



PAIAP Manual

Pacific Area Interscholastic Athletics Manual

2014

Guam, Japan, Korea, Okinawa

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A. OVERVIEW

1. Purpose

The Pacific Area Interscholastic Athletic Program is designed to promote and encourage participation of students in grades 9-12 in supervised activities to enhance students' social, physical, and emotional development. This manual establishes procedures for governing interscholastic athletic programs in DoDEA Pacific. Each District office is to ensure each of its schools complies with the contents of this manual.

2. Mission Statement

Maximum student participation in co-curricular athletics supports DoDEA's goal of highest student achievement. Athletic participation is a valuable educational experience, directly complements academic performance, and promotes continuous learning and productive citizenship.

3. Interscholastic Athletics

3a. Interscholastic athletic programs are an integral part of the academic curriculum and school environment. Athletics enhance academic, physical, and character development of students. Programs will adhere with Title IX requirements, providing opportunities for males and females to participate in sports on an equitable basis.

3b. Ensuring Equal Opportunity Provisions for Students with Disability

DoDEA is committed to ensuring that all of its students, including those with disabilities, are provided equal opportunities to participate in school programs and activities in accordance with Federal law and DoDEA policy. DoDEA policy states that a student with a disability, or who has a record of a disability, shall *not* be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity. For additional information read DoDEA Administrative Instruction 2500.14 and DoD Instruction 1342.12.

3c. The DoDEA Pacific Athletics Coordinator is the point of contact (POC) for athletic procedures that promote and maintain a proper balance between academics and athletics by encouraging high standards of academic performance, establishing uniform criteria for academic eligibility, ensuring fair competition between schools, and promoting sportsmanship. Athletic programs must be evaluated on a continuing basis to ensure adequate student interest exists. Only authorized DoDEA Pacific personnel and approved (including background check) volunteer coaches will provide instruction and adequate supervision at all practices and scheduled competitions. Equipment and facilities are to be made available for practice and competition for DoDEA supported activities.

3d. The following sports are authorized, but not required in DoDEA Pacific

Baseball	Drill (JROTC)	Paddling	Swimming	Wrestling
Basketball	Football	Rugby	Tennis	
Cheer	Golf	Soccer	Track	
Cross Country	Marksmanship (JROTC)	Softball	Volleyball	

3e. Principals will determine which sports are offered. This will be based on student interest, availability of qualified faculty sponsors/coaches, and availability of equipment and/or facilities. Local district exceptions for athletic teams not authorized by the Area Director may be granted by District Superintendents subject to approval by the Area Director.

3f. DoDEA Pacific schools may join conferences with private and international schools, based on geographical location and student enrollment. Games with DoDEA schools will have preference over games scheduled with non-DoDEA schools.

3g. Before competition against local nationals and/or military, with participants 19 years or older, the athlete and athlete's sponsor will sign the form *Competition with Participants Older than 19 Years* (attachment C) before competition can occur. This form releases DoDEA of any liability. It is recommended this document be signed at the beginning of each SY but no later than the student beginning athletic competition.

3h. The number of authorized regular season games will be established by the end of the previous SY.

B. ELIGIBILITY

1. Administrators, athletic directors (ADs), and coaches will ensure adherence to eligibility rules.

1a. Age A student turning 19 years of age on or after 1 August of the current school year is eligible to participate on interscholastic athletic teams.

1b. 8-Semester Rule A student is eligible to compete 8 consecutive semesters after starting grade 9.

1c. Undergraduates Only students enrolled in grades 9-12 will compete against other high school teams. A student is eligible to participate if enrolled in at least four classes.

1d. Homeschooling Homeschooled students are authorized participation on interscholastic athletic athletics, as long as they meet all eligibility requirements for those enrolled in school. After each quarter the parent will prepare a statement indicating the student-athlete has satisfactorily passed all courses and is progressing toward graduation.

2. Academic Eligibility

2a. To be eligible to participate in interscholastic athletics, students must maintain a minimum 2.00 Grade Point Average (GPA) with no more than one failing grade. All student athletes are monitored weekly. Grades are cumulative to date for the quarter. An ineligible student may practice but not participate in any game. Ineligible students will not be in uniform for any games or travel with the team to away games. All students will be eligible the beginning of each school year.

2b. On the 5th Tuesday of the school year, the academic monitoring will begin:

- Grade checks will be done after completion of the school day each Tuesday.
- Eligibility will run from Wednesday morning to Wednesday morning.
- The grade to date for the last week of a quarter will determine eligibility for the 1st week of the following quarter. The quarter grade, available the 1st week of the next quarter, will determine eligibility for the 2nd week. The check at week 2 of the 2nd quarter will determine eligibility for the third week, and so on.
- Semester grades are not used to determine eligibility.
- Schools will not establish additional academic eligibility requirements.
- These eligibility checks will be used for all *regular season* competition.

2c. Schools will provide intervention support services to students who are declared academically ineligible for one week or more. These are support services may include tutoring, before/after school study sessions, and/or peer tutoring. If students have extended absences due to illness, emergency leave, or similar reasons, allowances will be made for the student-athlete to get caught up. This may include missing practices and/or games. Academic eligibility may be waived by the principal for students with an IEP. Students on IEP's must meet all other eligibility requirements. Students academically ineligible for three weeks may be dropped from the team, but only after support services have been provided.

3. Eligibility Check Dates for Far East events

3a. The eligibility check for fall Far East is the third Tuesday before departure for the events.

3b. The eligibility check for participation in winter Far East events is 2nd quarter grades.

3c. The eligibility check for participation in spring Far East events is 3rd quarter grades.

4. Physical Examinations

4a. Before participating in tryouts or practice, students must have a physical examination completed by a physician, physician's assistant, or certified nurse practitioner. Physical examinations are valid for one year from the date of the exam. The physical form must remain on file at the school.

- 4b.** Camps, conditioning programs, weight training, and other programs which are either sponsored or endorsed by the school require students to have a current physical on file.
- 4c.** All participants, including team managers, must have a valid/current physical on file at school.
- 4d.** DoDEA Pacific assumes no financial responsibility for the physical exam, medical insurance, or medical expenses incurred resulting from participation in interscholastic activities.

5. Transfer Students

- 5a.** Transfer students with varsity or junior varsity (jv) experience for an in-season sport are not guaranteed placement on a team at the new school. The decision to place a student on a team is based on the coach's evaluation of the student's skills. Students transferring to a DoDEA school are eligible to participate on the day of enrollment as long as no more than 10 calendar days have passed since withdrawing from the previous school. If more than 10 days have passed, the student must engage 10 practices before participating in an athletic contest.
- 5b.** Students changing schools within DoDEA retain their eligibility. Students transferring from outside of DoDEA must meet DoDEA Pacific eligibility requirements before competing in interscholastic athletics.

6. Team Membership

- 6a.** Any player who competes in the first scheduled game or is a team member on that date is not authorized to participate in any other sport that sport season.
- 6b.** Students are eligible to participate in games on the day of withdrawal for a PCS move. If withdrawal is on Friday, students may participate in games through the weekend.
- 6c.** Students not attending a full day of school will not participate in or attend any school-sponsored event that same school day, including any practice or game. Principals are authorized to make exceptions to this policy. (DoDEA Administrators' Manual – 1005.1)
- 6d.** DoDEA Pacific has no policy on criteria for selection to varsity or jv teams. Individual coaches, with the approval of school administrators, will determine the guidelines.
- 6e.** Seniors are NOT authorized to participate on jv teams, including cheerleading.

7. Middle School Participation in High School Interscholastic Athletics

Middle school students, in grades 7 or 8 only, may practice with high school teams in golf, cross country, tennis, wrestling, and track, space available and with consent of the high school coach and parent or sponsor. Students in grades 7 and 8 may NOT participate in competition with or against high school students. No student below grade 7 may participate, or practice, with high school teams. Any competition in which middle school students participate is to be against middle school students. They must have a current physical on file before beginning practice with high school teams, and must maintain academic eligibility. Middle school students will not participate in athletic events involving overnight travel. Middle schools are encouraged to develop intra-mural programs which have students competing in sports only against students enrolled at that same school.

8. Appeal Process (See definition page 34)

- 8a.** Extenuating circumstances may occur regarding eligibility rules and be the appeal basis. Appeals will be directed by the coach to the school principal to the district superintendent, and on to the Area Director's office. It may be necessary to not allow participation of the student-athlete until the appeal process is complete. The Pacific Athletics Coordinator will convene the Athletic Council and provide necessary information. After discussion the Area Athletics Council will make a recommendation to the Area Director.
- 8b.** The Pacific Area Athletics Coordinator will make an initial ruling. If it is not favorable to the individual placing the appeal, it will go to the Area Director. If the Area Director rules against

the appeal, this ruling is final. The Area Director may decide the Athletics Council should convene to discuss and rule on the appeal. If this should occur, the Pacific Athletics Coordinator will call an Athletics Council meeting to hear the appeal. After the Council decision is made, it is passed to the Area Director along with the judgment reasoning. The Area Director will make a final ruling.

