



PAIAP Manual

Pacific Area Interscholastic Athletics Manual

SY 2011-2012

Guam, Japan, Okinawa, South Korea

Changes and/or additions to be noted:

- | | | |
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| 1) <u>All-Academic Team</u> | section C-4 | page 7 |
| 2) <u>Home-stays</u> | section C-6 | page 8 |
| 3) <u>Mercy Rule-Football</u> | section C-14 | page 10 |
| 4) <u>Mercy Rule-Baseball/Softball</u> | section C-14 | page 11 |
| 5) <u>Football Play-Offs</u> | section D-5 | page 11 |
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A. OVERVIEW

1. Purpose

The Pacific Area Interscholastic Athletic Program is designed to promote and encourage participation by all students in supervised activities to enhance students' social, physical, and emotional development. This manual establishes policies and procedures for governing interscholastic athletic programs in DoDEA Pacific. District offices must ensure the contents of this manual are followed by each of its schools.

2. Mission Statement

Maximum participation of students in co-curricular athletics supports the goal of highest student achievement. Athletic participation is recognized as a valuable educational experience, directly complements academic performance, and prepares students for continuous learning and productive citizenship.

3. Interscholastic Athletics

- Interscholastic athletic programs are an integral part of the academic curriculum and school environment. Athletics enhance the 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.
- The DoDEA Pacific Athletics Coordinator is the point of contact (POC) for athletic policies and procedures. These policies and procedures should 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, in their capacity as sponsors or coaches, provide proper instruction and adequate supervision at all practices and scheduled competition, and equipment and facilities are available for practice and competition.
- The following sports are authorized in DoDEA Pacific (not required):

Baseball	Drill (JROTC)	Paddling	Tennis
Basketball	Football	Rugby	Track
Cheer	Golf	Soccer	Volleyball
Cross Country	Marksmanship	Softball	Wrestling
- 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.
- DoDEA Pacific schools may join conferences with private and international schools, based on geographical location and student enrollment. Obligations to DoDEA schools for regularly scheduled games will have preference over games scheduled with non-DoDEA schools.
- When competition is scheduled with local nationals or military, in which the participants are older than 19 years, the athlete and athlete's sponsor must sign the form entitled "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 school year but at least before the student athlete begins competition.

B. ELIGIBILITY

School administrators, athletic directors, and coaches shall ensure that eligibility rules are observed in all DoDEA Pacific interscholastic athletic competition.

1. Age

A student turning 19 years of age on or before 31 August is ineligible to participate on interscholastic athletic teams for the current school year.

2. 8-Semester Rule

A student is eligible for competition only during eight consecutive semesters after entry into the 9th grade.

3. Undergraduates

Only students enrolled in grades 9-12 shall take part in any contest. A student is eligible to participate if enrolled in at least four classes. (*Also, see "home-schooled students"*)

4. Academic Eligibility

- To be eligible to participate in interscholastic athletics, students must maintain a minimum 2.00 Grade Point Average and receive no more than one failing grade. All student participants will be monitored on a weekly basis. Grades will be cumulative to date for the quarter. A student declared ineligible can practice but cannot participate in any games. Ineligible students cannot be in uniform for any games or travel to any away games. All students will be eligible at the beginning of each school year.
- After the first week of the school year, the following monitoring will begin:
 - ✓ Grade checks will be done after the completion of the school day on 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, which will be available the first week of the following quarter, will determine eligibility for the 2nd week of the quarter. The eligibility check the 2nd week of the quarter will determine eligibility for the third week, and so on.
 - ✓ Semester grades are not used to determine eligibility. Schools may not establish additional eligibility requirements.
- Schools will provide intervention support services to students who have been identified as having academic difficulty. These support services may include tutoring and before/after school study sessions. Academic eligibility may be waived by the principal for students having an Individual Education Program (IEP). Students on IEP's must meet all other eligibility requirements.
- Students who are academically ineligible for three weeks may be dropped from the team but only after intervention assistance has occurred.
- In order to secure orders and tickets for travel, the eligibility check for Far East events to include the host school, will be the 4th grade check before departure for the event.

