



Welcome,

The Sports Department would like to take this opportunity to welcome you to the ISL Sports Programme. This handbook has been created to offer guidelines for the better understanding of all involved in the sports programme.

Sports is both an integral and essential part of the total educational programme at the International School of Luxembourg. It is important that all involved - athletes, parents, coaches and administrators - act responsibly and cooperatively to ensure the success of the programme.

Our aim is that athletes have the opportunity to nurture and progress their skills in a safe educational sporting environment. ISL teams have the wonderful opportunity to host and be hosted by families from other international schools; to learn about their school/culture and gain experience beyond the sports activity. It is our responsibility to be welcoming hosts and ambassadors of sportsmanship for ISL, at all times.

The success of any sports programme is built upon a combined effort from parents, students and staff, with some basic rules which obviously must be adhered to. Therefore, in the best interest of the ISL sports programme we encourage you to read on.

Yours sincerely
The Sports Department

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<u>Amended:</u>	August 2005, 2006, 2007, 2008
<u>Sports reformatted:</u>	August 2009, 2011
<u>Updated:</u>	August 2012, 2013, 2015, 2016



Introduction

Dear ISL Athletes and Parents

Participation in extra-curricular sport activities and competitive teams can add an extra dimension to the educational experience at ISL. We wish this experience to be as satisfying as possible for both the athlete and parent. To this end, we hope this handbook will provide you with helpful information and advice. As you read it, you will find that we have high expectations of our athletes. You will also find that we look to you, the parent, for support in many aspects of the programme.

ISL provides an extensive programme of competitive team and individual sports throughout the year. In addition to ISL school policies our athletes are also governed by the policies of the Northwest European Council of International Schools (NECIS) in which we participate. These factors contribute to the intricacies that are necessary for the operation of the programme. The Sports Handbook should put some order to it all. Please take the time to read it carefully. Your understanding will help ensure that the programme runs smoothly.

ISL has for many years been known for excellence in its sports offerings. This handbook is produced in the spirit of continuing that standard and improving upon it.

Contents

Philosophy	3
Organisation.....	3
Communication	3
The ISL Sports Programme	4
Competitive NECIS Team Sports Programme	4
Practices.....	4
Competitions	5
Sports and Academic Eligibility.....	5
Pre-season Obligations	6
Selection.....	6
Time Commitment	7
Travel	7
Housing	8
Parental Support.....	9
Safety and Valuables.....	9
Recognition of Athletes.....	9

Appendix

Sports Code	11
Procedure for Academics and Sports.....	12
Housing Rules.....	13

Revised: August 2016

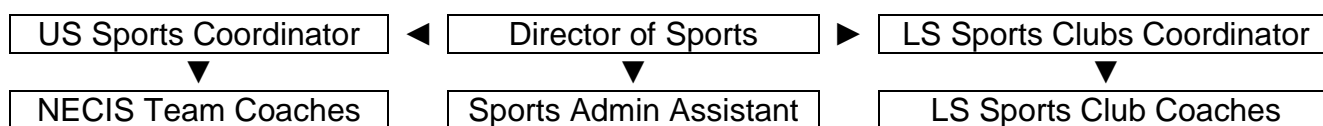
Philosophy

The primary goal of the International School of Luxembourg is to educate students. ISL believes that a wide offering of extra-curricular and competitive sports adds to the educational experience and promotes the social and physical development of participants. ISL values the intrinsic benefit of sports participation and the spirit of team play. Emphasis is placed foremost on **participation, cooperation** and **good sportsmanship** where coaches are teachers and role models for athletes, fostering positive attitudes, teamwork and respect of rules. Participation in team and individual sports at ISL is a privilege, which may be revoked due to inappropriate behaviour or insufficient academic progress. Academics will always take precedence over sports where such decision must be made.

Another word on sportsmanship...

As stated above, good sportsmanship is highly valued at ISL. While ISL takes great pride in winning and success, it does not condone “winning at any cost”. ISL strongly discourages any and all pressures, which might tend to neglect good sportsmanship. We ask all parents to help instil this quality in our athletes by setting the best example at sporting events.

