

Department of Defense Dependents Schools Europe



Interscholastic Athletic Program Manual

February 2014

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS - EUROPE
INTERSCHOLASTIC ATHLETIC PROGRAM MANUAL
PREFACE

This manual standardizes the implementation of the Department of Defense Dependents Schools-Europe Interscholastic Athletic Program (IAP) in accordance with DoDEA Regulation 2740.1, "Interscholastic Athletic Program," dated July 6, 2006. The policies and procedures contained in this manual supersede all DoDEA IAP policies and procedures previously issued.

The DoDDS-E IAP is an integral part of the total curriculum of a school and enhances the physical, mental, social, and emotional growth of each participant. The athletic program provides the opportunity for young men and women to participate on an equitable basis in the school's sports program. To that end, DoDDS-E makes every effort to encourage maximum student participation in each activity. Schools participating in the DoDDS-E IAP are expected to promote the educational significance of interscholastic athletics, ensure that competitive sports activities are compatible with DoDEA educational goals, promote sportsmanship and ethical behavior on the part of athletes, coaches, administrators, officials and spectators, and protect the physical well-being of athletes.

This guidance and the expectations contained in this manual apply to all schools participating in the DoDDS-E IAP. The policies referenced in this manual have precedence over all school and district policies and practices and may not be superseded. However, district superintendents may provide operational procedural guidance. The development of new policies and procedures or modification of existing policies and procedures may be made in writing by students, parents, and school personnel to the DoDDS-E Athletic Council through the school principal, and the District Superintendent.

Nancy C. Bresell
Director, DoDDS-Europe

DoDDS-EUROPE MANUAL 2740.2
INTERSCHOLASTIC ATHLETIC PROGRAM

1. REFERENCES

- (a) DoDEA Regulation 2740.1, "Interscholastic Athletic Program," July 6, 2006
- (b) DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2008
- (c) DoDEA Manual 1005.1, "Administrators' Guide," October 2007
- (d) DoDEA Manual 2051.1, "Students Responsibilities and Privileges," February 26, 1997
- (e) DoDDS-E Manual 2942.0, "School Health Services Guide," March 2004
- (f) DoDDS-E SOP, "DoDDS-Europe Academic Eligibility Policy for Extra-Curricular Activities and Interscholastic Athletic Programs," July 2010
- (g) DoD Manual 1342.6-M, "Administrative and Logistic Responsibilities for DoD Dependents Schools," August 1995
- (h) United States European Command Directive 30-13, "Overseas Dependents Education in USEUCOM," 16 February 2005

2. PURPOSE

In accordance with the authority and requirements of Reference (a), this Manual establishes policy, procedures, and responsibilities in support of the Department of Defense Dependents Schools-Europe (DoDDS-E) Interscholastic Athletic Program (IAP).

3. APPLICABILITY

The policies set forth in this Manual apply to DoDDS-E superintendents, school administrators, teachers, students, DoDDS-E staff, and IAP volunteers.

4. POLICY

Athletics play a major role in the lives of many people within DoDDS-E schools who participate as players, coaches, officials, and spectators. A well-administered athletic program is an integral part of the total curriculum of a school and should enhance the physical, mental, social, and emotional growth of each participant. A student athlete engages in challenging learning opportunities both on and off the playing field, with responsible and productive citizenship a requisite part of sports participation. The IAP is administered in accordance with existing DoDDS-E policies, rules, and procedures.

The DoDDS-Europe Interscholastic Athletic Program (IAP) is designed to promote and encourage maximum participation of students attending a DoDDS-E school in wholesome, supervised activities in order to enhance students', social, physical, and emotional development. These valuable educational experiences directly complement classroom academic performance. They are also viewed as very important in the total preparation of every DoDDS-E student to be a productive citizen in the 21st Century.

5. DEFINITIONS:

Terms used in this guidance are defined in [Enclosure \(1\)](#)

6. SPORTSMANSHIP

6.1. Practicing Sportsmanship:

All participants in the IAP will practice sportsmanship by:

- 6.1.1. Realizing they represent the school; therefore they have an obligation to be a true sportsman, encouraging through their behavior the practice of good sportsmanship by others;
- 6.1.2. Recognizing that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team;
- 6.1.3. Remembering that the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social, and emotional well being of the players through the medium of contest;
- 6.1.4. Being modest in victory and gracious in defeat;
- 6.1.5. Respecting the judgment and integrity of game officials.

6.2 Sportsmanship Announcement: All schools are required to read the published DoDDS-E sportsmanship announcement at all athletic events.

6.3. Coach Conduct:

- 6.3.1. It is a clear obligation of all coaches, DoDDS employees and volunteers alike, to practice the highest principles of sportsmanship and ethics in all activities related to the IAP. Coaches are expected to reflect a positive attitude in their approaches to and their interactions with students, officials, and opponents.
- 6.3.2. Physical or verbal abuse of an athlete is never justified. Coaches are expected to treat every athlete with dignity and respect.
- 6.3.3. Swearing and the use of obscenities are always inappropriate, whether at practice or during an event.
- 6.3.4. The principal/athletic director will report incidences of unethical behavior by players or coaches before, during, or after competition in writing to the Area Director. Courtesy copies will be forwarded to the Principals and District Superintendents of the participating schools. The Area Director will review the reported incident and determine appropriate action.
- 6.3.5. Any ejection of a coach or student from an athletic contest by game officials will be reported to the Area office by close of business on the next working day following the ejection. An ejection results in a minimum of a one game/day suspension from the next DoDDS-E scheduled contest. An ejection carries over from one season to the next.

6.4. Athlete Conduct:

- 6.4.1 An important part of the educational aspect of the DoDDS-E IAP is the learning of behavior appropriate to athletic competition. Because athletes perform publicly, their behavior is subject to more than the usual scrutiny. DoDDS-E athletes are expected to know

and observe the rules, spirit and customs of their sport in both practice and competition. They should maintain cordial relations with opponents, officials, spectators and members of the press. Displays of bad manners and language are always considered unacceptable.

6.4.2. Hazing: Hazing, or aiding and abetting any other student in the commission of hazing, is unacceptable. Any such behavior will be reported to the appropriate DoDDS-E authority and subject to disciplinary action. A safe learning environment that is free from hazing for students and staff members will be maintained at all times. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

6.4.3. General Statement of Hazing Policy –

6.4.3.1. No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.

6.4.3.2. No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing.

6.4.3.3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

6.4.3.4. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

6.4.3.5. This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

6.4.3.6. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

6.4.4. Definitions

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

6.4.4.1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

6.4.4.2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

6.4.4.3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, e-cigarette, or any other food, liquid, or substance that subjects the student to an

unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

6.4.4.4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

6.4.4.5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

6.4.4.6. "Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

6.4.5. Reporting Procedures

6.4.5.1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school/district/area official.

6.4.5.2. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

6.4.5.3. Teachers, administrators, other school district employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

6.4.5.4. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

6.4.6. School/District/Area Action

6.4.6.1. Upon receipt of a complaint or report of hazing, the school/district/Area shall undertake or authorize an investigation by school/district officials or a third party designated by the Area.

6.4.6.2. The school/district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

6.4.6.3. Upon completion of the investigation, the school/district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School district action taken for violation of this policy will be

consistent with other school policies and applicable collective bargaining agreements and statutory authorities.

6.4.7. Reprisal - The school/district/Area will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

6.4.8. Dissemination of Policy - This policy shall appear in each school's Student Handbook and in each school's Building and Staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

6.5. Spectator Conduct:

6.5.1. Spectators, both students and adults, are an important part of DoDDS athletic events. They serve to validate the positive values learned through athletic experiences, and to support the personal efforts and successes of individual athletes.

6.5.2. At DoDDS-E athletic events, it is inappropriate for spectators to engage in:

- Violence
- Obscenity or obscene gestures
- Harassment of officials
- Verbal abuse
- Possession or use of alcohol and tobacco
- Using illegal substances
- Vandalism
- Throwing objects

6.5.3. Artificial noise makers to include, but not limited to, air horns, trumpets, drums, and cow bells are not permitted to be used before, during, and after DoDDS athletic events.

6.5.4. Under the direction of the school music department a school band may perform at appropriate times. Appropriate times are half times, time-outs, between quarters, and before/after games.

