



# ATHLETICS HANDBOOK



MUNICH  
INTERNATIONAL  
SCHOOL

**Munich International School**  
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<b>I.</b>	<b>MIS ATHLETICS – AN INTRODUCTION</b>	<b>3</b>
<b>A.</b>	<b>GENERAL PRINCIPLES &amp; PURPOSE</b>	<b>3</b>
<b>B.</b>	<b>THE ATHLETIC DEPARTMENT - ONE OF THREE DISTINCT SPORTS BODIES WITHIN MIS</b>	<b>3</b>
<b>II.</b>	<b>2020-21 ATHLETICS SEASONS AT A GLANCE: IMPORTANT DATES &amp; DEADLINES</b>	<b>4</b>
<b>III.</b>	<b>TRYOUTS SIGN-UP/ TEAM REGISTRATION PROCEDURE</b>	<b>5</b>
<b>IV.</b>	<b>PARTICIPATION REQUIREMENTS, STUDENT COMMITMENT &amp; FAMILY RESPONSIBILITIES</b>	<b>6</b>
<b>A.</b>	<b>COMMITMENT TO TRAININGS</b>	<b>6</b>
<b>B.</b>	<b>COMMITMENT TO TEAM TRAVEL AND TEAM EVENTS/TOURNAMENTS</b>	<b>6</b>
<b>C.</b>	<b>HOUSE VISITING ATHLETES FROM OTHER INTERNATIONAL SCHOOLS</b>	<b>6</b>
<b>V.</b>	<b>ATHLETICS CODE &amp; ATHLETE CONTRACT</b>	<b>7</b>
<b>A.</b>	<b>PARENT PERMISSION FOR STUDENT PARTICIPATION</b>	<b>7</b>
<b>B.</b>	<b>CODE OF CONDUCT FOR MIS ATHLETES</b>	<b>7</b>
<b>C.</b>	<b>GENERAL STUDENT RESPONSIBILITIES &amp; BEHAVIOR EXPECTATIONS</b>	<b>8</b>
1.	TEAM/ SCHOOL REPRESENTATION	8
2.	TRAININGS/GAMES ABSENCES	8
3.	UNIFORMS/EQUIPMENT	8
4.	HOUSE VISITING ATHLETES	8
5.	SUBSTANCE ABUSE-SMOKING, ALCOHOL & DRUGS	8
<b>D.</b>	<b>ISST REGULATIONS &amp; CHILD PROTECTION POLICY</b>	<b>9</b>
<b>E.</b>	<b>DISCIPLINARY CONSEQUENCES</b>	<b>10</b>
<b>F.</b>	<b>DATA PROTECTION (GDPR)</b>	<b>10</b>
1.	SHARING OF PERSONAL DATA IN MIS ATHLETICS	10
2.	MIS DATA PROTECTION STATEMENT	11
<b>VI.</b>	<b>HOUSING OF VISITING STUDENTS</b>	<b>12</b>
<b>A.</b>	<b>RECIPROCAL HOUSING HOST SYSTEM AND HOW IT WORKS</b>	<b>13</b>
<b>B.</b>	<b>MIS HOST EVENTS IN 2020-21</b>	<b>13</b>
<b>C.</b>	<b>ISST GUIDELINES FOR HOST PARENTS &amp; CHILD PROTECTION POLICY</b>	<b>14</b>
<b>VII.</b>	<b>SPORTS TRAVEL FOR MS AND SRS STUDENTS / TRAINING TRANSPORT</b>	<b>16</b>
<b>A.</b>	<b>PRACTICAL NOTES FOR TEAM TRAVEL</b>	<b>16</b>
<b>B.</b>	<b>TRANSPORT AFTER TRAINING</b>	<b>17</b>
<b>VIII.</b>	<b>TRACK SUITS, UNIFORMS &amp; TEAM SPIRIT WEAR</b>	<b>18</b>
1.	TRACK SUITS	18
2.	UNIFORMS	18
3.	TEAM SPIRIT WEAR	18
<b>IX.</b>	<b>PARTICIPATION COSTS &amp; CANCELLATION POLICY</b>	<b>19</b>
<b>A.</b>	<b>COSTS</b>	<b>19</b>
<b>B.</b>	<b>FEE &amp; TRIP PAYMENTS AND CANCELLATION POLICY</b>	<b>20</b>
<b>C.</b>	<b>ELIGIBILITY POLICIES</b>	<b>22</b>
<b>X.</b>	<b>INSURANCE</b>	<b>23</b>
<b>XI.</b>	<b>MIS SPORTVEREIN E.V. – THE MIS SPORTS BOOSTER CLUB</b>	<b>23</b>
<b>XII.</b>	<b>ATHLETICS RECOGNITION EVENINGS</b>	<b>23</b>

Dear MIS Parents and Students,

Welcome to MIS Athletics!

We encourage all students at the school to get involved in one of our many athletic teams here at MIS. Our department believes in a healthy, well-balanced approach to school life. Simply give it a try!

The Athletic department is made up of the Athletic Director Andy Orrell, Athletic Assistant Inge Dietrich, Housing Coordinator Lee Kim Briffa, League Football Coordinator Mate Derda and a large team of athletic coaches.

If you have a child participating in athletics, it is important that you and your child read carefully through this document. Please do not hesitate to contact the department under [athletics@mis-munich.de](mailto:athletics@mis-munich.de), if you have any questions.

We are looking forward to another exciting year of MIS Athletics in 2020-21.

Andy Orrell

Athletic Director

## I. MIS ATHLETICS – An Introduction

### A. General Principles & Purpose

The Athletics program focuses on the School's competitive teams playing against local clubs and other international schools. 'Athletics' includes Football (Soccer), Volleyball, Basketball, Tennis, Track and Field, Rugby, Softball, Swimming, Cross-country, Golf and Skiing. Team sports are offered in three seasons (Fall, Winter and Spring) with new schedules and information published on the MIS website prior to each season. Several sports fields, tennis courts, a state-of-the-art 8-lane athletics track, a fitness room and a well-equipped triple gymnasium on campus are available for trainings and competition.