9. **The Athletics Council** serves as a recommending body on athletic issues to the Area Director. It will meet at least once annually and be composed of the following individuals:
1. One individual representing superintendents, either a superintendent or assistant superintendent
 2. One person representing HS administration, either a principal or assistant principal
 3. Two HS coaches, presently coaching, one D-1, one D-2 from different districts
 4. One military representative
 5. Two DoDEA Pacific HS students, a male and a female, D-1 and D-2, participating on an athletic team at the HS he/she is attending
 6. Two DoDEA Pacific HS Athletic Directors, one D-1, one D-2
 7. DoDEA Pacific Athletics Coordinator who will vote only to break ties

C. GENERAL RULES / PROCEDURES

1. Amateur Standing (see definition, page 34)

Students participating in DODEA Pacific athletics will maintain amateur standing

2. Sportsmanship (see definition, page 34)

Sportsmanship must be a priority among those representing DoDEA Pacific high school athletics. This includes coaches, players, managers, cheerleaders, and fans. Although teams are most visible during games, sportsmanship begins at the first team practice and lasts through the entire season. Coaches are expected to be the model for sportsmanship for players, parents, fans, and opponents. Coaches, sponsors, and volunteers will sign and abide by the National Federation of High Schools Code of Ethics. (Attachment B, page 18)

2a. Incidents of unethical behavior by coaches or team members must be reported no later than the next school day to the school principal and the Pacific Athletics Coordinator for appropriate action.

2b. There is zero-tolerance for hazing in DoDEA Pacific schools. This applies to not only the individuals perpetrating the hazing but to those who willingly allow themselves to be hazed. Hazing is committing an act against another, or coercing a peer to commit an act, that creates a substantial risk of harm, in order for an individual or individuals to gain admittance to the team. Any act, or report, of hazing must be reported to the school administration and investigated thoroughly. Upon completion of the investigation, the administration will take appropriate action which may be, but not limited to, warning, suspension, or removal from the team. This may include players, coaches, managers, and others related directly or indirectly with the team. All hazing incidents will be reported to the Pacific Director's Office via the Pacific Athletics Coordinator. All relevant information from the investigation should be included in the report.

2c. A coach or team member ejected from a regular season or tournament will be ineligible for the next scheduled game. Ejections (see definitions, page 34) will be reported by the coach/sponsor to the school administration and athletic director no later than the first school day after the ejection. An ejected coach must leave the area of play immediately and remain out of sight of the area of play. If the result of this ejection is that no certified coach remains for the team, the game is forfeited. The school administration will forward the report to the District Superintendent and the Pacific Area Athletics Coordinator within 3 school days. If a penalty is assessed at the end of a sport season and no contest remains, the penalty is carried over to the next sport in which the team member or coach participates. A second ejection, during the same season, by the same player or coach will result in removal from the team. Schools failing to enforce this procedure are subject to corrective action/discipline by the District Superintendent.

2d. Ejection Clarification for Soccer: Two types of ejections exist in soccer. A *soft red* is the result of two yellow cards. The player is removed from the game and substitution is allowed.

The *hard red* is the result of unsportsmanlike or unsafe conduct. The player is removed from the game and no substitution is allowed and the team plays a man short for remainder of game. *Hard reds* are also issued for a handball inside the box. Players ejected for a handball *hard red* or a *soft red* are ineligible to participate in the next regularly scheduled game.

3. Coaches and Volunteer Coaches

Necessary steps for a volunteer to coach at a DoDEA Pacific high school athletic team are:

3a. *Volunteer* coaches will complete the application form and submit to the school AD.

Attachment titled *VOLUNTEER APPLICATION* is located in the appendix and is from *DoDEA Administrative Instruction 4700.3: Application / Background Checks for DoDEA School Volunteers and Student Teachers*. It includes *Installation Records Check* information.

3b. The HS Athletic Director (AD) will review applications and provide them to the principal who will approve or disapprove volunteers.

3c. Applicants approved by the principal must have a completed *Installation Records Check*. DoDEA form 4700.3 (page 5) states: *An individual may be accepted provisionally prior to the completion of a background check, if the individual, when in contact with children and youth, is within continuous sight and under the supervision of a staff person who has a favorably completed background check.*

3d. A meeting with the volunteer coach, the AD, the team's head coach, and the principal will occur. The specific role and responsibilities of the volunteer coach will be addressed. Schools will have this meeting after approval by the principal after an accepted provisional records check. No contact with the team occurs before this meeting.

3e. Coaches will show proof of being NFHS coach certified before being paid their Extra Duty Contract (EDC) for coaching any sport in DoDEA Pacific, regardless of the level – varsity, jv, freshmen, etc. Coaches successfully complete two NFHS required courses and submit their NFHS issued coaching certificate to the school administration. Proof of completion will be forwarded to the Area Athletics Coordinator. Coach certification courses are purchased by DoDEA Pacific. To be paid the EDC, coaches are required to be NFHS coach certified by the end of the SY. Volunteer coaches are not required to be coach-certified. If they take the courses, it will be at no expense to DoDEA.

4. First Aid and CPR

DoDEA Regulation 2720.1 *First Aid and Emergency Care* states the Superintendent shall *provide financial support for materials needed to certify staff in first aid and CPR*. It also states the school principal shall *ensure designated staff members hold current certification in CPR and first aid*. These certifications are in addition to the 2 NFHS coach certification courses.

5. NFHS and NASPAA

DoDEA has an affiliate membership with NFHS, who has an affiliate membership with NASPAA, *National Association of Sports Public Address Announcers*. NASPAA has clear expectations regarding what a public-address announcer should and should not do when working at the high school level. The NASPAA code is found in the back of this manual. All announcers at DoDEA Pacific athletic contests will abide by this code.

6. Sports Seasons

6a. The starting date for each sports season will be announced by the Athletics Coordinator. For fall sports that date is the second Monday before the teacher report date. Note: Person-to-person contact is not permitted during the first three days of football practice. The only equipment to be issued during a player's first three days of practice is a helmet.

6b. Ten days of practice will occur before athletic contests will be held. Students transferring from another school may begin participating in contests immediately if they have met the 10-day practice requirement at a previous school, and no more than ten calendar days have

passed since participation with the previous school in a practice or game. This applies, but is not limited, to all players, managers, cheerleaders, and mascots.

6c. Off-season coaching or instruction is prohibited by a member of the coaching staff prior to the first starting date of the sports season. No interaction between coaches and players is authorized during *interval week*. Off-season camps during the school year must occur after the conclusion of ALL spring Far East tournaments and no school may be missed. Participation in off-season conditioning is completely voluntary and will not affect the status of a student on a team. *Interval Week* is NOT considered *off-season*.

6d. Allowances for off-season coaching and/or instruction are allowed for JROTC. This might be for marksmanship training/summer drill camp. Any/all cadets participating in off-season JROTC must have a physical on file at the school.

6e. Students may participate in only one sport per season. JROTC marksmanship and drill overlap the fall, winter, or spring sports seasons. Allowances may be made for JROTC cadets to participate in marksmanship and/or drill, and an in-season sport. Coaches, student, and parents will meet to decide what is best for the student.

7. All-Academic Team

Students maintaining a high GPA and having competed in a varsity sport will be recognized as being on the DoDEA Pacific All-Academic Team. To qualify the student must meet three criteria.

- Complete on a varsity level athletic team
- Complete the season in good standing
- Achieve a 3.5 or higher cumulative GPA through the 3rd quarter

The *All-Academic* awards will be presented at the end of the school year.

8. Team Try-Outs, Scheduling, and Practices

8a. After the conclusion of a season's Far East tournaments, and before try-outs for the next season, there will be an *interval week* during which there will be no practice, try-outs, conditioning, and/or meetings with prospective student-athletes. The season may officially begin the Monday of the second week after the previous season's Far East tournaments.

8b. Districts will publish an approved master schedule for each sport season to facilitate coordination. Season schedules will be sent to the Pacific Athletics Coordinator at least 6 weeks before the first competition, **for approval**. Every attempt will be made to limit loss of instructional time due to travel. Changes to the master schedule will be initiated by school administrators with final approval coming from the Superintendent and Pacific Athletics Coordinator.

8c. Within a week after team selection a parent meeting will occur. Topics can be found in the attachment titled, *Team Parent Meeting – Beginning of Season*, (page 25).

8d. A parent meeting will be held before participation in a Far East event for participating DoDEA teams, including the host team. Specific information can be found in the *Parent Meeting Before Far East Event*, (page 25).

8e. Athletes are expected to participate in all scheduled athletic contests and practices. Participating in a non-DoDEA contest in lieu of a scheduled DoDEA game or practice is not permitted. An athlete who does so may forfeit continued participation on the DoDEA team.

8f. Winter/spring sports try-outs/practices will NOT begin before the Monday after interval week.

8g. It is a shared responsibility of coach and athletic director to ensure that all students trying out for a team have a current physical examination on file at the school. Under no circumstances is a student to try out without a current physical exam on file at the school.

8h. After the season's first month new team members must have their participation approved by the school principal, in consultation with the Pacific Athletics Coordinator, and they must meet the 10 practice expectation.

