



Athletic Department Handbook

Version 1.0
Revised 2010
20 Aug. 10

ISS Athletic Mission Statement and Philosophy

Mission Statement

The ISS Athletic Department is dedicated to providing its students with an athletic experience in a supportive and educational environment. Striving to foster a love of activity, a holistic view of sports, a competitive spirit, the development of individual skills and talents, and an awareness of the value each person has to a team. Our goal is to provide a high-quality, positive, safe environment for students who wish to broaden their educational experience through athletics.

Philosophy

ISS seeks to foster teamwork, self-confidence, and personal responsibility in the hopes of helping each student-athlete reach his or her potential in all endeavours.

ISS strives to foster a sense of fair play and sportsmanship through healthy competition. This includes showing integrity and respecting opponents, coaches, officials and team-mates.

ISS seeks to provide opportunity for all student-athletes develop and improve the physical, moral, mental, and social and emotional well being of all its student-athletes.

ISS strives to encourage the development of leadership, initiative and good judgment in all of its student-athletes.

ISS hopes to develop the athletics program as a positive representation of the ISS community to other schools, clubs, communities and countries.

ISS strives to develop athletic programs in which students, staff and other members of the ISS community take pride in and support physically and emotionally.

ISS encourages positive input from teachers, students, athletes, coaches, administrators and parents. ISS believes it is the benefit of these resources that will allow the athletic department to grow to its full potential.

The overall goal of the International School of Stavanger athletic department is to assist student-athletes in becoming well-rounded, well-adjusted, confident young adults who are prepared to work with others and take an active role in life.

Facilitators

The Athletic Department is made up of coaches that volunteer their time to be with our student athletes. They have a passion and love for the sport and continue to guide our students to success in the many atmospheres they will pursue during their athletic competitions.

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Task Description – ISS Coaching Staff

Qualities:

Employee or Parent Volunteer

Demonstrate leadership abilities and willingness to take on additional responsibilities.

Exhibits knowledge of projected sport and displays ability to coach students in specified sport.

Strong organizational and communication skills are necessary to work with the Athletic Department.

Specific Tasks:

International School of Stavanger Coach

Coaching and Administration

- Coordinate practices within the scheduled practices delegated by the athletic department.
- Ensure that the appropriate skills are being taught, using appropriate coaching techniques and considering all safety elements before embarking on an activity.
- Ensure that school and athletic guidelines are adhered to throughout coaching season.

Games and Events

- Facilitate student organization of games both away and home, including rides, meeting times and needed traveling equipment.
- Adhere to regulations regarding selection of traveling teams, playing time of student-athletes and completion of documentation set by the athletic department.
- Perform any other reasonable duties as assigned by the athletic directors.

Communication, Discipline and Supervision

- Maintain cooperative and open lines of communication between coaches in the same sport.
- Collaborate with similar sport coaches on all levels of competition.
- Meet with the Athletic Directors throughout the season.
- Apply discipline in a firm, consistent and positive manner. If needed report situation to the AD.

Equipment, Facilities and Uniform

- Properly maintain all athletic equipment used by your team.
- Coaches are responsible for the equipment that is given to them at the beginning of their season.
- Coordinate with the athletic director regarding facility usage and scheduling.
- Keep the athletic storage rooms in good order.
- Coaches are responsible for insuring that each athlete is properly outfitted before taking part in the sport (i.e. shin pads, mouth guard, etc.).
- Arrange with the AD a systematic return of all school equipment with the AD.

End of Season and Awards

- All equipment that has been issued is to be returned by the end of the season.
- Arrange for the issuing of special awards or season-end social.

Terms:

1. This is a one-year position that will re-open at the end of each season.
 - a. At the end of each season the coach must indicate to the athletic director if he/she would like to continue coaching the following year.
2. A stipend may be paid for each coaching position as described in the salary and benefits booklet. (Only ISS contracted employees will be paid stipend and per diem).
3. If the coach is a non-staff member, they are required to provide a police record to ISS.

Important Phone Numbers

Ambulance/ Police/Fire	113/112/110
Athletic Director	
JP Duc	+47 47 80 48 45
Mark Knudsen	+47 40 83 17 52
ISS School Nurse Office	+47 51 55 43 47
Night Vaktmester	
Weekend Vaktmester	
International School of Stavanger Main Office	+47 51 55 43 00

First Aid

Practices and Games:

- No student is allowed to participate in practice or a game without having turned in the Medical Form and Code of Conduct.
- Make sure to have a properly packed first aid kit.
- Have a phone, in order to receive or give a phone call in an emergency situation.