5. Home-Schooled Students

Home-schooled students may participate in interscholastic athletics, as long as they meet all eligibility requirements for those enrolled in school.

6. Physical Examinations

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 examination, and the form must remain on file at the school.

- 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.

- All participants, to include team managers, must have a valid and current physical examination.
- DoDEA Pacific assumes no responsibility for the physical exam cost.
- DoDEA Pacific assumes no financial responsibility for medical insurance or medical expenses incurred as a result of participation in interscholastic activities.

7. Transfer Students

- Transfer students with varsity or junior varsity experience for an in-season sport are not guaranteed placement on a team at the new school. The decision to place a transfer student on a team rests with the coach's evaluation of the student's athletic skills and other factors related to the team.
- Students changing schools within DoDEA retain their eligibility. Students transferring from outside of DoDEA must meet DoDEA Pacific eligibility requirements before competing as a member of a team in interscholastic athletics.

8. Team Membership

- Any player who competes in the first scheduled game or is a member of a team on that date is not authorized to participate in any other sport during that sport season.
- Students are eligible to participate in games on the day of withdrawal. If withdrawal is on Friday, students may participate in games through the weekend.
- Students who do not attend a full day of school *will not be allowed* to participate in or attend any school-sponsored event that same school day, which includes a practice or game for any athletic event. Principals are authorized to make exceptions to this policy. (from DoDEA Administrators' Manual – 1005.1)
- There is no official DoDEA Pacific policy on the criteria for selection to varsity or junior varsity teams. Individual coaches, with the approval of school administrators, will determine the guidelines.

9. Middle School Participation in High School Interscholastic Athletics

Middle school students (7th and 8th grades) may practice with high school teams *only* in golf, cross country, tennis, wrestling, and track, and with the consent of the high school coach and parent or sponsor. 7th or 8th grade students may not participate in any competition with or against high school students. No student below the 7th grade may participate, or practice, on or with high school teams. Any competition 7th or 8th grade students engage in must be with other middle school students. Before 7th and 8th grade students practice with high school teams in the sports identified above, they must have a current physical on file at the high school, and must meet and maintain academic eligibility.

10. Appeal Process

Extenuating circumstances may occur in regards to the eligibility rules and may be the basis for an appeal. Appeals should be directed through the school principal to the district superintendent, and on to the area director's office. During the appeal process participation by the student is not allowed. The Pacific Area athletics coordinator will contact all athletic directors with all necessary information in order to provide a decision of the appeal.

C. GENERAL RULES

1. Amateur Standing

Students participating in DODEA Pacific athletics must maintain amateur standing. An amateur athlete is one who engages in sport for the physical, mental, or social benefits derived, and to whom the sport is nothing more than an avocation. An amateur athlete is one who has never used and is not using their knowledge of athletics or athletic skills in an athletic contest for financial gain.

2. Sportsmanship

Sportsmanship must be a priority among those who represent DoDEA Pacific in 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 NFHS Code of Ethics (Attachment B)

- Incidents of unethical behavior by coaches or team members must be reported no later than the next duty day to the school principal for appropriate action.
- 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 can be, but not limited to, warning, suspension, or removal from the team. This could include players, coaches, managers, and others related directly or indirectly with the team.
- Any coach or team member ejected from a regular season or tournament contest by game officials will be ineligible for the next scheduled game. If a penalty is assessed at the end of the sport season and no contest remains, the penalty is carried over to the next sport program 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. Incidents that result in ejections (hard red in soccer) must be reported to the District Superintendent. Schools failing to enforce this policy will be subject to punitive action by the District Superintendent.
- Ejection Clarification for Soccer: In soccer there are two types of ejections. 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. (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 but ... these types of ejections will not count toward removal from the team as stated in preceding bullet.
- The school principal will determine which individuals are selected for the coaching positions. The school principal must approve any volunteer coaches, and any selected must sign the “Code of Ethics” (attachment B). Before interaction with the team begins, volunteer coaches will be subject to an “installation records check.” Schools must be in compliance with DoDEA Administrative Instruction 4700.3, Background Checks for DoDEA School Volunteers.
- Coaches having signed an EDC (*extra duty contract*) must show proof of being NFHS (*National Federation of High Schools*) coach certified before being paid their EDC (*extra duty contract*) for coaching any sport in DoDEA Pacific, regardless of the level – varsity, junior varsity, freshmen, etc.. Coaches can do this by successfully completing the two NFHS required courses and submitting their coaching certificate, issued by