9. Travel

- 9a.** Teams travel together as a unit under supervision of the coach/sponsor or certified adult chaperone. For overnight travel, teams will have the coach and/or adult chaperone travel and be billeted with the team.
- 9b.** Host schools will make arrangements for the most economical team billeting and installation housing. On installation billeting must be exhausted before off installation billeting is used.
- 9c.** Coaches/sponsors and team chaperones are responsible for the conduct of students under their supervision from departure until returning home.
- 9d.** Visiting teams will provide the host school with arrival information for transportation for pick-up and transport between airport and installation as early as possible, but at least one week before the event.
- 9e.** Emergency Medical Care at Games - both Home/Away: Coaches/sponsors will have in their possession a *Study Trip* copy that will provide information needed in case of emergency.
- 9f.** Traveling teams are not authorized having players and/or coaches stay in private homes or residences. Away games requiring overnight stays require teams to stay in installation billeting or approved off-base hotels, motels, pensions, etc.
- 9g.** Circuitous Travel: Students in Far East activities which overlap are not permitted circuitous travel to both. If necessary for an adult sponsor/coach to use circuitous travel, approval is made by the district superintendent.

10. Practices and Games During Exams

- 10a.** No games will be played the week of semester exams until completion of all exams. No overnight trips will be scheduled the weekend immediately preceding semester exams.
- 10b.** Practices may occur the week of semester exams. Practices this week should be no longer than one hour/day. Allowances will be made for players choosing to study, or to finish school work. Every attempt will be made to balance time for practice and exam preparation.
- 10c.** The first two full weeks of May are for AP exams. Overnight trips will not occur the weekend before and the middle weekend of the exams. Exceptions must be approved by the district superintendent. Games may be scheduled after school on Friday the first week and after school on Wednesday of the second week.
- 10d.** Games/practices will be scheduled around SAT dates. Allowances will be made for students taking the SAT on a day that requires missing a game or practice.

11. Officiating

- a. Game officials will be qualified/certified according to each sport's governing association.
- b. The host school is responsible for coordinating contest times with officials.
- c. Officials' judgment calls during the game are final and not subject to appeal.
- d. Games should not be officiated by referees who have family members participating. If unavoidable, coaches of both teams will be informed before the game begins.

12. Protests

- 12a.** Official protests are submitted by the AD to the school principal to the Pacific Athletics Coordinator and Area Director via the superintendent. The Area Director will notify the superintendent when a decision is made.
- 12b.** Principals submitting an official protest are required to forward a courtesy copy to the principal of the school or schools involved, and the Area Athletics Coordinator.

13. Tournaments

- 13a.** Only DoDEA Far East tournaments will be funded and shown in master schedules.

13b. Students participating on both a DoDEA Pacific team and a host nation team are eligible for Far East Tournaments provided they participate in every DoDEA Pacific competition for which they are eligible.

14. Awards and Recognition

14a. Students who participate in interscholastic athletics should receive recognition for the successful season completion and their athletic performance.

14b. Varsity and jv letters may be awarded to students who meet lettering criteria. Players earning a letter will be a team member in good standing the entire season. Exceptions are permitted for players who have been injured, or on emergency leave. No more than one varsity or jv letter will be awarded. Letters earned in additional sports will be indicated by sport pins or bars if additional letters are earned in the same sport.

14c. Letters may be earned by participating on teams not offered at the high school. The team coach must communicate with the AD before the season begins to request to provide the opportunity for a letter to be earned. At the end of the season the coach will provide written information indicating that the student-athlete: competed on the team, completed the season in good standing, and is worthy of receiving a high school athletic letter. Letters will not be provided to student-athletes competing on base youth activities teams.

14d. Students may not receive merchandise or awards such as medals, plaques, or trophies with a total retail value of more than \$50.00.

15. Athletic Code of Conduct

All students participating in DODEA athletics must sign the *DoDEA Pacific Athletic Code of Conduct*, page 17. This will be done after team selection but before the first game. The original will be filed by the AD for the duration of the SY. A copy will be provided to the player's parents. School principals, ADs, and coaches will enforce consequences for Code of Conduct violations.

16. Medical Support

16a. DoDEA Regulation 1342.6 designates installation commanders to provide medical support for athletic activities. Schools will coordinate with the installation medical facility for medical support at athletic competitions.

16b. Installations have procedures for medical support availability during athletic contests. Schools will contact the medical support facility located on their installation to ensure appropriate medical support is provided.

17. Athletic Rules by Sport NFHS –

Activity	Standardized Guidelines for Rules/Regulations
Volleyball	NFHS
Cheerleading Clinic	NFHS (Spirit)
Football	NFHS
Basketball	NFHS
Wrestling	International Federation of Associated Wrestling Styles (FILA) *
Tennis	United States Tennis Association (USTA)
Cross Country	NFHS w/ change to a 5km distance for both boys and girls events.
Soccer	NFHS
JROTC Marksmanship JROTC Drill	Pacific JROTC ISS will publish SOP for drill/marksmanship. Host school produces LOI (Letter of Instruction) & AAR (After Action Report)
Baseball	NFHS
Softball	NFHS
Track	NFHS

Note - FILA wrestling has three exceptions. Three moves will not be allowed, during regular season competition and the Far East tournament: Full Nelson, 3/4 Nelson with Leg hook, and Straight Back Suplex

18. Mercy Rule Implementation

The *Mercy Rule* will be used in Far East tournaments and regular season games if both competing teams are DoDEA schools. It may be used in games involving non-DoDEA schools if arrangements are made before the game between the two school coaches.

18a. Football: When there is a 30 point lead, the following will become effective:

- The team leading will substitute non-starters for starting players.
- The team leading will attempt only Point-after-Touchdown kicks (no 2-point attempts).
- There will be a running clock.
- The clock will stop:
 - after any score (TD, safety, field goal)
 - injury to player, on either team (offense or defense)
 - change of possession
- Passes will be permitted
- When lead decreases to less than 21 points, restrictions lifted until 30-point differential is established

18b. Basketball: When there is a 30+ point lead, the following rules will become effective:

- The team leading will substitute non-starters for starting players
- The team leading will not use pressing defenses; defense will remain in the 3-point circle
- Timekeeper will maintain a running clock.
- Game clock will stop for injury or when a timeout is awarded to either team
- When lead decreases to less than 21 points, restrictions will be lifted

18c. Soccer: When a team has an 8 goal advantage the leading team is required to use non-starters for starters.

18d. Baseball and Softball: The game will end if a team is ahead by 15 runs after 3 innings or 10 runs after 5 innings.

D. TOURNAMENT PROCEDURES

1. Scheduling

The selection of host schools and scheduling of Far East athletic events will be made before the end of the previous school year.

2. Monitoring

The Pacific Athletics Coordinator is responsible for Far East athletic events. The host school principal will monitor and supervise the event's Tournament Director and the overall event. The Event Director will not be a coach of a tournament team. The JROTC ISS is responsible for JROTC events.

3. Invitation

Far East Athletic Event Directors are responsible for inviting schools according to the invitation priority identified below. If invited schools do not respond within two weeks of receiving the invitation. The Pacific Athletics Coordinator will give final approval of all participating teams and schedules in Far East athletic events.

4. Invitation Priority

-JV teams are not authorized participation in Far East events. The following have participation priority in Far East tournaments:

- a. DoDEA Pacific High Schools
- b. Schools in leagues with DoDEA Pacific schools (KPASSP, KAIAC, OAC, IIAAG, WJAA).
- c. Schools with most recent participation in the event
- d. Schools participating for the first time.

Note: Schools participating in the preceding year's event will have participation priority.

5. Football Playoff Schedule

Teams in the championship are decided by games involving Japan, Korea, and Okinawa districts.

5a. D-1 Football Championship Game:

The Pacific Athletic Director will set the annual DoDEA football schedule. The #1 team will host the #2 in the championship game. In case of a tie in standings, the tie-breaker, page 27, will be used to determine the teams playing for the championship.

5b. D-2 Football Championship Game:

The Pacific Athletic Director will set the annual DoDEA football schedule and determine who will host the D2 championship game. D-2 teams will play only intra-district games. The #1 team from each district will be determined by games played only against D-2 teams. A tie-breaker similar to D-1 football will be used for D-2 football.

6. Installation Access for Those Without ID Cards

Some Far East events will have participants with no military ID cards. Event Directors will contact their installation Pass/ID six weeks before the tournament for procedures to obtain installation passes. This procedure must be communicated timely to coaches of all teams so all participants have event access.

7. Authorized Participants

7a. Pacific Athletics Coordinator will state the number of students, coaches/chaperones for Far East events. Schools may send fewer participants per governing rules for each activity.

7b. The coach/chaperone will not have dependent children at Far East events unless they are members of participating teams.

7c. One volunteer coach may accompany teams to Far East events. For football and wrestling only, two volunteer coaches may attend. All expenses are the responsibility of the volunteer coach to include, but are not limited to, air travel, billeting, and meals. All volunteer coaches accompanying teams to Far East events will have met all volunteer coach procedures. The volunteer coach will be identified at the coaches' meeting before the event and will be the only volunteer coach authorized on the bench.

7d. Parents who withdraw their student from a Far East event will be responsible for paying any costs associated with their student's removal. This is stated on the *Code of Conduct* along with examples of *unjustifiable* and *justifiable* reasons for removal.

7e. The sponsor/chaperone, and volunteer coach will sign the *Code of Ethics* (Attachment B). The chaperone will also sign the *Chaperone Rules and Responsibilities at Far East Activities* (Attachment C). This will be completed no later than one week before departure for the event. The *Code of Ethics* must be signed by the sponsor/coach when the EDC is signed. Signed forms are kept on file in the school office. It is the responsibility of the coach/sponsor to communicate to parents and students that the adult chaperone has authority to act or respond to any unusual circumstance or emergency.