Stavanger Kommune Legevakt: 51 51 02 02 – NON Emergency Number

If it is a non-emergency, you should contact the legevakt before coming down so they know the situation. You can explain to them what happened and they will ask a couple of questions.

During an emergency situation you need to call 113 for the ambulance.

School's Address:

International School of Stavanger
Treskeveien 3
Hafrsfjord, Norway 4043

Participation in ISS Sports

Due Dates for Forms:

Medical:	First Day of Practice
Extra-Curricular Code of Conduct:	First Day of Practice
Intent to Compete:	Before the First Scheduled Game
Intent to Travel:	To Be Announced (Due Date on Bottom of Form)

Students **MUST** have handed in all paperwork before being able to practice. If the forms are not in the student **CANNOT** practice. This is the responsibility of the athlete and duty of the coach to make sure forms have been handed in **BEFORE** practicing. Forms are handed out by coaches or found in Athletic Department.

Participation for All

While there is no specific ISS policy with regard to levels of individual play time, coaches need to be aware of the educational function of their role and that this priority over winning. ISS coaches follow and are bound by the guidelines as set by NECIS for play time. Current NECIS by-laws can be found on-line. It is strongly encouraged to try to play all players relatively equally in all games, particularly during the local competitions throughout the season. Wherever possible, every player should come off the bench for at least part of every game.

Team Selection

At the start of each season, use at least the first two practices as try-out sessions. These sessions serve three purposes. First, they allow the coaches to view the athletes in order to select competitive sides. Second, they allow the AD to review academic effort for possible team selection and create team lists of the eligible players. Third, these tryouts allow the athletes to assess and understand what is involved when they commit to a sports team. The students need to be informed clearly of the time commitment involved, the expectations of each athlete from the school, and the coach's expectations.

At the tryouts, there are many responsibilities of the coach:

- To collect the list of names from the AD and take attendance.
- If student-athletes are added, make sure the names are given to the AD to update list.
- Make team selection based on your view of the athletes and assessment of them during the sessions, not on your previous views.
 - IF a student needs to be moved to a different level within the same sport, coaches and ADs need to meet about the movement.
 - Programs should support each other whenever possible with exchange of players when needed. Meaning if a younger athlete can make a contribution to an older team, that athlete can be moved up. This needs to be according to the NECIS by-laws.
 - Clearly inform each of the student-athletes of the commitments involved and what is expected of them throughout the season.

Eligibility Rules

Student-athletes are held to a high standard of academic quality. Please stress to the students that they are indeed students before they are athletes. If a student is not in good academic standings, travel is not allowed.

The following procedures are intended to assist athletes in maintaining good academic standings:

1. The coaches will email the AD with a possible list of team members, if additions are made they need to be made clear to the AD. The AD will then send an email message to the student-athlete's teachers and ask for concerns or praises.
2. Teachers will inform the AD if the student is not meeting the academic or behaviour requirements in class. The AD will inform the athlete's coach before the competitive team selection is complete, this will also include travel squads.
3. It is the student's responsibility to ask the teacher before he/she travels about any work that he/she will miss in class or for homework when travelling. Teachers, coaches, and parents are expected to assist the student wherever possible. (Planned Absence Homework Forms can be found in the Athletic Office)

The following are regulations concerning school attendance and procedures for academic eligibility; if any of the regulations are not adhered to the student will be considered ineligible for the entire or partial competition. (The AD and student-athletes principal will determine for how long if multiple games are affected):

1. All student-athletes must attend all classes the day before a game, if game falls on a weekend, Saturday or Sunday.
2. All student-athletes must attend all classes the day of a game, or until the designated time of departure in case of an away game.
3. Any student-athletes "skipping" a class will not be eligible for competition on that day. If he/she "skips" a class on a Friday, he/she will be suspended from play for the entire weekend.
4. Any student-athletes suspended from school may not participate in practices or competitions until they are back into school.