7. RESPONSIBILITIES

7.1 The Director, DoDDS-Europe shall:

- 7.1.1. Identify authorized IAP activities;
- 7.1.2. Define eligibility rules for student athletes;
- 7.1.3. Define standards for physical examinations and emergency medical care;
- 7.1.4. Establish guidance regarding event scheduling, practice, and travel;
- 7.1.5. Ensure the administration of the IAP at each organizational level within the Area in accordance with this Regulation and established Area guidance.
- 7.1.6. Exercise final authority on all matters relating to the IAP.

7.2 The Director, DoDDS-E Inter-Scholastic Athletic Program shall:

- 7.2.1. Ensure compliance with the DoDDS-E IAP.
- 7.2.2. Chair the DoDDS-Europe Athletic Council (EAC).
- 7.2.3. Issue guidance regarding practices, contests, and safety standards.
- 7.2.4. Organize pre-season meeting/training of Athletic Directors.
- 7.2.5. Conduct administration and provide guidance regarding the DoDDS-E IAP.
- 7.2.6. Develop IAP schedules for regular and post season.
- 7.2.7. Review, in conjunction with the EAC, requests for waivers or exceptions to the IAP and forward written recommendations to the Director, DoDDS-E.
- 7.2.8. Receive all ejection reports and appeals and complete an investigation with the appropriate officials' organization.
- 7.2.9. Develop budget and coordinate travel for all post season championships.
- 7.2.10. Manage all post season events.
- 7.2.11. Contract officials for schools as appropriate.
- 7.2.12. Develop and manage athletic budget.
- 7.2.13. Coordinate purchase and maintenance of athletic equipment with schools.
- 7.2.14. Review all AIRS/SIRS relating to the athletic program.
- 7.2.15. Communicate and correspond with school athletic directors on all athletic matters.
- 7.2.16. Develop, publish, and revise guidelines for the administration of each sport and activity consistent with Area-wide IAP needs.

7.3. The District Superintendent is responsible for ensuring equitable application of the IAP throughout the district.

- 7.3.1. Each DSO will establish a five-year purchasing plan for uniforms and equipment for all sports under the IAP.
- 7.3.2. A separate yearly plan for the purchase of all other supplies will be developed locally.
- 7.3.3. The DSO will be responsible to provide funding in accordance with the five-year plan.
- 7.3.4. The DSO will provide travel orders for coaches for regular season and post season events.
- 7.3.5. Substitute days for coaches are provided by the DSO using the appropriate sub code.
- 7.3.6. The DSO will notify the Area office immediately when athletic issues are brought to their attention.

7.4. The Principal shall:

- 7.4.1. Ensure compliance with the DoDDS-E IAP and policies;
- 7.4.2. Ensure supervision at all interscholastic events (scrimmages and games) by a DoDDS-E administrator;
- 7.4.3. Coordinate medical requirements in accordance with Reference (g) and [Enclosure \(3\)](#) for all sporting events and ensure that contests requiring medical coverage do not begin until medical coverage is on site;
- 7.4.4. Conduct a pre-season coaches' meeting in conjunction with the Athletic Director for all members of coaching staff (DoDDS personnel and volunteers) for each sport season;
- 7.4.5. Conduct pre-season meeting with athletes and parents.
- 7.4.6. Ensure that the DoDDS-E Athletic Code is communicated to both athletes and parents in writing and acknowledged by signature;
- 7.4.7. Designate an athletic director who will coordinate the athletic program at the local level;

- 7.4.8. Make every effort to hire the most qualified coach following the EDC hiring procedures.
- 7.4.9 Designate an individual to be responsible for monitoring academic eligibility for athletes.
- 7.4.10 Designate individual to create trips in the Risk Assessment Planner (RAP)
- 7.4.11 Ensure coaches are issued travel orders where appropriate and verify travel vouchers.

7.5. The Athletic Director shall:

- 7.5.1. Ensure compliance with the DoDDS-E IAP.
- 7.5.2. Coordinate risk assessment requirements for home and away events.
- 7.5.3. Maintain school records pertaining to athletics (letters, uniform and equipment inventories, phone contacts)
- 7.5.4. Assist administration in monitoring academic eligibility.
- 7.5.5. Coordinate and verify officials with the local officials association
- 7.5.6. Serve as liaison between Area office and coaching staff
- 7.5.7. Host school Athletic Director will:
 - 7.5.7.1. Communicate, well in advance, with the visiting schools' athletic directors.
 - 7.5.7.2. Furnish the following information: billeting, meals, local transportation, starting times, location of competition, and any other pertinent details.
 - 7.5.7.3. Ensure the smooth operation of home events
 - 7.4.7.4 Coordinate arrival of medical personnel where appropriate
- 7.5.8 Coordinate practice times and facilities for coaches.
- 7.5.9 Coordinate bus requests and ensure compliance with DoDDS-E travel policy.
- 7.5.9 Provide assistance to coaches as needed.

7.6. The Coach/Sponsor is:

- 7.6.1. Required to be an employee of DoDDS-E (TP, GS, NSPS, WG or substitute teacher).
- 7.6.2. Responsible for all team activities and administration.
 - 7.6.2.1. Host coach is responsible to provide scores and game statistics to the media.
 - 7.6.2.2. The Coach is responsible for filing the ejection reports for all ejections occurring with their team with the Area office. Coaches will notify their administration and athletic director.
 - 7.6.2.3. The Coach is responsible for filing Accident Incident Reports (AIRS) and Serious Incident Reports (SIRS) iaw DoDEA policy
 - 7.6.2.4. Coaches will carry the Medical Power of Attorney (POA) for each athlete any time team members are present.
 - 7.6.2.5. Coaches are required to maintain a daily attendance roster.
- 7.6.3. The spokesperson for the team.
- 7.6.4. Responsible for the safety and well-being of athletes to include:
 - 7.6.4.1. Conducting practices and games in a safe physical environment; sensitivity to the health and well-being of athletes under a coach's care;
 - 7.6.4.2. Use of current knowledge of proper skills and methods of instruction;
 - 7.6.4.3. Use of safe and appropriate equipment;
 - 7.6.4.4. Matching of athletes in practices and games by size, experience and ability;
 - 7.6.4.5. Prevent harassment, discrimination, and hazing by coaching staff and athletes;
 - 7.6.4.6. Providing appropriate emergency care;

7.6.5.7. Teaching and modeling good citizenship and sportsmanship.

7.6.5. The coach/sponsor must provide adequate supervision of athletes.

7.6.5.1 The DoDDS-E coach/sponsor must be present when team members are present to include all meetings, practices, scrimmages and athletic competitions;

7.6.5.2. Coaches are required to ensure ongoing adult supervision of team members at away events.

7.6.6. Coaches receiving EDC must be certified according to the DoDDS-E requirements.

7.6.6.1 Coaches are required to have both a Fundamentals of Coaching course and a Sports First Aid course. Cheer coaches must also have the AACCA safety certification.

7.6.6.2 DoDDS-E coaches are required to hold a current CPR certification.

8. European Athletic Council (EAC): The EAC serves as a recommending body on athletic issues to the Area Director.

8.1 Membership:

Director, DoDDS-E Inter-Scholastic Athletic Program - Chair

Superintendent Representative - Assistant Superintendent

Principal Representative - (1) per District

Coach Representative - (1) per Division

Athletic Director Representative - (1)

Student Representatives - Male and Female (2)

Military Representative - EUCOM (1)

8.2. Meetings: Meetings will be held at least once every school year at the direction of the Director, DoDDS-Europe.

8.3. Issues addressed by the EAC will not be re-addressed until one calendar year has passed.

8.4. Issues brought to the attention of the EAC must be endorsed by the requesting school's principal.

7. Sport Offerings

7.1 The athletic program provides the opportunity for young men and women to participate on an equitable basis in the school's sports program. Programs must comply with Title IX requirements.

7.2. Only activities authorized and fully funded by DoDDS-E will be part of the IAP. The following list of sports may be offered at DoDDS-E Schools:

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Tennis
- Track and Field
- Volleyball
- Wrestling
- Cheer
- Marksmanship Team
- Softball

7.2.1. The Principal in consultation with the District Superintendent and Area Director will determine which of the above listed sports will be offered at his/her respective school. Schools must have a minimum of 5 high school participants to offer an extra duty position in the individual sports (golf, tennis, cross country, wrestling, track).

7.2.2. A school should not attempt to promote or compete in an athletic program unless adequate student interest, equipment, playing facilities, and responsible faculty supervision can be provided.

