

INTERNATIONAL SCHOOL OF LATVIA



ATHLETICS & AFTER SCHOOL ACTIVITIES HANDBOOK

(Revised August 2016)



Athletics and Activities: the other half of education.

Meistaru iela 2, Pinki, Latvia, LV-2107

***The purpose of this handbook is to provide relevant information for coaches,
sponsors, administrators and parents.***



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IMPORTANT CONTACTS

- Transportation Coordinator - Maira Erliha, tel. (+371) 22825428
- Front Desk - Madara Pole, tel. (+371) 29 455 555 and Zaiga Virse, tel. (+371) 26 326 665
- Activities Coordinator - Sergejs Baltmanis, tel. (+371) 25 938 188

ATHLETIC AND ACTIVITIES PHILOSOPHY

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Participation in the after school program is a privilege and those who participate must represent the International School of Latvia community positively. Together, coaches, participants, parents and athletes are committed to excellence in all that we do! Below is the list of educational goals we pursue in our program.

Learn to be successful

Success is not measured by the final outcome of a game, tournament or event, but the little steps one takes to come to it. It is not mere winning, but rather – the ability to evaluate the resources, set realistic goals and doing one’s best to achieve them.

Learn teamwork

Athletics and activities events are based on team participation in our school – even the individual sports are organized into team competitions. Being a part of a team means learning to commit to a common goal by putting team’s interest above one’s own, learning to accept assigned roles, communicate, as well as respect and support others.

Learn to be respectful and honest

Through athletics and activities we learn to respect the rules and operate within certain boundaries. Only fair win is a real victory and to experience it, we need to resist the temptation to cheat and learn to be honest to ourselves and people around us. We also learn to respect and submit to the assigned authorities – game officials, team coaches, and event administrators.

Learn desirable Health Habits

Latest research shows that apart from improving our stamina and giving us physical strength, regular exercise also stimulates our brain activity and helps protect it against cognitive and physical decline as we age. Besides, we learn more about our body, its needs and rhythms which motivates us to take a better care of it, and to avoid practises that have potential to harm it – e.g. use of alcohol, drugs, tobacco.

Learn to have fun

Games are created to bring joy and fun into our lives. Enjoy every moment of the game, athletic or academic activity! Be glad for the opportunity and ability to take part in these endeavors that have potential to inspire incredible effort and bring the best out of every person!

PART 1

ISL AFTER SCHOOL ACTIVITIES (ASA) PROGRAM

1. DEFINITION OF AFTER SCHOOL ACTIVITIES

After school activities referred to in this handbook are those individual or group co-curricular activities which extend, support, intensify and motivate students to achieve in the core-curriculum. These activities provide opportunities for enrichment, skill development, and personal growth beyond those available in the classroom.

- After school activities are provided over 3 seasons (Fall, Winter, Spring) from 15:45 to 17:00, please see [after school activities calendar](#).
- Each member of ISL staff is contractually required to lead one ASA session for one season (9-11 meetings). For leading more than one ASA session per school year the employee will receive a stipend of 140 EUR net per each additional session. If ASA leader misses a meeting the stipend will be prorated based on the number of meetings held within a season.

2. AFTER SCHOOL ACTIVITIES PROGRAM GOALS

ISL's Athletics and Activities Program will:

- Enhance and expand the learning experiences of the classroom;
- Offer opportunities for students to experience social phenomenon such as public performance, cooperation, teamwork, and interaction with fellow students and adults;
- Enhance student identification with friends, school, and the community at large as well as provide support and opportunities for student interaction to develop friendships;
- Elevate student morale and motivation for academic, physical and social skill development;
- Elevate the standards of good sportsmanship, encourage the growth of good citizenship and the development of positive personal character attributes;
- Enhance the development of a positive self-image in each student;
- Provide experience in setting goals, meeting challenges and coping with success and failure.
- Meet the needs of students rather than the needs of teachers, coaches, administrators, parents or the world at large;
- Provide a reflection and feedback component in order to maximize learning and growth;
- Supply guidance in the individual's selection and number of activities in which they participate in order to best meet life-long as well as immediate needs of students.

3. ELIGIBILITY TO PARTICIPATE IN THE AFTER SCHOOL ACTIVITIES PROGRAM

All students are eligible to participate in the after school activities sponsored by the International School of Latvia.