Coaches Responsibilities at Practice:

It is the duty of coach:

1. To make certain that athletes have proper supervision at all practices and competitions.
2. Be on location when the athletes arrive and the last to leave when the activity has been completed.
3. To make certain that the locker room is secure, and that valuables are in a safe place.
4. To lock all gyms, doors, sheds or any other part of the facilities and equipment when not in use.
5. Any other duties can be found throughout the handbook, especially in the Task Description of the coach.

The coach will be reimbursed for any additional costs incurred while performing necessary duties as a coach, e.g. taxi costs to take an athlete to hospital. An expense claim form should be completed and given to the business manager for approval. These should be attached to the travel claims form.

Sport Travel

Local and Non-Local Competitions cover any game or event ISS will participate in. As ISS is part of the NECIS (Northwest European Council of International Schools) organisation there will be several trips abroad, these trips are all non-local competitions. (See Appendix A) There are also other non-NECIS trips that will take us out of country that fall under Non-Local competitions. Any competition happening within Norway, unless specified differently is a local competition. Some local competitions warrant the hiring of a bus. The athletic department will determine if a bus is necessary and tend to the reservation and departure time of the bus.

International School of Stavanger Travelling Policy:

The International School of Stavanger's policy is to pay 20% of the travel costs of school-sponsored trips while families are responsible for the remaining 80%. Before issuing your competition roster to the AD make sure that all of the following requirements are fulfilled.

Student-athlete has:

1. Conducted themselves as stipulated by the ISS Extra-Curricular Code of Conduct.
2. Fulfilled all academic requirements.
3. Handed in a complete "Intent to Travel" form.

Scholarships are available, but proper application form needs to be handed in and accepted by the administration and athletic department before approval.

For Non-Local Competitions:

- Each team will have set limits on the number of players that will be able to travel on sport trips. This is predetermined by the AD and plane tickets and hotel rooms are all pre-booked. See Appendix A.
- All travelling players must participate in the tournament.
- When travelling to an abroad competition each sport is allowed one coach to travel, except swimming and track, unless otherwise notified by the Athletic Director.
- Coaches and other school approved chaperones are responsible for the safety and well-being of their athletes from the time teams depart from Stavanger until returning home.
- Coaches must be aware that we are travelling to compete in a tournament. This tournament usually marks the end of your season. Your team will be preparing all season to lead up to their tournament. Coaches should, to the best of their ability, prepare their athletes to understand this.
- If a coach is a non-staff member, he/she will be responsible for all rules that ISS staff members observe on trips.
- Coaches and chaperones are responsible for the safe keeping of all passports during a trip. Please make sure these are placed in the hotel safe upon arrival.
- Coaches must also pick-up the boarding passes in order to hand these in to the business manager upon arrival to Stavanger.

Class Coverage for Travelling Coaches:

A Substitute Request Form must be completed by the coach for all competitions that involve the need for one or more classes to be covered by a substitute. This should be done three (3) weeks before the scheduled event.

Travel Reminders:

The following are athlete behaviour guidelines that are in place to ensure the safety of all passengers and to make the journey a pleasant experience for all:

- Students should be sitting in their seats at all times on busses, planes, and in vans.
- On departure from ISS and from the site visited, or if the bus stops en-route, the coach is responsible for ensuring that everyone is present. This should involve a careful head count.
- While a specific dress code does not exist, we do expect all travelling students to dress appropriately in representing our school. It is a common expectation that ISS athletes dress in a professional manner with young men in slacks and a dress shirt and young ladies in dress slacks or a skirt (no jeans). Each coach is responsible for determining the dress code travelling to, during and travelling back from an athletic event.

Team Behaviour

Minor discipline is the coach's responsibility. Individually, the coach becomes a model of the ISS athletic program. The observation of athletic policies, training rules, ideals of good sportsmanship, behaviour of players on and off the field of play are essential parts of the job. The desire to win humbly and lose with dignity should be emphasised.

Any serious behaviour problems or incidents should be reported to the athletic director and will be discussed with the students acting principal.

In general, insist on respectful behaviour. Coaches should not tolerate or promote any of the following: cheating, fighting, deliberate fouling, arguing with referees or opponents or any behaviour that reflects badly on the individual, team or the school.

If there are any discipline problems such as any of the above, coaches should deal with it in a way that will:

1. illustrate the student-athlete what the problem is,
2. give him/her ownership of the problem,
3. help find a way of solving the problem,
4. and will leave the student's dignity and self-esteem intact.