Organisation



ISL teams and clubs are coached by qualified and experienced coaches, teachers and parents of ISL. All coaches, in their capacity as coaches, report to the Director of Sports who, in return, reports to the Director of ISL. The Director of Sports is supported by a Sports Administrative Assistant, US NECIS Sports and LS Sports Clubs Coordinators. Questions or concerns that cannot be resolved by a specific NECIS Team coach should be referred to the Director of Sports or a LS sports club coach should be referred to the LS Sports Club Coordinator.

Communication

All current information, schedules, practice times etc, will be posted on the Sports website. The Sports Department will also inform parents and students about new programmes and changes through the sports website. As this is our main channel of communication, we expect athletes and parents to read it regularly and keep up to date.

Please contact the Sports department at sports@islux.lu if you are unsure of any information after visiting these webpages.

The ISL Sports Programme

The ISL Sports Programme is divided into two categories:

- K1 to G5 = Lower School (LS) Sports Clubs programme, and
- G4 to G12 = the competitive NECIS Team Sports programme.

The LS Sports Clubs programme is a feeder programme into the competitive Team Sports programme. Activities are selected by the LS Sports Club Coordinator supported by the Sports Director and based upon a healthy combination of individual and team sports, facilities and coaching expertise available. Activities are offered in three seasonal ten week blocks. There is a high demand for this programme and we have to limit numbers of participants. The electronic sign up procedure aims to offer a fair chance for all to participate based upon 1, 2 and 3 choices, where oldest students and waiting list candidates from previous season take preference.

Competitive NECIS Team Sports Programme

The competitive NECIS Team Sports programme caters for the following age ranges;

U10 (Under 10) = Grade 3 and Grade 4 (this age category for swimming only).

U12 (Under 12) = Grade 5 and Grade 6.

U14 (Under 14) = Grade 7 and Grade 8.

JV (Junior Varsity) = all players in Grade 9 to Grade 12 who do not make Varsity team.

Varsity = the best players from Grade 9 to Grade 12.

Coaches will generally select teams on ability but effort, attendance, cooperation, sportsmanship etc. may be considered with the Sports Director if it benefits the team or individual concerned. Where teams are defined as “Under (age)” e.g. U10, U12 and U14, the athlete **must be under the age on September 1 of the academic year of participation.**

We offer the following seasonal sports;

Fall Season	Winter Season	Spring Season
Volleyball Girls Soccer Boys Cross Country	Basketball Swimming (+ U10) Skiing (G7-12)	Track & Field Girls Soccer (U12, U15 & Varsity) Tennis (G6-12) Coed Softball (HS) Golf (HS)

All competitive age categories are U12, U14, JV and Varsity except for ones noted above.

Practices

Practices are generally offered at the following times each season but please see website for actual practice times.

U12 and under Teams	Tuesday and Thursday	3:30 till 4:45pm
U14 Teams	Tuesday and Thursday	4:30 till 6:00pm
JV & Varsity	Mon, Fri Wed 2:45-4:45pm	3:45 till 5:45pm 2:45 till 4:45pm

Competitions

Our competitive team sports are played within the league framework of the Northwest European Council of International Schools (NECIS). The regular season of competition in NECIS will culminate in a tournament hosted by one of the member schools. Competitions may also be scheduled with other International and local schools. Furthermore, as a member of the Ligue des Associations Sportives Etudiantines Luxembourgeoises (LASEL) and the Ligue des Associations Sportives de l'Enseignement Primaire (LASEP), we participate in selected local tournaments and sport events.

NECIS Member Schools: www.necis.eu

American International School of Rotterdam (AISR)
American School of The Hague (ASH)
Antwerp International School (AIS)
Copenhagen International Schools (CIS)
International School of Amsterdam (ISA)
International School of Düsseldorf (ISD)
International School of Hamburg (ISH)
International School of Luxembourg (ISL)
International School of Stavanger (ISS)
Sigtunaskolan Humanistiska Läroverket (SSHL)
Bonn International School (BIS)

LASEL: <http://www.lasel.lu/>

LASEP: <http://www.lasep.lu/>

You will find detailed and updated information about the start, venues, sign-ups and changes of the programmes on the sports website and in the weekly “Highlights” at the beginning and over the course of each season.