The role of Athletics in a school setting goes far beyond the playing of games. The challenges of athletic competition complement the rigors of academics and encourage athletes to grow intellectually, socially, and physically in a well-balanced environment. The MIS Athletics Department strives to provide a variety of opportunities for healthy competition with a program primarily aimed for students in Grade 6 to 12 to develop skills and sportsmanship while striving for excellence and fostering friendships.

As a member of the SCIS (Sports Council of International Schools) and ISST (International Schools Sports Tournament) organizations, the MIS athletic teams regularly attend and host high-level international school competitions in Europe throughout the year.

The League Football program at MIS gives students in grades 3-8 an opportunity to represent MIS in competitive football within the Bavarian League. Players have the opportunity to develop skills, sportsmanship, team spirit and an understanding of competitive play.

### B. The Athletic Department - One of three distinct sports bodies within MIS

**The Athletic Department** is responsible for competitive interscholastic and local league teams at MIS. Our office is located on the ground floor of the gym building.

**The MIS Sportverein e.V.** is the entity that supports the Athletic Department through fundraising and organizing volunteer help as a type of Booster Club. The Sportverein also organizes recreational activities for adults, e.g. Badminton or Football (Soccer). We are fully recognized as a Bavarian sports club.

**The Physical Education Department** is a separate department responsible for teaching curricular PE classes during the school day. The PE department also organizes special events like the Sports Days.

## II. 2020-21 Athletics Seasons at a Glance: Important Dates & Deadlines

(subject to changes due to Covid -19 regulations)

SEASON	FALL	WINTER	SPRING
Season Dates	24 Aug - 14 Nov 2020	16 Nov 2020 - 13 March 2021	15 March - 29 May 2021 (w/ League Football until 27 June)
Team Tryouts	24-27 Aug 2020 (see team pages for exact dates & times)	16-19 Nov 2020 (Ski Team: 01-03 Oct 2020)	15-18 March 2021
Tryouts Sign-Up Period/Deadline	01 -24 Aug - 9:00hrs	02-16 Nov - 9:00hrs (Ski Team: 17-27 Sept)	01-15 March - 9:00hrs (incl. League Football Re-Registration)
Team Registration Period/Deadline	28 Aug - 07 Sept - 9:00hrs (D-/E-League: 01 - 07 Sept)	20-29 Nov - 9:00hrs (Ski Team Re-Registration: 01-11 Oct)	19-28 March - 9:00hrs (incl. League Football new entries)
Team Photos & Uniform Handout	31 Aug - 03 Sept (week 36)	23-26 Nov (week 48)	22-25 March (week 12)
Withdrawal Deadline	20-Sep	6-Dec	11-Apr
Season Fee Billing	Week 39	Week 50	Week 15
Team Trips Billing	Week 47	Week 12	Week 22
SCIS Events	08-10 Oct (X-C; Var Teams)* 12-14 Nov (JV & MS Teams)*	21-23 Jan (Var Teams)* 04-06 Feb (MS/HS Swim) 11- 13 March (JV & MS Teams)*	06-08 May (Var Teams/T&F)* 27-29 May (MS Teams)*
ISST Events	12-14 Nov (Var Teams & X-C)*	11-13 March (Var Teams)*	27-29 May (Var Teams/T&F)*
Tournaments @ MIS	18-19 Sept; 09-10 Oct; 12-14 Nov *	04-05 Dec; 15-16 Jan; 11-13 March (HHC)*	16-17 April; 06-08 May*
Recognition Evening	24-Nov	23-Mar	8-Jun
Teams	Varsity and Junior Varsity Girls Football (Grade 9-12) Varsity and Junior Varsity Boys Football (Grade 9-12) C-Girls & Boys Football (born 2006 & 2007; MS only!) D-Girls League Football (born 2008/09) D1/D2-Boys League Football (born 2008/09) E1/E2-Boys Football (born 2010/11) E-Girls Football (born 2010 and younger) Varsity and Junior Varsity Girls Volleyball (Grade 9-12) Varsity and Junior Varsity Boys Volleyball (Grade 9-12) Middle School Tennis (Grade 5-8) Cross Country for Middle and Senior School (Grade 5-12) Senior School Rugby (Grade 9-12)	Varsity and Junior Varsity Girls Basketball (Grade 9-12) Varsity and Junior Varsity Boys Basketball (Grade 9-12) Middle School A and B Girls Basketball (Grade 5-8) Middle School A and B Boys Basketball (Grade 5-8) Middle School and Senior School Swim Team (Grade 5-12) Middle School and Senior School Ski Team (Grade 4-12)	Varsity Softball (Grade 9-12) Varsity Tennis (Grade 9-12) Senior Golf Team (Grade 7-12) Track & Field for Middle and Senior School (Grade 5-12) Middle School Softball (Grade 5-8) Middle School Girls & Boys Volleyball (Grade 5-8) C-Girls & Boys Football (born 2006 & 2007; MS only!) D-Girls League Football (born 2008 & 2009) D1/D2-Boys League Football (born 2008/09) E1/E2-League Football (born 2010/11) E-Girls Football (born 2010 and younger)

### PLEASE NOTE:

\* For detailed team schedules and more team specific information, please see respective team pages within the [Athletics section](#) of the Community Portals on our website.

☆ **GRADE 5 Students on MIS Teams:** Grade 5 students are welcome to try out for Middle School teams, the Cross-Country team, the Swim team and the Track & Field team.