7f. As a general rule one adult will accompany every ten students attending a Far East event and tournament. The district superintendent must approve additional adults.

7g. All students and adults are required to complete *Anti-Terrorism Training* to travel to Far East events and regular season competition.

8. Maximum Number of Participating Teams in Far East Tournaments

8a. 16 teams for D-1 volleyball, D-1 basketball, and wrestling

8b. 12 teams for D-2 volleyball, D-2 basketball

8c. For all other Far East events, the Pacific Athletics Coordinator will approve the number of teams after consulting the Event Director and host school administration.

9. Awards at Far East Events

Awards are purchased by the Pacific Athletics Coordinator for top finishing schools, members of the championship and runner-up teams, and all-tournament teams. ANY additional awards must be approved by the Pacific Athletics Coordinator.

10. Team Ties at Far East Tournaments

If a tie exists in team points the below procedure will determine team places for first place ties and all ties involving places in which an award will be presented.

10a. Tennis

- For boys and/or girls division, the team with the most individual champions
- If tie remains, team with most 2nd place finishes will receive higher placement
- If tie remains, team with most 3rd place, then 4th place, then 5th place finishes.
- For school ties (combining boys/girls) the above procedure will apply, counting places in both boys and girls divisions and mixed doubles.

10b. Wrestling

- The team with most individual champions will be champion
- If tie remains, team with most 2nd, then 3rd, then 4th, and then 5th place finishes.

10c. Cross Country

- The team with the highest finishing non-scoring runner
- For D-1 teams this will be the 5th finisher; for D-2 teams this will be the 4th finisher.
- If a tied team does not have this 5th or 4th runner competing (5th for D-1 and 4th for D-2) the team with this runner completing the run.
- In case of school championship tie, best finish in team relay will be school champion

10d. Track / Field

- Team (boys or girls) with most individual champions will be the team champion.
- If tie remains, team with most 2nd, then 3rd place finishes, and so on

10e. Basketball

- The tie-breaker used in pool play, page 28

11. School Division Determination

If Far East is organized as D-1 or D-2 the *non-DoDEA schools* will be determined as follows:

Division 1	Division 2
Co-Ed Schools: 300+ students (9-12)	Co-Ed Schools: 299 or fewer students (9-12)
Boys/Girls Schools: less than 150 (9-12)	Boys/Girls Schools: less than 150 (9-12)

11a. DoDEA Pacific schools experience changes in high school enrollment. Placement of D-1 and D-2 schools will be recommended at the spring AD meeting. Final approval will come from the Area Director. The above matrix will be used to determine placement for non-DoDEA Pacific schools, and as a guideline for DoDEA Pacific schools

12. Host School Planning

The host school will establish partnerships with installation/community leaders for the events logistical support prior to requesting to host a Far East event. Host schools must have sufficient billeting, facilities, and an Event Director when requesting to host. Planning must minimize participant costs during the event. Information on billeting, dining facilities, local/base transportation, anticipated expenses, game schedules (*locations/times*), and other relevant information will be provided to teams, district office, administration, AD, team coach, and the Pacific Athletics Coordinator a minimum of three weeks before the event.

13. Event Requirements

13a. Host schools will ensure use of school classrooms, gymnasiums, auditoriums and installation community centers /clubs, and computer, telephone and fax for coaches.

13b. If the SAT is scheduled during an event, the Event Director will provide information regarding arrangements for visiting students to take the exam at the host location.

13c. If possible, access for non-ID cardholders to recreation centers, gymnasiums, theaters, clubs, and dining facilities will be made.

13d. Availability of emergency medical care and treatment for participants. A determination on the level of medical support for non-DoDEA sponsored participants is necessary to prevent misunderstanding during the event. School nurses should be on call during the duty day.

13e. Coaches will ensure their teams refrain from official or mandatory prayer during Far East events and the regular season. DoDEA maintains strict neutrality about religion. It neither proposes to advance nor to prevent religious exercise.

13f. Teams will compete through the next-to-last day of the event; at least half of the teams will compete on the last day. If possible games should be scheduled for all participating teams through the final day.

13g. Teams will not practice on Sundays. Any Sunday event must be approved by the Pacific Athletics Coordinator and participation in any Sunday event is totally voluntary for students.

13h. Weather conditions may require events to be cancelled, shortened, or rescheduled. If school is cancelled due to poor weather, events may also be cancelled. The superintendent, Pacific Athletics Coordinator, transportation specialist and event director will determine the best course of action.

14. Billeting Requirements

14a. Participants will be provided clean, safe billeting arrangements at a reasonable cost. Barracks, excess installation housing, schoolrooms, community centers or gymnasiums are acceptable. Access to refrigerators, microwave ovens, and washer/dryers should be provided. The host school will strive to provide the most comfortable and affordable accommodations possible.

14b. Only under extenuating or unique circumstances will participants, sponsors, and/or chaperones be billeted off installation, and only with approval from the District Superintendent, after consulting with the Pacific Athletics Coordinator. Under no circumstances are schools allowed to secure their own billeting for any Far East event.

15. Dining Requirements

Meals will be available for all participants at a reasonable cost. Options, such as the military dining facility, on installation restaurants, and the school cafeteria will be considered. The host school will explore sponsorship of pizza parties, first-day breakfasts, or last day dinners.

16. Transportation Requirements

16a. The host school will ensure transportation during the entire event: ground transportation to/from the airport/train station/ferry station and billeting. Participants may walk to/from event activities/billeting within a reasonable distance and weather permitting. School busses will be arranged if an installation shuttle is not available. DoDEA Pacific schools, their coaches and chaperones, will not secure their own transportation during Far East events. This includes rental vehicles and/or loaned POVs.

16b. Non-participants are not authorized transportation to/from the airport and billeting, and during the event on government provided transportation. Athletes, the coach/sponsor, and the chaperone are the only individuals authorized to be transported on government transportation during a Far East event. Parents will not ride the bus unless they are the coach/sponsor or chaperone.

17. Optional Activities

Participation in events other than the stated reason for the Far East Activity are not permitted to include field trips to museums, host country sites, or other locations.

18. Time Line

18a. Far East Event Directors will follow the timeline identified below. The suggested time frame is to be viewed as no later than.

- 18b.** Far East Event Directors will be identified as early in the SY as possible. Administrators will select fall Far East Event Directors prior to the conclusion of the previous SY with superintendent and Pacific Athletic Coordinator approval.

60 Days Prior to Event

Fall events invitations and information will be sent to all eligible schools, and the Pacific Athletics Coordinator before the beginning of the third week of school.

45 Days Prior to Event

Participating schools will state their intent to participate. Names, gender, passport numbers (issuing country), photos (if required), arrival/departure dates and times, and other necessary information will be sent to the Event Director as specified in the invitation/information packet.

30 Days Prior to Event

Event Director emails the format to the Pacific Athletics Coordinator with participating schools and the daily schedule of events. The Pacific Athletics Coordinator will either approve the format or, will work with the event director to make modifications. The event director is responsible for team photos and rosters for the event program. A template is available at the area office. The Pacific Athletics Coordinator has additional information.

10 Days Prior

Event Director and Pacific Athletics Coordinator will review and finalize all tournament procedures.

18c. 10 school days AFTER event

The AAR (After Action Report) will be submitted through the principal to the Pacific Athletics Coordinator. The EDC for the event director will not be paid until the AAR is reviewed and approved by the host principal, and Pacific Athletics Coordinator. The AAR, at a minimum, will include the following information:

- Copy of official invitation letter sent to all participating schools
- Participating schools, coach, AD, with email and mail addresses, and telephone numbers
- General description of events with daily schedule of games, events, activities, etc.
- Results of all games/competition
- Names of teams and individuals receiving awards
- Copies of evaluation forms or a compilation of the responses on these forms
- Comments, recommendations, observations from Event Director and/host school principal
- Activity financial statement will include: entry fees accounting, all income, itemized expenses, beginning/ending balance with the SAF account name used for the event, and any discrepancies

19. Host School Invitation and Information Sheet

- 19a.** The Far East event format will detail information to schools to plan their participation: required arrival/departure dates, starting date/time for events, and event location(s). The Far East Event Director will be identified with the telephone/FAX number, e-mail address, host school address, and other information necessary for schools to confirm participation. The Event Director will provide suspense dates to submit program rosters and team photos.
- 19b.** All schools will arrive the day prior to the first Far East event, and depart the day the event concludes, based on travel arrangements. Exceptions to these dates must be approved by the host district superintendent and the Pacific Athletics Coordinator.
- 19c.** All participants will attend the opening and/or closing ceremonies. The opening ceremony will be held no earlier than the first day of the event.
- 19d.** The information packet will contain information to help schools with current security regulations, billeting, dining, local transportation arrangements, availability of medical support, and options for evening activities.

19e. Emergency telephone (cell/landline) contact information, instructions on the use of on/off installation phones, installation maps, and entry procedures will be included.

19f. A projected out-of-pocket expense for each participant will be in the information packet.

20. Entrance Fees

20a. The required suspense date for entrance fees will be identified in the invitation but will be no later than 30 days before the event.

20b. The information packet will state the use for entrance fees (i.e., patches, opening dinner, pizza, souvenir towel, etc.).

20c. The Pacific Athletics Coordinator will determine entrance fees for the Far East event. DoDEA schools will pay no more than \$175 entrance fees for a Far East event. The fee for non-DoDEA schools is no more than \$350.00.