4. AFTER SCHOOL ACTIVITIES PROGRAM JOB DESCRIPTIONS

After School Activities are an integral part of education at ISL – we believe in providing our students with meaningful experiences after school to develop a well-balanced, versatile personalities who are able to appreciate and enjoy physical, academic and creative activities.

4.1 AFTER SCHOOL ACTIVITIES LEADER

After school activities leader is under overall supervision of Activities Coordinator and is expected to:

- provide to the Activities Coordinator a description of his/her activity meant for introducing it to the school community and prospective participants two weeks before the signup process for each after school activities season;
- promote his/her activity within the school community;
- picking up the participants at the school cafeteria before the start of each class (for Elementary School only) no later that 15:45 and inform the duty person when students are taken to after school activity;
- ensure adequate supervision of students in their care at all times;
- keep and regularly update attendance log of the students. The online attendance log will be shared electronically with after school activities leader(s) or is available for print out ([see Appendix 1](#));
- **IMMEDIATELY** notify the transport coordinator and Activities Director if a student who has not signed up for an activity is attending it;
- notify the office immediately if there is an **unexpected absence** (a student is not attending an activity, but there was no prior notification of absence from the transportation coordinator);
- shall be a positive role model for all students.

4.2 LOWER SCHOOL AFTER SCHOOL ACTIVITIES DUTY PERSONNEL

Lower School after school activities duty personnel are expected to:

- register and organize Elementary School students in the cafeteria area during time interval from 15:30 to 15:45 every day when after school activities are provided;
- arrive at the duty area by 15:25 and prepare it for students;
- have a printed copy of attendance sheet and leave it the Activities Director's office at the end of the duty

4.3 ACTIVITIES COORDINATOR

Activities Coordinator is under overall supervision of the Director of the school and is responsible to the ES/ MS / HS Principals of the International School of Latvia. Activities Coordinator is expected to:

- organize and maintain a program of afterschool activities;
- direct, coordinate, evaluate and provide appropriate supervision for all activities, keeping a balance between academics, activities and athletics and in providing an equal access of opportunity for all students;

- interview and assist in making recommendations for the selection of personnel for the after-school activities programs;
- provide for the evaluation of the various members of the after school activities staff and making recommendations regarding assignment, retention, non-retention, and reassignment of staff;
- develop the after-school activities program to include local community interaction;
- handle and document all discipline situations associated with activity events keeping the Leadership Team informed of actions taken;
- promote a system of recognition and publicity of participants and programs to the media with approval from the Leadership Team;
- interpret and recommend actions to comply with the International School of Latvia (ISL) rules and procedures;
- provide periodic communication to the ISL community about upcoming events related to the Activities Program;
- account for all revenue handled in Activities Programs in accordance with prescribed ISL Budgetary Procedures;
- direct and coordinate the scheduling of all student Activities Programs within the school calendar subject to the approval of the Leadership Team;
- purchase equipment and supplies for all co-curricular activities and supervise the inventory, storage, and care of activities equipment and supplies;
- work in cooperation with the Facilities Manager to ensure that are appropriate for a activities;
- maintain a master schedule of facilities use for the Activities program;
- revise, as necessary, the “Athletics/Activities Student Handbook” outlining procedures related to student athletics/activities;
- annually evaluate and assess the After-School Activities Program with noteworthy recommendations submitted to the Leadership Team; and
- perform all other duties as assigned by the Director.

5. AFTER SCHOOL ACTIVITIES CALENDAR

Fall Season Sign Up (Aug.22-26)	Online via ISL website	ASA are not provided on:
FALL SEASON (Aug.29 - Nov.4)		Sep.6 (noon dismissal for students/PD for teachers) Nov.2 (noon dismissal for students/PD for teachers)
Winter Season Sign Up (Nov. 7-11)	Online via ISL website	
WINTER SEASON (Nov.14-Mar.3)		Nov.16-17 (Parent Teacher Conferences) Dec.12-16 and Jan.9-13 (week before and after the Winter

		Break) Jan.26 (noon dismissal for students/PD for teachers)
Spring Season Sign Up (Mar.6-10)	Online via ISL website	
SPRING SEASON (Mar.13-May 26)		

Some changes to after school activities calendar are possible due to school events or unforeseen circumstances. [Please refer to ISL Planning Calendar.](#)