- Grade 5 students, when training space allows, will be accepted on the team;
- Parents may be asked to supervise the overnight stay for trips;
- Please note that students in grades 6-8 will be given priority in selection for travel;

➤ **Ski Team:** More information, schedule, prices & guidelines for the Ski Team will be announced at the **Ski Team Meeting on 15 September 2020.**

### III. Tryouts Sign-Up/ Team Registration Procedure

#### What do you need to do to become a formal member of a MIS team?

1. The first step is to make yourself familiar with your respective team schedules, **reserve the event dates** in your calendar and sign up online for the **team tryouts**. The link for the tryouts sign-up is available online on the Athletics Portal of our website.
2. Once your child is selected for a specific team, you will receive an email confirmation from the Athletics Office with instructions to proceed with the **final team registration**.  
With this registration you will be able to provide important information for events/team trips, indicate your housing preferences, select your preferred mode of transport after trainings (e.g. LAB service), give medical details, agree to “Athletics Code & Athlete Contract” (see also → Chapter V. in this booklet) as well as the “Terms and Conditions”.  
Please mark the travel dates of your child and the events you have offered to house in your calendar. Be prepared to keep these weekends free! The Athletics office will notify you about your child’s selection for the team trips 7-10 days prior to departure. Our housing coordinator will contact you about your commitments as soon as the seasonal housing allocations are completed!
3. Your child also needs to be a **member of the MIS Sportverein e.V.** to participate in a team sport. The online membership form is available within the Sportverein section of the Community Portals on our website.
4. If you are listed to play in a **league football team** (Fall/Spring seasons) you are required to have an official player pass from the “Bayerischer Fußballverband” (bfv). Once all players are selected and registered team members, we will initiate the official application process. Should your child already be listed for another German football club, it is the student’s/parents’ responsibility to contact their club and have them released so the official transfer to MIS can be done.

#### PLEASE NOTE:

**A definite team membership can only be guaranteed after all necessary registration steps are completed!**

If the information you have given with your online team registration is not accurate or has changed, please email [athletics@mis-munich.de](mailto:athletics@mis-munich.de) with your corrections as soon as possible.

## IV. Participation Requirements, Student Commitment & Family Responsibilities

### A. Commitment to Trainings

All team practices take place between 16:10-17:45.

Athletes must attend regular weekly team trainings as stated on the team pages that are available within the [Athletics section](#) of the Community Portals on our website.

As with any team activity, the team's strength and the reward the experience offers is reliant on the commitment of the students. Regular trainings develop the skills of the individual and the functioning of the team. Students are expected to attend two (at MS & Junior Varsity level) or three (at Varsity level) training sessions a week as scheduled by the coaches and the Athletics department.

The Athletics Department acknowledges that students have interests in activities beyond sports, for example music and theatre, that require the flexibility of coaches regarding the practice requirements, particularly of Varsity athletes. Coaches and students should work together to maintain student commitment to the team while allowing for balanced participation in school activities.

### B. Commitment to Team Travel and Team Events/Tournaments

During each season your child will be required to attend various team events/trips and may be travelling to international destinations like France, the UK, Austria, Switzerland, Hungary, Italy, Greece or Poland as well as commute locally for regional league games. To give permission for your child to participate in these team trips/events, please select the available dates on the list of events within the online registration form. Keep these weekends free and mark them in your calendar. Full schedules of events are available on the respective team pages within the [Athletics section](#) of the Community Portals on our website.

### C. House visiting Athletes from other International Schools

When travelling on overnight trips to take part in team events and tournaments, MIS students are mainly housed by families of the host school. The Athletic Office is responsible for arranging the housing with the host school. As a reciprocal agreement between all participating schools, MIS families with children participating in the Athletics program are expected to house visiting students. It is recommended that families host two or more visitors at a time to make both families and their guests more at ease. As a general rule, members of Varsity teams are expected to provide housing for a total of **4 nights**, Junior Varsity for **3 nights** and MS teams for **2 nights**! Keep these weekends free and mark them in your calendar. Full schedules of events are available on the respective team pages within the [Athletics section](#) of the Community Portals on our website.

- **Ski Team:** Housing requirements do not apply to the Ski Team as the team will be staying in hotels/hostels for the trainings and races. More information will be given at the **Ski Team Meeting on 15 September 2020**.

## V. Athletics Code & Athlete Contract

All students are expected to abide by the rules, regulations and policies of Munich International School and the ISST and SCIS organizations. All MS/SrS athletes and their parents must ***read and agree to the Athletic Code and Player Contract*** upon the online registration for an MIS team. Violations of the contract may lead to dismissal from a team or a student being sent home from a sports trip and being referred to the school administration for possible further consequences.

### A. Parent Permission for Student Participation

**By agreeing to the Athletic Code and Player Contract you give your consent for your child to:**

- participate in approved athletic teams organized by MIS
- receive emergency medical care which may become necessary at any time
- be photographed or recorded incidentally during inter-school competitions

By its nature, participation in athletic teams includes risk of injury. Although serious injuries are not common in supervised athletic activities, it is possible to eliminate the risk. Participants must obey all safety rules, report all physical problems to their coach and inspect their own equipment regularly.

You also certify that your son/daughter has been deemed fit to participate in competitive athletic teams for the current school year by having had a complete medical examination by a doctor within the last calendar year.

### B. Code of Conduct for MIS Athletes

**As an MIS athlete you will:**

- respect the rights, dignity and worth of every athlete, coach, technical official and others involved in Athletics and treat everyone equally
- always treat your teammates in a thoughtful, considerate and positive way
- act with dignity and display courtesy and good manners towards others
- uphold the same values of sportsmanship off the field as you do when engaged in Athletics
- cooperate fully with others involved in the sport such as coaches, technical officials, assisting adults and teachers
- challenge inappropriate behavior and language by others
- report any accidental injury, distress, or misunderstanding to your coach, parents, or school official as soon as possible
- anticipate and be responsible for your own needs including being organized, having the appropriate equipment and being on time
- always thank the coaches and officials who enable you to participate



## C. General Student Responsibilities & Behavior Expectations

### 1. Team/ School Representation

All students taking part in Athletics act as ambassadors for the school both at home and abroad. Students should behave in a way which represents MIS positively, whether it is as hosts or guests. First impressions are important. Students should dress appropriately for all events, behave in a respectful manner towards their environment and show a good sportsmanship attitude.