NFHS. Coach certification courses are purchased by DoDEA Pacific. Coaches on an EDC are required to be NFHS coach certified by the end of SY in order to be paid.

3. Sports Seasons

- The starting date for each sports season will be announced by the Athletics Coordinator. For fall sports the start date will be the third Monday before the teacher report date. As a general rule teams may not have try-outs or practices until the previous season has been completed. Any earlier date must be approved by the PAO Athletics Coordinator after consulting with the administration of the requesting school.
Note: person-to-person contact is not permitted during the first three days of football practice.
- Ten days of practice must occur before athletic contests can be held. Athletes participating in consecutive athletic seasons are exempt from the 10-practice rule as long as 10 days have not passed between active participation in the preceding sports season. Students transferring from another school may begin participating in contests immediately if the 10-day practice requirement has been met at the previous school, and no more than fifteen calendar days have passed from withdrawal from the previous school.
- Off-season coaching or instruction is prohibited by a coach or member of the coaching staff prior to the first starting date of that sports season. Coaches may supervise a weight training or conditioning program during the off-season. Off-season camps during the school year must occur after the conclusion of all spring sports. All students participating in an off-season conditioning program must have a current physical on file at the school. Participation in any off-season conditioning is completely voluntary and will not affect the status of a student on a team.
- Allowances for off-season coaching and/or instruction are allowed for JROTC. This could be for marksmanship training and summer drill camp. Any/all cadets participating in off-season JROTC must have a physical on file at the school.
- Students may participate in only one sport per season. JROTC marksmanship and drill overlap the fall, winter, or spring sports seasons. Allowances can be made for JROTC cadets to participate in marksmanship and/or drill, and an in-season sport. Coaches, student, and parents must meet to decide what is in the best interests of the student.

4. All-Academic Team

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

- Must have competed on a varsity level athletic teams
- Must have completed the season in good standing
- Must have achieved 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.

5. Scheduling, Practices, and Team Try-outs

- Districts will publish a master schedule for each sports season to facilitate coordination between schools; schedules must minimize loss of school time due to travel. All changes to the master schedule must be initiated by school administrators with final approval coming from the superintendent’s office.
- Athletic teams and individual athletes are expected to participate in all scheduled athletic contests and practices. Participating in a non-DoDEA contest in lieu of a scheduled game or practice is not permitted. Any team or athlete who does so may forfeit the privilege of continued participation on the DoDEA team.
- Additional games not included in the published master schedule may be arranged with local host nation schools but must meet the following criteria:
 - ✓ Games may not be played until after 10 days of organized practices.

- ✓ Costs to DoDEA Pacific for officials, transportation, or TDY orders for coaches and chaperones are not authorized unless approved by the DSO.
- ✓ No school absences are authorized unless approved by the DSO.

- Try-outs and practices for winter sports should begin no earlier than after the completion of the regular fall season. Try-outs and practices for spring sports should begin no earlier than after the completion of the regular winter season. Exceptions to this must be approved by the District Superintendent, through the school principal.
- If it is necessary for try-outs to begin before the completion of the previous season coaches should keep in mind that all students be provided an opportunity to compete for a position on the team.
- It is the coach's responsibility to ensure that all students trying out for a team have a current physical examination on file with the school. Under no circumstances is a student allowed to try out for a team without having a current physical exam on file with the school.
- After the first month of the season any new additions to a team must not only meet all eligibility criteria but also their participation must be approved by the school principal, in consultation with the district superintendent.

