



The American International School Vienna

Athletics & Activities
Parent & Student
Handbook
2017-2018



Welcome to Athletics & Activities at AIS

We hope you find the following information helpful. If you have a child participating in athletics and/or activities, it is important that you and your child read this document.

The athletics program at AIS is divided into three seasons; fall, winter and spring. A try-out is held and the coach is responsible for selecting the team. We encourage everyone to try out although it should be remembered that it is a competitive program and therefore it is not possible to guarantee a place.

Click [HERE](#) for more details of Athletics and [HERE](#) for more details of Activities.

Our athletics program consists of the following sports,

Fall season: Soccer (HS & MS), Volleyball (HS), Cross-Country (HS & MS), & Tennis (MS)

Winter season: Basketball & Swimming (HS & MS)

Spring season: Track & Field (HS & MS), Tennis (HS), Softball (HS & MS), Volleyball (MS) Golf (HS & MS) & Baseball (HS)

These programs are the responsibility of the Events Office team which is [Andy Harrison](#); [Karin Hackl](#), [Claudia Bonek](#), and [Nick DeForest](#).



The Events Office team are responsible for administering the Athletics, Activities and ASA programs. In addition, the Events Office Team organizes all travel arrangements, rentals, school busing, calendar management and events.

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A. General Principles & Purpose

1. The fundamental purpose of the AIS Athletics and Activities program is to serve the education of youth.
2. The AIS Athletics and Activities program is designed to support, promote, enhance, supplement and complement the regular curricular program of the school.
3. According to AIS Policy, AIS offers a year-round program supervised by the faculty and planned by the faculty or other such persons as approved by the Director of the Events Office.
4. Athletics and Activities may not discriminate against certain students and preclude them because of race, religion or national origin.
5. The Events Office working in cooperation with the respective Principal and Faculty Supervisors manages athletics and Activities.



B. Fundamental Principles

To be of maximum effectiveness the AIS Athletics and Activities program at AIS will incorporate the AIS Core Values to CHALLENGE, INCLUDE, RESPECT & NURTURE. As such, the programs will;

1. Be coordinated with the general instructional program and properly linked with other departments of the school thereby **challenging** all members of the AIS community to promote a well-balanced, quality program.
2. Be such that the number of students in the program and the educational aims achieved justify and **respect** the use of the budget.
3. Confine the AIS Athletics and Activities program to events which are sponsored and supervised by the proper school authorities so that all students may be **nurtured** and any exploitation or improper use of prestige built up by school teams or members of such teams may be avoided;
4. Be planned in such a way as to **include** as many individuals as possible, within the restraints of a competitive program, giving them the opportunity to explore a wide variety of sports and activities. Reasonable season limits for each listed sport or activity will be set.
5. Engender fairness, **respect** for the rules and policies under which the school conducts its program.
6. Coaches will **challenge** all athletes by giving **playing opportunities to all athletes in all regular season games. This will be a minimum of 10%-20% of the game.** During end of season tournaments playing time is could to be more limited.
7. Coaches will **nurture** athletes through tryouts by explaining the criteria for selection and the process of the tryout. The selection will be announced by the coaches immediately at the end of tryouts. Athletes should feel comfortable asking coaches for feedback throughout the tryouts.
8. We **respect** that some athletes play a sport 'year round' in clubs. In such a case athletes must commit to an agreed level of school practices and the end of season tournament as a minimum.



C. Participation Requirements

Our intent is to encourage students to sustain good academic work and to meet their academic responsibilities. We wish to provide the teachers with the means to influence students to fulfill their academic requirements. Cooperation between parents, teachers, counselors, activities sponsors, principals, director of athletics, activities and events and the student is vital.

1. Students along with their parents must complete the online contract by the required deadline.
2. Parents and students must make themselves familiar with the [Housing Guidelines](#), [AIS Parent Guidelines](#) and [Students Regulations](#).
3. Students are expected to fulfill all requirements of the sport or activity including taking part in events, meetings, practices and tournaments.
4. No student may participate in any game or practice if he/she has not attended school for at least two periods during that school day. The relevant Principal and the Director of Athletics, Activities and Events will review extenuating circumstances.
5. No student may participate in two sports in the same season. A student may choose to participate in a sport and activity. However, it is important that conflicts with end of season events are avoided. Generally, it is not possible to be on a sports team AND in a drama production at the same time.
6. Students must realize that their academic studies should be of primary concern, and the depth of commitment in athletics or activities is often overlooked. ***Students must understand that when they commit to a sport or activity it should be followed to its conclusion.***
7. All students are responsible for maintaining their grades. This means that when a student is scheduled to travel and miss school for any activity it is the students' responsibility to:
 - a) Inform all teachers of which classes are to be missed.
 - b) Arrange with the teacher how missed work will be made up.
 - c) Ensure that all missed work is turned in on time.

D. Travel Probation System

The case for placing a student on **Extracurricular Activities Travel Probation** will be discussed by the Director of Athletics, Activities and Events the HS/MS Counselor and the HS/MS Principal following a reporting period such as Progress Reports or Report Cards.