Sports and Academic Eligibility

The following are regulations concerning school attendance and procedures for academic eligibility:

- All athletes must attend all classes the day before an away game.
- All athletes must attend all classes the day of a game, or until the designated time of departure in case of away games. An athlete absent from school on Friday is not eligible to participate in competition the following day (Saturday).
- Any athlete “skipping” a class will not be eligible for competition on that day. If he/she “skips” a class on a Friday he/she will be suspended from play for the entire weekend.
- Athletes suspended from school may not participate in practices or competitions until they are reinstated.
- Athletes are expected to maintain their academic standings while participating in the sports programme. Please see the appendix for the Sports and Academics procedure that is intended to assist athletes in this endeavour.
- Athletes will not be assigned homework, quizzes, tests or exams for the Monday after a NECIS Tournament weekend. However all participants in the tournament must be present in school that Monday unless they have a doctor’s certificate. Occasionally teams are delayed

and return from NECIS tournaments particularly late. Under these circumstances, permission may be granted for students to arrive in school the following morning after the first class of the day.

Pre-season Obligations

Physical Exams (completed by physician and handed to nurses office)

A physical examination is required for all competitive sports. The ISL physical form, must be completed by a physician and submitted, with his/her date and stamp, to the ISL nurse prior to the first team practice. The physical examination covers all sports for the academic year and may therefore be completed during the summer prior to the year of sports participation. Physical examination forms must be submitted to the nurse's office.

Sports Code

Athletes and parents of all competitive sports teams are required to read the "Sports Code". This is a contract, which clearly states expectations of ISL athletes. A sample copy of the "Sports Code" appears in the appendix.

Housing Commitment

It is our obligation to house our guest teams/athletes. Therefore it is **compulsory** for every family of a competitive sports team member to be available to house a minimum of two (2) guest students during each of our weekend home games. Parents are required to read the Housing Hosting Rules and to complete housing commitment during online sign-up.

Online Sign-Up Roster

All athletes must sign up electronically prior to the pre-season information meetings. Please contact the Sports Administrative Assistant at sports@islux.lu if you are unable to do so.

Pre-Season Information meeting

Athlete attendance is compulsory at these meetings and we encourage parents of all first time U10 or U12 athletes to also attend. It is an opportunity to meet the coach, review sports policies, and to receive important information about the season. The meetings are 20-30mins and generally followed by evaluation (scrimmage) sessions of the athletes. Please contact the Sports Administrative Assistant at sports@islux.lu if you are unable to attend any meeting.

Athletes will not be allowed to participate in practices, matches or competitions unless they have signed up electronically.

Selection

Participation in the sports programme is voluntary. It is our aim to encourage participation and development in sports for everyone throughout the season. Circumstances may make it necessary to limit numbers on certain teams, if the number of students who wish to participate is more than can be handled successfully within the limits of our coaching staff and facilities.

Coaches will run evaluation sessions at the beginning of every season to select competition and skill development groups. Players and athletes can still be selected or de-selected from the competition groups during the season. Members of the competition groups must commit to all practices, housing, home and away games to be eligible for the NECIS teams.

Limitations of team squads make it necessary to select players and athletes for games, meets and NECIS tournaments. The selection process is based on **Skill level** (demonstrates good skill), **Sportsmanship** (gives encouragement to others; accepts decisions gracefully), **Effort**

(tries hard to improve at each practice; exhibits perseverance), **Attendance** (regular attendance; punctual; properly dressed) and **Cooperation**(follows instruction; willing to listen; good team member) when evaluating athletes.

The NECIS Board of Directors has set the following limitations on maximum size of travelling teams:

Soccer = 16, Cross Country = 9 or 7, Volleyball/Basketball = 12, Tennis = 10, Golf = 4 per team, Softball = 14, Track & Field = 60 and Swimming = 60.

To be eligible for a NECIS team, ISL expects full participation in all scheduled team practices. Exceptions to this may only be made if an athlete is committed to team practices with his/her local club, where practice times overlap with ISL practices. Absences due to sickness must be excused prior to practices.

Time Commitment

Participation in competitive team sports involves a considerable time commitment on the part of the athlete. Practices are held after school hours and students selected for a team are expected to participate in all scheduled practices.

Students may be authorised to miss a practice for reasons pertaining to his/her academic programme.

Sports events will not be scheduled during times of mid-term and final examinations.