There is an all school extra curricular activities code of conduct.

Coaches should read the code of conduct with the athletes prior to the sport season. The extra curricular code of conduct is effective during the entire year, whenever a student is in an extra curricular.

Scheduling

It is the responsibility of the athletic director to schedule practices and games for all teams. This will be done taking into account the many influences and potential conflicts that may exist. The athletic department works closely with the fine arts department and other departments of the school to enable our athletes to participate in other offerings at ISS.

If the coach decides to reschedule or cancel a practice, however small, they need to inform the AD as there are a number of people that will need to be informed of any changes. A practice should not be cancelled due to bad weather, poor field conditions, or other reasons associated with EVERY DAY SITUATIONS. Coaches should always have a bad-weather plan ready to use under such circumstances (video presentation, “chalk-talk” team run, coordination course, strength training, other facility usage, etc.). Cancellations due to unavoidable circumstances should be announced well in advance and communicated to all students.

Scheduled athletic events will take into account school breaks, examinations and other school activities. Although some events cannot be changed the athletic department will try to make sure there are no conflicts. Before trying-out, all students will give a commitment so the coach is able to make a judgment whether or not they wish to select the student to play in the local and/or non-local competition.

IF...schedule alterations are apparent at the beginning of the season, coaches need to convey this to the AD during the first week of the season. Any changes after the first week of practice will be very difficult and come with a penalty cost from the league.

Rescheduling by the Athletic Department

Unfortunately, games will be rescheduled over the year for a variety of reasons. Most of these reasons are because of the local leagues. Leagues we enter are organised by the Norwegian organisation and have the ability to change venues, start times and possibly cancel a game all together.

The AD will notify the coaches and the coaches are responsible for notifying the players and parents. The ADs will try and help out in this by posting on-line or running announcements, but the students-athletes are used to going to their coaches. Coaches please be prepared with a phone tree or email list to send periodic notifications throughout the season.

Use of ISS Sports Facilities

Be certain that the facility schedules are strictly adhered to, since we share them with several other groups.

As the leader of an activity in the gym and on the fields, coaches are responsible for ensuring that the facilities are properly used and for ensuring that the building gets properly shut down after your session:

- Please ensure that the students do not enter the storage areas without supervision and that no student plays with or on any equipment other than that required for your session.
- Please ensure that the students wear clean indoor shoes only. If they do not have indoor shoes they need to be in bare feet. No spikes allowed in the building.
- Please ensure the locker room is rid of shoes, clothes and other equipment after the training session.
- Your keys will only allow you access to where you need to go, once you have finished use of the facility ALWAYS lock the door behind you. Please double check the storage doors in the gym halls and garage.

Home Games Procedure

Everyone involved with a home game needs to help throughout the event. A home game is an event that showcases ISS's facilities and hospitality.

AD Responsibilities

- Collect money for and pay the referee.
- Bring the first aid kit from the AD office.
- Ensure game balls are pumped and on site.
- Have different coloured bibs if there is a colour clash.
- Administration of scoreboards and score sheets.

Coaches Responsibilities – where allowed students can be delegated responsibilities.

- Meet and greet the guest coach when they arrive. If applicable, agree to rules, length of game, start time.
- Introduce yourself to the referees. Many times you will see them at home and away games, they can be your biggest assets when you have specific questions about the local laws of the game.
- Check the changing rooms and leave them in a presentable condition after event.
- After the match, with regard to athlete supervision, the same rule applies as the return from away trips.
- Always leave the site better than you found it.

Vaktmaster Responsibilities

Basketball – set up court with: baskets down, two benches, scorer's table, scoreboard and score sheet. They will also pull the bleachers in and put them back.

Sport specific procedures:

Football

- Put in and Take out the corner flags.
- Ensure correct goals are being used and placed on the field.
- Gather practice balls from the storage area and RETURN ALL the balls again.

Volleyball

- Volleyball –Set up main court with: net, two benches, scorer's table, referee stand, antennas, scoreboard and score sheet.