20d. Far East event directors will provide a written receipt for all entry fees. The receipt will have the following information:

- Name of school sending entry fee
- Amount paid, and account to which fee has been deposited
- Name of Far East event
- Individual receiving/depositing fee, and date deposited

20e. All Far East event entrance fee receipts, donations/contributions, and other income will be handled in accordance with DoDDS Regulation 7240.1, Student Activity Fund (SAF). Purchases/disbursements of entrance fees will be handled within SAF guidelines. A financial activity report for the Far East event will be included in the after action report.

21. Cancellation Policy

In the event a school must cancel their participation after payment of the entry fee, the following will govern reimbursement. If cancellation is:

- Thirty or more days prior to the activity, a full reimbursement will be made.
- Less than thirty days, one-half (50%) of the entry fee will be returned.
- Ten days or less, the entry fee will not be returned.

22. Passports, Visas, and SOFA Stamps

It is the responsibility of each school to ensure students, sponsors and coaches and chaperones have the proper travel documentation to and from the host school's country. Sponsors/coaches will personally inspect students' documents to ensure they meet exit/re-entry requirements. Sponsors should collect and secure passports during the entire event.

23. Code of Conduct

23a. Within a week after team selection, the coach will hold a parent meeting to detail expectations and have player's parent(s) sign the *DoDEA Pacific Athletic Code of Conduct*. If parents are unable to attend this meeting, their student will not participate in any games until meeting with the coach, and signing the Code.

23b. Before departure for any Far East event another parent/player meeting will review the *Code-of-Conduct* and discuss expectations while attending the event. Players whose parents do not attend this meeting will not travel to the event or participate in any games at the event. *The Code-of-Conduct* will be used for all regular season competition.

DoDEA Pacific Athletic Code of Conduct

Participation in high school co-curricular activities is a privilege extended to students who agree to abide by the standard rules of conduct governing the program. Participants are expected to maintain the highest standards. All host school and military installation rules must be observed. The following behavior is not acceptable. Other negative behavior not specifically mentioned will be dealt with according to the severity of the behavior.

1. Possession or use of drugs, alcohol, or tobacco products, including e-cigarettes
2. Possession or use of weapons, or look alike weapons
3. Abusive, vulgar language or behavior
4. Hazing, fighting or other physical, violent acts
5. Criminal misconduct, theft, vandalism, etc.
6. Sexual misconduct
7. Misuse of government equipment/facilities; misuse of the possessions of other participants
8. Personal attire/dress that is non-compliant with host school or installation dress code.
 - a. Violation of any installation regulations or host nation requirements
9. Travel in non-approved vehicles such as friends and/or students from other schools
10. Unauthorized absence from designated locations (i.e., billeting, activity, or during travel), including curfew violations. Participants may only depart the company of the traveling group with specific written permission from parents that identify a responsible adult to accompany their child.

Failure to uphold expected standards of behavior may also result in suspension from the team. A student found in violation of the Code of Conduct and/or suspended for any part of the event and/or sent home early will not be authorized to participate in Far East events for one calendar year.

Parents or guardians will be responsible for any additional fees resulting in an early return for disciplinary reasons.

I have read and agree to abide by the above behavior Code of Conduct.

(Student Name)

(Student signature & date)

(Parent or Guardian)

(Parent or Guardian signature & date)

(Coach or Sponsor)

(Coach or Sponsor signature & date)

The coach/sponsor will keep a copy of this signed code throughout the activity.

Regarding withdrawal of participant from a Far East for unauthorized reasons

After team members have been selected to participate in Far East events, parents are responsible for any expenses associated for withdrawing their child from competition for unjustifiable reasons. These expenses are associated mainly with the purchase of airline tickets by DoDEA Pacific, but may involve other payments that have been made for the student that cannot be reimbursed. This includes cancellation fees that come with changing airline tickets after the last allowable date.

Justifiable reasons may include but are not limited to the following:

1. Student illness or injury that precludes participation in the event
2. The student is on emergency leave with the family

Unjustifiable reasons might include but are not limited to the following:

1. Removing the student for disciplinary reasons
2. Removal due to the student not performing up to an acceptable academic level in school

National Federation of High School Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be the uppermost at all times. Accordingly, the NFCA Board of Directors has adopted the following guidelines for coaches.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of student-athletes and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach, sponsor, and chaperone will avoid the use of alcohol while supervising athletes, during the regular season and at Far East events; supervisory time is 24 hours/day. He/she will avoid the use of any tobacco products while in contact with students.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall not exert pressure on faculty members to give student-athletes special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

(Coach, Sponsor, or Chaperone)

(Signature & Date)

(Principal)

(Signature & Date)

Chaperone Rules and Responsibilities

The chaperone must have signed the Code of Ethics.

This document will be retained by the school principal.

It is understood the chaperone will be knowledgeable of the contents in this Code.

- The chaperone will be in attendance at all activities his/her school is participating in at the event.
- The chaperone will be available to assist in any way possible.
- The chaperone will share the responsibility with of monitoring students during the activity and during those times outside of the event activity.
- The chaperone will not use alcohol while in contact with student-athletes, during the regular season or Far East events. Supervisory time is 24 hours/day. He/she will not use any tobacco products while in contact with students.
- The chaperone will be familiar with and adhere to the Athletic Code of Conduct.
- The chaperone will note any and all violations of rules and behavior expectations by student participants and report these to the coach/sponsor.
- The chaperone understands that if it becomes necessary for a student participant to return home before the conclusion of the event that he/she may be responsible for accompanying the student.
- The chaperone will stay in close contact with the sponsor during the event to insure anything unforeseen will be addressed in a timely manner.
- The chaperone cannot take any dependent children to the events unless the student is a participant in the event.

I have read and understand the above rules and responsibilities, and agree to follow them.

(Chaperone Name)

(Chaperone Signature / Date)

(Principal Name)

(Principal Signature / Date)

Attachment C

Competition With Participants Older Than 19 Years

DoDEA Pacific strives to increase the opportunities for students to participate in athletic competitions. From time to time, DoDEA Pacific schools are invited to compete against local national athletic teams and in installation sporting events organized by the military. When a DoDEA Pacific school is scheduled to participate in competition with one of these groups, the school administration carefully considers the type and nature of the competition to ensure that it is appropriate before granting approval. Nevertheless, be aware that when a DoDEA Pacific school participates in an athletic competition involving local nationals or military members, participants in the competition may include non-students who are above the age of 19.

This agreement acknowledges that you understand that when competing with local national teams and in installation athletic competition there may be instances during which DoDEA students would be competing against athletes over the age of 19, and who also may not be students. By signing this agreement, you recognize, understand, and acknowledge additional risks associated with your child participating in a non-DoDEA activity that may include competitors over the age of 19. You agree not to hold DoDDS, DDESS, DoDEA, or DoD responsible for your child's participation in these athletic events and fully understand that you may at any time request that your child not compete in a non-DoDDS athletic activity by notifying the school.

I agree to let my child participate in competitions against the above described and I understand that permitting my child to compete in the said activity that DoDDS, DDESS, DoDEA, or DoD will not be held liable. I also understand that at any time I may request that my child be withdrawn from the activity.

Student Name

Student Signature

Sponsor Name

Sponsor Signature

Event / Sport(s)

School Year

Attachment D

PRIVACY ACT STATEMENT

AUTHORITY: Section 113 of Title 10 (Secretary of Defense), section 13041 of title 42 USC 13041 (Crime Control Act of 1990), section 552a of Title 5 (Privacy Act) of the United States Code, and E.O 9397 (SSN) authorize the collection of this information.

PRINCIPAL PURPOSE: To obtain information to determine applicant suitability for acceptance as a DoDEA volunteer.

ROUTINE USE: Disclosures of the Social Security Number and other personal information within the Department of Defense are authorized upon a demonstrated "need to know" to perform an official duty, including, but not limited to: (1) DoD attorneys rendering advice and assistance, and (2) DoD law enforcement or security activities concerning a law enforcement or security investigation. Other routine disclosures of relevant and necessary information are authorized to agencies outside of the DoD by DoDEA and DoD Privacy Act Systems Notices and by government-wide systems notices which may be found at [ht!Q://www.defenselink.mil/Orivacy/notices/osd/](http://www.defenselink.mil/Privacy/notices/osd/).

DISCLOSURE: VOLUNTARY. Failure to disclose information may delay or render an individual unable to participate in the volunteer program.

Instruction: Provide complete information as only completed applications will be considered.

NAME:	SSN:
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SPONSOR'S NAME:	SSN:
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MAILING ADDRESS:	HOUSE ADDRESS:
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Home telephone: (Area code first)	Duty telephone: (Area code first)
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Facsimile number: (Area code first)	Email Address: -
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List the school(s) where you are applying as a volunteer:

- 1.
- 2.
- 3.

Check all services for which you are interested in volunteering:

<input type="checkbox"/> Classroom Activities	<input type="checkbox"/> Field Trips (Overnight)
<input type="checkbox"/> Lunchroom Monitor	<input type="checkbox"/> Extracurricular Activities
<input type="checkbox"/> Bus Monitor	<input type="checkbox"/> <u>Athletic Coaching</u>
<input type="checkbox"/> Playground Supervision	<input type="checkbox"/> Chaperone for Student
<input type="checkbox"/> Library Media Center	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Field Trips (Day)	
<input type="checkbox"/> Other (Please specify all others)	

Complete the following questionnaire (next page).
 If you answer yes, provide information requested in the space provided. If additional space is needed to answer a question, use a blank piece of paper with your name and SSN noted at the top of the page.