Students participating in competitive sports and being selected for games and meets will miss class time as it is necessary to travel to other schools for competitions. Days out of school for a single sport will not exceed four (4) without specific authorisation from the Director. The faculty is aware of sports schedules and will help students balance their academic programme with their sports participation, however, the onus is on the student to advise teachers in a timely manner of their pending absences, to collect homework assignments, to arrange for make-up tests, to borrow class notes from classmates and to keep up in general with all aspects of academic responsibility.

Travel

Travel arrangements for ISL athletes are made by the Sports Office. Details of travel arrangements, with emergency contact numbers, are emailed to families. Parents must contact the Sports Office if they have not received the information one day prior to the trip.

Athletes must travel to games with their team and may only return with parents if written parental permission is accepted by the Sports Director and given to the coach prior to the trip.

Travel expenses for weekend games will be shared between the school and the athlete's parents. Students pay €25 per trip and it will be charged via the ISL School Life Account at the end of each season.

For the end of season NECIS tournaments the athlete's parents will pay a fee that includes the tournament registration fee, accommodation, meals and part of the transportation costs. The school will pay up to 50% of travel by either bus or train. If there is only air transportation, the full costs will be borne by the parents. The school may grant a subsidy if airfares are overpriced.

Travel arrangements are made so as to minimise time away from school. Other considerations that come into play are:

- Time for athletes to unwind following a long journey
- Time to eat on the road
- Mode of transportation
- Time to warm-up upon arrival
- Time to take advantage of the culture of the destination

All team members must wear an ISL tracksuit top and are encouraged to dress smartly and bring along healthy snacks and drinks when travelling to the host school.

All team members are advised to carry a photo identity card and or passport (with the correct visa if required) with them when travelling across International borders.

If an athlete is injured or becomes seriously ill on a sports trip, so that medical or surgical treatment is necessary, the coach or chaperone in charge will make every effort to inform the child's parent or guardian and secure parental permission before treatment is undertaken. If the parent or guardian cannot be reached, or if the child's condition is such that immediate measures are necessary to preserve the child's health or life, the coach or chaperone in charge is authorised to give his consent to such measures being taken.

Parents are always encouraged to attend sports events at ISL, but it is especially gratifying and encouraging for the team to have parents (fans) at away games. Directions to all the away games are available via the Sports Office. Talk to other team parents, book hotel rooms if necessary, make a weekend out of it. Come out and cheer our athletes on.

Uniforms

A home and away top (jersey or vest of the same number) will be provided by ISL at the start of each season. Athletes will wear PE uniform socks (black no stripes), shorts (black) and tracksuit along with the top provided in all sports matches. At the end of the season the two tops must be returned to the coach (sports department) in good condition after being washed. If this is not the case, the sports department will charge the ISL School Life Account for replacement tops value.

Housing (General Information)

ISL school policy is that team members on overnight trips are housed with the parents of host team members, except during end of season NECIS tournaments when hotel arrangements are made. Providing housing for guest teams is a reciprocal programme and benefits our athletes as well as our guests. Families of a competitive sports team member are expected to "house" visiting athletes. Every attempt will be made to match athletes by age and/or grade when assigning housing. Game schedules and housing lists are emailed to families and posted on the Sports website. Parents must contact the Sports Office if they have not received the info the day prior to the games. **If a family of an ISL athlete cannot provide housing for visiting athletes they are required to arrange for another ISL family to fulfil this obligation for them.** The Sports Office will maintain records on housing and will ensure that all families are doing their fair share of housing.

It is customary for the travelling athlete to give his/her "housing" family a small gift such as a box of chocolates in appreciation of their hospitality.

Home Games - Our guest teams will usually arrive at ISL on Friday at 3.30pm and depart from ISL on Saturday at midday. If parents are not spectating please pick up your guest students promptly after the games finish on Friday evening (see games schedule), and bring them for the games on Saturday morning. The accommodation requirements are as follows:

- Accommodation for Friday night.
- Evening meal on Friday.
- Breakfast on Saturday morning.
- A packed lunch for your guest(s) to take with him/her on Saturday morning.

Away Games - We expect that our athletes stay with host families, represent the ISL team and school in a respectful, positive and friendly way, and thank their host families for having him/her stay with them. Enjoy the event and be a good ambassador for ISL.

Please see the appendix for Housing Rules.