Should a student have One F or Two D's or unsatisfactory effort grades they will be placed on **Extracurricular Activities Travel Probation**. Unless an improvement in both the letter and effort grades is shown the following consequences will be applied.

Students will not be allowed to participate in ANY activity which results in that student missing any class instruction or class time.

The committee reserves the right to treat all cases individually.



E. Athletics Competition Eligibility

AIS belong to THREE conferences for athletics. They are:

- International Schools Sports Tournament (ISST) <http://isstsports.org/>
- Sports Council of International Schools (SCIS) <http://www.scis-sports.org/>
- Danube Valley Athletic Conference (DVAC) <https://danubevalleyathleticsconference.wordpress.com/>

1. All students aged 13 - 18 years old on September 1st of the current academic year are allowed to participate in a Fall **ISST** tournament at the varsity level. In addition competitors turning 13 on or before December 1st may compete in a Winter ISST tournament and competitors turning 13 on or before March 1st may compete in a Spring ISST tournament.
2. **ISST** tournament for track & field, swimming and cross-country **ISST** offers junior participation. Students who are 12 - 14 years old; on September 1st may participate in Cross Country, on December 1st may compete in Swimming, and on March 1st may compete in Track & Field.

IMPORTANT: This means that in **SOME** cases a middle school student may be selected for a varsity team. This is seen as an exception. Such cases will be reviewed by the Director og the Events Office, the MS Principal and the parents concerned. Selection will be based on, ability, maturity and academic standing.

3. **SCIS** & **DVAC** tournaments are divided high school and middle school.
4. Students must be in middle school to compete on a middle school team.

F. Substance Abuse-Smoking, Alcohol & Drugs

During Tournaments, Traveling and Hosting:

Smoking, drinking alcohol and the abuse of drugs is not permitted under any circumstances.

At all other times:

Participating students must be aware that participation in the athletics and activities program at AIS is a privilege and carries with it a responsibility to promote a positive role model for our younger students. Therefore smoking, drinking alcohol and the abuse of drugs is not permitted under any circumstances, on or within 1km of the school campus.

If an administrator, faculty member, coach/sponsor or parent reports a student for any breach of the above of the above then the following guidelines, with minimum penalties outlined below, will assist the Principal and the Director of Athletics, Activities and Events in determining the appropriate response.

First violation: Immediate suspension from the activity/team for 14 days.

Second violation: Automatic and immediate dismissal from the activity/team.

Third violation: Suspension from all extracurricular activities for the school year.

IMPORTANT: All violations are cumulative within the school year. Therefore a student who violates the rules in the first semester/fall season suffers the 14-day suspension. If the same student violates the rules in the second semester/winter season then he/she is withdrawn from the activity. Should a violation occur at the end of season activity or tournament then the punishment will be applied to the next semester/season of participation.



G. Behavior Expectations

All students taking part in extracurricular activities act as ambassadors for the school both home and abroad. Students should behave in a way which represents AIS positively, whether it is as hosts or guests. First impressions are important, as such, students should dress appropriately for all events.

As such;

1. Participating students should not miss an activity except for the following reasons:
 - a. Legitimate medical excuse.
 - b. Unavoidable clashes with academic subject.
 - c. Involvement in a field trip.
 - d. Compassionate reasons, such as family illness.
 - e. A student marked as absent will not be able to participate in an activity that day.
2. It is the responsibility of the participating students to inform the supervisor of regular or long-term absences. Such absences may result in the temporary or permanent removal of that student from the extracurricular activity.
3. Supervisors have the right to exclude a student from all or part of a sport or activity if behavior gives the supervisor reason to doubt the student's ability to comply with the rules and expectations of the sport or activity. Students will be warned if their behavior is raising this type of doubt.
4. Supervisors have the right to remove a student from the program should it be necessary. This will be considered a disciplinary action and any such decision will involve the Student, the parents, the Director of Athletics, Activities and Events and the appropriate Principal.



H. Sports Physicals

There are no specific sport physicals required at AIS.

However, all students are required to submit and updated medical history and physical exam before they resume school as a grade 6 or grade 9 student as well **as all new students**.

Those who have not submitted the medical updates will not be permitted to practice or participate on sports teams. For more information please go to our Family Handbook [HERE](#)

I. Housing

Housing refers to offering accommodation to visiting teams. Families will be made aware of their responsibility at the start of each season. The MOST important aspect of housing is our guests are safe and comfortable. It does not need to be a 'luxury' setting. Indeed, for short stays a sleeping bag on the couch is fine.

If a family is unable to host then it is the responsibility of the participating student to find an alternative host from outside the athletic community.



J. Traveling

When we travel as a team families from the school we are visiting will house our students. All students representing AIS on an away trip must conform to the curfew laid down by the host school or host family, whichever is earlier. All participants in a tournament will conform to the same curfew, whether guests or hosts.

It is recommended that traveling students take a small gift (such as chocolates) for the host family in appreciation of their hospitality. There is a mandatory quiet study hall first & last 45 min of the trip –students should bring study materials or a book.

Should a violation of the rules occur on a trip then a supervisor may have to return to Vienna with the student at the expense of the student's family.