7.2.3. Schools interested in adding sports must request consideration to the Area Director.

7.3 Inter-Scholastic Athletic Program Modification

7.3.1. The addition of any new interscholastic activity in addition to those already offered must be based on the needs and requirements of DoDDS students.

7.3.2. DoDDS-E will not attempt to promote or compete in any athletic program unless adequate student interest, equipment, playing facilities, and responsible faculty supervision can be provided.

7.3.3. Considerations for new Inter-Scholastic Athletic Programs in DoDDS-E:

7.3.3.1. Title IX requirements must be factored into any new program additions (see [Enclosure 2](#))

7.3.3.2. The addition of any activity to the DoDDS extra-curricular program carries with it significant resource requirements and consequently will require realistic cost estimates for equipment, playing facilities, transportation, faculty supervision and other associated costs.

7.3.3.3. A lack of resources, management capacity, or an inability to provide adequate support for an established program by a community or other DoD agency is not the basis for the establishment of a DoDDS-E IAP. The underlying reasons for the inability of the other agency's program must be analyzed and adequately addressed prior to consideration by DoDDS-E.

7.3.3.4. Discretionary funds available to support any new programs are limited and the timeline for assessment, review, and implementation will normally require 6-12 months.

7.3.4. Inter-Scholastic Athletic Program Modification Process:

7.3.4.1. Request/Proposal for additions may be made by students, parents, schools or through the established DoDEA Advisory Council Process.

7.3.4.2. Requests should include a description of the proposed program, the grade levels to be considered, the season for the event, estimated level of participation, gender mix of the proposed program and comment/endorsement by the local school principal or district superintendent.

7.3.4.3. A sub-committee appointed by the European Athletic Council (EAC) will review the proposal and make a recommendation to the EAC and Director, DoDDS-Europe.

7.3.4.4. The sub-committee's recommendation must be based on analysis of DoDDS-E financial resources, estimated participation, Title IX requirements, and other relevant factors.

7.3.5. Final introduction of new or modified DoDDS-E IAP is:

7.3.5.1. Subject to review by DoDEA General Counsel to ensure compliance with Title IX requirements.

7.3.5.2. Subject to the approval of the Director, DoDDS-E.

7.3.5.3. Subject to re-evaluation at the 12, 24, and 36 month from date of program establishment.

7.3.6. New or alternative programs may also be recognized through Memorandum's of Understanding with Child and Youth Services or other community organizations. MOU'S must be consistent with the IAP.

8. Eligibility Requirements

8.1. Age: Any student who, on the first day of August, has reached or passed his or her 19th birthday, will be ineligible to practice/participate in athletic events. A contestant who is age-eligible from the first day of August remains eligible throughout the school year.

8.2. Eight Semester Rule: A student shall be eligible for competition only during eight consecutive semesters after entry into the 9th grade and prior to graduation.

8.3. Undergraduates Only

8.3.1. Only students currently enrolled in grades 9-12 shall take part in any contest.

8.3.2. An eligible student is defined as being enrolled in at least one half (4 subjects) of the periods offered.

8.4. Foreign students attending a DoD school on a full-time basis who are required by their countries' regulations to attend a 13th year of school may be allowed to compete during their 13th year providing the following:

8.4.1. The student meets all age and academic eligibility requirements;

8.4.2. The student does not violate the eight consecutive semester rule during the last year of competition.

8.4.3. The student is able to provide evidence of their date of entry into the 10th grade and a statement that the individual(s) did not participate during the 9th grade.

8.5. Grade Level: No student may participate on a high school team who has not entered the 9th grade.

8.5.1. Students must be officially enrolled in the particular school for which they participate.

8.5.2. A 9th grade student from a DoD school within the commuting area is eligible to participate for the high school varsity or junior varsity program.

8.5.3. 7th and 8th Grade Eligibility

8.5.3.1. No 7th or 8th grader may practice or play in a team sport.

8.5.3.2. Exceptions that include 7th and 8th grade students in unofficial or exhibition capacity are granted for the following sports:

- Cross Country
- Golf
- Tennis
- Wrestling
- Track and Field

8.5.4. Exceptions for 7th or 8th grade students are granted with the following limitations:

8.5.3.1. No varsity or junior varsity participation and recognition.

8.5.3.2. Overnight travel is authorized if transportation costs do not increase.

8.5.3.3. 7th and 8th grade students are not authorized to fly to athletic events.

8.5.3.4 Participation does not exclude a 9-12 grade student.

8.5.3.5. No team points awarded for 7th or 8th grade participation.

8.5.3.6. All 7th and 8th grade participants are clearly identified before the contest begins.

8.5.3.7. 7th and 8th grade students are not authorized to travel to or participate in post season championships: (divisional, conference, sectional, European).

8.6. Home Schooled Students:

8.6.1 Students eligible to attend a DoDDS-E school on a space-required, tuition free (category 1-A) basis are eligible to participate in the IAP. Home schooled students participating in the IAP must meet the same eligibility requirements applicable to all other student participants.

8.6.2 Home schooled tuition paying students are required to pay a participation fee as determined by the Associate Director, DoDEA.

8.7. Host Nation School Students attending a host nation school are not eligible to participate in the DoDDS-E IAP.

8.7.1. DoD dependent students who live within commuting area of a DoD dependent school and by choice attend a host nation school, international school, or private boarding school are not eligible to participate in the DoDDS-E IAP.

8.7.2. DoD dependent students who do not live within commuting area of a DoD dependent school and by necessity are enrolled in a host nation school, international school, or private boarding school with DoDDS support (through the DoDEA Non-DoD schools program) are not eligible to participate in the DoDDS-E IAP.

8.7.3. Exception: Students in either of these categories may participate when their school is an active and fully recognized member in the DoDDS-E IAP and when the student is a member of their school's athletic team.

8.8. Residence/Domicile.

- 8.8.1. A student will attend and participate in the IAP of the school serving his/her residential area.
- 8.8.2. Exceptions to this must be obtained through the Area Director.

8.9. Transfer Students: A transfer student retains their eligibility if the following are met:

- 8.9.1. A student transferring from another school system must meet DoDDS-E eligibility requirements.
- 8.9.2. A student is not eligible until all eligibility requirements are verified.
- 8.9.3. A student who is ineligible at a DoDDS-E school or a stateside school for disciplinary reasons shall not be permitted to participate at the receiving school during the sport season in question.
- 8.9.4. Every effort shall be made by the receiving school to verify eligibility records.
- 8.9.5 Approval to participate will be granted by the Area office.

8.10. Amateur Standing: Each student, in order to represent his/her school in any sanctioned contest, shall be and shall remain an amateur.

- 8.10.1. An amateur athlete shall not compete for money or other monetary compensation.
- 8.10.2. Amateur athletes shall participate and always have participated under their own name.
- 8.10.3. Individual students may receive monetary rewards for participation in luck-of-the-draw or lottery type programs.
 - 8.10.3.1. This type of competition must be limited to individual type participation and not to pit one contestant against another.
 - 8.10.3.2. There is no limit on the amount of monetary award for this type of participation.
 - 8.10.3.3. Examples: Shooting baskets at half time at professional basketball games; shooting hockey pucks at goals during intermission at hockey events.
- 8.10.4. Amateur athletes may receive a fee for officiating non-interscholastic high school and non-intercollegiate sports without jeopardizing their amateur standing.
- 8.10.5. Amateur athletes shall retain their amateur standing even though they receive compensation from private clubs for instructing students not enrolled in high school.
- 8.10.6. Amateur athletes may enter a tournament with or against professionals without jeopardizing their amateur standing provided they do not receive any monetary awards, gift certificates, or merchandise awards that exceed the \$250.00 limit.
- 8.10.7. Amateur athletes shall not enter into any agreement with any corporation, association, partnership, or individual for services as an athlete until they have terminated their attendance in high school, except for a letter of intention to attend a college or university.
- 8.10.8. No member of the family of an amateur athlete may receive remuneration, either directly or indirectly, such remuneration being given to influence the student or the family to reside in given high school district for purposes of establishing the student's eligibility on a team of said school.
- 8.10.9. An athlete who has lost his/her amateur standing in any DoDDS IAP sport loses his/her amateur standing in that sport for a maximum of one full calendar year from the date of discovery of the infraction or until reinstated by the Area Director.