Parental Support

Our athletes train hard and for long hours and they need your support in many ways:

- equipping them with proper sports gear, especially appropriate sport shoes (e.g. no soft running shoes for volleyball or basketball)
- providing good and healthy food and drinks at home, as well as for away trips
- allowing enough rest and sleep time to recover from practices and tournaments
- supporting them with their academic work

We encourage the entire ISL community to attend sports events and cheer our teams on.

Safety and Valuables

Athletes are informed by coaches of what safety equipment to wear during both practices and competitive matches (shin guards for soccer, kneepads for volleyball, helmets for softball etc.). Some of this equipment is provided by ISL but it is up to parents to follow-up with coaches what athletes require to ensure their safety.

Athletes who require optical glasses to participate in sport should wear sports style (plastic) glasses or contact lenses.

ISL will not be held responsible for any damage to personal possessions or for any valuables that are lost or go missing whilst participating in sport.

Recognition of Athletes

At the end of the sports season middle school (U12 & U14) teams will be recognised in celebratory assemblies in line with ISL school policy and high school (JV&V) teams will be supported with team dinners.

Athletes may also earn partial high school credits for being a member of a team. To earn credit for having played sports, a student must join the team, report faithfully for scheduled practices throughout the season, and participate in games and tournaments as required by the coach.

We hope this Handbook answers all your questions. If not, please contact the sports department at sports@islux.lu

Appendix follows

Sports Code

This applies to all students on ISL competitive sports teams:

The following information is provided to ensure that all students, parents and guardians have a full understanding of the expectations and responsibilities involved, when a student becomes a member of an ISL competitive sports team.

1. I understand that it is a privilege to represent ISL as an athlete on and off the playing field and agree to do so in the best manner possible. I will display good sportsmanship at all times and behave in an appropriate manner.
2. My academic work comes first. I will plan my time carefully. When I miss classes due to travel, I will notify my teachers in advance and complete any assignment as instructed by the teachers concerned. I understand the “Procedure for Academics and Sports” as outlined in the Sports Handbook:
 - Coaches will post the team rosters on faculty email for all teachers every Wednesday.
 - Teachers inform the Sports Director (SD), Principal and student concerned, if any athlete is not meeting the academic or behavioural requirements. The SD will inform the athlete’s coach. The following steps will be taken:
 - 1st week – Warning:* Students will be reminded by their coaches to make up work and/or behave as expected, and warned of the follow-up consequences.
 - 2nd week – Miss Practice:* Students will not participate in practice until any work still outstanding is completed. Teachers inform the coach as soon as work of the required standard has been submitted.
 - 3rd week – Miss Game and Practice:* Teachers inform the SD and the Principal if the following week the work is still not completed. In that case the athlete will not be allowed to continue practice nor play games and travel until the academic requirements are accomplished.
 - It is the student’s responsibility to ask the teacher before he/she travels about any work that he/she will miss in class or for homework when travelling. Teachers, coaches and parents are expected to assist the student wherever possible.
 - Athletes will not be assigned homework, quizzes, tests or exams for the Monday after a NECIS Tournament weekend. However all participants in the tournament must be present in school that Monday unless they have a doctor’s certificate.
3. I will attend all scheduled team practices and games that I have been selected for. I will make every effort to schedule appointments outside of scheduled practice times. If I must miss a scheduled practice or game, I will personally notify my coach prior to the practice.
4. I will not use tobacco products, drink alcohol or use drugs when I am participating at a school sports event.
5. I agree to abide to any curfews, which are set by NECIS, my coach, or my hosting parents.

6. I understand that my family is expected to provide housing for guest athletes for all home game weekends. Not housing will restrict my eligibility. I understand that I must abide by the rules of the host family when I am housed at an away game.

7. When travelling to and from away games, I will travel on school provided transport. I may return by other means with written parental permission, given to my coach prior to the trip.

8. I understand that some trips may require a visa. Responsibility for obtaining the visa is mine, although I can call on ISL to provide assistance.

9. I am familiar with the regulations and procedures for ISL sports teams as outlined in the “Sports Handbook”.

10. I understand that violation of this Sports Code may lead to suspension or expulsion from the team.

Agreement

Participation: I hereby give permission for my child to take part in the sports programme at the International School of Luxembourg during the present school year, including permission for him or her to participate in sports practices, games and sports trips, both inside and outside of Luxembourg. I certify that my child is in good health and that there is no medical or physical reason why he or she should not take part in the sports programme.