### 2. Trainings/Games Absences

Student athletes must attend all practices and games. Foreseeable conflicts should be reported to the coach during the first week of practice. Doctor's appointments or music lessons must not be scheduled during practice times. Participating students should not miss any training/games except for the following reasons:

- a. Legitimate medical excuse
- b. Unavoidable clashes with academic subjects
- 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 team training/games that day

It is the responsibility of the participating students to inform the coach of regular or long-term absences. Such absences may result in the temporary or permanent removal of the student from the team.

### 3. Uniforms/Equipment

Students assume responsibility for uniforms issued to them. If necessary, they must reimburse the school for any lost or damaged item. No equipment is to be taken without the consent of the coach. (see also à "Uniforms" under VIII. In this booklet)

### 4. House Visiting Athletes

Families must provide housing for visiting players during home events. (see also à "Housing of Visiting Students" under VI. In this booklet)

### 5. Substance Abuse-Smoking, Alcohol & Drugs

- During Tournaments, Traveling and Hosting:

As stated in ***the ISST regulations*** (see also à 6. in this chapter), smoking, drinking alcohol and the abuse of drugs is not permitted under any circumstances. Participating students must be aware that participation in the athletics program at MIS is a privilege and carries with it a responsibility to promote a positive role model for our younger students.

## D. ISST Regulations & Child Protection Policy

### ➤ Child Protection:

Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development.

All ISST member schools will make every effort to implement hiring practices to ensure the safety of children and will review the policy annually for compliance and effectiveness. The ISST guidelines are intended for the use of parents hosting visitors for tournaments and friendly international school matches.

All ISST member schools must report suspected incidents of child abuse or neglect whenever there is reasonable cause to believe that a child has suffered or is at significant risk of suffering abuse or neglect. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed through the ISST/Tournament Executive in accordance with any administrative regulations in place at the member school. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the appropriate Embassy, to the appropriate child protection agency in the home country, and/or to local authorities.

### ➤ Regulations:

The ISST regulations shall be followed by all students participating in Championships and other athletic events. Any student must agree to obey the regulations.

Students shall obey all instructions given to them by their host parents and their coaches as if these instructions were given to them by their own parents. This applies to all activities irrespective of location undertaken during the period of the Championship or competition.

### **Curfews:**

Curfews are set by the school for each event. Host parents may ask their guests to observe an earlier curfew, but they cannot extend the curfew or adapt any other rules for the visiting students.

### ➤ **An adult MUST supervise students in Grades/Year 6, 7 & 8 AND Year 9 (UK system) at ALL times.**

Guest athletes are not allowed to leave the host family's **local environment** without adult supervision.

**Clarification:** It is acceptable for HS guest athletes to visit local (walking distance) cafes or take a walk in the local area without adult supervision. In this case, guest athletes MUST return to the host family no later than 22:00. It is NOT acceptable for guest athletes to leave the host family's **local environment** without adult supervision.

If host family adults take guests out in the evening, 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.

### **Safeguarding:**

- Smoking, any other use of tobacco, the drinking of alcohol and the use of drugs is not permitted.
- Housing arrangements made by the responsible official of the host school may not be changed.
- 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.
- These regulations apply to all students -those from the host school and those visiting from other schools- throughout the competition's duration including the journey to and from the site of the event.
- Photographic and video images may be recorded for coaching/research or publication purposes, e.g. live video streaming. Recordings are executed with explicit permission and knowledge of the Championship/Meet Director only.
- Violation of these regulations will be reported to the responsible official and to the student's Head of School. The offending student will be removed from the Championship and from the host family's home and will either be put under direct supervision of his/her coach or sent home.
- Please be extremely careful when using your host family's internet access for downloading files (music, movies, etc.) or programs.

### **E. Disciplinary Consequences**

Team coaches have the right to exclude a student completely or partly from the team activities, if behavior gives the reason to doubt the student's ability to comply with the rules and expectations of the team commitment. Students will be warned, if their behavior is raising this type of doubt.

Team coaches 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 Athletic Director and the appropriate Principal.

If an administrator, faculty member, coach/sponsor or parent reports a student for any breach of the above, the Athletic Director and (MS/SrS) Principal will consider carefully the appropriate response. This could involve suspension, dismissal from the team or school related disciplinary action.

### **F. Data Protection (GDPR) in MIS Athletics**

#### **1. Sharing of Personal Data within the MIS Athletics Program**

The necessary exchange/publication of data for hosting and travelling to tournaments/athletics events happens in strict compliance with the EUROPEAN GENERAL DATA PROTECTION REGULATION and SCIS/ISST REGULATIONS.

With each seasonal team registration, you will be asked to give your consent to release and share your personal data with third parties on a minimal required level to successfully run the Athletics program **as it is stated below:**

- *Use of **Student Name** (first and last name) for tournament purposes:* e.g. host school website, tournament programs and 3rd party vendors (e.g. Pentak/Hytek, travel agents, airlines, hotels)
- *Use of **Family Data** for housing purposes:*  
Family name, student first name, family email, family mobile number, family address including house numbers to be shared with host schools, host families, team coaches;
- ***Student Medical Data** for housing purposes:*  
relevant student medical and dietary information to be shared with host schools, host families, hotels, team coaches; doctors & hospitals (if need be);
- *Use of **Student Date of Birth** for competition purposes:*  
student date of birth to be shared with host schools, sports entities (e.g. SCIS, ISST, BLSV, bfv, bbl, etc ...), team coaches; doctors & hospitals (if need be);
- *Use of **Student Postal Address** for competition purposes:*  
League football players' postal address to be shared with the Bayerischer Fußball Verband (bfv)