6. HEALTH CARE SPECIFIC GUIDELINES FOR AFTER SCHOOL ACTIVITIES LEADERS AND ASSISTANTS

- Prior to beginning ASA, instructors need to review the [ES](#) or [MS/HS Student Medical Profile](#) to know which students have medical conditions. Some students may need to have their medicines with them (or nearby) during their activities, e.g. asthmatics, diabetics.
- All students must have current medical documents on file in the Nurse's Office before participating in any tournaments (local or abroad).
- If a student is injured or becomes ill during ASA, please send the student to the Nurse's Office. If the student is unable to walk on their own to the N.O., please call the Nurse for assistance.
 - Karina - 26483115, or Front Desk - 67755146
- The School Nurse will determine the level of care needed and will call, when appropriate, parents and/or ambulance.
- ASA instructors should follow our Medical Procedure flow sheet (posted) for guidance.
- All ASA instructors will need to attend a basic First Aid & CPR class provided by the school before the start of the activities.

PART 2

ISL ATHLETICS & CEESA SPONSORED EVENTS

1. DEFINITION OF THE ATHLETICS AND CEESA SPONSORED EVENTS

Athletic and CEESA sponsored activities/events referred to in this handbook are those individual or group co-curricular activities which extend, support, intensify and motivate students to achieve in the core-curriculum. These activities provide opportunities for enrichment, skill development, and personal growth beyond those available in the classroom. Co-curricular activities are those for which a student receives no evaluation in letter grades, represents ISL in an official capacity, competes with other schools, and generally occur outside the normal setting of the classroom.

2. CENTRAL AND EASTERN EUROPEAN SCHOOL ASSOCIATION (CEESA)

ISL is a full member of CEESA and participates in various CEESA sponsored events throughout the school year. CEESA membership provides opportunities for our students to participate in international interscholastic athletic, academic and artistic/cultural events in Middle School (MS) and High School (HS) levels.

2.1 CEESA SPORTS & ACTIVITIES MISSION STATEMENT

The sports and activities of CEESA facilitate the development of each student through academic, athletic, and artistic/cultural endeavors. CEESA seeks to create, promote, and foster cooperation among its member schools by providing a forum for communication and discussion, and by promoting student activities. At every activity or competition, CEESA Sports and Activities attempts to maximize the cultural, social and intercultural opportunities associated with the host venue.

2.2 CEESA EVENTS

The following are a list of the sports and activities offered to participating students throughout the school year.

SEASON	Middle School	High School
FALL	<ul style="list-style-type: none">Boys/Girls Soccer (Nov.3-6),Boys/Girls Tennis (Oct.6-9),Cross-Country (,FLL Robotics,Speech and Debate	<ul style="list-style-type: none">Boys/Girls Soccer,Cross-Country,Speech & Debate Site 1
WINTER	<ul style="list-style-type: none">Boys/Girls Basketball,SwimmingMS Knowledge Bowl,Math Counts,Band / Choir Festival,	<ul style="list-style-type: none">Boys/Girls Basketball,Swimming,HS Knowledge Bowl,HS Math,HS Robotics,Speech & Debate Site 2

SPRING	<ul style="list-style-type: none"> ● Boys/Girls Volleyball ● Cultural Arts Festival, ● MUN 	<ul style="list-style-type: none"> ● Boys/Girls Tennis, ● Boys/Girls Volleyball, ● Band / Choir Festival
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2.3 CEESA PARTICIPATING SCHOOLS

RED DIVISION:	BUDAPEST, BUCHAREST, ISTANBUL, KIEV, MOSCOW, PRAGUE, WARSAW
BLUE DIVISION:	BELGRADE, HELSINKI, LATVIA , NOVA SKOPJE, PSI, SOFIA
GREEN DIVISION:	ESTONIA, KRAKOW, TIRANA, VILNIUS, ZAGREB, CYPRUS, ST.PETERSBURG, BRATISLAVA, SARAJEVO, MINSK, BELS BILKENT EZERUM

[For more information please see CEESA Athletics & Activities Handbook](#)

3. ISL ATHLETICS AND CEESA SPONSORED EVENT GOALS

- Enhance and expand the learning experiences of the classroom.
- Offer opportunities for students to experience social phenomenon such as public performance, cooperation, teamwork, and interaction with fellow students and adults;
- Enhance student identification with friends, school, and the community at large as well as provide support and opportunities for student interaction to develop friendships;
- Elevate student morale and motivation for academic, physical and social skill development;
- Elevate the standards of good sportsmanship, encourage the growth of good citizenship and the development of positive personal character attributes;
- Enhance the development of a positive self-image in each student;
- Provide experience in setting goals, meeting challenges and coping with success and failure;
- Meet the needs of students rather than the needs of teachers, coaches, administrators, parents or the world at large;
- Provide a reflection and feedback component in order to maximize learning and growth;
- Supply guidance in the individual's selection and number of activities in which they participate in order to best meet lifelong as well as immediate needs of students;