9. Academic Eligibility Requirements

9.1. The primary purpose of the DoDDS-E schools is to prepare students to be productive citizens now and in their future lives. Academic eligibility policies ensure uniformity, promote good sportsmanship, achieve sound educational objectives, and assist students in staying on track for graduation.

9.2. Eligibility to participate in interscholastic/extracurricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester grades will be used to determine eligibility for the fall and spring sport/activity seasons. First quarter grades will be used to determine eligibility for the winter sport/activity season. This policy will ensure that all students are on track to meet graduation requirements.

9.3. The initial eligibility for the activity or sport season will be determined by the semester or quarter grades as outlined above.

9.4. All students will be monitored for D's and F's on a weekly basis throughout the activity or season. Students who have more than one failing grade in the classes in which they are enrolled are ineligible for competition/participation. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the team/activity. Grades during the period of monitoring will be cumulative from the beginning of each quarter. If a sport season or activity carries over from one quarter to the next, then the quarter grades will be used to determine eligibility for the week following the end of the quarter.

9.5. All incoming Ninth grade students are eligible for the fall sports/activity season if they are not failing more than one class weekly.

9.6. Students who participate in athletics are considered eligible once air tickets are purchased.

9.7. Students who do not meet the GPA/1 F requirement:

9.7.1. Students may request reinstatement of eligibility after the first three weeks of ineligibility.

9.7.2. This request must be supported by demonstrated academic achievement which meets the basic eligibility requirement of 2.0 GPA and no more than one failing grade.

9.7.3. The GPA of students who are reinstated will continue to be monitored every three weeks through the end of the season to ensure students maintain eligibility requirements.

9.7.4. Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the season.

9.8. Schools may not establish additional academic eligibility criteria. Schools will provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to monitoring sessions, tutoring, before and after school study halls/instruction, etc.

9.9. Each school is to develop a specific plan for monitoring grade eligibility; however, to achieve uniformity, all schools must complete grade checks by 4pm every Tuesday of each week that interscholastic/activity programs are being held. A student declared ineligible on the

Tuesday grade check will be ineligible from Wednesday 8am through the following Wednesday 8am. A letter of exception to this policy may be submitted to the Area Athletic Coordinator for changing the day. This request must be based upon unique needs.

9.10. A student declared ineligible may practice but is not authorized to participate in scrimmages, competition, be in school uniform at a scheduled event, or travel with the team/club to any away event.

9.11. Scholastic eligibility may be waived for students at the discretion of the Principal if the student is identified as “special needs” by the Case Study Committee and the Individual Education Program is on file. All other eligibility requirements such as age, and number of semesters must be met.

10. Medical Requirements for Participants

10.1 A physical examination and a certified statement of medical qualification from a physician (certified nurse practitioner, or physician’s assistant) is required to be on file at the school prior to participating in tryouts, practice, or regularly scheduled contests to include pre-season assessments.

10.1.1. Any physical examination form used by or acceptable to the local military medical authority is acceptable.

10.1.2. An athletic physical is valid for 365 days from the date of examination.

10.1.3. Physical fitness pre-assessments performed by coaches must occur within the season parameters.

10.1.4. DoDDS-E assumes no responsibility for the cost of physical examinations. Civilians should contact the local military medical facility regarding opportunity for a free school physical.

10.2. A Medical Power of Attorney (MPOA) must be on file with the coach prior to the first day of practice. Coaches will have in their immediate possession the Medical Power of Attorney (MPOA) for each athlete any time team members are present.

10.3. A Record of Emergency Care Information is required for all participating students (Enclosure 3). A copy of this record for each participant must be in the possession of the Coach/Sponsor at all practices, scrimmages/games.

10.4. Concussions: An athlete deemed unconscious for any amount of time cannot return to any physical activity (practice or games) without clearance from a medical physician.

10.5. Athletes who are absent from practice for medical reasons for a period of seven calendar days must be cleared by physician.

11. Attendance Requirements: Students are required to be in school the full day on the day of a weekday game.

11.1.1. The only exception is for an appointment approved by the school administration in advance.

11.1.2. A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance.

11.1.3. If games are scheduled for both Friday and Saturday only the Friday game will be missed due to absence on Friday.

11.2. School Suspensions: Any student suspended from school is not eligible, at the minimum, for the next scheduled DoDDS-E competition.

12. Team Membership Requirements

12.1. Any player who competes in the first scheduled game or is a member of a given team on that date is not authorized to participate in any other sport during that sport season.

12.2. Students are authorized to participate in only one DoDDS-E sport in the fall, one DoDDS-E sport in the winter, and one DoDDS-E sport in the spring. Exceptions may be approved by the Area Director.

12.3. Students withdrawing from school on the last student school day of the week maintain/retain eligibility through that weekend.

12.4. A player is not eligible to participate in a sport until they have returned or paid for all issued equipment/uniforms from a previous sport.

12.5. There is no official DoDDS-E policy on the requirements of selection to varsity or junior varsity teams. Individual coaches, with the approval of their principal, should determine and publish the criteria for team selection and lettering policies to parents and athletes during the pre-season parent meetings.

12.6. Any athlete or team participating in the DoDDS-E IAP is expected to participate in all DoDDS-E events and practices. Participating in a non-DoDDS-E event in lieu of a scheduled DoDDS-E practice or event is not permitted. Any athlete or team who does so forfeits the privilege of continued participation for that season.

13. COMPETITION: Competition is limited to eligible students registered in a DoD high school.

13.1. Coaches shall not enter athletes or athletic teams in any interscholastic competition unless they are eligible under the current DoDDS-E high school regulations, nor shall any high school knowingly permit its athletes or athletic teams to compete with another school in a game or contest in which an ineligible athlete is used.

13.2. Teams playing ineligible players will forfeit any game in which ineligible players participate.

13.3. Coaches are required to follow all rules as stated in the respective sport rule book and the DoDDS-E newsletters.

13.4. Coaches who choose to end a game prior to the end of regulation time will be subject to disciplinary action.

14. Non-DoDDS-E Schools Responsibilities: All non-DoDDS-E schools participating in the IAP must comply with policies outlined in the IAP.

14.2. Non-DoD schools will provide access rosters with passport numbers and other pertinent information to the host school a minimum of thirty days prior to the event.

14.2. Non-DoD schools must provide an eligibility roster to the DoDDS-E athletic coordinator. Rosters must include student name, date of birth, grade, and date of entry into the 9th grade. Rosters are due prior to the first regularly scheduled game.

14.3 Non-DoD schools who desire to participate in post-season competition must fully participate in a regular season conference.

15. General Rules: School administrators, athletic directors, and coaches shall ensure that the following general rules are observed in all DoDDS-E interscholastic athletic competitions.

15.1. **Sport Season Limitations:** A sport season begins on the first day of official practice and ends with the awarding of the letter.

15.1.1. Any school participating in a DoDDS-E sponsored sport season does so only within the time constraints established by DoDDS-E.

15.1.2. All schools will observe established practice limitations.

15.1.3. Authorized dates for start of practice for each season are published by the Area Director.

15.1.4. Members of high school teams shall not participate in a contest until they have practiced a minimum of 10-calendar days.

15.1.5. Students transferring from another school may play immediately if they have met the 10-day practice requirement at their previous school, and no more than fifteen calendar days have passed from withdrawal from the previous school. Documentation from the student's former school is required.

15.1.6. Athletes who are absent from practice for medical reasons for a period of seven calendar days must be cleared by physician. The athlete must have a minimum of four calendar days of practice prior to returning to competition.

15.1.7. Schools may not hold more than two practice sessions a day. If two practice sessions are held they cannot exceed two hours each and must be separated by a minimum of two hours.

15.1.6. Any athlete or team participating in the DoDDS-E IAP is expected to participate in all DoDDS-E events and practices.

15.1.7. Participating in a non-DoDDS-E event in lieu of a scheduled DODDS practice or event is not permitted. Any athlete or team who does so forfeits the privilege of continued participation for that season.

15.1.8 After the first month of the season any student desiring to now participate on a team, must not only meet the eligibility criteria but receive approval from the coach, athletic director and school principal to be eligible to participate.

15.2. **Post-season games** (any competition that would occur after the DoDDS-E season ending tournament) are not authorized unless approved by the Area Director.