**Unfortunately, if you cannot accept any of the data requirements mentioned above, you will not be able to send the registration data and subsequently register for the team!**

## 2. MIS Data Protection Statement:

Personal Data is stored electronically at Munich International School (MIS). Electronically stored data will only be stored on MIS managed IT-systems or on such IT-systems of providers which are carefully selected by MIS and contractually bound to all applicable Data Protection Rules by a Data Processing Agreement (DPA) under European Data Privacy Laws. Relevant data for hosting and travelling to tournaments/athletics will be stored electronically no longer than 21 days after the tournament completion date, as long as MIS is not obliged to store data for a longer period by law. No data will be stored longer than is necessary for the purposes for which the personal data is processed. After that period all and any stored data will be deleted. MIS guarantees to observe all applicable data protection rules, especially the General Data Protection Regulation (GDPR, EU Regulation 2016/679) and applicable German Data Protection laws. All parties are subject to the legal requirements of Article 85 of the Bay EUG. You have the right to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal and such data which MIS processes on legal basis. Controller of the data is MIS, represented by the Head of School Mr. Timothy Thomas. The Data Protection Officer can be contacted at: [dpo@mis-munich.de](mailto:dpo@mis-munich.de). The purpose of any processing of the stored data is either a legal obligation of MIS to store the data, legitimate interests or other reasons. You are entitled to request from MIS access to and rectification or erasure of personal data or restriction of processing concerning the data subject, or to object to processing. MIS assures the right to data portability. You are entitled to lodge a complaint with the supervisory authority: Bayerisches Landesamt für Datenschutzaufsicht ( [www.lida.bayern.de](http://www.lida.bayern.de)).



## VI. Housing of Visiting Students

### A. Reciprocal Host/Housing System and how it works

Housing of visiting students from the international school community is an integral part of our MIS competitive sports programs. The success of the athletic program depends on a reciprocal housing arrangement between international schools. When travelling on overnight trips to other schools, MIS athletes are housed by host families of those schools. Likewise, when teams visit MIS, they need to be housed with the families of MIS athletes, even though it may sometimes be in an unrelated sport. Each participating athlete is expected to take part and support this vital component by hosting athletes to subsidize the costs of travelling.

**ALL MIS athletes** participating in each season are required to house visiting athletes for home tournaments. Members of Varsity teams are expected to provide housing for a total of **4 nights**, Junior Varsity for **3 nights** and MS teams for **2 nights**!

Athletes are expected to house students approx. 2-3 times per season. This will include any friendly home matches their team is involved in as well as major tournaments. In case the total number of visiting athletes is higher than our host teams can provide housing for, allocation and assignment for home hosted events happens by the following criteria:

- Reciprocity - the general guideline is that the number of times an MIS Team travels and is hosted by another school equals the number of times each team participant is expected to house visiting athletes.
- Larger home hosted events – ISST or SCIS Championships and Invitationals- that include multiple teams and require more than 100 beds, are usually listed as mandatory housing host events for ALL sport teams competing within one season, regardless of the number of times a team has travelled.

When completing the **Team Registration** at the beginning of each season, you can prioritize the weekends you are committed to house student athletes from our community of international schools, taking the total amount of beds into account. (see also → “Online Team Registration” under Chapter III. in this booklet)

Keep these weekends free, mark them in your calendar and be prepared to host some great athletes at your home. Our housing coordinator will do her utmost to accommodate your choices and contact you once housing allocations are completed! Full schedules of events are available on the respective team pages within the [Athletics section](#) of the Community Portals on our website.

It is recommended that families host two or more visitors at a time since both parties are usually more at ease and independent in this situation. Housing involves picking up and dropping off athletes, providing a place to sleep as well as dinner, breakfast and drinks, a packed lunch, Imbiss voucher or cafeteria funds. Imbiss Wildcat Cash Cards (WCC) can be purchased at housing pick-up. The Athletic department will do everything it can to make housing as practical as possible for our host families.

Housing visitors is an extra responsibility for our busy families, but it also provides a wonderful opportunity for international exchange and new friendships. Many of our host families speak fondly of their experiences with students from all over the world. Often our students request to house athletes who had housed them on another occasion and remain in contact long after the season is finished.

After all, your child's team participation is dependent upon your agreement to fulfill the housing requirements! (see also → section C. "Guidelines for Host Parents" in this chapter).

We appreciate the housing support that you provide for our visiting athletes and we will do our best to support you through this process.

## B. MIS Host Events in 2020-21

(Due to Covid -19 regulations, housing/hosting of student-athletes is not permissible for 2020-21. For reference, see below last year's example of the housing schedule)

FALL:	Mandatory for ...	Beds needed	NIGHTS
Sept 06-07 for ZIS Rugby	Rugby Team	22	1
Sept 20-21 for Zürich IS all teams	all teams	100	1
Sept 20-21 for Zürich IS -XC DoD @ FIS or MIS?!	XC	50	1
Oct 10-12 for SCIS Var Boys Football	all teams	90	2
Nov 07-09 for SCIS JV Boys Football	all teams	120	2
WINTER:			
Dec 6-7 for Rodewald Basketball	Var & JV Basketball Teams	80	1
Jan 17-18 for Int'l Swim Meet	Swim Team	60	1
Jan 24-25 for FIS MS Boys & Girls Basketball	MS Basketball Teams	40	1
SPRING:			
April 24-25 for Track & Field Invitational	MS/HS Track & Field Team	80-100	1
May 08-09 for ZIS MS Girls Volleyball	Volleyball MS Teams	20	1
May 15-16 for Var Tennis & Var Softball	Softball & Tennis Teams	30	1
May 29-30 for ISST Track & Field	all teams	176	1

## C. ISST Guidelines for Host Parents & Child Protection Policy

### ➤ Child Protection:

Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development.