4. ATHLETICS AND ACTIVITIES ELIGIBILITY AND ATTENDANCE POLICY

All students are eligible to participate in the athletic activities sponsored by the International School of Latvia. A student could be considered ineligible to participate in athletic or academic activities for the duration of the next grading period and may be denied participation in practice and games, if he/she:

- receives more than one 3 in his or her course of study;
- receives more than two 1 in his or her course completion;
- has a Grade Average of less than 4 at the end of any of the four grade reporting periods;
- has violated any of the regulations of the International School of Latvia Athletic Department Code (see Appendix 5);
- has served 3 or more lunch detentions during the respective practice season.

These cases may be reviewed by the eligibility committee consisting of the Activities and

Athletic Director, correspondent program coordinator, and the athlete's Coach.

4.1 ACADEMIC ELIGIBILITY FORM

In addition to the rules above, an eligibility form will be used to determine the academic/behavior status of each student athlete. During the practice season all students will receive the Eligibility Form (see Appendix 2). Each student athlete must fill out the form and submit it to the team coach the beginning of the practice season as well as two weeks prior to travel date/beginning of the tournament.

4.2. SUSPENDED STUDENTS

Students who are **suspended** shall not be allowed to participate in the ISL activities (practices, games, trips, etc.) for the duration of their suspension and shall **miss a minimum of one game** following their suspension. Students serving **academic probation** are not allowed to participate in practice and games.

5. ATHLETIC AND CEESA RELATED ACTIVITIES JOB DESCRIPTIONS

We believe in providing our students with meaningful experiences after school to develop a well-balanced, versatile personalities who are able to appreciate and enjoy physical, academic and creative activities.

5.1 ATHLETIC DIRECTOR

Athletic Director is under overall supervision of the Director of the school and is responsible to the ES/ HS/ MS Principals at the International School of Latvia. Athletic Director's tasks and responsibilities:

- organize and maintain a program of athletics and afterschool activities;
- direct, coordinate, evaluate and provide appropriate supervision for all sports and activities, keeping a balance between academics, activities and athletics and in providing an equal access of opportunity for all students;
- interview and assist in making recommendations for the selection of personnel for the after-school activities programs;
- provide for the evaluation of the various members of the coaching/afterschool activities staff and making recommendations regarding assignment, retention, non-retention, and reassignment of staff;
- develop the after-school activities program to include local community interaction;
- make necessary arrangements for athletic/activity contracts, publicity, obtaining officials and judges, and arranging for necessary personnel to host all co-curricular activities (scorekeepers, ticket takers, local authorities protection when necessary, etc.);
- report on eligibility requirements and compile any required athletic/activity reports for the CEESA and the School;
- coordinate with the Business Manager the necessary information relative to the athletic/activity insurance needs;

- handle and document all discipline situations associated with athletic/activity events keeping the Leadership Team informed of actions taken;
- promote a system of recognition and publicity of participants and programs to the media with approval from the Leadership Team;
- coordinate athletic/activity travel arrangements, including meals and lodging;
- interpret and recommend actions to comply with the CEESA conference rules and the relevant procedures of the School;
- interpret and recommend actions to comply with the International School of Latvia (ISL) rules and procedures;
- provide periodic communication to the ISL community about upcoming events related to the Athletics/Activities Programs;
- account for all revenue handled in Athletics/Activities Programs in accordance with prescribed ISL Budgetary Procedures;
- direct and coordinate the scheduling of all student Athletics/Activities Programs within the school calendar subject to the approval of the Leadership Team;
- purchase equipment and supplies for all co-curricular activities and supervise the inventory, storage, and care of athletics/activities equipment and supplies;
- provide information for the Facilities Manager in reference to practice dates, meets/games and facility usage and serve as a liaison between coaches/directors;
- work in cooperation with the Facilities Manager to ensure that Athletic Facilities are in proper repair and that facilities are appropriate for a activities;
- maintain a professional and compassionate demeanor when interacting with students, parents and staff;
- maintain a master schedule of facilities use for the Activities program;
- revise, as necessary, the “Athletics/Activities Student Handbook” outlining procedures related to student athletics/activities;
- annually evaluate and assess the After-School Activities Program with noteworthy recommendations submitted to the Leadership Team; and
- perform all other duties as assigned by the Direct Supervisor and/or the Director.