15.3. **Additional scrimmages/games**, not included in the published yearly schedules, may be arranged locally but must meet the following criteria:

15.3.1. Approval from principals of the schools concerned.

15.3.2. There will be no cost to DoDDS-E for officials, transportation, awards, or temporary duty orders for coaches unless approved by the Area Director.

15.3.3. Additional scrimmages/games will not be arranged before completion of 10 calendar days of organized practice of a sport.

15.3.4. The additional scrimmages/games will result in no loss of school time (seminar is considered school time).

15.4. **Sunday practices** and meetings are prohibited, except in Bahrain.

15.5. **Open Gym/Off-Season Coaching** The coach and/or members of the coaching staff (volunteer coaches included) are prohibited from open gym/off-season coaching or instruction prior to the first starting date of the respective sports season. Coaches may supervise a weight training or conditioning program during the off-season but must meet the following criteria:

15.7.1. The training/conditioning program is open to the entire student body. If only team members are present the program is in violation of this policy and the school team may forfeit competition during the regular season.

15.7.2. The training/conditioning program includes only activities designed to promote physical fitness.

15.7.3. The school may not issue equipment designed for a specific sport for training/conditioning programs.

15.7.4. Mandatory attendance is prohibited.

15.7.5. Coaches or any members of the coaching staff are not permitted to instruct athletes in the off/season or open gym sessions on technical or tactical skills.

15.6. **Interval week.** During “interval” week coaches may not have contact with their athletes. Gyms/weight rooms/fields are closed. Coaches may hold team organizational meetings during the school day.

15.7. Physical pre-assessment must occur within the season parameters.

15.8. **DoDDS-Europe Athletic Travel:**

15.8.1. **Football**

15.8.1.1. Official traveling squad size for Division I and II football when air transportation is required is thirty-two (32). The official squad size for Div. III Schools will be 26.

15.8.1.2. These are maximum numbers: coaches, managers, and statisticians.

15.8.1.3 The exact number of tickets to be purchased, not to exceed 32/26, will be determined by the respective District Superintendent.

15.8.1.4. Coaches who are not in public law status are authorized to travel by air at Government expense. Additionally, principals are authorized to submit requests for travel orders for non-DoDDS coaches.

15.8.1.5. Only I bus is authorized for all games. Exception: When a Varsity and complete J.V. game will be played, a second bus is authorized or a double-decker, which ever is more cost effective. Post Season - 1 Bus maximum. No double-deckers.

15.8.2. Cheerleaders

15.8.2.1. Cheerleaders/Mascots are not authorized air travel for regular season events.

15.8.2.2. Principals will determine travel for regular season events (if not flying), but the number of buses authorized for the scheduled sport will remain at 1. If two buses are needed due to JV and Varsity football/basketball games; the varsity cheerleaders are authorized to travel.

15.8.2.3. Mascots will not participate in post-season competition.

15.8.2.4. Travel to post-season events, will be determined by the DoDDS-E Athletic Coordinator.

15.8.2.5. Cheerleaders will travel to their scheduled competitions with their basketball teams.

15.8.3. Golf

15.8.3.1. All schools are required to piggyback with other school(s) in close proximity, or smaller modes of transportation such as vans or rental vehicles should be acquired.

15.8.3.2. If 7th and 8th grade participants increase the need for a larger bus, 7th and 8th grade students will not be permitted to travel to that event.

15.8.4. Tennis/Cross Country/Volleyball/Wrestling/Softball/Baseball/Track

15.8.4.1. Schools should arrange to piggyback with other teams within the school, or other schools traveling to the same site.

15.8.4.2. Smaller modes of transportation such as vans, rental vehicles, etc. should be used when teams are small.

15.8.4.3. If 7th and 8th grade participants increase the need for a larger bus, 7th and 8th grade students will not be permitted to travel to that event.

15.8.5. Basketball and Soccer

15.8.5.1. Only 1 bus is authorized for Division II and III schools. Division I schools with full programs (Varsity and JV: boys and girls) may travel with 2 busses or utilize a double-decker bus which ever is more cost effective. An additional bus must be approved by the respective District Superintendent.

15.8.6. Marksmanship

15.8.6.1. Schools should arrange to piggyback with other teams within the school, or other schools traveling to the same site.

15.8.7. Air Travel- All Events

15.8.7.1. DoDDS-E policy requires the use of economy-restricted tickets.

15.8.7.2. Tickets should be purchased as far in advance as possible.

15.8.8. Post Season Championships:

15.8.8.1. Football: Bussing: 1 Bus for each of the Divisions; Flying: 32/26.

15.8.8.2. Volleyball and Basketball: Divisions I/II: 13 Students, 2 Adults; Division III: 10 Students, 2 adults

15.8.8.3. Soccer: Division I/II - 22 Students, 2 Adults; Division III - 16 Students, 2 Adults

15.8.8.4. Cheerleaders: Division I/II: 10 Cheerleaders, 2 Adults; Division III: 8 Cheerleaders, 2 Adults

15.8.8.5. Softball/Baseball: Division I/II: 16 Students, 2 Adults; Division III: 13 Students, 2 Adults

15.8.8.6. Individual Sports: If 5 or more athletes qualify, 2 adults are authorized. If fewer than 5 athletes qualify then only 1 adult is authorized to travel with the team.

*Numbers are subject to change based on the number of qualifiers per school.

15.8.9. All schools are required to utilize the most cost effective means of travel for all activities.

15.8.10. Loss of school time for students and prudent use of TDY should be a priority for all schools.

15.8.11. Parent travel is not authorized on DoDDS-E athletic trips.

15.8.12. Coaches are not permitted to alter a transportation contract without approval from the local SBO.

16. Schedules: All schools will observe established game schedules and/or limitations. The Area office will publish the official IAP schedules.

16.1. Changes to published schedules must be agreed upon by both school principals with approval by the Area office.

16.2. Schedules will minimize loss of school time for travel.

16.3. Additional games not included in the published official DoDDS-E IAP schedule may be arranged with local host nation schools. These games must meet the following criteria:

16.3.1. Members of high school teams shall not participate in a contest until they have practiced a minimum of 10-calendar days.

16.3.2. At no cost to DoDDS-E for transportation, officials, temporary duty orders.

16.3.3. No loss of school time.

16.4. **Friday night football games:** Must be approved by the Area Office. Friday night games may be approved if the loss of instructional time does not exceed 3 hours.

16.5. **Semester Exams:** Games will not be played during the week of semester exams until after the completion of all exams. Every attempt should be made to find a balance between time spent for practices and exam preparation.

17. Medical Coverage and Care

17.1. It is DoDDS-E and U.S. European Command (EUCOM) policy that adequate emergency support plans be provided for all scheduled interscholastic athletic competitions, events, and activities.

17.1.1. **Collision/contact sports** (Basketball, Football, Soccer, and Wrestling) will have an Emergency Medical Technician-level (EMT-level) trained provider designated by the local commander on hand with the minimum emergency materiel to manage airway, cardiac, and spinal injuries.

17.1.1.1. An EMT-level provider is the minimum medical support requirement. An on-site doctor, physician's assistant, or nurse would also meet this requirement. Both the principal and local military commander must agree that provider's qualifications are adequate.

17.1.1.1.1. The medical provider must have professional training to know how to restore breathing, do CPR, stop bleeding, immobilize a fracture, recognize a potential spinal injury, and make a determination as to whether or not the injured athlete can be moved.

17.1.1.1.2. The medical provider or a designated individual in the immediate vicinity must have the ability to call the ambulance and call the hospital and explain the situation to the ER personnel while the ambulance is enroute.

17.1.1.1.3. It must be clear to the medical provider that he/she is the medical authority on scene.

17.1.1.2. Host nation EMT level personnel may provide on-scene emergency medical coverage as determined by the local military commander. Host nation emergency ambulance services may provide necessary emergency medical transportation on an-call basis (the ambulance is not required to be on scene during the competition). Local commanders may provide a higher level of service if desired.

17.1.2. While the intent of this policy is that games should not stop if an ambulance leaves the field, it is an issue that must be decided by the school principal or designee on scene. Should the EMT-level provider depart the immediate area at any time during the event (e.g. to accompany an injured player during ambulance transport), the school principal, designee, or component command policy will delay or cancel the game as appropriate.

17.1.3. **Limited contact sports** (Cheerleading, Field events; High jump, Cross-country, Baseball, Softball, and Volleyball) will have a DoDDS-E designated individual present throughout the event with a cell phone and medical emergency contact telephone numbers. On-call medical response services designated by the local commander will be notified of the event time and location to ensure rapid response.