All ISST member schools will make every effort to implement hiring practices to ensure the safety of children and will review the policy annually for compliance and effectiveness. The ISST guidelines are intended for the use of parents hosting visitors for tournaments and friendly international school matches.

All ISST member schools must report suspected incidents of child abuse or neglect whenever there is reasonable cause to believe that a child has suffered or is at significant risk of suffering abuse or neglect. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed through the ISST/Tournament Executive in accordance with any administrative regulations in place at the member school. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the appropriate Embassy, to the appropriate child protection agency in the home country, and/or to local authorities.

### ➤ Curfew, Supervision & Safety

Host families and guests may NOT negotiate changes to the following guidelines, or any other rules or provisions set forth by the host school. Should anyone become aware of a violation of the following they MUST report to the Tournament/Event Director. The guests concerned could be removed from the host family home, placed under the direct supervision of his/her coach or sent home.

**Curfews:**

Curfews are set by the school for each event. Host parents may ask their guests to observe an earlier curfew, but they cannot extend the curfew or adapt any other rules for their guests.

- **An adult MUST supervise students in Grades/Year 6, 7 & 8 AND Year 9 (UK system) at ALL times.**

Guest athletes are not allowed to leave the host family's **local environment** without adult supervision.

**Clarification:** It is acceptable for HS guest athletes to visit local (walking distance) cafes or take a walk in the local area without adult supervision. In this case, guest athletes MUST return to the host family no later than 22:00. It is NOT acceptable for guest athletes to leave the host family's **local environment** without adult supervision.

If host family adults take guests out in the evening, 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.

**City Centers and High-Profile Tourist Attractions:**

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. Where there are security concerns, a host school may also impose travel restrictions.

**Initial Housing Pick Up, Travel on Competition Days & Meals:**

On arrival guests must be picked up and accompanied by a member of the host family or designated person cleared by the Tournament/Event Director.

Host families will 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. A member of the host family must accompany guests during all transportation. The host school will designate pick up and drop off times.

Guest athletes must travel with their housing partner(s) accompanied by a member of the host family or designated person cleared by the Tournament/Event Director when traveling to and from the tournament venue.

Host families will provide their guests with a suitable meal at whatever time may be necessary as well as provide a box/packed lunch (or money for lunch) during the competition and for the return journey home. When a visiting team has organized a team dinner and will not eat with the host family, the host families will be notified in advance by the Tournament/Event Director (or housing coordinator).

**Safeguarding:**

- During the period of the Tournament, host parents will act in 'loco parentis' to their athlete guests, and as such, treat the athlete guests as they would treat their own children and have the same expectations with regards to behavior. Athletes must fully respect the host parents and obey all instruction. This applies in all situations -irrespective of location- during the period of the tournament.
- Smoking, any other use of tobacco, the drinking of alcohol and the use of drugs are not permitted.
- Guests must be provided with privacy for showering and changing. Bathroom facilities should have lockable doors.
- Guests should not have to share a bed, but can be offered a sleeping bag on a couch or an air mattress instead.
- These regulations apply to all students -those from the host school and those visiting from other schools- throughout the competition's duration including the journey to and from the site of the event.
- Guests should be extremely careful when using host family's internet access for downloading files (music, movies, etc.) or programs.



## VII. Sports Travel for MS and SrS Students / Training Transport

### A. Practical Notes for Team Travel

MIS athletic teams may travel several weekends during the school year/athletic seasons.

When completing the **Team Registration** at the beginning of each season, you can indicate your child's availability and give permission for your child to participate in these team trips/events.

(see also à "Online Team Registration" under Chapter III. In this booklet)

Keep these weekends free and mark them in your calendar. Full schedules of events are available on the respective team pages within the [Athletics section](#) of the Community Portals on our website.

Once the selection for a team trip has been confirmed by the coach, an email will be sent to the whole team approx. 7-10 days prior to the travel date with a list of names as well as details about trip logistics and requirements. (see also à Chapter IX. in this booklet)

When making travel arrangements, priority is given to the highest possible safety standards, followed by practicality in terms of the sport events as well as hygienic standards (accommodation). MIS teams exclusively travel with well-established airlines (predominantly Lufthansa), the Deutsche Bahn and bus companies from this area.

We are aware that especially for the very young ones travelling without their parents for the first time can be a little disconcerting in the beginning. Your child will travel accompanied at all times together with the team to the host school and will be assigned a host family to stay with. Usually these are the families of their competitors. It's a great experience for the children and they get to know children from other schools in a comforting environment. Host families do their best to make them feel at home, they feed them and shuttle them to events. All students are expected to check in with their coach via WhatsApp to ensure the student feels comfort in his/her environment.

On rare occasions, teams may also stay in a hotel/youth hostel for an extra night. This usually happens when flights/train connections cannot provide arrival/return times that suit the schedule of the sport events/tournaments. In this case, arrival/return transport is planned for a day earlier or later. Accommodations are chosen carefully and follow recommendations made by the host schools who have reliable experience with their surroundings. The extra time that is given to the team can be used to explore the places they travel to as well as build up team spirit and bond with fellow team players while sharing the experience in a different environment.

- **Ski Team:** The travel arrangements will be slightly different for the Ski Team as the team will be staying in hotels/hostels for the trainings and races and does not partake in the reciprocal housing concept. More information will be given at the **Ski Team Meeting on 15 September 2020**.