5.2 COACH

Coach is under the overall supervision of the Activities Coordinator.

Athletic and activity competitions are an integral and important part of our total educational program. Coaches are to be, first and foremost, **teachers** who have the responsibility of teaching young people the fundamental skills, the rules and an understanding of the sport under his or her direction. In addition, the coach has the responsibility of teaching values and positive sportsmanship. A coach’s tasks and responsibilities are listed below.

- Instruct the team in fundamentals and skills involved in the sport through a system of regularly planned and scheduled practices.
- Instruct students in personal health habits that will help maintain sound physical and psychological health. Also, instill positive lifelong attitudes toward physical fitness and general health care.
- Be responsible for the physical well being of team members and shall at no time play an injured player or a player who is ill. If ever in doubt, the wisest and safest decision is not to play the player.
- Be responsible for the general conduct and behavior of the team during travel, during games and during practice. A positive value system in accordance with Athletic department philosophy should be instilled in all teams.

- Work closely with fellow coaches, athletic director and principal to assure the school of a well- rounded athletic program that will benefit all students.
- Adhere to and enforce all athletic regulations. Additional standards and training rules for your sport may be set.
- Keep records and see to the return of all the school equipment and uniforms for the team. See Appendix 3 for uniform and warm up gear sign out sheet.
- Be responsible for the records of the team, is encouraged to keep the statistics and shall follow accepted criteria for awarding letters and awards.
- Be on hand at least 30 minutes before the scheduled game and shall remain after the game until all the players have arranged transport home.
- participate in the eligibility committee during the appropriate season.
- Distribute and collect the eligibility forms (see Appendix 2)
- Take positive action to insure that all team members are passing all courses. This action should include excusing players from practice to seek academic help or supervision or from competition for a period of time so that the player will improve their grades.
- Be familiar with, support and follow school, department and CEESA policy. This includes enforcing behavior guidelines mandated by the school, league, and CEESA.
- Distribute and collect the Field Trip Permission forms, and the Athletic Department codes.
- Be a positive role model for all students.
- Submit a roster of their team when requested by the Director of Athletics/ Activities. This includes rosters for CEESA travel as required by CEESA.
- Travel with their team if necessary to international competitions and uphold the highest standards of behavior, sportsmanship and appearance during these trips and competitions. (see [Appendix 3](#), [Appendix 4](#), Appendix 5)

5.3 HEAD COACH AND ASSISTANT COACH ROLES

Where a Head Coach and an Assistant Coach are appointed as a coaching team for a season, the Head Coach will assume responsibility for the direction of their particular activity at that level. This will include meeting regularly with the Assistant Coach during which time all program issues are discussed, reviewed and finalized.

The head coach of each sport is encouraged to have at least one conference with each member of the squad during the season. This conference is to let the athlete know how he/she is doing in the eyes of the coach. The conference will be the time where coach and player may talk about his/her concerns in a positive manner.

It is anticipated that the assistant coach will take the lead in managing all required equipment, uniforms and paperwork during the season.

Where the coaching role is shared, these duties should be divided equally between the parties involved.

5.4 HEALTH CARE SPECIFIC GUIDELINES FOR COACHES AND CHAPERONS

- In the event of a serious injury or illness, Coaches/Chaperones need to Inform

parents and ISL Athletic Director as soon as possible. Further medical attention (besides on-staff School Nurse) should be sought for any:

- injuries involving the head, back, neck, or eyes;
- illnesses or complaints of severe headache, high fevers or severe abdominal pain.
- Do not dispense any medications without the approval of a parent/guardian unless for life-saving measures (e.g. EpiPen, asthma inhaler). When in doubt, call the parents and inform the Athletic Director. Ask the host school's health personnel for assistance when needed.
- If a student falls ill during a sports tournament, make sure the athlete's family is aware of their illness and keep regular tabs with the host family caring for the athlete. If the host family is reluctant to care for an ill athlete, please make the necessary arrangements to take care of that student yourself, as well as notifying the parents of these changes.
- **If a student athlete needs to be taken to the hospital, one of the coaches or chaperones must accompany the athlete for assistance.** If a prolonged hospital stay is indicated, parents will be responsible for facilitating further care, and chaperon will stay with a student until parents arrival.

