV Boys and JV Girls teams that finish in first place. Banners will be presented to the Varsity Boys, Varsity Girls, JV Boys and JV Girls teams that finish in first, second and third place. There will also be a Sportsmanship banner for a boys team and for a girls team.

There will be no banners or trophies for Overall Winners, except for Badminton and Cross Country.

Sportsmanship Banner Criteria

The Sportsmanship banner will be awarded to the boys team and the girls team which best exemplifies the following qualities during the entire tournament:

1. Cooperating with team-mates, competitors, coaches, and officials.
2. Respecting rules, host school rules, and host country customs.
3. Demonstrating discipline and self-control on and off the court.
4. Displaying positive team spirit by cheering for rather than against others.
5. Playing hard and playing fair.

Each participating team will cast two votes for the Sportsmanship Trophy - one from a coach and one from a team captain. Teams must cast their votes for a school other than their own. The Tournament Director will tabulate the votes and determine the winner by simple majority. In case of a tie, the coaches will cast a second vote between the tied teams to decide the winner.

Academic Games

The team that finishes in first place in the Overall Olympiad will receive a trophy. Banners will be presented to the teams that finish first, second and third place in the Overall Olympiad.

Individual Awards

Swimming and Track & Field participants receive medals for 1st, 2nd, and 3rd place finishes in each event. In Academic Games members of each of the seven Olympiad team members receive a medal. Badminton participants receive medals for 1st place finishes in each seeded event.

Volleyball, Football, and Basketball coaches may nominate 3 players from their own team that will be voted on by the coaches of the other tournament teams to determine which players make the All-conference team. Coaches vote for 2 players on the nominated list. Coaches may not vote for their own players. The players selected for the All-conference teams will receive an individual award (medal, patch, small trophy, etc).

Guidelines for Hosting Fall, Winter, or Spring Conference Meeting

1. Hotel reservations - Liaison with hotel representative; Conference arrangements;
2. Assisting with minimum cost transportation;
3. Arranging social for participants.
4. A secretary will be available. If necessary, membership funds will be used to pay for this service.

Guidelines for Coaches and Directors

1. Coaches, sponsors, and chaperones must travel with signed medical releases for their students.
2. Coaches are responsible for their students at all times. This includes all tournament/festival activities as well as planned social events.
3. Coaches and directors will be aware of the rules of the tournament/festival and will aid the host school in enforcing these rules and host school rules.
4. It is imperative that travelling coaches and directors meet all deadlines and responsibilities both prior to, and during, the tournament / festival.

Selection Process for Participating Schools

This an inclusive conference so all member schools are able to participate if they are able to do so. All member schools have the choice to attend all events. Should the number of participating schools be less than the full amount (8 schools as of 2014) the host school may invite non-member schools to attend the event.

Note* The Event Director of the host school may wish to consult with other participating schools before formally inviting a non-member school.

Event Specific Handbook

All OAC events will be conducted according to the Event Specific Handbook. These guidelines may be adjusted or changed by a majority vote at any of the three scheduled Member meetings.

Rule Books and Officials

All athletic events will follow the most up to date copy of international rule books (e.g. FIBA rules as opposed to NCAA or NBA as it is the international governing body).

Every effort must be made to obtain bona fide/qualified officials for all activities. The conference recognises that this is not always possible and that interpretations and applications of rules and judgments of officials are subjective. However, the orderly conduct of an activity dictates that decisions of officials be honoured as final. Good sportsmanship is expected of all participants, including coaches. Referees/Judges for all finals should be selected by the Event Director who is encouraged to get input from coaches.

Conference Events

<u>Varsity</u>	<u>Min participants</u>	<u>Max participants</u>
	<u>per team</u>	<u>per team</u>
Academic Games	2	4 ¹
Track and Field/Cross Country (<i>Boys & Girls</i>)	6	12
Badminton (<i>Boys & Girls</i>)	4	5
Music Festival	6	12
Theatre/Visual Arts Festival	6	12
Basketball (<i>Boys & Girls</i>)	8	12
11 a side Football (<i>Boys & Girls</i>)	14	18
Swimming (<i>Boys & Girls</i>)	6	12
Volleyball (<i>Boys & Girls</i>)	8	12

<u>Junior Varsity</u>	<u>Min participants</u>	<u>Max participants</u>
	<u>per team</u>	<u>per team</u>
Academic Games	2	4 ²
Athletics/Cross Country (<i>Boys & Girls</i>)	6	12
Badminton (<i>Boys & Girls</i>)	4	5
Music Festival	6	12
Theatre/Visual Arts Festival	6	12
Basketball (<i>Boys & Girls</i>)	8	12
11 a side Football (<i>Boys</i>)	14	18
8 a side Football (<i>Girls</i>)	11	14
Swimming (<i>Boys & Girls</i>)	6	12
Volleyball (<i>Boys & Girls</i>)	8	12

¹ Two teams allowed per school

² Two teams allowed per school

Host School Responsibilities

Event Host Guidelines

A minimum of four (4) participating member schools from 2 different cities is necessary to constitute an official event.