17.1.4. **Non-contact sports** (Field events; Discus and Shot put, Golf, Rifle, Tennis, and Track's Running events) do not require on-site medical support.

17.2. **Liability:** DoDDS-E assumes no financial responsibility for medical insurance or incurred medical expenses as a result of participation in the IAP.

18. Travel

18.1. DoDDS-E is responsible for providing safe, cost effective modes of transportation for all officially scheduled interscholastic athletic competition in accordance with the DoDDS-E travel policy ([Enclosure 4](#)).

18.2. The local school bus office (SBO) is responsible for arranging all travel for scheduled athletic events and should be the first point of contact for providing schools with the most economical method of transportation for team travel.

18.3. Athletes are required to travel as a unit under the supervision of the DoDDS-E coach/sponsor to and from the athletic event to be eligible to compete.

18.4. When visiting another site, the DoDDS-E coach/sponsor is responsible for the conduct of students under their supervision from the time of departure until the time of return.

18.4.1. The DoDDS-E coach/sponsor and any volunteer coach on orders is required to travel and be billeted with their team.

18.4.2. The DoDDS-E coach/sponsor must be present when team members are present to include meetings, practices, scrimmages and athletic competitions;

18.4.3. Coaches are required to ensure ongoing adult supervision of team members at away events.

18.4.4. The DoDDS coach/sponsor is responsible for the supervision of all facilities used by his/her team. He/she should be the last one to leave the facility after a thorough inspection.

18.4.5. The visiting school is required to report any damage to facilities caused by his/her team.

18.5. **Overnight Travel:** Arrangements are to be coordinated in advance between the visiting and host school.

18.5.1. The host school has the responsibility for making all arrangements for visiting teams, to include force protection requirements, a sponsor to meet the team, sleeping arrangements, local transportation, eating, etc., as required, for a positive competitive experience.

18.5.2. Principals or his/her designee will request orders for the coaches/volunteers when an overnight stay is involved, or if the trip requires the coach to be away from his/her duty station in excess of 12 hours

18.5.3. The use of appropriated funds to provide lodging and/or meals for students participating in the IAP is prohibited.

18.6. **Class Work/Assignments:** Students are responsible for all class work assigned during their absence. An away trip is not an excuse for missing assignments.

19. OFFICIATING

19.1. Officials for athletic contests must be fully qualified.

19.2. The contracted Officials Association will provide a list of qualified officials for each sport.

19.3. Regular season golf, cross country, track and field, and tennis meets will not require officials.

19.4. Host School Responsibilities: The host school will be responsible for:

19.4.1. Coordinating contest times with officials and the visiting team(s).

19.4.2. Designating a point of contact for the officials at the game site.

19.4.3. Providing a secure room for the officials.

19.4.4. Contacting the local officials' association point of contact to verify game time, game site and officials assigned to the event(s) at least two days in advance.

19.5. Private contact between coaches and officials during the event is prohibited.

20. PROTESTS

20.1 Protest procedures will follow the adopted rule book specific to each sport. When a specific sport rules book allows for a protest the following will occur:

20.1.1. Protests can be made in reference to rules interpretation or rules application only.

20.1.2. The protest must be notated in the official score book at the time of the protest, before the game resumes.

20.1.3. A letter outlining the protest must be forwarded by the Principal to the Area office by the end of the next working day following the event.

20.1.4. Schools submitting a protest are required to forward a courtesy copy to the DSO and to the Principal of the school or schools involved.

20.2. Coach/Player Ejections: It is the clear obligation of all contestants/coaches participating in the interscholastic athletic program to practice the highest principles of sportsmanship and ethics.

20.2.1. In addition to any penalties assessed by the Office of the Director, DoDDS-E, any student/coach disqualified from a match by the officials will be ineligible for the next regularly scheduled game/match (day) or championship match (day).

20.2.1.1. If an overnight two-game event occurs when the penalty is assessed, the player may travel to the event but cannot be on the bench and dressed out.

20.2.1.2. A coach may travel to the game with the team but may not be present at any team function or game activities and may not be on the field or in the facility during the game.

20.2.2. Penalties: When a penalty is assessed at the end of a sport season and no contest remains, the penalty is carried over to the next sport season in which the athlete/coach participates.

20.2.3. Ejection incident Reporting must be reported to the Office of the Director by the team/coach that commits the violation by COB on the next working day following the ejection. Schools failing to report and enforce this policy will receive a recommendation for additional sanctions.

20.3. Appeal Procedure: If an appeal is desired, due to the misinterpretation/misapplication of a rule by the official, the following procedures must be followed:

20.3.1. The appeal of the ejection must be in writing, through the High School Principal, to the Office of the Director by the close of business on the next working day following the ejection.

20.3.2. This appeal must include the facts surrounding the ejection and reference the NFHS misapplied/misinterpreted rule.

20.3.3. Upon receipt of the appeal, the DoDDS-E Athletic Coordinator will complete an investigation to include, at minimum:

20.3.3.1 Review of written statements from the official who made the call

20.3.3.2. Review of statements submitted by other officials.

20.3.3.3. Statements submitted by coaches.

20.3.4. After all documents have been reviewed; the DoDDS-E Athletic Coordinator will forward a recommendation to the Area Director.

203.5. The Director, DoDDS-E will issue a final ruling on the appeal.

21. CONTROLLED AND MIND ALTERING SUBSTANCE POLICY

21.1. All participants in the DoDDS-E IAP will adhere to DoDEA and DoDDS-E regulations concerning unlawful possession, use, or distribution of controlled and mind altering substances.

21.1.1. Possession, use, or distribution of tobacco, e-cigarettes, alcohol, mind altering substances, or drug paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances by athletes is prohibited at any time. Improper use of controlled substances by athletes is prohibited at any time.

21.1.2. Use of tobacco, alcohol, or mind altering substances by coaches, sponsors or any adult is prohibited at any time while in a supervisory capacity. Additionally, improper use of controlled substances is prohibited at any time while in a supervisory capacity.

21.2. Members of an athletic team who, during the season (the 1st day of practice through the awards ceremony), violate this policy during the school day, on or off school property (to include while riding to or from school, school events or school busses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school, are subject to the following:

21.2.1. First offense during the school year: Team member is removed from the team for the remainder of the season.

21.2.2. Second offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

21.2.3. Any athlete in violation of the policy during the post season championships will be immediately suspended from the championships, removed from the team, and will not be permitted to participate in the next season. Removal during the spring championship will be carried over to the next year. Parents are responsible for providing transportation from the championships when their athlete violates this policy.

21.3. Members of an athletic team who, during the season (the 1st day of practice through the awards ceremony), violate this policy outside of the events as stated in 21.2, are subject to the following:

21.3.1. 1st Offense: Team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games are not scheduled, the team member will miss the next scheduled competition. If traveling on an overnight trip, team member will miss the entire weekend of competition.

21.3.2. 1st Offense: If the offense occurs at the end of a sport season, the seven calendar days and one athletic competition will be carried over to the next season that the athlete participates.

21.3.3. 1st Offense: The student athlete must show proof of attending one counseling session prior to returning to competition and scheduling and attending at least two more counseling sessions within the next three weeks.

21.3.4. 2nd Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

22. Equipment and Supplies

22.1. Equipment required by the sport must be provided by DoDDS-E.

22.1.1. Only equipment provided by DoDDS-E may be used in DoDDS-E athletic practices, scrimmages and games.

22.1.2. Equipment includes, but is not limited to helmets, shoulder pads, lower body pads, catchers' equipment, batting helmets, shin guards, wrestling head gear.

22.2. School Letter Awards

22.2.1. Schools are responsible for the purchase of all athletic letters, certificates, and pins.

22.2.2. Appropriated funds are authorized for the purchase of IAP awards.

22.2.3. For sports for which an MOU exists, awards will be purchased by the school.

22.2.4. One varsity letter (8 inch chenille) and/or one junior varsity letter (6 inch chenille) will be issued during a student's tenure at the school.

22.2.4.1. Letters earned in additional sports could be indicated by an emblem for that sport. A bar may identify sequential awards earned in that sport.