SCHOOL VOLUNTEER APPLICATION E2. ENCLOSURE 2 DoDEA AI 4700.3

Please answer each question	YES	NO
1. Do you have a child or children in the school(s) where you wish to volunteer?		
What grade level(s)?		
2. Do you have experience as a school volunteer?		
Describe your past experiences.		
3. Have you ever been removed from a school volunteer position?		
If yes, describe the circumstances.		
4. Can you provide a character reference?		
Give the name and telephone number.		
5. Have you ever been arrested for, charged with, or convicted of a crime involving a child?		
If Yes, state the disposition of the arrest charge.		
6. Have you ever been asked to resign from a job because of, or been decertified for a sexual offense?		
Describe the circumstances.		
<p style="text-align: center;"><u>Pre-Selection Agreement</u></p> <p>If selected as a school volunteer, I agree to immediately notify the school Principal of any subsequent adverse information regarding myself that may indicate poor judgment, unreliability, or untrustworthiness in working with children.</p>		
<p style="text-align: center;"><u>Certification That My Answers Are True</u></p> <p>My statements on this form, and any attachments to it, are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form may result in denial of selection for or termination of volunteer services, and possible law enforcement referral as appropriate.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;">SignatureDate</p>		

Job Description / Duties for Volunteer Coaches

DoDEA-Pacific and _____ High School appreciate your interest in becoming a volunteer coach of our HS _____ team. If you agree to the duties and requirements please sign return to the Principal the *Gratuitous Service Agreement* below. Thank you for volunteering with our student-athletes.

(name of school)

(sport and team)

Qualifications:

- Possess a working knowledge of all aspects of the sport

Personal:

- Demonstrate an interest in and an aptitude for performing the tasks listed.
- Conduct her/himself and the team in an ethical manner during practices and games.
- Always display good sportsmanship, losing or winning Has philosophy: *Athletes First; Winning Second*
- Maintain poise and self-control at all times, especially at games
- Teach the team to play fairly
- Is a good host to the visiting team, coach, and spectators
- Permit officials to control the game, the sponsor to control the team
- Respect officials' judgment and rules interpretation. If appeal is necessary, follow procedures
- Educate players on bench that it is unsportsmanlike to direct intimidating remarks or gestures toward officials, opponents, or fans.
- Promote crowd to be polite, courteous, and fair to visiting team
- Publicly shake hands with officials and opposing coach(es) before/after game, and has student-athletes follow similar procedures
- Will not smoke in presence of students. Will not drink alcohol during day before a home game, or any time while traveling with team from departure until after the team returns home.
- Report immediately to a school administrator any inappropriate student conduct
- Support and enforce all school, procedures, and regulations. Request from a Principal any new or changes/revisions to school procedure.

Duties:

- Instruct players the rules and rule changes, teach technical and tactical skills and innovative techniques that the coach knows.
- Emphasize safety precautions and be aware of best training to avoid injury
- Make sure building regulations are understood by the students and enforced
- Ensure athletes are familiar with the care and maintenance of all facilities used
- Recommend to sponsor any equipment that needs to be purchased or repaired

NOTE: sponsor is in charge of the team, and is responsible for:

- attending all practices and games
- all student discipline and supervision of team students
- ensuring that team members are eligible according to DoDEA-Pacific procedure
- arranging facility use, for practice and home games
- scheduling practices
- informing parents of dates/times for practices and games
- publicity of games
- coordination of team as part of school Pep Assembly
- arranging for awards presentations/program for sport
- ensuring that uniforms and equipment are returned.

DoDEA-Pacific Job Description/Duties for Volunteer Coaches Agreement

I, _____ agree to perform gratuitously the duties of Volunteer Coach
(name of volunteer)

at _____ high school.
(name of school)

I waive claims for any compensation for my services in this capacity, in part or whole.

Upon signing this agreement, I will abide by all duties and requirements set forth in DoDEA-Pacific Job Description / Duties for Volunteer Coaches.

I also understand the duties listed are not necessarily complete, and will ensure my role as a volunteer coach will include nothing less than the best sportsmanship at all times. I will be a role model for every student-athlete not only for the team I am assisting but for all opposing teams.

High School Athletic Team _____

Volunteer Printed Name _____

Volunteer Signature _____ Date: _____

Parent and Team Meeting - Beginning of Season

Discussion items (*not limited to only the below topics*)

1. Academic eligibility policy for DoDEA Pacific
2. DoDEA Pacific physicals procedure
3. Ten practice rule (before participation in any game)
4. Code of Conduct signed by player, parent, coach before participation is permitted
5. Medical Power-of-Attorney
6. Lettering procedure
7. Coaching philosophy
8. Use of volunteer coaches (coach on EDC must be present at all practices/games)
9. Practice times and expectations of punctuality
10. Behavior expectations of players at practice, during games, and off the court
11. Communicate with coach well in advance any need for tardiness/missing practice: teacher meeting, family matter, etc.
12. Encourage parents to support their student by attending games. Let the coach coach, and the parent parent.
13. What parents/players can expect from the coach
14. Practice attire and care of practice gear/game uniform
15. Proper nutrition and sleep
16. Travel and expected expenses for billeting and meals, and standards of appearance
17. Plan required parent meeting before leaving for Far East tournament. Review team member expectations during the event.
18. Ejection procedure: stress that athletes/coaches must avoid behavior that would result in an ejection from a game. Consequences should be discussed.
19. Other topics to be covered

Parent Meeting Before Departure for Far East Event

In addition to a review of the above, the below topics should be covered.

1. Behavior expectations during the Far East event
2. Clothes to pack, in addition to uniforms, warm-ups, shoes, etc.
3. Approximate amount of money to take
4. Review of Code-of-Conduct and consequences for violations
5. Find out any special needs or health concerns players may have
6. Other important topics

NASPAA Code of Conduct

The following principles and expectations underscore the NASPAA's Public Address (P.A.) announcing philosophy. P.A. announcers who utilize these guidelines will be in a position to announce virtually any athletic event with confidence.

1. Announcers shall understand that their role is to provide pertinent information in a timely manner and to do so professionally and not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to entertain or to draw attention to himself or herself.
2. Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.
3. Announcers shall promote good sportsmanship and a positive environment by what they say and how they act.
4. Announcers shall treat the opponents and their fans as guests, not the enemy.
5. Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators, and avoid making any comments that reflect positively or negatively on them.
6. Announcers shall respect the participants of all teams and remain neutral when introducing the starting participants, announcing substitutions and the outcome of plays or performances of the participants.
7. Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.
8. Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.
9. Announcers shall exhibit professional behavior and represent their school, organization or association with respect and dignity at all times by what they say, how they act and how they appear.
10. Announcers shall avoid using alcohol and tobacco products at the venue.

ADDENDUM

TIE-BREAKER DoDEA Pacific Football

D-1 / D-2 championships are determined as follows: The D-1 #1 team will host #2 on Saturday, 8 November. The D-2 #1 Japan team will host #1 from Korea on Friday, 7 November.

Format used at conclusion of regular season.

A. D-1 teams will have wins/losses totaling 4 at conclusion of the regular season

1. Five D-1 teams; each playing 1 or more games against other four D-1 teams.
2. For a team playing other 4 D-1 teams once, each game will count as 1 win or 1 loss.
3. For teams playing twice during regular season:
 - a) If team wins both games they are credited with 1 win
 - b) If teams win 1 game each, head-to-head point differential is used with maximum +20 used for each game. Point differential will be divided by 2. Team with plus number will have 1 win; team with negative number will have 1 loss (example #1 below).
 - c) If point differential is zero, win-loss record against other common D-1 opponents will be used (example #2 below).
 - d) If win-loss record against common D-1 opponents is the same, winning and losing to same opponents, then the point differential against common D-1 opponents will be used. (example #3 below)
 - e) If a tie still exists there will be a coin toss.
4. If teams (example KBHS/KDHS) play each other 3 times, team winning most games has 1 win, the other has 1 loss.

B. 2 teams tied for first or second place at conclusion of regular season

1. If 2 teams tie for 1st or 2nd place, team defeating other will receive higher seed.

C. 3 teams tied for first or second place at conclusion of regular season *(any step below eliminating a team will result in reverting back to tie-breaker for 2 teams)*

1. If 3 teams tie for 1st or 2nd place, head-to-head record among the tied teams is used. If 1 team defeated other 2 teams, this team will receive highest seed. Placement for other 2 teams will be decided from "B" above.
2. If 3 teams tied defeated each other, point differential among 3 teams will be used, with maximum of +20 used for each game. (example #4 below)
3. If, from #2 above, there still exists a tie, point differential among all opponents in same division will be used, 20 points maximum. (example #5 below)
4. If tie still exists a coin toss will decide the placement of teams.

D. D-2 teams will have wins/losses totaling 2 at conclusion of regular season

(only possible ties have all 3 teams with win/loss records of 1-1)

(teams playing twice during regular season, tie-breaker in A-3 above used)

1. Point differential among the 3 teams is used, with maximum of +20 used for each game. See A.3.b above
2. When teams split their 2 games follow example #6 below.
3. If a tie still exists, a coin toss will decide the 2 teams in the championship game.