6. Travel

- Teams will travel as a unit under the supervision of the coach and/or sponsor to and from athletic events. For overnight travel, teams will have the coach and adult chaperone travel with the team. Both the coach and chaperone must be billeted with the team.
- Host schools will make arrangements for the most economical means for team billeting.
- Coaches/sponsors and team chaperones are responsible for the conduct of students under their supervision from departure for the event until return home.
- Billeting, military dining facilities, local transportation, and game schedules (locations and times) must be coordinated between school athletic directors.
- Visiting teams must coordinate local transportation with the host school.
- Coaches/sponsors must carry powers of attorney authorizing emergency medical treatment.
- Traveling teams are not authorized to have players and/or coaches stay in private homes or residences. Travel to any games must involve the teams staying on base in billeting or approved off-base hotels, motels, pensions, etc.

7. Practices and Games During Exams

- No games will be played during the week of semester exams until after the completion of all exams. No overnight trips for games will be scheduled the weekend immediately preceding semester exams.
- Practices may occur during the week of semester exams. Practices during this week, as a general rule, should be no longer than one hour/day. Allowances should be made for players choosing to study, or to finish up school work that will be due this week. Every attempt should be made to find a balance between time spent for practices and exam preparation.
- The first two full weeks of May are set aside for Advance Placement (AP) exams. Overnight trips should not occur the weekend before AP exams begin and the middle weekend of exams. Exceptions to this must

be approved by the District Superintendent. Games may be scheduled after school on Friday of the first week and beginning after school on Wednesday of the second week.

8. Officiating

- Officials for athletic contests must be fully qualified according to the governing association of each sport.
- The host school is responsible for coordinating contest times with officials.
- Officials' judgment calls during the game are final and are not subject to appeal.
- It is strongly advised that referees not officiate games with family members participating. If it becomes necessary for this to occur, the coaches of both teams will be informed before the game begins.

9. Protests

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

10. Tournaments

- Only DoDEA Pacific sponsored tournaments will be funded as published in the annual FEAC schedule and district athletic master schedules.
- Invitational tournaments during the regular season are authorized provided they are on the district master schedule.
- Students participating on both a DoDEA Pacific team and a host nation team are eligible for Far East Tournaments provided the student participated in every DoDEA Pacific competition for which they were eligible.

11. Awards and Recognition

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

- Varsity and junior varsity letters may be awarded to students who meet all lettering criteria. No more than one varsity or jv letter should be awarded. Letters earned in additional sports should be indicated by sport pins; bars should indicate additional letters earned in the same sport.
- Schools are responsible for establishing lettering criteria and for ensuring that students and parents are aware of the criteria at the start of the season.
- District Superintendents may establish criteria to recognize athletes through selection for All-Conference teams, Conference Most Valuable Players, and All-Academic Honors.
- Students may not receive merchandise or awards such as medals, plaques, or trophies that have a total retail value of more than \$50.00.

12. Athletic Code of Conduct

All students participating in DODEA Pacific athletics must sign the *DoDEA Pacific Athletic Code of Conduct* (Attachment A). This must be done after selection to the team but before the first game. The original must be retained on file by the athletic director for the duration of the SY. A copy should be

provided to the parents of the student. School principals are responsible for enforcing consequences for behavior that violates the code of conduct.

13. Medical Support

DoDEA Regulation 1342.6 designates installation commanders to provide medical support for athletic activities. School principals must coordinate with the installation medical facility for medical support at athletic competitions.

Installations have various policies regarding availability of medical support during athletic contests. Some require medical support to be on site while others state that medical support only be readily available. Schools need to contact the medical support facility located on their base to ensure the appropriate medical support is provided.

14. Athletic Rules Used

NFHS – *National Federation of High Schools*

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

* Please note that for FILA wrestling there are three exceptions. DoDEA Pacific wrestling coaches along with the SAC decided the following three moves would not be allowed at the Far East tournament:

1. Full Nelson
2. 3/4 Nelson with Leg hook
3. Straight Back Suplex

15. Mercy Rule Implementation

The *mercy rule* will be used in Far East tournaments. It will also be used during the regular season games in which both competing teams are DoDEA Pacific schools. It can be used in games involving non-DoDEA schools if arrangements are made before the game between the coaches of the two schools.