22.2.4.2. Coaches must inform their players in writing what the requirements are for earning a letter.

22.2.5. A student competing as an individual in a DoDDS-E event or a non DoDDS-E sanctioned event may receive merchandise awards, medals, plaques, or trophies as an award of any kind, which has a retail value of less than \$250.00, exclusive of engraving per calendar year.

22.2.6 Students earning a varsity or junior varsity letter and have a 3.0 GPA or higher will be awarded an Academic Athletic Certificate for the season. 1st quarter grades will determine eligibility for fall sports, 2nd quarter grades for winter sports and 3rd quarter grades for spring sports.

23. Sanctioning: The Director, DoDDS-E may approve a non-scheduled DoDDS activity (i.e. clinic, camp, scrimmage, or other special events).

23.1. Sanction of non DoDDS-E IAP events is permitted under the following conditions:

23.1.1. No cost to DoDDS-E (travel & officials)

23.1.2. No loss of school time

23.3. The use of DoDDS-E facilities, equipment and uniforms for sanctioned events is authorized.

23.4. Requests for sanctioned events must be approved at all levels (local, district and Area).

DoDDS-Europe Manual 2740.2

Enclosure 1

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.

Commuting Area. A designated geographical area surrounding a DoD dependents school within which pupil transportation at U.S. Government expense is provided for DoD dependent students, except for those living within walking distance of the school.

DoD Dependents Schools. Schools established by the Department of Defense in overseas areas to provide primary and secondary education for minor dependents of DoD sponsors.

DoD Dependent Student. A minor dependent who is the child, stepchild, adopted child, ward, or spouse of a DoD sponsor, or who is a resident in the household of a DoD sponsor who stands in loco parentis to such individual and who receives one-half or more of his or her support from such sponsor; and

- Has not completed secondary school and who will reach his or her 5th but not 21st birthday by October 31 of the current school year; or
- Has a disability, and is between 3 and 5 years of age by October 31 of the current school year.

DoD Sponsor. A qualified DoD sponsor, eligible for space-required, tuition-free enrollment of eligible dependents in a DoD school is a military service member serving on active duty and stationed overseas on Permanent Change of Station (PCS) orders; or a civilian employee of the Department of Defense who is employed on a full-time basis, stationed overseas, is either a citizen or a national of the United States, and who is authorized to transport dependents to or from an overseas area at government expense and is provided an allowance for living quarters in that area.

Ejection: Contracted official/DoDDS 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. DoDDS-E is responsible for funding of travel and officials.

Hazing: Hazing is any action, threatened action, or situation, which has potential for harming or endangering the self esteem or physical health of a student. 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.

Intra-Squad Scrimmage: Informal competition involving members of the same team at no cost to DoDDS-E.

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Enclosure 1

Definitions

Medical Power of Attorney for a Minor Child: This special power of attorney document allows a parent or guardian to designate another person to make medical decisions on their behalf.

Scrimmage: Informal competition involving members of different teams with or without officials at no cost to DoDDS-E. 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.

Suspension: Period of time that a coach or athlete is prohibited from participating in the sports program due to a violation of the IAP.

Team(s): Coaches (DoDDS and volunteers), players, managers, statisticians, film crew

Waiver: Formal request for an exception to policy or rule.

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Enclosure 2
Title IX of the Educational Amendments of 1972 Compliance

Before Title IX, many schools refused to admit women or enforced strict limits on their participation in athletic programs. The legislation banned sex discrimination in schools, whether it be in academics or athletics. Title IX states:

"No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

Title IX governs the overall equity of treatment and opportunity in athletics while giving schools the flexibility to choose sports based on student body interest, geographic influence, budget restraints, and gender ratio. In other words, it is not a matter of women being able to participate in wrestling or that exactly the same amount of money is spent per women's and men's basketball player. Instead, the focus is on the necessity for women to have equal opportunities as men on a whole, not on an individual basis. Appraisal of compliance is on a program-wide basis, not on a sport-by-sport basis.

There are three primary areas that determine if an institution/school system is in compliance with Title IX:

- 1) **Athletic financial assistance** – Refers to college level programs - Not Applicable to DoDDS.
- 2) **Accommodation of athletic interests & abilities** – the selection of sports and the level of competition must effectively accommodate the students' interests and abilities. There are 3 factors that must be considered when demonstrating that the school is in compliance with this area.
 - a) Whether the interscholastic level participation opportunities for male and female students are provided in numbers **substantially proportionate** to their respective enrollments.
 - b) Whether the school/system can show a **history and continuing practice of program expansion** which is demonstrably responsive to the developing interests and abilities of that sex.
 - c) Where the members of one sex are **underrepresented** among interscholastic athletes and the school/system cannot show a **continuing practice of program expansion**, can it be demonstrated that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program.
- 3) **Other program areas** - all other benefits, opportunities, and treatments afforded sports participants are to be equivalent, but not necessarily identical. Title IX specifically looks at the following program components:
 - a) **Equipment & Supplies:** quality, suitability, quantity, availability, maintenance, & replacement.
 - b) **Scheduling of Games & Practice Time:** number of competitive events per sport, number and length of practice opportunities, time of day competitive events and practice opportunities are scheduled, opportunities to engage in available pre-season and post-season competition, the season a sport is scheduled, & the length of season.

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Title IX of the Educational Amendments of 1972 Compliance

- c) **Travel & Per Diem Allowances:** modes of transportation, housing furnished during travel, length of stay before and after competitive events, per diem allowances, & dining arrangements.
- d) **Opportunity to Receive Academic Tutoring:** availability of tutoring, tutor qualifications and experience, rates of pay, & employment conditions.
- e) **Opportunity to Receive Coaching, Assignment, & Compensation:** availability, assignment, & compensation of full-time coaches, assistants, graduate assistants, or restricted earnings coaches.
- f) **Locker Rooms, Practice, & Competitive Facilities:** quality, availability, exclusivity of use, maintenance and preparation of facilities.
- g) **Medical & Training Facilities and Services:** quality and availability of medical personnel; athletic trainers; weight and conditioning facilities; training facilities; & health, accident, and injury insurance coverage.
- h) **Publicity:** availability and quality of sports information, access to publicity resources, & quantity and quality of publications and other promotional devices.
- i) **Support Services:** administrative support, clerical and secretarial support, office space, equipment and supplies, & availability of other support staff.
- j) **Recruitment of Student-Athletes:** opportunities for coaches or other personnel to recruit, whether financial and other resources are equivalently adequate, & treatment of prospective student-athletes.

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Enclosure 3
Medical Coverage at DoDDS-Europe Athletic Events

Excerpt from Reference (g): HQ, US European Command Directive 30-13, "Overseas Dependents Education in USEUCOM," 16 February 2005

As of 1 October 2004, the ESC Working Group garnered concurrence from all major components and DoDDS-Europe that the following minimum support would be provided for competitive games:

a. Purpose: This agreement sets forth requirements and procedures by which the Department of Defense Dependent Schools (DoDDS) and Headquarters US European Command (HQ USEUCOM), US Army, Europe and Seventh Army (USAREUR), US Air Force Europe (USAFE), US Naval Forces Europe (NAVEUR) will establish responsibility and procedures for medical coverage and appropriate emergency action plans for DoDDS -Europe interscholastic athletic events.

b. Applicability: In accordance with references (d), (e), (f) and (g), the provisions of this guidance apply to all DoDDS-Europe schools and commands within the European Command. This referenced guidance applies to scheduled, interscholastic competitions/events and does not apply to routine practice. However, the requirement to have emergency action plans in support of all DODDS events/sports to include practices and venues where large crowds are gathered is applicable.

c. Definitions: Athletic Events/Sports are categorized in accordance with Reference (f) by their probability for collision or contact and the comparative likelihood that participation in different sports will result in acute traumatic injuries resulting from blows to the body. In "collision" sports (e.g., football), athletes purposely hit or collide with each other or inanimate objects, including the ground, with great force. In "contact" sports (e.g., basketball and soccer), athletes routinely make contact with each other or inanimate objects but usually with less force than in collision sports. In "limited-contact" sports (e.g., track and tennis), contact with other athletes or inanimate objects are infrequent or inadvertent. It is important to note that even in non-contact sports, such as field events, serious injuries can occur. For the purposes of this agreement, collision and contact sports are not separated because there is no clear dividing line between them.

(1) Collision/Contact Sports: Basketball, Football, Soccer, and Wrestling.

(2) Limited Contact Sports: Cheerleading, Field events; High jump, Cross-country, Softball, and Volleyball.