Students should remember that they are ambassadors of the school, and should behave in a way, which will create positive impressions, whether it is as hosts or guests. First impressions are important students should dress appropriately.

K. Curfew, Supervision and Safety

Important: The following details of safeguarding guidelines are consistent among ISST & SCIS schools.

The following rules and guidelines are intended to clarify what the expectations are for both host families and guest athletes with regards to curfew and supervision.

General:

1) NO guest athlete is allowed to leave the host family's local environment without adult supervision.

Definition: It is acceptable for guest athletes to visit local (walking distance) cafes or take a walk in the local area without adult supervision. It is NOT acceptable for guest athletes to leave the host family's local environment without adult supervision. In this case, guest athletes MUST return to the host family no later than 22.00.

Student athletes who are in grades 6, 7 & 8 OR in Middle School MUST be supervised by an adult at ALL times.

2) If host family adults take guests out in the evening then it is important that they return at a reasonable hour (22.00-23.00). Furthermore, guests should be mindful that they are in competition and therefore getting enough sleep throughout the visit is important.

3) City centers and high profile tourist attractions:

Clearly ISST competitions provide wonderful opportunities for visiting athletes to not only compete but also to visit some of the best cultural sites in the world. However, even if this is a host family's local environment we urge host families to use discretion if/when visiting such sites. Click [HERE](#) to see the current travel advice from the US state department.

4) It is only acceptable for guest athletes to travel with their housing partner(s) along with host students/parents or family members from the tournament venue to the host family before or after the day's competition. From the housing pick up guests must be accompanied by a member of the host family or designated person cleared by the Tournament Director.

Specific:

1) During the period of the Championship or competition host parents stand in place of the parents for the guest students. Host parents should exercise with respect to them all supervision and care that you would normally exercise with your own children. Students shall obey all instructions given them by their host parents and their coaches as if their own parents gave these instructions to them. This applies to all activities irrespective of location undertaken during the period of the Championship or competition.

2) Smoking, any other use of tobacco, the drinking of alcohol and the use of drugs are not permitted by the guest students.

3) Neither host families nor students may negotiate changes to the ISST Regulations for Students with respect to curfew, housing arrangements, the use of tobacco, alcohol or drugs or any other rules or provisions set forth by the host school.

4) These regulations apply to all students: both those from the host school and those visiting throughout the competition's duration and for visiting students. It also applies during the journey to and from the site of the event.

5) Guests should be extremely careful when using host family's internet access for downloading files (music, movies, etc.) or programs.

Host Families will;

1) Make contact with the students they are hosting at the time designated by the host school.

2) Arrange for suitable transport if necessary. Normally, this is expected to be a private car to and from the sporting events. However, it is understood that some cities operate with excellent public transport systems. Guests must be accompanied by a member of the host family.

3) Provide the guests with a suitable meal at whatever time may be necessary because of the scheduling of the competition. As well, as provide a box lunch (or money for lunch) for the guests during the competition and for the return journey to the home city.

Any one (guests, parents, etc.) who are aware of an violations must report immediately the violation of these regulations to the responsible official designated by ISST (i.e. the Tournament Director, Housing Coordinator, Athletic Director). The offending student(s) will be removed from the Championship and from the host family home, and will either be placed under the direct supervision of his/her coach or sent home.

L. Costs

For travel by road, rail or air to competitions outside of Vienna each student will pay 120% of the cost. (The extra 20% is used to help defray the trip expenses of coaches and chaperones.) Parents will receive an invoice from the school via email for trips and/or tracksuits after the trip has taken place.

It is customary to take a small gift, such as Mozart chocolates for the family who will host you.

At the start of the season students will be made aware of their travel commitments. If a student cannot travel he/she must note this on the contract.

If a student has committed to travel on the contract and pulls out of the trip for ANY reason there may be a financial penalty. This does not include travel probation.

Travel/Warm Up Suits: All athlete families must purchase a 'Travel/Warm Up Suit' the cost of which is stated in the Athletics Contract. The suit will be personalized and will remain the property of the athlete. Students must try a suit on during the first week of practices outside of the events office.

Uniforms: Students will receive a team uniform at the start of the season at no charge. Students are expected to keep their uniform clean and to return it at the end of the season. If a player loses their uniform, they will be required to pay a replacement fee of €100 (€50 top, €50 bottom).

M. Booster Club

The Booster Club is made up of a group of volunteer parents who work to support the AIS athletic program. Volunteers are always welcomed and encouraged to help work with the Booster activities. Our primary fundraising activity is selling food to athletes during sporting events. For more information please contact Andy Harrison or someone in the Events Office

N. Athletics Banquets

After the completion of the spring season, the Boosters honor all athletes at the HS Athletic Banquet and the MS Awards Night.

All students will receive a medal of participation depicting the relevant sport and a certificate. Coaches will also select on MVP and one MIP from their teams to receive an additional medal. Selected athletes will also receive special awards.

For more information about our special athletic awards, please click [HERE](#).

Awards presented with an emphasis on recognition of commitment to the team, coach, activity and athletics program as a whole and not on achievement.

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