4.5 ADDITIONAL INFORMATION

When single gender student teams are practicing or travelling the accompanying coaching staff must include at least one coach that is the same gender as the team.

APPENDICES

APPENDIX 1 - ASA ATTENDANCE LOG

ACTIVITY NAME: _____ ACTIVITY LEADER(S): _____

Nr.	PARTICIPANTS ' NAMES	activity date												
		activity date	activity date	activity date	activity date	activity date	activity date	activity date	activity date	activity date	activity date	activity date	activity date	activity date
1														
2														
3														
4														
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15														
16														

APPENDIX 2 - ISL STUDENT ATHLETE ACADEMIC ELIGIBILITY FORM

STUDENT'S NAME: _____

TEAM: MS Boys Soccer

Please, fill out and return to team coach no later than: **October 21, 2016**

This form shall be used by ISL team coach to collect data about the academic standing of each student athlete. This data will be used to determine the eligibility of participation in practice/games and when deciding upon the roster for the ISL team athletic events. It shall be distributed two weeks prior and collected one week prior to travel date/beginning of the tournament. In addition, depending on the length of the practice season, it may be used by team coach at an earlier point.

Dear teachers, please provide the current grade (your estimate at this very point) and rate the three standards on the scale 1-3 where: 1 – Failing, 2 – Meeting standard, 3 – Exemplary!

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

ISL Student Athlete Eligibility Form (BACK SIDE)

Dear teachers, please provide the current grade (your estimate at this very point) and rate the three standards on the scale 1-3 where: 1 – Failing, 2 – Meeting standard, 3 – Exemplary! Please send any additional comments to the corresponding team coach!

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

Subject:	
Current Grade (1-7)	
Circle one	
Academic standing	1 2 3
Homework completion	1 2 3
Attendance	1 2 3
Date: _____	
Teacher's signature: _____	

APPENDIX 3 - OVERNIGHT TRIP CHAPERONING AGREEMENT

As a chaperon, you agree to follow and implement all rules in the ISL Staff/Student/Parent Handbooks and if it is a CEESA sponsored trip to follow all of those guidelines as well.

When we chaperon trips with students, we are in charge of their safety and well being. It is clear that no chaperon should drink alcohol, or take any drugs, or be involved in any activities that would impair their ability to make decisions and look after the welfare of the entire group. ISL always sends at least two chaperons on any trip. While some may see this as 'one chaperon on and one off duty' this really isn't the case. Both/all chaperons are on duty 24/7. By following this rule, we can better guarantee the safety of our traveling students and our own liability. On CEESA-sponsored trips, this rule is an addendum to the section in the CEESA Handbook referring chaperoning duties.

In addition, we want to emphasize the point that on CEESA-sponsored events, when students are housed by host families, chaperones/coaches should call the host families *every night* and to speak to *each of the students*. Again, this helps insure the safety of our traveling students and is reassuring to both the chaperon/coach and the host family.

When chaperoning a school trip you are on duty 24/7. Consequently you will not drink alcohol, take drugs or be involved in any other activity that would impair your ability to make the right decisions to insure the safety of our students.

I have read and hereby agree to the overnight trip chaperoning agreement.

Name of coach/chaperon: _____

Signature: _____

Date: _____

APPENDIX 4 - RULES FOR COACHES AND ADVISERS ON CEESA SPONSORED TRIPS

Coaches/Advisors should consider themselves primarily as teachers and role models. Their chief objective is to encourage a generation of young men and women that health, exercise, participation and enjoyment of sport/activity is an integral part of daily life.

