



AASCA

ASSOCIATION OF AMERICAN SCHOOLS
OF CENTRAL AMERICA

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ATHLETIC DIRECTORS CONFERENCE MINUTES

Montelimar, Nicaragua September 28 & 29, 2007

Members Present: Ramon Morales HS Principal from Escuela Americana de El Salvador (EAS) in representation of AD Raquel Rodriguez, Fabio Corbaglia HS Principal from Colegio Americano de Guatemala(CAG) in representation of AD Cesar Herrera, Elaminta Hernandez Escuela Americana de Tegucigalpa (EAT), Mariano Paz Colegio Interamericano de Guatemala (CIG), Ernesto Argumedo Escuela Panamericana de El Salvador, Juan Santamaría Escuela Internacional Sanpedrana (EIS), Larry Quinn Balboa Academy Panama, Franz Scholl Lincoln Costa Rica, Joani Cornejo American International School Costa Rica, Glenda Pearson Country Day School Costa Rica, Julio Porras Marian Baker School Costa Rica, Linda Green Colegio Americano del Sur Guatemala, Pablo Sanchez Colegio Maya Guatemala, Luis Alonsop Perez Colegio Internacional El Salvador, Justin Cohen Mazapán School Honduras, Pierre Roberts Lincoln Internacional Academy Nicaragua and Oswaldo Ortiz F. Nicaragua.

Friday September 28

- 8:00 am. *Dr. Charles Skipper* addressed AD on behalf of AASCA Director Generals. He spoke about the importance of Athletics in AASCA schools' curriculum. He also spoke about the unfortunate situations that took place last year in two of the three large school competitions in which some students, coaches and parents participated in a boycott of the awards ceremonies.
He said that DG would like AD to include in this conference's agenda a few topics that would prevent such situations to happening in the future in both small and large school tournaments. Dr. Skipper's participation lasted approximately one hour and a half.
- 9:30 am. *Mr. Jon Frere* an American Consultant, an experienced U.S. independent school consultant, conducted a workshop and led the discussions for the rest of the day. Mr. Frere led different activities designed to reduce the chance that incidents such as those described above are repeated in future sports competitions. The topics/points made included:
 - a) What are characteristics of good coaches, good players, and supporting parents?
 - b) Why are the ADs meeting in this conference?
 - c) Which are the five top values ADs should foster in PE and after school curriculum?



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- d) Education of our coaches, parents and students needs to be one of our priorities and we must ensure that AASCA competitions are ruled by concrete guidelines.
 - e) Identification of the elements that created the problems last year and discussion of possible solutions.
 - f) Important point: A program without a mission can not work well.
 - g) A commission was formed to write the Mission of AASCA athletic events.
 - h) Another commission was formed to elaborate the Code of conduct of: Parents, Coaches & Students.
 - i) Discussion of sport culture in USA. Nowadays all possible resources are devoted to make tournaments as competitive as possible. The pressure on athletes from schools and parents begins early.
 - j) What parents SHOULD DO and what parents SHOULDN'T DO if their child(ren) is/are involved in sports
 - k) Discussion of concept of "parents-helicopters".
 - l) How to deal with parents? Mr. Frere gave the ADs a list of questions that can be asked to parents to know whether they are pressuring so much their children, whether they are playing their role as supporting parents, whether they are on the same page and sharing the same goals as the Athletic Department.
 - m) Another list was given to ADs of which items coaches should not negotiate with parents.
- Some ADs gave their opinion about the sport culture in AASCA events. Thoughts were given to under which conditions AASCA sports events began, their original goals. AASCA sports events have changed their mission from intercultural exchange to an extreme competitive one in which winning at any cost seems to dominate some students, parents and coaches' minds.
 - It seems that communication with parents especially those attending AASCA sports events is something that ADs have to work a lot on.

The day ended with ADs thinking about the discussions that took place throughout the day. It was agreed that the Mission, the Codes of conduct and some other formats were going to be worked on the following day.