Football

Whenever there is a 30+ point lead, the following will become effective:

- The team ahead will substitute non-starters for starting players.
- The team ahead will attempt only PAT 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, the restrictions will be lifted until the 30-point differential is reestablished.

Basketball

Whenever there is a 30+ point lead, the following rules will become effective:

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

Soccer

A team has an 8 goal advantage the team in lead will be required to substitute non-starters for starters.

Baseball and Softball

The game shall be terminated if a team is ahead by 15 runs after 3 innings, or by 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 conclusion of the previous school year.

2. Monitoring

The DoDEA Pacific *Athletics Coordinator* will monitor Far East athletic events. The host school principal will monitor and supervise the event's tournament director, and overall conduct of the event. The event director cannot be a coach of a team participating in the tournament. The Pacific JROTC ISS will monitor drill and marksmanship.

3. Invitation

Far East Athletic event directors are responsible for ensuring schools are invited according to the invitation priority order identified below. If invited schools do not respond to the invitation within a stated time frame, the host school administrator or event director should contact the administrator of the non-respondent school to determine if the school intends to participate in the event. The DoDEA Pacific Athletics Coordinator will give final approval of all participating teams in Far East athletic events.

4. Invitation Priority

- DoDEA Pacific High Schools
- Schools participating in existing leagues with DoDEA Pacific schools (KPASSP, KAIAC, OAC, IIAAG).
- Other schools that have recent participation in the activity
- Other schools participating for the first time.

Junior varsity teams are not authorized participation in Far East events.

5. Football Playoff Schedule

*Beginning with SY 2012-2013 all *Division 1* football teams in DoDEA Pacific will play each other one time. The top 4 teams will compete in the post-season. The #1 team will host the #4 team; the #2 team will host the #3 team. Winners will play each other for the championship; the higher seeded team will be the host school. The #5 team will not compete in the post season.

The Division-2 football teams will play each other one time. The #1 team will host the #2 for the championship.

**These games will be teams from the Japan, Korea, and Okinawa districts only, to include the post-season playoffs. Teams within districts can schedule additional games against each other. Before the season begins, one of these games will be designated as the game used to determine the seedings for the playoffs.*

6. Base Access for Those Without ID Cards

For some Far East events there will be participants not possessing military ID cards. Event directors must contact their base “Pass/ID” well in advance of the tournament to obtain the procedures for these individuals to obtain a base pass. This procedure must be communicated to the coaches of all teams to ensure participants of all teams have access to the base where the event is held.

7. Authorized Participants

- The Far East Athletics Coordinator will state the maximum number of students, coaches, and or chaperones for each Far East Activity. Schools may send a reduced number of participants. Governing rules for each activity assist in determining the minimum number of participants.
- Parents who withdraw their dependent children from participation in a Far East event can be held responsible for paying any costs associated with their child’s removal. This will be stated on the reverse side of the “Code of Conduct” form. Examples of “unjustifiable” and “justifiable” reasons for removal are on the form.
- The chaperone must be the same gender as the student participants or, if the group is co-ed, the sponsor and chaperone must be of the opposite sex.
- Two adults are authorized to travel to Far East athletic events. Schools must send one adult as the sponsor/coach whose primary responsibility is with the students. The second adult is the chaperone whose primary responsibility is to support the sponsor or coach throughout the event. Every attempt should be made to secure a non-DoDEA employee as the adult chaperone. If a non-DoDEA individual cannot be secured, an additional DoDEA employee may travel as the adult chaperone but only with approval from the district superintendent, through the principal of the school making the request. The group sponsor must identify the chaperone to the school principal as far in advance as possible. If the chaperone is not a DoDEA employee, the sponsor and/or principal must ensure this person has a favorable background check.
- All teams traveling to Far East events must secure their own team chaperone. Teams are not authorized to share a chaperone (*one person identified as the chaperone for 2 teams*).
- Only the adults identified on the team orders will be permitted on or near the bench during competition at Far East events. “Volunteer” coaches traveling at their own expense to Far East events are not authorized to be on or near the bench.
- Chaperones must be at least 21 years of age. Any exceptions must be approved by the District Superintendent, with the request coming from the principal of the school making the request.
- The sponsor and the chaperone must sign the “*Code of Ethics*” (attachment B).
- The “*Code of Ethics*” must be signed by the sponsor when the extra duty contract is signed. The chaperone must sign the “*Chaperone Rules and Responsibilities at Far East Activities*” (attachment C). These signed forms will be kept on file in the office. The chaperone must sign this in a timely manner but no later than departure for the event or when this person begins duties as the chaperone, whichever comes first. It is the responsibility of the sponsor or coach to communicate to parents and students, that the adult chaperone has the necessary authority to act or respond to any unusual circumstances and emergencies. Both primary sponsor/coach and chaperone must be identified on the *Power of Attorney* for each student.
- Both the DoDEA sponsor/coach and second adult (chaperone) will be issued official travel orders. These authorized adults may not have dependent children accompany them to the event or activity unless they