When your child travels to competitions with the team, please make sure to bring along the following:

- **Passport/Visa/ID Card** (non-EU Citizens: residential permit):  
Should you require a specific visa application that allows your child to travel to another country (e.g. UK), please get in contact with the Athletics office for further assistance.
  - **Team Uniform, Sports Gear, Equipment:**  
Socks, shoes, a track suit and a change of clothes plus toiletries should be brought along to be sufficiently equipped for competitions and overnight stays.
  - **Pocket Money for lunches and small expenses:**  
When they stay overnight, a cash amount of approx. EUR 20,00-25,00 is recommended. Their housing families usually provide breakfast, lunch and dinner. If they are travelling for a longer weekend, more money may be useful. Sometimes they will also go out for a team dinner instead of dining with their housing family. When travelling to non-Eurozone countries (e.g. Switzerland, Hungary, UK, Poland), they should also have a small amount in the respective exchange currency.
  - **Snack for the trip:**  
The team may be on the bus, train or the plane for several hours. We advise to provide a healthy snack (fresh fruits, nuts, sandwich, etc...) and a drink for that time.
  - **Gift for the Housing Family:**  
Please bring a small gift for their host. A box of candy, a candle or napkins are items that our families have received in the past. (e.g. Hussel in Starnberg sells a box of chocolates with a picture of Starnberg on the front).
  - **Mobile Phone:**  
Most of our students are having their own mobile phone. They should bring it along, so they can contact you, if the bus/train/plane is running late.  
**PLEASE NOTE:** Coaches carry the contact details of all students with them at all times, so they are able to contact you in case of emergency.
- **Ski Team:** a comprehensive packing list will be given out to the ski team for all weekend trainings and international Ski races prior to the dates.

## B. Transport after Training

When completing the **Team Registration** at the beginning of each season, you can choose your preferred mode of transport from the school after the weekly team trainings and sign-up for one of the two “Late Activity Buses” (LAB 1 & 2, see also → “Online Team Registration” under Chapter III. in this booklet).

Late Activity Bus registration allows students to use the **LAB service** only on the **respective team tryout / training days** for the current season. A seat on the LAB can be reserved for the first two weeks (tryout period) and **must be renewed** with the **final team registration!**

**PLEASE NOTE:**

JS children are **not allowed** to get on the LAB buses and must be picked up by the parents after the training.

Due to the nature of the **local league football**, trainings and games may go beyond the regular MIS Spring season and last throughout the month of June. MIS **does not provide LAB transport** for that time.

The **MIS school bus Code of Conduct** applies to all Late Activity buses. Non-compliance will result in disciplinary actions. It is the responsibility of the parents to discuss the pick-up point and time with their children.

## VIII. Track Suits, Uniforms & Team Spirit Wear

### 1. Track Suits

All athletes competing in a school team are required to wear an MIS team track suit for competition. The track suit can be purchased from **Schwarz Sports, Mühlfelderstr.7, 82211 Herrsching**, online and/or on campus at special designated times. These dates will be announced on the respective team pages within the [Athletics section](#) of the Community Portals on our website.

### 2. Uniforms/Ski Race Suits

Team uniforms (ski race suits) are free of charge and will be given out to the players upon their first official games. These uniforms must be worn at all games/competitions but not for training. Uniforms (ski race suits) are property of the MIS Athletic Department. Once handed out to the athlete, they are the responsibility of the athlete for the complete season. Uniforms (ski race suits) must be returned to the coaches by the end of the season, on the respective Recognition Evening **at the latest**. Please wash the uniform (ski race suit) inside out at a max. temperature of 60°C. Please do not use laundry softener. In case of loss or unrepairable damage, the uniform (ski race suit) needs to be replaced at your cost (shorts: EUR 30,00; shirts: EUR 40,00; ski race suits: EUR 175,00).

As all uniforms (ski race suits) are a part of a team set and not always available to reorder, please take special care of your set.

Football (soccer) players must purchase their own football socks in the team color.

### 3. Team Spirit Wear

Additionally, to the regular team uniforms, some teams may want to create and purchase their own personalized uniform shirts or team spirit wear.

**PLEASE NOTE:** Before the production of any team spirit items, it is important to consult with our Deputy Head of School for prior approval of costs, layout and design.

## IX. Participation Costs & Cancellation Policy

### A. Costs

#### a) Participation Fee

There is **a seasonal fee of €80,00** for participation on an MIS team, with the exception of the League Football Teams, Swim Team and Ski Team which costs **€160,00 per season**. The fee will be invoiced halfway through the athletics season (*Fall season in week 39; Winter season in week 50; Spring season in week 18*).

#### b) SV Membership Fee

Your child also needs to be a member of the MIS Sportverein e.V. to participate in a team sport. The annual membership fee of **EUR 30,00** is payable directly to the MIS Sportverein e.V. within 14 days after official admittance to the team.

The online membership form and bank details are available within the [Sportverein section](#) of the Community Portals on our website.

#### c) Team Trip Costs

Your child may be selected for team trips during the season. The respective estimate prices for these trips are given at the registration when you indicate your child's availability for each team event. The trip costs will be invoiced by the end of each season. The total amount includes a 25% administration fee for the trips.

##### **Estimated Prices for team travel:**

- Bus/Train -e.g. Frankfurt/Vienna/Zürich:
    - MS Teams: approx. EUR 70,00-EUR 110,00
    - JV Teams: approx. EUR 90,00-EUR 120,00
    - Var Teams: approx. EUR 110,00- EUR 140,00
  - Long Distance Bus/Train -e.g. Budapest/Paris/Brussels:
    - approx. EUR 170,00-210,00
  - Flights - e.g. Paris, London, Athens:
    - approx. EUR 280,00-EUR 450,00
- **Ski Team:** due to the different nature in team travel, the pricing for the Ski Team is slightly different. More information will be given at the **Ski Team Meeting on 15 September 2020**.

#### d) Sportverein Subsidy:

A Sportverein e.V. subsidy of €50,00 is granted for ski races and trips by air. You can apply for the subsidy upon receipt of the invoice by sending an email to [sportverein@mis-munich.de](mailto:sportverein@mis-munich.de).



## B. Fee & Trip Payments and Cancellation Policy

### ➤ Travel Bookings

MIS arranges all team travel far in advance to enable your child to participate in Athletic team trips throughout the school year. Advance payments for transport and accommodation are usually made by MIS prior to the season start. Individual bookings must not be made – rare exceptions may be granted, but only with prior approval by the Athletics Department.