Student: My child has read the ‘Sports Code’ and agrees to its conditions.

Parent: We have read the ‘Sports Code’ and agree to its conditions.

Medical: I have submitted a “Physical Examination” (to be completed by a physician) to the school nurse.

Procedure for Academics and Sports

- Coaches will email the team rosters at the beginning of each week.
- Teachers inform the Sports Director (SD), Principal and student concerned, if any athlete is not meeting the academic or behavioural requirements. The SD will inform the athlete’s coach. The following steps will then be taken:

1st week – Warning: Students will be reminded by their coaches to make up work and/or behave as expected, and warned of the follow-up consequences.

2nd week – Miss Practice: Students will not participate in practice until any work still outstanding is completed. Teachers inform the coach as soon as work of the required standard has been submitted.

3rd week – Miss Game and Practice: Teachers inform the AD and the Principal if the following week the work is still not completed.

- Every weekly step can only be taken if the previous step has been taken.
- Please note that if teachers do not inform the coach about the status of the student’s work or behaviour, the coaches will assume that all is well.
- It is the student’s responsibility to ask the teacher before s/he travels about any work that s/he will miss in class or for homework when travelling.

It is essential that the support comes from the teachers as well as from the Sports Department. Teachers should offer academic assistance to students wherever possible. Continuous communication from the beginning of the season may help students and avoid any problems in the future.

.....
Director of PE and Sports

.....
Upper School Principal

Cut off and hand back to your coach

I have read and agree to the “Procedure for Academics and Sports”:

First and Last Name (Student)

Date

Signature (Student)



Housing Hosting Rules

The following housing rules and information have been agreed by NECIS Directors and Athletic Directors and must apply for ISL students and “guests” (visiting players) at all times:

- a. All “guests” will be housed in pairs (as a minimum)
- b. All students (U12, U14, JV & Varsity) are to be chaperoned by a host parent during their stay and are not permitted to go out unsupervised, regardless of their age.
U12 and U14 should be in bed at 10pm.
JV and Varsity should be in bed at 11pm.
- c. No smoking, drinking alcohol or use of drugs is permitted by students at any time.
- d. No hosting arrangements (pairings) are to be altered by students.
- e. Host parents should meet and pick up their “guests” immediately after the “Friday” game.
- f. “Guests” should not pay for any meal, if the host family chooses to dine out.
- g. No students are to be left alone in the home without adult supervision.
- h. Host parents are advised to avoid one on one contact with “guests” under any circumstances. Host parents should ensure both “guests” are always present together or that a second adult or the host student is present in such circumstances.

Housing General Information

The accommodation requirements are as follows for guests:

- Accommodation for Friday night (an inflatable mattress on the floor is acceptable).
 - Evening meal on Friday (preferably healthy, pasta or equivalent).
 - Breakfast on Saturday morning (please encourage guests to eat, even if they decline).
 - A packed lunch for your “guests” to take with him/her on Saturday morning. (JV and Varsity: you may ask your “guests” if they do not wish to have a packed lunch)
1. Host parents are “parents in absentia” and should use this good judgment when hosting and guiding our “guests”. “Guests” are not allowed out in the evening or to use public transport unless chaperoned by one of the host parents. Parents are also requested to pick their “guests” up promptly at the sporting venue after the game.
 2. No student is allowed to use tobacco products, drink alcohol or use drugs during the entire sports trip.
 3. On no account are hosting arrangements to be altered in any form. The housing list as presented to “guests” should be strictly adhered to.
 4. “Guests” will have had a long day on Friday, maybe some school followed by a bus journey and a game. It is expected that host parents meet their “guests” promptly after the game has ended and to transport them home for an evening meal. The host family is also expected to transport the “guests” to the sporting venue on the Saturday morning.
 5. If host parents / students would like to take their “guests” out for an evening meal, they should not expect their “guests” to pay for the meal.
 6. No students are to be left alone in the home without adult supervision.
- Should any student create a problem by breaking one of the above rules, please inform the Director of Sports as soon as possible.
Without your support, these NECIS games would not be able to continue.

Yours sincerely
The Sports Department

Revised August 2015