are participating members of the school group.

- As a general rule one adult should accompany every ten students attending a Far East event. The district superintendent must approve any additional adults that are in addition to the required sponsor and chaperone.
- All participants, students and adults, are required to have gone through the “Anti-Terrorism Training.” This applies not only to Far East events but also travel to any regular season competition.

8. Number of Participating Teams

A maximum number of teams will be permitted to participate in the various Far East tournaments.

- For D-1 volleyball, basketball, and wrestling the maximum number of participating teams will be 16.
- For D-2 volleyball and basketball the maximum number of teams authorized will be 12.
- For all other Far East events, the DoDEA Pacific Athletics Coordinator will approve the number of participating teams after consulting with the event director and host school administration.

9. Awards at Far East Events

Beginning SY 2010-2011 awards will be purchased by the PDO for top finishing schools, members of the championship and runner-up teams, and all-tournament teams.

10. School Division Determination

When the Far East event or activity is organized as “Division 1” and “Division 2 the placement of non-DoDEA schools will be made as follows:

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

*For football – recommendation will be made at spring AD meeting; final approval will come from area director

DoDEA Pacific has been and is experiencing enrollment swings. Beginning with SY 2011-2012, placement of D-1 and D-2 schools will be recommended at the spring “Athletic Directors” meeting. Final approval will come from the DoDEA Pacific Area Director. The above matrix will be used to determine the placement for non-DoDEA Pacific schools; it will be used *as a guideline* for DoDEA Pacific schools

11. Host School Planning

The host school should establish partnerships with installation and community leaders for the logistical support of the event prior to requesting a Far East event. Host schools should have sufficient billeting, facilities, and an event director when requesting to host a Far East event. Consideration should be given to minimize costs incurred by participants in any Far East event.

12. Event Requirements

Host schools should ensure:

- Use of school classrooms, gymnasiums, auditoriums and installation community centers and clubs, as well as a room with a computer, telephone and fax to support the work of tournament coaches/sponsors.
- Access to installation facilities (*i.e. recreation centers, gymnasiums, theaters, clubs and dining facilities*). Attempts should be made to provide access for non-I.D. cardholders.
- Availability of emergency medical care and routine medical treatment for participants. A determination on the level of medical support for non-DoDEA sponsored participants is necessary to prevent misunderstandings during the event. School nurses should be on call.

- Refrain from official or mandatory prayer at any time during Far East events. DoDDS maintains a strict policy of neutrality about religion. It neither proposes to advance nor to prevent religious exercise.
- All teams will compete through the next-to-last day of the event; at least half of the teams will compete on the last day. Host schools should schedule all teams to participate through the entirety of the event, *if at all possible*.