The issues that ADs were told the DGs wanted them to address were:

1. Revisit the AASCA guidelines for Athletic events and formulate an AASCA Code that would be used by each school. This code should include



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expectations for students, coaches, and parents. A pre-game protocol was also developed, and it is to be read before every game. DONE.

2. Consider adopting rules prohibiting the use of professional cheering groups or other outsiders at AASCA events: This issue was taken up at the Director's meeting last May and is to be reflected in the updated version of the AASCA rules and regulations. DONE.
3. Consider adopting the rule that the host school should arrange for additional security to keep non-athlete off the field or courts until all participants and coaches and officials have had the chance to leave the field or court. This issue was taken up at the Director's meeting last May and ADs are aware of this measurement.
4. Review the advisability of the use of national cheers/flags and cheering in general in light of our goal building an AASCA Spirit of Competition". ADs think that national flags, national anthems and cheers should continue to be permitted in AASCA events since these elements represent respect more than anything. Every effort should be done to educate all the people involved Parents, Coaches and Players to be respectful and abide the AASCA rules; this is the core of the question. Offensive cheers should not be permitted. DONE
5. Review the use of noisemakers of various kinds. This issue was taken up at the Director's meeting last May and it is to be reflected in the updated version of the AASCA rules and regulations. It is also include in *The Parental Code of Conduct*. DONE.
6. Consider requiring the attendance of a non-AD administrator from competing schools at all large school tournaments which could be anyone that is not the AD and is designated by the Director to act with administrative authority. This issue was taken up at the Director's meeting last May and it is to be reflected in the updated version of the AASCA rules and regulations. DONE
7. To formalize a protest process for AASCA events. A format was developed in this conference. DONE
8. To articulate the expectation that any school or schools participating in an AASCA event must participate in all elements of that event.. This issue was taken up at the Director's meeting last May. An "AASCA Claim for Variation from Event Protocol "was developed in this conference. DONE
9. It is the responsibility of the host school to ensure that someone with appropriate authority is on site for each site used during a competition. This issue was taken up at the Director's meeting last May and it is to be reflected in the updated version of the AASCA rules and regulations. DONE.
10. Require that all the Athletic Directors attending a tournament be present for the championship games to help out as needed. This issue was taken up at the Director's meeting last May and it is to be reflected in the updated version of the AASCA rules and regulations. DONE.



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11. The host schools must take steps to secure that player and coach areas both during and after the games. This is to be reflected in the updated version of the AASCA rules and regulations. DONE.
12. Develop guidelines for the awards at AASCA athletic events including the criteria, who is to decide, and what is to be done in cases of a tie. This is stated in the "AASCA Athletic Rules and Regulations" but it needs to be revised by ADs in the future. It is not proper for example to let the referees to choose the Sportmanship award since these people do not understand what really the spirit of an AASCA tournament is.

Saturday September 29

The morning session was used by ADs to write the Mission of AASCA Athletics events, the Code of conduct for Parents, Coaches and Students as well as other formats.

AASCA ATHLETIC MISSION

Provide students with the opportunity to learn and grow for life through participation in games and tournaments within a framework of enjoyment and friendship in which values prevail over winning and losing.

AASCA COACHES' CODE OF CONDUCT

I hereby commit myself to abide by this Coaches' Code of Conduct, which describes the minimum expectations required from an AASCA Coach.

- I will abide by and support the AASCA Athletic Mission and its rules and regulations.
- I will dedicate myself to put the athletes' physical and emotional welfare over my personal desire to win.
- I will treat each athlete as an individual, not as a professional player, keeping in mind that there may be a significant difference in emotional and physical development among athletes of the same age group.
- I am committed to give the best of me in order to provide athletes with a secure and safe environment for practices and games.
- I am committed to use at all times possible, during practices and games; positive and motivating reinforcements instead of negative observations.
- I am committed to constantly up-date the rules of the sports I am training, as well as teach them to my players.
- I am committed to act as a leader and guide my players with good behavior, showing a high level of sportsmanship and always promoting a "fair game".