(3) Non-Contact Sports: Field events; Discus and Shot put, Golf, Riflery, Tennis and Track's Running events.

d. Policy: It is EUCOM and DoDDS-Europe policy that adequate emergency support plans be provided for all scheduled interscholastic athletic competitions, events, and activities.

(1) Collision/contact sports will have an Emergency Medical Technician-level (EMT-level) trained provider designated by the local commander on hand with the minimum

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Medical Coverage at DoDDS-Europe Athletic Events

emergency materiel to manage airway, cardiac, and spinal injuries. An EMT-level provider is the minimum medical support requirement; an on-site doctor, physician's assistant, or nurse would also meet this requirement.

(a) Host nation EMT-level personnel may provide on-scene emergency medical coverage as determined by the local military commander.

(b) Host nation emergency ambulance services may provide necessary emergency medical transportation on an-call basis (the ambulance is not required to be on scene during the competition).

(c) Local commanders may provide a higher level of service if desired.

(d) While the intent of this policy is that games should not stop if an ambulance leaves the field, it is an issue that must be decided by the school principal or designee on scene. Should the EMT-level provider depart the immediate area at any time during the event (e.g. to accompany an injured player during ambulance transport), the school principal, designee, or component command policy will delay or cancel the game as appropriate.

(2) Limited contact sports will have a DoDDS designated individual present throughout the event with a cell phone and medical emergency contact telephone numbers. On-call medical response services designated by the local commander will be notified of the event time and location to ensure rapid response.

(3) Non-contact sports do not require on-site medical support.

(4) Installation/base commander will ensure emergency action plan(s) are developed and validated annually. Emergency action planning will include representatives from DoDDS, the local medical commander, other base organizations, and the host nation emergency medical system agency (as needed). These plans should also address the procedure for emergency support of before/after school practices associated with collision and limited contact sports for all students and spectators.

e. Command Relationships and Responsibilities:

(1) Local Installation/Base Commanders shall:

(a) Provide at installation/base command expense the Emergency Medical Technician-level provider(s) who will be on site for scheduled DoDDS-Europe collision/contact athletic events.

(b) Identify and designate adequate emergency action plans for DoDDS-Europe scheduled limited contact athletic events.

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Medical Coverage at DoDDS-Europe Athletic Events

(c) For all athletic events, provide necessary communication support, transportation/access coordination, and emergency medical supplies designated by this policy to manage airway, cardiac, and spinal injuries and in the local emergency action plan sufficient to meet event and students/supporters needs.

(d) Notify the principal when required medical coverage cannot be provided at least five days before the scheduled event.

(e) Provide at installation/base command expense ambulance support, as required.

(f) Ensure development and annual validation of emergency action plan(s) in coordination with the school principal, local base organizations, and host nation responders as necessary.

(2) DoDDS Principals shall:

(a) Notify commanders of athletic event/competition schedule prior to the beginning of each semester and again at the beginning of each athletic program season. The principal shall also notify the commander of any cancellations.

(b) Designate the DoDDS individual responsible for emergency notification of Emergency Medical Technician-level providers for limited contact events. The principal shall ensure that this individual has a cell phone and emergency contact telephone numbers in possession at all times during the event.

(c) Ensure that head coaches receive basic cardiac life support and first aid training.

(d) Ensure that necessary emergency medical supplies designated by this policy and in the local emergency action plan have been provided and are present prior to beginning the event.

(e) Arrange with the local medical treatment facility for medical support for appropriate interscholastic athletic contests.

(f) Coordinate the development of an emergency action plan to support all athletic practices, after-hour events, and all competitions with the local commander. These emergency action plans will be exercised periodically for the benefit of the coaches, support staff, student athletes, and key base agencies.

(g) Cancel or delay the event if and when:

1. Emergency medical support cannot be provided by the command for collision/contact athletic events.

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Medical Coverage at DoDDS-Europe Athletic Events

2. DoDDS is unable to designate and appoint an individual to be responsible for emergency notification of medical provider(s) for limited contact events.

3. Should the EMT-level or DoDDS designated individual provider depart the immediate area at any time during the event (e.g. to accompany an injured player during ambulance transport), the school principal or designee will delay or cancel the game as appropriate.

(3) Medical Treatment Facility Commander shall:

(a) Serve on the installation/base committee to ensure adequate emergency medical action support plans are in place to support all DoDDS activities.

(b) Coordinate with the local DoDDS system to offer basic cardiac life support and first aid training to all DoDDS coaches.

(c) Identify necessary medical materiel, communication, transportation, or other logistical support for emergency management of airway, cardiac, and spinal injuries to the installation/base commander and DoDDS representative.

(d) Coordinate with appropriate installation/base agencies and the local host nation emergency response services to establish realistic response procedures to meet acceptable response timelines.

(e) Review the quality assurance plan and ensure the host nation responders meet sufficient EMT-level capabilities to ensure uniformity of response capabilities.

(f) Establish which local hospital will serve as the primary accepting medical treatment facility in support of DoDDS sporting events.

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Enclosure 4
DoDDS-Europe Athletic Event Travel Policy

A. **PURPOSE:** To establish the DoDDS-Europe policy regarding athletic travel for all participants in athletic events.

B. **APPLICABILITY:** This policy applies to all student athletes, coaches, managers, and statisticians.

C. **POLICY:** The official DoDDS-Europe policy for travel to athletic events is as follows:

Football

- Official traveling squad size for Division I and II football when air transportation is required is thirty-two (32). The official squad size for Div. III Schools will be 26. These are maximum numbers: coaches, managers, and statisticians.
- The exact number of tickets to be purchased, not to exceed 32/26, will be determined by the respective District Superintendent.
- Coaches who are not in public law status, are authorized to travel by air at Government expense. Additionally, principals are authorized to submit requests for travel orders for non-DoDDS coaches.
- Only 1 bus is authorized for all games. Exception: When a Varsity and complete J.V. game will be played, a second bus is authorized or a double-decker, whichever is more cost effective. Post Season - 1 Bus maximum. No double-deckers.

Cheerleaders

- Cheerleaders/Mascots are not authorized air travel for regular season events.
- Principals will determine travel for regular season events (if not flying), but the number of buses authorized for the scheduled sport will remain at 1. If two buses are needed due to JV & Varsity football/basketball games; the varsity cheerleaders are authorized to travel.
- Mascots will not participate in post-season competition.
- Travel to post-season events, will be determined by the District Superintendent or the DoDDS-E Athletic Coordinator.
- Cheerleaders will travel to their scheduled competitions with their basketball teams.

Golf

- All schools are required to piggyback with other school(s) in close proximity, or smaller modes of transportation such as vans or rental vehicles should be acquired.
- If 7th and 8th grade participants increase the need for a larger bus, 7th and 8th grade students will not be permitted to travel to that event.

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DoDDS-Europe Athletic Event Travel Policy

Tennis/Cross Country/Volleyball/Wrestling/Softball/Track

- Schools should arrange to piggyback with other teams within the school, or other schools traveling to the same site.
- Smaller modes of transportation such as vans, rental vehicles, etc. should be used when teams are small.
- If 7th and 8th grade participants increase the need for a larger bus, 7th and 8th grade students will not be permitted to travel to that event.

Basketball/Soccer

- Only 1 bus is authorized. An additional bus must be approved by the respective District Superintendent.

Rifle

- Schools should arrange to piggyback with other teams within the school, or other schools traveling to the same site.

Air Travel- All Events

- DoDDS-E policy requires the use of economy-restricted tickets.
- Tickets should be purchased as far in advance as possible.

Post Season Championships

- Football: Division III - one bus; Division III - one bus
- Volleyball and Basketball: All Divisions: 12 Players, 2 Coaches, 1 Manager
- Soccer: Division III - 22 Players, 2 Coaches, 1 Manager; Division III - 19 Players, 2 Coaches, 1 Manager
- Cheerleaders: 10 Cheerleaders, 1 Coach, 1 Manager
- Softball: All Divisions: 15 Players, 2 Coaches, 1 Manager
- Individual Sports* : Qualifiers, 2 Coaches and 1 Manager

All schools are required to utilize the most cost effective means of travel for all activities. Loss of school time for students and prudent use of TDY should be a priority for all schools. Parent travel is not authorized on DoDDS-E athletic trips.

*Numbers are subject to change based on the number of qualifiers per school.