- **Coach/Advisor** should first consider their role as a teacher. Their chief objective is to encourage and support the healthy development (physically, mentally, and socially) of each student; the winning of the game is secondary. Unless a coach/advisor makes a worthwhile contribution to the total education process, coaches/advisors are not fulfilling their obligations.
- **Coach/Advisor** should remember that first impressions are lasting and that a good example speaks louder than words. Coaches/advisors should model for and encourage their students through their own personal appearance and attitude.
- **Coach/Advisor** should always be prompt in meeting assignments at practice sessions, at games and at meetings. They should expect and demand the same from their student participants.
- **Coach/Advisor** should be diligent in attention to the routine details of the position. (for example, filing in all reports when due, keeping all necessary records and following up promptly on all requests made.)
- **Coach/Advisor** should accept, as part of their responsibilities, counseling with the students under their discretion. The coach/advisor and student relationship is unique among members of the school faculty. Because of this, the coach/advisor should be prepared to listen to students concerns and discuss the issues/problems facing students today.
- **Coach/Advisor** should set an example for respect of the rules and order. The coach/advisor should be a person who accepts the decisions of the officials without any display, either by word or act, as to disagreement with those decisions. The coach/advisor should develop the attitude that the official is in charge of the rules and should be respected, regardless of whether they agree with their decision. It would be considered good practice for a coach/advisor (or team captain) to get the attention of an official and ask for an interpretation of the ruling, but considered bad practice to confront or argue with an official.
- **Coach/Advisor** should teach their student participants to show this same attitude toward the officials and make it completely clear to them that questioning or disputing decisions of an official will never be tolerated. When any such action is displayed by a player, coaches should take action immediately to let that particular participant, and all other members of the squad, know that this kind of behavior will not be accepted.
- **Coach/Advisor** will respect the rights and feelings of opposing coaches and will never use any tactics that take unfair advantage of them. Coaches/advisors will be friendly and courteous at all times and never argue with the opponent before other student participants or spectators.
- **Coaches/Sponsors** should instill in their student participants the attitude that they must be good citizens both on and off the field, during the game and afterwards; in school and out.
- **Coach/Advisor** should teach student participants that their attitude toward the opposing participants must be one of respect and friendship. *For example, any display of fighting against an opponent should result in immediate removal from the game of the athletes guilty of such action.*
- **Coach/Advisor** should always use language that demonstrates that the coach/advisor is a teacher. Vulgarity and profanity have no place on the field, in the gym or in the dressing room. Coaches/advisors should, likewise, never tolerate such language by student participants at any time.
- **Coach/Advisor** should refrain from the use of all tobacco products while in the presence of their team. It is further expected that no coach will allow any student participant to use tobacco while taking part in any CEESA activity, whether at practice or at a game.
- **Coaches/Sponsors** should not- under any circumstance- drink alcohol in the presence of or with students and should be responsible at all times to ensure their ability to carry out all of the responsibilities of an official CEESA event sponsor. Coaches/Advisors should remember that they are on

duty for the entire time of the event and could be called on at any time (24 hours a day) for emergencies or incidents involving their students.

- **Coach/Advisor** should teach the student participant that participation in school athletics and activities is a privilege extended to those who meet the standards of eligibility established by CEESA and their own school. *Coaches/advisors should make it completely clear that no student has the right to participate, nor that the school owes anything for such participation.*
- **Coach/Advisor** should encourage their squad members, by example, to accept **responsibility** for their own behavior, conduct and performance in training and competition. This refers both in relation to their own players and to the opposition and that their attitudes transcend sporting/activity competitions and should be seen as an integral part of everyday life. *The relationship between coach/advisor and student participant relies heavily on mutual trust and respect.*
- **Coach/Advisor** should make sure the activity being undertaken should be suitable for the age, aptitude and ability of the participant.
- **Coach/Advisor and Event Director** phone numbers will be made available to all participants of CEESA sponsored events.
- **Coach/Advisor** who accept all of these responsibilities, and requires the same acceptance and adherence from their student participants, will never teach or allow any student under their discretion to use any tactics that attempt to circumvent the spirit as well as the letter of the rules.
- **Coach/Advisor** must deal with personal information about their team members with confidentiality and discretion. Confidentiality does not preclude the disclosure of information to persons who can be judged to have “the right to know”, relating to the student participant.
- **Coach/Advisor** must be at the event site with their students from the beginning of the event until its completion. (Unless the tournament director has approved the departure of student(s) and/or sponsors)
- **Coach/Advisor** should refrain from public criticism of fellow coaches, officials and event sponsors. Differences of opinion should be dealt with on a personal basis and more serious disputes should be dealt with by athletic directors/activity coordinators.
- **Coach/Advisor** must treat officials and opponents with due respect both in victory and defeat and encourage their squad members to act in a similar manner.
- **Coach/Advisor** must call the host family homes at curfew time **on each night of an event.**

Tournament/Event Directors are in charge of CEESA sponsored tournaments. They have the authority to discipline coaches, as well as students, and will report all discipline infractions to the ranking administrator at the host CEESA School and to the CEESA Sports and Activities Executive Committee within 72 hours.