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- I understand that I am training children and young people not young adults.
- I am committed to use appropriate language to address to all people involved in the tournament.
- I am committed to use adequate creative athletic activities that foster good communication, empathy, synergy and teamwork.

Coache's name and signature: _____

Date: _____

AASCA PARENTAL ATHLETIC CODE OF CONDUCT

- I will refrain from coaching or directing my child or other student - athletes during games and practices.
- I will respect the officials and their authority during games and will never question, discuss or confront coaches at the athletic venue
- I will take time to speak to coaches at an agreed upon time and place.
- I will remember that student athletes participate for development of skills, for personal and team's growth and enjoyment and that the game is for youth, not adults.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- I will educate my child in the importance of treating the other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will promote the emotional and physical well being of the student athletes ahead of any personal desire I may have for my child to win.
- I will not encourage any behaviors or practices that could endanger the health and well being of the student athletes.
- I (and my guests) will be positive role models for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive



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support for all coaches, officials and spectators at every game, practice, or sporting event.

- I (and my guests) will not engage in unsportsmanlike conduct with any official, coach, student-athlete, parent or spectator such as booing or taunting, refusing to shake hands, or using profane language or gestures.
- I will not take any noisemakers to my child’s games.
- I will educate my guest of this code of conduct and they need to abide by all of the rules.
- ***I understand that any violation of this code of conduct will be cause for immediate dismissal (initially) from the athletic venue. This could be followed by a suspension or a ban from future athletic events.***

I have read, understand and agree to abide by the parent’s code of conduct at all AASCA athletic events.

Student-Athlete Name: _____ Grade Level: _____

Parent Name and Signature: _____ Date: _____

This form must be returned to the A.D prior to athletic participation. Athletes will not be allowed to participate without the completion and return of this form.

AASCA TOURNAMENT EVALUATION FORM

Association of American Schools of Central America

Name _____ of _____ Tournament _____

Dates Held _____ Tournament _____ Site _____

Total Number of Teams Participating _____ Number of Boys’ Teams _____ Number of Girls’ Teams _____

Rate the following on a scale from 1-5



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5 = Outstanding

4 = Very Good

3 = Good

2 = Needs to Improve (***please elaborate in the comments section***)

1= Not Applicable (***please elaborate in the comments section***)

___ Pre-Tournament Communication

___ Crowd Behavior / Control

___ Communication during Tournament

___ Tournament Program

___ Transportation (to/from/during tournament)

___ Playing Facilities

___ Food Availability / Quality

___ Officiating

___ Accommodations/Hotel

___ Website Information

___ Participant Behavior in Hotel

___ Opening Ceremony

___ Awards (trophies, badges, medals)

___ Closing Ceremony

___ Participant Behavior during the event

___ Ice-Breaker Event

Comments: use other sheets if necessary (*please elaborate on any area that received a 1 or 2 rating*)

Commendations:

Recommendations:

Name of School completing the evaluation: _____



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AASCA PROTEST FORM AND PROCEDURES

This form is to be completed by Athletic Directors or duly-designated School Administrators to file a formal protest concerning an AASCA event. **The only grounds for protest are the misinterpretation of a rule of the sport or of an AASCA rule by an official. No protest concerning the official's judgment during a contest will be accepted.**

If a coach feels that a referee has misinterpreted a rule, or that an AASCA rule is being misinterpreted or misapplied, then the coach must lodge a protest immediately. The referees, tournament director and opposing coach will meet and attempt to resolve the problem at that time. Should the matter not be resolved satisfactorily, then a protest form should be completed after the game and submitted before the next contest. The host-site General Director along with the Tournament Director and an Athletic Director from another, uninvolved school present, or an uninvolved Coach will meet and make a final and binding decision on the protest.