13. Billeting Requirements

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

Only under extenuating or unique circumstances will participants, sponsors, and/or chaperones be billeted off base, and only with approval from the district superintendent, after consulting with the PAO *Athletics Coordinator*. Under no circumstances are schools allowed to secure their own billeting for any Far East event.

14. Dining Requirements

Healthy dining arrangements at a reasonable cost should be available for all participants. Options, such as the military dining facility, on base restaurants, and the school cafeteria should be considered. The host school should explore sponsorship of pizza parties, first-day breakfasts, or dinners on the final evening of the event.

15. Transportation Requirements

The host school should ensure adequate transportation during the entirety of the event. This would include arranging ground transportation to/from the airport/train station/ferry station and billeting. It would be reasonable to have participants walk to/from event activities and billeting, if within a reasonable distance and inclement weather would not create a problem. School busses should be arranged if a base shuttle is not available.
DoDEA Pacific schools may not secure their own transportation during Far East events.

16. Optional Activities

If the Far East event or tournament has sufficient time built into its schedule, some activities should be considered for the participants and their sponsors or coaches. If time allows and financial resources are available, some optional activities could include field trips to museums, host country sites, or other educational locations. Arrangements must be made well in advance. Signed *Parent Permission* slips for these trips are required. The signed *Code of Conduct* is in effect during any trip or excursion during a Far East event. The host school administration must be notified of the event schedule and any optional activities.

17. Time Line

Far East event directors should follow the timeline identified below. The suggested time frame should be viewed as “no later than.” Dates and tasks should be completed earlier if possible. Far East event directors should be identified as early in the school year as possible. Administrators should select directors for fall events prior to the conclusion of the previous SY.

- 60 Days Prior to Event

Invitations and information packets must be sent to all eligible schools, with a copy to the DoDEA Pacific *Athletics Coordinator*. Invitations and information packets for events scheduled in the fall should be sent out no later than the second week of school

- 45 Days Prior to Event

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

- 30 Days Prior to Event

Event directors will email the event format to the DoDEA Pacific *Athletics Coordinator*. This format should

include, at a minimum, the names of the participating schools and the daily schedule of events. The coordinator will either approve the format or, if not approved, will work with the event director in making adjustments or modifications.

- 10 school days AFTER event

The AAR (*After Action Report*) must be submitted through the principal to the DoDEA Pacific Athletics Coordinator.

The EDC (Extra Duty Contract) for the event director should not be paid until the AAR has been reviewed and approved by the host school principal, and forwarded on to the *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 and AD names, their 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, and observations from the event director and/or host school admin
- Activity financial statement to include
 - accounting of entry fees and/or other income
 - accounting of expenses (itemized)
 - beginning and ending balance with account name, of student activity fund used
 - explanation of any discrepancies in the statement

18. Host School Invitation and Information Sheet

- The Far East event format should be described in sufficient detail to provide schools with enough information to plan for their participation. It should state the required arrival and departure dates for participating schools, the starting date and time for the events, and the location(s) of the event. In addition, the invitation should identify the Far East event director, telephone/FAX number, e-mail address, host school address, and other information necessary for the participating schools to confirm participation to the host school.
- All schools will arrive the day prior to the first day of the Far East event, and depart the day after the event concludes. Any exceptions to these travel dates must be approved by the district superintendent.
- All participants will be in attendance at the opening and/or closing ceremonies. The opening ceremony will be held no earlier than the first day of the event.
- The information packet should contain details to help participating schools understand current security regulations, billeting, dining, local transportation arrangements, availability of medical support, and options for evening activities.
- Emergency telephone (cell and landline) contact information, instructions on the use of on/off base telephones, installation maps, and installation entry procedures for participants and spectators should be included.
- A projected out-of-pocket expense for each participant should also be included in the information packet.

19. Entrance Fees

- The required suspense date for receipt of entrance fee should be identified in the invitation. It is recommended this date be no later than 30 days before the event.
- The information packet should identify what entrance fees are used for (i.e., patches, opening dinner, pizza feed, souvenir towel, etc.).