When making travel arrangements, priority is given to the highest possible safety standards, followed by practicality in terms of the sport events as well as hygienic standards (accommodation). MIS teams exclusively travel with well-established airlines (predominantly Lufthansa), the Deutsche Bahn and bus companies from this area.

### ➤ Participation Fee and Trip Cancellation Policy

#### a) Participation Fee:

The seasonal participation fee will be charged to students who **remain registered** as of  
September 13<sup>th</sup> (Fall),  
December 06<sup>st</sup> (Winter),  
April 18<sup>th</sup> (Spring)

If your child should officially withdraw from the team **prior to the dates above** the seasonal participation fee will **not be charged** the seasonal participation fee.

#### b) Team Trip Costs:

Student selection for the team trips usually happens approx. 10 days prior to departure and is based on the student's individual performance as well as on the availability information we are provided with when you register your child for the team.

In case of interruption, accidents, sickness, or anything else that may change your plans and a trip participation has to be cancelled, you will be charged a cancellation fee depending on how far from the departure date the cancellation takes place and if a suitable replacement athlete can be found.

Should your child not be able to travel to the sports event he/she was available/selected for, the respective **team coach and the Athletics Office** must be informed **in writing** immediately with a detailed explanation.

The notification has to reach us at the latest during school office hours on the day before the deadlines listed below.

- *Cancellation of Flights:*
  - Up to 11 days prior to departure – free of charge
  - 10-7 days prior to departure
    - free of charge, if a replacement athlete can be found;
    - 100% of ticket price (minus airport tax refund), if group size drops below minimum number; \*
  - within 6 days prior to departure
    - 100% of fee for ticket name change (subject to individual airline policy), if a replacement athlete can be found;
    - 100% of ticket price (minus airport tax refund), if a replacement athlete cannot be found; \*
- *Cancellation of Trains:*
  - Up to 11 days prior to departure – free of charge
  - 10-7 days prior to departure
    - free of charge, if a replacement athlete can be found;
    - 100% of ticket price, if group size drops below minimum number; \*
  - within 6 days prior to departure
    - free of charge, if a replacement athlete can be found;
    - 100% of total amount, if a replacement athlete cannot be found; \*
- *Cancellation of a Trip by Bus:*
  - Up to 7 days prior to departure – free of charge
  - Within 6 days prior to departure
    - Free of charge, if a replacement athlete can be found;
    - 50% of transport costs, if a replacement cannot be found;
- *Cancellation on day of departure or no-show (flight, train, bus):*
  - 100% of total transport costs
- *Hotel arrangements:*
  - Cancellation is subject to the individual cancellation policy of the hotel.
- *Replacement of Athletes Refund Policy:*

It is the coaches' responsibility to find a suitable replacement athlete. In case a replacement athlete cannot be found, the trip fee remains payable as listed above.

\*) In case of sickness or other unavoidable events leading to the cancellation of a trip, the transportation costs for trains/flights amounting EUR 120,00 and more can be claimed from "erv" Insurances. Sufficient official documents (e.g doctor's note) has to be provided to the insurance directly for reimbursement of these costs. MIS can provide you with the policy details of "erv" insurances upon request.

## C. Eligibility Policies

### ➤ Eligibility – Age/Grade

The age/grade standards vary among the different sports conferences/leagues MIS participates in.

MIS belongs to **four** conferences/league categories for athletics.

They are:

1. International Schools Sports Tournament (ISST)
2. Sports Council of International Schools (SCIS)
3. Department of Defense (Dod)
4. Local German Leagues for Basketball, Football and Ski Team (BBV, BFV, BSV)

#### → 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 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**.

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 Athletic Director, the MS Principal and the parents concerned. Selection will be based on ability, maturity and academic standing.

#### → 2. & 3.:

SCIS & Dod tournaments are divided by High School and Middle School.

Students must be in Middle School to compete on a Middle School team.

#### → 4.

Local German League competition is organized using specific age groups as listed on the team pages on the [Athletics section](#) of the Community Portals on our website.

### ➤ Academic Eligibility Policy

Only Senior School students have a specific academic eligibility policy. For more information, please see the Senior School handbook in section 10.3.1. Student eligibility for Sports.

## X. Insurance

Three types of insurance can cover sports at MIS:

Your family's health insurance, MIS insurance, and Sportverein/BLSV insurance. The latter two types of insurance only apply to official school activities, and BLSV insurance only covers MIS players who are registered Sportverein members and are involved in league sports.

In case of a sports accident, the first insurance source to be tapped is the family's private insurance. MIS and BLSV insurance act as supplements to private insurance only, if the injured student was involved in an official school activity, and in the case of BLSV coverage, only if the injured student was involved in a German league sport. In all cases, the school nurse needs to be informed of the accident as she will write the report required by the insurance company.

## XI. MIS Sportverein e.V. – The MIS Sports Booster Club

The MIS Athletic department needs the support of the entire community to make the program a success. Volunteers (students and parents) are needed for many tasks. Please let a coach or the Athletic Director know how you can be available to support the program.

Help is especially needed at the beginning of the school year, during the SCIS and ISST tournaments when we will need host families for visiting athletes, greeters, scorekeepers or volunteers to staff the snack bar.

Students receive CAS hours for participating in and assisting with sports events or volunteering as team managers.

## XII. Athletics Recognition Evenings

After the completion of each season, the Athletics department in collaboration with the Sportverein e.V. honors all athletes participating in a team by hosting the Athletic Recognition Evenings (for event dates see also → Chapter II. In this booklet)

Athletes of each team are awarded the **MVP** and **coaches awards** followed by a reception for all teams. At the end of the Spring season, the most aspiring Senior School students can hope to win the **Athlete-of-the-Year Award**.

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