Name of School Filing the Protest: _____

Date of the Protest: _____ Teams Involved: _____

Specific Misinterpretation of the Rule including the game situation (Use extra paper as needed):

Signature of Submitting Coach

(Do Not Write Below this Line)

Date and Time Protest Received: _____

Protest Committee Decision: _____

General Director

Date



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INTERNATIONAL TOURNAMENT CHECK LIST DRAFT

The Athletic Director is responsible for all the outcomes of the AASCA Sports Tournaments. He/she may request help from the different school's areas.

Committees and / or tasks	Due dates	Administrator responsible:
Tournament Invitations	At least 9 weeks before the event	Athletic Director
Hotels estimates	At least 9 weeks before the event	Athletic Director
Trophies & Medals	At least 7 weeks before the event	Athletic Director
Water & hydration contacts	At least 4 weeks before the event	Athletic Director
Suggestions for Games and facilities' Scheduling	At least 3 weeks before the event	Sport Coordinator & Coaches
Quotes for transportation and sports facilities	At least 3 weeks before the event	Athletic Director
Information on were the teams are staying (Hotels) & times for teams arrival & departure	At least 2 weeks before the event	Athletic Director and / or Activities Coordinator
Hospital and medical help coverage contacts	At least 2 weeks before the event	Business Office
Hire Referees	At least 2 weeks before the event	Athletic Director
Diplomas Design	A week before the event	Reproduction Department
Greet teams	Arriving on Wednesday	Coordinators and coaches
Ice Breaker	Wednesday late afternoon	Student Government
Coaches' Meeting	Wednesday Evening	Athletic Director
First Aid Help	From Thursday-Saturday	School Nurse and helpers
Lunch & snacks	From Thursday-Saturday	Booster Club/ Cafeteria
Transportation Coord.	From Thursday-Saturday	AD or Activities Coordinator
School Announcements	From Thursday-Saturday	Secretaries and Deans
Media Coverage	From Thursday-Saturday	Marketing Department
Opening Ceremony	Thursday Morning	Athletic Director
Posters and pictures	Thursday Morning	Publications Department
Tournament Visors	From Thursday-Saturday	Coaching Staff
Help Statistics & Results	From Thursday-Saturday	Coaches
Diplomas	Before closing ceremony	Reproduction Department
Awards Ceremony	Saturday Evening	Athletic Director
Closing Dance (D.J.)	Saturday Evening	Athletic Director, Coaches, School Administrators.
Send information on final standings and results (memoria)	At least a week after the event.	Athletic Director



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AASCA CLAIM FOR VARIATION FROM EVENT PROTOCOL

This form is to be completed by Athletic Directors or duly designated School Administrators to file a formal request concerning variation from the usual procedures of an AASCA event.

If an Athletic Director or duly-designated School Administrator feels they have cause to fail to meet the AASCA expectation for full participation in all aspects of an AASCA event, they must complete and submit this form to the onsite General Director. The decision of the onsite General Director on the request is binding and final. Failure to follow these procedures and abide by the decision of the onsite General Director will result in the suspension of participation by the school involved from AASCA athletic events for a period of one calendar year.

Name of School Requesting Variation: _____

Date of the Request: _____ Teams Involved: _____

Specific Request and Its Justification:

Signature of Submitting Administrator

(Do Not Write Below this Line)

Date and Time Received: _____

Decision _____ of _____ the _____ Onsite _____ General
Director: _____

General Director

Date



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AASCA STUDENT-ATHLETE CODE OF CONDUCT

I hereby accept my responsibility for participation in AASCA Athletics by following the rules in this STUDENT-ATHLETE code of conduct:

- I will display good sportsmanship at every game and practice.
- I will do my best at every game.
- I will show my coaches courtesy by listening and learning from them.
- I will treat my coaches, other student-athletes, officials and spectators with respect and I will expect to be treated accordingly.
- I will follow the specific sports practice rules and guidelines.
- I will shake hands with the other student-athletes competitors before and after the games (regardless of the final result)
- I will encourage my parents to be involved in a positive, respectful manner with my team in some capacity because it is important to me.
- I will remember that participating in sports is an opportunity to learn and have fun.
- I am a team player and will commit myself to the team, the sport and full tournament participation/ regulations.