Tie-breaker Scenarios

1. Team A defeats Team B 31-8 in first game. *(maximum +20).* Team B defeats Team A 21-7 in second game. Team A point differential is +6, Team B is -6; team A is credited with 1 win, Team B with 1 loss.
2. Team A and Team B split their 2 games, Team A winning 20-14 and Team B winning 27-21 *(differential is zero)*. Team A's record against D-1 teams is 1-2; Team B's record against other D-1 teams is 2-1. Team B is credited with 1 win, Team A with 1 loss.
3. Both Team A and Team B have record of 2-1 against common D-1 opponents. Team A's point differential against these teams is +26, team B's is +17, Team A is credited with the win.
4. If 3 teams have 3-1 win-loss records and defeated each other, point differential is used. Team A defeats B 45-14, Team B defeats C 19-11, Team C defeats A 16-12. The maximum point differential is +20 or -20. Team A's point differential is +16 (+20 for win, -4 for loss), Team B's point differential is -12 (-20 for loss, +8 for win), Team C's point differential is -4 (-8 for loss, +4 for win), Team A receives higher seed, Team C receives other seed, Team B is eliminated. If 2 team tie in point differential, the team defeating the other is the higher seed.
5. From #4, if 3 teams have same point differential, point differential against other 2 teams is used, maximum 20 points/game. If Team A defeats D 27-12 and E 41-0, their point differential is +35. If Team B defeats D 42-6 and

- | | |
|---|--------------------------------|
| 2. Team D over Team E 14-2 (adjusted score is 12-2) | Team D ratio is 13/5 or 2.600 |
| Team E over Team F 9-1 | Team E ratio is 11/12 or 0.917 |
| Team F over Team D 3-1 | Team F ratio is 4/10 or 0.400 |
- #1 is Team D (2.600); #2 is Team E (0.917); #3 is Team F (0.400)**

Out-of-pool play games:

An official game must go at least 4 1/2 innings. Home team must have last at-bat if they are behind.

Mercy rule is used if a team is ahead 10 runs after 5 innings except in championship when team behind has option to continue play.

Pitching (Baseball only)

1. A pitcher is authorized a maximum of 17 innings in the 4-day tournament
2. A pitcher may not pitch more than 9 innings in one day
3. When a pitcher throws more than 6 innings in 1 day, he must sit out 1 day before pitching again
4. When a pitcher throws more than 7 innings in 1 day, he must sit out 2 days before pitching again
5. One pitch thrown in an inning will count as one inning pitched

Wrestling Weight Certification Program

1. All wrestlers are certified into their weight class on the second Wednesday winter break
2. If a wrestler does not certify on this date the most recent weight class will be as certification at a DoDEA Pacific wrestling meet.
3. FILA rules state weigh-ins must be conducted in the wrestler's singlets.
4. Wrestler will not recertify at a lower weight
5. Wrestler will not weigh in more than one weight class higher without recertifying at a higher weight
6. If wrestler does recertify at higher weight, the lower weight certification will not be used for remainder of season, including Far East tournament
7. At the Far East Wrestling Tournament
 - The wrestler will weigh in, in singlet, at scratch weight plus no more than 2 pounds. For example, 101 must weigh no more than 103.
 - Each additional day wrestlers are granted one extra pound after successful weigh in. 101 may weigh 104 on day 2, 105, Day 3, etc.
 - Once a wrestler has weighed in at a certified weight class he/she will not move weight class to gain a personal/team advantage.
8. Each wrestler is required to have at least one-half of his/her season weigh-ins at the minimum weight at which he/she will wrestle at Far East. If not, the wrestler will wrestle at the next higher weight class
9. Coaches are required to document actual weight of wrestlers and the weight class wrestled each week up to Far East. Weight verification MUST be certified by an opposing coach or meet official.
 - This information must be emailed to the event director on the first school day after the final regular season meet.
 - Verified original will be presented at time of weigh-in the first day of the Far East event.
10. Any sponsored event or approved competition with DODEA schools is counted toward weight certification. This includes when Far East wrestling participants weigh in to compete. DoDEA teams are authorized one competition/week. This may be a dual meet or an "open" meet with multiple teams. If a team has no competitions that week, the coach will perform a weigh-in on Wednesday.
11. For weigh-ins, include the date and all other relevant information in the spaces provided. Ensure weights are included for only/all DoDEA Pacific wrestling events.

FAQs – Frequently Asked Questions – PAIAP Manual

FAQs listed below may serve to explain some procedures from the PAIAP Manual.

ELIGIBILITY

1. A student turns 19 on 28 July, in his 4th year of high school and is on track to graduate in June. Can he participate in sports this SY, his senior year? *DoDEA Pacific policy states a student must turn 19 on/after 1 August of the current SY to be eligible to participate in school sports. He will NOT participate in extra-curricular DoDEA sports.*
2. Some students have signed up to try out for wrestling but are academically ineligible. Are they permitted to try out? *Student-athletes can practice but NOT play in games. Ineligible students may try out and practice but cannot participate in any matches until they are academically eligible.*
3. Two academically ineligible football players cannot participate in a Friday football game. Are they allowed to ride the bus but not dress out for the game? *Academically ineligible student-athletes will NOT ride the bus or travel with the team. If they travel on their, own they must sit in the stands and will not be near the team bench during the game.*
4. A soccer team is having try-outs. Some student-athletes have not had their physical but have appointments scheduled at the clinic. May they try out? *No. Student-athletes trying out must have a current physical exam on file at the school with NO exceptions.*
5. To ensure a volleyball team has 10 practices in before the first game, 2 practices are scheduled each day, Monday and Tuesday, before teachers report to work. Is this a problem? *This is NOT permitted. Teams can have 2 practices per day, but for counting purposes 1 calendar day will count as 1 practice day toward the required 10 practices.*
6. A DoDEA student on a host nation soccer team. He needs to miss a few DoDEA practices to participate on this team. Is this permitted? *No. Participating on a host nation soccer team is permitted if the student-athlete misses NO DoDEA practices or games to do so.*
7. 7th and 8th graders practice with a high school tennis team. May they compete against other high schools in matches? *Middle school students (only 7th/8th graders) may practice with high school teams in tennis, cross country, wrestling, golf, and track. If middle school competition is scheduled in conjunction with high school competition they are permitted to compete against only middle school students.*
8. A golfer on a HS team was ill one morning and came to school for the afternoon. Is he permitted to play a match that afternoon? *No. A student-athlete must attend a full day of school to participate in after school practices or games. High School principals are permitted to make exceptions.*
9. A student-athlete enrolled at beginning 2nd semester, late January. May he join the wrestling team for the remainder of the season and also Far East? *Any additions to athletic teams after the first month of the season must be approved by the school Principal, in consultation with the District Superintendent and the Pacific Athletics Coordinator. Careful consideration must be given in situations with much of a sports season completed and few weeks remaining until the Far East tournament.*
10. A student with special needs has asked to be the manager for a football team but cannot pass the physical exam required. What alternatives are there? *Participants on athletic teams, including team managers, will have physicals on file at the school. The doctor providing this student's physical could approve participation on the team as a manager and list any physical limitations.*
11. A family plans to home-school their daughter and would like her to participate in HS cross country and track. Is this permitted? *Yes. She must meet all eligibility requirements and have a current physical on file at the school in which she is participating.*
12. Teachers are provided a list of students academically ineligible for the week. Students on the list are playing in games this weekend. Grades are being changed Wednesdays after students are turning in assigned school work. Is this permitted? *Students must understand all assignments and tests must be completed on time to be eligible, regardless if they are in school or not. Some schools have computer programs which allow students to turn in assignments on-line or arrange for make-up work. Schools should ensure all student-athletes and their parents know that weekly eligibility checks are based on work turned in through each Tuesday. What is occurring at this school will not make the student eligible.*

13. When are eligibility checks for participation in Far East events? And regular season competition? *The 3rd Tuesday before departure is the eligibility check for all Far East events in November. For winter Far East events, 2nd quarter grades are used, for spring Far East events, 3rd quarter grades are used. Grade check dates are at, or near, the 3rd Tuesday before Far East event departures.*
14. We have been invited to participate in a tournament that is not our district's tournament. Is this permitted? *No. Only schools within a district may participate in a district or post-season tournament.*
15. 2 games remain in the regular season. If a school wins both they could play in the championship game. A student just transferred in and would like to join the football team. Is this possible? *At this point in the season the student would need approval by the District Superintendent. There can be no more than 10 calendar days since he last practiced or played on his previous team. A transcript copy from his previous school will ensure his academic eligibility and physical record.*