Away Games Procedure

Before leaving please make sure you are fully prepared for travel with students:

- Ensure you and all players are aware of departure and arrival times.
- Coaches must know where their athletes are at all times.
- Gets directions from AD, if you are driving the athletic department has a GPS that can be checked out.
- Checkout first aid kit from AD.
- Ensure you have medical and accident report forms from AD.
- If the competition is a in Stavanger area, this will be conveyed by the AD, the athletic department DOES NOT provide a bus, the students are responsible for transportation to and from the game. If the coach needs transportation, the school van is available for use and will be checked out by the AD.
- If the competition is a local game, but outside the Stavanger area a bus will be ordered for the teams transportation.

Non-Local Competitions/Overnight Procedures

- Report final names and numbers travelling to the AD by date given.
- Collect all student passports at the airport and store in a safe place. (You may obtain a bag from the AD to store these in. IT IS IMPORTANT THAT PASSPORTS BE STORED IN THE HOTEL SAFE!)
- Make sure you have a list of appropriate phone numbers including names and numbers of all parent contact numbers.
- Coaches need to collect all airline ticket stubs, place them in the designated envelop and turn these in with the packet of information from the AD.
- If there is an injury that requires the athlete to go to the hospital, a coach/chaperone should accompany the athlete and stay with them until they are released (one coach needs to stay behind to look after the rest of the students.)

Hotel Rules

- The latest curfew for athletes to be in their own rooms is 23:00.
- Leaving the hotel or walking around town regulations:
 - U12/14 players may only leave the hotel when supervised by a coach.
 - Junior Varsity and Varsity players must obtain permission from the coach before leaving the hotel and should never be in a group of less than three.
 - Where possible, mobile numbers should be exchanged. All students should know the name of the hotel and location of the hotel.
- Boys can only enter girls' rooms and vice versa when they are permitted to do so by the room's occupants. In this circumstance the door of the room must be left open. This can be decided the coaches and chaperones on location. s
- Coaches should only enter an athlete's room when they have knocked and asked permission to enter.
- There must be a coach on duty in a hotel at all times. All athletes should know what room the coaches/chaperones are in.
- Coaches should obtain a list of athlete room numbers upon checking into the hotel.
- Permission should not be given for any student to leave the team to visit friends or relatives or to be accommodated by friends or relatives.
- Coaches should be aware that they are equally responsible for the safety and general supervision of the group. Coaches should ensure that the students are good representatives of ISS and consistently behave in a manner that will reflect well on the school.

Housing

Junior Varsity students and parents must be made aware of the importance of reciprocal housing to interscholastic sports. Currently this only involves the International School of Aberdeen. If parents expect their student to be housed on away trips, then they must be ready to house as well. As a coach please stress the importance of this.

The athletic department will have set up a “fall-back” list of families that can host student-athletes if necessary, but participants are responsible to help host visiting student-athletes. Along with the AD it is also the coach’s responsibility to ensure that the housing rules and arrangements are adhered to. Under no circumstances should athletes change the housing arrangements that have been made and coaches should only make changes in exceptional circumstances and with the agreement of the host athletic director.

It is the coach’s responsibility to ensure that all members of their team are collected by their host families (during away tournaments) and that all guests of the coach’s team are met and collected by the team members and the parent(s).

Coaches should have a list of the contact names and numbers of the hosts and the guests with them at all times for the duration of the visit.

Coaches should emphasise to the athletes that our reputation is excellent and is very important to us. It is customary for the travelling athlete to give his/her host family a small gift (such as a box of chocolates) in appreciation for their hospitality.

Any infringement of the housing rules should be reported to the athletic director as soon as possible after the event and any punishment will be discussed with the coach, principal and athletic director. Any serious infringement will be taken to the school director.

Equipment

The coach is responsible for the care and management of the equipment allocated to him or her. It is important that you take good care of it and ensure that the balls or other items of equipment are not lying around where they can be lost, stolen, or damaged. Please make sure all equipment is stored safely away after each practice and game.

For away tournaments and games, coaches will need to take only the equipment that is needed for the warm up. The coach may wish to reduce the number of balls carried to a manageable number. For regular practices coaches will be assigned balls and other equipment at the beginning of the year. It is their responsibility to return it at the end of the year.

NO EQUIPMENT IS TO BE LENT OUT TO STUDENTS FOR ANY REASON. Equipment will only be checked out to coaches.

If coaches need specific equipment it must be requested by email to the AD and the decision will be made according to the budget to purchase the item(s) then.