Signed: _____
Student Athlete name and signature

Grade level: _____

Signed: _____
Parent as witness

Date _____



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PRE-GAME PROTOCOL

Ladies and gentleman,

Welcome to the game # ___ of the AASCA _____Tournament between
_____ and _____

We ask you to please respect the players and the referees' calls by showing a high level of sportsmanship.

We hope you enjoy the game.

Thank You.



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The afternoon session was devoted to discuss some technical aspects.

- Importance of trust and support among AASCA colleagues.
- Procedures to clearly inform athletes, coaches and parents about the AASCA goals. (reflected in the Mission of AASCA sport events). It was suggested that the codes of conducts for athletes, coaches and parents should be placed on the AASCA web site.
- Importance of encouraging sportsmanship at all times. (Pre-game protocol). Fliers and brochures need to be given out to spectators to guarantee that everyone is aware of AASCA rules and elementary rules of conduct.
- Make sure all of our coaches are aware of AASCA rules and procedures. (Winning at any cost is unacceptable)
- A tournament evaluation form was developed at is to be filled in by ADs after the closing ceremonies.
- Decided that ice breakers should not include activities that set an aggressive tone for the tournament but also should not include activities that put players at risk. Some activities could include i.e. gift exchanges.
- Playing sites atmosphere and tournaments emphasis must be oriented more towards sharing, experiencing and making friends
- A group of mentors was created to help those ADs who are to organize an event for the first time or to guide new AD on what AASCA is, its goals, its history, etc. These names are to be placed in the AASCA web site for reference along with their e-mails. Pablo Sánchez (Colegio Maya) , Juan Santamaría (Internacional Sanpedrana), Raquel Rodríguez (Americana de el Salvador), Julio Porras (Marian Baker), Larry quinn (Balboa Academy), Oswaldo Ortiz (Americana de Nicaragua). This point is to be approved by Directors.
- Agreed that Directors and ADs are the directly responsible for the organization of the tournament, not the parents
- Parents can continue attending the inauguration and closing ceremonies as long as they follow the AASCA rules and the Code of conduct.. The organizing committee should guarantee that enough space for athletes, coaches and parents and guests is available in these ceremonies.
- Update the AASCA rules and regulations and place them on the AASCA web site.
- Referees. Make all the efforts to hire the best referees. Ask the officials to make rotations so in every game referees are fresh enough and be able to perform well. The on-site AD will meet with referees at the end of the day on Thursday and Friday to evaluate the matches up to that time.
- The on-site AD is to receive from all the guest ADs, signed copies of the parents, coaches and students code of conduct.
- Joani Cornejo from American International School (Costa Rica) asked ADs to think about the possibility to have future AASCA mixed tournaments in which for example a female volleyball tournament plays at the same time as the boys soccer



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tournament in the same school. In the next tournament it could be the girls soccer and boys volleyball. This could help to improve the school spirit in the organizing school..

- Other ideas that could help to reduce the “winning at any cost” trend are.
 - ✓ How about having dinner all the participants together?
 - ✓ How about playing a round – round system so this way the pressure of the semifinal and final games is reduced considerable. Thus, every single game would be as important as any other.
 - ✓ What about making all the trophies the same size and eliminate from the plaque the word “Champion”.
 - ✓ Every school has the same number of players in the All star team.
 - ✓ How about eliminate the MVP of the tournament.

These were ideas that were shared so that all could reflect on them and, in future meetings discuss these.