Coaches' discipline, if needed, will be decided at the earliest available date by the CEESA Discipline committee.

The ranking administrator at the host school of the CEESA sponsored event will be the final arbitrator in any dispute among coaches.

IN DOING ALL THESE THINGS, COACHES AND SPONSORS ARE MAKING A REAL CONTRIBUTION TO THE TOTAL EDUCATION OF THEIR STUDENT PARTICIPANTS AND HELPING TO INSTILL IN THEM PROPER ATTITUDES TOWARDS FAIR COMPETITION AND A HEALTHY LIFESTYLE.

I have read and hereby agree to the rules for coaches and advisors on CEESA sponsored trips.

Name of coach/chaperon: _____

Signature: _____

Date: _____

APPENDIX 5 - ISL ATHLETIC DEPARTMENT CODE

ISL complies with the policies of the Central and Eastern European Schools Association (CEESA) and adopts their rules and regulations for all athletic competitions. **Each ISL student-athlete and a parent/guardian must sign and agree to the Athletic Code in order to participate on an ISL athletic team.**

The following rules and regulations apply throughout the athlete's respective season(s).

1. Attendance at all published practices is compulsory. Excused absences can only be granted by the team coach. Athletes are expected to be punctual to practices and games. Regular absence or persistent lateness could result in suspension or dismissal from the team.

2. Athletes not attending school on a particular day will not practice or play on that day.

3. Athletes must meet the academic and behavioral standards of the school as outlined in the ISL Upper School Student Handbook. Failure to fulfill these responsibilities may result in suspension from competition or practice for an unspecified period of time. Subsequent failure to meet these standards may result in dismissal from the team.

5. Athletes serving out-of-school suspension will not practice or play for the duration of his/her suspension.

6. Smoking, any other use of tobacco products, and the use of drugs is forbidden at all times during a student's season of participation.

7. The consumption of alcohol is forbidden throughout the duration of a weekend competition or the entire duration of a tournament.

8. Housing arrangements made by the ISL Athletic Department or host school may not be changed without special permission from the Athletic Director. All athletes involved in weekend athletic competition must meet the curfew hour imposed by the host school. This includes ISL athletes who may not have a housing commitment.

9. Neither host families nor students may negotiate changes to the Athletic Code with respect to curfew, housing arrangements, the use of tobacco, alcohol, drugs or other rule provisions set forth by the host school.

10. Students in grades 6, 7, 8 are not allowed out of the host's care unless chaperoned by the host parent and/or the coach. Older students must get a permission of a chaperone/coach to be allowed out of host's care and can never be out of host's care alone (must be paired up with a teammate or hosting student).

11. School uniforms are the property of school and must be returned no later than 2 weeks after

completion of the event/tournament.

AGREEMENT TO THE ISL ATHLETIC CODE

The rules and regulations in the ISL Athletic Code apply to all student-athletes, both those from the host school and visiting school throughout the weekend of competition or tournament duration including travel to and from the host site. Violation of these regulations will be reported to the Athletic Director and to the Upper School Principal. The offending athlete will be removed from the competition and from the host family home, and will either be placed under the direct supervision of his/her coach or sent home at the parents' expense. Violations of the above rules may result in dismissal from a team and/or forfeiture of all post season awards and recognition.

We have read and hereby agree to the rules and regulations of the ISL Athlete Code.

Name of Student

Signature of Student

Name of Parent/Guardian

Signature of Parent/Guardian

Date

APPENDIX 6 - UNIFORM SIGN OUT FORM

Uniforms are school property and not returning school uniform is considered to be theft!
Please, use this form whenever a school uniform is needed and return upon completion of the event.

SPORT: _____

COACH: _____

PLAYER (first name, last name)	NUMBER	UNIFORM SIZE	SIGNED OUT (date and signature)	SIGNED IN (date and signature)

APPENDIX 6.1. - WARM UP GEAR SIGN OUT FORM

Warm up gear provided by school is school property and not returning it is considered to be theft! Please, use this form whenever a warm up gear is needed and return upon completion of the event.

SPORT: _____ COACH: _____

PLAYER (first name, last name)	WARM UP JACKET	WARM UP PANTS	SIGNED OUT (date and signature)	SIGNED IN (date and signature)