- The PAO Athletics Coordinator will determine the entrance fees for the event. DoDDS schools will pay no more than \$175 as an entrance fee for a Far East event. The fee for non-DoDEA schools is no more than \$350.00.
- All Far East event directors will provide a written receipt for all entry fees. The receipt shall contain 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 fee and depositing fee, and the date deposited
- All Far East event entrance fee receipts, donations/contributions, and other income must be handled in accordance with *Student Activity Fund (SAF), DoDDS Regulation 7240.1*. Purchases and disbursements of entrance fees in support of the Far East event must be handled in accordance with SAF guidelines. A report of the financial activity for the Far East event must be included in the after action report.

20. Cancellation Policy

In the event a school must cancel their participation in an activity, after payment of their entry fee, the following policy 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.

21. Passports, Visas, and SOFA Stamps

It is the responsibility of each participating school to ensure that all students, sponsors and coaches and chaperones have the proper documentation for travel to and from the host school's country.

Sponsors/coaches should personally inspect participating students' documents to ensure they contain the requirements for exit/re-entry. It is recommended that sponsors collect and secure all passports during the entirety of the event.

22. Code of Conduct

- Within one week after team selection, the team coach will hold a parent meeting to verbalize expectations and to have a parent, or parents, of each selected player sign the DoDEA Pacific Athletic Code of Conduct. If there are parents unable to attend this meeting, their dependents will not be permitted to participate in any games until after meeting with the coach and signing the code.
- Before departure for any Far East event another parent/player meeting will be held to review the Code-of-Conduct and to discuss expectations while attending the event. Players whose parents do not attend this meeting will not travel to the Far East event and/or participate in any games at the event.

DoDEA PACIFIC ATHLETIC CODE of CONDUCT *(side 1, more on reverse side)*

Participation in high school athletics 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 host military installation rules must be observed. The following behavior is not acceptable (however, other negative behavior not specifically mentioned must be dealt with accordingly).

1. Possession or use of drugs, alcohol, or tobacco products
2. Possession or use of weapons
3. Abusive, vulgar language or behavior
4. Fighting and 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 the installation dress code.
Violation of any installation regulations and host nation requirements
9. Travel in non-approved vehicles (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 the parents that identify a responsible adult to accompany their child.

Failure to uphold expected standards of behavior may result in suspension from the team.

A student found in violation of the “Code of Conduct,” suspended for any remaining 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)

_____/
(Signature of Student AND DATE)

_____/
(Parent or Guardian)

_____/
(Signature of Parent or Guardian AND DATE)

_____/
(Coach or Sponsor)

_____/
(Signature of Coach or Sponsor AND DATE)

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

attachment A

(when reproduced, ensure this is included on the back side of the “Code of Conduct.”

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 any other payments that have been made for the student that cannot be reimbursed. This also involves cancellation fees that come with changing airline tickets after the last date allowable.

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

1. Illness or injury that precludes participation in the event by the student
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 AND DATE)

(Principal)

(Signature AND DATE)

attachment B

CHAPERONE RULES AND RESPONSIBILITIES AT FAR EAST ACTIVITIES

- 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 the sponsor in any way possible.
- The chaperone will share the responsibility with the sponsor of monitoring the students during the activity and during those times outside of the event activity.
- The 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 produces while in contact with students.
- The chaperone will not smoke nor consume alcoholic beverages or any other controlled substance while in the presence of and when directly supervising students.
- The chaperone will be familiar with the “*Far East Participants’ Code of Conduct.*”
- The chaperone will note any and all violations of the rules and behavior expectations for the 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 I agree to follow them.

(Chaperone Name)

(Chaperone Signature / Date)

(Principal Name)

(Principal Signature / Date)

COMPETITION WITH PARTICIPANTS OLDER THAN 19 YEARS

DoDEA Pacific continues to strive 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 base 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, you should be aware that when a DoDEA Pacific school participates in 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 base athletic competition there may be instances during which DoDEA students would be competing against athletes over the age of 19, and also who may not be students. By signing this agreement, you recognize, understand, and acknowledge any 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

School Year