COACHING

16. A new teacher signed an EDC to coach HS volleyball. How does she obtain the courses she must take for coach certification? *All EDCs will state that the coach must complete 2 NFHS coach certification courses before being paid the EDC, Fundamentals of Coaching and First Aid, Health, and Safety for Coaches. Both are DoDEA Pacific paid. ADs must provide the names of coaches who need to take the courses to the Pacific Athletics Coordinator who will assign them to these coaches who have until the end of the current SY to complete them. EDC Payment is NOT made until completion of both courses.*
17. A coach was ejected from the basketball game. What are the consequences? *Ejected coaches must immediately leave the court or field and sit out the next regularly scheduled game. The coach is NOT permitted in gym or on the field during the game, regardless if a home or away game. School administration should inform the Superintendent and Pacific Athletics Coordinator, and address the issue with the ejected coach.*
18. A player was ejected from the last game played in at the Far East tournament in the spring of the previous SY. When does he sit out his game for being ejected? *A student-athlete unable to complete a suspension during the sports season of the ejection will sit out the first game of the student's next season of participation, in any sport.*
19. What rules govern scouting a future football opponent by videotaping their next game? *Videotaping is NOT permitted unless written permission is granted by coaches of both teams at least 48 hours before the game.*
20. A team has 13 total basketball players and would like to have a varsity and a junior varsity team. What rules govern this? *With 13 total players some players will likely play both varsity and jv. If a varsity and jv game are scheduled on the same or consecutive days, a player may participate in a maximum of 5 combined quarters, on varsity and jv. One quarter of participation is counted regardless of the amount of time played in the quarter, whether 30 seconds or a full quarter.*
21. During a weekend basketball tournament a school is hosting they want a Slam Dunk contest? Is this OK? *No. Slam Dunk contests are NOT permitted at any time during a DoDEA Pacific basketball event. If playing on a DoDEA Pacific team, athletes are also not permitted to enter any Slam Dunk contest associated with or sponsored by organizations/schools not associated with DoDEA.*
22. A school's volleyball team will be participating in the Far East tournament, and has raised money for a rental van. May it be used to transport the team to billeting or the food court? *NO. DoDEA Pacific provides transportation to/from the airport and during Far East events, for all team participants, the coach, and chaperone. Coaches, sponsors, or chaperones are NOT authorized to rent a vehicle, and such authorization will NOT be on orders. Coaches, sponsors, and chaperones are NOT authorized to borrow vehicles at Far East event to transport students.*
23. A former college player has volunteered to assist a high school tennis team. What is necessary for her to begin? *Volunteer assistant coaches must complete the necessary paperwork before any team interaction.*
24. Two courses were provided to a coach last year, but he did not complete either. Can he coach in DoDEA Pacific this school year? *The coach not completing the 2 courses should not have been paid for last year's EDC, nor be permitted to sign any EDCs for this school year, until proof that both courses are completed with evidence sent to the Area Athletics Coordinator.*
25. Is a volunteer coach required to complete the 2 Coach Certification courses? *No. She is only required to complete all necessary volunteer coach paperwork. Only those signing an EDC are required to complete the 2 courses.*

26. A baseball coach will not be able to work with the team for a full week, as he is going TDY. He suggested someone not on staff to coach during his absence. Is this OK? *A certified coach will be the substitute when a head coach cannot attend practices and/or games. During absences the coach and/or the school administration will seek coach-certified staff to fill in during the coach's absence. If this is not possible, a non-certified staff member may be used, but only for emergency or short-term situations. As much advance notice must be provided to ensure the team is coached and supervised by certified individuals.*

FAR EAST EVENTS and GAMES

27. There are 12 members on a team but can only take 9 to the Far East tournament. Will DoDEA pay for the 9 players and the team pay for the extra 3? They would not dress-out, but would miss the tournament after being on the team all season. *No. Only 9 players are authorized to travel with the team for volleyball, with 1 coach. Team members and coach must be on orders for billeting, authorized transportation to/from the airport, and transportation secured by the host school.*
28. What happens to a wrestler who is ineligible on the check date, 3rd Tuesday before departure, but becomes eligible the week before the tournament? He is traveling to the tournament by bus so airline tickets will not be purchased. *Eligibility for participation in Far East events occurs on designated eligibility check dates. For fall events this is the 3rd Tuesday before departure; for winter events, 2nd quarter grades are used; for spring events, 3rd quarter grades are used. Regardless if a team is flying, the 3rd Tuesday is the eligibility date to participate at Far East and are set to procure airline tickets for teams. In fairness to all teams, this date will be used by all, regardless of how they travel.*
29. A school is hosting Far East soccer this spring. The only applicant for the Event Director's position is the soccer coach. Can she be designated at the Far East Tournament Director for this event? *The Event Director and the coach of a team in the tournament have their own responsibilities during the event, some which overlap. The school will select an Event Director who is not coaching a team in the event. This does not preclude the participating coach from assisting the Event Director on an as needs basis.*
30. A basketball team would like to play some local national teams. How are these games scheduled? *School administration and AD must approve and assist. Speak with local nationals on staff to prepare for hosting these games or knowing what to expect when traveling to another campus. These competitions WILL be counted toward the maximum authorized for the season.*
31. A basketball team is having difficulty getting in 10 practices before a first game. Are exceptions permitted like 2 practices per day in order to meet the 10-practice minimum? *Athletes competing in a sport immediately preceding basketball season are exempt from the 10-practice rule as long as long as 10 calendar days have not elapsed between seasons. In order to meet the 10 practice rule, each calendar day will count only as one practice.*
32. When can coaches have camps? *Athletic camps, regardless of the sport, will be held only after the completion of spring sports season, after the Far East events in May.*
a. Helmets and pads may be worn during a football camp; person-to-person contact drills are NOT permitted.
b. All student-athletes must have a current physical on file at the school, to include 8th graders
c. Students younger than current 8th grade will not participate.
d. Near the end of the SY students need time to prepare for exams, finish projects, etc.
33. There is a girls' Far East but not a boys' Far East volleyball tournament? *Only 4 DoDEA Pacific high schools have boys' teams. The 2 districts with boys' volleyball are encouraged to continue district tournaments.*
34. What number of student-athletes is authorized to participate in Far East track? *Each DoDEA school sets qualifying standards for Far East track/field. Each high school may enter up to 4 boys and 4 girls in the Far East track meet, regardless if they meet the qualifying standards. Teams are authorized a maximum of 10 boys and 10 girls to participate at Far East. If a team takes over 4 athletes (boys or girls), all athletes must meet the qualifying standards to participate to include all athletes (boys or girls) the school takes to the event.*
35. A student kicked off the team having been at a party in which other team members were drinking feels she should not have been removed from the team because she was not drinking. What is the appeal process? *The student should promptly prepare a written statement explaining her position on the ruling and why she should not have been removed from the team. The school will pass the statement to the Superintendent and Pacific Area Athletics Coordinator. The process will take some time. See section B-9 and C.2 of the manual for details on the appeal process.*
36. A student has a dental appointment on Friday that will not be over before the team departs (by bus) for a game. May the parent drive the student if they arrive at least 1 hour before the game starts?

Arrangements are possible if the administration and coach are notified well in advance. Only that student and NO other is authorized to make this trip in the parent's vehicle.

37. *A student plays soccer on and has been told she does not need a Medical Power-of-Attorney (POA). What happens if she is injured, especially at an away game? DoDEA operates worldwide under numerous jurisdictions, laws, and requirements. There are situations where a medical POA is not accepted, contrary to expectations. Once emergency medical services have responded, the responder actions are based on emergency medical protocols not directed by school officials. There are implications for both personal and agency liability with a medical POA. Coaches are required to have a Study Trip Report with them for all games. For additional information contact the school administration and/or school nurse.*

PAIAP Definitions

Appeal: Procedure following a decision meant for reconsideration at a higher level.

Amateur: An amateur athlete is one who engages in sport for the physical, mental, or social benefits derived there from, and to whom the sport is nothing more than an avocation. An amateur athlete is one who has never used and is not using his/her knowledge of athletics or athletic skills in an athletic contest for financial gain.

Clinic: A clinic is a special practice for athletes wishing to learn or play a specified sport the following school year. DoDEA Pacific clinics will not occur before the conclusion of all spring Far East athletic events. Participation is voluntary and no instructional time will be missed.

Conditioning: Conditioning is physical preparation for a sport. Students wishing to condition in the off season will do so independently.

Ejection: Contracted official/DoDEA Official removes coach/athlete from contest for rule violations or inappropriate behavior.

Games: Formal competition involving members of different teams with officials and the official score is recorded. DoDEA Pacific is responsible for funding of travel and officials.

Hazing: Hazing is any action, threatened action, or situation, which has potential for harming or endangering a student's self-esteem or physical health. Hazing could be mental, physical or emotional in nature. NFHS defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.

Scrimmage: Informal competition involving members of the same team without officials and no cost to DoDEA. Scores and statistics are not recorded or reported. Scrimmages are normally held prior to the first regularly scheduled game of the season.

Sportsmanship: Sportsmanship is a quality of responsible behavior characterized by a spirit of generosity and a genuine concern for opponents, officials, and teammates.

Team(s): Coaches(DoDEA and volunteer), players, managers, statisticians, film crew, and others directly or indirectly associated with the players.

Waiver: Formal request for an exception to a procedure.

PAIAP Manual Acronyms

AAR	After Action Report
AD	Athletic Director
AP	Advanced Placement
DODEA	Department of Defense Education Activity
DSO	District Superintendent's Office
EDC	Extra Duty Contract
FAQ	Frequently Asked Questions
GPA	Grade Point Average
IEP	Individualized Education Program
JROTC	Junior Reserve Officer Training Corps
JV	Junior Varsity
NFHS	National Federation of High Schools
PA	Public Address
PAIAP	Pacific Area Interscholastic Athletic Program
PAO	Pacific Area Office
POA	Power-Of-Attorney
POV	Privately Owned Vehicle
SAF	Student Activity Fund
SAT	Scholastic Aptitude Test
SY	School Year
USTA	United States Tennis Association