



**GEORGETOWN**  
INTERNATIONAL ACADEMY

# **Athletic Rules & Procedures**

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**Overview**

At Georgetown International Academy (GIA), we are dedicated to ensuring a well-rounded experience for students both in and out of the classroom. This includes making sure we offer a comprehensive and competitive Athletics Program that allows students to build both technical and team-building skills.

To aid in this mission, we have put in place operating procedures that set standard expectations and ensure the proper management of our athletic resources.

We are committed to growing and adapting as the needs of our students change over time. As such, these procedures will be reviewed and updated, as needed, at least one per year.

## **Roles and Responsibilities**

### Athletic Director

The Athletic Director (AD) leads the development of the school's athletic program, building opportunities for students to grow through sports in Georgetown, Guyana. This role requires vision, adaptability, and community engagement to create a program that builds pride, discipline, and teamwork.

- Establishes and grows the athletics program at GIA.
- Ensures compliance with local, regional, and international athletic association rules.
- Oversees student-athlete eligibility, safety, and conduct.
- Promotes the school's mission, values, and sportsmanship within the athletic program.
- Coordinates the athletic schedule - to include practices, alternative practice schedules (for rain, etc.), local games, and GIA's participation in international tournaments.
- Builds and maintains relationships with local and international partners. Communication with these partners can be delegated at the AD's discretion.
- Provides coaches and assistant coaches with proper training and information on a regular basis.
- Hires or schedules referees and transportation (as needed).
- Purchases and replaces uniforms and sports equipment.
- Tracks the athletics budget and manages funds in conjunction with the Business Office.
- Ensures fair opportunities for all students, including participation at all skill levels.

### Head Coaches

- Supports student athletes in maintaining the balance between academics and athletics.

- Upholds all school policies while coaching, including those regarding supervision, safety, and appropriate student conduct.
- Models sportsmanship, discipline, and ethical behavior consistent with school expectations.
- Acts as the primary point of contact for information, questions, or concerns about the teams they coach.
- Coaches will elevate issues to the AD as needed or directed.
- Communicates changes to the game or practice schedule to students, parents, and the AD.
- If appointed lead for an international tournament, manages and communicates trip logistics (e.g., airfare, hotel) with students, parents, and AD.
- Ensures all uniforms are returned, accounted for, and/or replaced at the end of each season.
- Communicates academic, behavioral, or attendance concerns to the AD.

### Assistant Coaches

- Provide support to head coaches. This includes, but is not limited to, planning and running practice, managing logistics for an international tournament, and managing uniform distribution and return.
- Fills in for head coach during his or her absence.
- Meets the school's expectations for upholding school codes of conduct and modeling sportsmanship, discipline, and ethical behavior.

### Students

- Must continue to meet the school's code of conduct expectations.
- Must maintain at least a C average to attend international tournaments.
- Must bring proper equipment (e.g., shoes) to games and practices.

## **Payments**

### Students and Parents

- All international tournaments require payment to participate.
- Payment must be provided by the given deadline to secure a student's spot in the tournament.
- Withdrawal from an international tournament after the payment deadline does not guarantee a refund. Refunds will be determined on a case-by-case basis.

## **Scheduling**

The athletic seasons for the full school year will be announced in August. This does not prevent the AD from scheduling additional clinics, tournaments, or games as they become available to students at GIA.

## **Sign-Ups**

- Students will have the opportunity to sign up for a team two weeks prior to season start.
- Students may not sign up for conflicting activities. This includes after school activities that conflict with scheduled athletic practices.
- All teams will have a minimum number of participants.
  - Should a team or season be cancelled if the number of interested students fail to meet the needed minimum, students will have the opportunity to sign up for a different sport or after school activity.

## **Student Attendance**

- Signing up to participate in a team sport at GIA is a commitment that students are expected to uphold.
- Students must report excused absences to their coach in advance of a practice or game.

- Regular absences or continuous unexcused absences are not acceptable. Should a student fail to meet this standard, the AD will implement a progressive improvement plan:
  - Stage 1: The AD and the coach will meet with the student to reset expectations
  - Stage 2: The AD will notify the student's parent(s) or guardian(s) that the student is on an athletic improvement plan
  - Stage 3: The AD can suspend the student from participating in local games or international tournaments for a set period of time.
  - Stage 4: The AD can remove the student from their respective team and will identify options for future participation in GIA athletics
- The AD has the authority to determine if a student requires a different or an accelerated improvement plan on a case-by-case basis.

### **Uniforms**

- The school will purchase and coaches will provide students with a set of uniforms prior to a game or tournament. Students must return all uniforms to their coach within one day of returning to school.
- Students are responsible for maintaining their uniform while in use.
- Students and parents will be responsible for paying a fee should a uniform not be returned (or be returned but damaged beyond use) within one week. The fee will be equivalent to 2x the price of the uniform plus shipping.

### **Fundraising**

On occasion, the school will host athletic fundraising events. These events must be approved by the Business Office before implementation. If approved, the Business Office will provide the primary point of contact with instructions on how to properly collect funds. Note that all funds raised will be directly

managed by the Business Office, and cannot be used or managed by instructors, students, or parents.