At least eight (8) weeks prior to a multi-school activity, the host school will provide visiting schools with an invitation including the following basic information (outlined in Appendix 8):

- Host school country cultural rules and laws.
 - Recommended hotels in the vicinity of the venue. (Refer to Season Event Outline)
 - Event time schedules.
 - Event location(s).
 - Local transportation to be provided.
 - Planned local cultural experiences (if any).
 - Requirements for and information needed to obtain visas.
 - Arrangements for first aid.
 - Arrangements and financial procedures for medical treatment.
1. All events shall be hotel stay at the participant's' expense. All participating schools will pay for their own flights, visas, lodging, and insurance. Participating schools are responsible for their Event entry fee, US\$ 100 per participant (students/players and coaches).
 2. OASIS will cover the cost of Championship trophies, medals (Track, Cross Country, Swimming) and banners for all official events.
 3. Host schools will cover the cost of facility rental, t-shirts, lunches, banquet, and local common carrier transportation to and from the event.
 4. All participants will be provided with a Event t-shirt.
 5. After all expenditures have been taken into account, funds remaining after an event will be transferred back to the OASIS account.
 6. The host school must provide transportation from the airport to the hotel, hotel to the venue, venue to the hotel, and hotel to the airport.
 7. The school representative must meet visiting school delegations upon their arrival and either provide or assist them with local transportation to and from their port of entry in the host city.
 8. All equipment necessary for the conduct of an activity will be purchased by the host school and will become the property of the host school. Host schools may use tournament fees to purchase necessary equipment for the running of the event. Host School may purchase event-specific equipment using Event fee.
 9. Purposeful damage of equipment or facilities will be the responsibility of the guilty party and his/her school.
 10. Organizing a banquet on the first evening of the event, which all participating schools will attend.
 11. In order to integrate the social, educational and inter-cultural aspects of activities, hosting schools should make every attempt to provide one event or cultural experience for all participants.
 12. Within one week following the completion of a tournament, conference or festival, the Event Director will forward to the conference Chairperson a summary of results, awards presented, comments regarding the conduct of the event, and a summary financial statement in US Dollars. Copies should be sent to all participating schools.
 13. The Event Director must ensure that a qualified individual be responsible for emergency first aid service during a tournament or festival. The first aider must not have any other responsibilities during the event.

Coaches/Sponsors Meetings

Coaches are required to attend the Pre Event meeting in order to discuss rules and procedures. The meeting will take place on arrival evening if possible or in the morning prior to the start of the event. Coaches are also required to attend the Post Event meeting immediately following an event.

Event evaluations will be completed and returned within one week after the completion of the event. Among other things Coaches may make recommendations to their Activity/Athletic for future events.

Event Directors will compile the Event Evaluation Form and post it on the OASIS Google Drive.

Tournament Draw Procedure

Teams are drawn randomly by Event Director prior to the event. If two schools from the same local league are participating in an event, the schools should always be placed in different pools.

Visiting Schools' Responsibilities

Visiting schools will;

1. Pay their tournament, conference or festival expenses prior to the first day of the event if fee information is available.
2. Submit preliminary rosters six (6) weeks prior to events, unless visa requirements dictate otherwise.
3. Inform the host school of travel arrangements, final rosters including the names, ages, shirt sizes, and gender of all student participants, and any other pertinent information at least three (3) weeks prior to the start of the event. Visiting schools must follow the travel dates set by the host school. No additions may be made to the roster, only deletions. Exceptions can be made by the Event Director.
4. Take responsibility for obtaining visas unless host school is able to assist. The visiting school will provide all requested information at a time determined by the host school. Failure to meet these deadlines can jeopardise the school's participation in the activity. The visiting school is responsible for the payment of their visas.
5. When social gatherings such as dances or parties are planned by the host school, all coaches and sponsors must be in attendance.
6. Assume responsibility that all participants must complete the conference Medical Release Form. The Medical Release forms should be kept by the visiting sponsor.
7. Send Evaluation forms to the Event director for both athletic and non-athletic events.