Uniforms

The athletic department will do the distribution and collection of the uniforms. The student-athletes will receive the uniforms prior to the first game and have one week to return them after their teams final scheduled competition. This may be moved up if uniforms are needed for other teams.

A uniform list will be made with the students name and number of the uniform or size. Lost or damaged uniforms will need to be replaced, the cost of which will be 150% of the original cost since it is difficult to order only one. Students are responsible for buying their own socks or any other equipment according to the teams colours and sports necessity.

Student-athletes are responsible for washing their uniform throughout the season. Please remind them of the following washing directions:

- 1.Sweaty and stinky clothes should be washed as soon as possible. If soon is not an option, hang them up to dry instead of throwing in a hamper.
- 2.For smells and general mildew, add ½ to 1 cup of vinegar to your wash. You can also pre-soak with vinegar, and then wash regularly.
- 3.Use a gentle detergent. Or try a special laundry detergent designed specifically for performance clothes.
- 4.Don't use fabric softeners on performance fabrics-they compromise the wicking power of your clothes.
- 5.Always HANG TO DRY. **Do not put them in the dryer!**
- 6.Resist the urge to wear your workout clothes more than once. You're just asking for a rash.
- 7.Sweat stains are tough to eliminate, especially on light-colors. Keep your eye on your shirts' armpits and at the first sign of stains, pre-treat with vinegar or a stain-removal product before washing. Also, let your antiperspirant or deodorant completely dry before putting on your clothes.

The athletic directors will communicate the distribution of the uniforms, this will be agreed to coincide with the coaches availability of the team. NEVER give a student a second set without talking to the AD.

When can students wear their uniforms? Students will be allowed to wear their jerseys during the game day to school if they so choose. It has to be an all or none philosophy. No one except the athlete is allowed to wear his or her uniform.

Coaches Clothing

When possible the athletic department will allocate items of clothing to the coaches. These items should be worn during overseas games and tournaments whenever possible in order to create a positive and uniform image for the school.

Finance

Per diems:

Coaches receive a per diem while away on athletic trips. The appropriate amount will be added to your prior month's pay. The amount is determined by the business manager following Norwegian government guidelines. Travel claims forms will be attached to your prior months' pay. This must be returned to the business office upon return from the trip with the appropriate receipts.

ALWAYS KEEP RECEIPTS, it is difficult to reimburse if there are no receipts kept.

Awards

At the awards ceremonies for any NECIS Tournament, each coach will be responsible for nominating athletes when asked by the hosting AD.

If the coach decides to have a season ending party, they are responsible for the organisation of food, events during the party and any certificates they would like to hand out.

Document found on the Website - www.issvikings.com

ALL documents for the season can be found on the website under “Coaching Resources.”

Intent to Compete

Intent to Travel

Extra-Curricular Activities’ Medical Form

Extra-Curricular Activities’ Conduct Form

Scholarship Athletes (Non-Local Tournaments)

Appendix A

2010-2011 Tournament Schedule and Allotted Number of Athletes

All dates are subject to change depending on flight details. All information will be available on the athletic website.

1. NECIS Varsity Girls' Volleyball (12) and Boys' Soccer (15) – Amsterdam, Netherlands
 - a. Travel Dates: 10 - 14 November 2010
 - b. Tournament Dates: 11 - 14 November 2010
2. NECIS Varsity Girls' and Boys' Basketball (10 each) – Antwerp, Belgium
 - a. Travel Dates: 17 - 20 March 2010
 - b. Tournament Dates: 18 - 20 March 2010
3. U15 Girls' and Boys' Basketball (10 each) – Aberdeen, Scotland
 - a. Travel Dates: TBD
 - b. Tournament Dates: TBD
4. NECIS Swimming (30) – Sigtuna, Sweden
 - a. Travel Dates: 31 March - 3 April 2010
 - b. Tournament Dates: 1 - 2 April 2010
5. NECIS U15 (10) and Varsity (15) Girls' Soccer and U16 and U19 Boys' Rugby (12) – Stavanger
 - a. Travel Dates: N/A
 - b. Tournament Dates: 20 - 21 May 2010
6. NECIS Track and Field (TBD) – Dusseldorf, Germany
 - a. Travel Dates: 26 – 29 May 2010
 - b. Tournament Dates: 27 - 28 May 2010